



leeds metropolitan university

Academic Principles and Regulations

Section B4: Monitoring and Management of Schemes and Courses

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SECTION B4: MONITORING AND MANAGEMENT OF SCHEMES AND COURSES.....	1
B4.1 Monitoring and Management: General	1
B4.1.1 Scheme or Course Structure	1
B4.1.2 Student Focus Groups.....	1
B4.1.3 Reporting Mechanisms	1
B4.1.4 Faculty and University Assurance	1
B4.2 Dean of Faculty.....	1
B4.2.1 General Responsibilities.....	1
B4.2.2 Scheme/Course Leaders: Appointment.....	1
B4.2.3 Staffing.....	1
B4.2.4 Member of Scheme or Course Monitoring and Review Meeting.....	1
B4.2.5 Right of Intervention.....	1
B4.3 Scheme/Course Leader	1
B4.3.1 Appointment and Tenure	1
B4.3.2 General Responsibilities.....	1
B4.4 Scheme or Course Management Team	1
B4.4.1 Nature and Function	1
B4.4.2 Establishment	1
B4.4.3 Reporting	1
B4.5 Scheme or Course Team	1
B4.5.1 Composition.....	1
B4.5.2 Records	1
B4.5.3 Reports.....	1
B4.5.4 Defined Responsibilities.....	2

SECTION B4: MONITORING AND MANAGEMENT OF SCHEMES AND COURSES

B4.1 Monitoring and Management: General

B4.1.1 Scheme or Course Structure

Each Scheme or Course shall have the following:

- Scheme or Course Leader
- Scheme or Course Management Team
- Scheme or Course Team
- Scheme or Course Annual Review meetings

B4.1.2 Student Focus Groups

A Scheme or Course shall establish a Student Focus Group, which will be conducted according to the provisions of B6.3.6.

B4.1.3 Reporting Mechanisms

Reporting mechanisms shall be established to ensure that issues identified as requiring action are brought to the attention of the appropriate persons or body.

B4.1.4 Faculty and University Assurance

The following Committees shall be assured of the health, quality and standard of all the Faculty's Schemes and Courses:

- the Faculty Board and its committees
- the Academic Committee
- the Academic Board.

B4.2 Dean of Faculty

B4.2.1 General Responsibilities

The Dean, acting on behalf of the Faculty, retains formal responsibility for:

- all the Faculty's Schemes and Courses and
- the execution of all matters contained within these Regulations.

B4.2.2 Scheme/Course Leaders: Appointment

The Dean is responsible for the appointment of Scheme/Course Leaders.

B4.2.3 Staffing

Appropriate arrangements for inter-faculty servicing of Faculty Schemes or Courses will be agreed between the respective Deans of Faculty.

B4.2.4 Member of Scheme or Course Monitoring and Review Meeting

The Dean of Faculty shall be an ex officio member of all Scheme or Course Monitoring and Review meetings in the Faculty and shall receive the minutes and all other papers relating to Scheme or Course Monitoring and Review meetings.

B4.2.5 Right of Intervention

The Dean shall exercise the right of intervention if the health of a Scheme or Course is imperilled.

B4.3 Scheme/Course Leader

B4.3.1 Appointment and Tenure

A Scheme/Course Leader is appointed, and the appointment reviewed, by Faculties, annually.

B4.3.2 General Responsibilities

The Scheme or Course Leader is responsible for:

- Day to day management of the Scheme/Course
- Scheme/Course planning and operation
- Scheme/Course quality, review and enhancement
- Information to applicants and students

B4.4 Scheme or Course Management Team

B4.4.1 Nature and Function

The Management Team is the group of staff, headed by the Scheme/Course Leader, responsible for the day-to-day operation of the provision. Depending on the size of the Scheme or Course, this may be identical with the Scheme or Course Team.

B4.4.2 Establishment

Management Team members are nominated according to Faculty procedures.

B4.4.3 Reporting

The Management Team reports formally to the Scheme or Course Monitoring and Review meeting.

B4.5 Scheme or Course Team

B4.5.1 Composition

The Scheme or Course Team is comprised of all staff teaching modules which are part of the Scheme or Course.

B4.5.2 Records

All members of the Scheme or Course Team are required to maintain such records of student attendance, submission of work and academic progress as shall make it possible for them to report on student general and academic progress as required by the Scheme/Course Leader.

B4.5.3 Reports

Students giving reason for concern should be reported to the relevant Scheme/Course Leader or other personal tutor.

B4.5.4 Defined Responsibilities

The Scheme/Course Leader may be assisted by particular tutors, each with defined responsibilities. These responsibilities may include, for example, admissions; oversight of a cohort of students; placements; projects.