UNIVERSITY OF ST ANDREWS
POSTGRADUATE RESEARCH COMMITTEE
Wednesday 13 April 2016 at 2pm
in Parliament Hall

Present

Professor L Milne (Vice-Principal, Proctor) (Convener); Professor P Hibbert; Professor A Dearle; Dr A Yechury; Dr Clare Peddie (for item 3); Dr L Goddard; Professor T Meagher; Professor N Westwood; Dr M Lavan; Dr I Duncan; Professor J Davila; Professor M Costa-Gomes; Dr T Jones; Dr N Finney; Dr R Bavaj; Dr G Slomp; Dr P Roscoe; Dr J Mitchell; Dr P Reynolds; Dr J Keeling; Dr I Jentzsch; Ms A Ritchie (for Dr S Whittle); Dr B Rao (for Mr P Brown); Mr K Donachie; Mr E McCubbin; Mrs C Morris; Mrs E Ruskuc; Mr J Tantillo; Mr J Carr; Mrs N Milton; Mrs E Feamster

Apologies

Professor D Woollins; Professor D Crossman; Dr D Evans; Dr P Greenough; Professor R Dilley; Dr S Whittle; Mr P Brown

1. Apologies for Absence

Apologies were noted and the Proctor took the opportunity to welcome new PGRC members Jack Carr, the DoRep elect, and Bhavya Rao, who is replacing Paul Brown as the representative for the Careers Centre. DoPGs were reminded that the PTES survey opens on 18 April and were asked to remind PGT students to complete the survey. PGRC members were also reminded of the Teaching Excellence Ceremony on 19 April and invited to attend.

2. Minutes of 25 November 2015 and Matters arising

The minutes of the previous meeting were accepted as a correct record. The following updates on matters arising were given:

• It was confirmed that Academic Council approved all policy papers put forth by PGRC at the March 2016 meeting.
• Colleagues at the Royal Conservatoire of Scotland confirmed that students on the collaborative programme will follow all St Andrews regulations. The Royal Conservatoire includes their own coversheet to highlight any differences.
• The Proctor confirmed that the PGR Parental Leave Policy was amended to allow students to take their leave outside of St Andrews. The policy will go to the June Academic Council for final approval.

3. Policies and Regulations

The three papers presented in this section represent the culmination of the Postgraduate Change of Registration Working Group. Following discussion, papers B and D were approved as written. Clarification was requested for paper C regarding the requirements for upgrading from a Postgraduate Diploma to a MLitt. It was agreed that this wording would be updated to reflect the same requirements as moving from a MLitt to a MPhil. Paper C was approved pending this change.

4. Working Group Reports

Oral Updates were received from the Progress Reviews Working Group and the PGR Tutoring Working Group.
Progress Reviews

The working group has amended the documents in line with the discussion at the last PGRC. Students and supervisors will now have the opportunity to assign a colour code as part of the review. It was decided that the progress review process should be as transparent as possible so guidance on information sharing was updated to reflect that student self assessments and supervisor’s reports will be shared.

PGR Tutoring

The group is working to bring all the policies related to PGR tutoring together into one comprehensive document which will include a list of core requirements schools must meet. The group will produce a series of template documents for use in standardising the procedures for offering PGR students teaching, selecting tutors, giving feedback, and highlighting the professional development benefits of tutoring. Preliminary drafts of these documents are scheduled to come to the first PGRC meeting of 2016/17.

5. Papers for Information

Papers for information were received without comment.

6. Discussion Topic

The Dean of Science led discussion on the use of plagiarism detection on PGR theses and the possibility of requiring only electronic submission of the final thesis, rather than hard copy. PGRC members discussed both issues at length, expressing mixed opinions. Further consideration will be given to these issues and they may be added to the schedule of business for a future academic year.

7. Date of Next Meeting

It was noted that the next meeting would be held on Tuesday 3 May 2016 in Parliament Hall from 2-4 pm (tea/coffee available from 1:30pm).
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<tr>
<th>Agenda Items: (10 Feb 16)</th>
<th>Action</th>
<th>Responsibility</th>
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<tr>
<td>Policy on Postgraduate Change of Registration</td>
<td>• Amend requirements for upgrading from a Postgraduate Diploma to a Taught Masters. Wording should mirror that used in section on re-registration from Taught Masters to MPhil</td>
<td>Clare Peddie</td>
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<th>Agenda Items: (10 Feb 16)</th>
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<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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<tr>
<th>Agenda Items: (25 Nov 15)</th>
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<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>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  
20 April 2016