

Management of Postgraduate Programs: Roles and Responsibilities of various College of Medicine Offices

Vice Principal

1. Receives exam questions
2. Manages examination processes including timetable and invigilation
3. Convenes Examination Board meetings
4. Seeks SENATE's approval of exam results

Principal

1. Seeks senate approval of selected postgraduate (PG) candidates
2. Seeks senate approval of new and amended PG programmes
3. Seeks senate approval of external examiners
4. Seeks SENATE's approval of exam results (VP)

Assistant Registrar (Academic)

1. Receives **ALL** postgraduate (PG) applications and assesses **administrative** eligibility of the applications
2. Organizes interviews in liaison with the PGD's office and departments
3. Prepares official minutes of PG students' interviews
4. Communicates to applicants outcomes of PG selection processes, including admissions and rejections
5. Officially registers all PG students, maintains postgraduate student registers and manages payment of fees.
6. Issues registration and examination numbers to PG students
7. Receives senate-approved PG exam results and issues official communication to students.
8. Organizes logistics for PG external examiners (travel, accommodation, etc)

Dean of Postgraduate Studies & Research

1. Coordinates advertisement of postgraduate (PG) programmes
2. Reviews recommendations from departments and faculties on selected PG students and external examiners
3. Seeks Principal's approval of PG candidates and examiners selected by departments and endorsed by the Faculty Deans.
4. Sets PG examination calendars in liaison with departments, exam office and faculties
5. Compiles and reviews PG students' progress reports in liaison with departments
6. Manages examination of dissertations/theses for PG students, in liaison with departments
7. Presents **final** course work and dissertation/thesis results to the UNIMA PG Committee to obtain approval for the award of PG degrees
8. Reviews documents on new or amended PG academic programmes and seeks principal's approval.

Head of Department

1. Selects an interview panel for postgraduate (PG) applicants
2. Chairs an interview panel for PG applicants and recommends selected candidates to the Principal, through the PGD's office
3. Selects internal and external examiners for dissertation and recommends the same to the **Faculty Dean**.
4. Prepares PG students' examination results in line with approved regulations and submits the same to **Faculty Dean**.
5. Prepares documents for new academic programmes or amendments and submits the same to the **Faculty Dean**
6. Submits PG exam questions to VP's office

Deans of Faculty

1. Reviews list of recommended internal and external examiners for postgraduate (PG) students and seeks approval from the Principal through the PGD's office
2. Reviews PG examination results from departments and submits to the VP's office through the PGD's office.
3. Reviews documents on new and amended PG academic programmes and seeks approval from Principal through PGD's office
4. Reviews PG exam results from departments and submit the same to VP's office through the PGD's office