

Head of Department Interview:

Interviewer: Good day, and thank you for joining us today. We're here to discuss the structure and roles within the academic staff of our institution. To begin, could you enlighten us on the two primary categories of academic staff?

Head of Department: Certainly. In our academic staff, we have two main categories: lecturers and demonstrators. Lecturers are generally involved in research activities to some extent, while demonstrators may not be as research active.

Interviewer: I see. Now, do all academic staff members record their research interests?

Head of Department: Yes, indeed. Regardless of their category, all academic staff members are required to record their research interests.

Interviewer: Moving on, it's mentioned that most, but not all, academics have an office. How does office allocation work, and can multiple academics be based in the same office?

Head of Department: Yes, most academics have offices, and it's common for multiple academics to share the same office space. The allocation is typically based on availability and requirements.

Interviewer: Interesting. Regarding management, do academics get some line-management?

Head of Department: Absolutely. Some academics line-manage other academics. On the flip side, every academic is under the line management of a specific person.

Interviewer: And not all academics manage their colleagues, correct?

Head of Department: That's correct. While some do take on managerial roles, it's not a universal responsibility.

Interviewer: Let's shift gears to teaching. Do most academics teach on one or more units?

Head of Department: Yes, for the most part, academics are involved in teaching one or more units, but some don't teach at all.

Interviewer: And can multiple staff members teach the same unit?

Head of Department: Certainly. It's common for multiple staff members to teach the same unit, providing a collaborative approach to education.

Interviewer: Lastly, let's discuss the relationship between units and subjects. How is that structured?

Head of Department: Units cover a variety of subjects or topics. Each subject can be part of multiple units, demonstrating flexibility in our curriculum. For example, a subject like Entity-Relationship Diagrams (ERDs) might be covered in units such as Data Management and Introduction to Databases.

Interviewer: Are there any subjects that aren't covered by units?

Head of Department: Yes, there could be. Some subjects might be part of extra-curricular events rather than formal units, so not every subject is necessarily covered within a traditional academic unit.

Interviewer: Thank you for providing a comprehensive overview of the academic structure within our institution. This has been quite enlightening.

Head of Department: My pleasure. If you have any further questions, feel free to ask.

Head of Education Interview:

Interviewer: Good day, and thank you for joining us. Today, we have the Head of Education to shed light on the student experience and the structure of courses. To start off, could you explain the course structure for our students?

Head of Education: Certainly. Students in our institution focus on one course at a time. However, over the years, they have the opportunity to undertake several courses, allowing for a well-rounded education.

Interviewer: I see. Now, within each course, you mentioned there are several units. How does that work, and can units be shared among courses?

Head of Education: Indeed. Each course is composed of several units. The interesting aspect is that units may be shared among different courses, providing a versatile and interconnected curriculum.

Interviewer: Moving on to attendance, you mentioned that students take several units. How is attendance managed, and what does a session entail?

Head of Education: Attendance is a crucial aspect of our educational approach. All students are required to take attendance for each session. A session can be a lecture, seminar, or lab associated with a unit. However, it's worth noting that sessions may also be part of extra-curricular events delivered by external speakers.

Interviewer: So, just to clarify, all units have sessions?

Head of Education: Yes, every unit has its own set of sessions. This ensures that students have a well-rounded experience within each unit.

Interviewer: And each session covers one subject. Can you elaborate on how subjects are integrated into the overall structure?

Head of Education: Certainly. Each session is designed to cover a specific subject, ensuring a focused and comprehensive approach. However, it's important to note that some subjects are only proposed at the moment and may not be part of any unit or session yet. This allows for flexibility and adaptability in our curriculum.

Interviewer: Thank you for providing insights into the educational structure. Are there any final points you'd like to highlight?

Head of Education: I'd like to emphasize the flexibility and diversity in our educational approach. The ability for students to explore various courses and units, coupled with the integration of extra-curricular sessions, contributes to a rich and dynamic learning experience.

Interviewer: Thank you for your time and valuable information. If there are further questions, we'll be sure to reach out.

Head of Education: My pleasure. Feel free to reach out anytime.

Industrial Liaison Lead Interview:

Interviewer: Welcome, and thank you for taking the time to discuss the industrial collaboration aspect of our institution. Today, we have the Industrial Liaison Lead to share insights into the relationship with our industry partners. To begin, could you provide an overview of how industry partners are involved in our educational programs?

Industrial Liaison Lead: Certainly. We collaborate with various companies, our industry partners, who contribute by delivering talks on specific subjects. Some of these subjects align with our unit delivery and sessions, enriching the learning experience for our students.

Interviewer: It's mentioned that subjects may be proposed by companies. How does this integration work, and can a subject be provided by multiple companies?

Industrial Liaison Lead: Absolutely. Companies can propose subjects, which may or may not be part of our existing curriculum. Furthermore, a subject can be presented by one or more companies, creating a diverse range of perspectives and expertise for our students.

Interviewer: Are all subjects covered by our industry partners?

Industrial Liaison Lead: No, not necessarily. While our industry partners contribute significantly, not all subjects are covered by them. Some topics remain within our traditional academic curriculum.

Interviewer: You mentioned talks may include activities. Could you elaborate on this, and how are these activities recorded?

Industrial Liaison Lead: Certainly. Some talks may involve hands-on activities or practical demonstrations. It's crucial to record these activities to ensure a comprehensive understanding of the learning experience. Each talk or activity has a designated contact person associated with it, allowing for effective communication and coordination.

Interviewer: Do all industry partners provide talks or cover subjects?

Industrial Liaison Lead: No, not all industry partners are involved in delivering talks or covering subjects. The level of engagement varies, and we value the diversity of contributions from our partners.

Interviewer: Thank you for shedding light on the collaboration with our industry partners. Is there anything else you'd like to highlight in this context?

Industrial Liaison Lead: I'd like to emphasize the dynamic and mutually beneficial nature of our partnerships. The exchange of knowledge between academia and industry significantly enhances the educational experience and prepares our students for real-world challenges.

Interviewer: We appreciate your time and insights. If there are any further developments or questions, we'll be sure to get in touch.

Industrial Liaison Lead: Thank you. Feel free to reach out anytime for more information or updates.

Required Reports:

1. The sessions most students attended out of all subjects delivered by an external company.
2. The unit with the most sessions delivered by a company on any subject.
3. The academic staff with the most Research Interests.