

Course coordinator's general role description

1. Purpose

The course coordinator has overall academic and pedagogical responsibility for a course. The role is to ensure that the course is planned, delivered, assessed and developed in accordance with:

- the approved course description
- the adopted study plan
- the institution's quality assurance system
- established deadlines
- the agreed workload plan and resource framework
- applicable regulations

The role is part of the academic management structure, and responsibility for the course is shared with the programme director and line manager.

2. Responsibilities

2.1 Academic and pedagogical responsibility

The course coordinator is responsible for:

- the academic and pedagogical quality of the course, in keeping with the overall programme
- facilitating student learning and achievement of the learning outcomes
- ensuring that the course reading list is academically relevant and up to date
- assessing and enforcing compulsory activities within the course framework
- ensuring that teaching and assessment uphold the principles of inclusion and universal design

2.2 Planning and coordination

The course coordinator is responsible for:

- ensuring alignment between learning outcomes, teaching methods and assessment
- ensuring academic coherence and the flow of information among the teachers involved
- contributing to academic coordination when the same course is offered at multiple locations or by multiple academic environments

The role includes academic and operational coordination, but does not personnel-responsibility.

2.3 Student participation and the learning environment

The course coordinator is responsible for:

- facilitating ongoing student participation
- facilitating dialogue with students, including responding to student enquiries
- ensuring that information for students is clear

Follow-up of matters beyond the academic scope is carried out in collaboration with the relevant functions.

2.4 Quality assurance

The course coordinator is responsible for:

- conducting and following up on course evaluations
- identifying and proposing improvement measures
- ensuring that the course coordinator's report is prepared

3. Powers and Responsibilities

3.1 Academic and pedagogical authority

The course coordinator is authorised to:

- determine the pedagogical approach within the scope of the approved course description and in keeping with the overall programme
- make academic and pedagogical adjustments during the course
- ensure the quality of administration of examinations and the grading process

Changes affecting the course description or programme structure are considered in collaboration with the Study programme director.

3.2 Coordination authority

The course coordinator is authorised to:

- coordinate teaching, including the allocation of tasks among teachers
- coordinate assessment, including compulsory activities and examinations

The role does not include personnel responsibility or budgetary authority but does include day-to-day work coordination.

4. Areas of Collaboration

The role is carried out in collaboration with:

- the Study programme director
- the immediate manager (Head of Department/Section)
- academic administration
- the Examinations Office
- the student adviser
- the placement coordinator
- students
- the Study Programme Committee
- other academic environments associated with the study programme
- other units, such as the University Library, IT Department and Estates Department