

POSTGRADUATE ENGAGEMENT FORUM CHAIR ROLE DESCRIPTION

For further information about the role, email ussu.coursereps@surrey.ac.uk

Role background:

The role of Chair of the Postgraduate Engagement Forum (PEF) is an excellent opportunity to participate in a dialogue with the University on the researcher experience and student journey of PGRs in your Faculty and beyond.

In this position, you will act as a representative voice for research students by gathering feedback and liaising with your fellow PGR Representatives, Faculty staff, the Doctoral College and the Students' Union. As Chair, you will be the link between PGR Reps, the Faculty, and the Doctoral College.

In addition to chairing the PEF, you will be invited to each Faculty Research Degrees Committee (FRDC) to report on the issues raised at the PEF, to escalate matters from the PEF requiring further consideration, and discuss ongoing issues for PGR students in the Faculty.

This is a voluntary role lasting approximately 12 months. You will work closely with University staff and the Students' Union to bring about student-led change that will impact current and future PGRs.

Key tasks:

- To chair and schedule the Postgraduate Engagement Forum at regular intervals and always in advance of a FRDC
- To take minutes during the meeting, or nominate a secretary, and circulate these to all members
- To assist the PGR Reps in your Faculty in gathering feedback from their cohorts, and facilitate discussion on these findings at the PEF
- Following the PEF, present the feedback from the meeting at the Faculty Research Degrees Committee
- Occasionally attend meetings through the Researcher Development Programme, Doctoral College, and Students' Union to represent PGRs and provide a PGR perspective on matters discussed
- Work in collaboration and maintain communications with the Doctoral College and the Students' Union

Skills and experience you can expect to gain from this role:

- Working collaboratively with the University and the Students' Union
- Insight in to academic administration
- Negotiation skills
- Leadership skills
- Campaigning for student-led change
- Advocacy
- Communication and team-working skills
- Organisational and time management skills
- Chairing and note-taking skills