|  |
| --- |
| **Student Business Briefing Note: Update on Convenor Duties**  **Policy and Code of Practice for Post Graduate Research Study** |
| **Date of Issue: 2 February 2017** |
| **Rationale: Update Policy and Code of Practice for Postgraduate Research Study** |
| **Intention of Briefing Note: For Information and action where appropriate** |
| **Briefing Note issued by:** **Esther Denning** |
| Student Business have updated all [**External Examiners Guides to a Postgraduate Research (PGR) Examining Committee**](http://www.strath.ac.uk/exams/externalexaminers-postgraduateresearch/) following recommendations made by QAC to the Policy and Code of Practice for Postgraduate Research Study and endorsed by Senate at its meeting of 25.01.17  An amendment has been made to the Convenor’s responsibilities as follows:  **2.3 Convenor**  The Convenor will be a member of staff of the University who is not the Supervisor or Second Supervisor.  The Convenor will not also be one of the Examiners.  The Convenor is responsible for convening the committee, ensuring the receipt of preliminary reports from the Examiners, and for resolving any disagreements which may arise.  The Convenor is responsible for taking notes of the viva that clearly evidences the process, indicating:  - A basic record of the topics discussed;  - The time allocated to each topic area of the examination;  - The timing of any breaks taken.  It is not intended that this be a verbatim record of the viva. The Convenor is responsible for returning this record to SEES together with the External Examiners’ report.  The guides can be found by clicking on the link above. |
| If you have any queries please contact: Giselle McGill, [studentbusiness-pg@strath.ac.uk](mailto:studentbusiness-pg@strath.ac.uk) Ext 3128 |