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<b>Approving authority</b>	Academic Committee
<b>Approval date</b>	18 July 2013 (4/2013 meeting)
<b>Advisor</b>	Dean   Griffith Graduate Research School   <a href="mailto:ggrs-dean@griffith.edu.au">ggrs-dean@griffith.edu.au</a>
<b>Next scheduled review</b>	2014
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Role Statement HDR Convenor.pdf">http://policies.griffith.edu.au/pdf/Role Statement HDR Convenor.pdf</a>
<b>TRIM document</b>	2016/7006088
<b>Description</b>	This policy describes the appointment of the HDR Convenor, and the role and responsibilities of that position.

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### Related documents

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[Code of Practice for the Supervision of Higher Degree Research Students](#)

[Academic Misconduct Policy - Higher Degree Research Candidates](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Student Complaints Policy](#)

[Student Complaints Procedures](#)

[Higher Degree Research Policy](#)

[Higher Degree Research Supervisor Accreditation Policy](#)

[Structure and Requirements of Qualifications Awarded by Griffith University](#)

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[\[Introduction\]](#) [\[Appointment\]](#) [\[Broad Role\]](#) [\[Detailed Responsibilities\]](#)

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## 1. INTRODUCTION

Each Element is required to have a duly appointed Higher Degree Research (HDR) Convenor who shall be responsible for managing and supporting research education and training within the element as delegated by the Head of Element.

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## 2. APPOINTMENT

The HDR Convenor is nominated by the Head of Element and appointed by the Dean (Research). The HDR Convenor will be a senior academic staff member with a successful track record of supervision. Whenever there is a period of absence, the Head of Element will retain responsibility for the work covered by the HDR Convenor. Where an element is across a number of campuses one HDR Convenor may oversee all campuses or a HDR Convenor may be appointed to oversee a specific campus. Some elements may appoint a HDR Convenor to specific discipline areas within the element.

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## 3. BROAD ROLE

The Head of Element will ensure that the duties and responsibilities of the HDR Convenor are defined in response to local issues and needs. It is intended that adequate resources are provided to assist in the performance of those duties and that proper recognition is given to the workload that these duties entail. Whatever duties are delegated, the Head of Element remains responsible for overseeing the responsibilities of the host element with respect to HDR students. The role of the HDR Convenor is seen primarily as an education and training mentoring role for HDR students and supervisors and may be delegated substantial administrative decision-making authority by the Head

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of Element. This decision-making may include administration of HDR processes at the points of admission, confirmation, progress reporting and examination.

The HDR Convenor has a leadership role to play in assuring the quality of research education and training and assisting HDR students and supervisors to meet the requirements relating to HDR students' admission, progression and completion.

- by providing a supportive environment for students, including the development and maintenance of resources to support students and supervisors;
- by providing opportunities for supervisors to contribute in a meaningful way to the organisation and management of higher degrees by research; and
- by generating an intellectual and supportive climate conducive to: attracting high quality HDR students, establishing progression milestones and peer review of HDR work, ensuring timely completions of theses, and generating HDR publications.

The HDR Convenor should assist in responding to and monitoring the demand for higher degrees by research, the quality of the students admitted to the program, and the extent to which the program is achieving its stated outcomes in terms of graduate satisfaction and employment. The HDR Convenor should bring to the attention of the Head of Element and Dean/Deputy Dean (Research) any problems in the achievement of outcomes and facilitate actions to resolve such problems.

The HDR Convenor is a critical communication link between the element and the central administrative functions concerning higher degrees by research. The HDR Convenor should be available to respond to requests for information and to facilitate decision making that assists students to resolve issues of concern.

The time commitment involved in the role will be considered as contributing to service and taken into account by the Head of School in determining the staff member's academic workload. The extent of the role will vary across schools depending upon the size of the HDR cohort.

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## 4. DETAILED RESPONSIBILITIES

The HDR Convenor is responsible for:

### 4.1 With respect to HDR students' enquiries:-

- promoting higher degrees by research by ensuring that the element has profiled the supervisory expertise of its staff through the research experts database
- linking potential students with potential supervisors through knowledge of the capacity and expertise of staff in regard to HDR supervision
- referring the enquirer appropriately to access the administrative procedures associated with applying for admission and scholarships

### 4.2 With respect to HDR students' admission:-

- assisting with the selection process for higher degrees by research and scholarships by:
- monitoring entry requirements for HDR programs
- advising if the proposed project is appropriate
- advising the Head of Element on whether an appropriate supervisor is available and has capacity for supervision
- ensuring potential projects can be resourced and supported financially
- advising on aspects that might affect intellectual property
- liaising with Research Ethics Advisors about aspects of ethical approval

### 4.3 With respect to HDR students' progression:-

- advising students and supervisors of the resources, facilities and other support available from the element

- ensuring students are provided with procedures for seeking assistance with any issues of concern including resolution of conflict that may arise with supervisors
- encouraging students to participate in the research culture of the element by providing opportunities for students to present their work and network with academic staff and other students
- encourage association with research centres and access to training and workshops provided by GGRS and other administrative elements
- providing students with written information on ethical procedures and health and safety procedures
- ensure that students adhere to current policy relating to employment conditions
- advising supervisors on the process of supervisor accreditation and assisting supervisors to gain experience or professional development in order to become accredited
- assist the Head of Element to coordinate supervisor workloads to ensure that they can engage in regular contact with their students
- ensuring supervision continuity should a supervisor be absent for a long period of time or leave the university
- ensuring students maintain two supervisors for the duration of their candidature
- maintaining links with external supervisors and part-time and remote students
- assisting students and supervisors with administrative procedures associated with candidature requirements (annual progress, confirmation) and candidature variations (change supervision, leave of absence, transfer between elements, withdrawal)
- overseeing student progress at a local level including:
  - reporting to the Dean (Research) those students whose HDR candidature is at risk and the steps taken to minimise that risk. Steps taken to minimise risk are to be recorded on the student's file.; and
  - during the annual review of progress recommending student progress as satisfactory or unsatisfactory to the Dean (Research)
- facilitating the candidature confirmation process within the element by:
  - attending all confirmation seminars where possible including arrangements for a debrief with the student immediately following the seminar
  - ensuring all paperwork is finalised including assessors' reports
  - making recommendations to the Dean (Research)
- approving requests for leave of absence up to a period of six months

#### **4.4 With respect to HDR students' completion:-**

- assisting students with the procedures for preparation and submission of the thesis
- ensuring students retain access to element resources and facilities as required in the period following thesis submission and prior to conferral