

## ROLES AND RESPONSIBILITIES

### DIRECTOR OF POSTGRADUATE STUDIES (DPGS)

This document outlines the typical duties expected of the post holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

#### Summary of post:

The Director of Postgraduate Studies (DPGS)<sup>1</sup> is responsible to the Head of Department for implementing postgraduate education policy as determined jointly in consultation with the Head of Department, senior officers of the department, departmental committees and Staff-Student committees.

The roles and duties of DPGSs and Postgraduate Tutors should be held by different people in each department<sup>2</sup>. Students may not feel comfortable talking to the same member of staff who deals with pastoral issues as well as academic ones, therefore the DPGS should have responsibility for academic issues, whereas a Postgraduate Tutor should be responsible for pastoral issues.

#### Duties and Key Responsibilities:

In consultation with the Head of Department and with appropriate delegation, the DPGS is responsible for:

- Ensuring compliance with all College strategies, policies and regulations, including the key [policies and procedures relating to the academic and examination regulations](#).
- Being familiar with the following key documents:
  - [The QAA Quality Code for Higher Education](#)

DPGs with responsibility for Master's level programmes should also be familiar with:

- [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \[FHEQ\]](#)
- [Relevant Subject Benchmark Statements](#)
- [Master's Degree Characteristics document](#)

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<sup>1</sup> Some departments may have separate posts for Postgraduate Master's Level and Postgraduate Research

<sup>2</sup> The word "department," which is used throughout this document may refer to Imperial College Schools, Divisions, Centres and Institutions, as appropriate.

- [European Credit Transfer and Accumulation System \(ECTS\) – Bologna Declaration, ECTS User’s Guide and Dublin Descriptors.](#)

## **General**

- Overseeing the recruitment of students. Ensuring that the College’s admissions policy is followed in all matters including advertisement and interview. Implementing the Equal Opportunities Policy in allocating studentships and bursaries.
- Liaising with the Registry, as appropriate, with regard to special cases for admission to postgraduate programmes and for changes to registration arrangements.
- Ensuring accurate records of applicants and students are kept
- Liaising with collaborative partners, industrial partners and sponsors as appropriate.
- In consultation with the Head of Department, allocating roles in teaching, supervision and administration to members of the department.
- Maintaining quality assurance mechanisms and ensuring that staff perform their teaching and/or supervision duties competently.
- Representing postgraduate teaching and/or research in academic staff recruitment and promotion.
- Recruitment and supervision of departmental support staff.
- Recruitment, training and supervision of Graduate Teaching Assistants (GTAs).
- Supervising the day-to-day administration of postgraduate teaching and/or research supervision.
- Supervising the departmental placement policies for postgraduate students.
- Ensuring students and staff have a clear and mutually understood mechanism to raise concerns at a departmental level.
- Dealing with disciplinary matters (including academic misconduct).
- Liaising with the Registry, as appropriate, with regard to the implementation of the Student Withdrawal Procedure, Interruption of Studies and Additional Examination Arrangements.
- Promoting the College’s on-line surveys to obtain feedback on the programme(s) from students. Considering all feedback obtained and taken action where necessary. Ensuring that any action taken as a result of student feedback is widely publicised.

- Organising and attending Staff-Student committee meetings
- Chairing the departmental PG Committee
- Ensuring that appropriate procedures to determine student representation on Staff-Student committees are in place. The guidelines for which can be downloaded at the following link:  
  
<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/>
- Financial budgeting of postgraduate teaching and ensuring that postgraduate teaching facilities are provided with necessary resources.
- Coordinating, monitoring and communicating the health and safety-related duties/responsibilities of relevant staff and reviewing and planning for health and safety and to be answerable to the Head of Department on such matters, see  
  
<http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/safety-management-responsibilities/>
- Preparing the Department for postgraduate reviews, in consultation with the Head of Department and Programme Directors, where appropriate. This may include Annual Monitoring of Master's programmes, departmental Precept Reviews, Periodic Review and any other quality review instigated by the College or external bodies.
- Acting as the postgraduate teaching and/or research interface with central administrative services, with College Committees (including the appropriate Faculty Education Committee for DPGS with responsibility for Master's level programmes) and with Committees and organisations external to the College.
- Overseeing the processes and departmental policy for academic feedback to students, in alignment with the [Policy on Academic Feedback to Undergraduate and Postgraduate Taught Students](#).
- To be aware of innovative teaching strategies and to respond to good practice disseminated from time to time by the College.
- To act in accordance with the [Imperial Expectations](#)

#### **For Master's Level Programmes**

- Developing and maintaining the curriculum of Master's level programmes, including providing support and assistance for Programme Directors/Organisers in developing and approving new programmes of study
- Ensuring all new programmes proposed by the department are consistent with the College policies and procedures and relevant national frameworks.
- Developing and maintaining the procedure for assessment of students.
- Interacting with the Chair of the Board of Examiners to implement the recommendations of the Board and to ensure smooth running of the examination process for Master's Level programmes within the Department.
- Ensuring that any mitigating circumstances produced by students are considered according to College procedure. The DPGS is usually a member of the relevant Mitigation Advisory Board (MAB).
- To be responsible for ensuring an up to date definitive record of each programme of study is maintained and available on the departmental website for the benefit of current and prospective students, this includes, but is not limited to, programme specifications and marking schemes.
- Responsibility for ensuring appropriate approval is given and accurate records kept regarding programme modifications.
- Securing of accreditation for Master's level programmes.
- In consultation with Programme Directors/Organisers, the Departmental Disabilities Officer (DDO) and the Disability Advisory Service (DAS), ensure there is a competency standards document available for the department's programmes of study.
- Ensuring that the department is compliant with the College's Master's Level Precepts:  
<http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/masters-level-precepts/Precepts-for-Master's-level-programmes.pdf>
- Where there are MRes programmes, ensuring that the department is compliant with the College's Code of Practice for MRes programmes:  
<http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/masters-level-precepts/Code-of-practice-for-MRes-programmes.pdf>
- Coordinating, monitoring and communicating the health and safety-related duties/responsibilities of Master's level Programme Directors, see:

<http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/safety-management-responsibilities/>

### **For Research Programmes**

- Vetting research projects and, in discussion with supervisors, putting in place quality assurance measures.
- Approving supervisory arrangements.
- Overseeing the departmental processes for progression of doctoral students.
- Approving nominations of examiners for the viva.
- Dealing with disputes between students and supervisors, if requested.
- Providing feedback to the Registry on PhD examination referrals.
- Ensuring that PhD projects are properly funded.
- Producing a research degree departmental handbook for students. Please refer to the document “Template for Research Student Handbook” at the following link:

<http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/>

- Ensuring that the department is compliant with the College’s Research Degree Precepts:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/>

- Coordinating, monitoring and communicating the health and safety-related duties/responsibilities of research supervisors, see:

<http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/safety-management-responsibilities/>

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