

# OFFICE OF GRADUATE RESEARCH

## WHO'S WHO



January 2022

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## CONTACTS

### LOCATION

Room 003, Ground Floor, Registry Building

### GENERAL

[gradresearch@flinders.edu.au](mailto:gradresearch@flinders.edu.au)

+61 8 8201 5893

### HDR ADMISSIONS

[hdr.admissions@flinders.edu.au](mailto:hdr.admissions@flinders.edu.au)

### HDR PROGRESSION

[hdr.progression@flinders.edu.au](mailto:hdr.progression@flinders.edu.au)

### HDR EXAMINATIONS

[hdr.exams@flinders.edu.au](mailto:hdr.exams@flinders.edu.au)

### COTUTELLE

[hdr.cotutelle@flinders.edu.au](mailto:hdr.cotutelle@flinders.edu.au)

### HDR DEVELOPMENT

[hdr.development@flinders.edu.au](mailto:hdr.development@flinders.edu.au)

### REGISTER OF HDR SUPERVISORS

[hdr.development@flinders.edu.au](mailto:hdr.development@flinders.edu.au)

### DEAN OF GRADUATE RESEARCH

[dean.gradresearch@flinders.edu.au](mailto:dean.gradresearch@flinders.edu.au)

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## DEAN

### INTERIM DEAN OF GRADUATE RESEARCH

*PROFESSOR DIANE CHAMBERLAIN | 8201 2119*

- Oversees HDR policy & administration
- Committee Memberships – UHRDC (Chair), Scholarships Committee (Chair), Academic Senate, University Research Committee, Indigenous Research Strategy Group, Respect Now Always, IRU Heads of Graduate Research & ACGR
- Manages OGR team & oversees strategic direction of projects
- Communication & media production & dissemination to & for HDR candidates & supervisors
- Promotion of graduate research at Flinders
- Prepares & delivers Supervisor Training Modules for the HDR Supervisor Development Program
- Reviews student grievance matters individually & through the Portfolios and Colleges
- Prepares government submissions & audit materials; analyses HDR data for internal & external stakeholder
- Reports to all internal governance structures

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## OFFICE OF THE DEAN

### HDR STRATEGIC OPERATIONS & QUALITY ASSURANCE PARTNER

*KAREN JACOBS | 8201 2495*

- Provides quality assurance for internal and governmental reporting
- Provides compliance with national HDR management
- Leads the development & implementation of University HDR policies and procedures
- Manages projects related to HDR supervision and quality assurance
- Acts as a liaison between the OGR, Colleges and central portfolios
- Optimising analogue and digital workflow between the OGR, Colleges and stakeholders.
- Prepares government submissions & audit materials; analyses HDR data for internal & external stakeholders
- Reports to all internal governance structures
- Maintains and manages the Register of HDR Supervisors, including liaison with staff in Colleges & central portfolios
- Provides strategic advice to the UHRDC, central portfolios, colleges and OGR
- Implements university wide HDR projects

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### PORTFOLIO SUPPORT OFFICER

*RACHEL CORK | 8201 5893*

- Meets and greets HDR students, supervisors and colleagues from within the university and external stakeholders
- Manages the diary for the Dean of Graduate Research
- Manages [gradresearch@flinders.edu.au](mailto:gradresearch@flinders.edu.au) email and Dean's email
- Provides administrative support to the HDR Strategic Operations and Quality Assurance Partner
- Maintains office supplies
- Meeting support
- Communications for the OGR
- Event liaison

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## HDR ADMISSIONS

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Contact: [hdr.admissions@flinders.edu.au](mailto:hdr.admissions@flinders.edu.au)

### HDR ADMISSIONS SUPPORT ASSISTANT

*ANNE-MARIE WEBBER | 8201 3894*

- Provides the first point of contact for all enquiries, advice and support in relation to HDR admissions including eligibility, application and admission processes.
- Manages COMS9001 enrolments: Provides advice, processes requests to enrol, manages enrolments and withdrawals in this topic.
- Manages deferral requests: Provides advice and processes deferral applications, assessments and outcomes, including quality assurance for reissued International HDR Offers.
- International Tuition Fee Sponsorships approval process
- Manages accurate records of HDR applications, offers and admissions for action and reporting

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### HDR ADMISSIONS SUPPORT OFFICER

*JENNIE BRAND | 8201 2515*

- Supports the Colleges, supervisors and prospective students by providing advice in relation to HDR eligibility, application and admission policy and procedures.
- Supports applications for HDR 'thesis only' admission: reviews applications against admission requirements for Colleges and processes assessment outcomes
- Manages admission and enrolment for HDR 'thesis only' degrees including sponsored and privately funded students.
- Manages HDR Sanction Regime annual government reporting
- Manages and processes changes to HDR Supervisor requests submitted in Inspire

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### HDR ADMISSIONS COORDINATOR

*SALLY MATHEWS | 8201 3590*

- Provides high-level administrative support, counselling & advice for academic & student matters relating to HDR admissions, including interpretation of statutes, regulations & procedures in accordance with university policies
- 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 HDR 'coursework' applications, admissions and enrolments including sponsored and privately funded students
- Manages projects related to HDR applications, admissions and enrolments, including reporting to stakeholders

## HDR PROGRESSION

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Contact: [hdr.progression@flinders.edu.au](mailto:hdr.progression@flinders.edu.au)

### HDR PROGRESSIONS AND VARIATIONS OFFICER

*NICOLE HARRIS | 8201 5958*

- Provides the first point of contact for enquiries & provides advice in relation to HDR progression including Inspire support
- Manages and processes the variations to candidature including intermissions, extensions, changes to part/full-time, degree transfers, changes to HDR Supervisors and withdrawals
- Maintains accurate academic records and Timeline due dates for HDR students
- Provides advice in relation to milestone queries and milestone extensions and performs overdue and upcoming milestone follow up

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### HDR PROGRESSION SUPPORT OFFICER

*KATE WILLSON | 8201 2160*

- Supports the progression of all HDR students including support, counselling and policy clarification for variations, progression issues, supervision issues and candidature queries
- Supports the Colleges, supervisors and students with HDR Milestones and Inspire support
- 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 support to the OGR and Colleges for projects pertaining to HDR progression
- Manages the Best HDR Student Publication Prize

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### HDR PROGRESSION COORDINATOR

*ASHLEIGH MERRIEL | 8201 5470*

- Provides high-level administrative support, counselling and advice for academic and student matters in relation to HDR progression, including interpretation of statutes, regulations & administrative procedures in accordance with university policies
- Supports the Colleges with their HDR Committees
- Coordinates case management for HDR students through the progression of their candidature
- Resolves complex student matters in relation to HDR student progression in consultation with the Colleges
- Ensures the OGR meets regulatory & reporting requirements

## HDR EXAMINATIONS

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Contact: [hdr.exams@flinders.edu.au](mailto:hdr.exams@flinders.edu.au)

### HDR EXAMINATION SUPPORT ASSISTANT

LAYLA PLUMMER | 8201 3854

REBECCA HOLDSTOCK | 8201 2130

- Provides the first point of contact for all enquiries & routine advice in relation to HDR examination
- Supports students preparing and submitting their thesis for examination
- Manages all HDR applications for thesis embargoes
- Supports the submission of thesis, external examination & completion process for HDR students, including managing external examiners
- Provides administrative support to the HDR Coordinators & HDR Support Officers on examination
- Manages external examiner payments

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### HDR EXAMINATION COORDINATOR

NATALIE HILLS | 8201 5961

- Provides high-level administrative support, counselling & advice for staff, student and examiners in relation to HDR examinations, including interpretation of statutes, regulations & university administrative policies and procedures
- 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
- Reviews and recommends the nomination of examiners to the Dean of Graduate Research
- Manages the Vice-Chancellor's Prize for Doctoral Thesis Excellence and the HDR Student Research Impact Prize

## HDR DEVELOPMENT

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Contact: [hdr.development@flinders.edu.au](mailto:hdr.development@flinders.edu.au)

### HDR SUPPORT OFFICER

RHIANNON VINCE | 8201 3337

- Provides support for the HDR Supervisor Development Program, including communicating with supervisors, scheduling sessions and recording completion
- Provides support for the Register of HDR Supervisors, including communicating with supervisors, receiving and processing applications and updating records
- Manages the Vice-Chancellor's Award for Excellence in HDR Supervision
- Provides report data & information on HDR Development to the OGR & Colleges
- Supports the Colleges with their HDR Committees

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### PARTNER ENGAGEMENT & PATHWAYS OFFICER

VACANT | 8201 2130

- Identifies, implements and promotes industry engagement opportunities and programs including liaison with industry partners, HDRs and supervisors
- Manages industry engagement systems, processes, data collection and reporting
- Identifies & coordinates industry-relevant skills development opportunities for HDRs and supervisors
- Enables & coordinates international mobility via Cotutelles including agreements, admissions and examinations on a case by case basis with international partners

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### HDR EDUCATION COORDINATOR

DR DANI MILOS | 8201 2982

- Manages skills development opportunities for HDR students, including the mandatory HDR Induction Program, Research & Employability Skills Training (REST) and any other academic support program at the university level
- Develops, maintains and delivers a suite of online learning material and assessment to increase accessibility for external HDR students
- Coordinates the HDR Supervisor Development Program and ensures compliance with Flinders policy and national guidelines
- Manages the HDR Supervisor Register, ensuring compliance with Flinders policy and national guidelines
- Develops and administers HDR students' satisfaction surveys and responds to feedback
- Provides one-on-one and group consultation sessions on professional development and academic advice to HDR students