VACATIONAL SCHOLARS (SUMMER PROJECT STUDENTS)

1.   **Scope and Definitions**. This policy covers:

   a.   **Vacational Scholar at St Andrews**. These are normally known as 'summer project students'. The criteria are:

   (1)   Students must be matriculated at St Andrews or another HE establishment, ie after entering 1st year and before graduating[1].

   (2)   Students must be registered for a degree course[2].

   (3)   The student will observe and receive instructions.

   (4)   The summer project is not an offer of employment.

   (5)   The student is not supplementing the technical strength of the laboratory.

   (6)   To all intents and purposes the student is to be educated and trained, not to perform work.

   b.   **Holiday Placement at another establishment**. Students who undertake a lab project, clinical attachment or similar that is organised by them to enhance their knowledge or profile area referred to as 'holiday placements[3].' These are not funded by the School of Medicine. The general requirements are:

   (1)   Students must have been made an offer of a placement and have a supervisor. The supervisor and the student should have an agreed target; work towards a presentation, poster or contribution to a paper. The student and supervisor should have fixed the duration of the placement with a start and end date.

   (2)   The supervisor is responsible for the student's safety and oversight, the day-to-day management of this supervision may be devolved to another if required.

   (3)   Students intending to work in a clinical setting must ensure that they and their potential supervisor understands:

   (a)   That the institution where the placement is to occur is liable for all insurance and liability cover.

   (b)   That the placement is not part of the curriculum and is voluntary.

   (c)   The state of training of the student is recognised.

2.   **Monetary award**. Vacational Scholars may receive a monetary award to assist with their costs (accommodation and travel) but this will not constitute 'employment'. This award may originate from an external funding body[4], from a supervising St Andrews PI or in the form of a grant or bursary from the School.

   a.   **Monthly paid awards**. Summer projects in St Andrews are normally allocated a monthly or weekly rate or fixed on an assumption of the likely duration i.e. £350 for 6 weeks.

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[1] From graduation onwards students are not matriculated students of the University and they must be enrolled as visiting scholars in order to undertake a summer studentship.
[2] Exceptions are BSC (Hons) medicine students who have graduated but not yet started at a partner medical school can be considered for the programme.
[3] It should be noted that the terms '**elective**' or '**internship**' usually refers to a part of a courses where the student may choose which activity to participate in. Students should be wary when discussing 'electives' as the sponsor may assume that the event is sponsored or covered by this university whereas, in fact, these holiday activities are entirely voluntary
[4] The grant will be paid to the school and the school will transfer the cash sum to the supervising PI

Students without a National Insurance number should supply a copy of their matriculation card or passport to be submitted with the form to Salaries.

b. **Bursaries**. Only a very few bursaries will be awarded and the terms of the award are listed in the Discretionary Bursary page of the handbook.

c. **Clinical Work**. Clinical work will not normally be supported by a school award.

3. **Insurance**.

a. Students who have graduated are no longer students of the University and are not covered by any University polices.

b. Students working in a clinical setting, in the UK or abroad, must be covered by a liability policy. Only students planning to work in the NHS can consider seeking University provided liability cover[5]. Students planning a placement in any other country must obtain their own liability cover, perhaps through a medial defence union.

4. **Reference Letter**. The Executive Administrator can provide a reference letter for those seeking a placement at another intuition. The format is in the handbook.

MEDICAL STUDENTS 'SUMMER PROJECT' SCHEME

5. The school will arrange for a cohort of medical students to conduct summer projects. On the BSc course this opportunity is available only for students between the 2nd and 3rd year. ScotGEM students in any year are eligible but they may only receive an award from the school once. All other students (ie BSc students between 1st and second year, ScotGEM students who have already completed one summer studentship, graduating students from either course[6] or students from other universities) can complete summer projects but these are outside the school scheme and are private arrangements with a PI, where the PI is liable for all costs.

6. Any student awarded a vacation scholarship who subsequently fails any part of their assessments, whether knowledge, skills or portfolio, will not be able to start their vacation project.

7. **Process**. The process for summer projects is:

a. MD3001 and ScotGEM students in years 1, 2 and 3 are invited to apply for projects in semester 1 by the Research Support Team. Invitation to go out as announcements on Galen and SOLAS:

Vacation Scholarships

Up to 6 vacation scholarships are available within the Medical School in the summer of 2021. This is a good opportunity for students to gain some research experience. Projects are usually 6-8 weeks long and students join existing research programmes in the school. Students can find out more about the projects available in the attached booklet and may contact potential supervisors to discuss them, although they should not necessarily expect a long discussion at this stage. Posters illustrating the work of previous summer students are available in the school handbook and on the first floor landing of the medical school to give some idea of what can be achieved. Students should apply for a scholarship by sending an electronic copy of the application form to medresearch@st-andrews.ac.uk by 9am on Friday semester 1 week 11 (27th November 2020). Students will be selected on the basis of progress on their respective courses and quality of their application. Students will be informed of the outcome of their application before the end of the

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[5] Students should note that the university will not entertain providing cover for a placement that is outside the course, with an institution that is not in partnership with the University or in a clinical setting where the liability rests with the placements supervisor
[6] Note that there are complications for graduated students as they are not matriculated to study at St Andrews after graduation day.

semester. In most cases successful students will make an application to external funding body during semester 2, however some deadlines are earlier. Funding is typically £350/week for up to 6 weeks, but can vary depending on the awarding body. After completion of the project, students will prepare a poster and report describing their research and present this to staff and students in orientation week. More details are available in the school handbook.
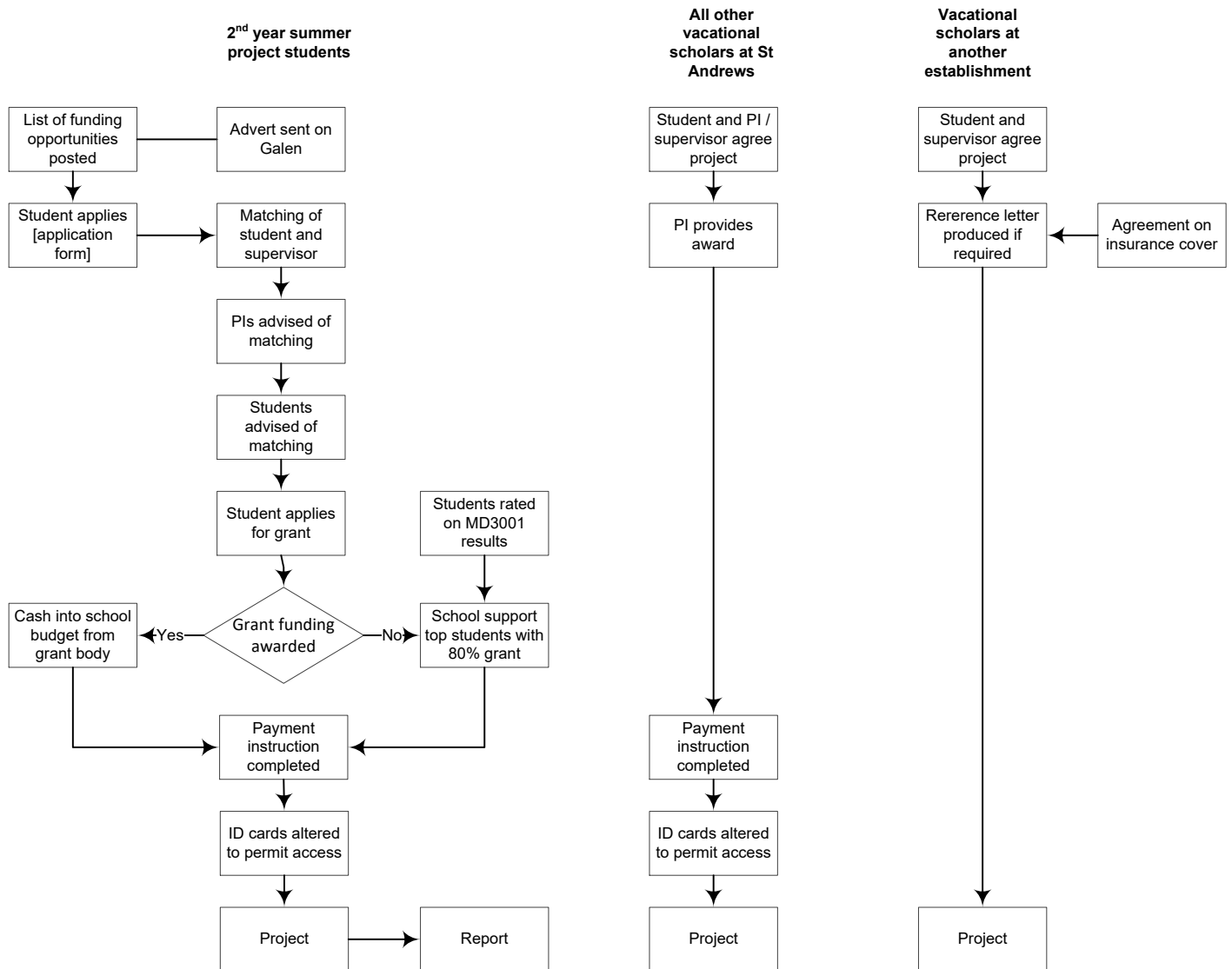.

    b.   Applications are ranked according to performance on the respective courses and quality of the application. Assuming there are no anomalies then the top ranked 6 students are selected. Unsuccessful applicants are informed by the Research Administrator.

    c.   The selected students are provisionally matched to supervisors on the basis of the ranking, personal statement and preferences listed on the application. Students are to be informed of selection and their nominated supervisor no later than the end of semester 1.

    d.   The students meet their supervisors and both parties are to agree to the placement and which sources of funding are to be attempted, see the opportunities list in the handbook. Some deadlines will be quite tight. Re-matching is possible only in extreme cases.

    e.   Medical students who are already science graduates, who are ineligible for external funding, may apply for the grant to be paid from the school budget. Project students who do not submit any grant application will be supported by the PI's personal account.

    f.   If the grant application is unsuccessful then the school will support at the same level as the Carnegie Trust, ie 6 weeks at £350 per week.

    g.   After completion of the project, all students will prepare a poster describing their research and present this to staff and students in orientation week.

    h.   Depending on the funding source a report may also be required. This would be detailed in the funders' letter or in email correspondence if funded by the School. Many of the external funders (ie. Wellcome Trust) will be collated and administered centrally by PO or Development (there may be others). There would be a school grant code allocated to the PI, but they will collate all reports etc to be returned (they will also keep hold of the original award letter).

8.   **Process**. To be initiated once student matched to supervisor

    a.   Any overseas student on a visa should discuss the implications with the university visa office.

    b.   Student workplace will be in the 'Wedge' or the ARC, access to building and labs to be authorised by Admin staff.

    c.   IT equipment will be provided by the PI or borrowed from IT team. The ARC is normally available.

    d.   Students to be given safety induction.

    e.   If supervisors are away for any part of the time the student is on their scholarship a named member of staff / post doc must be detailed to look after them.

9.   **Flow chart**:

Flowchart

2nd year summer project students

- List of funding opportunities posted → Advert sent on Galen
- Student applies [application form] → Matching of student and supervisor
- PIs advised of matching
- Students advised of matching
- Student applies for grant
- Students rated on MD3001 results
- **Grant funding awarded** (decision)
  - Yes → Cash into school budget from grant body
  - No → School support top students with 80% grant
- Payment instruction completed
- ID cards altered to permit access
- Project → Report

All other vacational scholars at St Andrews

- Student and PI / supervisor agree project
- PI provides award
- Payment instruction completed
- ID cards altered to permit access
- Project

Vacational scholars at another establishment

- Student and supervisor agree project
- Rererence letter produced if required ← Agreement on insurance cover
- Project

10. **Transcript entry**. Students who complete a Vacational Scholarship or a Summer Scholarship funded by an external body[7] will have an entry on their transcript. By May of the year of graduation a note is sent to information analyst / awards Coordinator at Registry (Jenni Awang). This should list:

  a. Name of the prize. 'School of Medicine Vacational Scholarship' or similar

  b. 100 character description of the prize. Funding for a six to eight week summer project.

  c. Monetary value. £180 a week or similar.

  d. Who it was awarded to.

ACCESS TO AND WORKSPACE IN THE SCHOOL DURING THE SUMMER

11. The default workspace for summer students is the Anatomy Resource Centre or 'The Wedge' if all the Open Plan desks on level 2 are full. The Research Support Office will process requests for ID card extensions and access zones. Students whose project runs past graduation day must have a visiting scholar agreement in place and will get a new ID card as a visiting scholar.

SUMMER PROJECT APPLICATION FORM

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[7] Eg Melville Trust, Medical Research Scotland Vacational Scholarship etc

This application is to be sent as a two-page Word Document to the Research Administrator by email.

Students may approach PIs but should not expect a lengthy discussion at the application stage.

1. Name.

2. Email.

3. Why do you wish to apply for a Vacational Scholarship? What your career intentions are at present (150 words max)?

4. Have you had any other research experience (apart from course projects)? If yes, please describe in no more than 100 words.

5. Your preferred supervisors (in preference up to max of 3) with 100 words each on explaining why you wish to work with them or indicate school if not St Andrews.

Please also submit a short CV (covering academic courses and achievements since leaving school).

6. Some sources of external funding have restricted criteria. In order to help us ascertain the best potential source of external funding for you please indicate if you fall into any of the following criteria:

Scottish birth	
Scottish extraction (at least one parent born in Scotland)	
Scottish schooling (attendance a Scottish secondary school for at least two years)	

University of St Andrews - School of Medicine Handbook

Author:	Executive Administrator (DCM)	Approval Committee:	
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
12/11/2020	Published version	