

Postgraduate Research Tutor Role

1 Responsibilities

- 1.1 Postgraduate Research Tutors (PGRT) are responsible for:
- i. Providing postgraduate researchers (PGRs) with an independent point of contact separate from their supervisory team;
 - ii. Advising on matters relating to wellbeing, research supervision, and general support (e.g., research environment, resources, and policies);
 - iii. Reporting to the School Research and Knowledge Transfer Lead (SRKTL) matters of concern pertaining to the PGR or which may have wider policy or procedural implications, maintaining confidentiality where appropriate.
- 1.2 School PGR-Leads will normally be the designated PGRT for PGRs in their schools.
- 1.3 There may be circumstances when this is not appropriate (e.g., the PGRT is a supervisor) or instances where, to better meet the needs and circumstances of the PGR, another member of staff is identified as more suitable.
- 1.4 In these circumstances, another member of staff will be designated as the PGRT but only following consultation with the prospective PGRT.
- 1.5 It is expected that, normally, a PGR would be supported by the same PGRT for their entire candidature.
- 1.6 However, when there are changes, these should be reported to Registry who maintain a record of PGRTs and their PGRs.
- 1.7 PGRs are responsible for contacting PGRTs to arrange tutorials as and when the need for additional support arises.
- 1.8 As part of providing support, the PGRT may consider it appropriate to encourage the PGR to raise issues with their supervisory team or direct the PGR to wider YSJU support services.
- 1.9 If issues cannot be satisfactorily resolved through initial dialogue and/or implementation of YSJU processes for managing PGR concerns, PGRs should be encouraged to make use of the University Complaints Procedure, where appropriate.

2 Eligibility

- 2.1 To be eligible to be a PGRT, staff should:
- i. Be included on the YSJU Supervisory Register (and therefore be eligible to supervise PGRs at YSJU).

Associated links:

Version control statement

Policy reference code:	TBC
Version:	2
Document title:	Postgraduate Research Tutor Role
Author role and department:	Head of Postgraduate Research
Approved date:	February 2023
Approved by:	RDC
Equality analysis undertaken:	Not undertaken

Amendments since approval:

Version:	Detail of revision:	Date of revision:	Revision approved by:
2	Revised role descriptor, change to terminology, reference to 'wellbeing support' rather than 'pastoral care'. PGRT to normally be the School PGR Lead.	Feb 2023	RDC