Department of Mathematics and Statistics

Guidelines for the Undergraduate Studies Committee

Membership

The committee shall consist of members from the academic staff including, ex officio, the Head of Department and the Director of First Year Studies. The committee will seek to include representatives for the major sectional interests of the department and its areas of service teaching. Members will be appointed by the Head of Department in consultation with the chairman of the committee.

Areas of responsibility

The principal functions of the committee are to monitor, consider and implement the teaching curriculum and to monitor, consider and seek to improve the teaching practices of the department.

Considered in more detail, this may include some or all of the following:

- anticipating and formulating changes to the undergraduate syllabus
- ascertaining and satisfying the requirements for service teaching of other departments of the University
- following changes in student numbers and foreseeing their consequences
- monitoring teaching practices, standards and implementation of syllabuses,
- monitoring examination standards and marking practices
- monitoring student liaison and feedback

There are a number of areas which are within the purview of the committee but for which the committee would not normally become involved in the day-to-day business. Examples are the allocation of teaching loads and the running of the Staff-Student Liaison Committee. The committee may, from time to time, however, express opinions on general policy within these areas.

Roles within the Committee

The committee should include people to fill the following roles:
Chair, Head of Department, Deputy Head of Department, Director of Teaching Innovation, Faculty of Science Representative, Liaison with Engineering and Physics, Student Promotion & Projects Director of the First Year Learning Centre, Handbook Organiser, Co-ordinator of the SSLC
Liaison with Commerce & Economics, Liaison with Biology, Honours co-ordinator(Stats), Honours co-ordinator(Maths).

Meeting times

The committee will meet monthly.
Other
Chosen delegates from the UGS committee will liaise with the Faculties of Engineering and Commerce and should meet on a regular basis. These links will mean that issues that have an impact on the Department can be identified and addressed. A similar link will be established with the Centre of Actuarial Studies.