PGR STUDENT POLICY AND ASSESSMENT

Contents:

RESEARCH POSTGRADUATE STUDENT
POLICY AND ASSESSMENT

Introduction.

Welcome to St Andrews. If you are new to this part of Scotland, you can find information about St Andrews and its environs, as well as other parts of Fife and nearby Dundee, at: https://www.st-andrews.ac.uk/about/, https://www.welcometofife.com/ and https://www.dundee.com/

1.   This Handbook also highlights and summarises information which is relevant to all postgraduates in the University and provides links to some of the key documents. It does not, however, contain all the information that you need to be aware of or might be interested in. The University's policy is that information regarding academic regulations and related matters be conveyed via central resources; with this in mind, we would like to draw your attention to the following:

- General policies, procedures and guidance (link)
- Academic strategies and policies (link)
- Rules and regulations for current postgraduates (link)
- Postgraduate Senate Regulations (link)
- Postgraduate Programme requirements (link)
- Postgraduate Course Catalogue (link)

In addition to reading through this Handbook, we recommend that you explore the University's Current Postgraduates site (link) which features a link welcoming you to the community of St Leonard's Postgraduate College (link) and membership of the University's Postgraduate Society (link). Together, the Current Postgraduates and St Leonard's Postgraduate College sites form a valuable resource in themselves. As well as highlighting postgraduate news and events, the two sites provide access to information about academic matters, training, support services, and the various facilities and resources available to postgraduates across the University.

On behalf of both the School and the University, welcome to our PhD programme; we expect that the next years of your training will be both challenging and rewarding!

Matriculation
At some point during the summer, and after you confirmed your acceptance of your offer, you will have received an 'entrant email' from the University Registry directing you to complete the steps outlined at: https://www.st-andrews.ac.uk/new-students/pg/research/. These include completion of matriculation (link) which is the process by which you formally register as a student. If you do not complete all the necessary stages of the process in time, you will begin to receive warnings under the Failure to Matriculate policy (link) which outlines how the University deals with students who fail to register at the University.

You will be required to complete online training in Good Academic Practice (TGAP) as part of the matriculation process. Please note that the University's Good Academic Practice policy, which can be found at this link, includes aiding and abetting another's academic misconduct. You must read and adhere to this policy and the Guide for Students (link).

In addition to TGAP, you are required to complete online training in Research Integrity. This will involve completing all modules as part of your first matriculation. The Research Integrity training can be accessed via the following link.

2.   Upon arrival it is important that as soon as you have been issued with a university email account that you supply this information, along with your phone extension (if applicable), to **Postgraduate Adminstration**: Ms Rachel Horn, (pgmed@st-andrews.ac.uk). This will ensure your name is included on email lists within the School and that you are also listed on the School website.

3.   **Generic Skills Development**. The University places great importance on providing research students with a stimulating learning environment within which you can improve the depth of knowledge of your chosen field, work to complete your degree successfully within the allocated time, and develop personal and professional generic skills to enhance your future employability and career development.   The University's GRADskills programme provides a wide range of generic skills training courses and other opportunities specifically for research students that are complemented by subject-specific programmes within individual academic schools.   In line with national Research Council recommendations, the University expects that each research student should spend approximately 10 days each year focusing on their generic skills development. Improving your level of competency in a range of generic skills is most likely to be achieved through a combination of these formal training courses followed by the practical application of the skills you have been taught. Your **Supervisor** and other staff will be able to advise you about opportunities available at St Andrews to help you enhance your skills as you progress through the different stages of your degree. You should use your **E-portfolio** to detail your CPD, e.g. Work in Progress (WiP) talk attendance, reflections and generic skills training. **E-portfolio**: Go to Galen (http://galen.st-andrews.ac.uk). Sign in using your St Andrews login details. Click 'My PDP'.

Academic English Service (AES)
In addition to the training and development opportunities coordinated by CEED, the University's International Education Institute (link) offers free workshops, tutorials and online materials, for students at all levels who are users of English as a second or additional language through their Academic English Service (link).

4.   **Development Needs Analysis**.   Postgraduates start their doctoral degrees with widely differing levels of generic and research skills and so it is important that you review those skills with your Supervisor before drawing up a plan for your skills development. Following the general and subject-area-specific induction sessions at the start of the semester, you will meet with your Supervisor to discuss this analysis and to formulate the most appropriate programme for your own personal development. To help you achieve this goal, you should start by looking at the GRADskills website: https://www.st-andrews.ac.uk/pgstudents/stleonards/training/research/gradskills/ and the courses offered by CEED.

5.   CEED offers a comprehensive suite of development opportunities, tailored careers support and a single point of contact for postgraduate researcher development. This is likely to include elements drawn from courses provided by GRADskills and your School, and other courses and activities as deemed necessary to help you complete your degree (https://www.st-andrews.ac.uk/pgstudents/stleonards/training/).

6.   You are required to complete a brief self-assessment of your Skills training at the end of each year (see below). This should be discussed with your supervisor. Your annual thesis review committee meetings will also consider your self-assessment, and comment on your progress, what training you have completed and identify future needs.

7.   Failure to meet your training requirements agreed with the School will be reported to the Faculty Business Committee for action.

8.   **Annual Self-assessment of Generic Skills Training**. The DNA requires you to assess your capabilities in the following areas of Generic Skills:

    a.   Research Skills

    b.   Research Environment

    c.   Research Management

    d.   Personal Effectiveness

    e.   Communication Skills

    f.   Networking and Team working

    g.   Career Management

9.   Prepare a short report (no more than two typewritten pages):

    a.   List the activities you have been involved in this year which have sought to address these Areas of Generic Skills Training

    b.   Reflect on the Generic Skills Training you have undertaken. How has this helped you improve your skills in some or all of the above areas? Give specific examples.

    c.   How do you aim to continue your development in the next year?

10.   On-going self-assessment following talks. In addition to annual self-assessment, we would encourage you to reflect on the various research talks that occur throughout the year. Students attending seminars should aim to write 200-300 words after the event, based on the following questions:

    a.   In your own words, what were the main findings described in today's talk?

    b.   Which part of the research did you find most interesting?

    c.   Which parts of the talk did you find difficult to understand?

    d.   Were there any aspects of the research described (subject matter or methodology) which you can learn from for your own project?

    e.   If you had the opportunity to ask the speaker one question, what would that have been? Why?

11.   Students giving WiP talks should aim to write 200-300 words after the event, based on the following questions:

    a.   What is your overall impression of how your talk went?

    b.   What aspect of your talk had you been most concerned about and how do you think it went?

    c.   What questions were asked of you, and is there anything you can learn from them?

    d.   If you were asked to do the talk again tomorrow, what would you change in order to improve it?

We encourage you to present and discuss these self-assessment items in your E-portfolio with your supervisor and also your thesis review committee at your annual meetings.

Postgraduate Research in the School of Medicine

12.   This part contains information on the administration of postgraduate research in the School of Medicine and the process for reviewing your progress.

13.   The **Director of Postgraduate Studies - Research (DoPGR)** is Dr Paul Reynolds, who has overall responsibility for the administration of postgraduate research matters in the School. The **School Postgraduate Adminstration**: Ms Rachel Horn, supports postgraduate administration. Their contact details are:

Dr Paul Reynolds: Medical and Biological Sciences Building, Room no. 206,
Tel: 01334 463555, Email: medicaldopg@st-andrews.ac.uk

Ms Rachel Horn, Medical and Biological Sciences Building, Room no. 223
Tel: 01334 463508, Email: pgmed@st-andrews.ac.uk

14.   The information contained below gives:

   a.   Details of the School of Medicine Progress Review process

   b.   Details of the timetable for Progress Review meetings

15.   It is your responsibility to:

   a.   Complete the necessary preparations for your Progress Review

   b.   Attend your Postgraduate Review meetings

   c.   Complete your agreed training requirements

   d.   Keep a record of training that you have completed up-to-date (E-portfolio)

PhD Supervision in the School of Medicine

16.   All students are registered with a Supervisor who is a member of Academic staff and is your primary contact with the School and is responsible for helping you to direct your PhD studies

17.   All students are registered with a Second Supervisor, who is a member of Academic staff. The role of a Second Supervisor may vary depending on a number of factors and whether you are registered with more than one School. If the second supervisor is a co-supervisor (joint supervisor), then they will have an active day-to-day role in the research. In most cases, the second supervisor (Mentor) is there as a source of advice, much in the same way as your Thesis Review Committee Postgraduate Tutor. You should ask your supervisors at the start of your PhD studies what is going to be the case for you.

Location of Studies

18.   The University expects all students to live at a term address within a 'commutable distance' during their studies, unless they have formal permission for their study location to be outside of this; a 'commutable distance' is usually understood to be within 75 miles of St Andrews. If you are going to be away from your term address – for any reason – for a period of between 5 and 28 consecutive days, you should inform your Supervisor and the School as a matter of routine. If you are going to be away for more than 28 days you must obtain formal approval from the Director of Postgraduates by applying for a change of Location via MySaint. The period of absence from St Andrews before formal approval is required can be extended to 38 days if this includes time when the University is closed. For further details, please refer to the policy regarding Location of Studies (link). Please note that failure to follow this policy has implications not only for you as an individual student, but for all students who require the University to sponsor visas.

Considerations for part-time PhD students working remotely

19.   Our experience is that the combination of doing a PhD both part-time and remotely is very challenging. We are still prepared to consider such arrangements but in this case require both the supervisor and the student to lay out a clear and agreed plan for supervision in advance. This must involve regular contact, the setting of agreed and realistic targets and the spending of an appropriate amount of time in St Andrews. The latter is felt to be important in terms of allowing participation in appropriate GRADskills courses and in experiencing other postgraduate opportunities e.g.

participating in Work in Progress Talks. Students who for personal or employment reasons intend to work in this way are encouraged to talk to their proposed supervisor in the first instance. Supervisors are advised to discuss the circumstance and proposed supervision plan with the DoPGR.

Ethics considerations in the School of Medicine

20.   Some projects may require ethics approval before work starts. All Ethics Applications should be received by the Ethics Admin Assistant, Julie Anderson (room 223) both electronically (to medethic@st-andrews.ac.uk) and as hard copy with appropriate signatures and all relevant paperwork, by the submission deadline for the meeting. The dates fo the meetings and submission deadlines can be found in the SEC policy document http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2014/08/research-and-pg_ethics_committee.pdf Your supervisor will advise you whether you need to seek ethics approval. Julie Anderson will be available to assist and advise in the preparation of ethics proposals.

21.   If ethics approval is required to undertake the research work described in the thesis, then it is University policy that a copy of the ethics approval forms be bound into the thesis as an appendix when it is submitted to Registry.

VISA issues for non-UK students

22.   To comply with current UK government Visa regulations, all students who are not UK residents or citizens must be registered as full-time students.

Leave of absence policy

23.   Sometimes, circumstances might require you to take time out from your studies. Leave of Absence exists to assist students through a period of adverse circumstances. A formal Leave of Absence "stops the clock" on your study period; as such, you should not be working on your thesis during a Leave of Absence. You should seek advice as soon as you become aware that leave may be required and must first discuss the situation with your Supervisor. Advice about the procedure and the implications for your student record is available from the Research Student Support Officer in Registry reg-support-pgr@st-andrews.ac.uk and further details can be found at this link.

Maternity and Family Leave interruption

24.   The University is committed to accommodating appropriate adjustments to postgraduate research students to support them in their studies due to pregnancy or adoption of a child. This policy enables postgraduate research students to take time away from their studies while remaining registered with the University, thereby allowing students to maintain links with their research supervisor and make use of University facilities including the Library. The policy applies to postgraduate research students who become pregnant, have partners who are pregnant, and students who are adopting a child, and can be found at this link.

Electronic Lab Books

25.   The School of Medicine encourages the use of new technologies to record project data, subject to supervisor approval and subject to the adherence to any relevant procedures to maintain data safety and security.

Electronic Thesis Submission

26.   To comply with current University policies regarding electronic thesis submission, students should at the time of submission follow current guidelines, e.g. http://www.st-andrews.ac.uk/library/resources/collections/theses/

MD by Research

27.   Candidates for the postgraduate qualification of "MD by research" will follow the policies and procedures for PhD students except in respect of the length of studies. An MD by research is 2 years full-time study or 4 years part-time study.

School of Medicine Progress Review of Postgraduate Students

28.   Each postgraduate student in the School of Medicine is allocated a Thesis Review Committee, the remit of which is to:

   a.   Monitor your progress throughout the period of your studies

   b.   Recommend on entry into your second year of studies and the degree for which you should be registered

   c.   Provide constructive feedback to you and your supervisor(s) on your progress

29.   Your Thesis Review Committee normally consists of two people:

   a.   **Convenor**: The Convenor of your Thesis Review Committee, who will normally have a related specialist interest and will usually go on to be your Internal Examiner. <u>The Convenor will arrange each meeting</u>.

   b.   **Postgraduate Tutor:** A member of Academic staff who need not have specialist knowledge in the particular research discipline, but is available in a support role both to the student and supervisor. The Postgraduate Tutor is available as a confidential point of contact and source of information throughout your period of study and will act as a liaison between student and supervisor if any problems arise.

   At Thesis Review Committee meetings, the Committee should discuss with the student their <u>E-portfolio</u> (detailing CPD, e.g. Work in Progress (WiP) talk attendance, reflections and generic skills training) in addition to the project details. The Committee may use its discretion to ask questions of the Supervisor and/or give feedback to the Supervisor before/ after the meeting with the Student. If the Committee is unsure how to proceed with a Student/ Supervisor/ Committee issue, the Committee should seek guidance from the DoPGR.

Progress Review Timetable

30.   Review of your progress is implemented by a series of deadlines and meetings, as outlined in the School Handbook. The requirements for each of these are given for full-time students. Remember that meetings with your Thesis Review Committee are a supplement and not an alternative to the regular meetings you will have with your Supervisor, who will be the first line of enquiry for any queries or problems you may have. If you feel the need to discuss matters with another person who is not your supervisor(s), your Postgraduate Tutor will be available to you at any time and there is also the Wellbeing Officer (Caroline Forbes - medwellbeing@st-andrews.ac.uk), University Associate Provost (Student) (assocprovost-pgr@st-andrews.ac.uk) and Registry PGR support (reg-support-pgr@st-andrews.ac.uk).

31.   Part-time students will be reviewed annually and will have extra review meetings if the equivalent ones detailed below are more than a calendar year apart.

First year deadlines and meetings

32.   The first year of your PhD (or MPhil) is an important and busy time. This section gives you details of your review requirements and deadlines, with which you must comply. During your first year, you need to prepare and submit two reports ahead of the two Thesis Review Meetings, the

first after 4 months of study and the second after 9 months. <u>You must submit an electronic copy to the Postgraduate Secretary, along with completing online your self-assessment form via MMS</u>. It is your responsibility to ensure that your reports are submitted before the deadlines.

The timings of the submission of your reports throughout your studies correspond with your <u>official start date</u> – the date that is on your offer letter from the University Admissions Office. i.e. if you start on 27 September, your 4 month report is expected 27 January etc. If you were to start on 8th October, you would still be expected to submit your report on 27 January. A reminder email will be sent out from the School database approx. one month prior to expected date of submission. For those studying part-time or taken a leave of absence, their deadlines will be adjusted accordingly.

Initial meeting with Thesis Review Committee

33.   The purpose of your initial meeting with your Thesis Review Committee is two-fold. Firstly, it is an opportunity to meet your Convenor and your Postgraduate Tutor, and to raise with them any questions you may have. Secondly, it is the forum at which your training needs, which you will have previously discussed with your supervisor, will be agreed. This is important because it will be your responsibility to complete the agreed training programme and present a record of this at your first year review meeting.

34.   **4 month Report**. Your 4 month Report should consist of these sections <u>in the following order</u>:

      a.   The overall goals of your project (including <u>a defined, testable hypothesis</u>)
      b.   Background/literature review in the context of your project goals
      c.   Planned experimental approaches
      d.   Anticipated outcomes

Item b should be around 4,000 words. Items a, c and d together should be around 1-2 sides of A4.

4 month Thesis Review Committee meeting

35.   Your report will be assessed by your Supervisor and will then form the focus of your Thesis Review Committee meeting. The aim of the meeting is to assess your progress in the first few months of your studies and to give you the opportunity to raise any issues of concern. The assessment forms completed by your supervisor and your Thesis Review Committee will appear on MMS.

9 month Report

36.   Your 9-month Report should be based on work completed to date. It should not normally be longer than 5000 – 10000 words, plus appropriate figures, tables and references. The length of the report should be discussed with your supervisor and will vary according to the subject area. It should include the overall goals of your project (including defined, testable hypothesis) and an introduction/review section in the context of your project goals. It should describe your results to date and a plan of work for the remainder of your first year and for your second and third years. It will be assessed by your Supervisor and then form the focus of the following first year meeting of your Thesis Review Committee.

First year Thesis Review Committee meeting

37.   The first year Thesis Review Committee meeting is very important. As well as generally assessing progress and giving you the opportunity to raise any issues of concern, a required outcome is to recommend whether your registration should be confirmed as PhD or amended to an alternate degree. Although a recommendation to re-register as a PhD student is the norm for students who are planning to do a PhD, it is not automatic.

38.   Transfer to a PhD programme will depend upon:

    a.   Meeting deadlines for the submission of reports
    b.   Satisfactory assessment of reports and performance in the laboratory
    c.   Satisfactory completion of your Training Programme

39.   To meet this final requirement, you will need to present your record of training (E-portfolio or equivalent) that you have completed, to your Thesis Review Committee at your first year meeting. Completion of all agreed parts of the Training Programme is normally required.

40.   The assessment forms and process for each annual meeting (both student and staff forms) comply with University Policy on Progress Reviews for Research Postgraduate Students, using a 4-tier outcome structure.
https://www.st-andrews.ac.uk/media/proctor/documents/reviews-termination-policy.pdf

Complete online via MMS at https://mms.st-andrews.ac.uk/mms/ and click on postgraduate administration/ annual progress reviews
https://mms.st-andrews.ac.uk/mms/pgr/unit/40SCMED/

It is expected that you make substantial progress each year. If your level of performance is not sufficient, as indicated by your Thesis Review Committee Meeting; by your participation in School seminars, and other research-related activities, or by the quality of your First Year Report, then the School can initiate the process either to terminate your studies or to change your registration from PhD to a Master's degree or Postgraduate Diploma. If you are negligent about your training or its documentation, the School can also send you a letter of reprimand, a copy of which will be included in your records and can be given to your Examining Committee. Obviously, we hope that this eventuality will not arise, since we have tried hard to provide training which is both necessary and sufficient for you to complete the degree.

Second year deadlines and meetings

41.   Your second year is typically a time of data collection, processing and analysis. Towards the end of the year, you will have a meeting with your Thesis Review Committee.

42.   You should prepare a detailed thesis completion plan which includes:
    a.   Some figures and/or tables of results that you intend to include in your final theses. You can use these to explain and discuss your results at the meeting;
    b.   A timetable for your third year work, indicating when laboratory/field work will be completed, and giving target dates for writing up.

43.   You must submit an electronic copy to the Postgraduate Secretary (pgmed@st-andrews.ac.uk), along with completing online your self-assessment form prior to the meeting.

Third year deadlines and meetings

44.   In your third year the emphasis should be on the completion of practical work and data analysis, and on planning and writing your thesis. It is the policy of the School that all PhD students should aim to complete their theses within three years, but it is recognised that many students will need some extra time for writing up. The University allows you a continuation year for this purpose but you are strongly encouraged to complete your thesis within three years or as soon as possible thereafter. Remember that it is University policy that you must complete your thesis within four years.

45.   Towards the end of your third year, you will have a meeting with your Thesis Review Committee. You should prepare a detailed thesis completion plan which includes the status of each chapter, deadlines for completing unfinished chapters and a target date for submission. **You must submit an electronic copy to the Postgraduate Secretary (pgmed@st-andrews.ac.uk), along with completing online your self-assessment form prior to the meeting.**

Thesis submission and re-submission

46.   Thesis submission. This is a University process where you initially submit three soft-bound copies of your thesis to Registry. Your Supervisor should have nominated an External examiner at least six weeks before submission. There are minimal requirements on the template for the thesis layout. Regulations state that the thesis shall have an adequate margin and be prefaced by statements and declarations (see Senate regs): https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/pg-regs-1718.pdf. Further information is located on the St Leonard's College webpage (here).

47.   Thesis re-submission. For those students who are required to make corrections to their thesis and to re-submit, their supervisors and their thesis review committee remain available for support and advice during this time.

Guidance for PGR students on frequently asked questions

48.   Holidays (vacations) for PhD students. PhD students should be encouraged to take regular holidays and be encouraged to maintain a healthy work/ life balance during their studies. There is no University guidance for the mandated number of days PhD students should take since students are not employed staff/ pay tax, but receive a student stipend. Also, the nature of PhD study means that each student experience is somewhat unique. However, to give some general guidance to supervisors and PhD students, the comparable staff grade would suggest about 25 – 30 working days per year is a reasonable benchmark for holidays.

49.   Self-assessment. A self-assessment form should be completed by every PhD student for each Thesis Review Committee meeting and was mandated by the University at a recent policy update (September 2016). This form is a separate document to the other submitted material, so there might be duplication in contents. It is important that it is completed in full both for the benefit of the PhD student since it is an opportunity for self-reflection, but also for the benefit of the Thesis Review Committee since it provides information to monitor progress. Your self-assessment of your generic skills training needs is a separate item and should be documented in your E-portfolio.

50.   Contents of 9-month report. Your report should contain an Introduction/ or review section, Overall goals of your project (including defined, testable hypotheses), Methods/ Methodology as appropriate, Results that you have generated in your first year, a Discussion, a plan of future work for remainder of first year and for second and third years. This plan of future work should be detailed in structure but would typically be bullet point format highlighting key areas.

51.   PGR Student Feedback to School. Feedback on academic matters is via the PhD rep on the PG SSCC. Feedback on desk space and other building matters is via the PhD rep on the Space and Planning Committee. In addition, The PG SCALE taskforce welcomes participation from PGR students. The Director of Postgraduate Studies may also be contacted.

52.   Thesis and publication of your work. If you haven't published all your work contained within your thesis at time of thesis submission, then you should consider applying for an embargo. A thesis is now put online by the Library and is fully searchable and is now considered a publication. You may not be able to publish your work subsequently unless you have an embargo in place. https://www.st-andrews.ac.uk/media/registry/postgraduate/Guidance%20on%20the%20Submission%20of%20PhD%20Theses%20for%20Examination%20(revised%2011%2008%2015).pdf.
One of the aims of getting you to write reports during your PhD is to help you in writing your thesis. While the thesis will be a broader piece of work, the earlier reports frequently form an initial basis of chapters and should be used as such in the writing process.

INDUCTION OF NEW PGR STUDENTS

This checklist is designed to augment the information sent to new starts; staff and PGR students. It should provide a prompt for the supervisor and the student.

Student: _____

Supervisor: _____

Buddy: _____

Before Start		
	Action	**Responsible**
Y / N	Confirmation of appointment and send welcome email to student	Supervisor
Y / N	Supervisor to appoint (or approach the student PGR representative) another student in the department to be a 'Buddy'	Supervisor
Y / N	Send digital postcard to new PhD student.	PG Administrator
Y / N	Ensure a member of the School is available to welcome the new PhD on their first day.	Supervisor
Y / N	Ensure workspace allocated, office keys available, telephone allocated, IT ordered etc. All detail on the Medinternal new starts checklist.	Supervisor / Henry Rae / LT team / Res Administrator
Y / N / NA	**For PG in the lab only:** Ensure student is aware of vaccinations that are needed prior to being given entry to the lab	Supervisor
1ˢᵗ Day		
Y / N	Welcome student and show them to their working space	Supervisor
Y / N	Introduce student to their buddy	Supervisor
Y / N	Tour of the building	Supervisor or Buddy
Y / N	Introduce student to student PG representative	Supervisor or Buddy
Y / N	Introduce student to Director of PGR studies	Supervisor or Buddy
Y / N	Introduce student to PG secretary	Supervisor or Buddy
Y / N	Lunch or coffee with buddy	Buddy
Y / N	Tour of the School to include; workstation, toilets, café, kitchen, common areas, showers, lockers, pigeon holes, printers and copiers and entrances / exits.	Buddy
Y / N	Health and safety briefing	PG Administrator or Clive Masson
Y / N / NA	**For PG in the lab only:** Introduction to Lab Manager for specific role-related safety briefing.	Supervisor/ Lab Manager

University of St Andrews - School of Medicine Handbook

Author:	KR	Approval Committee:	
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Date	Revision Description	Major Changes
02/09/2021	Published version	