



Guideline: Associate Dean Higher Degree Research

Purpose

To set out the role and responsibilities of the Associate Dean Higher Degree Research.

Definitions

ADHDR means an Associate Dean Higher Degree Research.

Guideline

1. Each ANU College has an academic staff member who fulfils the roles and functions outlined below. The appointee exercises the delegations of the [Delegated Authority](#) under the [Research Awards Rule](#) for higher degree research (HDR) candidature. The primary functions of this position are to drive the HDR agenda within Colleges, report on national, University and College HDR matters to the College Dean.
2. The ADHDR works closely with the College Dean, College Executive and Delegated Authorities within the College. The ADHDR also chairs a College HDR Committee, or participates in the College Research Committee, if that body is responsible for HDR matters. The ADHDR works closely with the administrative staff who deal with HDR issues; with HDR Conveners in the College and HDR candidates in the College.
3. The ADHDR is normally a senior academic with extensive supervisory experience and a strong research profile. The role carries substantial academic and administrative responsibilities and involves highly developed qualities of leadership. They have a superior knowledge of the ANU Research Award Rules and related [policies, procedures and guidelines](#). They will monitor performance measures for all College HDR programs, and regularly report on these within their Colleges and to the Dean, Higher Degree Research.
4. The Associate Dean (HDR) is a member of the University Higher Degree Research Committee (HDRC) and an ex officio member of the relevant College Committees.

Responsibilities

The ADHDR has the following responsibilities.

General responsibilities

- Co-ordinating the selection, appointment, induction and training of HDR Conveners, within the College;
- Co-ordination of regular meetings for all HDR Conveners within their College;
- Chairing College HDR Committees, and/or representing HDR matters on College Research Committees;
- Driving suggestions on strategy, innovation, quality assurance and policy development to the University Higher Degree Research Committee;
- Liaising on issues of student progress, management and finances, with any other relevant ADHDRs where student supervisory panels cross two or more Colleges;
- Developing (as part of the College Executive) the HDR recruitment and retention strategy in the College;
- Ensuring guidance and mentoring are provided to all indigenous HDR candidates.

Education, training and the HDR experience

- Overseeing the education, training and monitoring of HDR candidates in the College, in liaison with HDR Conveners;
- Ensuring that all students within the College have the opportunity for an appropriate induction in liaison with HDR Conveners;
- Ensuring suitable supervision for candidates in liaison with HDR Conveners;
- Overseeing the successful academic development of HDR students within the College is facilitated;
- Ensuring the provision of website resources for HDR students;
- Overseeing professional and skills development of HDR students within the College;
- Show leadership in ensuring the quality of research experience and the intellectual climate at College and academic organisational unit levels;
- Liaising with HDR Conveners about graduate coursework within the College;
- Documentation of College local protocols and how they affect HDR candidates;
- Promoting well-being of HDR students;
- Managing grievances, including referral to another party, and then supporting as appropriate, including liaison with the Dean of Students and Dean, Higher Degree Research where necessary;

- Reporting to the College Dean on the above matters;
- Liaising with the Dean, Higher Degree Research.

HDR education and training for staff

- Providing HDR-related information to staff where appropriate;
- Overseeing professional development of supervisors within the College;
- Reporting to the College Dean on the above matters;
- Liaising with the Dean, Higher Degree Research.

Funding and scholarships

- Ensuring College HDR web information is up to date;
- Overseeing the ranking of applicants for the scholarship rounds;
- Managing the funding arrangements for scholarships where required by the College;
- Reporting and management of each student's scholarship arrangements;
- Management of research and fieldwork funding for HDR students where required by the College.

Document information

Title	Associate Dean Higher Degree Research
Document Type	Guideline
Document Number	ANUP_000721
Version	11
Purpose	To set out the role and responsibilities of the Associate Dean Higher Degree Research.
Audience	Staff-Academic-Research, Students-Graduate-Research
Category	Academic
Topic	Teaching & Learning
Subtopic	
Effective Date	11 Apr 2022
Review Date	11 Apr 2027
Responsible Officer	Dean, Higher Degree Research
Approved By	Vice-Chancellor (eo.vc@anu.edu.au)
Contact Area	Office of the Dean, Higher Degree Research (odhdr@anu.edu.au)
Authority	Research Awards Rule 2021
Printed On	28 Sep 2023

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