UNIVERSITY OF ST ANDREWS  
POSTGRADUATE RESEARCH COMMITTEE  
Tuesday 3 May 2016 at 2pm  
in Parliament Hall

Present  
Professor L Milne (Vice-Principal, Proctor) (Convener); Professor P Hibbert;  
Professor A Dearle; Dr A Yechury; Dr L Goddard; Professor T Meagher; Dr P Kilian  
(for 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 J Mitchell; Dr P  
Reynolds; Dr J Keeling; Dr I Jentzsch; Professor R Dilley; Dr P Greenough; Dr S  
Whittle; Mr K Donachie; Mrs C Morris; Dr A Sandeman (for Mrs E Ruskuc); Mr J  
Tantillo; Mrs N Milton; Mrs E Feamster; Ms R Frood (for item 1); Dr R Malham (for  
item 4)

Apologies  
Professor D Woollins; Professor N Westwood; Dr I Duncan; Dr B Rao; Mr E  
McCubbin; Mrs E Ruskuc

1. Presentation from Ms Rhona Frood, Space Planning Manager  
Ms Frood provided an update on progress at the Guardbridge site and informed PGRC members  
about the plans to relocate some of the Professional Services Units to Guardbridge. The move  
will free up space in the town centre for teaching activities. Staff relocation is expected to take  
place between August and October 2018.

2. Apologies for Absence  
Apologies were noted. The Proctor informed PGRC members that a new Postgraduate Academic  
Convenor has been elected, but was unfortunately unable to attend the meeting on such short  
otice. Mr Euan Grant will be invited to future PGRC meetings to represent postgraduate  
students.

3. Minutes of 13 April 2016 and Matters arising  
The minutes of the previous meeting were accepted as a correct record. There were no matters  
 arising.

4. Research Integrity Concordat  
Dr Malham provided an update on the Research Integrity Concordat and the working group that  
has been formed to implement the Concordat. The Concordat requires that all researchers  
working under the umbrella of the University, including postgraduate research students, adhere  
to the same research expectations. Minor changes to the Policy for Supervisors and Students in  
Research Postgraduate Programmes were presented to PGRC members and approved. It was  
requested that the working group consider providing more guidance on the difference between  
Academic Misconduct and Research Misconduct.

5. PGR Progress Reviews Working Group Report  
The working group presented final amendments to the policy and guidance, as well as drafts of  
the Supervisor’s Report Form, Student Self-Assessment Form and Reviewers’ Report Form.  
PGRC members approved the policy and forms as presented and these will go to the June 2016
Academic Council for final approval. A timeline for full implementation of the policy is still dependent on IT resource but DoPGs were encouraged to start adopting the forms, policy and guidance in as many ways as they see fit.

6. PGR Student Representation and Community
The Director of Representation gave an overview of the representation structures for PGR students. Class reps are elected to represent the PGT and PGR populations in each school, along with class reps for each UG year. All class reps are invited to the Staff Student Consultative Committee, although PGR issues often differ greatly from UG and PGT issues. It was suggested that PGR students be offered a separate avenue to discuss concerns with staff members, and an example of a recent successful event was given from Philosophy. Overall PGRC members felt that representation arrangements are working well.

7. Policies and Regulations
Independent Learning Week

The Proctor introduced the paper on Independent Learning Week and clarified that the paper is not confidential, having been approved by Academic Council on 26 April. Independent Learning Week will come into effect for the 2016/17 academic year and schools will receive more guidance on appropriate learning tasks from the Proctor’s Office prior to the start of the Autumn semester.

8. Papers for Information
Papers for information were received without comment.

9. Discussion Topic
The Dean of Arts gave an overview of three initiatives that are being organised through his Higher Education Research Development Programme. Further details of the workshops will be circulated to PGRC members.

10. Date of Next Meeting
It was noted that the next meeting would be held on Wednesday 12 October 2016 in Parliament Hall from 2-4 pm (tea/coffee available from 1:30 pm).

Emily Feamster
Postgraduate Administrative Officer
9 May 2016
### POSTGRADUATE RESEARCH COMMITTEE

**ACTIONS ARISING FROM MEETING HELD ON 3 MAY 2016**

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<tr>
<th>Agenda Items:</th>
<th>Action</th>
<th>Responsibility</th>
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| Research Integrity Concordat         | • Provide additional guidance in final working group documents on the difference between academic misconduct and research misconduct.  
• Submit to June Academic Council   | Richard Malham          |
|                                      |                                                                        | Emmy Feamster      |
| PGR Progress Reviews                 | • Consider implementing key policy elements, as far as is practical.  
• Submit to June Academic Council   | All DoPGs             |
|                                      |                                                                        | Emmy Feamster      |
| PGR Student Representation           | • Consider providing a separate SSCC for PGR students                 | All DoPGs          |
| Independent Learning Week           | • Provide additional guidance to school on acceptable learning tasks to be included in Independent Learning Week | Proctor            |