



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title: Research Degrees Officer**

**Department/Division: PhD Academy**  
Manager (Casework and Records)

**Accountable to: PhD Academy Assistant**

### Job Summary

The PhD Academy offers centralised services, social space and advanced training to the School's doctoral students. It also hosts the LSE's ESRC Doctoral Training Partnership. The Academy is led by an academic Director, with operational management of all activities falling within the remit of the PhD Academy Manager.

The PhD Academy is looking to appoint a Research Degrees Officer with responsibility for administration of research degrees and support for students and academic departments, including:

- **examination administration**, management of the MPhil/PhD examination process involving processing student examination entry forms, processing examiner nominations and fee payments and confirming examination results to students.
- **student administration**, processing change of registration requests, producing certificates of registration, student transcripts and confirmation of awards and updating the student record. Dealing with student queries.
- **visa compliance administration**, running checks on students' visa status in line with Home Office requirements, and updating attendance monitoring records for doctoral students sponsored by the LSE.

The post-holder will also have occasional opportunity to assist in the provision of training and events for PhD students and support the communications strategy of the PhD Academy. Candidates should have a working knowledge of student administration in the HE context and be proficient in the use of IT packages including electronic records systems.

### Duties and Responsibilities

#### Research degree examinations

To take responsibility for the management of research degree examinations, including:

1. Processing doctoral students' examination entry forms and logging these on the Student Database (SITS).
2. Processing examiner nominations and appointments including making decisions about whether the paperwork meets requirements and ensuring academic staff and examiners



respond to examination nomination requests and examination appointment requests within appropriate timescales. This also involves ensuring the School's Subject Panel has full information on which to base nomination decisions as well as providing advice and guidance to the Panel, students and supervisors as required.

3. Providing support, advice and guidance to academic departments and supervisors around assessment and registration processes and issues.
4. Supporting and advising internal and external examiners while ensuring compliance with School regulations and external requirements.
5. Providing guidance to students, academic departments and examiners on the examination regulations, process and contributing to the accuracy of published information on these.
6. Logging theses when submitted and taking responsibility for ensuring copies are provided to examiners along with accompanying information on the examination process, in a timely fashion to enable viva examinations to take place in accordance with the School's requirements.
7. Confirming examination outcomes to students at all stages including where appropriate the conditions and requirements for minor and major revisions (the latter of which will include re-examination and associated fee).
8. Management of submissions of completed LSE theses. This includes management of the embargo and redaction processes as they relate to research degrees and liaison with LSE Library on management of processes across sections.
9. Processing examiner fee and expense claims in accordance with the Academy's procedure and the School's Financial Regulations, including making decisions about the appropriateness of claims and alerting the Assistant Director to any instances where a particular claim exceeds what is permitted under the procedure.
10. Responsibility for the production of degree certificates for graduating PhD students who have met all of the School's requirements to be awarded the degree. This also includes producing confirmation of award letters to students on request.
11. Maintaining and developing all paper based and electronic records relating to all aspects of the examination process, including ensuring accurate updates are made to the student record at each stage of the submission, examination, and award process.
12. Responsibility for Quality Assurance of PhD examination processes.
13. Maintaining awareness of best practice in the UK Higher Education sector around research degree examinations. This involves liaising with external colleagues and networks and advising the senior management of the School on developments and recommendations.

#### **Research degree student administration**

14. Registering new and returning students, including the preparation of registration documentation and dissemination of welcome information to new students. This work includes liaising with academic departments and the Student Advice and Engagement Team to assess whether students comply with Home Office requirements when registering.
15. Producing official documents for research degree students regarding their registration status



and related matters in accordance with School procedures and practice.

16. Working with the PhD Academy Assistant Manager (Casework and Records) and the PhD Academy Manager in the production of research student data (such as submission rates, registration information) as required to inform internal and external reports. This includes contributing to decisions about how this data is best collected and presented.
17. Assisting in the calculation of fees for continuing research students in accordance with agreed fee levels for different student cohorts.
18. Providing advice to research students, academic staff and professional services staff from across the School on all regulations and procedures relating to research students.
19. Management of student requests for changes to registration status (such as changes to modes of study, interruptions) in accordance with the Academy and School regulations. This includes ensuring an effective process is in place to guide students and departments and to provide advice to the Research Degrees Subcommittee Chair on how to make and reach a decision on such requests. It also includes ensuring effective records are kept of all requests and decisions and approved requests are logged accurately on the student record.
20. Support the PhD Academy Manager and professional services colleagues in relevant divisions in the management of the School's appeals and complaints procedures in relation to PhD registrations and assessments.
21. Ensuring compliance of regulations and procedures in relation to General Data Protection Regulations and statutory requirements for HESA, the Office for Students, UK Visa and Immigration, UK Research and Innovation and other relevant agencies.
22. Working with PhD Academy Assistant Manager (Casework and Records) on processes for student visas for PhD students, including undertaking attendance checking, contributing to decisions around compliance, production of attendance monitoring data, awareness of license obligations on the School and supporting continuing development of effective procedures and practice in support of PhD students.
23. Servicing of committees and meetings.

#### **Research student experience**

24. Providing reports and data analysis for the PhD Academy Manager and Chair of the Research Degrees Subcommittee on registration and examination performance to inform School level decision making around student support.
25. Providing a high level of service and support to students engaging with the PhD Academy at events, drop-in sessions or during office hours.

#### **Supervision and Pastoral Care**

26. Supervising and supporting staff assisting in processes related to research degrees, whether internal or external to the PhD Academy.
27. Providing pastoral care to PhD students and making decisions on whether and how to direct students to relevant support. This involves liaison with PhD Academy Colleagues, appropriate support services including the Disability and Wellbeing Team, the Students Union, the Financial Support Office and other professional services teams and visions.



28. Supporting LSE academics and professional services staff, including providing guidance or signposting to available pastoral support for staff dealing with difficult supervisory issues around PhD registrations and examinations.

### **Systems and Processes**

29. Supporting the PhD Academy Assistant Manager (Casework and Records), PhD Academy Manager and Chair of the Research Degrees Sub Committee in the development and implementation of procedures and systems around research degree requirements.
30. Ensuring that systems and processes are compliant with GDPR and other statutory requirements.

### **PhD Academy activity**

In liaison with other Academy team members:

31. Contributing to the effective delivery of all services provided in the PhD Academy for doctoral students. Where deemed appropriate by senior colleagues, supporting delivery of PhD Academy events, research council activity, timetabling and communications across a range of media both online and in print
32. Deputising for the PhD Academy Assistant Manager (Casework and Records) of the PhD Academy as required.
33. Acting as a point of contact and source of authority to all users and visitors on services provided by the Academy.

### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.



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