

## **Duties of Heads of Postgraduate Studies, Faculty of Engineering**

**April 2005**

### **A Head of Postgraduate studies will, for students and staff in their School:**

-provide mentoring to students and supervisors to discuss and help resolve any problems affecting the students' candidatures.

-take active steps to be aware of issues affecting research students and supervisors, and advise staff, the relevant Head of School, and Dean as appropriate.

-meet with research students and supervisors as required to maintain an up-to-date knowledge of issues affecting students and supervisors.

-satisfy the University's reporting requirements from HPS's (see note 1).

-be the contact point interfacing between research students, School, Faculty and University.

-liaise with Heads to ensure thesis topic and supervisor allocation are consistent with staff workloads, school infrastructure, technical staff and equipment needs.

-liaise with other HPS's to deal with unavoidable conflicts of interest eg when an HPS is also a supervisor, an HPS from another School should sign off on the annual reviews.

### **The Heads of Postgraduate Studies will meet at least quarterly as a 'Faculty HPS Committee' (supported by admin staff) to:**

-maintain consistency and fairness of procedures re research students across the Faculty.

-review the research training provided by Faculty to postgraduate research students and to make recommendations for modifications as appropriate.

-review admissions procedures to ensure fair and equitable allocation of students to topics, supervisors, Schools and Institutes.

-review the effectiveness of Faculty and School support provided for students and supervisors.

-deal with grievances as required.

-discuss any other issues they deem relevant.

### **Note 1: List of some specific HPS tasks required by the University**

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

-receive examiner's reports and write draft resolutions for University thesis committee.

-approve and sign off for leave of absence, change of supervisor or topic or any other significant changes in candidature.

-check, make recommendations if needed, and sign off on annual progress reports as per University requirements.

-make recommendations concerning internal review, probations etc as a result of the annual progress reports, or other issues arising from time to time.

-consider and sign if appropriate extension of time approvals.

-be the contact person for the University Research Student Centre for students in their School.

-be the contact person for, and authority on, admission applications from UniAdvice.

-be a member of the review committee for transfers of enrolment from Masters to PhD, and first year progress review as per University rules.

-sign off postgraduate applications for University admission forms.

-oversee the process of ensuring that examiners comments are correctly incorporated into the final thesis.