



Executive Summary of Business for PGR Experience Sub-Committee

Title	Terms of Reference for the Postgraduate Researcher (PGR) Recruitment & Funding Sub-Committee
Status	Unrestricted
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Type	Paper to note
Date	November 2024
Summary of paper	This paper presents the revised ToR and revised Sub-committee membership which will be implemented during 2024-5.
Suggested reading	Sub-Committee Annual Cycle of Business: PGRFS/05/02
Classification	Internal Use
Consultation	Office of General Counsel, Governance and Compliance
Recommendation	It is recommended that the Sub-Committee NOTES the revised ToR and Membership

PGR Recruitment & Funding Sub-Committee

The Postgraduate Researcher (PGR) Recruitment & Funding Sub-Committee (PGRRF) is a sub-committee of the PGR Sub-Committee (PGRSC). The Chair of the PGRSC retains decision-making responsibility for match-funding, external bids for PGR scholarships and associated funding.

Terms of Reference

- (a) To develop, implement, monitor, and keep under review an institutional PGR recruitment strategy which aligns with institutional strategic priorities, and regularly report on progress to the PGRSC¹;
- (b) To promote widening participation in postgraduate research, collaborating with the PGR Experience Sub-Committee as required.
- (c) To promote equality, diversity and inclusion in relation to recruitment, selection, and admissions policies and practices, collaborating with the PGR Experience Sub-Committee as required.
- (d) With reference to (a), (b) & (c), to identify and effectively communicate strategic priorities in the PGR funding space, and making the case for internal investment where appropriate;
- (e) To oversee external communications and marketing with respect to PGR recruitment;
- (f) To oversee the University's management of and involvement in major training grants, including consortia arrangements, by:
 - (i) Monitoring the institutional budget for matched funding;
 - (ii) Where relevant, receiving annual reports from the governing boards of CDTs/DTPs led by Sussex;
- (g) To advise on the strategic dispersal of non-scholarship funding as allocated by the University or external funders;
- (h) To implement, monitor, and keep under review the regulations, policies and procedures relating to PGR recruitment and funding, and make recommendations for changes to the PGRSC, or to the relevant governing body where ownership sits outside the PGRSC's remit;
- (i) To monitor sector trends and best practice in PGR recruitment and funding with a view to ensuring that practice and provision is up-to-date, and identify opportunities to be sector-leading.

Membership

Ex officio:

- Chair
- PGR Scholarships Manager (Secretary)
- Sussex-based CDT/DTP leads (TBC)
- Director of Student Recruitment, Admissions and International Development

Member:

¹ Approval of the strategy will sit with the PGRSC; University Executive Board endorsement will be sought.

- Academic representative for the Faculty of Media, Arts & Humanities
- Academic representative for the Faculty of Science, Engineering and Medicine
- Academic representative for the Faculty of Social Sciences
- Academic representative for the University of Sussex Business School

Elected:

- Three thematic PGR Representatives each focussing on one of the following areas: Funding, Equality, Diversity & Inclusion and Widening Participation, and Recruitment
- CDT/DTP Manager representative
- School-based Research and Innovation Coordinator (or equivalent) representative

In attendance:

- Associate Director of Strategic Marketing
- Lead for the Progress strand of the APP to cover WP (currently the Head of Careers)
- Senior Research Manager²
- Senior Research Finance Officer (PGR)
- A member of the Sussex Researcher School (to act as Minute Secretary)

To note:

- The terms of elected offices will align with institutional practice and be capped at three years, and a maximum of two terms per individual.
- Delegates will not normally be permitted for one-off absences. Where an *ex officio* or academic member of the Board is unable to attend on a regular basis, a formal delegate may be permitted by the Chair, in which case any voting rights will pass to the delegate.

² Membership to rotate between the four Senior Research Managers, with Steven Colburn taking on the role in this cycle.