****EXECUTIVE OFFICER REPORT**

## Report Information

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| **Officer Role:** | Postgraduate Student Officer (Research) |
| **Officer Name:** | **Anthony Stepniak** |
| **Date of Meeting:** | 12/03/2020 |
| **Date of Previous Student Council:** | 13/02/2020 |

## Reporting

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| Summary |
| I have officially finished the working on the final chancellors funded PGR Video, which was premiered the Diamond Research Awards. Following its premiere, we did some more editing work on it and it is now set for release next week and will be made public. This completes the two years long, four video projects. The fourth and final video is entitled: ‘The Benefits of Research Degree Study’ and involves interviews with current UoN PGR students and staff.  I attended the Diamond Research Awards, and premiered the fourth PGR video as well as providing social media coverage for the event.  I have been promoting the STAR Awards – for PGR’s to vote for the new Supervisor of the Year award, and the other roles which may be applicable such as the support staff member of the year.  I have been working with the President and SU Staff on trying to ensure that the PGR Community are aware of elections and ensuring that they are getting the correct Comms.  I was on the interview presentation panel for the level 8 lead in FAST and we have successfully appointments Dr Wanda McCormack to the role. This now ensures that all faculties have a level 8 PGR lead.  I have been working with the Graduate school, research leads and level 8 leads as we prepare for PGR Induction next week. I have organised the PGR Induction social for Tuesday evening, and invited current PGR’s, supervisors, research support staff the deanery and the VC and DVC will be in attendance.  Finally, preparation is now underway for the UoN Annual Research Conference, the CFP has been approved the organising team, of which I am a member, and this has now been sent out internally PGR’s and members of staff.  I ran an open Padlet which I shared with PGR’s to gather student voice on the use, modification and sustainability of the PGR space – I have collected a large body of PGR voice and opinion which I am ready to use once, and if, discussions around the PGR space begin. |

### Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

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| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
| Oversee the implementation of strategic plan to ensure fair PGR teaching opportunities | A PGR Teaching Policy is now approved. This was supported by our, soon to be departed, Dean of the Faculty of Business and Law. We are in the process of setting up meetings to look at the implementation of this ready for the next academic year. |  |
| Maintain, Enhance and Sustain the Research Student Workspace | As mentioned in my summary, I have collected student voice on the use and enhancement of the space. Additionally, I have worked on accommodating specialist needs by adapting the space with an electronic raising desk and specialist chair. |  |
| Creation of an institution-wide database of PGR student expertise | This will be undertaken as an approach as part of the implementation of the Teaching opportunity mentioned in the first manifesto point above – updates will be provided. |  |

### Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

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| **Mandate** | **Date of Mandate** | **Progress Since Last Meeting** | **RAG Rating** |
| N/A | MM/YY |  |  |
| N/A | MM/YY |  |  |
| N/A | MM/YY |  |  |
| N/A | MM/YY |  |  |
| N/A | MM/YY |  |  |

### Other Items

Please highlight any other notable actions since the last Council meeting.

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| **Issue/Action** | **Progress Since Last Meeting** |
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### Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

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| **Gift/Benefit** | **Value** | **Reason** |
| N/A |  |  |
| N/A |  |  |

### Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

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| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
| Special Education Committee | 25/02/2020 | 01:00 | Following the last Student Council, I attended a special Education Councillors meeting in the Learning Hub. I discussed the PGR perspective on the topics provided. |
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### Timesheet

Please list your work hours during the reporting period and your main work location for that day.

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|  | **Week 1:** 10/02/2020 | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In |  | 9:00 |  |  | 9:00 |  |  |
| Out |  | 13:00 |  |  | 14:00 |  |  |
| Total |  | 4 Hours |  |  | 5 Hours |  |  |
| Location |  | PGR Space Senate |  |  | PGR Space Senate |  |  |
|  | **Week 2:** 17/02/2020 | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In |  | 18:00 |  |  | 9:00 |  |  |
| Out |  | 23:00 |  |  | 14:00 |  |  |
| Total |  |  |  |  | 5 hours |  |  |
| Location |  | Franklins Gardens |  |  | PGR Space Senate |  |  |
|  | **Week 3:** 25/02/2020 | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In |  | 9:00 |  |  | 9:00 |  |  |
| Out |  | 13:00 |  |  | 14:00 |  |  |
| Total |  | 4 Hours |  |  | 5 Hours |  |  |
| Location |  | PGR Space Senate |  |  | PGR Space Senate |  |  |
|  | **Week 4:** 03/02/2020 | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In |  | 9:00 |  |  | 9:00 |  |  |
| Out |  | 13:00 |  |  | 14:00 |  |  |
| Total |  | 4 Hours |  |  | 5 Hours |  |  |
| Location |  | PGR Space in Senate |  |  | PGR Space in Senate |  |  |

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