The Role of the Departmental Postgraduate Tutor

The Graduate School specifies that large departments must have a designated Lead Postgraduate Tutor, who will act as the main contact point and departmental representative. The Head of Department shall be responsible for appointing the Lead Postgraduate Tutor from the Academic staff of that department.

Postgraduate Tutors shall provide pastoral and other general guidance as appropriate to both the research student and the supervisory team. The Postgraduate Tutor may supervise research students in their own right. Where the regular Postgraduate Tutor is supervising a research student in their own right, the Head of Department must appoint an alternative Postgraduate Tutor for that student.

The duties of the Postgraduate Tutor are to oversee and coordinate (Health Sciences split between Lead and Local PostGrad Tutor indicated):

- providing research students in the Department with advice on the role of the Postgraduate Tutor and their availability for consultation LOCAL
- ensuring that research students in the Department are aware of and adhere to relevant Senate Regulations and the Code of Conduct for Research LOCAL

1. PGR student recruitment
   - departmental student recruitment procedures (advertising, handling enquiries, interviewing, offers) LEAD with local input if appropriate
   - departmental applications for research studentships LEAD
   - contributing to the oversight and operation of research student admissions decisions LEAD

2. PGR student progression
   - assisting in identifying possible supervisors, probation/progress review panel members, and examiners LEAD/LOCAL
   - contributing to the oversight and operation of research student progress monitoring mechanisms and ensuring that probation and progress reviews take place at the appropriate point in each research student’s registration with an appropriately composed review panel LEAD/LOCAL
   - coordinating annual assessments and reports to the Graduate Office, especially regarding transfer of registration at the end of the PR period LOCAL
   - monitoring research student participation with respect to taught components and/or skills and career development training LOCAL
   - working with supervisors to ensure timely completion and thesis submission LOCAL
   - ensuring that PGR students follow University Regulations and any requirements specified by funding organisations, e.g. Research Councils LOCAL
   - implementing, and monitoring the effectiveness of, the University Code of Practice for Research Students within the department LOCAL

3. PGR student pastoral care and support
   - overall pastoral care of PGR students LOCAL
   - acting where appropriate on behalf of the research student, including seeking guidance on regulatory issues from the Graduate School Office LOCAL/LEAD
   - ensuring that appropriate personal support is available to research students and providing guidance on other sources of support and advice to research students and supervisory teams LOCAL
• providing initial mediation in a dispute between the research student and the supervisory team LOCAL/LEAD
• monitoring the frequency of formal supervisory meetings LOCAL
• organisation of annual post graduate forum for all PGR students LEAD / LOCAL

4. Attendance at meetings
   • Department of Health Sciences Learning and Teach Committee LOCAL/LEAD
   • College Research Degrees Committee LEAD
   • College Medical Degrees Board of Studies LEAD

The role of the Postgraduate Tutor is central to the success of Department’s postgraduate research activity. The Graduate School hopes that the burdens of the task are recognised by Heads of Departments in workload allocations and that all colleagues are encouraged to give every support to the Postgraduate Tutor in conducting this work.