PGR AND ECR FORUM GROUP

– Postgraduate Researcher and Early Career Researcher Forum Group

MINUTES FOR THE FIRST meeting of the PGR and ECR Forum group meeting in the 2022-23 academic session held on Monday 28 November 2021 at 10:00-12:30 hrs online via Microsoft Teams.

RF/RETI/22-23/F1/1.　**Welcome and apologies for absence**

MEMBERS IN ATTENDANCE:

Sofia	Lachhab	FBUS	PGR Representative
Maimoona	Amin	FLAS	PGR Representative
Genevieve	Breau	FEHHS	ECR Representative
Charmaine	Brown	FEHHS	ECR Representative
Bawan	Ahmed	FEHHS	PGR Representative *(left early)*
Joanna	Miest	FES	ECR Representative (Science)
Stefania	Cerretelli	FES	ECR Representative (NRI)
Osamh	Alshahed	FES	PGR Representative (Engineering)
Hope Cletus	Okon	FES	PGR Representative (NRI)
Aradhana	Mehra	RETI, GRE	Head of Research & Enterprise Training Institute, Chair
Paul	Angelo	GRE	Research Development Manager
Harvinder	Birdi	RETI, GRE	Researcher Training Officer, Forum Secretariat
Kate	Southgate	RETI, GRE	Training and Research Programmes Manager, Deputy Chair
Bradley	Cory	GSU	President of Doctoral Society

NO RESPONSE RECEIVED TO INVITATION:

Alexandra	Stroleny	FBUS	ECR Representative
Emmanuel	Mogaji	FBUS	ECR Representative
Emem	Ekamen	FBUS	PGR Representative
John	Ibanga	FEHHS	PGR Representative
Emily	Parsons	FLAS	PGR Representative
Emma	Caney	GSU	Academic Communities Coordinator
Lydia	O'Meara	GSU	PGR Mentorship Programme Coordinator, Doctoral Society

APOLOGIES RECEIVED:

Devanshi	Vikamsey	FEHHS	PGR Representative
Louise	Usher	FEHHS	PGR Representative (Health Sciences) - tentative
Helen	Elliot	FEHHS	ECR Representative
Steven	Harte	FES	ECR Representative (NRI-Deputy)
Georgios	Kampas	FES	ECR Representative (Engineering)

AWAITING MEMBER NAME/REPLACEMENT CONFIRMATION:

n/a	n/a	GSU	GSU Officer
n/a	n/a	FLAS	ECR Representative
n/a	n/a	FLAS	ECR Representative
n/a	n/a	FES	PGR Representative (Science)

RF/RETI/22-23/F1/2. **Items from Chair**: -
　　2.1　Minutes of previous meeting 17 June 2022 and matters arising were agreed.

PGR-ECR-FORUM/RETI/2022-23/Forum 1 MINUTES WEB 28/11/2022

2.2   Actions Update was provided.

2.3   Research and Knowledge Exchange Board update

   2.3.1   University has undertaken a review of all committees. Committees have been restructured, renamed, membership has been streamlined and fewer committees across the university. FRDC should still be able to put forward items through the Associate Deans. Research and Knowledge Exchange Committee is now the Research and Knowledge Exchange Board.
   Action to be discussed if a FRDC member can sit on PGR ECR Forum to allow for discussion on items before they are put forward to the R&KE Board. To get feedback from the FRDC Chairs about sitting on Forum.
   2.3.2   Research England QR fund – positive outcome, more research budget available until next REF and researchers are encouraged to take up the opportunity. Contact the Research Development Service for any further information.
   2.3.3   Research Strategy – Working Group set up to take forward the action plan. ECRs and PGRs encouraged to get involved.
   2.3.4   GREAT 2022 ongoing project - researchers delivering outputs to be captured for the next REF. ECRs to get involved.

RF/RETI/22-23/F1/3.   **Operational Matters**

   3.1   RETI Training 2022-23
   https://docs.gre.ac.uk/__data/assets/pdf_file/0035/296882/pgr-and-staff-researcher-training-schedule-2022-2023.pdf
   3.1.1   RETI Training Schedule linked above for full details on year's plan. RETI has selected to run sessions based on feedback and recommendations received. Strand training spaced out in all three Terms. Sessions are taking place as a mix of online and on campus training.
   3.1.2   Recordings for Strand training is available for circumstances when a 'live' session cannot be attended.
   3.1.3   Monthly marketing emails and reminders are circulated for bookings in advance of the sessions.
   3.1.4   Lunch n' Learn training sessions are new, short snappy lunch-time monthly sessions, which are easily accessible, as no bookings required.
   3.1.5   PGR Wellbeing and support information is highlighted in the schedule.

   3.2   PULSE SkillsForge Management System update
   Development in progress. Timeline in PULSE is currently also being developed. User testing call has been put out and very few have come forward. **Action:** Members are requested to forward students who may be interested in getting involved in user testing.

   3.3   VC Scholarships bursary uplift
   https://docs.gre.ac.uk/rep/gre/vc-scholarships-terms-and-conditions/vc-scholarships-tcs-2022-23pdf.pdf
   3.3.1   There has been an increase in funding available. Scholars will receive a stipend equivalent to the national minimum doctoral stipend (NMDS) set by UK Research and Innovation (UKRI). From 01 October for the 2022-23 academic year this amount will be £17,668 full time equivalent, plus London weighting where applicable. The stipend is linked to the NMDS for the duration of the Scholarship. If a student undertakes a part-time (PT) study route, the stipend is available at a pro-rata value, i.e. the same total amount is available over the studentship period.
   3.3.2   London weighting should be discussed with the faculty.

3.3.3   Cost of living crises has been bought forward by PGRs. It was suggested a bursary for self-funding students should be looked into. **Action**: To take forward.

3.4   PGRTA Handbook
https://docs.gre.ac.uk/rep/gre/pgrta-handbook/postgraduate-research-teaching-assistant-handbook-2022-2023.pdf

3.4.1   The university has agreed and put in place the increased hours and pay for students who meet the criteria.

3.4.2   FT 7 hours per day and 20 hours per week on a PGRTA contract. Part-time postgraduate research students may not work more than a total of 20 hours per week. Only self-funded part time postgraduate research students will be permitted to work 35 hours which will be checked and authorised by the HR Directorate through the Job Shop Team. The team can be contacted via jobshop@greenwich.ac.uk

3.4.3   Where necessary hours can be averaged over each of the quarterly periods constituting the university's academic and financial year as follows:

1 August – 31 October
1 November – 31 January
1 February – 30 April
1 May – 31 July

Within these quarterly periods a total of 195 hours can be worked, However, if allowed to work the quarterly hours, students are not allowed to exceed 20 hours (or 35 hours where applicable) a week.

3.5   PGRDP Handbook
https://docs.gre.ac.uk/__data/assets/pdf_file/0040/299749/postgraduate-researcher-development-programme-handbook-2022-2023.pdf

3.5.1   To highlight, an exemption; Recognition of Prior Learning (RPL) from Postgraduate Researcher Development Programme (PGRDP) can be applied for Strand 1 and Strand 2 where students have previous skills via evidence on the RPL form.

3.5.2   This does not apply to Strand 3.

RF/RETI/22-23/F1/4. **Discussion Matters**

4.1   Faculty PGR/ECR and Greenwich Students Union members update and feedback (All)

4.1.1   FBUS - No comments/updates

4.1.2   FEHHS:
- ECR Network - first in-person session taking place at Avery Hill. **Action**: FEHHS ECR to feedback from the event at the next meeting.

4.1.3   FLAS - No comments/updates

4.1.4   FES:
- Network has been active. No issues to report.
- MRes degrees administration:
Masters by Research programme has learning credits attached and is currently only delivered in FES. The University classified the programme as a taught programme. Therefore, the administration is not undertaken by RETI, and the students cannot access the PGR training offered by RETI. The Viva is the only part organised by RETI, as RETI has the experience of Viva. MRes Programme Leader and RETI have discussed any ongoing administration process and issues. **Action**: FES to take forward with Associate Dean.

- NRI – postgraduate society. Mentorship programme circulated in NRI for Master students. It was confirmed that RETI do not offer services for Masters level taught degrees and only for Postgraduate Research students.
- PA confirmed the Research Strategy projects which include; structure and culture, PGR development, staff development, research initiatives, decolonisation of the research and knowledge exchange.

    4.1.5   GSU - No member in attendance

4.2   PRES 2023

    4.2.1   PRES will be taking place next year in 2023 between 3 April - 5 May. Any discussion and details on questions may take place in this academic year and further information will be forwarded to the Forum.

    4.2.2   Roadshows are planned to take place across university to raise the awareness and provide information. Members were consulted for suggestions on roadshows. Suggestions were made for some campus and hybrid roadshows.

RF/RETI/22-23/F1/5. Items for information

    5.1   HR Excellence in Research Award: Summary Report 2019-2022
        https://docs.gre.ac.uk/rep/gre/hr-excellence-in-research-summary-2019-2022

    5.2.   HR Excellence in Research Award Action Plan 2022-2025
        https://docs.gre.ac.uk/rep/gre/hr-excellence-in-research-award-action-pan-2022

    5.3   Researcher Development Concordat Annual Report 2022
        https://docs.gre.ac.uk/__data/assets/pdf_file/0031/269806/rdc-annual-report-2022.pdf

RF/RETI/22-23/F1/6. Any Other Business

    6.0   The GSU were approached with issues for PGRs regarding the recent UCU University Strike, the feedback raised was passed on to contact HR and also the FAQs on the university portal.

    6.1   PGR students have been given and are taking up opportunities to attend external conferences.

RF/RETI/22-23/F1/7. Forum Meetings - schedule for academic year 2022-23

There will be one meeting per term online - dates as 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