1. Apologies for absence & Welcome to new members
Apologies were noted. The Proctor welcomed new PGRC members Jack Carr (DoRep), Euan Grant (Postgraduate Academic Convenor), Miguel Nacenta (Computer Science), Peter MacKay (English), Clare Parnell (Maths & Stats), Mary Orr (Modern Languages), Jane Brooks (English Language Teaching), Hilda McNae (Library), and Alison Sandeman (Registry). Lara Meischke and James Palmer were also welcomed back following periods of leave.

Members were reminded that papers for PGRC will be sent out two weeks in advance of each meeting to allow time for consultation. Agenda items or proposals were encouraged from members and can be submitted to Emily Feamster (ef54).

2. Healthy and safety for postgraduate research students
The committee received a presentation from Mr Angus Clark, Director of Environmental, Health and Safety Services, on health and safety guidelines for postgraduate research students. Committee members were reminded that the university is required to perform risk assessments both legally and for insurance purposes. It was stressed that risk assessments are meant to protect staff and students, not to prevent travel, and that safeguards can be put in place to allow most trips. PGRC members were encouraged to contact Mr Clark with any questions.

3. Minutes of 13 April 2016 and Matters arising
The minutes of the previous meeting were accepted as a correct record. The following matters arising were discussed:

- Amendments to the minutes – Members were reminded to submit any amendments to the minutes to Emily Feamster (ef54) in advance of each meeting.
- Progress Reviews – The new policy is now in place and all Schools should be using it. Phase 1 of the MMS update is nearly complete and a demonstration will be given on 25 October 2016, 11am-12pm in School 5. Work continues on improved automation and reporting.
• Appropriate activities for Independent Learning Week – guidance was circulated by the Proctor following the last meeting.

The Proctor announced that there will be an Academic Forum on 9 November to look at the purpose of academic lectures and effect formats to enhance learnings. All are welcome.

4. Remit and membership

The remit and membership of Postgraduate Research Committee was reviewed. A request was received from Geography and Geoscience to allow a representative from each department to attend PGRC. The Proctor declined the request due to space constraints but reiterated that papers are sent out two weeks in advance of each meeting so that Schools with multiple departments have adequate time to discuss the papers and agree a unified response for the School. It was noted that Divinity will have two representatives this year who will alternate attending. The membership list will be updated accordingly.

5. Postgraduate research priorities

The Dean of Arts reviewed ongoing postgraduate research projects, including postgraduate tutoring, updating and streamlining PGR webpages, continued improvements to support progress reviews in MMS, support for PGR students who start out with the normal admission cycle and development of the graduate school. PGRC members were asked to consider a number of potential areas for development in 2016/17 and report on which were most relevant for their Schools. Areas of interest include:

- Improved guidance on publication before thesis submission
- Streamlining and improving information provided to external examiners
- Reviewing the policy on conducting Vivas via videoconferencing and updating guidance
- Defining the role of the second supervisor.

PGRC members were also asked to note the following sector and external developments:

- Engagement with the Teaching Excellence Framework – Heads of School have received a lot of information on this and can brief DoPGs.
- Quality Enhancement Framework – reviewers are taking a stronger interest in postgraduate research students.
- PRES 2017 – DoPGs were reminded that the PRES survey will be running again in Spring 2017. It has proven difficult to get good returns on the survey in the past. Strategies for improving participation and results will be discussed at future PGRC meetings.

6. Doctoral students who teach

PGRC members received an update on the work of the PGR Tutoring Working Group. The group has joined up and distilled the existing documents into one policy that covers all the necessary elements. The group has also produced several templates to assist in implementing the new policy.

There was a discussion around the amount of time a postgraduate student may spend teaching, and what role a supervisor should play in ensuring that teaching does not negatively impact on academic progress. The policy has been worded to allow flexibility between different Schools and teaching demands, but no student should spend more than half of their working week on teaching related activities. Additionally, Tier 4 students must not work more than 20 hours per
week in any type of employment. DoPGs requested the addition of text that would allow a PGR student’s progress record to be taken into account when assigning teaching. This was agreed and will be added to the final document. The document will return to Learning and Teaching Committee in November and will then go to December Academic Council for final approval.

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

8. Supervisor Training
Carol Morris gave an overview of new Epigeum courses that are available to supplement in house supervisor training. Online courses covering a range of topics related to successful PGR supervision are available and will be beneficial to new staff as well as more experienced staff looking for a ‘refresher’. Tokens for each course are available via CAPOD and staff are encouraged to take as many courses as are beneficial to them. For additional information or data on usage at School level please contact capod@.

9. Date of Next Meeting
It was noted that the next meeting would be held on Wednesday 16 November 2016 in Parliament Hall from 2-4 pm (tea/coffee available from 1:30pm).

Emily Feamster
Postgraduate Administrative Officer
17 October 2016
### POSTGRADUATE RESEARCH COMMITTEE
### ACTIONS ARISING FROM MEETING HELD ON 12 OCTOBER 2016

<table>
<thead>
<tr>
<th>Agenda Items:</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apologies for absence and Welcome to new members</td>
<td>• Send agenda items or apologies for absence to Emily Feamster at ef54@ in advance of each meeting.</td>
<td>All PGRC members</td>
</tr>
<tr>
<td>Remit and membership</td>
<td>• Agree which DoPG will represent the School and notify Emily Feamster in advance of each meeting.</td>
<td>Geography and Geoscience; Philosophy, Anthropology and Film; Divinity</td>
</tr>
<tr>
<td>Postgraduate research priorities</td>
<td>• Consider how to move forward agreed priorities in 2016/17</td>
<td>Proctor’s Office</td>
</tr>
</tbody>
</table>
| Doctoral students who teach               | • Add in a sentence allowing a student’s progress reports to be taken into account when assigning teaching  
• Return papers to LTC and then to Academic Council | Tutoring Working Group  
Emily Feamster                                        |
| Supervisor training                       | • Encourage colleagues to make use of the new training options and contact CAPOD for additional information or to obtain tokens | All PGRC members                                |