

# PGR REPRESENTATIVES

## Description of role and outline of responsibilities

The following are guidelines for Schools and Departments for the appointment of PGR student representatives; they are also for representatives themselves, to clarify the normal expectations surrounding their role. The Graduate School strongly encourages all Schools / Departments to have a PGR student representative.

### 1 Appointment of Student Representatives

Wherever possible, PGR representatives should be elected by their peers; in all cases, representatives should be appointed in a fair and transparent way. The appointment process may differ within individual Schools / Departments.

### 2 Areas of responsibility

There is no set list of responsibilities, as these will often vary depending on how Schools and Departments are structured. However, PGR representatives would normally be expected to:

- act as a champion for research students in their School / Department;
- engage with fellow PGR students including part-time and PhD by Distance doctoral researchers within their School / Department and to act as a point of contact for all PGR student issues;
- to disseminate information from the Graduate School, relevant School / Department meetings, appropriate external organisations (e.g. Vitae) to fellow PGR students, as appropriate;
- contribute to the organisation of PGR student social / networking events.

### 3 Attendance at School / Department meetings

At a minimum, PGR Reps would be expected to attend any School / Department PGR committee meetings. If these do not take place, then they should attend any School Research committee meeting or any other applicable forum that discusses PGR student issues.

### 4 Networking with other representatives

All PGR Representatives are automatically members of the University-wide Postgraduate Student Representatives Forum, which is facilitated by the Graduate School. All representatives will be invited to bi-annual networking meetings hosted by the Graduate School, where they can bring any issues they would like to have discussed and will also be invited to provide feedback on ideas put forward by the Graduate School. The PGR Representatives Forum minutes are submitted to the Committee on Researcher Development and Postgraduate Research Studies for information.

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