



Postgraduate Research Representative Forum		
Date: 23/01/2019	Time: 1:00pm-3.00pm	Location: 4I, SU
Chair:	Jake Smith (Vice President Postgraduate)	
Minutes:	Holly Thomas/Lucy Davies (Student Voice Coordinators)	
Apologies:	PSYCH, CHEMY, ENGIN, GEOPL, Jen Kent (VP Heath Park), ENCAP, MEDIC, LAWPL, LAWPL, PSYCH, MEDIC, MEDIC, SOCSI	
In attendance:	Staff: Jake Smith (JS) (VP Postgrad) Lucy Davies (LD) (SVC) Holly Thomas (HT) (SVC) Julie Gwillam (JG) (PSE PG Dean) Alex Houston (AH) (Careers & Employability)	Students: ENGIN MUSIC ENGIN MLANG MLANG ENCAP
Ratification of previous minutes:		
MLANG		

Agenda item: Q&A with PG Dean for Physical Sciences and Engineering
<p>JS welcomed attendees to the meeting.</p> <p>JG explained there is a remit to offer leadership for PGT & PGR in PSE and asked for feedback from the reps on their understanding of 'research culture' as this receives the worst feedback in PRES.</p> <p>JG was asked how they interpret this phrase.</p> <p>JG explained they think it is opportunities to speak about work across disciplines but want to hear from students about their thoughts on what it is.</p> <p>ENGIN explained that other than meeting with other students, there is no institution-wide way to find out about other PhD projects in ENGIN.</p> <p>JG explained there are over 200 PGRs in ENGIN and that they will bring this issue up with Robert Grosvenor (Director of PGR) and in PGR director's forum.</p> <p>ENGIN added that the school are aware of this issue and tried to set up a poster presentation but there was a small uptake. They also had no a supervisor for a whole year of their PGR studies. Asked if trying to solve issue in school, can we go to approach JG?</p> <p>JG suggested speaking to directors first.</p> <p>ENGIN explained they had tried this channel but keeps getting passed on. Raised through all available routes. Another issue to do with disabled students in which there is no system in place for reasonable adjustments and no contact for disabled students in PGRs in ENGIN.</p>



JG explained they will find out if this is across the board or just in ENGIN. Sometimes things exist in UG but not in PG. Need to ensure that all the colleges do this.

Action Point - JG to look into these issues.

MLANG explained that research culture was discussed in review panel. REF is prioritised over PGR involvement. Tilman Altenburg will remind staff that PGR involvement in REF is productive.

Action Point - JG to make Martin Kayman aware of this.

MLANG asked what the PGR Dean's stance on PGR contracts and casualisation of tutors are. Late notice of teaching schedule in MLANG.

JG replied that they have come across the idea but have not done work on it yet. Trying to make sure there is open competition to roles, parity of payment and no unpaid teaching. . A contract would involve recruitment processes and appropriate training support and payment. Something that needs addressing and that the Deans are working on.

MLANG explained the School are trying to get this on the Vice Chancellor's radar. Wondered if they can speak to the deans about this.

JG replied that they will need to speak to other Deans to understand history of this issue.

MLANG asked about CUROP & CUSEIP and about something similar for PGRs.

JG commented that it would be a good opportunity but was unsure why UG were paid.

JG welcomed any other questions through Jake or through the minutes.

JG thanked the reps and left the meeting.

Action Point:	Who will do it?	By when?
JG to look into issues raised by Reps (wider PGR projects & lack of contact for disabled students in ENGIN)	JG	
JG to make Martin Kayman aware REF is being prioritised over PGR Engagement in MLANG	JG	



Agenda item: Update from Reps

JS introduced themselves and added that issues can be raised to the Students' Union because of its independence and will be taken forwards. Also mentioned he has been contacting HR regarding teaching issues raised in the last forum, with limited action taking place. Further explained that the University have appointed someone to advise PGRs on careers.

ENCAP explained that you used to be able to edit your research profile on website. It is set up as if you can do it, however it does not work.

JS explained that this is not universal and doesn't happen in every school.

MUSIC explained they don't have research profiles so can't access each other's research and the only way to meet PhDs is during DA. Pushing these profiles would help understand other PGRs and help with inter-disciplinary projects.

Action Point – JS to email University IT to find out about permissions of research profiles.

MLANG explained there are other issues too.

Action Point – ENCAP to send Jake an email with problems and Jake to then contact University IT.

ENGIN explained that the University of Bristol had an agreement where it would not advertise unpaid internships. Wondered if Cardiff could do this.

JS explained that the University does not have a policy on unpaid internships and it pays living wage.

ENGIN also commented on teaching and contracts. Had been set up as a student in EARTH as covering for a lecturer who left. Currently lecturing, but have to put themselves down as demonstrator or tutor and fill in normal PGR timesheet. Will be marking the assessments too. Doesn't know which they'll be paid for and whether it is appropriate.

Action Point – JS to send teaching tariff to ENGIN

MUSIC explained there is a conference hosted every year but Master's students don't seem interested. It is this Sunday with three presentations and lunch.

JS commented that if PGRs are running conferences to let them know and he will promote.

MUSIC added that MUSIC usually have two conferences a year for PGRs and Masters students to present their research.

Action point:	Who will do it?	By when?
JS to email University IT to find out about permissions of research profiles.	JS	ASAP
ENCAP to send JS an email with problems and Jake to then contact University IT.	ENCAP & JS	ASAP
JS to send teaching tariff to ENGIN	JS	ASAP



Agenda item: Improving the Careers Service for PGRs

JS welcomed AH to the meeting.

AH assessing how the Careers & Employability service can improve. Asked reps if they knew how to access the service.

MLANG have used the service, had a half hour appointment and looked at resources.

AH asked if many postgraduates know about the service?

General agreement that the service is more aimed at undergraduates.

AH Careers & Employability offer services to PGR students, can help support. Enterprise team is based in students' Union. Other location is 51a Park Place. Futures connect: PGR insights and opportunities – offer insight into PGRs who want to consider a different research area and can carry out mock interviews. This can be booked on the intranet via 'your career account' 'your career journey'. There's also an external Cardiff university website 'CU career Advice' website. Out of all PGR students – only 147 students responded to the CU exit survey to see what students are doing after graduation, 88% found professional employment. Out of the 147 PGR's, 33% found a post-doc after graduation. How can careers help – do sessions within schools, want to increase this with PGR students – hard to access, understand about busy. Can book appointments, by clicking on 'your future, and then your account' but also have drop in weekdays 1-4pm. Appointments are 15 minutes.

Contact details: E: careers@cardiff.ac.uk T: 02920874844

Action - Reps to promote Careers & Employability service to fellow PGRs.

MLANG suggested that PGRs are involved in delivering some of the sessions from careers sessions. Some PGRs have been in professional careers before doing a PhD, so would be good for them to be involved.

General discussion:

- 5 minute presentations from previous PGRs and their careers now, in order to string ideas together about future careers.
- Idea to have a networking conference from academia and industry careers
- International students – more resources about careers journeys – more promotion about the fact that international students can work 20 hours a week. More advertisement for international students. Making it more clear. Careers service have an international representative.
- More practical sessions! Including international experience
- Life after PhD session
- Funding for work experience
- Building relationships with alumni – mentoring
- Discussion about paid internships relying on funding, could be a likely change to this funding.

Action Point:	Who will do it?	By when?
Reps to promote Careers & Employability service to fellow PGRs	Reps	Ongoing



Agenda item: Tutoring & demonstrating

JS explained that PGRs are not getting all the support they should be given (e.g. documentation isn't always provided, Schools not adhering to rules). There is a Code of Practice for PGR Teaching. Asked how many reps are aware of the document.

Reps were not aware of the code of practice.

JS: For example, page 4 point 29, talks about hourly rate of pay, allocated hours, mandatory training. Some schools will email around and ask if any PGR's want to teach a module. Schools should be giving out a form and a letter of an engagement after a proper recruitment process.

ENGIN some PGRs get assigned work from their supervisors without a process.

A few schools explained that they hadn't received a letter of engagement form despite teaching (e.g. ENGIN).

JS explained all these documents are available on the intranet, the Students' Union is willing to print out more copies for you, if you email Jake.

ACTION - Reps to pass documentation onto PGR's who are teaching to make them aware of university code of practice.

JS explained that some FAQs have also been released e.g what happens if you work more hours than stipulated – you should still get paid for all hours.

ENGIN labs are completed in blocks, and as a result can end up working 20 hours a week at this time. Not received the pay tariff. Implementation of teaching guidance is also a problem in EARTH.

MUSIC aware of a student who has missed out on teaching opportunities, and hasn't been allowed to help out on a teaching module or given options. This will be brought up at next SSP in the school.

ENGIN need for greater international awareness of opportunities for work. International students assume they cannot work and not being made aware they can work and increase their opportunities. Information on this should be included in the induction process in ENGIN.

Action Point:	Who will do it?	By when?
Reps to pass on PGR Teaching Code of Practice to PGRs	Reps	ASAP

Agenda item: Speak Week

JS explained that Speak Week is a huge campaign taking place 4th-8th February. All students are asked to fill out cards to provide a wide range of feedback; it can be positive and constructive. The Students' Union will be posting Speak Week cards to PGRs. Some PGR reps have previously encouraged PGRs to fill out the cards. Schools will be sent promotional materials from next week, and if you go down to the school office they should be able to provide you with some posters and cards to put up in the PGR offices. Would be much appreciated if you could encourage students.

Action Point:	Who will do it?	By when?
Reps to promote Speak Week to fellow peers	Reps	w/c 4 th Feb



Agenda item: Open discussion with reps

MUSIC office space for PGRs is open 24/7, but the heating is not on at the weekends because the University is cutting down.

ENGIN also cannot access labs or offices on weekends. Not allowed to have electric heaters in offices when conditions are very cold due to health and safety.

MLANG office is very cold, normally use blankets.

ACTION - Jake to take this away and speak to university

MLANG on-going problem with not being paid for interacting with students and answering emails.

JS states that it is indicated by the University that PGRs will not be paid for responding to emails. It should be made clear to undergraduates not to expect emails from PGRs. But this may be difficult, perhaps PGRs should be able to claim for an "office hour" or similar.

ENCAP PGRs should have an hour paid for emailing. Students emailing to ask about general queries i.e missed lectures.

MLANG should be a percentage of time from teaching to be paid for emails.

Action Point:	Who will do it?	By when?
JS to speak to University about lack of access to offices on weekends	JS	ASAP