

Role of Doctoral Programme Lead

1. Context

Every Faculty/Institute shall have one or more members of academic staff designated to act as a Doctoral Programme Lead to lead the development and implementation of the doctoral programme in their subject area. The Programme Lead role is compensated by teaching relief, though other transitional arrangements might exist in some cases. As few or as many Doctoral Programme Leads can be appointed, with the focus being on ensuring that cognate subject groupings are created.

2. Role

Doctoral Programme Leads should be a visible presence amongst the PGR students. They are responsible for ensuring that PGR students are integrated into the research culture of the Faculty/Institute.

Doctoral Programme Leads are available to offer independent and strictly confidential advice and support to Doctoral students who, for example, have a query about University, Faculty and Department regulations and procedures relating to their study; are concerned about the progress of their work and the facilities or resources available to them or are having difficulties with the supervisory relationship (including a complete breakdown of that relationship).

If the Doctoral Programme Lead is the student's supervisor, the student should seek guidance from the Associate Dean for Research and Enterprise.

The Doctoral Programme Lead should advise the student as is required and, if s/he cannot answer the student's query, should indicate to the student what sources of expert advice and support exist within the University.

3. Responsibilities

- Ensuring that PGR students are fully integrated into the research life of the Faculty/Institute to the appropriate degree. This will include, for example, ensuring that students are invited to seminars, are included in the seminar presentation programme, that Faculty/Institute events are organised for PGR students and so on;
- Working collaboratively with Research Services in relation to applications, student progression and completion and supervision;

- To maintain current knowledge of regulations and procedures relating to the Doctoral programme;
- Ensuring that all students have an appropriately constituted supervisory team;
- Responsible for coordinating changes to supervisory teams and ensuring that students, staff and Research Services are notified of agreed changes;
- Dealing with initial applicant enquiries and responding to applicants within the required timeframe.
- Coordinating and supporting the application process and ensuring that procedures and paperwork are completed appropriately.
- Arranging orientation of new Doctoral students within the Faculty/Institute to complement the University's induction programme;
- Assisting in the development of training for students in collaboration with Research Services/Doctoral College;
- Ensuring that supervisors are monitoring student progress effectively and complete the required documentation as appropriate – eg. Interim Reviews, Annual Monitoring Reviews; Confirmation Reviews;
- Acting as an advocate for doctoral students in the Faculty/Department;
- Supporting supervisors in their roles and assisting in providing them with appropriate resources to enable them to undertake effective supervision.