**DUTIES OF DIRECTOR OF COMBINED STUDIES**

The Director of Combined Studies is responsible to the Campus Co-ordinating Group for the co-ordination of the undergraduate subjects contributing to Major, Main and Minor Honours degree combinations.

The Director of Combined Studies:

i) acts as Chair of the Campus Co-ordinating Group;

ii) in conjunction with the Co-ordinating Group, ensures that students are properly registered on an approved combination for a named award;

iii) ensures that the Co-ordinating Group carries out its functions as approved by Senate, and is responsible in collaboration with other members of the Co-ordinating Group, relevant Faculties and Schools and the central service departments of the University for:

a) identifying any restrictions on possible combinations;

b) making contributions to the University's overall course publicity programme;

c) oversight of the selection of applicants in accordance with the University admissions policy;

d) co-ordination of scheduling of subject modules;

e) arrangements for student induction programmes;

f) in consultation with Heads of School, allocation of advisers of studies to students taking two Main or three Minor Subjects;

g) submission to the Academic Standards and Quality Enhancement Committee of nominations for the appointment of Chief External Examiner;

h) arrangements for meetings of the campus Progress and Award Boards of Examiners and for the attendance of the Chief External Examiner;

i) presentation of the results profile of Combined students to the Progress and Awards Board of Examiners for Combined Honours subjects;

j) communication to unsuccessful students of the Board of Examiners' decisions about their progress;

k) preparation for consideration by the Campus Co-ordinating Group of a draft response to the report of the Chief External Examiner and of an annual report on the operation of campus combined provision;

l) in conjunction with the other campus Directors of Combined Studies, submission of an annual report to the Academic Standards and Quality Enhancement Committee.

The Director of Combined Studies undertakes such other duties as the Senate may specify, and consults with other campus Directors of Combined Studies on matters of mutual interest. One Director is a member of the Learning and Teaching Committee.