College of Medicine and Veterinary Medicine
Role of Directors of Student Affairs and Directors of Studies

Directors of Student Affairs

There are two Directors of Students Affairs in the College of Medicine and Veterinary Medicine (CMVM) – one responsible for veterinary undergraduate students and one for medical undergraduate students. They have the overall responsibility for the provision of pastoral support for the undergraduate student body and the systems in place within the College for its provision. They may also often be consulted when a student is in breach of academic progress regulations and thus liable for exclusion.

The responsibilities can be summarised as follows:

• Responsibility for the Director of Studies - recruitment/training/liaison
• Sit on relevant Committees dealing with student issues
• Sit on CMVM Learning and Teaching Executive
• Facilitate/organise staff/student communication channels
• Support Directors of Studies in cases of students experiencing severe difficulties
• Represent the College on relevant central university committees
• Take forward CMVM policy and strategy relating to student affairs

Directors of Studies

The Directors of Studies in CMVM have a pastoral role – they are not required to give advice on programme or course choice except in the case of the premedical students or those students who are transferring from the College. They are drawn from the academic members of staff and are allocated between 10 and 50 students each depending on the time commitment they are able to make. In the case of the BVM&S students the DoS changes between Years 2 and 3 as the course becomes more clinical in orientation. The MBChB students remain with the same DoS throughout their undergraduate career. A student can request a change of DoS.

The main responsibilities of the DoS are as follows:

• Provision of pastoral support and advice
• Being the advocate for the student (eg with Year Directors, Professional Development Committee, Appeals Committee, Fitness to Practise etc)
• Provision of references (electives, PRHO posts, privately rented accommodation etc)
• First point of contact for a student experiencing difficulty

Students are notified of their DoS on entry to Year 1 and arrangements are made at that stage for the initial meeting. Thereafter the meetings are arranged between the student and the DoS. In cases where a student urgently requires to contact the DoS and encounters difficulty in doing so help is available from the relevant undergraduate office to either contact the DoS or put the student in touch with another DoS.