UNIVERSITY of GREENWICH

PGR AND ECR FORUM GROUP

- Postgraduate Researcher and Early Career Researcher Forum Group

MINUTES FOR THE THIRD meeting of the PGR and ECR Forum group meeting in the 2021-2022 academic session to be held on Friday 17 June 2022 10:00-12:30 hrs online.

RF/RETI/21-22F3/1.   **Welcome and apologies for absence**

MEMBERS PRESENT:

Alexandra	**Stroleny**	FBUS	ECR Representative
Emmanuel	**Mogaji**	FBUS	ECR Representative
Bawan	**Ahmed**	FEHHS	PGR Representative
Denise	**Miller**	FEHHS	ECR Representative
Genevieve	**Breau**	FEHHS	ECR Representative
Osamh	**Alshahed**	FES	PGR Representative (Engineering)
Maimoona	**Amin**	FLAS	PGR Representative
Aradhana	**Mehra**	RETI, GRE	Head of Research & Enterprise Training Institute, Chair
Harvinder	**Birdi**	RETI, GRE	Researcher Training Officer, Secretariat
Paul	**Angelo**	GRE	Research Development Manager
Bradley	**Cory**	GSU	Disability Student Representative, Doctorial Society
Emma	**Caney**	GSU	Academic Communities Coordinator

Sharon	**Perera**	Library Services	Academic Support Team Manager
Rebecca	**Whyley-Smith**	Library Services	Academic Services Librarian

APOLOGIES RECEIVED:

Diola	**Bijlhout**	FEHHS	PGR Representative
Louise	**Usher**	FEHHS	PGR Representative
Ryan	**Essex**	FEHHS	ECR Representative (*left membership*)
Steven	**Harte**	FES	ECR Representative (NRI-Deputy)
Joanna	**Miest**	FES	ECR Representative (Science)
Manuela	**Carnaghi**	FES	PGR Representative (NRI)
Kate	**Southgate**	RETI, GRE	Training and Research Programmes Manager, Deputy Chair
Rania	**Hassan**	GSU	President of Doctorial Society
Nele	**Leitolf**	GSU	GSU Officer

NOT IN ATTENDANCE – (*invite response*):

Emem	**Ekamen**	FBUS	PGR Representative (*no response*)
Sofia	**Lachhab**	FBUS	PGR Representative (*no response*)
Devanshi	**Vikamsey**	FEHHS	PGR Representative (*no response*)
Georgios	**Kampas**	FES	ECR Representative (Engineering) (*no response*)
Kaysara	**Khatun**	FES	ECR Representative (NRI) (*no response*)
Emily	**Parsons**	FLAS	PGR Representative (*no response*)
Camile	**Stengel**	FLAS	ECR Representative (*no response*)
Esther	**Olorunsomo**	GSU	Academic Representation Coordinator (*left membership*)
Lydia	**O'Meara**	GSU	PGR Mentorship Programme Coordinator, Doctorial Society (*accepted*)
Michael	**Alsford**	Library Services	Academic Skills Tutor (*tentative*)

AWAITING MEMBER NAME CONFIRMATION:

Awaiting	Name	FLAS	ECR Representative

PGR-ECR-FORUM/RETI/2021-22/Forum 3 MINUTES WEB 17/06/2022

RF/RETI/21-22F3/2. **Items from the Chair**

2.1   Minutes of the last PGR ECR Forum meeting held on Monday 28 March 2022 were confirmed as approved.

The Chair thanked Rania Hassan for her very valuable contributions made to the Forum and congratulated Bradley Cory for the role as the new President of the Doctoral Society.

2.2   Actions Update was provided.

2.3   Research and Knowledge Exchange Committee update

2.3.1   University employed external reviewers to investigate structures of committees set up which feed into academic council.

2.3.2   Research & Knowledge Exchange strategy has been completed and available online: https://docs.gre.ac.uk/rep/communications-and-recruitment/estates-sub-strategy2

2.3.3   Number of projects have come out as a result of the strategy:
- Set up of research institutes and centres
- IT systems and infrastructure

2.3.4   REF results exceeded expectations and was very successful. The success was a university wide team effort and members were thanked for their contributions. resulting in future increase in funding. PA is contactable if any reports or minutes are required by members.

RF/RETI/21-22F3/3. **Operational Matters**

3.1   PULSE SkillsForge Management System update

3.1.1   Currently in the process of testing the conversion of the RDA2 and RDA3 forms into PULSE. This includes a facility to upload your transfer report to the assessors and for administrative staff to enter transfer exam arrangements into the system, which will then be visible to the student and supervisors. It is hoped that User Acceptance Testing (UAT) with staff and students can take place during July, with a view to the transfer process going-live in production ready for the next academic year.

3.1.2   Staff in RETI are currently testing changes to the Event Management system for training and are working with SkillsForge to prepare the historical mandatory training data for staff and students to go into production. The changes to the Event Management system will also need to undergo UAT with staff and students before the Event Management system for managing and booking training can go-live in production.

3.1.3   An interim release is due to go live in production by the end of Friday (today), which will address user requested changes in response to feedback received. Some of the changes include:

- Adding a Research Title field to the Approval of Supervisory Team form, so the FRDC can check that the expertise of the supervisory team corresponds appropriately with the research topic.
- Some mandatory fields on the approval forms for Heads of School and RETI administrators have been made optional.
- New text has been added to the Induction Checklist, Approval of Supervisory Team and Research Plan approval dashboards in PULSE to accommodate the introduction of a full-time mode for the EdD programme.

3.1.4 Further feedback around the way the reminder emails are structured and the order that multiple forms appear in dashboards once they have been submitted and are going through the approval process is being discussed with SkillsForge and they are investigating ways to improve the user experience in these areas, though these will be longer term fixes and they may impact users of their systems at other universities.

3.1.5 We are in the process of purchasing the Supervisor Register software which will provide staff in RETI and in faculties with an overview of key information relating to whether a staff member meets the requirements to be on a supervisory team (e.g. no. of completions, no. of students currently supervising, completion of mandatory training). The timeframe for its introduction is yet to be confirmed, but it may be introduced as part of the next phase of the project. It is hope it will make it much easier for potential supervisory teams to be identified and appropriate quality checks to be carried out prior to admitting a student.

3.1.6 Integration with Horizon for staff training is currently under development and discussions have begun regarding integration with Banner.

3.1.7 The first set of invitations have been sent out to External Supervisors to give them access to PULSE. If all goes well, the invitations will be extended to all External Supervisors.

3.1.8 Work on the content for the webpage has begun. Once the transfer process and the Event Management System have gone live, the next phase will focus on the transition of the RDA5 form into PULSE and the development of key dates which is what will enable the development of deadlines and reminders within PULSE for programme milestones. It is currently proposed to break the RDA5 form down into short individual request forms (e.g. interruption request, extension request, change of mode) rather than keeping it as one long form for all requests. Discussions and developments have already begun on this phase.

3.1.9 Any queries or support needed for PULSE should be sent to PULSE@greenwich.ac.uk

3.1.10 Members have been consulted and have worked with RETI on making sure the PULSE system is accessible for all users.

3.2 New RETI Training 2022-23

3.2.1 Research Skills Toolkit; and Research Integrity – new online courses will be made available in the new academic year for all researchers across the university, links are available for the training flyers as below:

- Research Skills Toolkit: https://www.epigeum.com/custom/uploads/2021/05/Research_Skills_Toolkit_Interactive_Flyer_2021.pdf
- Research Integrity: https://www.epigeum.com/custom/uploads/2021/11/RI-UK-2.0-Flyer.pdf

3.2.2 Essentials of Researcher Training Programme for staff - update
Two RETI training sessions are to be included as part of the Essentials training for staff from the next academic year. Staff will be required to undertake the training before serving in the role. The two training sessions moving from optional to essential are:

- Preparation to be Chair of an examination panel
- Preparing to be a research degrees examiner

3.2.3 Information Compliance courses - update
The two online courses; Information Security Awareness and Data Protection are now a requirement for PGR students as part of the wider university remit to ensure 95% completion is achieved across all staff and PGR students. The courses will be reviewed for updated content and will be required for completion/renewal every three years for both staff and PGR students.
The courses have been part of the mandatory RETI training requirements for PGR students for three years, for completion once. RETI is to review this in line with the university requirements.

RF/RETI/21-22F3/4. **Discussion Matters**

4.1 Postgraduate Research Experience Survey (PRES) 2021 university-level findings; PRES Action Plan final

F3 P1 PRES ACTION
PLAN

4.1.1 There needs to be an improvement on various aspects including transferable skills training, PGR wellbeing, access to library resources.
4.1.2 There will be quarterly meetings with faculties and RETI to discuss and implement the Action Plan.
4.1.3 RETI has been working with ILS regarding resources for researchers and training from ILS. RETI has invited ILS to join this Forum meeting to discuss the areas where support is needed.
4.1.4 It was raised, communications with supervisors is an area of concern and needs improvement.
4.1.5 Next PRES survey will be in 2023.

4.2 ECR Networks across University
4.2.1 Discussed under action point F2/4.1.3

4.3 RETI Training mode of delivery 2022-23
4.3.1 Members were consulted on the delivery mode of RETI training; if campus based live session or online live session was preferred.
4.3.2 One member put forward their view; online training is preferred as it allows all attendees to access it. On campus may be appealing to some attendees but online would appeal to most. Hybrid style lecture/classrooms was suggested as well as recordings for all sessions. This would be challenging for RETI's current delivery mode and resources as there are no assessments set up to verify recordings and as most sessions are interactive and encourage audience engagement.

timed item at 11:00am:

4.4 Library Services and researcher support
4.4.1 Librarians focused on specific subject areas:
https://libguides.gre.ac.uk/librarians
4.4.2 Literature searching, academic writing basic, literature review, electronic resources, management software, academic skills tutors, PGR Workshops series, provide 1:1 support.
4.4.3 It was raised how to use/access the books so that all users can access them and have read-aloud function.
4.4.4 ILS looking into premium Grammarly software support and full access

4.4.5   It was suggested that some training on English language and writing skills would be useful.

4.5   Faculty PGR/ECR and Students Union members update and feedback (All)
4.5.1   GSU keen in supporting the Doctoral Society and PGRs. GSU awaiting new members to be elected and move forward with supporting PGRs

RF/RETI/21-22F3/5. **Items for information**
5.1   3MT update
5.1.1   3MT 2022 was successful. Next year's competition will run live on campus or online depending on the Vitae's national competition.
5.1.2   It was discussed how the competition brings opportunity for PGRs in getting good presentation skills.

5.2   New deal for PGRs consultation survey
5.2.1   This is a UKRI survey to develop a new deal for PGR students to improve the experience and quality of postgraduate research training in the UK. The university has input into the survey via the University Alliance submission.

RF/RETI/21-22F3/6. **Any Other Business**
6.1   Supervisory hours are being discussed at the FBUS and they are in discussion with Unions.
6.2   Forum Membership 2022-23 renewal – Members are to seek their deputy in liaison with Faculty/Associate Deans of Research and Knowledge Exchange. All Members who are no longer representative at the Forum should provide contact details of their replacement. Members are remaindered to arrange for deputies to attend when members are unavailable.

RF/RETI/21-22F3/7. **Forum Meetings** - schedule for academic year 2022-23

There will be one meeting per term online - dates confirmed:

1. PGR ECR Forum 1 Mon 28 November 2023 | 10:00-12:30 | Online
2. PGR ECR Forum 2 Fri 24 March 2023 | 13:00-15:30 | Online
3. PGR ECR Forum 3 Wed 14 June 2023 | 10:00-12:30 | Online