

ROLE OF THE HEAD OF POSTGRADUATE STUDIES

Candidature progress

Manage student probation in accordance with HDR Progress Review Guidelines.

In consultation with the research support team, coordinate Annual Progress Reports and monitor progress of candidates to ensure timely completion and resolve any issues raised in the APR process.

In consultation with the research support team, coordinate, participate in, and finalise Research Proposal Reviews (RPRs) of students.

Recruitment and admission

Work actively and closely with the Graduate Research School, Faculty Research Unit and School to support the recruitment of high-quality research students.

Sign off on all HDR applications in liaison with supervisors, Future Students and the ADR.

Governance

Oversee and coordinate the administration and governance of higher degree research studies in the school for which he or she is responsible.

Liaise with Head of School and Faculty Associate Dean (Research) to ensure the distribution of HDR students is commensurate with academic workloads and school resources.

Act as the liaison between graduate students, supervisors, faculty research staff and other administrative units within the university.

Communicate relevant HDR related issues to HDR students, school research staff, supervisors and governance committees as appropriate.

Liaise with supervisors on appropriate coursework choices for students in programs which include coursework required.

Liaise with faculty research staff, supervisors and ADR to provide training and resources for graduate students' professional development.

Ensure that HDR activities within the academic unit are compliant with the relevant University and Faculty policies, procedures and guidelines

Provide HDR related reports at Faculty meetings as required

Administration and student support

Ensure that HDR students are inducted into the school and have access to the resources, equipment and facilities needed to enable them to finish their degrees on time and to the best possible standard.

Provide policy and procedural advice to supervisors and candidates regarding HDR matters.

Oversee variations to candidature, including leave of absence, coursework requirements, change in status, and supervision changes.

Provide advice and make appropriate recommendations to the Associate Dean (Research) regarding all aspects of candidature management

Assist students and supervisors in resolving conflicts in accordance with university policy.

Thesis

Approve and sign the thesis exam nomination forms, including reviewing the appropriateness of suggested examiners.

Consult with supervisors to prepare a draft resolution for the University TEC.

Liaise with Faculty representatives on the TEC to ensure that any issues with examiners reports are discussed prior to submission of draft resolutions.

Ensure that theses are fully revised in accordance with the examiners reports and TEC resolution.