

Postgraduate Advisory Group Policy

Category: Governance

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Approved By: Executive Committee

Contact Person: UCSA President

Introduction

The purpose of this policy is to clarify the role and responsibilities of the UCSA Postgraduate Advisory Group (PG Advisory Group). The PG Advisory Group will help to ensure postgraduate students have a voice within the UCSA and throughout University.

Policy Statement

The PG Advisory Group is responsible for providing student feedback and direction to the UCSA Executive Committee and any relevant parties involved in postgraduate students' needs and issues. The aim of the PG Advisory Group is to ensure that the UCSA and University endeavour to hear all student voices and initiates actions and programs to create a stronger sense of belonging for all students on campus.

Membership

The PG Advisory Group will usually consist of 5-15 members but no less than 5, excluding the permanent seats allocated by the President.

The PG Advisory Group should comprise of members:

- a) with an appropriate range of skills and experience to best represent postgraduate students; and
- b) who have an understanding of current and emerging concerns of postgraduate students and can provide advice and recommendation

Members include:

UCSA President (chair)

UCSA Postgraduate Representative

Te Akatoki Tumuaki/President or delegate

1 – 3 postgraduate student(s) from the College of Arts

1 – 3 postgraduate student(s) from the College of Business & Law

1 – 3 postgraduate student(s) from the College of Engineering

1 – 3 postgraduate student(s) from the College Education, Health, and Human Development

1 – 3 postgraduate student(s) from the College of Science

Further student(s) from the postgraduate student body may be appointed by the chair.

Nomination

Applications will be sought from postgraduate students across the campus. Applications will be advertised on UCSA media and via email.

Selection

Selection will be via a selection panel or an election, as determined by the UCSA Executive.

The selection panel may consist of the UCSA President, UCSA Postgraduate Representative, a UC PGSA representative, and a UC representative. If necessary, interviews will be carried out and successful candidates will be announced within one month of applications closing.

Rotation

Each member of the Committee must be a postgraduate student of the University of Canterbury at all times and is appointed for a term of 12 months; at the end of which they are eligible to apply for reappointment.

Responsibilities

The purpose of PG Advisory Group is to ensure UC postgraduate students have a strong voice through which to express their opinions and concerns.

This will predominantly be achieved through two key mechanisms:

- 1) The PG Advisory Group is to provide advice and make recommendations on issues and concerns to UCSA Executive Committee, who may in turn take to any relevant UC committees.
- 2) Representatives of the PG Advisory Group shall sit on the Postgraduate Working Group. This Group consists of the Executive Director of Student Services, the Dean of Postgraduate Research, the UCSA President and UCSA Postgraduate Representative.

Each group of College Postgraduate student(s) will work in collaboration with their respective College postgraduate co-ordinators.

The UCSA President and Student(s) will be responsible for contacting all the clubs that are affiliated with the UCSA, so as to ensure that they are represented at this level as well.

The PG Advisory Group may also function as a reference group on UCSA materials, policies, and events when looking for student perspective.

Each member of the PG Advisory Group is able to suggest agenda items.

Chairperson

The position of Chairperson of the PG Advisory Group will be held by the UCSA President or the UCSA Postgraduate Representative. The chair of PG Advisory Group will provide a verbal or written update at the next Executive Committee meeting.

Secretarial Support

Meetings will be minuted by the Personal Assistant of the UCSA President and will be circulated among the Executive Committee.

Meeting Regularity

The PG Advisory Group will meet at least four times a year with an expectation of a meeting duration of up to two hours. The committee shall have its first meeting by the end of March.

More meetings can be called by any member of the PG Advisory Group at any stage by contacting the chair.. The chair will decide a timeframe within which to hold the meeting, but no longer than two weeks after it has been called for.

Appointee(s)/Representative(s) of the Colleges can meet as often as they would like via internal communication between themselves.

One PG Advisory Group member from each College will sit on the Postgraduate Working Group. This Group will meet at least twice a year, once in the first semester and once in the second semester.

Attendance

Any student can attend a PG Advisory Group meeting and may bring an item to the agenda by giving one week's notice in writing to the chair. The student will sit in attendance only and may have speaking rights.

Any member of the UCSA Executive may sit in attendance and will have speaking rights only.

As a member of this committee, the opportunity may arise to sit on University meetings including college and postgraduate meetings.

Attendance to meeting can be virtual should a representative not be able to attend in person.