

Tasmanian Institute of Learning and Teaching

Doctor of Philosophy (Learning & Teaching)

Roles and responsibilities

Supervisors	<ul style="list-style-type: none">○ Have overall responsibility for research related matters; i.e., the conceptualisation and development of research project.○ Introduce Candidate to other researchers (academic staff and HDR candidates) involved in their research group where appropriate.○ Assist with pastoral care and practical issues as and where is appropriate.
Graduate Research Coordinators (GRC)	<ul style="list-style-type: none">○ Provide overview of important information, milestones and processes○ Answer questions related to process of candidature○ Make formal recommendations to the Head of School on applications for admission including any special conditions of candidature○ Chair Confirmation of Candidature and annual Progress Review meetings and make recommendations regarding outcomes to the Dean of Graduate Research
Graduate Research Admin Officer (GRAO)	<ul style="list-style-type: none">○ Provide administrative assistance to the Graduate Research Coordinators;○ Provide support and first line advice to academic staff, candidates and prospective candidates on all candidate matters including, but not limited to:<ul style="list-style-type: none">○ HDR scholarship application processes, enrolment○ Academic progress, HDR skilling & support programs○ Liaise with potential candidates who have submitted an application for candidature; and source all supporting documentation from applicants and acting as the conduit between the applicant and the GRCs