

A quick guide to the services of the

# JCU Graduate Research School

## Division of Research & Innovation



The Graduate Research School currently employs 8.6 FTE positions including the Dean, Graduate Research and associated Executive Support Officer, Senior Lecturer in charge of HDR Academic Support, Manager of Operations (HEWL 9) and a team of 4 Academic Services Officers (3xHEWL 5 and 1xHEWL 6), one of whom is located in Cairns. The GRS also funds 0.5 FTE of an academic position in English Language Support, and contributes to the salary of the Deputy Dean, Graduate Research in Cairns (0.1 FTE)

	Services	Key Resources
<b>University Level HDR Policy and Procedures</b>	<ol style="list-style-type: none"> <li>1. Develops and monitors university -level policy and procedures relating to HDR candidates (research masters and doctorates) via the Research Education Sub-Committee and its Executive.</li> <li>2. Provides secretariat for these University Committees.</li> <li>3. Provides specialist expertise enabling the university to be responsive to a very volatile external regulatory environment and to provide a positive HDR experience through appropriate candidature management and pastoral care.</li> </ol> <p>ENABLES: Delivery of quality research education. TEQSA requirements to be met. \$14m Government funding and \$3.5m tuition fees.</p>	GRS Policy and Procedure Web Page
<b>HDR Applications</b>	<ol style="list-style-type: none"> <li>1. Receives and assesses applications of international and domestic applicants (~400pa).</li> <li>2. Assesses qualification prerequisites and equivalency.</li> <li>3. Assesses English Language Ability including administration of Pre and Post Entry Language Assessments.</li> <li>4. Coordinates application approval by Colleges.</li> </ol> <p>ENABLES: Entry of quality HDR candidates to JCU.</p>	GRS How to Apply Page, Entry Requirements, English Language Requirements
<b>HDR Scholarships</b>	<ol style="list-style-type: none"> <li>1. Receives, assesses and ranks scholarship applications.</li> <li>2. Offers and administers payments for centrally funded, non-centrally funded and externally funded scholarships (~340 scholarships).</li> </ol> <p>ENABLES: Competitive applicants to receive financial support enabling them to focus on their candidature.</p>	GRS Scholarship's Page.
<b>HDR Candidature Management and Thesis Examination and Pastoral Care</b>	<ol style="list-style-type: none"> <li>1. Manages the candidature of ~900 HDR candidates (~550 EFTSL) including the administration of candidature milestones (Confirmation of Candidature, Mid-Candidature Review, Pre-Completion Assessment), Progress Reports, unsatisfactory progress (Under-Review and termination processes) and leave applications.</li> <li>2. Administers ~140 thesis examinations and completions per year.</li> </ol> <p>ENABLES: Timely completion. Government funding as payment for HDR candidates is upon completion.</p>	GRS Enrolled Candidates' Page
<b>Professional Development for HDR Candidates</b>	<ol style="list-style-type: none"> <li>1. Delivers and records in electronic back-packs a comprehensive program of professional development to HDR candidates to develop skills necessary for course completion and career development e.g., ~140 workshops with &gt;2000 participants p.a. plus on-line delivery.</li> <li>2. Administers quantitative and qualitative surveys of HDR candidate satisfaction.</li> </ol> <p>ENABLES: Facilitation of completions. Fulfillment of obligations to candidates. Student satisfaction.</p>	HDR Professional Development Handbook. Subject outline RD7003 'Professional Development'
<b>Professional Development for Advisors</b>	<ol style="list-style-type: none"> <li>1. Delivers a comprehensive program of training for aspiring and experienced advisors of HDR candidates at JCU in both Cairns and Townsville plus electronic delivery.</li> <li>2. Maintains register of ~600 advisors at 3 levels of experience with regular audits.</li> </ol> <p>ENABLES: Advisor competency. Student Satisfaction. Obligations to Candidates. Timely Completions.</p>	HDR Advisors' Website.