

R-22-07 Motion to Update the Association Laws and Subcommittee Constitutions to Include Postgraduate Positions

Owner: Leonie Malin Höher

In Effect From: Immediately

Review Date: October 2022

It is noted that:

1. The review of postgraduate academic representation undertaken by two interns during academic year 2020-21 called for the creation of several new academic representative positions. The final report from this review is accessible here: <https://www.yourunion.net/pageassets/representation/academic/postgraduate/Final-Report-February-2021.pdf> and was presented and endorsed by various University-led education-focused committees as well as the Students' Association Board.
2. Although the final report was endorsed by various University-led education-focused committees (Appendix 1), the changes were not brought for approval to a meeting of the SRC and the Association governing documents were not updated by the 2020-21 Education Executive team to adequately reflect them.
3. PG Presidents and Officers were elected in October of 2021 and have recently taken up their posts to support and coordinate the work of PG Academic Representatives, but are not yet represented in the Association's policy documents.
4. Lifelong and flexible learners and PG accommodation issues are not yet represented on the Postgraduate Subcommittee.
5. The SRC Lifelong and Flexible Learners Subcommittee represents the interests of commuting and distance learning students, and part-time students.

It is believed that:

1. The Students' Association ought to represent the needs and interests of postgraduate students.
2. The changes outlined in the appendices will contribute to better representing the needs and academic interests of PG students.
3. The PGT and PGR Presidents should be members of Education Committee and Education Executive to increase opportunities to focus on PG matters and encourage more communication and collaboration.
4. Adding the PG International Officer (remits in Appendix 3), the Postgraduate Representative from the Accommodation Subcommittee, and the Postgraduate Representative from the Lifelong and Flexible Learners Subcommittee to the Postgraduate Subcommittee will ensure there is increased communication on PG representation across the Association.
5. The name of the School Presidents' Forum should be changed to be reflective of the separation between the UG Forum and the PG Forum and inclusive of the Undergraduate Language Convenors.
6. The remit of the PAF Distance Learning and Commuting Officer PAF Part-Time Officer and the Postgraduate Representative from the Lifelong and Flexible Learners Subcommittee have total overlap.
7. It would be more beneficial for the postgraduate representative of commuting and distance learning students, and part-time students to sit on the Lifelong and Flexible Learners Subcommittee to ensure they best collaborate on projects to support these students already ongoing.
8. While the PAF Officer (Commuting and Distance Learning, Graduate Teachings, Part-Time, and International) have been termed academic representatives, their written remits and the likely

focuses of their work are not within the remit of the Education Subcommittee (for example, working on broad inclusion work, strike solidarity, commuting support, Student Services, etc.).

9. The PAF Officers would be better placed with broader remits, rather than being restricted purely to “academic interests”.

It is resolved to:

1. Update the Association Laws (Appendix 2) to reflect the existence of the new PG Academic Representative positions and more accurately reflect the responsibilities of the PG Academic Officer/Convenor.
2. Update the Association Laws (Appendix 2) to reflect the name change of School Presidents’ Forum.
3. Update the Education Committee constitution (Appendix 3) to integrate the new academic representative roles into its membership and capture their remits.
4. Update the Education Committee constitution (Appendix 3) to reflect the name change of the School Presidents’ Forum to Undergraduate Academic Forum (UAF), addition of a description of the UAF, and addition of the Postgraduate Academic Forum.
5. Update the Postgraduate Subcommittee constitution (Appendix 4) to include three PG Officers, namely the International Officer (extended role descriptions in Appendix 5), PG Rep from the Accommodation Subcommittee, and PG Rep from the Lifers Subcommittee as members.
6. Review the retirement of the PAF Distance Learning and Commuting Officer and the PAF Part-Time Officer at the end of this term, to be replaced by the representative from the Lifelong and Flexible Learners Forum

Proposer:

Leonie Malin Höher, *Director of Education*

Seconders:

Zaine Mansuralli, *PG Activities Officer*

Caroline McWilliams, *PG Academic Convenor*

Abd Alsattar Ardati, *PG Development Officer*

Avery Kitchens, *Director of Student Development and Activities*

Lucia Guercio, *Arts & Divinity Faculty President*

Sarah Johnston, *Science & Medicine Faculty President*

Appendices

Appendix 1 – Non-exhaustive list of bodies through which the new academic PG Positions were filtered

- The Proctor’s Office
- The Provost’s Office
- Postgraduate Research Committee (PGRC)
- Education Strategic Management Group (ESMG)
- Academic Monitoring Group (AMG)
- Learning and Teaching Committee (LTC)
- Postgraduate Group

- All Directors of Postgraduate Taught programmes (DoPGTs) and all Directors of Postgraduate Research programmes (DoPGRs)
- All Deans and Associate Provosts
- The Graduate School
- The St Andrews Enhancement Theme group
- The Students' Association Education Advocate (overseeing the PG review)
- 2020-21 Education Executive team
- 2020-21 PG Development Officer, Academic Officer, and Soc President
- Students' Association Board

Appendix 2 – Extract from the Association Laws with tracked changes

2. Remits (Chapter 1, p.11)

2.6. The Director of Education shall:

2.6.1. Within the Association, be a member of the:

2.6.1.1. Education Subcommittee

2.6.1.2. ~~School Presidents' Forum~~ **Undergraduate Academic Forum**

2.6.1.3. Postgraduate Academic Forum

2.6.1.4. Other ad hoc groups, working parties, and interview panels as required.

4. Remits of members of the SRC (Chapter 3, p. 15-21)

4.17. The Postgraduate Academic Officer shall:

4.17.1. Have responsibility for issues concerning the academic postgraduate community and postgraduate academic representatives.

4.17.2. Inherit the title of Postgraduate Senate Representative and be elected accordingly.

4.17.3. Represent the views of the SRC and postgraduates to the Academic Council and Senatus Academicus.

4.17.4. Have line-managing responsibilities for the PGT President, PGR President.

4.17.5. **Oversee and convene the Postgraduate Academic Forum** ~~Convene the Postgraduate Forum~~ at least thrice per year.

4.17.6. Sit on the following committees and groups:

4.17.6.1. Education Committee and Executive Committee.

4.17.6.2. Learning and Teaching Committee

4.17.6.3. Postgraduate **Academic** Forum (Convenor and Chair)

4.17.6.3.1. PGT Forum

4.17.6.3.2. PGR Forum

4.17.6.4. Postgraduate Research Committee

4.17.6.5. Academic Monitoring Group

4.17.6.6. Postgraduate Group

4.17.6.7. Postgraduate Subcommittee

4.17.6.8. Student Opinion on Academic Council

4.17.6.9. Other ad hoc groups, working parties, and interview panels as required.

Appendix 3 – Updated Extracts of the Education Committee Constitution with tracked changes

Chapter 6: Education Subcommittee (p.19-21)

1. Aims

- 1.1. Coordinate and support the academic representation system, including **Faculty Presidents**, School Presidents, Language Convenors, **Postgraduate Presidents**, and Class Representatives.
- 1.2. Work to improve the educational experience of students at the University.
- 1.3. Focus on academic matters where the educational experiences of students are unexpectedly affected.
- 1.4. Ensure good practices and themes are shared across academic representatives from different Schools.
- 1.5. Promote student engagement on matters related to learning, teaching, and research.

2. Committee structure

2.1. The committee shall consist of:

2.1.1. SRC Arts and Divinity Faculty President (Co-Convenor and Chair)

2.1.2. SRC Science and Medicine Faculty President (Co-Convenor and Chair)

2.1.3. SRC Postgraduate Academic Officer

2.1.4. PGT President

2.1.5. PGR President

2.1.6. All School Presidents

2.1.7. All Language Convenors

2.1.8. DoEd (line manager)

2.2. Executive Committee

2.2.1. The Executive Committee shall consist of:

2.2.1.1. DoEd (Convenor and Chair)

2.2.1.2. Postgraduate Academic Officer

2.2.1.3. Arts and Divinity Faculty President

2.2.1.4. Science and Medicine Faculty President

2.2.1.5. PGT President

2.2.1.6. PGR President

2.2.2. Remit of the Executive Committee:

2.2.2.1. Formulate and ensure the execution of SRC policy on education.

2.2.2.2. Inform the SRC of University education policy.

2.2.2.3. Coordinate and ensure representation and advocacy within the University education structure.

2.2.2.4. Set the agenda for the Education Subcommittee and **School Presidents' Forum Undergraduate Academic Forum**.

3. Meetings

3.1. All meetings shall operate as outlined in the Laws of the Association.

3.2. Committee meetings shall be held at least fortnightly, with accommodations made to avoid clashes with the **School Presidents' Forums Undergraduate Academic Forum (UAF)**.

3.3. Executive Committee meetings at least monthly, and at other times as required.

[...]

5. Undergraduate Academic Forum

5.1. Membership of the Undergraduate Academic Forum:

5.1.1. Director of Education (Convenor and Chair)

5.1.2. Both Faculty Presidents

5.1.3. All UG School Presidents

5.1.4. All UG Language Convenors

5.1.5. The VP Education (Proctor)

5.1.6. The AVP Dean of Learning and Teaching

5.1.7. Both Associate Deans (Education)

5.2. Remit of the UAF:

5.2.1. Coordinate and support the undergraduate academic representation system and work to improve the undergraduate academic experience at the University.

5.2.2. Handle issues elevated by undergraduate students and representatives (e.g. from SSCC meetings or Class Rep Forums).

5.2.3. Recommend university-wide changes regarding undergraduate educational matters.

5.3. Meetings of the UAF shall be held at least twice per semester.

6. Postgraduate Academic Forum

6.1. Membership of the Postgraduate Academic Forum:

6.1.1. Postgraduate Academic Convenor (Convenor and Chair)

6.1.2. PGT President

6.1.2.1 Shall be responsible for contributing updates and perspectives from the PGT Forum

6.1.3. PGR President

6.1.3.1 Shall be responsible for contributing updates and perspectives from the PGR Forum

6.1.5. The University Proctor

6.1.6. The University Provost

6.1.7. Both University Assistant Provosts

6.1.8. Students' Association Director of Education

6.2. Remit of the Postgraduate Academic Forum:

6.2.1. Coordinate and support the postgraduate academic representation system and improve the postgraduate academic experience at the University. work to

6.2.2. Handle issues elevated by postgraduate students and representatives from the and PGR Forums. PGT

6.2.3. Recommend university-wide changes regarding postgraduate educational matters.

6.3. Meetings of the Postgraduate Academic Forum shall be held at least thrice per academic year.

6.4. The PG Presidents and PG Officers shall be elected during the Postgraduate Academic Representative elections as soon as is convenient after PGRs have started their studies in Semester 1.

7. Student Opinion on Academic Council (SOAC) Advisory Group

7.1. Membership of SOAC:

7.1.1. DoEd (Convenor and Chair)

7.1.2. Association President

7.1.3. Postgraduate Academic Officer

7.1.4. Arts and Divinity Faculty President

7.1.5. Science and Medicine Faculty President

7.2. Remit of SOAC:

7.2.1. Ensure consistency in the delivery of academic representation across all levels.

7.2.2. Instil confidence within student representatives on the Academic Council, and provide them with sufficient information, to fully advocate the student perspective

7.2.3. Regularly inform student representatives outwith the Academic Council on the proceedings of the body.

7.3. Meetings of SOAC shall be held at least three days prior to every meeting of the Academic Council.

Appendix 4 – Updated Extracts of the Postgraduate Subcommittee Constitution with tracked changes

Section 2

2.1. SRC Postgraduate Activities Officer (PG Society President, Convenor, and Chair)

2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.2. SRC Postgraduate Academic Officer

2.2.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.3. SRC Postgraduate Development Officer

2.3.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.4. Treasurer

2.4.1. Act as the primary point of contact between PG Society and the Association Cash Office.

2.4.2. Oversee the reimbursement process.

2.4.3. Assume the responsibilities of the PG Society President in their absence, including chairing meetings, sending the weekly postgraduate email, and attending meetings of the SRC.

2.5. Ball Convenor

2.5.1. Liaise with partners for PG Society balls.

2.5.2. Propose ball themes, decorations, and entertainment options.

2.5.3. Explore venue options and offer ball proposals to the committee, in consultation with the PG Society President.

2.6. St Leonard's Liaison Officer

2.6.1. Liaise with St Leonard's College regarding the postgraduate experience.

2.6.2. Convene meetings between the PG Society committee, Provost, St Leonard's College Administrative Officer, and other St Leonard's College management at least thrice per year.

2.6.3. Provide an annual report to the PG Society detailing the proceedings and ongoing relationship with St Leonard's College.

2.7. Two Events Officers

2.7.1. Organise events aimed at engaging postgraduates.

2.7.2. Liaise with other student groups to organise collaborative events, in consultation with the PG Society President.

2.7.3. Develop the PG Society alumni network.

2.8. Publicity and Marketing Officer

2.8.1. Design promotional materials for all PG Society activities.

2.8.2. Develop a marketing strategy to advertise PG Society events.

2.9. Secretary

2.9.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.

2.10. Two Members without Portfolio

2.10.1. Support other committee members as required.

2.11. BAME Subcommittee PG Representative (BAME Students' Network)

2.11.1 Responsible for representing the interests of BAME postgraduates and liaising between the BAME Students Network and the Postgraduate Society.

2.12. Disabilities Subcommittee Postgraduate Representative (DSN)

2.12.1. Responsible for representing the interests of disabled postgraduates and liaising between the DSN and the Postgraduate Society.

2.13. LGBT+ Subcommittee Postgraduate Officer (Saints LGBT+)

2.13.1. Responsible for representing the interests of LGBT+ postgraduates and liaising between Saints LGBT+ and the Postgraduate Society.

2.14. Wellbeing Subcommittee Postgraduate Representative (Wellbeing Subcommittee)

2.14.1. Responsible for representing the interests of postgraduate student welfare and liaising between the Wellbeing Subcommittee and the Postgraduate Society.

2.15. Lifelong and Flexible Learners Subcommittee Postgraduate Representative

2.15.1. Responsible for representing the interests of lifelong and flexible learner postgraduates and liaising between the Lifelong and Flexible Learners Subcommittee and the Postgraduate Society.

2.16 Accommodation Subcommittee Postgraduate Representative

2.16.1. Responsible for representing the interests of postgraduate students in regard to accommodation, including Postgraduate Halls of Residence, and for liaising between the Accommodation Subcommittee and the Postgraduate Society.

2.17. Commuting Officer

2.17.1. Responsible for representing the interests of distance learning and commuting postgraduate students.

2.18. International Officer

2.18.1. Responsible for representing the interests of international postgraduate students.

2.19. Part-Time Officer

2.19.1. Responsible for representing the interests of part-time postgraduate students.

2.20. DoSDA (Line Manager)

Appendix 5 – Current PG President and Officer role descriptions

*Please note: each of the positions and their descriptions will be reviewed in AY 2021/22 and the years following

- [PGT President](#)
- [PGR President](#)
- [PG Part-time Officer](#)
- [PG International Officer](#)
- [PG Distance Learning and Commuting Officer](#)
- [PG Graduate Teaching Officer](#) (vacant)