

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE APPOINTMENTS
UNDERGRADUATE RESEARCH REPRESENTATIVE AND INSPIRE LEAD

1. **Context.** Many undergraduates are very keen to find out about research. Students have opportunities to complete research projects, not only as part of MD4002, but also as summer projects. These require coordination across the school. Interest in research exceeds the supply available so this role additionally supports extra-curricular activities which enable students to gain exposure to research.
2. **Purpose, duties and role:**
 - a. **Champion undergraduate research in the school:**
 - (1) Work with the MD4002 module coordinators to understand the needs of students and supervisors undertaking all projects and make sure those needs are served.
 - (2) Represent undergraduate research at the research management committee
 - (3) Collect information relating to student publications and supply on request
 - (4) Deal with student enquires about research opportunities
 - (5) Work with student societies, and other medical schools to provide and develop activities which encourage students to find out more about research
 - b. **Coordinate Summer Studentships:**
 - (1) Work with PI's to make sure the summer studentship scheme is appropriate.
 - (2) Encourage PI's to offer summer studentships.
 - (3) Work with the Research Support Staff to keep the school handbook studentship section up to date.
 - (4) Work with the Research Support Staff to run the application and allocation system, including the school scheme, St Andrews research internship scheme and Laidlaw leadership and research programme.
 - (5) Deal with any issues relating to the summer studentships, either at the application stage, or when they are in progress.
 - (6) Work with the Teaching support staff to make sure the transcript entries relating to summer studentship are uploaded in a timely manner and are correct.
 - (7) Organise a poster or other celebratory event for summer students.
 - c. **Coordinate Wolfson Intercalated awards:**
 - (1) Review the pre-application selection scheme and make sure fit for purpose

(2) Work with the assessment and research support office to:

- (i) invite suitable applicants
- (ii) facilitate judging of the pre-application screening
- (iii) Offer feedback to unsuccessful applicants
- (iv) Help successful students choose supervisors
- (v) Make sure applications are submitted in a timely manner
- (vi) communicate outcome to the students, supervisors, MD4002 coordinators and the development office.
- (vii) Make sure students submit final reports to the Trust in a timely manner
- (viii) Work with the Teaching support staff to make sure the transcript entries relating to Wolfson Award are uploaded correctly and in a timely manner.

d. **INSPIRE lead for the school:**

- (1) Keep track of the INSPIRE initiative run by the Academy of Medical Sciences, funded by the Wellcome Trust. [INSPIRE - undergraduate research | The Academy of Medical Sciences \(acmedsci.ac.uk\)](https://www.acmedsci.ac.uk/inspire)
- (2) Apply for funding when there are new calls
- (3) Keep track of funds and make sure expenditure is appropriate and consistent with the aims of INSPIRE
- (4) Complete end of grant returns as required
- (5) Liaise with INSPIRE leads at other medical schools to meet the aims of the initiative

3. **Interactions**

- a. **Reporting to:** Dir of Teaching and Dir of Research
- b. **Liaising with:** PI's, MD4002 module leads, and professional services as required.
- c. **Meeting attendance:** Research Management Group

4. **Tenure / scale.**

- a. The appointment will be rotational. The expectation is for an initial period of 3 years with extensions possible.
- b. This role would attract a tariff of 50 hours in the school workload model.

5. **Pre-requisite qualifications:**

- a. Be an existing member of school staff at Associate Lecturer or equivalent or above. An open-ended contract is not mandatory.
- b. Have successfully applied for external funding for a summer student in the past three years.
- c. Be able and willing to attend occasional student events in the evenings and at weekends

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

Date	Revision Description	Major Changes
26/04/2022	Revised version	