University of Warwick: PG Ambassador Scheme
Scheme Overview & Code of Conduct

Information
All this information, as well a link to sign up to work specific events, is available on the Graduate School website: www.warwick.ac.uk/services/academicoffice/gsp/current/ambassador

1. Overview
We know from feedback how much prospective students value the opportunity to learn from current postgraduates. The PG Ambassador scheme is primarily focused on providing information to prospective applicants and offer-holders before arrival. In some cases students will already be at Warwick and looking to progress to the next level of study; in others they may be coming to our University for the first time.

The four key principles that underpin the Scheme are as follows. We recognise:

i. ... the expertise that current students have in accurately representing the true experience of a Warwick postgraduate programmes.

ii. ... the desire of applicants to engage with those currently undertaking postgraduate programmes at Warwick, in order to access peer informed information before making a decision.

iii. ... the wishes of current postgraduate students to engage with a wider audience, and in particular, to share their (positive) experiences with others.

iv. ... the positive impact that engaging with such activities/initiatives can have on the personal and professional development of current postgraduate students.

2. Details of Possible Duties
There is a wide range of activities you can get involved with as a PG Ambassador at Warwick. Below are some typical examples of activities PG Ambassadors may get involved in (this list is illustrative):

Bloggning for PG Arrivals
Postgraduate bloggers help to support and inform incoming students during the pre-arrivals period from April to September each year. Through short written posts, our PG Ambassadors share insights on all areas of postgraduate life, including arrival to the UK from other countries, top tips on things to do, and how to prepare ready to start for postgraduate study. Posts are featured on Study Blogs and included in email communications with postgraduate offer-holders. The style of these posts tends to be friendly, peer-focused, and written in your own style.

Mentorship, Advice and Guidance
Previous PG Ambassadors have mentored and supported peers through the funding application process. Whether self-funded or a scholarship-holder, you will know how important it is to ensure sufficient funding is available for a course of study. Mentorship and advice allows prospective applicants to fully consider the available options, develop proposals and applications, and prepare for the potential outcomes once the announcement on funding is made. Typically a mentor will have a fixed number of mentees (usually <4), to guide, advise and signpost prospective applicants through this decision-making and application journey.
Lectures and Tutoring
Occasional opportunities may be available to lecture or tutor. In previous years our Ambassadors have become Brilliant Club tutors in local schools, as well as hourly-paid lecturers on Warwick’s Programme in English for Postgraduate Studies (PEPS).

Postgraduate Open Days and Independent Visits
On-campus events give prospective students a chance to visit the University, speak with PGs and academics, and ultimately to make a more informed decision over whether postgraduate study at Warwick is right for them. Events are normally held around November/December but focused faculty-based events also take place throughout the year. Both external visitors and current Warwick students register to attend. PG Ambassadors are essential to the day’s success, welcoming visitors onto campus, signposting, sharing insight on postgraduate study at course/department/university-level, giving department tours and talks.

External Postgraduate Study Events and Fairs
Warwick attends a number of events around the UK where we speak with prospective students who have questions about courses and postgraduate study at Warwick. Often prospective applicants appreciate the opportunity to speak with current Warwick postgraduates, either on the stand or in hosted Q&A sessions.

Postgraduate Prospectus
Produced annually, this publication (see left-hand column) is sent out to over 20,000 potential postgraduate students each year (both home and overseas). It lists all courses available at study and provides a guide to postgraduate study at the University. PG Ambassadors take part in focus groups to develop the style, concept and approach to this publication. We may also feature your words in the Prospectus itself on topics such as funding, skills development, career aspirations and studying in your department.

PGT and PGR Lunches
Designed to bring together postgraduate students from across the University, PG Lunches provide a space to meet informally and discuss ideas or simply catch-up. Previous PG Ambassadors have spoken at these events on topics of general interest, as well as postgraduate-focused services tailored to PGs. Ambassadors also facilitate discussion and support the smooth-running of these events.

Digital Content
As the saying goes, ‘a picture is worth a thousand words’. We create videos and photographs to communicate a richer sense of postgraduate life at Warwick. In some cases we may invite you to participate in a planned shoot; in others we will be looking for postgraduate-directed content where you write the script.

Outreach/Widening Participation
Widening participation Ambassadors mentor and support school and college students from non-traditional backgrounds, to support and encourage their progression to higher education. If you are specifically interested in these activities, you can apply to become a Widening Participation Ambassador (recruited annually in Term 1). Widening Participation Ambassadors are recruited annually as part of a separate scheme. As PG Ambassadors you will also have access to such opportunities. For example, our PhDs have become Brilliant Club tutors, who share research and inspire interest in future postgraduate study among Y5-12 students.
Other Activities
PG Ambassadors might also be invited to help out at other events if they so wish. These might include:

- Undergraduate Open Day
- Warwick Undergraduate Visits

3. Benefits of Participation
The benefits of participating in the PG Ambassador scheme are significant, and can be separated into four key areas:

Personal Development:
While academic study furthers certain skills, becoming a PG Ambassador allows you to develop additional and complementary abilities and competencies. Examples include communication skills when giving presentations to groups of potential students, organisational skills when helping out at large events, and team work when helping to deliver projects such as the Ambassador-led activities.

Professional Development:
The experience provided by these activities is relevant to a whole host of postgraduate careers. For those wishing to pursue an academic path, student recruitment is a key role undertaken by departments in all universities. Gaining professional experience in this area will therefore serve you well when you start to apply for jobs. Similarly, for those wishing to pursue non-academic posts, the transferrable skills you will develop as outlined above will be invaluable.

Networking and your PG Community:
Getting involved as PG Ambassadors brings you into regular contact with current postgraduates, academic and support staff, and visitors to Warwick. The connections you make as a PG Ambassador can enrich your time at Warwick, as well as deepening your involvement in the postgraduate life of the University.

Payment:
The standard rate of pay for activity will be in line with the Unitemps rate for Warwick Welcome Service (currently £7.71/hour, with an additional £0.93/hour holiday pay). For other activities, such as PEPS lecturing, a single payment is normally made. In each case, any remuneration for your involvement will be communicated to you as part of the job description.

Enhancing Your CV
When applying for jobs after your degree, PG Ambassadors will be able to call on a member of staff in the SARO/Graduate School/Postgraduate Community Engagement teams to provide a reference for the activities they have undertaken. Students will also be able to use the term ‘University of Warwick: Postgraduate Ambassador’ when applying for jobs.
4. Contact Details
The Student Recruitment and Admissions Office will take lead responsibility for the coordination of the scheme, with the Project Officer: PG Recruitment acting as the central administrator. Any queries should be directed in the first instance to:

Dr Stephen Soanes  
Student Admissions & Recruitment Office  
University House  
s.soanes@warwick.ac.uk  
024765 74058

5. Code of Conduct
All PG Ambassadors should sign and date the Code of Conduct attached, retaining one copy for their personal records.
PG Ambassador: Code of Conduct
University Copy

I agree that I will:

- Keep in regular contact with the programme administrator
- Reply to communication promptly, to any timescales indicated in PGA job descriptions
- Complete any commissioned work on time and to agreed specification
- Communicate effectively and appropriately with visitors and staff
- Be enthusiastic, positive and motivated at all times
- Be a good team member, respecting University staff & other students
- Follow guidelines when working with children and young people
- Maintain a professional attitude and behaviour
- Be a positive role model
- Be punctual and presentable at all events
- Sign in and out at each event as required
- Complete time sheets accurately and promptly when appropriate
- Be proactive and flexible
- Prepare fully for each event and study briefing notes where necessary
- Apply creativity and thoughtfulness to the task in hand

I agree that I will not:

- Share negative views about an event or activity in front of visitors – all comments can be fed back after the event to the organizer
- Engage in inappropriate behaviour with visitors
- Put any visitors at undue risk from avoidable hazards
- Use inappropriate language in front of visitors
- Use a mobile phone during an event unless required to do so in an emergency or during a designated break
- Group together with other staff instead of talking to visitors at events

Please note: any infringement of the code of conduct or any behaviour deemed unsuitable or inappropriate may result in non-payment for the activity, and ultimately being removed as a PG Ambassador.

Signed:________________________ Print:________________________ Date:__________________

<table>
<thead>
<tr>
<th>Department and/or Centre</th>
<th>Year and Level of Study (Master’s, MPhil, PhD)</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preferred Email

Preferred Telephone

THE UNIVERSITY OF WARWICK
PG Ambassador: Code of Conduct
Student Copy

I agree that I will:

- Keep in regular contact with the programme administrator
- Reply to communication promptly, to any timescales indicated in PGA job descriptions
- Complete any commissioned work on time and to agreed specification
- Communicate effectively and appropriately with visitors and staff
- Be enthusiastic, positive and motivated at all times
- Be a good team member, respecting University staff & other students
- Follow guidelines when working with children and young people
- Maintain a professional attitude and behaviour
- Be a positive role model
- Be punctual and presentable at all events
- Sign in and out at each event as required
- Complete time sheets accurately and promptly when appropriate
- Be proactive and flexible
- Prepare fully for each event and study briefing notes where necessary
- Apply creativity and thoughtfulness to the task in hand

I agree that I will not:

- Share negative views about an event or activity in front of visitors – all comments can be fed back after the event to the organiser
- Engage in inappropriate behaviour with visitors
- Put any visitors at undue risk from avoidable hazards
- Use inappropriate language in front of visitors
- Use a mobile phone during an event unless required to do so in an emergency or during a designated break
- Group together with other staff instead of talking to visitors at events

Please note: any infringement of the code of conduct or any behaviour deemed unsuitable or inappropriate will be acted upon accordingly. This may result in non-payment for the activity, and ultimately being removed as a PG Ambassador.

Signed: ____________________________     Print: ____________________________     Date: ____________________________