

DUTIES AND RESPONSIBILITIES OF GRADUATE COORDINATORS

The Graduate Coordinator acts as the principal liaison between the Department, Program or Faculty and the Faculty of Graduate Studies (FGS). The following is a partial list of the activities with which the Coordinator is involved. Individual Departments, Programs or Faculties may choose to expand upon this.

A. The Coordinator chairs the Department's/Program's/Faculty's Graduate Studies Committee. In conjunction with members of this committee, is responsible for:

1. Admissions
 - a. Receives and evaluates applications for admission to programs
 - b. Recommends admission or rejection of applications to FGS
 2. Students registered in the Department's/Program's/Faculty's programs
 - a. Establishes each student's program of study, ensuring that the Department's/Program's/Faculty's requirements are met
 - b. Monitors the progress of students registered in the Department's/Program's/Faculty's programs
 - c. Ensures that supervisory committee meetings are held as appropriate and in a timely fashion
 - d. Convenes meetings of the Graduate Studies Committee to deal with any problems students may encounter; attempts to find or mediate solutions to these problems
 3. Overseeing the Department's/Program's/Faculty's graduate curriculum
 - a. Coordinates changes to the curriculum
 - b. Submits changes in curriculum by means of an FGS Curriculum Change Form to FGS's Academic Planning and Curriculum Committee
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B. Oversees and allocates scholarship and other funding to students, in consultation with the Department/Program/Faculty Chair and individual supervisors

1. Confirms FGS lists for Second Round Allocation process
 2. Completes and submits funding allocation forms to FGS
 3. Completes and submits GSPIP forms to FGS
 4. Consults with Dean of FGS on matters of funding for graduate students from departmental allocations
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C. May be involved with examination of theses or projects

1. Can serve as the chair of master's thesis/project defence or evaluation committee, if not student's supervisor or member of supervisory committee
2. May be involved, in consultation with supervisor and Department/Program/Faculty Chair, with recommending to FGS external examiners for Ph.D. defences
3. May act as the Departmental/Program/Faculty representative at doctoral defences, if not otherwise a member of student's supervisory or Examining committee
4. Edits or circulates for edit Ph.D. Defence Notices
5. Receive copies of the unbound thesis from the Ph.D. candidate and distributes them to the internal members of the Ph.D. Examining Committee
6. Assist the Chair, Director, or Dean and the Ph.D. Candidate in selecting a suitable time for the Ph.D. thesis defence