

## Guidance

- Your report should be 1000 words or fewer. You should write in all three sections, but it is up to you to decide how much weight to give each section.
- Your report should be submitted one week before the date of each Scrutiny Panel. Completed reports should be emailed to [r.nadeem@guild.bham.ac.uk](mailto:r.nadeem@guild.bham.ac.uk) or [l.gill@guild.bham.ac.uk](mailto:l.gill@guild.bham.ac.uk)
- You will have two minutes at the beginning of each Scrutiny Panel meeting to supplement your report with a verbal update.

Officer:	Rebecca Cutler - Postgraduate Officer
Date of panel:	04/11/2020

## Written Statement action plan

This section is for you to track your progress on your written statement priorities, as outlined in your action plan. The “context” section of the document can remain the same for each panel.

Written Statement Item #1	
<b>Standardise inductions for postgraduates</b>	
Context:	Postgraduates at the University of Birmingham are a very diverse community, with many international, mature, part-time and distance learning students, as well as many with caring, work and/ or other responsibilities. A standardised induction means all postgraduates can get off to a well-informed and successful start to their time as a postgrad at Birmingham, regardless of their personal contexts.
Progress:	Feb 2021: Included a question on application process in Speak Week survey and am currently analysing the data. Set up meeting with CAL Wellbeing Officer who has worked on an 'Education Gateway' which covers similar areas as induction to understand what is included and why.

Written Statement Item #3	
Postgraduate Student Specific Speak Week for Postgraduates	
Context:	<p>Only 12% of postgraduates within 2019 Speak Week related to skills assigned to supporting the other Guild signments have up to date substantial information on what postgrads want or need</p>
Progress:	<p>Update Dec 2020: I have adapted this in my current action plan. I update that 2020s 37% postgrads completed the Speak Week survey, students a 38% increase in PG skills sessions a 65% increase on the responses from last year on the data on the new year with a 50% increase in the possible PG events / calendar of events for Postgraduate Research Board, Graduate Taught Board, PSE etc a single resource for PGs to find something to engage with - whether by the Feb 2021 to date nothing @ Speak Week will be integrated into main Speak Week report, which is currently being finalised, and I will update Feb 2021 to date nothing is the Graduate Student who have already been exploring the PG skills and joined the new calendar on their registration have agreed to collaborate with them to explore this project further.</p>

## Role and responsibilities

This section is for you to write about any projects you have been working on or meetings you have been to that you think are of particular importance to your remit.

Meeting / project	Outcome for students
Postgraduate Student Engagement Committee	<p>Discussed ideas on how to deliver manifesto points to students</p> <p>Discussed the work of the Guild regarding Welcome</p>
Graduate Taught Board/ Graduate Research Board	<p>Updated on manifesto and Welcome plans</p> <p>Represented student voice to boards</p> <p>Updated on Guild work</p>
Research Committee	<p>Advocated for more student representation on the Birmingham PhD review group</p> <p>Update Dec 2020: Opened a conversation about application data ahead of December</p>

	<p><b>meeting to ensure racial bias in PGR applications is monitored and addressed as part of the review.</b></p>
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## Ideas and policy

This section is for you to report on progress made to ideas and Guild policy that you have been mandated to work on. You only need to update your actions taken. You can also add ideas or policy as they are passed through the year.

Idea / policy	Action taken since last Panel
Idea / policy title	Short update on progress since last Scrutiny Panel

## Other student issues, meetings or projects to note:

- Birmingham PhD Review - joined Birmingham PhD Review group, first meeting 03/11/20
- Launched 'Brum with a Brew', a regular online catch up event open to all postgraduates to take a break from research/ study and network with fellow PGs
- Liased with university regarding withdrawal of January start dates on some PGT courses to ensure wellbeing and success of impacted students
- University Council

### Update Feb 2020:

- Involved in recruitment process for new DPVC Student Engagement (Academic)
- Involved in recruitment process for new Dean of Postgraduates
- Launched 'Protecting UoB Students In Lockdown' commitment and delivered
- Working with AEO on opportunities to connect students on placement with alumni In the same profession