TERMS OF REFERENCE OF CURRICULUM MANAGERS

Post/Theme	BVetMed	Course	Deputy	Year	Pathway	Year	Strand	Module
	Course	Directors	Course	Leaders	Leader	Leaders	Leaders	Leaders
	Director *	*(except for	Directors **	(BVetMed)	(BSc	(BSc	(BVetMed)	(Rotation
		BVetMed)			Biological	Biological		and
					Sciences)	Sciences)		Elective
								Leaders/Di
								rectors)

Post/Theme	BVetMed Course Director *	Course Directors *(except for BVetMed)	Deputy Course Directors **	Year Leaders (BVetMed)	Pathway Leader (BSc Biological Sciences)	Year Leaders (BSc Biological Sciences)	Strand Leaders (BVetMed)	Module Leaders (Rotation and Elective Leaders/Di rectors)
1. Course Leadership	To lead the development of the BVetMed programme and oversee its delivery in partnership with the Year Leaders and Strand Leaders. To arrange handovers between Strand Leaders when the opportunity to shadow does not exist.	To lead the development of the programme and oversee its delivery in partnership with Module Leaders and, Year Leaders where applicable. To arrange handovers between Module Leaders when the opportunity to shadow does not exist	To deputise for the Course Director, as agreed, in carrying out any of the former's duties; + To assume the responsibilities of the Course Director in the latter's absence.	To contribute to course leadership by leading the developme nt of the year.	To lead the developme nt of the pathway and oversee its delivery in partnershi p with the Course Director and Year Leaders. To liaise with module leaders and tutors to ensure smooth delivery of modules on the pathway.	To contribute to course leadership by leading the developme nt of the year. To liaise with module leaders and tutors to ensure smooth delivery of the programme	To contribute to course leadership by leading the development of the strand.	To contribute to course leadership by leading the developme nt of the module.

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descriptors and changes to the course	under review the programme level learning outcomes and the learning, teaching and assessment strategy for the programme, and to propose changes to	under review the programme level learning outcomes, the learning, teaching and assessment strategy, the syllabus and reading lists and to propose changes to the Course		under review the learning outcomes for the Year and the teaching, learning and assessment methods employed, and to propose changes to	under review the pathway learning outcomes, and to propose changes to the Course Manageme nt Committee, as appropriate .	under review the learning outcomes for the Year and the teaching, learning and assessment methods employed, and to propose changes to	the published learning outcomes, content, teaching methods and assessment of the Strand and to recommend appropriate changes to the Course Management Committee.	under review the learning objectives, teaching and learning methods, assessment requiremen ts, syllabus and reading lists for the module and to
	the Course Management Committee, as appropriate.	Management -Committee, as appropriate.		the Course Manageme nt – committee.		the Course Manageme nt committee.		propose changes, as appropriat e.

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3. Staffing	To liaise with Year and Strand Leaders and Heads of Department to facilitate resolution of any staffing issues.	To liaise with Module Leaders and Heads of Department to facilitate resolution of any staffing issues.		To submit timely requests to Heads of Departmen t for the provision of appropriat ely-qualified staff (including external lecturers as required) to contribute to the delivery of the programm e, following consultatio	To liaise with course director to highlight potential staffing issues/chan ges.	To liaise with course director to highlight potential staffing issues/chan ges.	To liaise with Year Leaders over the Strand's staffing needs.	To submit timely requests to Heads of Departmen t for the provision of appropriat ely-qualified staff (including external lecturers as required) to contribute to the delivery of the module, following consultatio n with the

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	Course	Directors	Course	Leaders	Leader	Leaders	Leaders	Leaders
	Director *	*(except for	Directors **	(BVetMed)	(BSc	(BSc	(BVetMed)	(Rotation
		BVetMed)			Biological	Biological		and
					Sciences)	Sciences)		Elective
								Leaders/Di
								rectors)
				n with				Course
				Strand				Director.
				Leaders;				

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4. Feedback on the course	To respond promptly to feedback on the programme as a whole, particularly that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.	To respond promptly to feedback on the programme as a whole, particularly that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.		To respond promptly to feedback on the Year, particularl y that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Manageme nt Committee, or its Chair, Academic Quality Team etc.	To respond promptly to feedback on the pathway as a whole, particularl y that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Manageme nt Committee, or its Chair, Academic Quality Team etc.	To respond promptly to feedback on the Year, particularl y that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Manageme nt Committee, or its Chair, Academic Quality Team etc.	To respond promptly to feedback on the strand, particularly that from External Examiners and students; to make other teachers who contribute to the strand aware of any feedback; to inform students of action taken in response to feedback; and to submit responses to the relevant committee(s) or individuals eg Course	To respond promptly to feedback on the module, particularl y that from External Examiners and students; to make other teachers who contribute to the module aware of any feedback; to inform students of action taken in response to feedback; and to submit responses to the
							Management Committee, or its Chair	to the relevant

Post/Theme	BVetMed	Course	Deputy	Year	Pathway	Year	Strand	Module
	Course	Directors	Course	Leaders	Leader	Leaders	Leaders	Leaders
	Director *	*(except for	Directors **	(BVetMed)	(BSc	(BSc	(BVetMed)	(Rotation
		BVetMed)			Biological	Biological		and
					Sciences)	Sciences)		Elective
								Leaders/Di
								rectors)
5. Providing	To ensure in-	To ensure		To ensure	To provide	To ensure		To provide
information	coming	students are		students	students	students		students
to students	students are	provided		are	with any	are		with a
	provided	with a copy		provided	pathway-	provided		copy of
	with a copy	of the course		with	specific	with		module
	of the course	handbook		course	information	course		informatio
	handbook	(including		informatio	, in liaison	informatio		n including
	(including	programme		n for the	with the	n for the		reading
	programme	timetable,		Year in	Course	Year in		list,
	timetable,	assessment		question	Director,	question		assessment
	assessment	criteria and		(including	module	(including		criteria and
	criteria and	marking		programm	leaders and	programm		marking
	marking	descriptors		e timetable,	year	e timetable,		descriptors
	descriptors	(CGS) used		reading	leaders.	assessment		(CGS) used
	(CGS) used	in each		lists,		criteria and		in each
	in each	assessment,		assessment		marking		assessment
	assessment,	submission		criteria and		descriptors		,
	submission	deadlines		marking		(CGS) used		submission
	deadlines	and		descriptors		in each		deadlines
	and	formative/su		(CGS) used		assessment		and
	formative/su	mmative		in each		,		formative/s
	mmative	feedback		assessment		submission		ummative
	feedback	opportunitie		,		deadlines		feedback
	opportunitie	s), in		submission		and		opportuniti
	s), and the	liaison with		deadlines		formative/s		es),
	Day One	Module		and		ummative		
	Skills	Leaders, year		formative/s		feedback		
	booklet, in	leaders and		ummative		opportuniti		
	liaison with	pathway		feedback		es occur),		
	Year Leaders	leaders (and		opportuniti		in liaison		
	and course	BSc Course		es occur),		with		
	administrativ	Co-		in liaison		Module		

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6. Managing the programme	To manage the programme and ensure that it is taught in accordance with the approved learning outcomes;	To manage the programme and ensure that it is taught in accordance with the approved learning outcomes.		To organise the year and ensure that it is taught in accordance with the approved learning outcomes.	To ensure that the curriculum builds appropriate ly across years in accordance with the approved learning outcomes.	To organise the year and ensure that it is taught in accordance with the approved learning outcomes. To liaise with Module Leaders to help ensure that course content and learning objectives are appropriate for the skills level required for that year across all modules.	To organise the strand and ensure that it is taught in accordance with the approved learning outcomes. To hold pre-Strand meetings with contributing staff as appropriate.	To organise the module and ensure that it is taught in accordance with the approved learning outcomes. To hold pre-Module meetings with contributin g staff as appropriat e.

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7. Assess-	То	To ensure		To ensure	To oversee	To ensure	To organise	To organise
ment	communicate	that		that	the	that	assessments,	module
	the	appropriate		appropriat	pathway's	appropriat	including	assessment
	assessment	in-course		e formative	assessment	e formative	double and	s, including
	criteria and	assessments		and	strategy	and	sample	double and
	marking	take place		summative	and that	summative	marking	sample
	descriptors	and that		assessment	the	assessment	according to	marking
	(e.g.	summative		s take	summative	s take	College	according
	Common	assessments		place.	assessment	place; and	requirements	to College
	Grading	are			s relevant	that		requiremen
	Scheme) and	organised			to the	summative		ts.
	submission	appropriatel			pathway	assessment	The RVC	
	deadlines to	y, including			are	s are	target for	+ (Rotation
	the students	double			organised	organised	formative	Directors
	at the	marking and			appropriat	appropriat	assessment	only)
	beginning of	sampling			ely in	ely in	and feedback	To organise
	the year, and	according to			liaison	liaison	within strand	rotation
	to ensure	College			with the	with the	visits is 20%	assessment
	that this	requirements			Examinatio	Examinatio	of total	of students,
	information	in liaison			ns Office.	ns Office.	contact time.	and
	is readily	with the						provide
	available in	Examination				To ensure	То	appropriate
	programme	s Office.				that	communicate	feedback.
	handbooks					assessment	the	
	and RVC	То				s are of an	assessment	The RVC

Post/Theme	BVetMed Course Director *	Course Directors *(except for BVetMed)	Deputy Course Directors **	Year Leaders (BVetMed)	Pathway Leader (BSc Biological Sciences)	Year Leaders (BSc Biological Sciences)	Strand Leaders (BVetMed)	Module Leaders (Rotation and Elective Leaders/Di rectors)
	Learn pages.	communicate				equivalent	criteria and	target for
		the				standard	marking	formative
	To ensure	assessment				and	descriptors	assessment
	that the	criteria and				intensity	(e.g.	and
	member of	marking				across	Common	feedback
	staff	descriptors				modules.	Grading	within
	responsible	(e.g.					Scheme) and	module/uni
	for each	Common					submission	t visits is
	assessment is	Grading					deadlines to	20% of total
	clearly	Scheme) and					the students	contact
	identified in	submission					throughout	time.
	course	deadlines to					the academic	
	handbooks,	the students					year and to	То
	on the VLE	at the					ensure that	communica
	and in Strand	beginning of					this	te the
	outlines.	the year, and					information	assessment
		to ensure					is readily	criteria and
		that this					available in	marking
		information					programme	descriptors
		is readily					handbooks	(e.g.
		available in					(RVC Learn	Common
		programme					pages).	Grading
		handbooks						Scheme)
		and RVC						and
		Learn pages.						submission

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		To ensure that the member of staff responsible for each assessment is clearly identified in course handbooks, on the VLE and in Module outlines.						deadlines to the students throughout the academic year and to ensure that this information is readily available in programme handbooks (RVC Learn pages).

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Equipment	with Year and Strand Leaders and with Academic Support and Developmen t and the Clinical Services Division as appropriate to facilitate resolution of any resourcing issues;	year leaders, pathway leaders and Module Leaders and with Academic Support and Development and appropriate departmental teaching coordinators, the Clinical Services Division as appropriate to facilitate resolution of any resourcing issues;		that all necessary learning materials and equipment are available for the year's teaching, liaising with Academic Support and Developme nt and the Clinical Services Division as appropriate , in consultatio n with Strand Leaders;	on the pathway's requirements in respect of learning materials and equipment;	with module leaders and course director to ensure that resourcing issues are resolved in a timely manner.	the Strand's requirement s in respect of learning materials and equipment.	that all necessary learning materials and equipment are available for the module, liaising with Academic Support and Developme nt and the Clinical Services Division as appropriate .

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9. Annual		То со-		То со-		То со-	То со-	То со-
Quality		ordinate the		ordinate		ordinate	ordinate the	ordinate
Improveme		production		the		the	review of the	the review
nt Reports		of the annual		production		production	strand in	of the
and		quality		of the		of the	accordance	module, in
Module/Stra		improvemen		annual		annual	with the	accordance
nd Reviews		t report on		quality		quality	procedures	with the
		the		improveme		improveme	laid down by	procedures
		programme		nt report		nt report	the Teaching	laid down
		(not for BSc		on the		on the	Quality	by the
		Bioveterinar		Year, in		Year; in	Committee	Teaching
		y or BSc		liaison		accordance	in the	Quality
		Biological		with		with the	Quality	Committee
		Sciences).		relevant		procedures	Assurance &	in the
				Strand		laid down	Enhancemen	Quality
				Leaders; in		by the	t Procedures	Assurance
				accordance		Teaching		&
				with the		Quality		Enhanceme
				procedures		Committee		nt
				laid down		in the		Procedures.
				by the		Quality		
				Teaching		Assurance		To assist
				Quality		&		the Year
				Committee		Enhanceme		Leader/Cou
				in the		nt		rse Director

Post/Theme	BVetMed Course Director *	Course Directors *(except for BVetMed)	Deputy Course Directors **	Year Leaders (BVetMed)	Pathway Leader (BSc Biological Sciences)	Year Leaders (BSc Biological Sciences)	Strand Leaders (BVetMed)	Module Leaders (Rotation and Elective Leaders/Di rectors)
				Quality Assurance & Enhanceme nt Procedures		Procedures		in the production of the annual quality improveme nt report on the course/ year. + (Rotation Leaders only) To co-ordinate
								the review of the rotation (core and track) in accordance with the procedures laid down

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								production of the

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								+ (Elective Week Leaders only) To coordinate the review of the elective in accordance with the procedures laid down by the Teaching Quality Committee in the Quality Assurance & Enhanceme nt

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								Procedures; To assist the Elective Director in the production of the annual quality improveme nt report on electives.

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10. Feedback to students	To ensure that RVC policy to	To ensure that RVC policy to			To ensure that timely feedback in	To ensure that timely feedback in	Feedback must be provided in	Feedback must be provided in
students	ensure timely feedback in	ensure timely feedback in			the appropriate format is	the appropriate format is	relation to the assessment	relation to the assessment
	the appropriate format is carried out in	the appropriate format is carried out in			carried out in liaison with module	carried out in liaison with module	criteria and marking descriptors and should	criteria and marking descriptors and should
	liaison with year leaders, strand leaders in consultation	liaison with year leaders, module leaders and pathway			leaders.	leaders.	be clearly linked to the Strand learning outcomes.	be clearly linked to the Module learning outcomes.
	with the Learning Development team.	leaders and in consultation with the Learning Development team					To provide Year Leaders with details of how feedback will be provided on their Strand.	To provide Course Directors with details of how feedback will be provided on their

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							To provide comprehensi ve details of the points within the Strand where feedback will be provided, and the nature of the feedback. Responsible for making students aware of the dates on which feedback will be returned for the Strand. To inform	Module. To provide comprehen sive details of the points within the Module where feedback will be provided, and the nature of the feedback. Responsible for making students aware of the dates on which feedback

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							students they may by prior arrangement have opportunitie s to discuss feedback in person either individually or in groups with the Strand Leader.	will be returned for the Module. To inform students they may by prior arrangeme nt have opportuniti es to discuss feedback in person either individuall y or in groups with the Module Leader.

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11. Project		T		T		T		
11. Projects		To oversee that each student selects an appropriate		To ensure that each student selects an appropriate	To ensure that each student selects an appropriat	To ensure that each student selects an appropriat		

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		Project (where a Project forms part of the programme of study) and is allocated an appropriatel y qualified supervisor.		Project (where a Project forms part of the year of study) and is allocated a member of academic staff as their supervisor.	e Project (where a Project forms part of the pathway) and is allocated a member of academic staff as their supervisor.	e Project (where a Project forms part of the year of study) and is allocated a member of academic staff as their supervisor.		
12. Academic Tutors		To oversee tutorial provision in liaison with the tutor organisers for each year of the course.		To allocate students to tutorial and DL groups, in conjunction with the relevant Senior Tutor.	To allocate students to tutors, in conjunctio n with the relevant Senior Tutor or Assistant Senior Tutor.	To liaise with tutor organisers for each year of the course.		

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					To ensure pathway specific tutorials occur for pathway specific tutor groups.			
13. Admis-	To carry out	To carry out			0 1			
sions	the functions of the Admissions Tutor, unless an alternative named appointment has been made.	the functions of the Admissions Tutor, unless an alternative named appointment has been made.						
	To make recommenda tions for any	To make						

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	Course	Directors	Course	Leaders	Leader	Leaders	Leaders	Leaders
	Director *	*(except for	Directors **	(BVetMed)	(BSc	(BSc	(BVetMed)	(Rotation
		BVetMed)			Biological	Biological		and
					Sciences)	Sciences)		Elective
								Leaders/Di
								rectors)
	change in the	recommenda						
	entry	tions for any						
	requirements	change in						
	for the	the entry						
	course, in	requirement						
	liaison with	s for the						
	RVC Access	course, in						
	in the case of	liaison with						
	undergradua	RVC Access						
	te courses.	in the case of						
		undergradua						
	То	te courses;						
	participate in							
	promotion of	То						
	the course.	participate in						
		promotion of						
	To attend	the course.						
	briefing and							
	planning	To attend						
	meetings	briefing and						
	with other	planning						
	Admissions	meetings						
	Tutors, RVC	with other						
	Access and	Admissions						
	Registry	Tutors, RVC						

Course Director *	Directors *(except for BVetMed)	Course Directors **	Leaders (BVetMed)	Pathway Leader (BSc Biological Sciences)	Year Leaders (BSc Biological Sciences)	Strand Leaders (BVetMed)	Module Leaders (Rotation and Elective Leaders/Di rectors)
taff.	Access and						
	Registry						
o be present	staff.						
luring							
August and	To be present						
eptember,	during						
o review	0						
pplicants at	•						
0	*						
pplications.							
,	_						
	applications.						
	To						
· ·							
O t Til A o C III V C b II II T e V II b n I	aff. o be present uring ugust and eptember, o review	aff. Access and Registry staff. To be present during ugust and eptember, o review oplicants at confirmation who miss the onditions of neir offer and/or to eal with learing oplications. Confirmation who miss the conditions of their offer and/or to deal with Clearing opplications. commend which opplicants nould be nade offers, and the *(except for BVetMed) *(access and Registry staff. *(buring August and September, to review applicants at Confirmation who miss the conditions of their offer and/or to deal with Clearing applications. *(except for BVetMed)	aff. Access and Registry staff. To be present during august and eptember, or review August and ephicants at conditions of their offer and/or to conditions of their offer and/or to deal with clearing applications. Commend thich To poplicants recommend thich To ephicants recommend their offers, and the should be which ande offers, and the should be	aff. Access and Registry staff. To be present during August and opplicants at conditions of heir offer end/or to ceal with clearing opplications. Access and Registry staff. To be present during August and September, to review applicants at conditions of their offer end/or to deal with clearing opplications. Commend thich To recommend which applicants and offers, and the should be	Access and Registry staff. To be present during august and epitember, or review August and confirmation who miss the conditions of their offer learing applications. Commend which added offers, and the stade of their offer stade of their offer, applicants and the should be shade offers, and the stade offers, and the stade of their offer applicants should be shade offers, and the stade offers, and the stade offers, and the stade of the stade	## aff. Access and Registry staff. To be present during August and opplicants at confirmation the miss the and/or to deal with Clearing applications. Commend thich To opplicants at commend and opplicants at commend the populations. To be present during August and September, to review applicants at confirmation who miss the applicants at conditions of the alade offers, and the sade offers, and the should be which and offers, and the sade of the s	Access and Registry staff. To be present experiment of their offer and/or to ceal with learing applications. To commend thich To recommend thich To recommend thich To recommend thich adae offers, and the make of their offers, and the make of the make

Post/Theme	BVetMed Course Director *	Course Directors *(except for BVetMed)	Deputy Course Directors **	Year Leaders (BVetMed)	Pathway Leader (BSc Biological Sciences)	Year Leaders (BSc Biological Sciences)	Strand Leaders (BVetMed)	Module Leaders (Rotation and Elective Leaders/Di rectors)
14. Student induction	offer. To advise on improvemen ts in the student selection process. To ensure that students receive a comprehensi ve induction to the course.	and the terms of the offer. To advise on improvemen ts in the student selection process. To ensure that students receive a comprehensi ve induction to the course.		To ensure that students receive a comprehen sive induction to the Year of study.	To provide an induction to the pathway, in liaison with the Course Director	To ensure that students receive a comprehen sive induction to the Year of study.	To provide an introduction to the strand.	To provide an introductio n to the module.
15. Student Liaison		To meet regularly		To meet regularly		To meet regularly		

Post/Theme	BVetMed Course Director *	Course Directors *(except for BVetMed)	Deputy Course Directors **	Year Leaders (BVetMed)	Pathway Leader (BSc Biological Sciences)	Year Leaders (BSc Biological Sciences)	Strand Leaders (BVetMed)	Module Leaders (Rotation and Elective Leaders/Di rectors)
		with student representatives to discuss and resolve matters of concern to students and staff regarding the course.		with student representati ves to discuss and resolve matters of concern to students and staff regarding the year of study.	To meet regularly with student representati ves to discuss and resolve matters of concern to students and staff regarding the pathway.	with student representati ves to discuss and resolve matters of concern to students and staff regarding the course.		

Post/Theme	BVetMed Course Director *	Course Directors *(except for BVetMed)	Deputy Course Directors **	Year Leaders (BVetMed)	Pathway Leader (BSc Biological Sciences)	Year Leaders (BSc Biological Sciences)	Strand Leaders (BVetMed)	Module Leaders (Rotation and Elective Leaders/Di rectors)
16. Time-tabling		To liase with head of timetabling and departmental teaching coordinators to resolve major timetabling issues.		To submit draft timetables to the Timetablin g Officer in accordance with the College's schedule.	To liaise with module leaders to ensure that all teaching activities are appropriate ly timetabled and to liaise with head of timetabling and course director to resolve any issues.	To liaise with module leaders to ensure that all teaching activities are appropriate ly timetabled and to liaise with head of timetabling and course director to resolve any issues.		To submit draft timetables to the Timetablin g Officer in accordance with the College's schedule.
17. Integration	To oversee and promote both horizontal and vertical integration	To oversee and promote both horizontal and vertical integration		To promote horizontal integration within the Year, in liaison with	To oversee and promote both horizontal and vertical	To promote horizontal integration within the Year, in liaison with	To liaise with the organisers of related Strands and Year	To liaise with the organisers of related modules; + (for

Post/Theme	BVetMed Course Director *	Course Directors *(except for BVetMed)	Deputy Course Directors **	Year Leaders (BVetMed)	Pathway Leader (BSc Biological Sciences)	Year Leaders (BSc Biological Sciences)	Strand Leaders (BVetMed)	Module Leaders (Rotation and Elective Leaders/Di rectors)
	throughout the course.	throughout the course.		Strand Leaders.	integration throughout the pathway.	Module Leaders.	Leaders, to ensure vertical integration throughout the course.	Rotation Directors only) To liaise with the organisers of related Rotations.
18. Periodic Reviews	To coordinate the preparation of the self-evaluation document for the periodic review of the course.	To coordinate the preparation of the self-evaluation document for the periodic review of the course.	To participate in the periodic review of the course.	To participate in the periodic review of the course.	To contribute to the preparation of the self-evaluation document and participate in the periodic review of the Biological Sciences course portfolio.	To participate in the periodic review of the course.	To participate in the periodic review of the course.	To participate in the periodic review of the course.

Post/Theme	BVetMed	Course	Deputy	Year	Pathway	Year	Strand	Module
	Course	Directors	Course	Leaders	Leader	Leaders	Leaders	Leaders
	Director *	*(except for	Directors **	(BVetMed)	(BSc	(BSc	(BVetMed)	(Rotation
		BVetMed)			Biological	Biological		and
					Sciences)	Sciences)		Elective
								Leaders/Di
								rectors)
19. Duty								Rotation
rosters								Directors
								only:
								To oversee
								the
								organisatio
								n of duty
								rosters.

^{*} Co-Course Directors and Course Directors carry out the stated duties unless there are Year Leaders, in which case the Course Directors are responsible for monitoring that the Year Leaders have undertaken the duties.

^{**} Deputy Course Directors carry out the stated duties of the Course Director in their absence The Gateway Programme forms Year Zero of the BVetMed