**PGR Representatives Time Contribution Record**

With the trial of a new Representative structure, we are monitoring the approximate time and resource that the new roles require.

Therefore, we kindly ask you to complete the below and submit to: [FSE.doctoralacademy@manchester.ac.uk](mailto:FSE.doctoralacademy@manchester.ac.uk)

Please submit by the following dates:

**Friday, 7 March**

**Friday, 25 April**

**Friday, 27 June**

**Friday, 29 August**

It is mandatory for all paid roles to submit this record and if forms are not submitted or do not evidence active engagement as a PGR Rep payments may be delayed or ceased.

|  |  |
| --- | --- |
| **Name:** |  |
| **Role (Paid School/Paid Department Rep):** |  |
| **Department:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Hours** | **Activity** | | **Theme** | **Notes (Optional)** |
| Example:  07/02/2025 | 12:30-15:00 | 2.5 hours | PGR Faculty Induction for January Intake | | Events | Attend as the PGR Panel |
| Example:  26/02/2025 | 10:00-11:30 | 1.5 hours | PGR Rep network meeting | | PGR Reps Network |  |
| Example:  03/03/2025 | 12:00-13:00 | 1 hour | Meetings with your Head of PGR | | Meetings |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
| **Total Hours** | |  | | 5 hours | | |

Please group activities within the relevant theme:

* Meetings (SSLC, H&S committees, school Boards, academic meetings)
* Ad-hoc queries  (Eg; GTA queries, stipend queries, survey support)
* Training
* PGR Reps Network
* 1-2-1 Contact with PGRs
* Events (Conferences, Induction)