

# **The ANU Graduate School**

## **Roles and Responsibilities - August 2003**

The ANU Graduate School's Dean and staff provide a University-wide framework for graduate studies within which

- institutional policies with respect to postgraduate education are implemented,
- graduate studies information and activities are coordinated and accessed,
- advice to and pastoral care of individual graduate students is improved,
- academic and professional support programs are facilitated.

Graduate School staff provide the following services to meet these goals.

### **1. The Graduate School Window on Graduate Studies at ANU - Graduate School Website and Publications**

- Graduate School website, for prospective and current students and staff/others, with details of graduate disciplines, programs and research fields etc.  
[www.anu.edu.au/graduate](http://www.anu.edu.au/graduate)
- Graduate Research and Graduate Coursework content and links for Study@ANU  
<http://studyat.anu.edu.au/psp.asp>
- *Graduate School Research Student Prospectus* for prospective research students (annual hardcopy, and web), with individual discipline and interdisciplinary field entries and graduate convenor and academic adviser staff contacts  
<http://www.anu.edu.au/graduate/pubs/prospectus/index.php>
- *Graduate School Coursework Student Prospectus* for prospective graduate coursework students (annual hardcopy, and web), with individual School, Faculty and Centre and field coursework entries and staff contacts  
[http://www.anu.edu.au/graduate/pubs/coursework\\_prospectus/](http://www.anu.edu.au/graduate/pubs/coursework_prospectus/)
- *Graduate School Graduate Coursework Guide* for prospective and current graduate coursework students (on-line), with individual program and course details (in a Graduate School database, with a Student21 interface)  
<http://www.anu.edu.au/graduate/pubs/gcg/>
- *Graduate School Postgraduate Research Guide* for PhD and MPhil candidates and supervisors (a guide from application to graduation, issued in hardcopy to new research students, in annual hardcopy and web)  
<http://www.anu.edu.au/graduate/pubs/PRG.pdf>
- *Graduate School Policy Papers, Codes and Selected University Rules for Graduate Students and Staff*, with updates as required (hardcopy and web)  
<http://www.anu.edu.au/graduate/papers/>

## **2. Graduate Student Advice and Referral**

### **2.1 Orientation and Induction Programs for Graduate Students**

- University-wide orientation programs for new graduate research and coursework students in first and second semester  
<http://www.anu.edu.au/graduate/current/orientation.php>
- University-wide research student induction programs for new PhD and MPhil students in first and second semester, with an on-line Graduate School registration and administration database and email system  
<http://www.anu.edu.au/graduate/current/induction.php>

### **2.2 Advice and Pastoral Care for Graduate Students**

- Graduate School University-wide information emails to graduate students
- Advice of Humanities and Social Sciences research seminars through a Graduate School current seminar program  
[http://www.anu.edu.au/graduate/info\\_staff/humsocsems.php](http://www.anu.edu.au/graduate/info_staff/humsocsems.php)
- Advice to, and pastoral care of, graduate students through the Dean and staff of the Graduate School
  - Confidential individual student meetings/telephone/email advice on request, and resolution/referral of individual graduate student problems.
  - Dean's recommendation about/resolution of PhD/MPhil candidature or examination issues raised by academic staff, students or examiners/Dean's referral (e.g. to the Legal Office).
  - Regular Dean's consultative meetings with the President, PARSA, concerning individual cases and graduate policy issues.
  - The Dean is a Student Contact for Discrimination and Harassment grievances  
<http://www.anu.edu.au/equity/grievproc.html>.
  - The Dean chairs the Grievance Resolution Panel for graduate students  
<http://www.anu.edu.au/graduate/papers/59a-89.php>
  - The Dean chairs the Postgraduate Student Loans Committee.
  - The Dean chairs the Graduate Accommodation Bursaries Committee  
<http://accom.anu.edu.au/Bursaries2003.asp>.
  - Referral of graduate students for provision of confidential support and advice, e.g. to the University Counselling Centre, the University Health Service, the Disability Liaison Office, the Academic Skills and Learning Centre, Careers.

## **3. Graduate Studies Convenors and Advisers Facilitation and Support**

- Facilitation of Graduate Studies Convenors and Board activities especially in cross-Divisional disciplines and interdisciplinary fields  
<http://www.anu.edu.au/graduate/programs/>.

- Maintenance of an up-to-date register of graduate academic advisers in University-wide disciplines and research fields (for prospective and current students, Prospectus and website entries, research student application referrals etc.)  
<http://www.anu.edu.au/graduate/programs/advisers.php>
- Allocation of funds to Graduate Convenors and graduate academic advisers to enhance the experience of graduate students through inductions/student forums and academic and professional development etc.

#### **4. Graduate School Recruitment Activities**

- Initiation of new University-wide advertising and advice for prospective graduate students (e.g. “Your ANU PhD?” advertising and related Graduate School call centre advice and referral).
- Editing of University-wide text advertising for prospective graduate students at ANU, including advertising for graduate scholarships, as part of a marketing plan by the Marketing and Communication Division (MAC).
- Organization of Graduate School and area representation at national Postgraduate Expos., initially in Sydney, Melbourne and Canberra, in collaboration with Student Recruitment and International Education (SRIE).
- ANU Open Day representation and coordination of academic advisers for prospective graduate students (“Graduate Studies at the ANU – Your Learning Future”)  
<http://www.anu.edu.au/PSI/openday/grad.php>
- Graduate School direct recruitment in selected markets (e.g. New Zealand) with SRIE.
- Graduate School Marketing and Recruitment Schedule online for internal access by all graduate recruitment areas, and coordination of graduate recruitment staff meetings <http://www.anu.edu.au/graduate/anuonly/marketing.php>.
- Research scholarship database on-line for prospective research students (in progress).
- Maintenance and updating of the ANU Summer Research Scholarships website <http://www.anu.edu.au/graduate/srs/>
- Graduate School Summer Research Scholar awards (10) to selected Faculty and Centre applicants with priority to joint IAS projects.

#### **5. Graduate Student and Supervisor Policies, Training and Implementation**

- Development for Academic Programs/Education/Research committees, and review of implementation, of University policies for graduate students and supervisors.

- Development, and review of implementation, of the Research and Research Training Management Plan and the Education Management Plan in relation to graduate students and supervisors (in draft).
- Reports on implementation of ANU research training policies as required by DEST for the annual ANU *Research and Research Training Management Report* (RRTMR)  
<http://www.anu.edu.au/rso/policy/rrtmr.html>.
- Staff training on research supervision policies (notably *Guidelines for Supervision and Candidature of Doctoral Research Students*) and implementation with CEDAM through:
  - Supervision Workshops for academic staff  
[http://www.anu.edu.au/graduate/info\\_staff/supervision\\_workshop.php](http://www.anu.edu.au/graduate/info_staff/supervision_workshop.php)
  - Research Supervision @ ANU website project with CEDAM  
<http://www.anu.edu.au/cedam/researchsuper/>
- Dean's monitoring of policy and implementation issues identified in research students' responses on the quality of ANU higher research degree training in
  - the internal on-line ANU Doctoral Experience Questionnaire (ANUDEQ), administered by CEDAM,
  - the external Postgraduate Research Experience Questionnaire (PREQ).
- Dean's maintenance of individual, confidential exit interviews for completing PhD students, including identification of areas of policy or implementation concern.
- Dean's monitoring of the implementation of the University's *Policy on Minimum Allocation of Resources for Full-time Research Students*  
<http://www.anu.edu.au/graduate/papers/1573b-98.php>
- Dean's membership of the Vice-Chancellor's Awards for Excellence in Teaching Committee (including Research Supervisor awards).

## **6. Academic and Professional Support Programs for Graduate Students**

- Facilitation of academic and professional support programs for graduate students, including:
  - the Statistical Consulting Unit <http://www.anu.edu.au/graduate/scu/>
  - the Graduate Teaching Program <http://www.anu.edu.au/graduate/gtp/>
  - the Graduate Information Literacy Program <http://ilp.anu.edu.au/grad/>
- Identification, coordination and facilitation of University-wide Academic and Professional Skills (APSP) short courses with the Academic Skills and Learning Centre (ASLC), ANUTECH, NGSM and other partners  
<http://www.anu.edu.au/graduate/current/acadskills.php>

- On-line Graduate School registration and administration database and email system for Academic and Professional Skills and SCU courses (25-30 p.a.)  
<http://www.anu.edu.au/graduate/registration/apsp/>
- University-wide Graduate Course Award register and certificates for individual non-award courses offered by Schools, Faculties and Centres  
<http://www.anu.edu.au/graduate/awards/>

## **7. Research Degree Scholarship Management and Prizes**

- Scholarship management, budget oversight and review of the centrally funded Graduate School Research Scholarship schemes
- The Dean chairs the Re-entry, and Indigenous Australian Research Scholarship committees
- The Dean chairs the J. G. Crawford Prizes Selection Committee  
[http://www.anu.edu.au/graduate/info\\_staff/crawford.php](http://www.anu.edu.au/graduate/info_staff/crawford.php)
- The Dean is a member of the Dean of Students Awards Selection Committee  
[http://www.anu.edu.au/admin/dean\\_students/#award](http://www.anu.edu.au/admin/dean_students/#award)

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