



11. To arrange annual reports from postgraduate research students and their supervisors on progress and to make an appropriate report to the Doctoral Research Office. As part of this exercise, to encourage students to complete the annual evaluation of supervisory arrangements (which is run by the Graduate School);
12. In conjunction with annual reviews of progress, to arrange opportunities for postgraduate research students to make an oral presentation of their research (such as through a 'research presentation day' at the end of the academic year) to keep records of the day and to provide feedback to the students;
13. To assist the Head of School in arranging internal and external examiners as appropriate for postgraduate research students;
14. To deal with any issues or problems arising in connection with postgraduate research studentships and to ensure adequate feedback of any outcomes to the individual/s concerned;
15. To prepare the annual programme monitoring report (formerly the Annual Review of the Code of Practice on Research Students) in the Spring Term;
16. To make appropriate reports on postgraduate research student issues to relevant School meetings;
17. To attend any relevant School committee meetings concerned with postgraduate research student issues and to raise any specific issues that require attention;
18. To attend termly Graduate School Forum meetings for School / Department Directors of PGRS and help to share good practice across the University;
19. To respond to requests for information from the Dean of PGR Studies and seek her / his advice in relation to PGR recruitment and student matters as appropriate.

