

POSITION DESCRIPTION

POSITION TITLE: HDR Symposium Convenor

TERM: Two-years. Open-call and voted by members of the Executive Committee upon recommendation from the Education portfolio

DATE OF LAST REVISION: 01 05 2026

Outline

The AAEE Higher Degree by Research (HDR) Symposium in Engineering Education Research (EER) offers an opportunity for Master's by Research, PhD candidates and prospective HDR students to explore and develop their research projects under the guidance of scholars from the wider engineering education community. The aims of the symposium are for HDR students to:

- Network with other students to extend their network in EER,
- Present and constructively discuss their own work and the work of others,
- Receive constructive feedback and input from scholars outside their own institution, and,
- Contribute to the AAEE community.

The AAEE *HDR Symposium Convenor* is primarily responsible for the operation and delivery of activities related to the AAEE HDR Symposium. This is a co-opted position into the AAEE Executive Committee without voting rights. The position reports to the Education Portfolio.

They work closely with the Education coordinator/s and the Research School convenor to ensure that the HDR symposium fits within the overarching holistic development opportunities within the field of engineering education. They will also work closely with other AAEE and EA members as required.

Responsibilities

- Provide leadership for the planning and delivery of the HDR Symposium
- Provide updates to the Education Portfolio in advance of each bimonthly AAEE Executive Committee meeting for reporting purposes. Attend committee meetings and present updates only when specifically requested.
- Work with the AAEE Executive and conference organising committee to align the Symposium with conference timelines, logistics and communications
- Review and refine the Symposium format each year, including working closely with the previous Convenor to ensure continuity and improvement
- Develop the annual call for participation/expression of interest and any related guidance for applicants
- Coordinate the review and selection process for HDR participants, where applicable
- Design a supportive, inclusive and development-focused program for HDR candidates
- Oversee scheduling of sessions, participant groupings, and matching of candidates with mentors or feedback providers
- Work with AAEE communications channels to advertise the opportunity and promote participation
- Support smooth delivery of the event, including chairing or delegating session facilitation as needed
- Lead post-event evaluation and prepare a short handover/report with recommendations for the following year
- Attend the AAEE conference to facilitate the symposium

ACTIVITIES

Regular occurrence throughout the year

- Work with the Education Portfolio to ensure alignment and that you receive the required support
- Attend AAEE Committee meetings if required (information can be presented by the Education Portfolio)
- Engage with the Research School Convenor, Conference Host, Engineers Australia and Communications Portfolio as required

February

- Reflect and refine the Symposium format
 - o If newly appointed, contact the previous HDR Symposium Convenor for reflections on improvement
 - o If continuing, undertake a reflection activity on the previous symposium

March - April

- Engage with the AAEE Executive Committee on any new initiatives or modifications, if required
- Develop new or modify existing communication materials to advertise the event. Where possible, connect with previous attendees

May

- Ensure an EOI for participation is submitted in the May AAEE newsletter and that relevant information is updated on the AAEE website. Advertise further on AAEE social media platforms and through the ADTL network

June - July

- Ensure a small team of facilitators is formed to support delivery. Where possible, the team should include facilitators from different states who intend to attend the conference.
- Ensure further advertisement of the event as required

August

- Ensure the final deadline for the EOI submission is advertised.

September

- 7th of September - deadline for submission of an EOI
- Coordinate the review and selection process for HDR participants

October

- 7th of October – deadline for EOI decisions to applicants
- Communicate outcomes to applicants and next steps
- Notify conference hosts of numbers for logistics and catering

November

- Communicate with applicants any specific information they need to attend the conference
- Oversee scheduling of sessions, participant groupings, and matching of candidates with mentors or feedback providers
- Confirm any support staff

December

- Facilitate the symposium at the AAEE Conference
- Undertake a post-event evaluation and reflection activities

DOCUMENTATION

The AAEE file depository on Microsoft Teams is to be used to store and share programs, resources and other information to support succession planning

REVISION HISTORY

V1_0 17/04/2026 Original Version developed by ZQ and GB
V1_1 01/05/2026 Modified Version Approved by Executive Committee