

ATTACHMENT 2

HONOURS COORDINATOR RESPONSIBILITIES

Within the School or Research Institute, the Honours Coordinator is required to:

1. Work with the Associate Dean (Research) to oversee Honours candidature.
2. Provide support for Honours enrolment, supervisor allocation, proposal review and thesis examination.
3. Represent the Honours area at University and School meetings and committees.
4. Communicate and disseminate relevant administrative, educational, policy, rules, and guidelines to Honours students, supervisors, reviewers and examiners.
5. Promote Honours to the undergraduate cohort.
6. Offer support and oversight in the development and refinement of Honours programs and initiatives.
7. Convene ad hoc working parties on Honours as needed.