

# Voluntary Officer

## Postgraduate Research Representative

---

### About volunteering with SUSU:

The Union's mission: **unlocking the potential and enriching the life of every student. As a student-led organisation the hard work and dedication of our student volunteers is vital to our mission.**

**We have more than 450 academic representatives who volunteer with SUSU alongside studying for their degree. Our new Postgraduate Research (PGR) Representatives have responsibility for the academic representation of all PGR students within their Faculty. They meet regularly with members of the Faculty's Graduate School, and work alongside the SUSU VP Education, VP Student Communities and the Postgraduate Committee.**

**We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.**

**While volunteering with the Union as a PGR Representative, your role in this mission is described below.**

---

### The main purpose of your role:

- 1)** To act as the lead academic representative for PGR students in your Faculty.
  - 2)** To work in partnership with Faculty Graduate Schools to improve the PGR experience.
  - 3)** To encourage PGR participation in Union and University-wide initiatives aimed at improving PGR experience.
-

# Voluntary Officer

## Postgraduate Research Representative

---

### The main responsibilities of your role:

#### To act as the lead academic representative for PGR students in your Faculty

- To provide the main point of contact for all PGR students within your Faculty.
- To obtain feedback on a range of issues relating to academic experience of PGR students, as well as using other resources such as the Postgraduate Research Experience Survey (PRES).
- To report on any changes and improvements to the PGR population and SUSU VP Education and VP Student Communities.

#### To work in partnership with Faculty Graduate Schools to improve the PGR experience

- To sit on any relevant committees at a Faculty level where PGR representation is required.
- To meet regularly with the relevant staff members from the Faculty Graduate School.
- To regularly review student feedback alongside the Faculty Graduate School, and identify areas for improvement.

#### To encourage PGR participation in Union and University-wide initiatives aimed at improving PGR experience

- To meet regularly with other PGR Representatives to plan and share ideas.
- To participate in University-wide consultation pieces as decided by the SUSU Education Zone/VP Education and the SUSU Student Communities Zone/VP Student Communities.
- To encourage all PGR students to participate in such events.

---

### Where can you find guidance?

#### Sabbatical Officer:

Sam Dedman, at [vpeducation@susu.org](mailto:vpeducation@susu.org)

#### Representation Coordinator (Education):

---

# Voluntary Officer

## Postgraduate Research Representative

---

**Kate Weston, at [Kate@susu.org](mailto:Kate@susu.org)**

**Representation Team:**

**Available at [representation@susu.org](mailto:representation@susu.org)**

**How to nominate for the role:**

In order to stand as a candidate, you will need to submit a short statement letting everyone know why they should vote for you. You don't need to have any previous experience so simply focus on what you will achieve if elected.

Nominations are open from Monday 24 September, 9:00 until Tuesday 9 October, 13:00.

Log in to our website at [www.susu.org/elections](http://www.susu.org/elections) and fill out the nominations form. There is no need to create a new account, just use your University credentials.

For any queries about the election, please contact us at

[elections@susu.org](mailto:elections@susu.org)

---

**SUSU Core Offer Calendar**

---

# Voluntary Officer

## Postgraduate Research Representative

---

There will be times throughout the year where you may be called on to help promote and spread awareness for SUSU campaigns. There will be key meetings that you must attend such as Education Zone Committee meetings but you may also be invited to attend additional meetings such as Student Forums, our Annual General Meeting or our Making Change Summits.

We have provided a calendar which shows the main campaign periods and key dates for meetings that you may be required to attend below. This provides a guide to the commitment required for this role throughout the academic year.

If at any point you find that you are struggling to balance voluntary work with your studies we understand that your degree must come first. Please, come and speak to us and we will always try our best to make things easier.

### Autumn Term

#### October:

**Student Forums**

#### November:

**Union Senate**

**Annual General Meeting**

**Making Change Summit**

**Faculty Executive Board Meetings**

### Spring Term

#### February:

**Union Senate**

**Student Forums**

**Spring Elections**

#### March:

**Making Change Summit**

**Faculty Executive Board Meetings**

**Voluntary Officer**

**Postgraduate Research Representative**

---

**Summer Term**

**May:**

**Student Forums**

**Summer Elections**

**Union Senate**

**Faculty Executive Board Meetings**

---