

## Mathematical Sciences – 2013-14

### Departmental responsibilities relating to research degree programmes and students

	Responsible (lead responsibility in bold)
Formal departmental contact for research students	<b>Dr Hongsheng Dai – Graduate Director</b>
Overseeing arrangements for induction	<b>Dr Hongsheng Dai – Graduate Director</b>
Appointment of supervisors	<b>Dr Hongsheng Dai – Graduate Director</b> Dr Abdel Salhi – Head of Department
Arrangements for training needs analysis	<b>Dr Hongsheng Dai – Graduate Director</b> Supervisors
Approving student requests to intermit, withdraw, change degree, change supervisor	<b>Dr Hongsheng Dai – Graduate Director</b>
Advising students on scholarships and studentships	<b>Dr Hongsheng Dai – Graduate Director</b>
Ensuring that students receive advice on employability	<b>Dr Edd Codling/Dr Haslifah Hashim</b>
Promoting and advising on student mobility	<b>Dr Gerald Williams</b>
Departmental skills training	<b>Dr Hongsheng Dai – Graduate Director</b> Miss Shauna McNally – Graduate Administrator
Arrangements for supervisory boards	<b>Dr Hongsheng Dai – Graduate Director</b> Miss Shauna McNally – Graduate Administrator
Meeting students whose progress attendance is unsatisfactory	<b>Dr Hongsheng Dai – Graduate Director</b> Supervisors
Research Degree Programme Review	<b>Dr Hongsheng Dai – Graduate Director</b>
Reviewing PRES results	<b>Dr Hongsheng Dai – Graduate Director</b> Miss Shauna McNally – Graduate Administrator Dr Abdel Salhi – Head of Department
Periodic Review	<b>Dr Abdel Salhi – Head of Department</b> Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator
Appointment of examiners	<b>Dr Abdel Salhi – Head of Department</b> <b>Dr Hongsheng Dai – Graduate Director</b> Miss Shauna McNally – Graduate Administrator
Annual update of Student Handbook	<b>Miss Shauna McNally – Graduate Administrator</b> Dr Hongsheng Dai – Graduate Director
Providing information on research programmes for website and prospectus	<b>Dr Hongsheng Dai – Graduate Director</b> Miss Shauna McNally – Graduate Administrator
Admissions - Policy	<b>Dr Hongsheng Dai – Graduate Director</b> Dr Abdel Salhi- Head of Department
Admissions – Selection	<b>Dr Hongsheng Dai – Graduate Director</b>
Chair of Research Students' Progress Committee	<b>Dr Hongsheng Dai – Graduate Director</b>
Chair of Graduate Staff Student Liaison Committee	<b>Dr Hongsheng Dai – Graduate Director</b>

Leading on PGR matters at Departmental Meetings	<b>Dr Hongsheng Dai – Graduate Director</b> Prof Qingfu Zhang
Disseminating information on research degree policy and procedures	<b>Dr Hongsheng Dai – Graduate Director</b> Dr Abdel Salhi – Head of Department Miss Shauna McNally – Graduate Administrator
Monitoring departmental progress statistics, completion and submission data	<b>Dr Hongsheng Dai – Graduate Director</b> Miss Shauna McNally – Graduate Administrator
Arrangements for mentoring new supervisors	<b>Dr Abdel Salhi – Head of Department</b> Dr Hongsheng Dai – Graduate Director
GTA co-ordination	<b>Dr Chris Saker – GTA Coordinator</b> Miss Camilla Thomsen – Departmental Administrator
Attending Graduate Directors Meetings/responding to consultation on PGR matters	<b>Dr Hongsheng Dai – Graduate Director</b>