



DOWNING COLLEGE CAMBRIDGE

Responsibilities of the Office of Director of Studies

Overview

The Office of Director of Studies is responsible to the Senior Tutor and supports the College in its aim to:

- attract outstanding students from all backgrounds from both the UK and overseas;
- provide undergraduate teaching of the highest quality;
- maintain Downing's position as a College of the highest academic standards, yet renowned for the breadth and innovative nature of its education.

The Office oversees the arrangements for the teaching of the College's students in the Office Holder's subject and monitors the progress of the students for whom they are responsible.

Responsibilities

In support of these aims, Directors of Studies are responsible for:

- 1) Coordinating the subject choices of students, including
 - Liaising with new students before their arrival and offering advice on subject choices.
 - Organising the coordination of the start of year meeting for all new students, including:
 - Organising the venue for the meeting;
 - Inviting all subject-specific staff (including, where required, those from outside College);
 - coordinating subsequent student meetings for each subject;
 - ensuring that students have all required information, and that there are no meeting clashes (e.g. with Tutors and subject specific University tasks).
 - Further liaising with students on final subject choices and inputting decisions into CamSIS. Approving examination entries on CamSIS within the set deadlines.
 - Coordinating with the Tutorial and Admissions Office as to who is reading what subject in each year, and notify all other Directors of Studies and supervisors, so that they know who their students are.
- 2) Coordinating mock examination arrangements for their students, including:
 - Organising room bookings;
 - Coordinating question setters and markers;
 - Preparing exam papers;
 - Invigilating the exams;
 - Distributing papers for marking;
 - Collating marks and providing feedback to students and staff;

- Liaising with subject specific contacts if there are any issues with results (for example, if all students in a particular subject have not performed to expectation).
- 3) Participating in the interview and selection of new students, including:
- Attending Open Days and talking to potential applicants.
 - Coordinating interviews for the subject area.
 - Collecting and collating submitted written work, tests and interview scores, filling in all paperwork, and attending and participating in the moderation and pool events.

Direction of Studies Categories

The below categorization sets out the range of duties that Directors of Studies take principal responsibility for. These overlap with the activities that would reasonably be expected from Fellows, Bye-Fellows, College Lecturers or College Teaching Associates, which apply irrespective of whether they are also current Directors of Studies.

Class A duties:

An undergraduate Director of Studies who takes on the full responsibility for the subject including (as well as other subject-related duties as they arise):

1. Student Support
 - a. Meeting students and monitoring progress
 - b. Arranging supervisions, monitoring and approving reports
 - c. Signposting study skills for students
 - d. Career advice
2. Administration
 - a. Exam enrolment
 - b. Approval of book and travel grants
 - c. Providing book lists for the library (and for incoming students, as appropriate)
3. Admissions (in collaboration with the Admissions Tutor):
 - a. Written admissions assessments
 - b. Decisions on invitations to interview
 - c. Participation in decision meetings
 - d. Participation, when needed, in the Winter and Summer Pools
4. Recruitment
 - a. Attending open days and participating in other outreach events as appropriate
 - b. Maintaining the subject website and subject information.
5. Entertainment
 - a. Use of the DoS entertainment allowance
 - b. Promoting relevant student societies (including attendance when possible and appropriate)

Class B duties:

Either:

An undergraduate Director of Studies with principal responsibility for some of the above headings, for example:

1. Student Support
2. Administration
3. Entertainment

Such a Director of Studies would normally not have responsibility for admissions, for open days, for web pages and subject information.

Or

All graduate Directors of Studies. Where a Director of Studies is an undergraduate and graduate Director of Studies there will be no additional general responsibility payment for their role as graduate Director of Studies.

Class C Duties:

Directors of Studies who have limited direct responsibility for their students, where, for example, they only direct studies for third or fourth year students and supervisions are arranged by the Department or Faculty. Such a Director of Studies might only have responsibility for meeting students, monitoring progress, approving relevant supervision reports, and promoting the subject.

