

School (or Department) Director of Postgraduate Research Studies

Generic job description for the post

The following are the proposed generic duties of School (or Department) Directors of Postgraduate Research Studies, from which a formal job description may be drawn up by each School. The exact nature of that job description will depend on the context of the School and its internal structures, and Schools may wish to include additional responsibilities:

Recruitment and Admissions

1. To work proactively with the Head of School, School Director of Research, Research Division Lead/s, and others to support the recruitment of new students;
2. To receive and review applications for research degrees throughout the academic year and to make decisions on those applications after consulting colleagues, ensuring that colleagues respond speedily to avoid unnecessary delay. To arrange interviews for prospective candidates, as appropriate. To maintain contact with prospective students while decision making taking place and following an offer prior to students starting the programme;
3. To assist in the dissemination of information concerning relevant funding opportunities;
4. To assist in keeping School publicity materials, including relevant web pages, up to date;
5. To ensure that a mechanism exists for maintaining contact with candidates;
6. To raise the profile of PGR related matters across the School and encourage colleagues to seek funding to support future students;

Induction and Training

7. To have oversight of the induction of new Postgraduate Research Students, both in relation to a formal School induction at the start of the Autumn Term, and individual inductions at the start of the Spring and Summer Terms, where appropriate;
8. In conjunction with supervisors, to identify learning needs of new students and help them to decide on appropriate courses. To encourage students to review their changing learning needs during the course of their programme, and participate in appropriate training sessions;

Monitoring of Progress

9. To be formally responsible for the monitoring of the progress of Postgraduate Research Students throughout the academic year, to deal with any issues arising, whether academic or personal, and to keep records of any progress meetings;
10. To have oversight of the annual review of all research degree students, all research degree students (whether studying FT, PT or at a distance), and the confirmation of registration process;
11. To arrange annual reports from postgraduate research students and their supervisors on progress and to make an appropriate report to the Doctoral Research Office. As part of this exercise, to encourage students to complete the annual evaluation of supervisory arrangements (which is run by the Doctoral and Researcher College);
12. In conjunction with annual reviews of progress, to arrange opportunities for postgraduate research students to make an oral presentation of their research (such as through a 'research presentation day' at the end of the academic year) to keep records of the day and to provide feedback to the students; To assist the Head of School in arranging internal and external examiners as appropriate for postgraduate research students;

Other

13. To assist the Head of School in arranging internal and external examiners as appropriate for postgraduate research students;
14. To deal with any issues or problems arising in connection with postgraduate research studentships and to ensure adequate feedback of any outcomes to the individual/s concerned;
15. To prepare the annual programme monitoring report (formerly the Annual Review of the Code of Practice on Research Students) in the Spring Term;
16. To make appropriate reports on postgraduate research student issues to relevant School meetings;
17. To attend any relevant School committee meetings concerned with postgraduate research student issues and to raise any specific issues that require attention;
18. To attend termly Doctoral and Researcher College Forum meetings for School / Department Directors of PGRS and help to share good practice across the University;
19. To respond to requests for information from the Associate Pro-Vice Chancellor (Postgraduate Research Studies and Researcher Development) and seek her / his advice in relation to PGR recruitment and student matters as appropriate.

Doctoral and Researcher College

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