

6. PROGRAMME COORDINATION

6.1 Responsibilities

a) Programme Coordinator (Level/ Year)

A Programme Coordinator is appointed for each year/level of a Programme by the Head of Department/ Director of Centre.

The Programme Coordinator is responsible for all matters relating to the Programme of Studies at a particular level/ year.

The duties of a Programme Coordinator are to:

- (i) prepare or help in the preparation of time-table;
- (ii) assign lecturers (as approved by Dean//Dept/Board of Studies) for each module and liaise with them about the time-table;
- (iii) recommend part-time lecturers to Head of Dept/Dean/Director;
- (iv) attend the Orientation day for the Programme, if applicable, to answer any queries from students;
- (v) participate in any Programme selection panel, if applicable;
- (vi) advise students on choice of modules;
- (vii) provide appropriate and updated information on the Programme to students;
- (viii) resolve any matters relating to time-table, classes or registration of modules;
- (ix) sign the module registration sheets for the Programme;
- (x) ensure that all module specification sheets for the Programme have been made available to the students;
- (xi) ensure proper delivery of the Programme;
- (xii) prepare the list of examiners and moderators for each module in the Programme and submit to Faculty/Centre Examinations Section.
- (xiii) ensure that for all the modules examined in the Programme, all examination answers have been properly moderated and all marks correctly entered on the Examination Performance Sheet (EPS) with the appropriate conversion done (if need be);
- (xiv) ensure that all the moderators and examiners have signed the EPS forms;
- (xv) prepare the time table for *viva-voce* of students (if applicable) in consultation with external examiners as far as possible;
- (xvi) attend the Board of Examiners and to sign also the finalised examination marksheet;

- (xvii) prepare and submit the annual Programme report to the Programme Board of Studies;
- (xviii) participate in the Programme Board of Studies;
- (xix) perform any other related duties.

b) Area Coordinator

The Area Coordinator is responsible for a specific academic area falling under his/her general expertise. Generally, s/he will

- (i) oversee all modules falling in his/her area;
- (ii) see to it that all Module Coordinators carry out their responsibilities;
- (iii) perform any other related duties.

c) Module Coordinator

Each module should have a designated member of staff responsible for it as coordinator. Normally, s/he will be the Module Coordinator if s/he is the sole lecturer of the module. The Module Coordinator is the module leader who is responsible for a specific module offered on the campus. In collaboration with the team of which s/he is the Chair (if applicable), s/he is responsible to

- (i) make suggestions for part-time lecturers to Area Coordinator or Programme Coordinator(s);
- (ii) ensure the proper design and delivery of the module on campus;
- (iii) ensure that the module specification sheet (MSS) is made available to all students by the lecturer at the beginning of the module delivery when there is only one lecturer involved in the teaching of a module;
or
consolidate the contents of the MSS and ensure that the MSS is made available to all students, at the beginning of the module delivery when there is more than one lecturer involved in the teaching of a module; (The module specification sheet contains module information such as aims and learning outcomes, outline syllabus, pre-requisites/pre-requirements, coordinators, lecturers, module map, recommended literature and mode of assessment. An example of a module specification sheet is given in Annex 5.)
- (iv) submit a module monitoring report to the Programme Coordinator after the students have been examined in the module;
- (v) perform any other related duties.

6.2 Organigram of Responsibilities and Accountability

