

PGR COMMITTEE

1. **Purpose.** The purpose of the PGR committee is to support and approve actions of the DoPGR and to allow for strategic discussion on PGR issues which are broader than a single Research Division remit and cross-over to School-wide discussions. It takes feed from PG SSCC and feeds into the Research Management Group and the Ops Group.

2. **Objectives.** The Committee's objectives are to be a forum for discussion of PGR items that cover issues affecting more than one Division, such as:

- a. Noting new PGR entries into the School
- b. Training provision for PGRs
- c. Training of Supervisors and Examiners
- d. Discussion of metrics associated with PGR (e.g., recruitment, retention, Annual Progress Review and other student issues).
- e. Administration
- f. Problems
- g. Feeding back School thoughts on PGRC business to DoPGR (for DoPGR to bring up at next PGRC).

3. **Out of Scope:**

- a. PGR Recruitment strategy (this would be for Research Management Group, who control PGR budget). However, metrics on PGR applications to the School will be discussed.
- b. Individual problems that can be addressed within a Division (HoD remit when notified by DoPGR)
- c. Confidential information on a current individual student – cases to be redacted for discussion

4. **Membership.**

Director of Postgraduate Studies (DoPGR) (Chair)	Director EDI
Director of Research or representative	Divisional representatives x 4
Disability Co-ordinator	PGR student representation (PGR rep)
PG Secretary – who manages the papers	

Additional staff may be invited on an *ad hoc* basis if required.

5. **Meeting frequency:**

Meeting ~4 times per year, with urgent individual cases discussed by email in between these times.

University of St Andrews - School of Medicine Handbook

Author:	School Manager (DCM)	Approval Committee:	
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
30/09/2019	Draft version	Updated to reflect personnel changes