

SERVICE STATEMENT

The following services are routinely provided for Schools by the PGR¹ School Support Team and the Doctoral Research Office:

Admissions

Including: Handling PGR admissions-related enquires, Providing information and guidance to prospective students and academic staff, Managing PGR applications and liaising with relevant staff and referees, Arranging interviews for prospective students.

Student Induction and Enrolment

Including: Ensuring PGR students are appropriately enrolled at the necessary times during their programme, providing support for School and Central Induction events, Updating and distributing handbooks, lab notebooks, and relevant information on Blackboard.

Student Record Management

Including: Changes to student status, mode of attendance, and fee sponsorship records.

Studentships

Including: Support for allocation, advertising and award, set up of approved fees and stipends.

Graduate Training Assistants (GTAs)

Including: Providing advice on establishing GTA positions, advertising, and appointment.

Immigration Compliance

Including: Case work and record management to ensure compliance with Tier 4 regulations, Reporting to the Home Office, Provision of CAS for visa extensions.

Progress Monitoring

Including: Support for formal review points, Support for progress reports to sponsors, Evaluation of supervisory arrangements, Status changes, Suspensions and withdrawals, .

Student Advice

Including: Student query handling, Pastoral support, Individual case work.

¹ The Graduate School, and particularly the School Support Team, primarily supports PGR students on PhD programmes and the EdD. Some advice and support is provided by other members of the Graduate School in relation to other PGR programmes.

School-based Training* and Events

Including: Providing support for School-based Doctoral training, Organising and supporting School events, such as PGR seminars and Conferences.

*EdD Programme: Administrative support for the EdD programme in the Institute of Education will also be provided by the PGR School Support Team.

Examinations

Including: Providing support at School level for examiner nominations and viva arrangements².

Additional services related to Examinations are provided by the Doctoral Examinations Officer within the Graduate School. These include:

Managing the appointment process for PGR examiners, Managing central assessment processes including the receipt and issue of theses, Advising examiners and School staff on examination policy and procedures, Processing examiner recommendations, advising candidates of resubmission requirements, submitting recommendations to Senate and updating RISIS records, Maintaining and updating documents relating to PGR assessment.

Additional services are provided by the Dean of PGR Studies, Associate Directors of PGR Studies, Head of PGR Support & Development, and other members of the Graduate School staff. These include support for the following:

Website

Including: Keeping the Graduate School website up-to-date with comprehensive information about the University's services and provision for prospective and current postgraduate research students.

Marketing and Recruitment

Including: Monitoring relevant data and liaising with School and Function staff where appropriate, Identifying and supporting recruitment initiatives, Supporting the marketing of PhD opportunities at School level and centrally.

Doctoral Training Partnerships

Including: Support for bid preparation, Working with partner institutions to set up and manage new consortium-based arrangements, Studentship allocation and award, Governance and management.

Partnership Development and Support

Including: Identifying opportunities, Negotiating agreements, Managing arrangements post-registration.

² School Support Team administrators are not responsible for completing examiner nomination forms, nor arranging viva dates.

Governance and Policy Development

Including: Ensuring compliance with relevant elements of the QAA Quality Code, Support for the University Committee on Postgraduate Research Studies and other relevant PGR committees / fora.

Liaison with Research Councils

Including: Set-up and maintenance of J-es records, Research Fish, Submission rates and other surveys.

Generic and Professional Skills Training

Including: Maintaining and enhancing the Reading Researcher Development Programme, taking account of student feedback and School requirements, Maintaining attendance records, working with HBS to run the PGR Leadership Programme, Working with CQSD to support the Preparing to Teach programme.

Digital Presence

Including: Managing and developing the Graduate School digital presence for prospective students, current students, and staff involved in supervising and supporting PGR students.

Networking and PGR Community Building Events

Including: Organising and running University-wide PGR networking and social events, including the Annual Doctoral Conference and Fairbrother Public Lecture.

Student Representation and Feedback

Including: Coordinating PGR Student Representatives Forum, Liaison with RUSU, and PRES.

Study Support

Including: Allocating and managing PGR student desk space in the Graduate School and access to other facilities provided by the Graduate School, Managing the PGR student travel fund.

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