



Postgraduate Advisory Group (PGAG) Charter

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 (PGAG). The UCSA PGAG will help to ensure postgraduate students have a voice within the UCSA and throughout University.

Policy Statement

The PGAG is responsible for providing student feedback and direction to the UCSA Executive Committee and Chief Executive regarding any relevant parties involved in postgraduate students' needs and issues. The aim of PGAG is to ensure that the UCSA 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 PGAG Committee will usually consist of 5-15 members but no less than 5, excluding the permanent seats allocated by the Postgraduate Representative and President and/or their delegate.

The PGAG Committee 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 Postgraduate Representative
UCSA President or delegate

Te Akatoki Tumuaki/President or delegate

2 PGSA representatives

1 – 3 postgraduate student(s) preferably from each College

Further student(s) from various levels of study from the post graduate community may be appointed by the chairperson.

Nomination

Applications will be sought from postgraduate students across the campus. Applications will be advertised on UCSA media channels.

Selection

The selection panel may consist of the UCSA President or their delegate, UCSA Postgraduate Representative and UCSA Vice President. 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 an enrolled postgraduate student of the University of Canterbury at the time of application and throughout their term on the Committee. Each member is appointed for one academic year; at the end of which they are eligible to apply for reappointment.

Responsibilities

The PGAG Committee 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.

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 PGAG Committee is able to suggest agenda items.

Chairperson

The position of chairperson of the PGAG Committee will be held by the UCSA Postgraduate Representative and/or the UCSA President or their delegate. The chairperson of PGAG Committee will provide an update at the next Executive Committee meeting.

Secretarial Support

Meetings will be minuted and will be circulated among the Executive Committee.

Meeting Regularity

The PGAG Committee will meet a minimum of four times a year (usually twice a term) with an expectation of a meeting duration of no more than two hours. The committee shall have its first meeting by the end of term one.

Attendance

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

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