

R-23-xx Motion adopt the Students' Association Strategic Plan 2023-2027

Owner: Juan Pablo Rodriguez – Association President

In Effect From: Immediately

Review Date: N/A

It is noted that:

1. The Students' Association last strategic plan expired in 2020.
2. The Students' Association has lacked strategic priorities for two years.
3. Adopting a new strategic plan will allow the Students' Association to bid for a greater block grant from the University.
4. A Strategic Plan allows an organisation to proactively pursue long term projects for its improvement.

It is believed that:

1. The expansion and diversification of the Students' Association's activities, services and events will have a positive impact on the Student Experience and the organisation's role in student life.
2. Partnership must be a key priority to improve our working relationships with the University and our role in making the student voice heard at a national level.
3. The Students' Association's activities need to be sustainable from an environmental, financial and workload point of view to ensure the organisation's success and commitment to social responsibility.
4. Our Postgraduate Representation system needs greater attention and development to be able to cater for our diverse and increasing Postgraduate population.
5. The Students' Association must increase the support and recognition that it provides to our student officers and volunteers to ensure that our development opportunities have a significant impact in their career in the future without damaging their ability to undertake their degree in the present.

It is resolved to:

1. Adopt the Students' Association Strategic Plan 2023-2027 (Annex A).

Proposer

Juan Pablo Rodriguez – Association President

Seconders

Sam Gorman – Director of Student Development and Activities

Lucy Brook – Director of Events and Services

Emma Craig – Director of Wellbeing and Equality

Ailsa Martin – Athletic Union President

Aditya Goel – Alumni Officer

Sana Baker – Student Health Officer

Annex A

Mission

YOUR Experience, YOUR Community, YOUR Future.
Enhancing the voice and opportunities of every student at the University of St Andrews.

Vision

We will become an irreplaceable hub of world-class student activity, support and representation.

Student Experience

Pillar Definition: The Students' Association role is to be the hub of student experience by facilitating representation, events, and activities that contribute positively to student life and the community of St Andrews.

Vision: We will expand and diversify the provision of activities, services and events to enhance the student experience in person and digitally.

- We will diversify our commercial events and activities to appeal to a wider range of students and provide reliable funding for our student-led activities.
 - Developing a commercial strategy with a prior market study that allows us to evaluate the areas where expansion and improvement are required for our commercial services.

- We will develop a strong service that connects students with external volunteering opportunities within the local community.
 - Creating a department within our structures that looks after the projects done together with the community.

- We will increase awareness of student representation within the Association and the impact of our work on student experience.
 - Increasing our communication with students about the work of our departments, representatives, and subcommittees.

- We will increase our interactions with our Alumni, looking for their expertise, support, and fundraising where possible.
 - Reaching out more to our alumni with regular updates on our activities and presenting opportunities for alumni to engage with our community

- We will improve the promotion of our support services (such as Help Hub and Advocacy) and our ability to deliver them safely and efficiently.
 - Devising a strategy that reviews our support services, outlining the areas for improvement and setting publicity targets to ensure that the student population is aware of their existence and benefits.

Partnership

Pillar definition: Partnerships between the Association and external organizations involve working together to achieve common goals for the benefit of the student voice and experience.

Pillar vision: We will strengthen our current partnerships and develop new ones with the University, the local community, and other organizations across the UK to increase the range of services that we deliver for our students.

- We will be regarded as an attractive and sought-after partner by other Students' Associations, charities, and local businesses.
 - Ensuring we are operating at an outstanding level and are being recognized by external bodies.
- We will seek new partnership opportunities with student-experience-oriented groups and departments of the University.
 - Reaching out to more Student Unions who we are not already engaged with as part of our Northern Services partnership.
- We will ensure all our partnerships are sustainable and valuable.
 - Ensuring continuity of partnerships across different sabbatical cohorts by strengthening handovers.
- We will strengthen our partnership with the University.
 - Creating a long-term partnership agreement with the University that extends beyond sabbatical cohorts' terms and demonstrates a clear direction for our relationship.

Sustainability

Pillar description: For us, sustainability is not just about our environmental impact, but it also encompasses ensuring the longevity of the organisation through policies that look after our finances, workload and employability for our permanent staff, part-time staff, sabbatical officers and interns.

Pillar Vision: We will reduce our environmental footprint, secure our financial stability and improve our staff's working conditions so that they remain sustainable.

- We will ensure that our building and operations are as environmentally friendly as possible.
 - Reducing our carbon footprint and minimizing waste production.
- We will create a culture that advocates for environmental sustainability both in the Students' Association and the University.
 - Ensuring environmental sustainability is embedded within our operational processes and representational agenda.
- We will ensure that the Students' Association is a financially sustainable organization.
 - Striking a balance between commercial affordability and sustainability so that our expenditure does not exceed our income.
- We will ensure that the workload and expectations for our permanent staff, sabbatical officers, and interns becomes sustainable.
 - Assessing the feasibility of these groups' workloads and exploring a review of our permanent staff structures to address current pressures.
- We will be regarded as the best employer in town for students working part-time jobs.
 - Becoming a Real Wage Employer, providing adequate training for our part-time staff and continuing our flexibility with student zero-hour-staff members' availability during deadline season.

PG Engagement

Pillar description: Over 10% of our student body is postgraduate students, who are either taught or research-based. It is imperative that we represent and respond to the needs of our postgraduates, focusing on them in equal measure to our undergraduates.

Pillar Vision: We will improve the engagement of postgraduate students by developing a whole representation system with supporting staff structures that meets the needs of this diverse community.

- We will integrate postgraduate positions within our current systems of representation to ensure that the postgraduate voice is heard from both taught and research students.
 - Producing a report that assesses the suitability of creating post-graduate-specific positions within our existing structures such as sub-committees and sabbatical team.

- We will adapt and/or create events and activities tailored to PG interests.
 - Improving our consultation methods to enquire what postgraduates want to see regarding our events and implementing actions that address these concerns in an effective manner.

- We will address PG students' support needs.
 - Obtaining feedback from post-graduates about their support needs and adapting our support services to address them.

- We will develop a stronger partnership with St Leonard's College to strengthen both the academic and extra-curricular experience of postgraduate students.
 - Signing a partnership agreement with St Leonard's College outlining the responsibilities and support mechanisms that we will build together for postgraduate students.

Volunteer Development

Pillar Description: Only a handful of Association staff are employees (permanent staff, sabbatical officers and interns), the Association is predominantly made up of student volunteers who execute everyday operations of representation, activities and events. Through these roles, the Students' Association provides a unique opportunity for our students to develop a diverse set of skills and expertise that improves their confidence and allows them to explore who they are, in a way that is critical to their future lives, not just their careers.

Pillar vision: We want to increase the value that volunteering positions provide in terms of both professional and personal development by improving training, increasing support from our permanent staff, and constantly striving to ensure that these positions develop new skills and experiences that will be of life-long value. Moreover, we will ensure that the work and contributions of our volunteers get properly recognised.

- We will improve the training of our volunteers so that it provides them with the necessary tools to perform their role.
 - Developing a general overlapping training programme for our volunteers and ensuring that it is delivered on a regular basis to a high standard.
- We will deliver a reward framework that recognises and motivates student volunteers for both their exceptional and day-to-day achievements.
 - Reviewing the rewards and awards system for our volunteers to find ways we can raise their value to motivate volunteers more.
- We will improve the support provided for our student volunteers by permanent staff and sabbatical officers.
 - Expanding the use of systems such as MSL to improve the staff's and sabbatical team's ability to monitor the tasks volunteers are carrying out, their engagement and the areas in which they might need greater support.
- We will increase the opportunities for professional development that we provide for our students.
 - Assigning a member of our staff to facilitate the engagement of volunteers with development opportunities through different channels such as external conferences and training programmes or CEED modules
- We will make our volunteering programmes more inclusive to encourage the involvement of students from all backgrounds
 - Identifying the barriers that prevent students from engaging with volunteering, especially students from underrepresented groups. Once identified, working to remove/ tackle these barriers.

- We will ensure that our volunteers' role as representational officers does not have a negative impact on their experience as students in the university.
 - Reviewing our role descriptions and providing clear guidelines regarding the extent of the responsibility of our officers and its limits.

Measuring our Success

KPIS's

By the end of 2023

1. We will have an effective staff structure that increases our staff numbers to ensure the workloads of our staff and sabbatical officers are sustainable (Appendix A).
2. We will have assessed the developments necessary for the Students' Association to more effectively engage and represent postgraduate students. The results of this will be presented as a report to the Students' Association Board.
3. We will sign a long-term partnership agreement with the University outlining our joint priorities for the next four years.
4. We will adapt the volunteering portal to allow us to keep a record of who our volunteers are at every level and track the hours and type of work our volunteers are doing.
5. We will create a package of training opportunities for skills relevant to our volunteer base such as minute-taking, chairing meetings, leadership and event planning.
6. We will create an off-boarding programme, including exit interviews with outgoing officers, to gather feedback on target areas for improvement in support, recognition and sustainability of our volunteer roles.
7. We will review student engagement in elections.

By the end of 2024

8. We will transition the role of the DoES into prioritising Performing Arts, making the role more sustainable.
9. We will have an effective Postgraduate Engagement system with zero unfulfilled postgraduate representation roles. This system will be led by a PG Sabbatical Officer.
10. At least 75% of students surveyed will be aware of the Students' Association's support services.
11. We will produce a partnership policy that dictates the procedures to establish and evaluate partnerships with other organisations.
12. We will become a Real Wage Employer.
13. All SRC seats will remain filled for the full academic year/the full term
14. 100% of incoming elected representatives and StAnd Together Coordinators will have completed all necessary operational training.
15. We will create a professional development programme for our student officers in collaboration with CEED.

By the end of 2025

16. We will create an effective volunteer record system to contact and fundraise through alumni.
17. We will have established partnerships with 9 student associations in Scotland, enhancing knowledge exchange.
18. At least 75% of students will agree that the Students' Association strongly advocates for environmental sustainability within the University and at a national level.
19. All subcommittee members will fulfil the relevant training for their respective roles.
20. We will review our capacity to support students abroad through digital channels to ensure that no student groups are excluded from our services.
21. We will achieve an election turnout of 40%, with no uncontested positions.

By the end of 2026

22. We will achieve total financial sustainability.
23. 80% of the student population will agree that the Students' Association represents them well.
24. 80% of Postgraduate students will agree that the Students' Association represents and adequately caters to their needs.
25. We will produce a review of our partnerships with other student associations and their value.
26. 80% of our officers and subcommittee members will agree that the training provided by the Students' Association enabled them to perform their roles to a high standard.

By the end of 2027

27. We will be halfway through the journey of achieving Net Zero Carbon Emissions.
28. We will have been recognised as SCVO's Charity of the Year at least once.
29. We will produce a refreshed strategy that creates new horizons for our future over the period 2027-2031.

Appendix A: Master Plan for Minimum Required Resources for Representation Structures to be in place by the end of 2024.

Sabbatical Officers

- Association President
- Director of Education (DoEd)
- Director of Student Development (DoSDev)
- Director of Wellbeing and Equality (DoWell)
- Director of Performing Arts and Events (DoPAE)
- Director of Postgraduate Experience (DoPE)
- Athletic Union President

Coordinators

- Head of Representation Support
 - Academic Representation Coordinator – support for DoEd
 - Wellbeing and Equality Coordinator – support for DoWell
 - Student Development Coordinator – support for DoSDev
 - Student Experience and Community Engagement Coordinator – support for Association President and Director of Postgraduate Experience
 - *Bars and Events Manager and Bars and Events Deputy – support for Director of Performing Arts and Events

Services

- Head of Support and Advocacy Services (Help Hub Manager)

Approximate extra cost to deliver on this is c.£150,000.00

R-23-XX Motion to reform the Postgraduate Subcommittee

Owner: Sam Gorman, Director of Student Development and Activities

In effect from: Immediately

Review date: February 2024

It is noted that:

1. The PG Society constitution was changed twice in the 2021-22 academic year, with an additional motion proposed which was not passed. [1][2]
2. The PG Society constitution was changed in September of the 2022-23 academic year. [3]
3. The timings for PG Society committee elections were altered at a 2021-22 SAEC meeting to elect all positions other than the PG Academic Officer on PG Society during the PG Academic elections in S1. [4]
4. The non SRC positions on the PG Society committee were not advertised for election during the PG Academic elections in S1 of 2022-23 as the election organisers were not aware of the change made in E-21-17
5. The majority of committee positions on the PG Society are currently unfilled.
6. The current membership of the PG Society Committee makes it the largest of all Subcommittees outside of EduCom at 22. (Third largest is BAME at 19)
7. The review date for E-21-17 was set as March 2023.

It is believed that:

1. Electing the majority of PG society positions in semester 1 alongside the PG academic representatives has made organising events and activities for Postgraduates over summer and in semester 1 more difficult as some members graduate before the PG academic elections.
2. There has been difficulty for some subcommittees to elect/appoint and oversee PG reps to their committees.
3. Representatives from other subcommittees and the academic representation system are useful for fulfilling the aim of Postgraduate Subcommittee of “advocating for academic concerns and fostering a postgraduate community.”
4. The events hosted by PG Society should be organised by a dedicated team separate from the academic reps and reps from other subcommittees, who should not be expected to contribute equal time to the PG society and their other subcommittee/academic representation obligations.

It is resolved that:

1. The SRC PG Activities Officer and SRC Development Officer shall be elected in the Association elections in semester 2 alongside the SRC PG Academic Officer.

2. The other PG Society committee positions who are not reps from other subcommittees or the academic representation system shall be elected via General Meeting of the PG Society.
3. The PG reps from subcommittees which are currently part of the PG Society committee shall be invited non-voting members of the committee, and responsibility for electing/appointing them shall lie with their respective subcommittees.
4. The PG academic reps who are currently part of the PG Society Committee shall be invited non-voting members of the committee, and responsibility for electing/appointing them shall lie with the Students' Association as a whole.
5. The current constitution of the PG society (Appendix A) shall be replaced with the proposed constitution (Appendix B). Tracked changes are noted separately in Appendix C.

Proposer: Sam Gorman, Director of Student Development and Activities

Seconders:

Niya Dobрева, Postgraduate Activities Officer

Sandro Eich, Postgraduate Academic Officer

Samuel Woodwall, Postgraduate Development Officer

Francesca Lavelle, Arts and Divinity Faculty President

Juan Pablo Rodriguez, Association President

Ailsa Martin, Athletic Union President

Jasmin Zheng, BAME Officer

Alice Chapman, Charities Officer

AK Schott, Director of Education

Lucy Brook, Director of Events and Services

Emma Craig, Director of Wellbeing and Equality

Jane Yarnell, Disability Officer

Sofia Johnson, LGBT+ Officer

Molly Wilson, Lifelong and Flexible Learners Officer

Lewis O'Neill, Secretary to the SRC

Laura Connies-Laing, Societies Officer

Sana Backer, Student Health Officer

[2] R-21-26 [SRC-Papers-1st-March-2022 .pdf](#) , [Draft minutes SRC 1 March 22 \(2\).docx](#)

[3] R-22-19 [SRC Papers 20th September 2022 \(2\).pdf](#), [Minutes 20-09-22.docx](#)

[4] E-21-17 [will be uploaded pending confirmation from SA chair]

Appendix A: Current constitution of the PG subcommittee

Changes made in the 23rd November 2021 SRC meeting are noted in red

Changes made in the 1st March 2021 SRC meeting are noted in blue

Changes made in the 20th September 2022 motion are noted in green

Postgraduate Subcommittee (Postgraduate Society)

1. Aims

- 1.1. The Postgraduate Subcommittee, known as the 'Postgraduate Society of St Andrews' or 'PG Society' will create a home for postgraduates in St Andrews by hosting events, advocating for academic concerns, and fostering a postgraduate community
- 1.2. Hold events throughout the year for the recreational benefit of postgraduates, including the annual ball held during the summer vacation
- 1.3. Offer loans and grants to individuals or other groups wishing to provide entertainment for the postgraduate community.
- 1.4. Act as the official voice of postgraduates, and promote their interests.
- 1.5. Ensure SRC takes sufficient account of postgraduates, especially during vacation periods.

2. Committee

- 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 Liason 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~~ 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~~ 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. International Officer
 - 2.17.1. Responsible for representing the interests of international postgraduate students.
- 2.18. One of the PG Officers (Disability)
 - 2.18.1. Responsible for representing issues facing disabled postgraduates relating to their studies
 - 2.18.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remit
- 2.19. One of the PG Officers (LGBT+)
 - 2.19.1. Responsible for representing issues facing LGBT+ postgraduates relating to their studies
 - 2.19.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remit
- 2.20. One of the PG Officers (BAME)
 - 2.20.1. Responsible for representing issues facing BAME postgraduates relating to their studies
 - 2.20.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remit
- 2.21. ~~DoED (Invited Member)~~ DoED (Overseer) [implicitly]
- 2.22. DoSDA (~~Line Manager~~)(Overseer)

3. Appointments

- 3.1. The postgraduate Activities Officer shall be appointed through the Association elections
- 3.2. All appointment related matters, including interviews, elections, and co-options shall run as outline in the Laws of the Association

4. Membership

- 4.1. All matriculated postgraduates of the University, except those who have exercised their right under the Education act (1994) not to be members of the Association, shall automatically be members of PG Society.
- 4.2. The PG Society committee shall consist of postgraduates.
- 4.3. The committee may award extraordinary membership to such individuals as it deems appropriate.

5. Meetings

- 5.1. All meetings shall operate as outlined the Laws of the Association.
- 5.2. Committee meetings shall be once per week during the academic year, and at other times if necessary.
- 5.3. The AGM will be held within two weeks following the end of formal teaching in semester two. The following positions will be elected at the AGM
 - 5.3.1. PG Society Treasurer
 - 5.3.2. PG Society Publicity and Marketing Officer
- 5.4. An EGM shall be held at the start of semester 1, no later than week 4.
- 5.5. The order of proceedings for General Meetings shall be:
 - 5.5.1. Reports from the Postgraduate Activities Officer, Postgraduate Development Officer, and Treasurer.
 - 5.5.2. Election of all remaining committee positions.
 - 5.5.3. Any other competent business

Appendix B: Proposed constitution

Postgraduate Subcommittee (Postgraduate Society)

1. Aims

- 1.1. The Postgraduate Subcommittee, known as the 'Postgraduate Society of St Andrews' or 'PG Society' will create a home for postgraduates in St Andrews by hosting events, advocating for academic concerns, and fostering a postgraduate community
- 1.2. Hold events throughout the year for the recreational benefit of postgraduates, including the annual ball held during the summer vacation
- 1.3. Offer loans and grants to individuals or other groups wishing to provide entertainment for the postgraduate community.
- 1.4. Act as the official voice of postgraduates, and promote their interests.
- 1.5. Ensure SRC takes sufficient account of postgraduates, especially during vacation periods.

2. Committee

- 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. Secretary
 - 2.5.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
 - 2.5.2. Liaise with St Leonard's College regarding the postgraduate experience.
- 2.6. Publicity and Marketing Officer
 - 2.6.1. Design promotional materials for all PG Society activities.
 - 2.6.2. Develop a marketing strategy to advertise PG Society events.

- 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. DoSDA (Overseer)
3. The following students shall be invited to attend committee meetings as non-voting members
- 3.1. BAME Subcommittee PG Representative (BAME Students' Network)
 - 3.1.1. Responsible for representing the interests of BAME postgraduates and liaising between the BAME Students Network and the Postgraduate Society.
 - 3.2. Disabilities Subcommittee Postgraduate Representative (DSN)
 - 3.2.1. Responsible for representing the interests of disabled postgraduates and liaising between the DSN and the Postgraduate Society.
 - 3.3. LGBT+ Subcommittee Postgraduate Officer (Saints LGBT+)
 - 3.3.1. Responsible for representing the interests of LGBT+ postgraduates and liaising between Saints LGBT+ and the Postgraduate Society.
 - 3.4. Wellbeing Subcommittee Postgraduate Representative (Wellbeing Subcommittee)
 - 3.4.1. Responsible for representing the interests of postgraduate student welfare and liaising between the Wellbeing Subcommittee and the Postgraduate Society.
 - 3.5. Lifelong and Flexible Learners Subcommittee Postgraduate Representative
 - 3.5.1. Responsible for representing the interests of lifelong and flexible learner postgraduates and liaising between the Lifelong and Flexible Learners Subcommittee and the Postgraduate Society.
 - 3.6. Accommodation Subcommittee Postgraduate Representative
 - 3.6.1. 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.
 - 3.7. PG International Officer
 - 3.7.1. Responsible for representing the interests of international postgraduate students.
 - 3.8. One of the PG Officers (Disability)

- 3.8.1. Responsible for representing issues facing disabled postgraduates relating to their studies
- 3.8.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remits
- 3.9. One of the PG Officers (LGBT+)
 - 3.9.1. Responsible for representing issues facing LGBT+ postgraduates relating to their studies
 - 3.9.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remits
- 3.10. One of the PG Officers (BAME)
 - 3.10.1. Responsible for representing issues facing BAME postgraduates relating to their studies
 - 3.10.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remits
- 3.11. DoEd

4. Appointments

- 4.1. The SRC Postgraduate Officers shall be appointed through the Association elections
- 4.2. The Subcommittee representatives shall be elected/appointed by their respective subcommittees in the manner they feel most appropriate
- 4.3. The PG Academic Officers shall be elected via the PG academic elections
- 4.4. Subcommittee heads and the PG Academic Officer shall be responsible for informing the PG Activities Officer when their representatives/officers are in position.
- 4.5. All appointment related matters, including interviews, elections, and co-options shall run as outlined in the Laws of the Association

5. Membership

- 5.1. All matriculated postgraduates of the University, except those who have exercised their right under the Education act (1994) not to be members of the Association, shall automatically be members of PG Society.
- 5.2. The PG Society committee shall consist of postgraduates.
- 5.3. The committee may award extraordinary membership to individuals as it deems appropriate.

6. Meetings

- 6.1. All meetings shall operate as outlined the Laws of the Association.

- 6.2. Committee meetings shall be once per week during the academic year, and at other times if necessary.
- 6.3. The AGM will be held during S2 at a time decided by the PG Society Committee. The following positions will be elected at the AGM
 - 6.3.1. Treasurer
 - 6.3.2. Secretary
 - 6.3.3. Publicity and Marketing Officer
 - 6.3.4. Events Officers
- 6.4. An EGM may be called by the Committee to elect vacant positions.

Appendix C Tracked changes

Postgraduate Subcommittee (Postgraduate Society)

1. Aims

- 1.1. The Postgraduate Subcommittee, known as the 'Postgraduate Society of St Andrews' or 'PG Society' will create a home for postgraduates in St Andrews by hosting events, advocating for academic concerns, and fostering a postgraduate community
- 1.2. Hold events throughout the year for the recreational benefit of postgraduates, including the annual ball held during the summer vacation
- 1.3. Offer loans and grants to individuals or other groups wishing to provide entertainment for the postgraduate community.
- 1.4. Act as the official voice of postgraduates, and promote their interests.
- 1.5. Ensure SRC takes sufficient account of postgraduates, especially during vacation periods.

2. Committee

- 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. Secretary
 - 2.5.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
 - 2.5.2. Liase with St Leonard's College regarding the postgraduate experience.
- ~~2.6. Ball Convenor~~
 - ~~2.6.1. Liase with partners for PG Society balls~~
 - ~~2.6.2. Propose ball themes, decorations, and entertainment options~~

~~2.6.3. Explore venue options and offer ball proposals to the committee, in consultation with the PG Society President.~~

~~2.7. St Leonard's Liason Officer~~

~~2.7.1. Liase with St Leonard's College regarding the postgraduate experience.~~

~~2.7.2. 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.~~

~~2.7.3. Provide an annual report to the PG Society detailing the proceedings and ongoing relationship with St Leonard's College.~~

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. Two Events Officers

2.9.1. Organise events aimed at engaging postgraduates.

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

2.9.3. Develop the PG Society alumni network.

~~2.10. Two Members without Portfolio~~

~~2.10.1. Support other committee members as required.~~

2.11. DoSDA (Overseer)

3. The following students shall be invited to attend committee meetings as non-voting members

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

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

3.2. Disabilities Subcommittee Postgraduate Representative (DSN)

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

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

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

3.4. Wellbeing Subcommittee Postgraduate Representative (Wellbeing Subcommittee)

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

- 3.5. Lifelong and Flexible Learners Subcommittee Postgraduate Representative
 - 3.5.1. Responsible for representing the interests of lifelong and flexible learner postgraduates and liaising between the Lifelong and Flexible Learners Subcommittee and the Postgraduate Society.
- 3.6. Accommodation Subcommittee Postgraduate Representative
 - 3.6.1. 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.
- 3.7. PG International Officer
 - 3.7.1. Responsible for representing the interests of international postgraduate students.
- 3.8. One of the PG Officers (Disability)
 - 3.8.1. Responsible for representing issues facing disabled postgraduates relating to their studies
 - 3.8.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remits
- 3.9. One of the PG Officers (LGBT+)
 - 3.9.1. Responsible for representing issues facing LGBT+ postgraduates relating to their studies
 - 3.9.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remits
- 3.10. One of the PG Officers (BAME)
 - 3.10.1. Responsible for representing issues facing BAME postgraduates relating to their studies
 - 3.10.2. Raise any issues brought to them or their faculty counterpart, which fall outside the PG EDI officers' remits
- 3.11. DoEd

4. Appointments

- 4.1. ~~The postgraduate Activities Officer shall be appointed through the Association elections~~ SRC Postgraduate Officers shall be appointed through the Association elections
- 4.2. The Subcommittee representatives shall be elected/appointed by their respective subcommittees in the manner they feel most appropriate
- 4.3. The PG Academic Officers shall be elected via the PG academic elections
- 4.4. Subcommittee heads and the PG Academic Officer shall be responsible for informing the PG Activities Officer when their representatives/officers are in position.

- 4.5. All appointment related matters, including interviews, elections, and co-options shall run as outlined in the Laws of the Association

5. Membership

- 5.1. All matriculated postgraduates of the University, except those who have exercised their right under the Education Act (1994) not to be members of the Association, shall automatically be members of PG Society.
- 5.2. The PG Society committee shall consist of postgraduates.
- 5.3. The committee may award extraordinary membership to ~~such~~ individuals as it deems appropriate.

6. Meetings

- 6.1. All meetings shall operate as outlined the Laws of the Association.
- 6.2. Committee meetings shall be once per week during the academic year, and at other times if necessary.
- 6.3. The AGM will be held during S2 at a ~~time decided by the PG Society Committee within two weeks following the end of formal teaching in semester two.~~ The following positions will be elected at the AGM
 - 6.3.1. ~~PG Society~~ Treasurer
 - 6.3.2. ~~Secretary~~
 - 6.3.3. ~~PG Society~~ Publicity and Marketing Officer
 - 6.3.4. ~~Events Officers~~
- ~~6.4. An EGM shall be held at the start of semester 1, no later than week 4.~~
- ~~6.5. The order of proceedings for General Meetings shall be:~~
 - ~~6.5.1. Reports from the Postgraduate Activities Officer, Postgraduate Development Officer, and Treasurer.~~
 - ~~6.5.2. Election of all remaining committee positions.~~
 - ~~6.5.3. Any other competent business~~
- 6.6. An EGM may be called by the Committee to elect vacant positions.

Motion to revise the current tuition fee policy for students undertaking a placement year

Owner: Andrew Linz (Third Year Biochemistry, Molecular, and Cell Biology Class Representative), Ava True (Biology School President)

The SRC notes that:

- 1) According to the current policy held by the University of St Andrews, Integrated Masters students on their placement year pay full tuition fees according to their fee status (Home, RUK, International)[[1](#)].
- 2) In a survey of 24 students completing a chemistry degree with a placement and the integrated masters in Biology, Marine Biology, and Biochemistry programs, 18/24 or 75% of surveyed students were **not** aware that this policy was in place before they accepted their offer at St Andrews.
- 3) UK students on placement are only eligible for half-tuition loans barring certain circumstances such as unpaid research [[1,2](#)].
- 4) Of the surveyed students 47% (11/23) were aware of this policy. One student who had already completed their placement noted that this policy was not advertised well, and they only became aware of it during the placement application process.
- 5) Students planned to cover these additional costs through scholarships and government or private loans (4/23), with additional work in the form of a full-time job before placement or a part-time job during placement (5/23), from the salary their placement provides (3/23), or through savings or family inheritance (11/23).
- 6) Of the respondents who have currently secured or have completed a placement, 67% (12/18) of students did not receive any salary. 31% (6/18) of students received a salary, with one student not reporting their salary and the others making between £14,000-£21,000. The remaining 6 students either did not respond to this question or do not currently have a placement.
- 7) International students fees have risen considerably over the past 6 years (from £20,570 per year for 2017 entrants to £28,190 for 2023 entrants) such that they are greater than what most placements offer (between roughly £20,000 and £22,000) [[3](#)]
- 8) The Integrated Masters in Biology, Marine Biology, and Biochemistry programs all require that Integrated Masters students undertake a placement year to continue in the program, and do not have a choice over whether they stay in St Andrews and take more 4th year modules or undertake a placement.
- 9) The “industry standard” for tuition fees for students on placement is to charge between 15-50% of normal tuition. No other school that offers placements and has their tuition fee policies openly posted on their website charges above 50% with the most common fee being 15% of normal.
- 10) Placement providers are aware that St Andrews students pay full tuition fees and find the policy to be questionable due to the impacts it has on their placement students.
- 11) The ongoing cost of living crisis has increased financial pressures and stress on students. [[4, 5, 6](#)]
- 12) While on placement students are given four assignments for a research skills module which contains a total of 4 tutorials spread throughout the entire year in addition to the work they would have marked for their placement (a 10,000-word report, a 3000-word interim report, a reflective piece of work, and a 30-minute viva). The only staff contact received is through emails with a staff supervisor and two site visits (one if the placement

is international) which are not guaranteed. This is markedly less support in the form of laboratory resources, contact hours from staff members, and access to study spaces in comparison to placement students' equivalent fourth year peers.

- 13) When asked about what tuition fees would feel fair to pay given what the University provides to placement students, 7/24 responded with 15% of normal tuition, 7/24 with 20%, 4/24 with 30%, 5/24 with 50%, and no students responded feeling that full tuition would be fair given the resources and contact hours they receive from the University while on placement.

The SRC believes that

- 1) Students working full time (>36 hrs/week) should not have to work a second part time job in order to pay their living expenses and cover excess tuition fees from St Andrews.
- 2) The Integrated Masters program should be accessible to all students, not only those with sufficient inheritances, savings, or family support that allows them to reasonably complete their placement.
- 3) Prolonged financial stress negatively impacts student mental health.
- 4) Students perform better at their placement when not placed under additional financial stress that pushes them to seek additional work outside of their placement.
- 5) St Andrews students are placed at a disadvantage on placement compared to their peers coming from other Universities due to the increased pressures on their mental and financial health.
- 6) The current tuition policy makes it more difficult for low-income students to complete a placement as they will be unable to cover the additional costs of tuition and living expenses without extensive savings. This represents an accessibility issue for low income students wishing to complete a placement that they would not face at other schools.
- 7) International students are discouraged from completing an integrated masters degree due to the additional costs associated with completing a placement.
- 8) Tuition fees should be charged proportionally to the value that the University provides to its students. (ie the 30 credit research module taken by Biology students should be charged in full while the 90 credits provided by the placement provider should not).

The SRC resolves that

- 1) The University conduct an analysis of the staff workload for fourth year students not on placement as compared to students on placement (i.e. in terms of time spent on students with lectures, laboratory time, marking assignments, reduced access to laboratory resources, reduced access to library and other campus space, etc.) and use this information to reassess the placement tuition fee policy to be in line with the value the University provides placement students/the resources the University spends on their placement students.
- 2) These changes should apply to the immediate next cohort of placement students who will begin their placements between May and September of 2023.

References:

- [1] <https://www.st-andrews.ac.uk/students/study-abroad/finance/tuition/>
- [2] [Funding for placement years | University of Westminster, London](#)
- [3] [Tuition fees 2020-2021 to 2022-2023 | Current Students | University of St Andrews \(st-andrews.ac.uk\)](#)
- [4] <https://www.bbc.co.uk/news/business-62972580>
- [5] <https://www.bbc.co.uk/news/business-63727828>
- [6] <https://www.bbc.co.uk/news/uk-wales-64266981>

Motion to Change Charities Campaign Chosen Charities Nomination Guidelines

Owner: Elena Ewence

In effect from: Immediately

Review Date: N/A

It is noted that:

1. Currently there are three different categories that students can nominate for the annual 'Charities Campaign': Local, National and International.
2. The conditions for the International Charities Category is: "Worldwide, not one specific country"

It is believed that:

- 1.Reducing donations to international charities operating in multiple countries is not as efficient or respectable as being able to donate to international charities that work in just one country.
2. Charities that are big enough to have the financial resources to operate in multiple countries have enough sustainable income that they are not reliant on crowdfunding, meaning the money raised by the Charities Campaign is likely a small contribution to their annual budget.
3. In a post-colonial world, it is more ethical to support grassroots organisations, rather than big charities from the Global North. It is widely accepted there are ethical problems in big worldwide charities enforcing Western 'norms' over the Global South through their charity work (while not all, it is well-known this does happen).
- 4.It is widely accepted that grassroots organisations are more valued and more useful in their local communities.
5. The amount of money raised by the Charities Campaign will likely have far more impact to smaller organisations.
6. Smaller organisations will have more time and resources to liaise and provide updates on how the money has been helpful directly.

It is resolved that:

1. This SRC mandates to change the requirements for the International Nominated Charity to be 'can either operate in one specific country OR in multiple countries.
2. This SRC will allow the Charities Campaign to re-open nominations for a week for charities for this year's campaign to allow charities that were not previously eligible to be nominated.

Proposed by:

Rachel Nevinova, Gender Equality Officer

Seconders:

Emma Craig, Director of Wellbeing and Equality

Jasmin Zheng, BAME Officer

Sofia Johnson, LGBT+ Officer

Sana Aboobacker, Student Health Officer

E-21-17 Motion to Reform Postgraduate Elections

Owner: Zaine Mansuralli

In Effect From: Immediate **Review Date:** March 2023

It is noted that:

1. Over 27 separate elections, predominately contested by undergraduate students, take place during the March election season.
2. During 4 of the past 5 elections, at least one of the PG Officers positions had no candidates, leading to vacancies over summer and Martinmas semester as well as significant disruption to PG activities and representation.
3. One-year postgraduates (the majority of PGTs) have no opportunity to stand for a position on Association Councils or on the PG Society, and do not vote for the representatives that are in place for most of their time at St Andrews.
4. Many regularly organised student activities do not take place outside of teaching semesters despite postgraduate programmes continuing during this time.
5. PG Officers, regardless of when they are elected, are often required to take absence for research purposes.
6. The PG elections held in October 2021 were successful in filling 97 of 106 roles, with high levels of engagement and contested races.

It is believed that:

1. Postgraduate students are more likely to engage with elections targeted specifically at postgraduates, meaning it is less likely that positions will be vacant.
2. Election campaigns run for the PG positions are more likely to engage PG students if they do not have to compete for attention with the numerous, larger and more time intensive campaigns fielded by undergraduate and sabbatical candidates.
3. One-year postgraduates would feel more engaged with the PG Society, Association Councils, and the Students Association if they are able to stand for election and vote for their representatives.
4. The challenge of providing activities and development for PG students during summer, when many regular activities and opportunities are not running, would be better met by experienced PG Officers and PG Society committee members as opposed to a new team.
5. There is a need for the Association to develop a structure to ensure continuity of PG activities and representation if PG Officers are required to take research leave, and such a system should also provide for a smooth transition if there is a gap between the incoming and outgoing PG Officers.

It is resolved to:

1. Elect the SRC Postgraduate Activities Officer, SRC Postgraduate Development Officer and the PG Society Committee (excluding members co-opted from other subcommittees) together with the PG Class Representatives and the PG Academic Forum in the PG Martinmas elections.
2. Develop a system within the Association and PG Society to support PG activities and representation to enable research leave for PG Officers as well as ensure continuity during handover.

Proposer

Zaine Mansuralli, *SRC Postgraduate Activities Officer*

Seconders

Postgraduate Society

Anna-Ruth Cockerham, *Director of Wellbeing and Equality*

Avery Kitchens, *Director of Student Development and Activities*

Lottie Doherty, *Association President*

Isabella Zeff, *Director of Events and Services*
Abd Alsattar Ardati, *SRC Postgraduate Development Officer*
Andrew Longworth, *Debates Officer*