Faculty of Science and Engineering
Coordinator (School Honours Program)
Role Statement

Process of Appointment:
An Honours Coordinator is appointed within each School by the Head of School

Term of Appointment:
Three years (the appointment may be renewed)

Reports to:
Head of School

Objective:
To oversee the academic and administrative matters associated with the conduct of the School Honours Program.

Key Responsibilities
• Oversee enrolment and study programs of Honours students within the School and provide advice to the Faculty as required.
• Manage all Honours student matters related to academic counselling, enrolment, change of course and academic progress.
• Oversee completion and calculation of Honours results, citations for prizes and Scholarship references and rankings for Honours students.
• Arrange assessment of Honours students including establishment of assessment panels, schedule for seminar presentations and vivas.
• Maintain an up-to-date knowledge of the current policies, protocols and obligations of Honours students and ensure all School staff supervising Honours students and Assessors are familiar with current policies, protocols and obligations.
• Promote Honours programs offered within the School to undergraduates and encourage recruitment.
• Promote postgraduate programs to Honours students and encourage recruitment.
• Liaise with the Faculty Office in administrative matters regarding the Honours program and in Honours student related matters.
• Evaluate the Honours program annually and amend as necessary to ensure a quality Program that is relevant to all stakeholders.

Committee Representation
Convener and Chair of School Honours Committee
Member of the Faculty Honours Committee

Approved – Faculty Board 03/06