

Mathematical Sciences – 2013-14

Departmental responsibilities relating to taught postgraduate programmes and students

	Responsible (lead responsibility in bold)
Formal departmental contact for taught postgraduate students	Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator
Induction	Dr Hongsheng Dai – Graduate Director
Arrangements for providing cohort-level guidance on module choices, progression etc	Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator
Arrangements for providing cohort-level guidance on dissertations	Dr Hongsheng Dai – Graduate Director
Arrangements for providing individual personal/tutorial support	Dr Hongsheng Dai – Graduate Director
Approving student requests to intermit, withdraw, change course, special syllabus	Dr Hongsheng Dai – Graduate Director
Employability	Dr Edd Codling/Dr Haslifah Hashim
Promoting and advising on student mobility	Dr Gerald Williams
Study Skills	Dr Hongsheng Dai – Study Skills Officer
Advising students on scholarships and studentships	Dr Hongsheng Dai – Graduate Director Dr Abdel Salhi – Head of Department
Attendance monitoring/progress retention – reviewing attendance/progress data and meeting students whose attendance/progress is unsatisfactory/at risk	Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator Supervisors/Advisors
Plagiarism and Academic Offences	Dr Alexei Vernitski – Academic Offences Representative Dr Abdel Salhi – Head of Department
Monitoring provision of feedback on coursework	Dr Abdel Salhi – Head of Department
Annual structures update	Professor Peter Higgins – Chair Teaching Executive Dr Hongsheng Dai – Graduate Director Miss Camilla Thomsen – Departmental Administrator
Updating module directory	Miss Camilla Thomsen – Departmental Administrator
Annual Monitoring Report	Dr Hongsheng Dai – Graduate Director
Considering External Examiner Reports	Dr Abdel Salhi – Head of Department Dr Hongsheng Dai – Graduate Director
Reviewing PTES results	Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator Dr Abdel Salhi – Head of Department
Periodic Review	Dr Abdel Salhi – Head of Department Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator

Annual update of Student Handbook	Miss Shauna McNally – Graduate Administrator Dr Hongsheng Dai – Graduate Director
Providing information on courses for website and prospectus	Miss Shauna McNally – Graduate Administrator Dr Abdel Salhi – Head of Department Dr Hongsheng Dai – Graduate Director
Recruitment events	Dr Hongsheng Dai – Graduate Director Dr Abdel Salhi – Head of Department Miss Shauna McNally – Graduate Administrator
Admissions - Policy	Dr Hongsheng Dai – Graduate Director Dr Abdel Salhi – Head of Department
Admissions – Selection	Dr Hongsheng Dai – Graduate Director
Chair of Late Submission of Coursework Committee (as appropriate)	Dr Hongsheng Dai – Graduate Director
Chair of Extenuating Circumstances Committee	Dr David Penman – Chair of Exam Board
Chair of Exam Pre-Board	Dr David Penman – Chair of Exam Board
Chair of Graduate Staff Student Liaison Committee	Professor Peter Higgins – Chair of Staff Student Liaison Committee
Leading on PGT matters at Departmental Meetings	Dr Hongsheng Dai – Graduate Director
Disseminating information on PGT policy and procedures	Dr Hongsheng Dai – Graduate Director Dr Abdel Salhi – Head of Department Miss Shauna McNally – Graduate Administrator
Attending Graduate Directors Meetings/responding to consultation on PGT matters	Dr Hongsheng Dai – Graduate Director
Membership of Faculty Board	Dr Hongsheng Dai – Graduate Director
Placements (as appropriate)	Dr Edd Codling/Dr Haslifah Hashim – Careers, Employability and Placements Officer
Accreditation (as appropriate)	Dr Haslifah Hashim