

## ROLES AND RESPONSIBILITIES SENIOR TUTOR (PGR)

[note: MRes students are supported by the Senior Tutor (PGT)]

This document outlines the typical duties expected of the post holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

The role of Senior Tutor (PGR) and Director of Postgraduate Studies (DPGS) should be held by different people in each department. This is because some students may not feel comfortable talking to the same member of staff who deals with pastoral issues as well as the academic ones. Therefore, the DPGS should have responsibility for academic issues, whereas a Senior Tutor (PGR) should be responsible for pastoral issues.

The Senior Tutor (PGR) provides a source of pastoral support to research students in their department. If a Senior Tutor (PGR) does not feel qualified to provide advice on a particular problem, they should seek advice from the Faculty Senior Tutor and/or direct the student to appropriate source of support.

Senior Tutors (PGR) may find the online [Personal Tutor](#) and [Supervisors' Guidebooks](#) helpful sources of information.

### Summary of post:

- The Senior Tutor (PGR) is responsible for supporting research students in their department in their personal, general academic, and professional development.
- The Senior Tutor (PGR) manages the department's PGR pastoral care network, and is a source of support for students with more complex concerns, issues and difficulties.
- The Senior Tutor (PGR) ensures departmental compliance with College policies, ensures the accuracy of student records relating to pastoral care, where appropriate, and serves on departmental and College committees.

### Duties and Key Responsibilities:

#### Departmental PGR Pastoral Care Network

- The Senior Tutor (PGR) is responsible for managing the department's PGR Pastoral Care Network, whatever model the department has chosen to adopt.
- Senior Tutors (PGR) monitor the effectiveness of the network and take appropriate steps to address any issues with the way in which it operates, noting that the College's Research Degree Precepts ask department's to comment on the effectiveness of their chosen pastoral care network.

## **Support for Departmental Staff**

- Senior Tutors (PGR) are also a source of advice and support for departmental staff who are concerned about a student.
- Senior Tutors (PGR) can make recommendations for the training and development of departmental staff involved with pastoral care and should ensure that staff are kept up to date with respect to College Policy relating to student support, welfare and pastoral care.
- Senior Tutors (PGR) should support the academic progress and attendance of students and take action where there is cause for concern.

## **Support for PGR Students**

- Senior Tutors (PGR) should be available to all PGR students to discuss welfare and pastoral issues.
- Senior Tutors (PGR) liaise with the College's Student Support Services and the Registry in order to support and assist students during their time at College.
- Senior Tutors (PGR) should refer students to appropriate sources of help and support in the College where appropriate.
- Senior Tutors (PGR) may need to provide references for students, liaising with supervisors as necessary.

## **Departmental Welfare PGR Induction**

- Senior Tutors (PGR) are responsible for the departmental welfare and pastoral care induction for new research students. This should include, but is not limited to; academic support matters, welfare support available, the structure of the department and key College support services.
- Senior Tutors (PGR) should highlight the College's [Mutual Expectations for the Research Degree Student Supervisor Partnership](#) document.
- Senior Tutors (PGR) should also make provision for research students who enrol outside of the usual time frame and who miss the main departmental induction.

## **Policy and Regulations**

- Senior Tutors (PGR) should be aware of College policy regarding Interruptions of Studies, the Late Submission of Theses, Disciplinary procedures and Complaints and Appeals, and are responsible for providing advice and guidance on these procedures to students and staff.
- Where students fail or are referred as part of the PGR milestones or at the viva, the Senior Tutor (PGR) should offer support to both the student concerned and the supervisor(s), especially if the student is required to withdraw from College.
- Senior Tutors (PGR) should offer support to supervisors and students where transfer to or from another College department is necessary or in the rare cases where supervisors move to another institution.

## **Representation**

- Serve as a member of the Departmental PGR Staff-Student Committee.
- Serve as member of other departmental/Faculty/College Committees concerned with pastoral care, as appropriate.

- Serve as member of College Disciplinary Committees or Academic Appeals Panels for students from a different Faculty to their own.
- Attend and contribute to the College's Senior Tutors' forum
- Act in accordance with the Imperial Expectations