

## Registrar Role Description

Approved by Academic Board: 18 Feb 2022

University of Divinity Regulation 3.5(e) requires that each College of the University is appoint “an officer designated for the University’s purposes as the Registrar of the College, with responsibility for student records”. This document provides a guide to the role and responsibilities of the Registrar of a College of the University, referenced to relevant University Policies.

### 1. Role and Relationships

- 1.1 The Registrar provides administrative support to all aspects of the relationship between students, Colleges and the University.
- 1.2 The Registrar of each College is a member of the University’s Student Services Committee (see Regulation 2 Academic Board, Determinations 7.1:).
- 1.3 Registrars work closely with the Student Services Manager, the Dean of Academic Programs, staff of the Office of the Vice-Chancellor (OVC) and their respective Academic Deans.

### 2. Responsibilities

- 2.1 Registrars play a leading role, as outlined in the Terms of Reference of the Student Services Committee, in supporting activities such as:
  - a) admissions, orientation and enrolments, including provision of basic advice on course availability, entry requirements and application documents
  - b) student records management and data entry
  - c) provision of information to students on availability of support services, particularly as per the requirements of the Higher Education Standards Framework (HESF)
  - d) support of users of the Learning Management System (ARK)
  - e) unit scheduling in the Unit Management System
  - f) management and processing of student results
  - g) management of graduation processes, including liaison with OVC and students
  - h) record keeping and information management particularly in regard to College websites and published materials.
- 2.2 Specific responsibilities are assigned to Registrars under the following University Policies:
  - a) Assessment Policy – recording of Lecturer and Dean’s Extensions and Special Grading Considerations, and as contact officer for delivery of examination scripts
  - b) Bursary Policy – as liaison officer with the Chief Financial officer regarding closing dates

- c) Conduct and Misconduct Policy – as one of the officers who may be available for consultation by those seeking advice or reporting incidents
- d) Information Technology Access and Use Policy – assisting students and staff with access to and use of the Student Record System, including submission of IT Systems Access Forms for staff
- e) Minor Thesis Policy – as liaison with the School of Graduate Research in regard to Minor Thesis approvals and results
- f) Unit Policy – in allocating unit codes, unless previously done by the Director of Academic Services
- g) Inclusion Policy – while the policy does not make specific reference to the Registrar, Colleges are responsible for
  - ensuring students have information about and access to reasonable support services
  - maintaining records of any notes of individual students with particular needs.

It is likely that these responsibilities may rest at least partially with the Registrar.

### **3. Training**

- 3.1 To maintain and improve knowledge and skills, the Registrar's role includes undertaking regular training in such areas as:
- a) student advice including Course Advisor training where appropriate
  - b) student support including discrimination and disability
  - c) internal systems.