

PGR Rep Training 2025

Congrats on being elected!
Welcome to training!

Your Students' Union

ARU Students' Union is run by a team of annually elected officers.



Gawdham Krishna Melath
International & PGR Officer



Jeena Thomas
Education Officer



Ramees Nazar
Activities & Opportunities Officer



Rohan Rajesh
President & Chair of Trustees

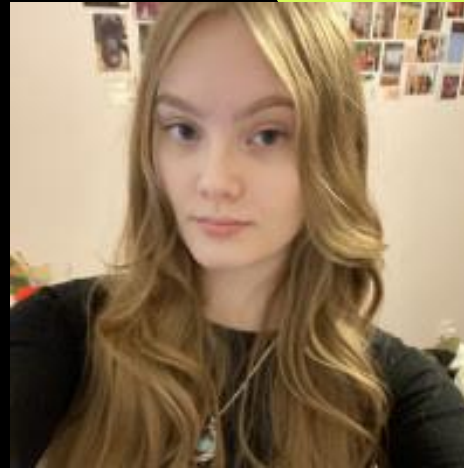


Roshan Lal
Welfare & Liberation Officer

Your main points of contact with the SU will be your campus' Academic Representation Coordinator.

These are full-time staff members whose job is to elect, train, and support Reps like yourself.

You may also work with your elected Faculty Reps, who are students elected to champion representation in your faculty.



Nicola Boyd (she/her)
Chelmsford



Tom Heald (he/him)
Cambridge

Who's who at ARU



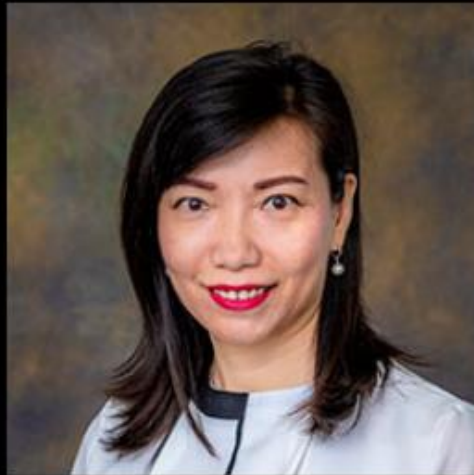
Prof. John Gardner
Dean of the Doctoral
School



Dr. Charlie Nevison
Assistant Director of
the Doctoral School



Dr. Tina Kendall
AHES



Dr. Ying Wang
FBL



Dr. Sarah Burch
HeMS



Prof. Nick Pugh
FSE

An abstract graphic in the top-left corner of the slide. It consists of a series of diagonal, wavy stripes in various shades of green and yellow, creating a sense of motion and energy. The stripes are set against a solid black background.

Being A Course Rep:

Things You Must Do



GATHER FEEDBACK FROM PGR STUDENTS

ATTEND FACULTY RESEARCH & INNOVATION COMMITTEE (FRIC
MEETINGS)

DELIVER STUDENT FEEDBACK TO RELEVANT STAFF

TRACK THE PROGRESS OF FEEDBACK

ATTEND DOCTORAL SCHOOL MEET UPS

SIGNPOST STUDENTS TO SUPPORT SERVICES

CHECK SU EMAILS REGULARLY



So, What Is Feedback?

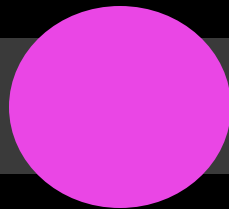
**Feedback is a comment,
positive or negative, that
can be used as a basis for
improvement.**

FEEDBACK IS:

- Solution focused
- Based on consensus
- Can be praise
- Can be a new idea
- Can be critical
- Should be constructive
- Could be a mix of positive and negative

FEEDBACK IS NOT:

- A chance to just complain
- A way to raise personal matters
- A way to further individual issues
- A chance to name and shame someone

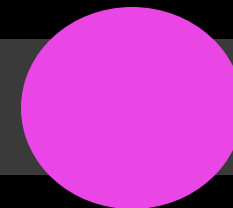


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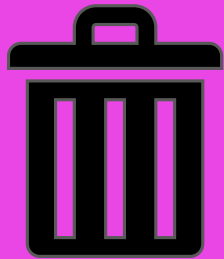


Keep, Stop, Start



Keep

Things students like
and would like to
continue.



Stop

Things students find
detrimental and would
like to cease.



Start

New ideas that
students would like to
see implemented.

Methods for Gathering Feedback

- Create a WhatsApp or Facebook Group (make sure to include everyone!)
- MS Teams/Zoom meetings
 - In-person meetings
 - Canvas discussion pages (remember your module & course leaders will see these!)
- Email your coursemates on the Rep Hub

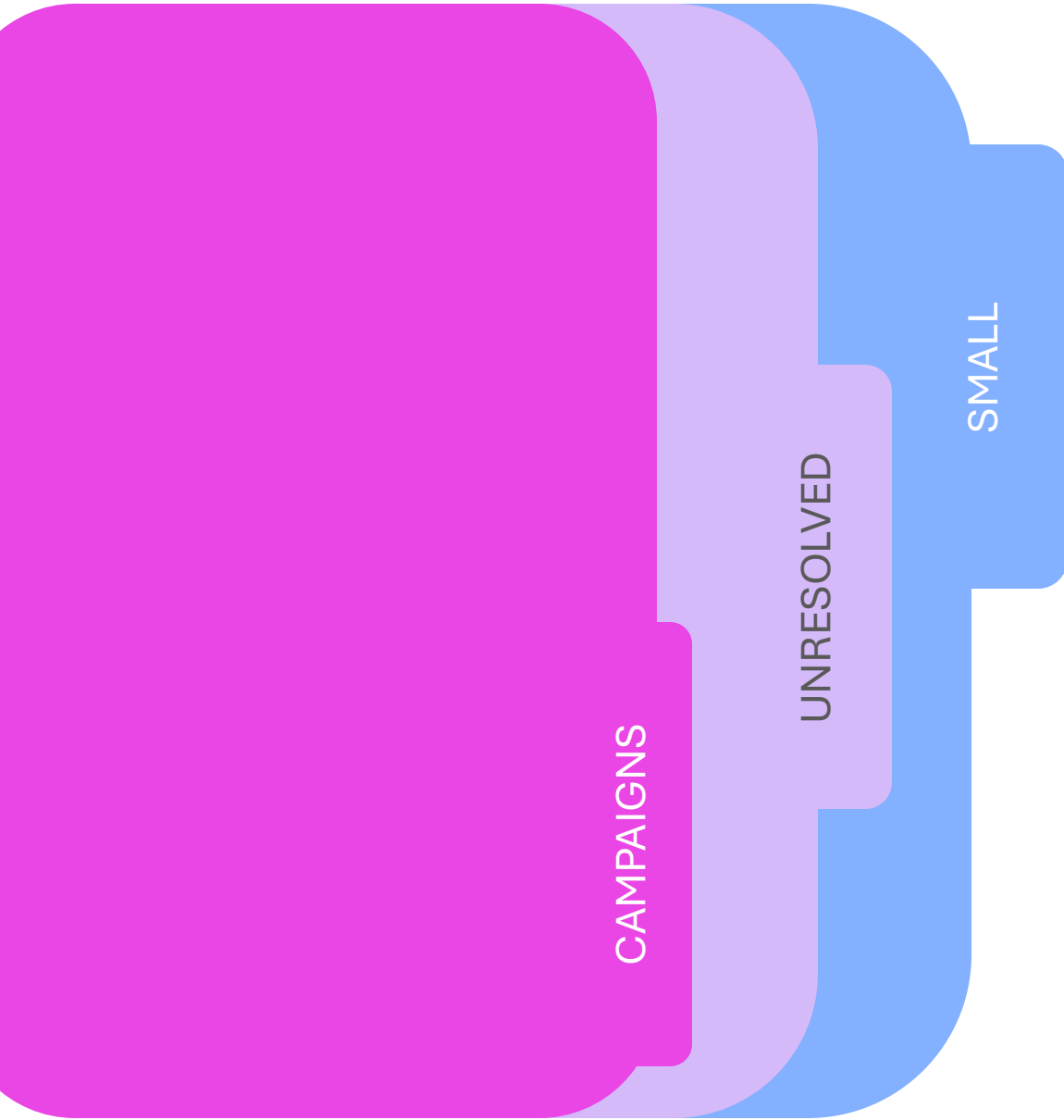
- Take 5 minutes at the start or end of teaching to talk to your coursemates/introduce yourself
 - Online polls
- Share a piece of feedback with the class and ask for a show of hands for agreement or disagreement

Tips for Gathering Feedback

- Adapt to the needs of your group
- Explain your role to your coursemates – they might never have had a rep before!
- Ensure students know why they're giving feedback, where it is going, and how you'll keep them in the loop.

- Ask open questions
- “What did you think of your Viva?”
- “How is your time with your supervisor?”
- “How do you find the PGR spaces here?”

Where Should You Take Feedback?



Where Should You Take Feedback?

CAMPAIGNS

UNRESOLVED

Small, easily fixable PGR issues?

Take these issues straight to the source; Doctoral School staff, Library, IT etc...

Your Academic Rep Coordinator can help you set up a meeting with them.

SMALL

Where Should You Take Feedback?

CAMPAIGNS

Unresolved items or something that needs more discussion?

Take these to your Faculty Research staff, Dean of the Doctoral School, or your FRIC meeting.

These are likely to be issues affecting a wider group of PGR students eg: PGR Pro or Viva processes

UNRESOLVED

Where Should You Take Feedback?



Jo Bunkle (she/they)

Ideas for campaigns or non-course changes?

Talk to the SU's Liberation & Campaigns Coordinator to put your ideas into action!

e.g. “Student rent is really high!
Who/how can I lobby about this?”

What The FRIC?

Faculty Research and Innovation Committees are meetings that occur once a trimester between university staff and PGRs within your faculty. You'll receive an invitation in your outlook calendar and the meeting will usually be on Teams.

Please confirm your attendance to these meetings, and go to them even if you feel you don't have any feedback to share. You are an invaluable part of the conversation. It can't happen without you!

The purpose of a FRIC is:

- 1. Promoting and embedding a research culture to support colleagues and postgraduate research students.**
- 2. Supporting ARU's Research & Innovation Strategy through the development & review of Faculty Research & Innovation Strategy.**
- 3. Monitoring and evaluating the quality and volume of research and innovation activity within the Faculty.**

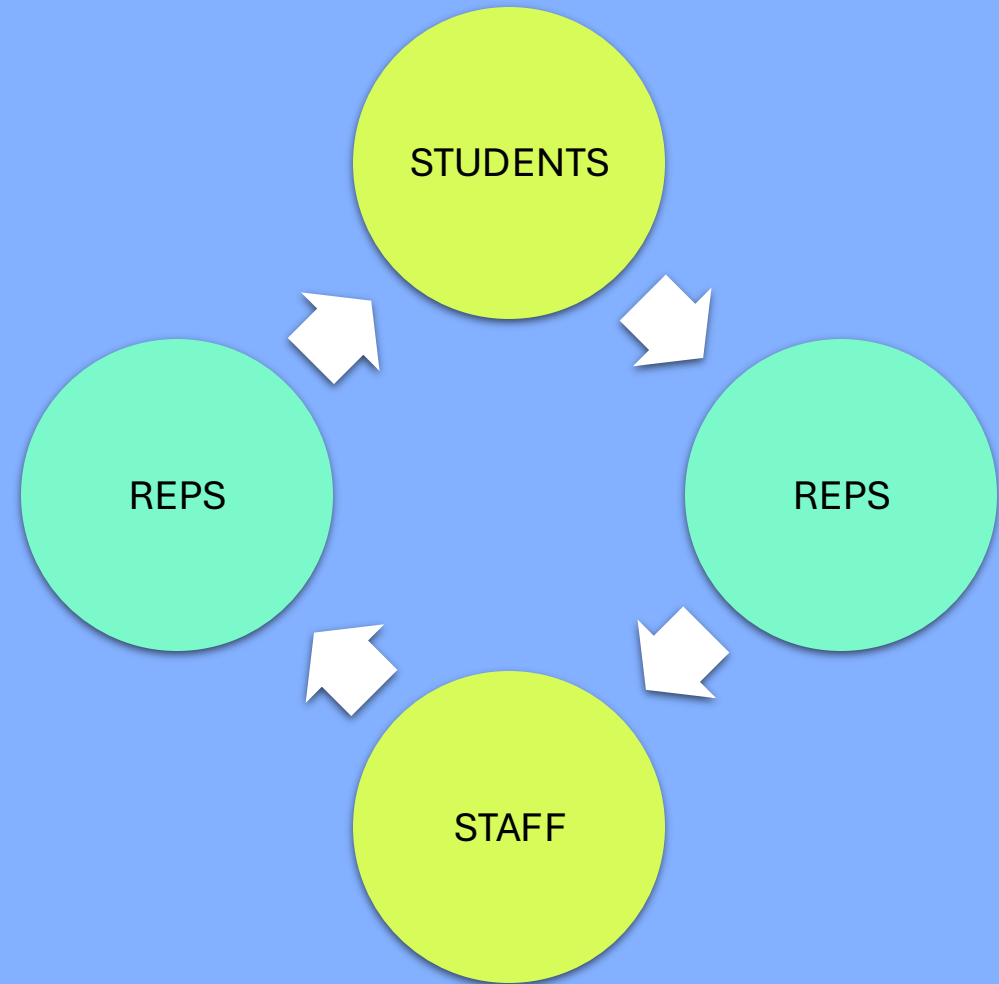
There is a point on the agenda for Student Rep matters, but you are a full member and can raise the student voice for all agenda items!

The Feedback Loop

Don't forget to always close the feedback loop. You should do this even if you don't get your desired outcome.

The students you represent won't know about the impact of their feedback unless you tell them.

Don't forget to talk to your Academic Rep Coordinator too; we can help with problems or celebrate your wins with you. You could even be nominated for Rep of the Month or Rep of the Year!





Being A PGR Rep:

Things You Could
& Should Not Do

You Could...

SIT ON DISCIPLINARY OR APPEALS PANELS

Be trained to take a role as a panel member at an appeal hearing.

REPRESENT STUDENTS AT ARU PGR COMMITTEES

Provide a student perspective in meetings about a variety of topics affecting researchers.

TAKE PART IN SURVEYS AND FORUMS

Submit responses to surveys or attend forums hosted by the SU or ARU.

HELP GET NEW COURSES APPROVED

Review requests for new courses in your faculty.

START A SOCIETY

Work with the SU to create and run a society for you and your peers.

You Should Not...

DEAL WITH STUDENTS' PERSONAL ISSUES

HELP STUDENTS WITH PERSONAL FORMAL PROCESSES

REPRESENT OTHER COURSES

MAKE ON THE SPOT DECISIONS ON BEHALF OF STUDENTS

WAIT FOR STUDENTS TO GET IN TOUCH

PRIORITISE YOUR REP ROLE OVER YOUR STUDUES

Signposting



SU Advice

- Exceptional Circumstances
- Complaints
- Academic offences



Study Skills+

- Assignment help
- Skills workshops



Money Advice

- Tuition fees
- Living costs
- Banks and savings



iCentre

- Mitigation
- Withdrawal
- Timetable changes



Counselling & Wellbeing

- Mental health
- Emotional support

Signposting



International Office

- Visa questions
- Expenses
- Visa advice



Employability

- Graduate jobs
- CV building
- Volunteer work



Disability & Dyslexia Service

- Accessibility
- Additional benefits
- Reasonable adjustments

If you're ever in doubt, reach out to your Rep Coordinator!



Being A Course Rep:

Other Useful Information

The Rep Hub

We have a myriad of resources available to you online, including additional training, this presentation, and a button to email all your course mates.

Further Opportunities



ARU's Employability Service can provide you with careers guidance and CV building.

Further Opportunities



Join – or start! – a course based society for your course to connect with other students and hold fun events.



What's Next?



Start Gathering Feedback From Students

Figure out the best way to communicate with your group and start doing it! Remember to share your wins with your Academic Rep Coordinator.



Attend Your First FRIC – Nov-Dec 2025

This is your chance to get your feedback to the faculty and start creating real change. If you need guidance, then check the Rep Hub or contact your Academic Rep Coordinator.



Executive Elections – Jan-April 2026

Elections for the President and Vice-Presidents of the SU will open next trimester! Do you want to run for a full-time paid representative role? Nominations open in January!



Claim Your Freebies

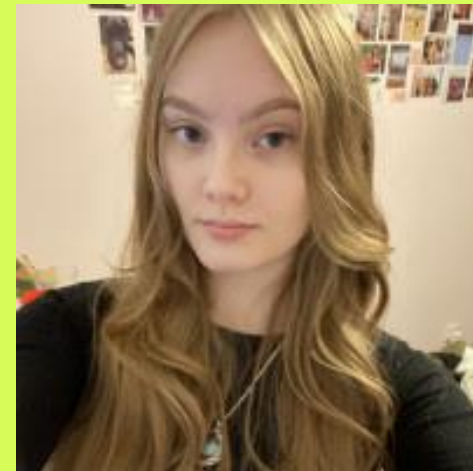
Congrats on completing your training!

Go and introduce yourself to your class and course staff.
Make sure they all know you're their course rep!

If you have questions, contact your Academic Rep Coordinator!



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Cambridge



Nicola Boyd (she / her)
Chelmsford