

Flexible Combined Honours Co-ordinators

Job Description

Each subject area or group of related subjects within Flexible Combined Honours (FCH) has an academic co-ordinator. Their activities are vital to the running of this University-wide degree programme, which is owned by the University and is not College-based.

The post is a significant one, held ex-officio by the College or departmental Director of Undergraduate Studies or the equivalent, though in practice the function is usually delegated to other members of the academic staff.

The co-ordinator has a dual function: to represent the FCH's interests in a College, departmental or subject context, and to ensure the FCH programme takes full and sympathetic account of the College's, department's or subject's concerns.

Co-ordinators work closely with the FCH Director and FCH office over academic matters and as the contact point for all actual and potential FCH students within a co-ordinator's subject area.

- They need to be familiar with their own subject area structures and procedures and with the full range of modules on offer to students. They ensure that FCH students are kept in the loop and are fully informed as to the range of choice and opportunity, both academic and non-academic, available to them within their subject area.
- They are subject experts, able closely to monitor the construction of study programmes to help meet the legitimate objectives of students within the general framework of University regulations. They help FCH students secure places on any core modules identified by the subject area as essential for a specific degree title.
- They can be called upon by FCH students who are taking Independent Study within their subject area to assist with finding an appropriate supervisor.
- They are involved with the recruitment of FCH students, particularly with students wishing to transfer into FCH during their time at the University.
- They are likely to act as personal tutors to FCH students who study within their subject area.
- They will receive information from the FCH Director or FCH office in respect of any students with Individual Learning Plans and will ensure the information is disseminated appropriately.
- Co-ordinators are ex-officio members of the FCH Board of Studies and the Board of Examiners.
- They may take part in FCH Student-Staff Liaison Committee meetings.
- In disciplinary matters co-ordinators (or delegated to College/subject student support offices) help ensure that the FCH Director and FCH office are kept informed of any warnings issued to FCH students. The FCH Director acts as Head of College to FCH students, as FCH is the 'College' to which these students belong, so formal final warnings and serious disciplinary matters are handled by the Director.
- In cases of illness or other reasons for non-attendance, co-ordinators (or delegated to College/subject student support offices) encourage students to send copies of all evidence to the FCH office.
- In cases of mitigation submitted to a subject area in respect of late submission of a piece of coursework, co-ordinators (or delegated to departmental student support offices) should ensure that the FCH office is notified so as to enable the progress of the student over the whole of their programme to be monitored.
- Mitigation evidence submitted in respect of overall performance at examinations or in the context of progression or classification is considered by the FCH mitigation committee and not by College/subject examination or mitigation boards. Co-ordinators are asked to ensure this procedure is followed.