

## Department of Computing

### **Job Description PhD Mentor**

Each year group of PhD students has an associated mentor, who must be an academic from DOC. The mentor's primary role is to stimulate and promote the development of a cohort spirit among PhD students of the same year.

The mentor is expected to organize at least two events per year, which can be lunch meetings or internal workshops. These events should be used to discuss upcoming milestones (in the case of year 1 and 2), questions/issues related to PhD completion and submission procedures (in the case of year 3-4), and encourage attendance at relevant departmental or PhD related events.

The mentor will:

- monitor the cohort's progress with respect to the applicable milestones,
- take appropriate actions to address any problems,
- encourage discussions and crowdsourcing of information among students about their research experience, expectations, training courses internships and conferences they have attended, etc,
- to motivate, advise, support and empower the students to make decisions, take initiative and responsibility for their own development,
- liaise with the PhD administrator, who is the first point of contact for all PhD students.
- aim to identify problems in PhD students' progress by consideration of students' responses to feedback forms (PhD students will be filling such forms in month three, and every six months thereafter).

When necessary, the mentor may support students in handling problems related to their research and/or supervision, provide some pastoral care and help them organize their study.

The mentor is a member of the PhD team. The PhD teams hold regular (once a term) and ad hoc meetings as required. The mentor is expected to attend and play a full part in these meetings. The PhD team currently consists of Director of Postgraduate Studies, Postgraduate Tutor, the PhD admission tutor, the three mentors, and the PhD administrator.