

The University of Leeds
Responsibilities of a Module Leader

A Module Leader, in liaison with the Programme Leader, where appropriate, is responsible to the Director of Student Education, on behalf of the Head of School, for the development, organisation and management of a named module and for the academic experience of the students on the module. A Module Leader must be a fully appointed current member of the University's staff (or holder of a University honorary contract) in which teaching responsibilities are clearly articulated.

Specifically a Module Leader will be responsible for:

- ensuring that all module documentation is accurate and consistent with that approved by the School Taught Student Education Committee (STSEC) and is provided in a timely way to students in accordance with the arrangements of the School/Faculty;
- ensuring the delivery of the syllabus as planned and the effectiveness of the teaching;
- ensuring the resources for the delivery of the module are in place before the start of the session;
- ensuring that the assessment requirements of the module and the arrangements for examinations and for the submission of coursework and the return of marks and feedback to students are in accordance with the School's Code of Practice on assessment;
- ensuring that draft examination papers, assessed coursework and, as appropriate, notes on answers are submitted for internal and external scrutiny in sufficient time to meet University deadlines;
- maintaining appropriate records for the monitoring of student performance on the module;
- making arrangements as required for students who are registered with special needs;
- dealing with unsatisfactory students in line with School and University policy;
- responding to module related student queries;
- attending the relevant Examination Board(s) and Progression and Awards Board(s);
- overseeing the gathering, analysis and response to student feedback at the module level collected by formal and informal means and the submission of the outcome to the Director of Student Education or nominee;
- undertaking review of the module in accordance with Faculty/School policy;
- raising any concerns about the running of the module with the Director of Student Education;
- ensuring the module is appropriately refreshed to ensure integration between research and learning and teaching

Kath Hodgson/Chris Warrington, ref: LTS/08-19, March 2009

Terminology updated September 2013 / Quality Assurance Team