

# Postgraduate Management and Coordination

## The role of the Director of Postgraduate Teaching & Learning

### I. Routine administration of postgraduate students

- Approval of all students entering school via the PAC system.
- Ranking, with others, students for Trinity and Ussher Awards.
- Establishing panels/examiners for confirmation report exams.
- Appointment of examiners for Ph.D. and M.Sc. examinations
- Chairman of *viva voce* examiners (delegated wherever possible to Heads of Disciplines).
- Review of examiners' reports and following appropriate actions taken.
- Signing off on examiners' expenses (and dealing with Treasurer's Office queries)

### II. Other duties directly involving postgraduates

- Speaking at, introducing or chairing meetings involving postgraduates.
- Answering students E-mails (in conjunction with the coordinators)
- Answering enquiries from potential students
- Discussion with individual students re progress, financial support, etc.
- Interviews with group members and supervisor where major problems have arisen.
- Interviews with students, supervisors, Head of Discipline and Head of School in cases of plagiarism or other disciplinary matters.

### III. Committees

- Chairing School Postgraduate Committee meetings, including drawing up agenda and ensuring that minutes are produced (*2 or 3 meetings per year*)
- Representing School at Graduate Studies Committee (*one 2-hr meeting per month during academic year*).
- Attendance of School Executive meetings and informal meetings called by Head of School.
- Preparation of reports for the Executive.

### IV. Dublin Chemistry

- Attendance, whenever possible, at Dublin Chemistry Committee meetings
- Liaising re TCD-related DubChem matters with the Academic Postgraduate Course Coordinators
- Coordination (along with the postgraduate coordinator(s)) of the Demonstrator module and the Seminar Module (including marking)

## **The role of the Postgraduate Coordinator(s)**

The postgraduate coordinators' function is to aid with the smooth running of Dublin Chemistry from the TCD perspective. In the current cycle UCD holds the directorship of Dublin Chemistry and thus the major tasks of administration will to be carried out there. The postgraduate coordinators liaise with the Director of Dublin Chemistry to facilitate the running of the Graduate Programme from the TCD end, and they also serve the important role of extracting the assessment marks from Dublin Chemistry so that the performance of TCD students can be monitored and transcripts prepared etc. Specific duties are outlined below.

- Making arrangements for new courses to be held in TCD (in conjunction with DubChem Director), and assisting the DubChem Director with timetabling issues for courses in TCD (only where necessary).
- Making arrangements for (and often attendance at) master classes and collating feedback on courses (office to provide mailing list for same).
- Tutoring' of TCD postgraduate students, discussing their problems/questions and receiving comments etc. on DubChem and related matters.
- Maintenance (with others) of the School's postgraduate Website
- Organising the postgraduate 3<sup>rd</sup> year presentations (TCD students only) associated with DubChem – in conjunction with the Director of Research and the Director of Dublin Chemistry.
- Ensuring that Student Transcripts are in order (i.e. collection/collation of results from DubChem Director and coordinator in UCD – significant office support is available for this – and providing information/reminders to students who have not received sufficient credit to confirmation/graduate etc).
- Assisting the DTLP in any once-off unforeseen major tasks which may arise (none are identified at the moment), and assisting the DTLP is marking the 'seminar module' (a once a year task).
- Assisting the School Office in constructing, using a template, the annual Demonstrating assignments.
- Serve on the Dublin Chemistry Committee (rotating on an annual basis)
- Coordination (along with the DTLP) of the Demonstrator module and the Seminar Module (including marking)
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## **The role of School office staff**

Office staff will:

- Process routine enquiries and calls
- Keep up-to-date files on postgraduate students (current and prospective), etc.
- Attend meetings of the School Postgraduate Committee and prepare Minutes of these meetings
- Correspond with proposed external examiners, arranging any necessary accommodation, etc.
- Provide up-to-date lists of students requiring confirmation examination, tracking of confirmation examination examiners and results, tracking of corrections and final approval of confirmations
- Serve as a point for submission of reports and corrected reports.
- Assist the DTLP in the organisation of PhD/MSc examinations.

- Prepare External Examiners' expenses reimbursement forms for signature by the Director of Postgraduate Teaching & Learning
- Prepare Excel or other database files to assist the Postgraduate Coordinators in tracking students' progress in relation to courses, etc.
- Prepare postgraduate publicity material, as required
- Maintain the Postgraduate section of the School website
- Assist at Postgraduate Open Days and the like
- Assist the Director and Coordinators with such other administrative tasks as may arise from time to time

Unless otherwise agreed, requests for administrative assistance from the School Office must be channelled through the Senior Executive Officer, Ms Galvin

### **The role of the Head of School**

The Head of School will:

- Act as link-person for the current PRTLI Cycle-5 funding application
- Chair meetings of the DRHEA, whilst TCD holds the chairmanship of that Committee
- Attend meetings of the DubChem Management Committee
- Deal with the DubChem financial account
- Assist the Director of Postgraduate Teaching & Learning with the ranking of applicants for Trinity and Ussher Awards
- Assist in the resolution of disputes involving postgraduate students and/or their supervisors

### **The role of the Supervisor**

Supervisors of postgraduate students have a personal responsibility to:

- Ensure that they supervise in accordance with the Colleges regulations on supervision and the School's regulations on safety and postgraduate affairs.
- Ensure that students take their responsibilities seriously – or ensure that a student who is not taking responsibilities seriously is dealt with through the proper channels.
- Ensure that they prepare students for the submission of a cogently argued confirmation report
- Ensure that they receive and read the final draft of the confirmation report, confirm that it is largely free from errors and confirm that it is fit for examination.

### **Postgraduate student self-responsibility**

Postgraduate students have a personal responsibility to:

- Ensure that they have taken the required amount of courses and complete the assignments satisfactorily so that they can claim the requisite amount of credits (15 before confirmation, 30 before graduation).
- Submit confirmation reports on time, free from avoidable errors

- Submit a copy of their confirmation report to their supervisor in good time prior to final submission, so that the supervisor can read and comment on the thesis.
- Ensure that they are compliant with the college's and School's regulations on safety and dignity in the workplace.