

# Postgraduate Research Students' Committee By-Law



BL-SC-4

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*This By-law sets out the workings of the PGR Committee. You should read it in conjunction with Bylaw 1 of the Student Communities Zone.*

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## 1. Purpose

- 1.1 The Postgraduate Research Students' Committee ("PGR Committee") is responsible for:
- (a) working in partnership with the University to be the voice of all Postgraduate Research students, representing and promoting their interests within the Union, the University and beyond,
  - (b) working with all PGR societies and the SUSU Events Department to co-ordinate a suitable social programme for all postgraduate research students,
  - (c) ensuring all Postgraduate Research students have a suitable Welcome Induction when arrive at the University of Southampton.

## 2. Membership

- 2.1 The membership of the PGR Committee is:
- (a) Postgraduate Research Officer (Chair),
  - (b) Training and Development Officer,
  - (c) Academic Quality Officer,
  - (d) Welfare Officer,
  - (e) Community Engagement Officer,
  - (f) a person appointed by the University of Southampton branch of the University and College Union to represent the interests of postgraduate research members (non-voting).

## 3. Voluntary Officers

*This section creates Voluntary Officers of the PGR Committee.*

- 3.1 Training and Development Officer
- (a) identify additional training, development and employability needs through consultation with postgraduate students.
  - (b) maintain effective working relationships with ILlAD, the Professional Development Unit, Careers Destinations and other internal and external stakeholders in order to develop and implement a range of training,

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development and employability opportunities for postgraduate students.

- (c) ensure that a variety of opportunities are available which are relevant to postgraduate students at all stages of their research careers, whether they wish to continue in academia or to move into other sectors.
- (d) develop effective channels of communication in order to publicise both internal and external opportunities to the postgraduate community.
- (e) report on the quality, relevance, take-up and accessibility of training, development and employability opportunities through consultation with postgraduate students.

## 3.2 Academic Quality Officer

- (a) develop innovative methods of gathering feedback from postgraduate students, to ensure that the full range of diverse perspectives and experiences are represented.
- (b) make recommendations on programme validation and on the creation of new programmes.
- (c) make recommendations on the development of new policies and procedures which will enhance the University's provision for doctoral researchers.
- (d) develop effective channels of communication in order to promote internal opportunities for students to give feedback and to engage in quality systems, actively encouraging an ethos of participation in the University's decision making processes.
- (e) act as the lead representative of the postgraduate community to the QAA (Quality Assurance Agency).

## 3.3 Welfare Officer

- (a) identify support, health and well-being needs through consultation with postgraduate students.
- (b) identify and share examples of best practice from across the University and the wider HE sector which ensure the well-being of postgraduate students.

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- (c) maintain effective working relationships with Enabling Services, the Advice Centre, SUSU Peer Support, Nightline and other internal and external stakeholders in order to develop and implement welfare provision for postgraduate students.
- (d) develop effective channels of communication in order to publicise both internal and external sources of support to the postgraduate community.
- (e) report on the quality, relevance, take-up and accessibility of welfare provision through consultation with postgraduate students.

## 3.4 Community Engagement Officer

- (a) identify social, networking and entertainment needs through consultation with postgraduate students.
- (b) develop and implement a range of social events and activities for postgraduate students.
- (c) develop effective channels of communication in order to publicise both internal and external social activities to the postgraduate community, actively encouraging an ethos of participation and involvement.
- (d) monitor and take steps to ensure that all University and Union activities and services are accessible to postgraduate students.
- (e) report on the quality, relevance, take-up and accessibility of social provision through consultation with postgraduate students.
- (f) act as a point of information for prospective doctoral researchers.
- (g) promote equal opportunities and the needs of minority groups within the PGR community.

## 4. Meetings

- 4.1 The Committee should meet at least twice a term.
- 4.2 The Chair shall, with appropriate support, ensure agendas and papers are circulated at least 2 clear working days in advance of meetings.
- 4.3 Minutes of the Committee shall be reported to the next meeting of the Zone Committee.

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## 5. Elections of Voluntary Officers

- 5.1 Voluntary Officers of the PGR Committee are elected in the summer term of each academic year for the year following.
- 5.2 A person is eligible to stand and vote in a Committee election (or a by-election) if they are:
  - (a) a student enrolled to study a higher degree by research (a postgraduate research student), or
  - (b) a student otherwise enrolled, and intending to enrol to study a higher degree by research at the start of the academic year following.
- 5.3 Where a Voluntary Officer position is vacant, a by-election shall be held for that position at the next meeting of the Committee, at which the Committee shall elect a person to fill the vacant position.
- 5.4 Elections (not being by-elections) for Voluntary Officers are held in accordance with such by-laws as may be made by Democracy Zone Committee from time to time.
- 5.5 By-elections for Voluntary Officers are held in accordance with the Formal Meeting Elections By-law issued under section 5.1 of Rule 7.
- 5.6 The period of office of a Voluntary Officer begins on the first day of July after their election, or if they are elected at a by-election after 1<sup>st</sup> July, then on that day.
- 5.7 The period of office of a Voluntary Officer ends on the last day of June after they take office.