

2. Security

2.1 In consultation with the [UCL Security Office](#), the Head of Department will implement agreed security measures in the Department during normal working hours and in respect of all visits to or other special events in the Department which may have particular security implications.

2.2

6 Communication

6.1 The Head of Department is responsible for ensuring that mechanisms are in place to communicate effectively with their staff; disseminating and acting upon information received directly from senior UCL officers.

6.2

- the accommodation implications, if any, of proposed academic developments and staff recruitment
- the REF, TEF and KEF
- taught programme review and development, including quality management and enhancement.

9 Finance

- 9.1 The Head of Department will manage the Department's budget, working closely with the Dean of the Faculty, and handle financial matters in accordance with the Financial Regulations and approved procedures of UCL.
- 9.2 Enquiries regarding Head of Department responsibilities in respect of finance should be referred to the Faculty and School Finance Team.

10 Procurement

- 10.1 The Head of Department will be responsible for ensuring that staff in the Department follow the UCL Procurement Regulations.

11 Estates

- 11.1 The Head of Department, assisted by their professional services team and staff within UCL Estates, will aim to utilize the space efficiently with due regard for health and safety regulations, occupancy, and utilisation rates. All major developments requiring additional space or modifications of existing space with costs exceeding £25,000 should be registered using the UCL Project Request form found at: <https://www.ucl.ac.uk/estates/project-and-requests>. Except where specifically agreed otherwise by the Director of UCL Estates (Operations), all work to the fabric and services will be procured through UCL Estates.

12 Quality Management and Enhancement

- 12.1 In consultation, where appropriate, with the Dean of the Faculty concerned, the Head of Department will ensure: that quality management and enhancement processes operate within the department in accordance with policies and procedures laid down in the [UCL Academic Manual](#), and that staff and, where appropriate, students are informed of such processes.
- 12.2 Enquiries regarding Head of Department responsibilities in respect of quality management and enhancement should be referred to the Director of Academic Services.

13 Research Governance

<https://www.ucl.ac.uk/research/integrity/> and <https://www.ucl.ac.uk/research/integrity/research-ethics>), the main components of which include:

- UCL's research ethics framework
- UCL code of conduct for research
- Procedure for investigating and resolving allegations of misconduct in academic research
- Declaration of interest policy (in relation to research)
- Policy, principles and procedures for the care and treatment of human remains at UCL.

13.2 The Head of Department is responsible for agreeing all ethical approvals which may be required for research activities carried out by members of the Department.

13.3 Enquiries regarding Head of Department responsibilities in respect of research governance should be referred to the Registrar in the first instance.

14 Business Continuity

14.1 The Head of Department is responsible for the maintenance of business continuity in the Department and for working with UCL's Critical Incident Team in the event of a major incident or emergency at UCL. This will require being contactable, if necessary, outside working hours.

15 Other

15.1 The Head of Department may be asked to carry out such other duties and responsibilities as the Council, the Provost, the Vice-Provost (Faculties) or the Dean of the Faculty may from time to time prescribe.

Director of Division of the arrangements within the Division which are necessary to discharge adequately the Director of Division's responsibilities.)

2 Security

- 2.1 In consultation with the UCL Security Office, the Director of Division will implement agreed security measures in the Division during normal working hours and in respect of all visits to, or other special events in, the Division which may have particular security implications.
- 2.2 Enquiries regarding the Director of Division's responsibilities in respect of security should be referred to the UCL Security Manager.

3 Staffing

- 3.1 Directors of Divisions will be responsible for the management of staff of the Division, including (i) training, development and career management and (ii) day-to-day management matters, such as leave of absence, sick leave, etc. The Director of Division may delegate these responsibilities to Heads of Research Departments as he or she sees fit.
- 3.2 The Director of Division will be responsible for and/or for delegating to Heads of Research Departments responsibility for: ensuring that the Appraisal, Review and Development Scheme is undertaken for all appropriate staff of the Division; implementing UCL employment procedures.
- 3.3 The Director of Division will review and report annually on probationers' progress and performance in respect of academic staff, and review the probationary service of non-academic staff, in accordance with the relevant [UCL Induction and Probation Policy](#), or will delegate such responsibility to Heads of Research Departments.
- 3.4 The Director of Division, following appropriate consultation, will be responsible for putting forward cases for Senior Academic Promotions.
- 3.5 Details of the above schemes can be obtained from the Human Resources Division or are available on the Division's website.

4 Students

- 4.1 man Resources Division or

5 Equal Opportunity

5.1 The Director will be responsible for appointing an [Inclusion Lead](#) and for promoting

- 8.2 The Director of Division, consulting other staff as appropriate, should discuss and agree major academic developments with the Dean, and may also consult with the Faculty Manager and relevant Divisions of Professional Services. Specific areas of academic planning for which Divisional Directors have responsibility include:
- a. the accommodation implications, if any, of proposed academic developments and staff recruitment
 - b. the REF, TEF and KEF
 - c. Taught programme review and development, including quality management and enhancement
 - d. Enterprise and Knowledge Transfer activities
 - e. Public Engagement and Patient and Public Involvement (PPI)

9 Finance

- 9.1 The Director has overall responsibility for divisional finances, assisted by their professional support team, working within the parameters set by the Faculty, the Life and Medical Sciences Faculties and UCL. The Director is responsible for ensuring that activities within the Division are supported by sound financial planning and an appropriate business case where relevant. The Director will handle financial matters in accordance with the Financial Regulations and approved procedures of UCL, details of which will be provided by the UCL Chief Financial Officer.
- 9.2 Enquiries regarding Director of Division responsibilities in respect of finance should be referred to the Faculty and School Finance Team.

10 Procurement

- 10.1 The Director will be responsible for ensuring that staff in the Division responsible for purchasing follow the UCL procurement regulations.

11 Estates

- 11.1 The Director of Division will put in place arrangements to determine the capacity of the space and facilities assigned to the Division. The Director, assisted by their professional services team and staff within UCL Estates, will aim to utilize the space efficiently with due regard for health and safety regulations, occupancy and utilisation rates. The Director of Division will ensure there are appropriate procedures in place to quantify the impact of academic developments (including major grant applications) and liaise with relevant stakeholders to establish timely plans. All major developments requiring reqn

12 Quality Management and Enhancement

- 12.1 In consultation with the Dean, the Director will ensure: that quality management and enhancement processes operate within the Division in accordance with policies and procedures laid down in the [UCL Academic Manual](#), as in the HoDs document; and that staff and, where appropriate, students are informed of such processes.
- 12.2 Enquiries regarding the responsibilities of Directors of Divisions in respect of quality management and enhancement should be referred to the Director of Academic Services.

13 Research Governance

- 13.1 The Director will ensure that staff and, where appropriate, students of the Division are apprised of UCL's arrangements for research governance and the associated procedures (see <https://www.ucl.ac.uk/governance-compliance/research-governance>, <https://www.ucl.ac.uk/research/integrity/> and <https://www.ucl.ac.uk/research/integrity/research-ethics>), the main components of which include:
- UCL's research ethics framework
 - UCL's code of conduct for research
 - Procedure for investigating and resolving allegations of misconduct in academic research
 - Declaration of interest policy (in relation to research)
 - UCL animals ethical review process (Animal (Scientific Procedures) Act 1986)
 - Policy, principles and procedures for the care and treatment of human remains at UCL.
- 13.2 The Director of Division is responsible for agreeing all ethical approvals which may be required for research activities carried out by members of the Department/Division.
- 13.3 Enquiries regarding Director of Division responsibilities in respect of research governance should be referred to the Registrar in the first instance.

14 Business Continuity

- 14.1 The Director is responsible for the maintenance of business continuity in the Division and for working with UCL's Critical Incident Team in the event of a critical incident or emergency at UCL. This will require being contactable, if necessary, outside working hours and for Professional Services to make available information and system necessary to communicate effectively with staff, students and visitors.

15 Other

- 15.1 The Director may be asked to carry out such other duties and responsibilities as the Council, the Provost, the Vice-Provost (Faculties) or the Dean of the Faculty may from time to time prescribe.

Regional Pro-Vice-Provosts

Contact: [Mrs Angharad Milenkovic](#), Vice-President (Advancement)

Policy

- 3 1. Regional Pro-Vice-Provosts will be appointed by the Vice-Provost (Research, Innovation

4. All UCL staff involved in significant activities and formulations of policies to a particular region are expected to keep the appropriate Regional Pro-Vice-Provosts informed

Pro-Vice-Provost of the Doctoral School

Contact:

4

Provost of the Doctoral School will also oversee the strategy for the development of postdoctoral staff;

- ii. oversee the convening of the Bloomsbury Postgraduate Skills Network and OD operational delivery of the coordinated shared skills provision across the network, and web presence including a web-based registration system for this network;
- iii. represent UCL at relevant national and international workshops, seminars and conferences relevant to doctoral education and provision (e.g. League of European Research Universities, European Universities Association, Vitae, UK Council for Graduate Education, etc.);
- iv. provide leadership and financial oversight to the Doctoral Supervision Bar, examining, in liaison with the Arena Centre for Research-based Education, and developing UCL's supervisor community;
- v. liaise with the Vice-Provost (Research, Innovation and Global Engagement) in relation to international doctoral exchange.

3.3 The Pro-Vice-Provost of the Doctoral School will:

- i. oversee the development by ISD of the Research Student Log;
- ii. oversee the development and regular review of the Doctoral School Code of Practice for Graduate Research Degrees and the Research Staff Code of Practice;
- iii. oversee the development and regular review of the Doctoral School Handbook;
- iv. oversee the development and regular review by Student and Registry Services of the UCL induction programme for new doctoral students;
- v. support the activities of the Students' Union Postgraduate Association;
- vi. oversee the implementation of biennial on-line surveys of research and publish the feedback received on the Doctoral School's web site;
- vii. ensure close liaison with UCL Careers specifically in relation to doctoral students;
- viii. encourage and oversee the funding of graduate student academic societies.

Dean of Students (Academic)

Contact: Sarah Cowls TBC, Registrar (and Secretary to Council), Student and Registry Services.

Policy

5

Subject to any particular direction which may from time to time be given by the Provost and the Vice-Provost (Education and Student Experience), the duties and responsibilities of the Dean of Students (Academic) will include the following:

- i. Have overall responsibility for all academic aspects of UCL's student recruitment, admissions and selection activities and processes, in liaison with, on the operational aspects of this area of responsibility: the Director of Communications (or his/her nominee within Communications and Marketing), in respect of international student recruitment matters; the Registrar (or his/her nominee within Student and Registry Services), in respect of UK student recruitment, and all student admissions and selection activities and processes;
- ii. Provide academic leadership for UCL's widening participation activities;
- iii. Be responsible for quality assurance in recruitment, admissions and selection, including the following areas: communications/publications (in conjunction with the Director of Communications), qualifications, equal opportunities, service standards, activity and other output evaluations;
- iv. Be responsible, in liaison with the Registrar (or his/her nominee within Student and Registry Services), for general and particular matters relating to students' academic affairs and progress, including decisions on student referral applications for graduate and undergraduate students;
- v. Be responsible, in liaison with appropriate officers of UCL Student and Registry Services, for the academic welfare of students;
- vi. Work with the Vice-Provost (Education and Student Experience), the Registrar, and other relevant colleagues on enhancing the UCL student experience;
- vii. Be responsible for the handling of complaints from students on academic grounds in liaison with Faculty Tutors and other appropriate officers;
- viii. Give direction and general co-

- x. Be responsible, in conjunction with the Registrar, for investigating all cases of examination or other irregularities on the part of students (including cases of criminal conviction or falsification of qualifications), in accordance with the relevant UCL regulations;
- xi. Oversee, in liaison with the Faculty Tutors and the Registrar, such matters as qualifications, registration procedures, examination arrangements, fee payments, grants and scholarships;
- xii. Liaise on a regular basis with UCL's UCAS correspondent (the Registrar or his/her nominee);
- xiii. Chair the Education Committee
- xiv. Chair the Student and Registry Services Admission Requirements Panel.
- xv. Serve as a member of the following committees (as an r o(S)-2(wi)3(n)-312 T394.96 842.04

Faculty Tutors

Contact: [Professor Kathleen Armour](#), Vice-Provost Education and Student Experience Policy

Foreword

6

Under Statute 8(6), a Tutor to the Students of each Faculty is appointed by the Provost and the Provost prescribes the duties of Faculty Tutors. The Dean of the Faculty is responsible, by authority delegated by the Provost, for the line management of the Faculty Tutor.

Roles and Responsibilities

The Faculty Tutor, in collaboration with the Dean, has overall responsibility for ensuring both that appropriate action is taken in relation to students and to learning and teaching matters, in line with UCL policy, and that appropriate contributions are made to strategy and policy development.

1. The role of the Faculty Tutor includes the following:

- i. exercise the general academic and pastoral oversight of all students (undergraduate, graduate taught and graduate research students) in the Faculty;
- ii. together with the Dean, provide leadership on the implementation of Faculty Learning and Teaching Strategies and the development and management of new programmes, ensuring also that programmes and modules are reviewed and withdrawn as they become redundant;
- iii. contribute to the setting of Faculty quotas and targets, manage the admissions process and procedures so as to ensure that the Faculty meets its quotas and targets and conforms with UCL policies, coordinating the work of the support staff administering the procedure and liaising with the Dean, Faculty Graduate Tutor, Dean of Students (Academic), the Registrar and the UCL Admissions Office, as appropriate;
- iv. manage and monitor the Personal Tutor Scheme, ensuring the delivery of the key skills agenda and careers advice and providing advice and direction to students experiencing difficulties (academic, financial, medical or personal);
- v. as a member of the Faculty Management Team, contribute to the strategic management of the Faculty (in accordance with Statute 8);
- vi. contribute a Faculty view in discussions relating to a range of student matters including registration, fees, examinations and other academic matters working closely with the Registrar and officers of the Registry;

- vii. represent UCL in student recruitment activities and events (Open Days, Schools Conferences, Schools Visits and other Widening Participation and international student recruitment initiatives etc.) organised by Outreach and Admissions and ensure appropriate representation at such events;
- viii. ensure that each student's registration, academic progress and examination entry details satisfy the relevant degree or diploma or certificate regulations;
- ix. advise students who are academically insufficient or who have failed major examinations as to their possible future actions, and, under authority delegated from the Provost (in accordance with Statute 11), suspend or exclude them from further registration at UCL, in conjunction with the Dean of Students and Faculty Graduate Tutor, as appropriate;
- x. handle complaints and grievances in liaison with the Dean of Students (Academic);
- xi. monitor and co-ordinate all aspects of student progress, liaising with Faculty Officers, tutors and teaching staff on issues concerning the general pastoral and academic welfare of students in the Faculty;
- xii. ensure that relevant Faculty staff are aware of and comply with UCL policy and current legislation and liaise as necessary with UCL Officers on such issues and their implementation;
- xiii. co-ordinate the activities of the Faculty Graduate Tutor in the exercise of their duties;
- xiv. take responsibility with the Dean for the operation of all aspects of the Quality Management and Enhancement measures and procedures within the Faculty's remit including the monitoring of Examination Boards;
- xv. chair a number of Faculty and UCL committees (such as the Faculty Education Committee(s), UCL Grievance Panels, Academic Misconduct Panels, and Internal Quality Review Teams) or give oral reports at them on a regular basis;
- xvi. represent the Faculty as an *ex officio* member at a range of UCL committees and sub-committees, and serve on other UCL committees, sub-committees, working groups and panels when asked to do so;
- xvii. keep up to date with all issues surrounding the student experience generally and be conversant with all current UCL policies and proc-3(s)10(5f7on.54 Tu866 0 5ETQq0.000

- xviii. contribute to the teaching effort within the Faculty and ensure appropriate training of admissions staff in liaison with the Organisational and Staff Development Team and UCL Arena as appropriate;
- xix. draft, edit and audit content for the undergraduate and graduate prospectuses, the

Departmental Tutors

Contact: [Professor Kathleen Armour](#), Vice-Provost Education and Student Experience

7 The Departmental Tutor is appointed by the Head of Department* and is one of the most important positions in a department. In undergraduate matters, the Departmental Tutor is the key post holder and the importance of the position should be recognised in the Department, the Faculty, and in UCL generally.

The Departmental Tutor has oversight of the activities described in this document but many of the duties will be carried out by other members of staff. Practice in departments varies but in most cases the Head of Department appoints (i) the Admissions Tutors, (ii) the Chair of the Board of Examiners, (iii) the Chair of the Teaching Committee**, and (iv) the Careers Liaison Officer who are responsible for (i) admissions, (ii) examinations and assessment, (iii) teaching and learning and quality assurance, and (iv) careers guidance. The Head of Department may delegate further areas to other members of staff, but the Departmental Tutor retains an oversight of all activities.

Admissions

1. Most Departments have an Undergraduate Admissions Tutor and a Postgraduate Admissions Tutor to carry out the duties associated with Admissions.
2. The Departmental Tutor has oversight of admissions policy in the department and liaises with the Admissions Tutor who will be responsible for:
 - procedure and co-ordination of admissions within the Department;
 - acting as the channel of communication with the Faculty Tutor and with the Director of Access and Admissions (Student and Registry Services).
3. However, the admission of students is a power delegated by the Provost to the Faculty Tutor in the case of undergraduate students and to the Registrar in the case of postgraduate students. The Departmental Tutor merely recommends to the Faculty Tutor, or to the Registrar, that a particular applicant should be offered a place and upon what conditions.

Academic Administration

4. The Departmental Tutor will be responsible for:
 - i. collating information on attendance and submitting reports to the Faculty Tutor and to the Student Records Manager (Student and Registry Services), and
 - ii. on the academic progress of students, submitting reports to the Faculty Tutor;

iii.

- iii. the active promotion of UCL's Outreach initiatives to enhance the diversity of the student body within the Department, in consultation with the Director of Admissions (Student and Registry Services).
21. The Departmental Tutor has oversight of published material on admissions, but the Admissions Tutor will be responsible for:
- i. maintaining publicity material with respect to courses taught at first degree level under the general direction of the Faculty Tutor;
 - ii. the annual updating of the Departmental entry for the UCL prospectus as required by the UCL Communications and Marketing Office.

*In this document "Division" should be substituted for "Department" for faculties where the basic organisational unit is designated a Division rather than a Department.

**Although the terms of reference for Departmental Teaching Committees are set out in Part 13 of the Academic Manual, the nomenclature used to describe the chair of the Committee is particularly varied and include Director of Studies and Programme Director.

Faculty Graduate Tutors

Contact: [Professor David Bogle](#), Pro-Vice-Provost, Doctoral School

Policy

8 Foreword

Each faculty shall have a Faculty Graduate Tutor (FGT) appointed by the Dean, after consultation with the Pro-Vice-Provost of the

3. To meet all new Departmental/Divisional Graduate Tutors individually and discuss roles and responsibilities.
4. To be conversant with UCL policies and procedures relating to the recruitment, admission and academic progress and pastoral well-being of the graduate student body.
5. To act as the key contact between the faculty and the Pro-Vice-Provost of the Doctoral School.
6. To liaise with the Dean (and Vice-Deans Research and Education as appropriate) in coordinating the faculty's response to the annual Doctoral Planning Process. To meet with the Pro-Vice-Provost of the Doctoral School to discuss the submission and the Doctoral School's formal response, and to coordinate enhancements within the faculty in light of this response.
7. To communicate with the Faculty Tutor regarding issues affecting graduate students, and to be informed by the Faculty Tutor of such matters that may arise in key UCL committees.
8. To liaise with the Dean, Faculty Tutor, Doctoral School, the Vice-Provost (Education and Student Experience), the Registrar and the UCL Access and Admissions Office, as appropriate, in the operation of UCL and faculty admissions policies and to monitor the graduate admissions procedure so as to meet faculty quotas and targets and to conform with UCL policies, w

14. To advise graduate students who are experiencing any difficulties (personal, financial, medical or academic) affecting their studies.
15. To liaise with the Vice-Provost (Education and Student Experience) or his/her deputies on issues concerning the academic welfare of students following graduate taught degree programmes within the faculty.
16. To approve, on behalf of the Faculty Research Degrees Committee, applications from individual staff members to act as Supervisors, ensuring that all Supervisors undertake UCL's mandatory Supervisor training; ensuring that the faculty maintains and updates the central list of approved Supervisors via UCL's EROS system.
17. To consider and approve, on behalf of the Faculty Research Degrees Committee, Nominations of Examiners for all UCL research degree candidates registered in the faculty, in accordance with UCL regulations and procedures, liaising with Departmental Graduate Tutors and Student and Registry Services as necessary, and reporting as appropriate to RDC.
18. To consider and approve departmental Research Student Additional Fee Element Requests above £10,000.
19. In conjunction with the Dean and the Faculty Research Degrees Committee and/or Faculty Graduate Board of Examiners, to monitor:
 - i. compliance with the Code of Practice for Graduate Research Degrees;
 - ii. numbers of registered graduate students in the faculty;
 - iii. research student progress, including use of the Research Student Log;
 - iv. the professional development of research students through the Doctoral Skills Development Programme;
 - v. upgrade rates from MPhil to PhD;
 - vi. research degree submission rates for the faculty;
 - vii. External Examiners' reports on PhD and Professional Doctorate students and
 - viii. to notify the faculty, the Doctoral School and the Registry, as appropriate, of any action required.
20. To liaise regularly with Departmental/Divisional Graduate Tutors and Admissions Tutors and to keep them informed of Doctoral School and Research Degrees Committee issues, and issues relating to the taught graduate community.
- 21.

23. To attend, or to nominate a representative to attend, the final Boards of Examiners meetings for taught graduate programmes (see regulations for Boards of Examiners for taught programmes, UCL Academic Manual, Chapter 4, Section 11: Boards of Examiners).
24. To advise students who are academically insufficient or who have failed major examinations as to their future action, and in accordance with UCL's Academic Manual, suspend or exclude them from further registration at UCL, as appropriate.
- 25.

Departmental/Divisional Graduate Tutors

Contact: [Professor David Bogle](#), Pro-Vice-Provost, Doctoral School

Policy

9 Foreword

Each department/division shall have a Departmental/Divisional Graduate Tutor, as appropriate, appointed by the Head of Department/Division with the agreement of the Faculty Graduate Tutor. The Departmental/Divisional Graduate Tutor shall:

- be an experienced member of the academic staff of UCL;
- have satisfactorily completed any probationary period attached to his/her appointment;
- have had previous experience of doctoral supervision as Principal Supervisor (defined as having taken a student all the way through to award);

Honorary members of staff are not permitted to hold the role of DGT. In instances where a member of staff retires during their time as DGT, the Head of Department and FGT will arrange for the role to pass to a suitably qualified colleague.

The Departmental/Divisional Graduate Tutor will report to the Head of Department/Division and liaise closely with the Faculty Graduate Tutor concerning graduate matters.

The role and responsibilities of the Departmental/Divisional Graduate Tutor shall be undertaken in consultation with the Head of Department and may be undertaken by a single individual or shared, with one individual taking responsibility for research students and another one (or two) for taught degree students.

The role and responsibilities described herein shall be discharged by the Departmental/Divisional Graduate Tutor, except where certain areas have been delegated by the Head of Department to another member of staff (e.g. an Admissions or Examinations Tutor).

Roles and Responsibilities

1. To exercise general academic and pastoral oversight of graduate students in the department/division.
2. To be conversant with UCL policies, Codes of Practice and procedures.
3. To oversee admission, induction, supervision, progression and examination of graduate students in the Department/Division and generally ensure that the Code of Practice for Graduate Research Degrees is implemented and its use monitored.

4. To advise graduate students who are experiencing any difficulties (personal, financial, medical or academic) affecting their studies.
5. To assist as appropriate, in the promotion and monitoring of quality assurance for graduate students in the department/division.
6. To liaise with the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing (SSW) on all issues relating to the admission and progress of graduate students with disabilities, and ensure that Departmental/Divisional staff are aware of and comply with current legislation in this area.
7. To communicate with the Faculty Graduate Tutor regarding issues affecting graduate students, and be informed by the Faculty Graduate Tutor and the Faculty Tutor of such matters that may arise in key UCL and faculty committees.
8. To serve on the Faculty Research Degrees Committee and where appropriate, chair the Departmental/Divisional Graduate Committee.
9. To serve as a source of information for both students and staff about graduate regulations and resources for both students and staff.
10. To liaise regularly with Departmental/Divisional staff to keep them informed of Doctoral School and Research Degrees Committee issues; and issues relating to UCL's taught graduate community.
11. To ensure that part-time graduate students, and those working in more than one department, and students primarily working in another institution or organisation are integrated into each department/division and that they receive adequate supervision and monitoring.
12. To promote and manage the professional development of research students through the Doctoral Skills Development Programme; manage the Departmental/Divisional training portfolio and return Departmental/Divisional Skills Registers to the Doctoral Skills Development Programme Manager.
13. To promote timely submission and completion by research students.
14. To monitor research student progress, ensuring use of the Research Student Log by all research students; approve upgrade from MPhil to PhD; oversee graduate examination arrangements; liaise with Student and Registry Services as appropriate.
15. To monitor:
 - i. compliance with the Code of Practice for Graduate Research Degrees;
 - ii. numbers of registered graduate students in the department;
 - iii. research student progress, including use of the Research Student Log;

- iv. the professional development of research students through the Doctoral Skills Development Programme and faculty/departmental provision;
 - v. upgrade rates from MPhil to PhD;
 - vi. research degree submission rates for the department;
 - vii. External Examiners' reports for graduate taught programmes;
 - viii. External Examiners' reports on PhD and Professional Doctorate students;
 - ix. and notify the Faculty Graduate Tutor, the Doctoral School and Student and Registry Services, as appropriate, of any action required.
16. To carry out administrative tasks in relation to graduate admissions and induction (except where this responsibility has been delegated to another), including the production of

Deputy Departmental Graduate Tutor for Research Students

Contact: [Professor David Bogle](#), Pro-Vice-Provost, Doctoral School

1 Policy

Foreword

Many departments have Deputy Departmental Graduate Tutors. This role may vary across the university in terms of the number of tasks undertaken on behalf of the lead Departmental Graduate Tutor in the department. The Departmental Graduate Tutor should work with the Head of Department in formulating a **specific description of the criteria needed to be met by Deputy Departmental Graduate Tutors** in that department. This should be accompanied by a list of responsibilities that the Deputy Departmental Graduate Tutor undertakes on behalf of the Departmental Graduate Tutor. This list will include the core responsibilities and some additional ones, selected from those described below.

Criteria for the Deputy Departmental Graduate Tutor role

Reporting

The Deputy Departmental Graduate Tutor will report to the Departmental Graduate Tutor concerning graduate matters.

Roles and Responsibilities

Core

1. To assist with general academic and pastoral oversight of assigned PGR students in the Research Department / Division / Institute.
2. To be conversant with UCL policies, Codes of Practice and procedures.
- 3.

Undergraduate Admissions Tutors/Selectors

Contact: [Professor Kathleen Armour](#), Vice-Provost Education and Student Experience

Policy

11

1. To be responsible for and to coordinate the process of undergraduate admissions to the Department/degree programme.
2. To make final decisions on applicants to recommend to the relevant Faculty Tutor for admission to UCL.
3. To liaise with other Departments if an applicant is applying for a combined-studies degree or has submitted an application to more than one Department.
4. To recommend to the Faculty the nature of any offer to be made (i.e. degree programme, year of entry, grades/qualifications to be achieved) in accordance with departmental requirements as stated in the UG Prospectus.
5. To liaise with the relevant Faculty Admissions Officer and Faculty Tutor on all aspects of undergraduate admissions.
6. To have an awareness of:
 - a. Widening Participation issues;
 - b. Equal Opportunities;
 - c. Disabilities;
 - d. Current UCL policies (on Admissions, Quotas and Targets, Student Accommodation, Fee Status, Admission of Young Applicants etc.);
 - e. Government policy on university admissions;
 - f. Data Protection Act.
7. To be conversant with current UCAS procedures.
8. To be conversant with all mainstream UK, European and North American school-leaving qualifications (e.g. Curriculum 2000, Scottish and Irish Highers, Access, IB, EB, Abitur, AP, etc.).
9. To be familiar with any changes made to the systems of examination in the above qualifications.
10. To ensure that their Department keeps appropriate records for each applicant on UCLSelect (including interview notes, etc.) and of the decisions made.
11. To arrange Open Days for all relevant applicants.

12. To ensure that all who run Open Days on their behalf are appropriately briefed/trained.
13. To ensure that admissions issues are regularly discussed within their Department.
14. To liaise with their Head of Department and Departmental Tutor, as appropriate, regarding issues such as the financial situation of the department, admissions targets/quotas, etc.
15. To attend any UCL or Faculty meetings or training courses arranged for Admissions Tutors.
16. To arrange appropriate activities for applicants invited for Open Days wherever possible (e.g. meeting current students, tour of UCL, etc.).
- 17.

Personal Tutors

Contact:, [Professor Kathleen Armour](#), Vice-Provost Education and Student Experience

Guidance/Policy

12

Personal tutoring is a core academic responsibility at UCL. It is very important that every taught student is assigned a Personal Tutor, who is able to provide regular and personal support and guidance. The UCL Arena Centre is available to provide support to personal tutors through professional development and resources.

Please see the [Guidance and resources for Personal Tutors](#)

- i. ensuring that the intended learning outcomes, at all levels, are clear and appropriate for the level of the qualification;
- ii. ensuring that assessment criteria and marking schemes on all modules are clear and explicitly communicated to and explored with students;
- iii. ensuring that the overall assessment requirements at the module and programme level satisfy UCL regulations contained in the Academic Manual;
- iv. ensuring that assessments are planned across the programme so that there is a diversity of assessment methods and clustering is avoided.

Student Engagement and Performance

- i. monitoring of student performance on the programme;
- ii.

Wardens of Student Residences

Contact: [Ms Denise Long](#), Director, Student Support and Wellbeing

Policy

14. The Warden Teams are an integral part of UCL's Student Support and Wellbeing Services in the division of Student and Registry Services. The Warden shall be responsible to the Registrar via the Director of Student Support and Wellbeing for the welfare and safety of student residents and the domestic and social harmony of the Hall/House. The Warden may delegate specific duties to Student Residence Advisers or other suitably responsible members of the UCL Residences team, but responsibility rests with the Warden. The Warden must formally nominate another Warden to be in charge during periods of absence of more than three days.
2. The Warden shall promote a collegiate atmosphere and good order in the Hall/House for the general benefit of student residents in accordance with UCL policy and regulations.
3. Residence Managers and appropriate UCL Officers will advise the Warden as appropriate. In the event of difficulty in applying such advice the Warden may refer the matter to the Director, Student Support and Wellbeing who will consult as necessary before deciding upon a course of action.
4. The responsibility for the financial management of the residence rests with the Residence Manager and Director of UCL Accommodation
5. In the event of fire or criminal acts within the curtilage of the Hall/House, the Fire Brigade or Police will normally determine the immediate course of events. The Warden must inform appropriate UCL Officers of serious incidents as soon as possible.

Discipline

6. The following disciplinary powers stand delegated to the Warden by the Registrar after appropriate consultation if deemed necessary:
 - i. to reprimand;
 - ii. to order compensation for damage to property or persons;
 - iii. to impose a fine not exceeding the agreed maximum pertaining at the time.
7. In addition, where the conduct of an individual is unacceptable the Warden shall be able:
 - i. to refer cases for exclusion t>400490003>30038420026002F6 842(m0 g0 G[])TJf-)-3 106.21

8. In exercising any of the above powers, the Warden shall inform the student concerned of his or her right of appeal to the Registrar.

Reports

9. The Warden shall report:
 - to the Registrar upon major breaches of discipline, whether or not dealt with locally, and upon other breaches of discipline which may have more general implications for UCL;
 - to the Director of Accommodation upon general problems of management for which local solutions cannot be found within the terms of UCL policy or regulations;
 - to the Director of Accommodation on matters relating to safety or security.

General

10. Halls of Residence form an integral part of UCL activities; Wardens and Residence Managers should conduct the management of the Halls/ Houses in a manner consistent with the general interests and wellbeing of UCL and the UCL community. Wardens and Residence Managers are expected to take full advantage of the expertise and facilities available within the UCL administration and student support services.