Graduate Program Directorate (GPD)

Roles and Responsibilities of Graduate Programs Director (GPD)

The Director of Graduate Programs (DGP) reports to the Academic Vice President (AVP) and is responsible for the following duties:

1. In collaboration with the Colleges, coordinate the establishment of new postgraduate programs across the University, ensuring compliance with the guidelines and directives set by the University and the Ministry of Education.

2. Initiate, propose, and develop guidelines, policy documents, quality standards, manuals, and evaluation formats to ensure the standardized and harmonized delivery of graduate programs.

3. Oversee the effective implementation of University policies, guidelines, and decisions to ensure the proper administration of graduate programs, as well as maintain research integrity and student welfare.

4. Review and approve the assignment of Board of Examiners for Ph.D. dissertation defenses as proposed by Colleges and submit them to the Committee of Graduate Studies (CGS) for final approval.

5. Facilitate Ph.D. research budget requests and oversee their settlement in accordance with the contract agreements signed by students.

6. Organize and oversee Ph.D. dissertation defenses to ensure they are conducted in a structured and harmonized manner, and supervise the implementation of master's defense programs.

7. Maintain records of examination processes and outcomes, and update the database of internal and external examiners for Ph.D. programs.

8. Publish an annual abstract featuring the best theses and dissertations.

9. Submit the annual plan, budget proposals, and quarterly and annual reports of the Graduate Programs Directorate (GPD) to the AVP.

10. Develop and distribute a roadmap and milestones aligned with the University's academic calendar to facilitate the successful completion of graduate programs.

11. Prepare and disseminate progress tracking report formats to Colleges, compile Ph.D. student progress reports, and present them to the CGS or AVP.

12. Consult with College Deans to take appropriate actions on recommendations related to graduate programs or other academic matters.

13. In coordination with the Registrar, issue directives regarding registration, record-keeping, and other administrative matters for graduate programs, ensuring their proper implementation.

14. Review recommendations for strengthening and expanding existing programs or launching new ones and implement them upon Senate approval.

15. Propose and advocate for interdisciplinary and multidisciplinary graduate programs or postgraduate diplomas to be introduced at the University.

16. Perform any other duties assigned by the Academic Vice President that contribute to the advancement of graduate studies at the University.

The directors has facilitated the development and approval of the following policy documents, guidelines and standardized formats;

- ✓ ECSU Graduate Research Policy and Procedure (2023)
- ✓ ECSU Graduate Research Writing Guideline (2023)
- ✓ ECSU Anti-Plagiarism Policy (2023)
- ✓ Different formats and guidelines such as Graduate Program Completion Roadmap, Proposal evaluation format, Pre-viva and open defense evaluation formats attached here.