



The University of Manchester

Postgraduate Researcher Student Representatives Procedures

1. Introduction and Purpose

- 1.1. Student representation for postgraduate research students provides a means by which the postgraduate research community is represented in formal University structures and through which postgraduate research students can raise any issues and concerns and communicate their opinions and thoughts on their student experience to relevant staff.
- 1.2. It also provides an opportunity for postgraduate research students to contribute to the formulation and development of postgraduate research policy, ensuring that the postgraduate research student perspective is taken into account.
- 1.3. This document sets out the University of Manchester's procedures and requirements for postgraduate researcher student representation. It should be read in conjunction with the Postgraduate Researcher Student Representatives Policy.
- 1.4. The aim of this procedures document is to outline the processes required to ensure postgraduate researcher student representatives are in place and supported at the programme, School and Faculty level.
- 1.5. This document is intended for use by academic and administrative staff and all postgraduate research students.

2. Roles and Responsibilities

The main responsibilities of the Schools and Faculties are:

- To nominate a member of staff (academic or administrative) to act as a first point of contact for support on support on representation issues and to co-ordinate postgraduate research student representation within the area.
- At the start of the academic year use the job description in Annex 1 to inform all postgraduate researcher students of the role of the representative.
- At the start of the academic year inform all postgraduate researcher students of the transparent process for selecting representatives.
- Details of selected PGR reps and the nominated member of staff should be sent to the Research Degrees and Researcher Development team no later than end of October of each academic year.
- Inform the Research Degrees and Researcher Development team of any subsequent changes to the PGR reps.

The main responsibilities of the Research Degrees and Researcher Development team are:

- To maintain an accurate and active list of all PGR representatives.
- To review annually the [PGR Reps Handbook](#) and ensure circulation to all PGR reps.

- Work with the Faculties, the Library and UMSU to coordinate the delivery of PGR reps training.
- Ensure that that up to four training sessions are held a year covering
 - University, Faculty and School Committee structures and how to prepare for and participate in meetings;
 - how to engage and communicate with peers and provide feedback;
 - how to network with peers and create opportunities for PGRs to come together;
 - how to pass on your knowledge and experience to future reps.

Appendix 1 - Job Description for PGR Student Representatives

Purpose

- To be an effective channel of communication between PGRs and the University.
- To represent relevant groups of postgraduate research students in appropriate discussions on University postgraduate research policy formulation and development.

Main Responsibilities

- To attend relevant committee meetings or other appropriate fora to represent the views of postgraduate research students.
- To attend training sessions on postgraduate research student representation.
- To consult with and listen to fellow postgraduate research students' views, concerns and academic issues.
- To feedback outcomes of representations to fellow postgraduate research students via chosen means (physical or electronic).
- To co-ordinate postgraduate research student representation within the area, where appropriate.
- To liaise with the nominated member of academic or administrative staff appointed as first point of contact for support.

Skills Development

Postgraduate research student representatives will have the opportunity to develop the following skills:

- Communication and Presentation and Diplomacy
- Team work
- Assertiveness
- Networking
- Organisational
- Management

Main Contacts

- Appropriate academic and administrative staff within the programme, Doctoral Training Centre, School and Faculty
- Postgraduate research students within the designated area.
- Other postgraduate research student representatives.
- Students' Union.

Training

- PGR Reps training will be delivered by the Faculties, the Library and Students' Union.

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