Research Voice Forum

Minutes

[28.11.2024]

Attendance:

Students:
Sana Cheruvallil (CBiS), Marley Treloar (CPC), Will Pattison (CPASSES), Donna Parlby (CAMC), Nurfitriah Nurfitriah (CAMC), Hannah Westwood (CPC), Hamid Hamid (PGR Officer), Vishnu Kizhavalil Chandrasekharan (CMM), Bushra Zaidi (CHC)

Academic Staff:
Jason Begley, Hetty Blades, Vasile Palade, Jin Park, James Malcolm (CPS), Lindsay Balfour, Steve Coupe, Igor Morozov, Sheena Gardner, Abiodun Adanikin, Carole Fox

Doctoral College Staff:
Carolyn Wynne, Katy Morrison, Sam Morgan, Chris Day

Other Staff:
Mark Adams (Talent Team), Blessing Wemere (SU)

Apologies:

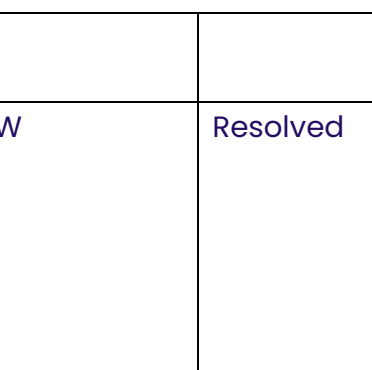Heather Sears - **Head of Research Development Team (DC)**

Abbie Cox - R**esearch Support Manager**

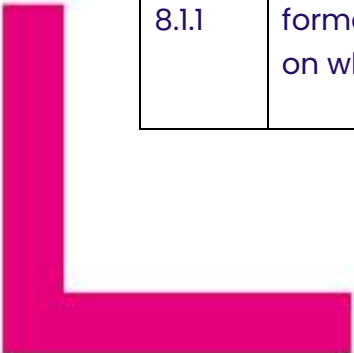Henrietta Hale - **Research Rep (C-DaRE)**

Open Items from the Previous Minutes:

Item	Issues/Feedback	Minutes	Action	Responsible	Deadline
	Health and Wellbeing Support - Students have a need for regular support as was previously provided, as now students need to spend about £50 for every appointment.	KM – there would be a triage after the student fills out the form. However, only Mental Health Support First Aiders are on a face-to-face basis. SM- There are lots of Mental Health First Aiders who are not exactly trained to counsel. CD- There are no more counsellors in Coventry University and agrees with the students, that there should be in person support. Suggests that this should be raised by the SU, since this	For the Head of Health and Wellbeing to be invited to next RVF. PGR Officer to raise at SU Committee - SU Officers to chase	HH and SU	Next RVF

		affects all student bodies, and not only PGRs			
10.1	N/A	Uplift in pay for PGR working which is now aligned with Assistant Lecturer/Assistant Teaching Fellow-Upgrade to Grade 6 and pay level increase to £15.25	This has already been actioned	CW	Resolved
11.3	Recording of RCAD event	3 minutes thesis has been uploaded on YouTube.	The other bits are to be uploaded soon.	CD	Would update before the next Voice Forum

Minutes of current meeting:

Item	Issues	Action	Responsible	Deadline
8.1.1	Feedback on the new PRP format - need for clarification on what is/ isn't needed.	For any queries, students should be signposted to PGR lifecycle.	PGR Lifecycle	Answered

	Positive response on the OneDrive.	PGRs should not lose any of their data with the transfer from old RDAA to the new document forms.		
8.1.2	Any information regarding the reduced in-person mental health and well-being support?	Already discussed as part of previous actions.	PGR Officer to follow this up with SU	Next RVF
8.9.2	Socials being cut due to financial situation – monthly socials now less frequent.	Christmas socials already being organised. Resolving internally.	JB- CBiS PGR Lead	N/A
8.12.2	New PGRs are confused on where and how to access resources – suggestion of a workshop	Clarity on resources needed? KM – DC pages being updated in progress. GLEA rep wanted a workshop for literature review support. Suggestions to look at this internally then bring forward if there is more support needed.	GLEA Rep	N/A
9.2.	7010 access - Teaching opportunities, both paid and unpaid are unavailable.	This is hard on the research centres to resolve this.	DC to invite ADR representative	Next RVF

	10h of teaching paid/unpaid, PGRs do not have opportunities available. Lack of unpaid teaching? Is there signposting to this? – this is a barrier for access for research students.	JP- would be great if the Centres can be given opportunities to organise our own teaching events (like research seminars, topical seminars), which can be used for teaching observations. JM- The team of Associate directors of research should be able to liase with the colleges, so maybe a representative from the ADR team may need to be invited to the other forums, to help resolve such concerns.		
N/A	New reps have been recruited in CAWR, although not in attendance but there have been new reps in the centre	N/A	SC	N/A
N/A	CBiS spaces not suitable as being shared with other PGRs, they believe there are more rooms to be utilised rather than being squeezed together.	The rooms at Jaguar building is being shared with GLEA and CPS, after losing their buildings. However, waiting on the Centre	DC and Centre Directors	Ongoing. To be discussed in next RVF

		director for updates, as the staff are also concerned about the space. CW- There has been a review of space, and hot desking in all the research centres. However, this has been paused to her knowledge. There is no intention to kick anybody out. Once there is a confirmation of move dates, this would be communicated to all.		
10.1	PRES 2025	formal announcement, addressing issues from last year. Live in Spring, communications incoming. This goes out to all campus based PGRS/ MRES. However, not all PGRs are eligible, there would be a slightly tweaked version of the survey.	CW	N/A

10.2	Staffing update	CD will be taking up a new post as Research Training Manager. Heather job-share role head of researcher development. Another new member of staff - International research degree partnerships Andrea Also note that the PGR lifecycle has been down by 50% of staff and request for patience from PGRs, and to use the right tone in the emails sent out.	CW	N/A
10.3	Focus Groups for PhD by Publication periodic review	Running a small focus group early next week with NB, with about 8 students, with a view to draft a paperwork for the program; regarding what is needed from application.	KM	N/A

10.4	Ongoing support to PGR impacted by Centre restructures.	Concluding the supervisory staff consultations for GLEA. CW and DC staff have been running drop-in sessions. PGRS to drop CW or KM an email for individual meetings if anyone wants support.	CW	N/A
10.5	Update on New Deal for PGRS	UKRI new deal consultation – Each institution has fed back into the working group. However, conversations are still ongoing regarding the sector feedback. No news on some of the areas such as visa cost, NHS cost, IELTs. Discussions on access to benefits for PGRs- no news yet.	CW	N/A
10.6	Graduations	University is reverting to only two graduations. All Research grandaunts would be having the one	CW	N/A

		ceremony and a celebration afterwards.		
10.7	RCAD and activities that will be taking place in support.	RCAD and support activities ready to go, would be released in January. Needs to sit down with TW and HS	CD	N/A
10.8	Christmas Close down dates	Refer to the student portal on what services to access during the Christmas break. The library would be open. Also looking through PRP submissions during that time, if anyone has any questions should reach out. Any PGRs that wants any holiday during that time can feel free	CW SM	N/A
10.9	Career Development	MA remains on hand for a variety of drop-in sessions, regarding your career aspirations, after submitting your research. Lots of flexibility in meeting, if preference is for either online or in person. Uses the	Reps to share MA contact with other PGRs	N/A

		system 'Handshake' for online sessions. This service can be extended 3 years after graduation.		
10.10	AI Guidance for PGR	There is Undergrads guidance on the use of AI, and they are aware it does not necessarily touch on the PGRs. However, there are preparations for PGR guidance on AI Use. There is a Focus group on the 3rd of December, as PGR Feedback would be important in creating the guidance, doesn't want this to impact what PGRs current use. About 6-8 reps needed from across multiple centres. The focus group would not take more than an hour	KM BW to post about the focus group on reps MS Teams channel.	N/A

10.11	Accommodation issues	CD- Student on studentships had an issue with accommodation, as they were required to pay in 3 instalments. Students stood grounds to pay in monthly instalments, but student now in trouble with Future lets. Could a standard agreement with Future Lets for masters/PGRs be agreed?	BW shared SU Advice service link to accommodation support https://www.yoursu.org/advice/housing/	N/A
10.13	How to better support PGRs. Attendance of PGRs in DC events- signing up then not attending impacts facilitators and student learning. Is it possible for PGRs to reach out if any situation has arisen? they can reach out to the DC for support or signposting.	Reps to discuss this with PGRs	Reps	Next RVF
11. 1	The move from Citrix to Apps Anywhere – What is the effect on PGRs and data?	DS Staff contact AP not in attendance KM- Apps anywhere use to be better as it was	AP (DS)	Ongoing

		previously used, however, students should contact DS with any queries.		
11.2	Could there be a better way of setting Chairs before the start of RVF	BW explains that the meeting is meant to be student led and there is already a process to do so, particularly at the end of rep meeting or asking in the rep's team channels. However, it is quite hard to get a volunteer to either chair or minute take before the meeting, which is why it is asked at the start of the meeting. However, open to any other suggestions on this.	N/A	N/A
11.3	Skills forge testing on 9th December and Thursday, 12th December. Open to all PGRs, PGR leads and supervisors.	Following up on email to REPS around skills forge testing, SM would like to get feedback for PGRs on the new Thesis submission processes. There would be scripts provided and would require	Email SM to take part	N/A

		feedback on how user friendly. Reps to help with circulation of information.		