

REGISTRAR ROLE DESCRIPTION

Approved by Academic Board:

14 September 2018



1. Overview

Each College of the University is required to appoint a Registrar:

A College of the University must at all times have ... an officer designated for the University's purposes as the Registrar of the College, with responsibility for student records. (University Regulation 3.5e)

This document provides a guide to the role and responsibilities of the Registrar of a College of the University, referenced to relevant University Policies.

2. Role and Relationships

- 2.1 The Registrar provides administrative support to all aspects of the relationship between students, Colleges and the University.
- 2.2 The Registrar is a vital point of contact in assisting current and prospective students to locate information and support for their studies.
- 2.3 The Registrar works closely with the College's Academic Dean and with the Director of Academic Services and Academic Services team in the Office of the Vice-Chancellor.
- 2.4 The Registrar is a member of the University's Student Services Committee (see Regulation 2 Academic Board, Determinations 7.1).

3. Responsibilities

- 3.1 Registrars play a key role in supporting Academic Deans and other College and University officers in activities such as:
 - a) admissions, enrolments, and orientation, including provision of basic advice on course availability, entry requirements and application documents
 - b) student records management including oversight of all data entry into the student record system
 - c) provision of information to students on availability of support services, particularly as per the requirements of the Higher Education Standards Framework
 - d) supporting Academic Deans in implementation of the Inclusion Policy and Student Support Services Policy to ensure student have information about and access to support services and that particular needs of students and student support plans are registered on student records
 - e) supporting Academic Deans in management of graduation processes, including liaison with the Office of the Vice-Chancellor and with students
 - f) unit scheduling in the unit management system
 - g) record keeping and information management, including ensuring currency of information published on College websites and in hard-copy materials.
- 3.2 Specific responsibilities are assigned to Registrars under the following University Policies:

- a) Assessment Policy – as contact officer for delivery of examination scripts
- b) Bursary Policy – liaising with the Chief Financial officer regarding closing dates
- c) Extensions and Special Consideration Policy – ensuring that completed applications are registered on student records
- d) Information and Cyber Security Policy – assisting students and staff with access to and use of the student record system
- e) Research Essay Policy – liaising with the Research Office in regard to Research Essay approvals and results
- f) Unit Policy – in ensuring unique codes are allocated to units.