

Mathematical Sciences – 2013-14

Departmental responsibilities relating to undergraduate programmes and students

	Responsible
Formal departmental contact for undergraduate students	Professor Peter Higgins Dr Andrew Harrison (for first years) Miss Vicki Forster Miss Camilla Thomsen
Induction	Dr Andrew Harrison/Dr Aris Perperoglou
Arrangements for providing cohort-level guidance on module choices, progression etc...	Professor Peter Higgins Dr Andrew Harrison (for first years) Miss Vicki Forster Personal Advisors
Arrangements for providing cohort-level guidance on projects/dissertations	Dr Chris Saker Supervisors
Arrangements for providing individual personal/tutorial support	Dr Aris Perperoglou Personal Advisors
Under 18s Link	Dr Aris Perperoglou
Approving student requests to intermit, withdraw, change course, special syllabus	Professor Peter Higgins (for second and final years) Dr Andrew Harrison (for first years)
Employability	Dr Edd Codling/Dr Haslifah Hashim
Promoting and advising on student mobility	Dr Gerald Williams
Study Skills	Dr Edd Codling/Dr Haslifah Hashim
Attendance monitoring/progress retention – reviewing attendance/progress data and meeting students whose attendance/progress is unsatisfactory/at risk	Professor Peter Higgins Miss Vicki Forster Personal Advisors
Plagiarism and Academic Offences	Dr Alexei Vernitski Dr Abdel Salhi
Monitoring provision of feedback on coursework	Dr Abdel Salhi
Annual structures update	Professor Peter Higgins Miss Camilla Thomsen
Updating module directory	Miss Camilla Thomsen
Annual Monitoring Report	Professor Peter Higgins
Considering External Examiner Reports	Dr Abdel Salhi Dr Alexei Vernitski
Reviewing NSS/SSS results	Professor Peter Higgins Dr Abdel Salhi
Periodic Review	Dr Abdel Salhi Professor Peter Higgins Miss Camilla Thomsen
Annual update of Student Handbook	Miss Camilla Thomsen Professor Peter Higgins

Providing information on courses for website and prospectus	Miss Camilla Thomsen Dr Abdel Salhi Dr Aris Perperoglou
Visit Days/Open Days	Dr Chris Saker Dr Hongsheng Dai Dr Abdel Salhi
Schools liaison/outreach	Dr Chris Saker
Admissions - Policy (including where appropriate Clearing, liaison with International Academy, 2 nd Year Direct Entry)	Dr Aris Perperoglou Dr Abdel Salhi
Admissions - Selection (including where appropriate Clearing, liaison with International Academy, 2 nd Year Direct Entry)	Dr Aris Perperoglou Dr Abdel Salhi
Chair of Late Submission of Coursework Committee	Dr Alexei Vernitski
Chair of Extenuating Circumstances Committee	Dr Alexei Vernitski
Chair of Exam Pre-Board	Dr Alexei Vernitski
Chair of Staff Student Liaison Committee	Professor Peter Higgins (second and final years) Dr Andrew Harrison (first years)
Leading on UG matters at Departmental Meetings	Professor Peter Higgins Dr Aris Perperoglou (on admissions)
Disseminating information on undergraduate policy and procedures	Miss Camilla Thomsen Professor Peter Higgins
GTA co-ordination	Dr Christopher Saker Miss Camilla Thomsen
Attending Undergraduate Directors Meetings/responding to consultation on UG matters	Professor Peter Higgins Dr Abdel Salhi
Membership of Faculty Board	Professor Peter Higgins
Placements (as appropriate)	Dr Edd Codling/Dr Haslifah Hashim
Accreditation (as appropriate)	Dr Haslifah Hashim