

Doctoral/PGR Director of Studies (for Departments/Programmes)

Role Profile

Doctoral/PGR Directors of Studies (for Departments/Programmes) may be appointed in a Department or School. Appointments shall be made by the Faculty/School Board of Studies on the nomination of the Head of the Department/School. Occasionally, Departments/School might wish to also create a Deputy Doctoral/PGR Director of Studies position.

Overall, the Doctoral/PGR Director of Studies (for Departments/Programmes) position holds responsibility for the oversight, co-ordination and quality management of research degree provision across a Department or individual doctoral programme as set out in the Quality Assurance Code of Practice. Directors of Studies will oversee, in collaboration with the Doctoral College and other colleagues, as appropriate, aspects of the delivery of doctoral programmes including:

Student support and guidance

- the induction of doctoral students
- implementation of reasonable adjustments for disabled students
- providing support and advice for doctoral students, as their first reference point beyond their supervisory team
- signposting students to other services where appropriate (e.g., Student Support)
- working with students and supervisory teams to resolve issues identified in progress reports
- working with the Faculty/School Director of Doctoral Studies when a conflict of interest arises between student and supervisory team

Programme management

- overseeing Department/programme admissions and recruitment (where relevant)
- acting as a key Department/programme contact for the Doctoral College
- being a member of the Faculty/School Doctoral Studies Committee (F/SDSC), Doctoral Director of Studies Forum, and Department/programme Doctoral Student/Staff Liaison Committee (SSLC)
- ensuring that students are informed of the doctoral monitoring and review processes
- monitoring progression and key milestones (e.g., candidature, confirmation, thesis submission, viva), giving appropriate scrutiny to review reports and highlighting specific cases to the Faculty/School Doctoral Studies Committee (F/SDSC)
- monitoring progression through taught milestones and supporting students' transition to the research phase (where relevant, e.g., Professional Doctorate programmes)
- closely liaising with Centre for Doctoral Training (CDT) and Doctoral Training Partnership (DTP) staff (where relevant)
- overseeing requests for extensions, suspensions, and other changes (e.g., thesis title, transfer to writing up, coursework submissions (where relevant))
- dealing with assessment offences and complaints, working with the Head of Department and liaising with Student Support and Safeguarding regarding disciplinary offences

- encouraging participation in student surveys (e.g., PRES, PDES)

Research management

- working closely with the Department/School Director of Research, contributing to areas such as doctoral strategy, recruitment, research culture, and support (where relevant)
- approving appropriate supervisory teams and replacements where necessary (e.g., extended leave of absence)
- monitoring progress towards an on-time submission, ensuring that students and supervisors are familiar with the policy and procedures for submitting a thesis
- working with the Department/School Director of Learning and Teaching to ensure that teaching duties carried out by doctoral students do not adversely affect their studies and timely completion (where relevant)
- remaining aware of, and contacting any students nearing the end of registration about plans for submission
- facilitating community building and a vibrant and inclusive research culture, encouraging student engagement with activities within and outside their own Department/programme
- helping to publicise prizes, such as Doctoral Recognition Awards, the Godfrey and Sue Hall Postgraduate Research Student prize, and Excellence in Doctoral Supervision award

Learning and teaching

- encouraging students (and supervisors) to receive appropriate training
- liaising with the Doctoral College to ensure that mandatory training is completed in a timely manner
- acting as a key contact for academic staff and supervisors in relation to doctoral matters, particularly supporting supervisor development

Quality management

- liaising with lead supervisors to make appropriate examiner nominations (confirmation and board of examiners for thesis), considering appointment of independent chairs (where appropriate)
- overseeing enhancement and development of the programme (e.g., annual monitoring)
- action planning in relation to the biennial PRES and PDES, working with doctoral students, and communicating results and actions
- encouraging student representation including SSLCs and wider engagement activities
- ensuring Department/programme doctoral provisions and processes are in line with [QA7](#) and [Regulation 16](#)
- liaising with Professional Accreditation Bodies, industrial or public sector partners, and the preparation required in connection with Accreditation visits (where relevant)

Directors of Studies will typically hold office for three years and are eligible for re-appointment. The Board of Studies may terminate the appointment of a Director of Studies. A Director of Studies may resign from the appointment by writing to the Board of Studies.