

**TERMS OF REFERENCE**  
**MASTERS DEGREE PROGRAMME COORDINATOR**  
**(SLQF LEVELS 9 AND 10)**

**Main Obligation:** The coordinator shall assure smooth running of study programme and acts as the liaison between the students of the study programme and the PGIS.

**Term of Office:** Three (03) years from the date of appointment, subjected to review the progress after one (01) year of appointment.

**Specific Roles and Responsibilities:**

**General Responsibilities**

- Coordinate the study programme from the time of the advertisement till the end of the course work (SLQF Level 9) and/or the research component (SLQF Level 10)
- Facilitate communications related to academic matters between the PGIS and the students.
- Identify the teaching panel for each course module and obtain necessary approval from the respective Board of Study (BoS) and the CCM (Coordinating Committee) prior to the commencement of the academic activities.
- Facilitate the LMS/Moodle for teaching-learning process with the help of the Computer Engineer of the PGIS.
- Provide the information required to compile the programme budget according to the stipulated format of PGIS.

**Course work-related responsibilities (SLQF Levels 9 and 10)**

- Fix monthly/semester timetables for the course work (send copy to AR/PGIS) and monitor its smooth functioning
- Facilitate the process to establish a communication platform between students and resource persons
- Coordinate the progress of course modules to ensure that the programme is delivered within the stipulated period
- Reserve lecture rooms/laboratories/transport in concurrent with allocated slots in monthly/semester timetables.
- Facilitate examination & grading process of SLQF L9 course work examinations (Refer: Guidelines for Examinations of the Masters).
- Maintain a record of course work grades of SLQF L9 course work examinations.

- For repeat candidates, provide results history in order to avoid any confusions (Memo No PGIS/CC/149/19)
- Identify potential supervisors for the Independent study and coordinating the process until its completion
- Obtain written consents from the students once the course work is completed to make sure whether they leave with a SLQF Level 9 qualification or else continuing to SLQF Level 10

### **Research-related Responsibilities (SLQF Level 10)**

- Compile the budget according to the stipulated format as approved by the Finance
- Committee of PGIS for those students who will continue to seek SLQF Level 10 qualification.
- Assist students to select prospective supervisors to initiate their research projects and to obtain necessary approval for their project proposals from the BoS prior to the commencement of the research work.
- Arrange the mandatory mid-progress review seminars to track students' progress in their research projects.
- Recommend suitable examiners (both report/thesis and oral) in consultation with the Chairperson of the BoS well in advance and seek necessary approval from the BoS and CCM.
- Verify the signatures of the supervisor/s in the research reports/theses (initial submission and the final) before submitting it to the Chairperson of the BoS for his/her signature.