

Executive Summary of Business for PGR Experience Sub-Committee

Title	Annual Review of Terms of Reference
Status	Unrestricted
Author	Susanna Broom, Head of the Doctoral School
Type	Paper to note
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Summary of paper	<p>This paper presents the terms of reference for the new PGR Experience Sub-Committee for review as part of its annual cycle of business. As part of the sub-committee's Annual Cycle of Business (see PGRESC/01/03) its terms of reference and membership will be reviewed at the start of each cycle of meetings. Presented here is a version of the document previously approved by the Doctoral School Board in June (DSB/31/1A), updated to reflect the move to thematically-focused PGR Representatives, as previously discussed and approved (DSB/31/1B).</p> <p><i>To note: The Doctoral School Board will seek approvals to change to the Postgraduate Researcher Board (PGRB) in Autumn 2023, while the Doctoral School will also be rebranding to the 'Sussex Researcher School' in the same period. These terms of reference will be updated to reflect these new names in Spring 2024.</i></p>
Suggested reading	Original proposal for a restructure of PGR-focussed governance (DSB/29/2) and report on implementation (DSB/31/1A).
Classification	Internal Use
Resource implications	n/a
Consultation	The terms of reference and membership of the PGR Experience Sub-Committee were approved by the Doctoral School Board on 27 June 2023 (DSB/31/1A).
Recommendation	It is recommended that the sub-committee NOTES its terms of reference and membership.

The PGR Experience Sub-Committee (PES) is a sub-committee of the Doctoral School Board (DSB).

Terms of Reference

- (a) To develop, implement, monitor, and keep under review an institutional postgraduate research (PGR) wellbeing strategy, and regularly report on progress to the DSB¹;
- (b) To develop, implement, monitor, and keep under review an institutional PGR communications strategy, and regularly report on progress to the DSB²;
- (c) To promote equality, diversity and inclusion in the PGR space, collaborating with the PGR Recruitment & Funding Sub-Committee as required.
- (d) To promote and monitor good practice in PGR supervision, including overseeing the design and implementation of supervisor training.
- (e) To oversee the institution's biennial participation in the Postgraduate Research Experience Survey (PRES), analysing the feedback, taking appropriate steps where concerns are raised, and monitoring School-level responses;
- (f) To oversee PGR training and development, including:
 - (i) the design and delivery of a central programme of training and development;
 - (ii) establishing mandatory training requirements for all PGRs;
 - (iii) monitoring training and support across the institution in order to support communication and engagement;
 - (iv) promoting the availability of training across institutional boundaries;
- (g) Monitoring compliance with any mandatory training requirements which are established for PGRs and/or associated staff groups;
- (h) Monitoring PGR employment outcomes and steering PGR-focussed employability activities;
- (i) Overseeing the Junior Research Associates programme;
- (j) In relation to any and all of the above, keep under review the relevant regulations, policies and procedures, and make recommendations for changes to the DSB, or to the relevant governing body where ownership sits outside the DSB's remit;
- (k) To champion PGRs' contribution towards the institution's research culture and standing;
- (l) Monitoring sector trends and best practice with a view to ensuring that practice and provision is up-to-date, and identify opportunities to be sector-leading.

Membership

Ex officio:

- Chair
- 50% of DDS, with a spread of representation across the three primary clusters³

¹ The initial approval of the strategy will sit with the DSB.

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³ The other 50% will sit on the PGR Recruitment & Funding Sub-Committee; in the case of MAH, the DDS may opt to send an approved delegate to the sub-committee they do not attend. Membership will be reviewed and rotations considered (where there are long-serving DDSs) on a three year cycle.

- Head of the Doctoral School
- Research & Open Scholarship Senior Manager, Library
- Head of Student Experiential Services
- Senior Research Manager⁴
- Careers and Employability Consultant aligned to the Doctoral School
- Lead Disability Advisor (to cover EDI)
- Researcher Development Manager (Secretary)

Elected:

- Five thematic PGR Representative(s), each focussing on one of the following areas: Wellbeing, Training & Development, Communication & Engagement, Equality, Diversity & Inclusion, and Employability
- School-based Research and Enterprise Coordinator (or equivalent) representative

In attendance: A member of the Doctoral School (Minute Secretary); Doctoral School Information Coordinator.

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* 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.

⁴ Membership to rotate between the four Senior Research Managers on an annual basis, with Medeni Fordham taking on the role in the first cycle of meetings.