

**Postgraduate Taught Executive Forum**

**21st of April 2020, 4pm**

**Microsoft Teams**

**Minutes**

**List of actions:**

**No actions were recorded from the meeting.**

1. **Welcome & Introductions**
2. **Apologies:**
	1. Apologies were received from the Dean of Science and from Emily Matthews from the School of International Relations.
3. **Postgraduate Academic Convenor update**
4. **Matters arising**
	1. **Impact of Covid-19 (AW)**

The Proctor invited students to raise any issues or concerns and to share information about modules which are going well.

The representative from Divinity reported that PGT courses are going well and that all material is being covered appropriately. Dissertation research is expected to be more tricky than usual, as it is now more difficult to access resources. The School are being supportive and hosted a forum at which students could discuss their dissertation topics.

The representative from Art History also reported that research has been more tricky than usual due to the discipline’s focus on primary sources. The School have been very supportive and are encouraging students to present their work at symposiums.

The representative from Philosophy reported that their Department also hosted a forum at which students could discuss their dissertation topics. Digital tutorials and lectures are going well.

The Dean of Arts asked the students whether adjustments have been made to enable them to pursue their chosen topics for summer dissertations, or whether there is still some work to be done.

The representative from Divinity reported that the School has made specific efforts to reach out to students, via email and weekly discussion forums, to ensure academic staff are aware of students’ needs.

The Provost reported that she has been in very regular contact with Directors of PGT programmes. An email will be sent to students shortly, which will provide information on leaves of absence and whom students should contact if they have any problems.

Dr Wilson from CEED (formally CAPOD) reported that dissertation skills sessions, which are normally available for students, will still be available online.

* 1. **PGT Rep roles and visibility**

The Postgraduate Academic Convenor explained that she is keen to ensure the role of the PGT Executive Representatives is more visible to students.

The representative from Art History reported that they regularly send out polls to gather student opinion and communicate closely with academic staff, with whom they have been in contact more frequently due to Covid-19.

The DoEd reported that she is working with CEED to develop a training session for the incoming cohort of PGT representatives, which will train reps in the responsibilities and opportunities of the role and provide information on organising career and community-building events specifically for PGT students.

The representatives agreed that more training around the responsibilities of the role would be helpful. One representative suggested that it may be helpful to have more than one PGT Executive Representative per School to ensure appropriate representation if a School has a large number of PGT programmes.

The Provost explained that if students have ideas for events they wish to run, they can apply for funding through the St Leonard's Postgraduate College Community Fund. Any students with ideas should contact provost@.

1. **Updates or comments from PGT Executive Representatives**

No updates or comments were received.

1. **Updates or comments from University staff**

No updates or comments were received.

1. **AOCB**