UNIVERSITY OF ST ANDREWS
POSTGRADUATE RESEARCH COMMITTEE
Wednesday 10 February 2016 at 2pm
in Lower College Hall

Present
Professor L Milne (Vice-Principal, Proctor) (Convener); Professor D Woollins; Professor P Hibbert; Professor A Dearle; Dr A Yechury; Dr L Goddard; Dr A Gardner (for T. Meagher); Professor N Westwood; Dr M Lavan; Professor J Davila; Professor M Costa-Gomes; Dr T Jones; Dr M Singer; Dr R Bavaj; Dr G Slomp; Dr P Roscoe; Dr J Mitchell; Dr P Reynolds; Dr D Evans; Dr J Keeling; Dr I Jentzsch; Dr P Greenough; Dr L Meischke, Dr S Whittle; Mr K Donachie; Mr E McCubbin; Mrs C Morris; Mrs E Ruskuc; Dr A Sandeman (for items 4 and 5); Mr Joe Tantillo; Mrs N Milton; Mrs E Feamster

Apologies
Professor D Crossman; Professor T Meagher; Dr I Duncan; Mr P Brown

1. Apologies for Absence

Apologies were noted and the Proctor took the opportunity to welcome new PGRC members Akhila Yechury (PGR Pro Dean for Semester 2), Myles Lavan (DoPG for Classics), Tom Jones (DoPG for English) and Sarah Whittle (replacing Lara Meischke as representative for Student Services). DoPG members were invited to attend the Academic Open Forum taking place on 17 February 2016, 12-2pm in Lower College Hall.

2. Minutes of 25 November 2015 and Matters arising

The minutes of the previous meeting were accepted as a correct record. The Proctor reminded PGRC members to email the Dean of Arts and Divinity with examples of good practice for PGR tutor marking training within their schools.

3. Risk Assessment Procedures

The VP Research reminded PGRC members that all university constituents, including PGR students, should notify the university if they will be traveling away from St Andrews on university business and should complete a risk assessment in order to be covered under university insurance. A risk assessment for PGR students must be completed in addition to the application to study away from St Andrews. Currently this policy is not fully complied with, and there will be increased efforts to raise awareness and increase compliance. PGRC members were asked to feed back any opinions they have on the process to Emmy Feamster at ef54@.

4. Policies and Regulations

PGRC received reports on the following policies.

Parental Leave Policy

A draft of the proposed parental leave policy for postgraduate research students was presented. The policy would allow students to remain registered with the University and maintain contact with their supervisor while stopping their degree clock for a period of parental leave. The policy proposes to provide a stipend for university funded PGR students however the stipend will not be awarded to students with research council funding or self-funded students. Following discussion, the subsequent amendments were proposed:
• It was requested that additional consideration be given to the residency requirement. The Proctor agreed to speak with the Finance Director to see if this could be removed.
• It was queried whether the council tax exemption could be expanded to include students within a commutable distance from St Andrews. Registry officers confirmed that the University is only able to make arrangements with Fife Council and is unable to extend this offer to students residing in other council districts.
• Clarification regarding the fee status of students on parental leave was requested. Students will not be charged any fees during parental leave, and it was agreed that this will be more clearly stated in the policy.
• A mandatory return to work meeting was suggested and it was agreed that this will be added to the policy before it goes to Academic Council.
• A sentence will be added directing students who need additional assistance, whether financial or otherwise, to contact Student Services.
• It was agreed that the trade unions will have sight of the policy before it goes to Academic Council for final approval.

Doctor of Performing Arts Senate Regulations

The regulations were accepted as written and will proceed to Academic Council for final approval. The Dean of Arts and Divinity agreed to clarify the extent to which Royal Conservatoire students follow St Andrews regulations. DoPGs were invited to use the DPerf regulations as a model to help them think about opportunities for professional doctorates in their own schools.

Posthumous Qualifications

The paper was discussed and approved, pending minor clarifications.

5. Working Group Reports

Higher Education Achievement Record

PGRC members received an update from the PGR HEAR Working Group. The group hopes to incorporate students’ publication records as well as their thesis abstract. To support this, PGRC agreed that all PGR students should be required to submit their thesis electronically to the library before they are permitted to graduate. It was requested that any PGR courses required by specific programmes be included on the HEAR. The working group will consider the recommendations from PGRC and undertake further consultation. The final paper will come back to PGRC as a paper for information.

Progress Reviews

An update from the Progress Reviews Working Group was provided to PGRC. There was extensive discussion around the proposed MMS system and the report forms that will be required, including the design of the supervisor’s report and whether the student should see the supervisor’s report and vice versa. It was agreed that the working group will draft samples and bring them back to PGRC for further discussion.

6. Papers for Information

PGRC members discussed the use of PURE and Researchfish by PGR students. Students funded by RCUK must create and maintain a Researchfish profile. The VP Research informed members that PGR students are required to maintain their account for 3 years after graduation or the university will be sanctioned. Discussion with IT is ongoing to determine how best to facilitate this.

7. Discussion Topic
PGRC received a report from the School of Chemistry about the process of securing their Athena Swan Silver Award.

8. Date of Next Meeting

It was noted that the next meeting would be held on Wednesday 13 April 2016 in Parliament Hall from 2-4 pm (tea/coffee available from 1:30pm).
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<thead>
<tr>
<th>Agenda Items: (10 Feb 16)</th>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Risk Assessment Procedures</td>
<td>• Send any feedback on risk assessment procedures to Emmy at ef54@</td>
<td>All PGRC members</td>
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| Parental Leave Policy | • Ask Finance Director whether residency requirement can be removed from the policy  
• Waving council tax – Investigate whether arrangements can be made with neighbouring councils. If not, make explicit in the policy that the arrangement is only with Fife Council  
• Add in information on return to work meetings  
• Clarify that students remain registered while on Parental Leave but are not charged fees  
• Add additional wording that students requiring additional support, financial or otherwise, should contact Student Services  
• Send to Academic Council once suggested amendments have been made | Proctor  
Alison Sandeman  
Alison Sandeman  
Alison Sandeman |
| Doctor of Performing Arts Senate Regulations | • Approved, send to March 9 Academic Council  
• Clarify whether the Royal Conservatoire follows all St Andrews PGR Regulations and whether DPerf regulations are consistent with pending PGR Regulation updates | Emmy Feamster  
Dean of Arts/Emmy Feamster |
| Award of Posthumous Qualifications | • Clarify point 4 – “A student who is on Leave of Absence at the time of death will be considered under the present policy”  
• Clarify point 10 regarding when and how the award will be given | Proctor |
| PGR Higher Education Achievement Record | • Submission of digital copy of the PGR thesis to the library to become a requirement in order to graduate  
• Additional discussion on whether any required courses for PGR students can be included on the HEAR  
• Conduct more consultation with DoPGs and bring final paper back to PGRC for information | Emmy Feamster to coordinate  
Alison Sandeman |
| Progress Reviews Working Group Report | • Add a reminder that students should identify any events that may have hindered their progress at time of review, if not before  
• Consider including functionality for supervisors to assign a colour code along with their report  
• Consider if a student’s general skills training can be automatically pulled through to their self assessment form  
• Give further consideration to routes for students to give confidential feedback outside of their department.  
• Draft progress review forms and bring back to PGRC for further discussion | Riccardo Bavaj  
Riccardo Bavaj, Implementation group  
Riccardo Bavaj, Implementation group  
Riccardo Bavaj, Implementation group |
<p>| Proctor’s and Provost’s Update | • Find guidance on Research Fish and send to DoPGs (done) | Emmy Feamster |</p>
<table>
<thead>
<tr>
<th>Discussion Topic</th>
<th>• Send slides to PGRC members</th>
<th>Emmy Feamster</th>
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<tr>
<th><strong>Agenda Items: (25 Nov 15)</strong></th>
<th><strong>Actions (still pending)</strong></th>
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<tr>
<td>Discussion Topic – Marking training for PGR Tutors</td>
<td>• Share examples of good practice with the Dean of Arts via email to deanarts@</td>
<td>All DoPGs</td>
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<td><strong>Agenda Items: (14 Oct 15)</strong></td>
<td><strong>Actions (still pending)</strong></td>
<td><strong>Responsibility</strong></td>
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<td>Discussion Topic – Supervisor Training</td>
<td>• Establish more guidance for internal and external Viva examiners</td>
<td>PGR Pro Dean</td>
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Emily Feamster  
Postgraduate Administrative Officer  
11 February 2016