## HDR ADMISSIONS

- First point of contact for all enquiries & routine advice in relation to HDR admissions including eligibility, application and admission processes.
- Supports the Colleges, supervisors and prospective students by providing advice in relation to on HDR eligibility, application and admission policy and procedures.
- Provides high-level administrative support and advice for academic and student matters relating to HDR admissions, including interpretation of statutes, regulations & procedures in accordance with university policies.
- Manages all HDR enrolments including COMS9001 and institutional HDR transfers.
- HDR Sanction Regime annual government reporting.
- Coordinates case management for all domestic & international candidature assessment.
- Resolves complex matters in relation to HDR student admissions in consultation with Colleges, Student Finance and Scholarship Services, Flinders International and other portfolio and service areas of the University.
- Manages deferral requests: Provides advice and processes deferral applications, assessments and outcomes, including quality assurance for reissued International HDR Offers.
- Manages and processes changes to HDR Supervisors in Inspire.
- Manages HDR ‘coursework’ applications, admissions and enrolments including sponsored and privately funded students.
- International Tuition Fee Sponsorships approval process.

- \[ \text{hdr.admissions@flinders.edu.au} \]
- \[ 8201 \text{ 3894} \]

## HDR PROGRESSION

- First point of contact for all enquiries & routine advice in relation to HDR progression & candidature variations.
- Administrative support, counselling & advice for academic & student matters in relation to HDR progression, including interpretation of statutes, regulations & administrative procedures in accordance with university policies.
- Manages the HDR milestone queries, milestone due dates, overdue and upcoming milestone follow up and milestone review.
- Coordinates the process for students having difficulty progressing, ongoing and escalating difficulties and formal review of progress.
- Provides high-level reporting data and information to the Colleges and Research Portfolio.
- Resolves complex student matters in relation to HDR student progression in consultation with the Colleges.
- Provides IP counselling to HDR students.
- Manages the Best HDR Student Publication Prize.
- Supports the Colleges for their HDR Committees.

- \[ \text{hdr.progression@flinders.edu.au} \]
- \[ 8201 \text{ 5958} \]

## HDR EXAMINATIONS

- First point of contact for all enquiries & routine advice in relation to HDR examination.
- Administrative support, counselling & advice for academic & student matters in relation to HDR examination, including interpretation of statutes, regulations & administrative procedures in accordance with university policies.
- Supports students preparing and submitting their thesis for examination.
- Manages all HDR applications for thesis embargoes.
- Manages external examiner payments.
- Manages the Vice-Chancellor’s Award for Doctoral Thesis Excellence and the HDR Student Research Impact Prize.
- Manages complex student matters in relation to HDR student examination in consultation with the Colleges and the Dean of Graduate Research.
- Manages cases where students have received divergent examiners results, including providing advice to the University HDR Committee.

- \[ \text{hdr.exams@flinders.edu.au} \]
- \[ 8201 \text{ 3854} \]

## HDR DEVELOPMENT

- Development opportunities for HDR students and supervisors.
- Mandatory induction process for all new HDR students.
- Skills development opportunities for HDR students, including the Research and Employability Skills Training (REST) Program.
- HDR Supervisor Development Program for supervisors.
- Register of HDR Supervisors.
- HDR industry engagement opportunities for both HDR students and supervisors.
- Manages the Vice-Chancellor’s Award for Excellence in HDR Supervision.
- Cotutelle joint degrees and all partner engagement opportunities [queries to hdr.engagement@flinders.edu.au].

- \[ \text{hdr.development@flinders.edu.au} \]
- \[ 8201 \text{ 3337} \]