

UNIVERSITY OF ABERDEEN

POSTGRADUATE COMMITTEE (TAUGHT)

MINUTES OF THE MEETING 6 FEBRUARY 2020

Present: Kirsty Kiezebrink (Chair), Donna MacCallum, Hannah Burrows, Sandie Cleland, Karin Friedrich, Peter Hicks, Sandra Paterson, Anne-Michelle Slater, Robert Wishart, Sarah Woodin, with Janet Mackay, Kerry Harrison (Minute Secretary) and Robert Findlay (Clerk) in attendance.

Apologies were received from: Amy Bryzgel, Colin Calder, Jarosław Kędra, Natalie Kinchin-Williams, Daria Koleva, David McCausland, David Muirhead and Graeme Nixon.

MINUTES OF MEETING HELD 12 DECEMBER 2019

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- 1.1 The Committee approved the minutes of the meeting held on 12 December 2019 subject to minor changes and recorded thanks to Ekaterina Pavlovskaja.
- 1.2 In regard to minute 4.3, a template for PGT Experience Survey responses will be explored in consultation with the Chair.
- ACTION: CLERK**
- 1.3 In regard to minute 5, the Committees response has been noted and progressed to QAC. It was confirmed that with regards to minute 5.3, students would be required to pay additional fees and they would be calculated as proportion of the degree fee.

RESITS FOR PGT PROJECTS/DISSERTATIONS

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- 2.1 The Committee broadly agreed the wording of Appendix 1 regulation 7.2.2 and welcomed the clarity and consistency it would provide.
- 2.2 The Committee discussed whether the time limit for resubmission should be proportionate to the original time set for the work or state a maximum. It was agreed that schools should have the flexibility and discretion to set a deadline of less than 3 months.
- 2.3 The Committee considered what was a resubmission of existing work and whether this would be appropriate in all schools. The Committee agreed to remove 'existing work' from the Code to build in some flexibility but reiterated that no further supervision should be permitted.
- 2.4 The Chair requested the re-wording be circulated to the Committee for comments via email.

ACTION: CLERK

LATE SUBMISSION OF WORK POLICY

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- 3.1 The Committee were broadly supportive of Proposal 2.
- 3.3 The Committee had concerns about the deduction of two CGS on the first day of late submission. Provided there was an 8-hour window after the deadline in which students were penalised 1 CGS only, the Committee supported the proposal.

- 3.4 With regards to Appendix 2 point 7, the Committee recommended that the wording around extensions be removed to ensure clarity between late submission and extensions. Additionally, the Committee asked for an update on the plans for revising the extension policy.

ACTION: CLERK

AOCB

- 4.1 The Committee were notified that the Dean of Student Support would take forward work around Personal Tutoring in response to the ELIR outcome. The Committee felt that work specifically looking at online and international students in particular would be welcomed.
- 4.2 The Committee acknowledged the miscommunication to student about the number of decimal points in their CGS and were advised that work was in progress for implementing the Code of Practice on Assessment 2.3.
- 4.3 The Committee was advised that the PGT Virtual Open Day date had changed to 19 March 2020 and members would be required to sign up again.