UGS Scholars (PGT)

Supporting Document 2023-24

# The University Graduate School UGS Scholar (PGT) Scheme

The University Graduate School enables PGTs from across the University to integrate and cooperate, intellectually and socially. The UGS supports PGT-led interdisciplinary workshops, social events, training, and networking.

**The University Graduate School (UGS) is offering ten PGT Scholarships, with representation from all five Colleges.**

Each UGS Scholar (PGT) will receive a fixed scholarship of £1000, paid pro-rata from their start date in November 2023 to the end of July 2024. In return for this scholarship, the UGS Scholars are asked to support community building and student development activities delivered by the University Graduate School (UGS) as well as initiate and deliver community building activities as detailed in the Terms and Conditions document.

To take full advantage of the opportunity and make a valuable contribution to the scheme, the successful UGS Scholars will need to regularly commit a meaningful amount of their time. This commitment will vary throughout the year but should average to be approximately one day per month or 2-3 hours per week. However, the role is flexible and every effort will be made to accommodate UGS Scholar’s academic and personal commitments.

We are committed to our UGS Scholars reflecting the diversity of the postgraduate taught student body. Part-time, distance-learning and international students are encouraged to apply, as well as full-time, campus-based students.

These scholarships will provide an ideal opportunity for postgraduate taught students to develop professional skills in a number of areas including: organising and promoting events; communication; project management; budget management; acting as an ambassador to an organisation and service. The scholarship holders will be able to improve and expand their professional networks and gain valuable insight and knowledge of issues affecting PGTs, as well as of a Higher Education institution as a whole.

# UGS Scholar (PGT) Applications

Applications should take the form of a **500-750 word statement and short CV** demonstrating the applicant’s potential to support the key aims of the UGS Scholar Scheme outlined below.

Applicants will be required to **complete a short online application form** gathering basic details about the applicant.

**The closing date for applications is 23:59pm on Sunday 8th October.**

**If shortlisted, you will be invited to a 1-hour group task and a short, individual ‘get to know you’ interview on 18th or 19th of October. Ideally you will be available on both days to be shortlisted, but in the application you will be invited to let us know your availability on those days.**

**If successful, you will be invited to start the scholarship in the week commencing 30th October.**

# Key aims of the UGS Scholar (PGT) Scheme

The UGS Scholars (PGT) will work together to:

* Contribute to promoting and raising awareness of the University Graduate School and PGT community by working closely with the University Graduate School and key contacts in the Colleges/Schools
* Initiate and organise relevant PGT development and community building activities open to all PGT students, across Edgbaston campus and online.
* Support delivery of the Postgraduate Research Festival in June 2024, and offer guidance and support for delivering PGT-focussed activities as part of the festival.
* Support selection and delivery of activities proposed in the PGT-led Activity Fund.
* Promote the existence of both physical and virtual PGT communities within UoB
* Use social media to engage PGTs, promote discussions and facilitate peer support
* Refer PGTs to other support available within the University as appropriate (e.g. Student Services, Careers Network, IT Services, the Guild of Students…)

# Shortlisting criteria:

* Currently, a normally registered UoB postgraduate taught student who will not complete their studies before 31st August 2024.
* Broad understanding of the challenges and issues facing postgraduate taught students and their sense of community.
* Ability to work both effectively and flexibly within a team and independently.
* Ability to engage with postgraduate students at all stages and in a range of disciplines.
* Excellent presentation skills in person or virtually.
* Excellent written and oral communication skills.
* Confident user of online engagement platforms (e.g. Zoom, MS Teams, Discord)
* Experience of organising and promoting online and/or in-person events would be an advantage.
* Experience of leading and organising people would be an advantage.
* Time management skills.
* Ability to engage with diverse groups such as international students and commuting students.
* Demonstrable knowledge of University support services would be an advantage, though we recognise that this will be difficult for new starters.
* Familiarity with and knowledge of the University Graduate School would be an advantage.
* Must demonstrate that the Scholarship would not hinder their studies.
* UGS Scholars are required to work both remotely and provide on campus event support if on a campus based course.

For an informal discussion about the UGS Scholar (PGT) scheme, please contact Mr Liam Knight, PG Community Engagement Officer (graduateschool@contacts.bham.ac.uk).

As the University Graduate School, we have a duty to support you in completing your studies, and to prioritise your academic success. Therefore, we ask that you consider carefully how you might balance the UGS Scholar role against your studies and other commitments before applying. As above, we are open to discussing some flexibility towards the role, whether you have questions ahead of making an application or throughout the year should your application be successful.

If, as an UGS Scholar, concerns are raised by your department or yourself in relation to you completing your course, a meeting will be held with all parties who have raised concerns, to discuss if continuing in the UGS Scholar role is the best course of action to support completion of your PGT studies. If the role is determined to be a significant obstacle in course completion, it will be ceased with a four-week notice period. You would retain any payment received monthly up until the point of cessation.