



# University of St Andrews

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School of International Relations

POSTGRADUATE RESEARCH STUDENT  
HANDBOOK

**2011-2012**

Welcome to the School of International Relations at St Andrews. The School received an excellent rating in the Government's recent Research Assessment Exercise (RAE) 2008, with eighty percent of our research judged to be of world or international excellence or significance. The School also maintains a strong position in well-respected league tables, placing third in the UK in the 2012 *Guardian University Guide*.

We are delighted you are joining our postgraduate community. Doctoral students form an important and valued part of the School's research activity. This booklet is intended to provide you with information that should help you make the most of your experience of studying in the School. It outlines our expectations, introduces supervision and monitoring arrangements, describes the facilities available to you, provides information on formal channels of communication between staff and students, and explains what to do in case of difficulty.

The Scottish university system involves a four-year undergraduate degree, unlike the three-year degree courses in England and Wales. The undergraduate degree offered by the School entails broad introductions to the theory and practice of International Relations in the first two sub-Honours years, followed by more specialised modules on a variety of subjects in the final Honours years. The School also offers a one-year taught Master's (MLitt) Degree in International Security Studies (ISS), International Political Theory (IPT), Middle East and Central Asia Security Studies (MECASS), and Peace and Conflict Studies (PCS). All members of staff are involved in undergraduate and postgraduate teaching, and some doctoral students help with paid sub-Honours tutoring, normally in their second and third years.

The purpose of this Handbook is to explain aspects of life at the School level.

## **Administration of Postgraduate Research in IR**

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The School's Director of Postgraduate Studies is Dr Patrick Hayden (Room 205; Tel: 461 933; [Email: jph10@st-andrews.ac.uk](mailto:jph10@st-andrews.ac.uk)). The Director of Postgraduate Studies is responsible both for admissions and the general welfare and progress of research postgraduate students, including chairing the Postgraduate Committee. Dr Hayden will be available during his office hours (TBA) or by appointment.

Postgraduate administration within the School is handled by the Postgraduate Secretary, Mary Kettle. She can be contacted in Room 138, Tel: 462 945; [Email: irpg@st-andrews.ac.uk](mailto:irpg@st-andrews.ac.uk).

## **Key Dates 2011-12**

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| • New Research Student Induction            | Thursday 22 September<br>(3:00 pm)    |
| • First Session of IR5601                   | Monday 26 September<br>(3:00-5:00 pm) |
| • Semester One SSCC Meeting                 | Wednesday 12 October                  |
| • Semester One Funding Application Deadline | Monday 24 October                     |
| • Semester One Progress Reviews             | Week 9 (21-25 November)               |
| • Semester Two Funding Application Deadline | Monday 5 March                        |
| • Semester Two Progress Reviews             | Week 9 (16-20 April)                  |
| • Semester Two SSCC Meeting                 | Wednesday 22 February                 |

## **University Regulations**

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This Handbook should be read in conjunction with:

- The University's 'Policy for Supervisors and Students in Research Postgraduate Programmes': <http://www.st-andrews.ac.uk/staff/policy/tlac/postgraduate/research/>
- The University's 'Undergraduate and Postgraduate Student Handbook': <http://www.st-andrews.ac.uk/studenthandbook/>
- The University's 'Postgraduate Senate Regulations', which sets out the University's degree regulations: <http://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/>

All changes of registration or changes between full time and part time status, changes of supervisor, extensions to word limit or submission deadline, requests for leave of absence, and requests for thesis embargo are formal processes which must be approved by the Faculty Business Committee (FBC).

To obtain FBC approval, students should first consult with their supervisor. A formal request should be submitted to the Pro-Dean of Graduate Studies, Dr Tom Jones (email: [pgprodeanarts@st-andrews.ac.uk](mailto:pgprodeanarts@st-andrews.ac.uk)), and must be copied to [irpg@st-andrews.ac.uk](mailto:irpg@st-andrews.ac.uk). All formal requests must be supported by an email from the supervisor.

## **Keeping in Touch with the School**

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### ***Postgraduate Notice Board***

Postgraduate students should try to keep themselves informed of what is going on in the School, particularly in regard to seminars, social gatherings, staff-student meetings and so on. The School of International Relations website has a section called Resources which has lists of forthcoming seminars and is accessible at this link <http://www.st-andrews.ac.uk/intrel/pg/>. There are various notice boards located within the Arts Building which should be consulted regularly. There is also a postgraduate notice board located outside room 7, on the top floor of St Salvator's Quad, which is where the research seminar programme and other relevant notices are displayed. Again it is recommended you check this on a regular basis. It is the responsibility of students to keep up to date with events.

### ***Contact Details and Correspondence***

Please maintain an up to date record of your postal and email addresses with the Postgraduate Secretary and the University's Student Portal. All formal communication by the School (and University) will be sent to the address held on the central database. Maintaining up to date contact details is especially important for international students in light of the new Immigration regulations. Please notify the Postgraduate Secretary immediately of any change of address, either local or home, thus avoiding difficulties should there be need to contact you in emergencies or other circumstances.

Students are reminded that email is an official means of communication, and that they are expected to read their email within a 48-hour period (Monday to Friday) during term time. **Students who use external email accounts must also continue**

**to check their University account.**

Postgraduate students may use the address of the School to receive correspondence. All incoming mail is delivered to the Arts Building and can be collected from the Postgraduate Secretary's office. The School's complete postal address is:

School of International Relations  
University of St Andrews  
Arts Building  
The Scores  
St Andrews KY16 9AX

## **The Postgraduate Committee**

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School postgraduate business is conducted by the Postgraduate Committee. The Postgraduate Committee has two primary functions with respect to registered students:

1. Monitoring student progress, including upgrade in status from General Research Student to PhD Student
2. Allocating funds under the School's bi-annual funding competitions

The Committee generally meets twice a year to review students' progress. **All research students MUST be reviewed by the committee once a year to provide an up to date progress report and discuss any problems they may have.** A brief progress report on each student is sent to the Postgraduate Office at the end of every year and the student is informed of its contents. Students are also asked to return their own progress reports to the Postgraduate Office annually.

A limited amount of funding for research purposes is available annually and the Postgraduate Committee will inform you when applications are welcome and what the conditions of these awards may be (see under 'Key Dates' and 'School Support' for further information).

The members of the School's Postgraduate Committee are currently:

- Dr Patrick Hayden (Room 205; Tel 461 933; [Email: jph10@st-andrews.ac.uk](mailto:jph10@st-andrews.ac.uk)), Director of Postgraduate Studies, administration of PhD/MPhil programmes and general postgraduate matters
- Dr Sibylle Scheipers (Room 105; Tel: 462 944; [Email: ss203@st-andrews.ac.uk](mailto:ss203@st-andrews.ac.uk)), Director of Postgraduate Studies (Teaching), administration of all MLitt programmes
- Professor Nicholas Rengger (Room 208; Tel: 462 941; [Email: njr3@st-andrews.ac.uk](mailto:njr3@st-andrews.ac.uk)), Convener of IPT
- Professor Raymond Hinnebusch (Room 204; Tel: 462 861; [Email: rh10@st-andrews.ac.uk](mailto:rh10@st-andrews.ac.uk)), Convener of MECASS
- Professor Andrew Williams (Room 241; Tel: 461 935; [Email: ajw30@st-andrews.ac.uk](mailto:ajw30@st-andrews.ac.uk)), Convener of PCS
- Professor William Walker, (Room 141; Tel: 462 945; [email: wbw@st-andrews.ac.uk](mailto:wbw@st-andrews.ac.uk)), Convener of ISS

## **Supervision**

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Candidates are initially registered as General Research Students under Research Ordinance No. 12. Registration as a PhD student ordinarily is then made on the recommendation of the Principal Supervisor, and on review by the Postgraduate Committee, after two semesters of study (see below, 'Monitoring Progress'). Thereafter the title must not be changed unless an application to do so has been made through the supervisor to the Pro-Dean of Graduate Studies.

The relationship between the postgraduate research student and his or her supervisor is of critical importance to the smooth progress of research. Each postgraduate research student is assigned two supervisors: a Principal Supervisor and a Second Supervisor. The Principal Supervisor has primary responsibility for guiding and monitoring the progress of the research student. While the School tries always to find an appropriate academic match between student and both supervisors, it is possible that only the Principal Supervisor will be a specialist in the student's subject area, in which case the role of the Second Supervisor will be largely to act as mentor to the student. The Second Supervisor may, however, also act as Principal Supervisor if the latter is on research leave.

Where appropriate, two supervisors may serve as Joint Supervisors, in which case supervision meetings should normally involve both supervisors and the supervisors should agree comments on the student's work and performance in advance.

Students must keep their supervisors fully informed of all matters concerning their research and any circumstances that may affect it. This is particularly important on such points as registration or change of title, extension of studies, and suspension of time or the deletion of years, all of which are formal matters requiring a recommendation from the Principal Supervisor to the Pro-Dean of Graduate Studies.

When changes of supervision are necessary because of research leave patterns or changes of teaching staff, every effort will be made to avoid disruption to students, but students will be aware from the University Policy that we cannot guarantee absolute continuity of supervision.

## **Monitoring Progress**

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The School operates a careful monitoring procedure to ensure that any problems related to research are detected early and dealt with in as effective a manner as possible. The School's Postgraduate Committee monitors the progress of all postgraduate research students.

Supervisors will keep a record of supervision sessions, detailing comments on progress. In addition, supervisors and students complete annual Progress Reports. These are reviewed at an annual meeting (either semester one or semester two, depending on the student's start date) of the Postgraduate Committee. The Committee's recommendations are forwarded to the Head of School for approval.

### ***First Year Review***

New students begin as 'General Research Students'. At the end of the first year if they have completed their research training and first year of research satisfactorily, they are upgraded to PhD status. The Postgraduate Committee meets with all first

year students to review progress and decide on this change of status. Although a recommendation to re-register is the norm for students who are planning to do a PhD, **it is not automatic.**

Transfer to the PhD programme will depend upon:

- Satisfactory progress on your research (based on your supervisor's recommendation);
- Satisfactory completion of IR5601 and of your research proposal;
- Satisfactory completion of your Training Programme.

You will need to submit your research proposal to the Postgraduate Committee for your first year meeting. You are also asked to submit a report detailing your progress on your research and your plan for future work.

If progress is not deemed to be satisfactory, possible courses of action involve: the requirement that the student produce a satisfactory piece of written work by a specified point; deferral of the upgrade decision; change of registration to a different degree programme; withdrawal from studies or, exceptionally, termination of studies.

### ***Continuing Annual Review***

Continuing PhD students have an annual progress review (either semester one or semester two, depending on the student's start date). The reviews are completed by the Postgraduate Committee, and are based on a written report by the Principal Supervisor and a self-review form completed by the student. Students ordinarily are not required to meet with the Postgraduate Committee, although the Committee reserves the right to request a meeting if it deems necessary.

### **Research Training**

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The first year of your PhD (or second year MPhil) is an important and busy time. At the beginning of your first year you should arrange to meet as soon as possible with your supervisor to fill out the University's Development Needs Analysis form, on the basis of which you will develop your research training program. The DNA form is available online at <http://www.st-andrews.ac.uk/GRADskills/skillsanalysis/developmentanalysis.php>.

All research students, full and part time, are required to be in St. Andrews at least the first semester of their first year and normally for the full year in order to benefit from this training (please note that any lengthy absences from St Andrews during your period of registration as a research student must be cleared with your supervisor first).

The first element of your training will be attendance in IR5601, the School's 'Research in International Relations' module. This module meets eleven times during semester one, providing an introduction to research skills, methods, ethics and debates specific to International Relations. It is convened by Dr Tony Lang. As part of this module, you will be required to complete a substantial research proposal, which will form part of your progress report at the end of your first year of study.

The second element of your training programme will be participation in at least four GRADskills short courses. These are designed to provide you with help in research

management and skills, personal effectiveness, networking, presenting research, and career management. The courses are free of charge and offered through the University's GRADskills programme. More information can be found at their website: <http://www.st-andrews.ac.uk/GRADskills/>.

The final (potential) element of your training is attendance in one or more of the four Social Science modules offered by the University. These are not required for completion of your training, but are strongly encouraged for students whose research employs standard social scientific methodologies. These are focused more directly on social research methods and are taught by social scientists from throughout the University. To determine if one or more of these modules is appropriate for your research, you should consult with your supervisor. The modules are as follows:

- SS5101: Being a Social Scientist: Skills, Processes and Outcomes (Sem. 1)
- SS5102: Philosophy and Methodology of the Social Sciences (Sem. 2)
- SS5103: Qualitative Methods in Social Research (Sem. 2)
- SS5104: Quantitative Methods in Social Research (Sem. 1)

At present, students in their first year of a PhD are welcome to 'audit' the SS5000 modules and to receive recognition on their University transcripts for having taken the classes. To audit successfully students must have attended at least 60% of classes and participated in all relevant tasks and group work, but are not required to complete course assessments. Once you have consulted with your supervisor about the SS modules that are appropriate for you, please let the Postgraduate Secretary know which courses you intend to audit

Completion of the above listed elements of your research training will ensure that you can conduct research within the IR community of St Andrews and for your future career in International Relations.

## **Recommended Aims**

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The following recommended aims are intended to provide general targets to assist you in planning for the progression towards completing the PhD and to structure professional development. Satisfying these basic goals can assist not only in ensuring the smooth progression of your research and writing, but help to develop the professional competencies and experiences that may aid in seeking employment upon completion of the PhD programme.

### Year 1

- Complete IR5601 and any other coursework as appropriate and agreed with supervisor
- Complete a thesis proposal (normally in conjunction with IR5601 and submitted shortly before the first year progress review)

### Year 2

- Present a paper to the School/IR PhD Research Seminar or at a conference
- Teach sub-honours tutorials

### Year 3/4

- Present a paper to the School/IR PhD Research Seminar or at a conference
- Teach sub-honours tutorials
- Submit an article for publication

## **Submission of Theses**

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A thesis for the PhD shall normally be presented after 3 years and at the latest after no more than 4 years of study as a matriculated student or the equivalent for part-time students. The thesis should not exceed 80,000 words, including footnotes, edited original documents and texts (but excluding appendices and bibliography).

Theses must conform to the University's regulations governing theses for higher degrees. Information on these regulations is provided in the University's 'Policy for Supervisors and Students in Research Postgraduate Programmes'.

Further information explaining the process of submitting successfully examined theses can be found on the Library website: <http://www.st-andrews.ac.uk/library/resources/collections/theses/#Submitting>

It is particularly important that students are aware of the regulations governing electronic submission of theses and the formal process for requesting an embargo. These requests need to be made well in advance of the submission of the thesis. The Postgraduate Secretary will issue reminders about the declarations and forms that need to accompany submission, but the final responsibility for timely and proper submission rests with the student. Theses will not be accepted unless they conform to the regulations in terms of formal declarations, number of copies, etc. Students are advised that they must clear all outstanding debts (including Library fines and printing quota deficits) with the Cash Office before submission, as Registry will not accept theses without a formal confirmation from the Cash Office that all debts are cleared.

Candidates are normally examined *viva voce* within 12 weeks of the submission of the thesis.

### ***Writing Up***

After the minimum period of registration (3 years full time), every student is entitled to a continuation period of 1 year for writing up. At the end of that period if the student has failed to submit his/her thesis for examination, the Principal Supervisor shall submit to the Director of Postgraduate Studies a written case setting out why the student should be given a further year within which to submit. If supported by the Principal Supervisor and Director of Postgraduate Studies, the student's request for an extension will then be forwarded to the Pro-Dean and Faculty Business Committee for consideration and final approval. The rules relate to the period of actual study so that periods of approved leave of absence will extend the duration of the studies.

## **Ethics Approval of Research**

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### ***Ethics Committee***

The University requires that all research activities that involve data collection from, interview of, interactive investigation of, experimentation upon or demonstrations involving living human subjects must have the prior approval of the School's Ethics Committee. The School's research ethics guidelines and application process can be accessed from the School's website at <http://www.st-andrews.ac.uk/intrel/research/ethics/>

If necessary, an application may be referred to the University Teaching and Research Ethics Committee (UTREC). Further information is available at <http://www.st-andrews.ac.uk/utrec/>

Guidance can be sought from Dr Jeffrey Murer ([jirethics@st-andrews.ac.uk](mailto:jirethics@st-andrews.ac.uk)), Convenor of the School's Ethics Committee.

It is a requirement that any PhD thesis that requires ethical approval from UTREC has the letter or email of ethical approval bound into the appendix before submission.

Please note that any PhD/MPhil student conducting research on a terrorism-related topic is responsible for ensuring that they do not inadvertently fall foul of Sections 57 and 58 of the Terrorism Act (2000) concerning the possession of material likely to be useful to a person committing or preparing an act of terrorism. The pertinent Sections of the Terrorism Act can be found at: <http://www.legislation.gov.uk/ukpga/2000/11/contents>

### ***Risk Assessment***

If you plan to undertake any field work it is necessary to complete a risk assessment before leaving, which needs to be approved by the School's Safety Officer, Dr Holger Stritzel ([hs41@st-andrews.ac.uk](mailto:hs41@st-andrews.ac.uk)).

## **School Support**

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### ***Conference and Research Support***

The School provides limited financial support for postgraduate research students to conduct research and participate in conferences, available on a competitive basis. In consultation with Principal Supervisors, the Postgraduate Committee recommends to the Head of School which students should be awarded funding (prioritising research activities and conference presentations in the second and third year over conference attendance).

Requests for funding will be considered in two competitions annually. Applications should be submitted by email to the Postgraduate Secretary by 24 October, 2011 for first semester applications and 5 March, 2012 for second semester applications. Applicants will be notified of the outcome within due course.

Requests for funding must be supported by the student's Principal Supervisor and should include a justification for the expenditure. When the expenditure has already been incurred, receipts will need to be provided with a student expense claim and forwarded to the School Secretary, Lynne Dalrymple (Room 138; Tel: 462 938; [Email: ld26@st-andrews.ac.uk](mailto:ld26@st-andrews.ac.uk)). When the expenditure is anticipated, the application should provide a detailed breakdown of the anticipated costs. Actual reimbursement will be against receipts only up to the authorised amount.

### ***Office Space***

The School aims to provide shared office or desk space for every resident PhD student in St Salvators Quad, though it cannot always guarantee one. On arrival you

will be issued with a key to the building and to the postgraduate room should you want one. Storage lockers also are available for use in room 13. The building must be kept locked at weekends and after 6 pm. A deposit of £5 is charged, refundable on return of both keys on final departure. Please do not lend your keys to other students or to friends. No copying of any key is permitted. If you leave St Andrews for a lengthy period it is recommended you hand in your keys to the Postgraduate Office for safe keeping.

Alternatively, research students may be able to reserve a carrel in the Main Library for a year depending on availability. This is a large, screened desk with two big lockable drawers. You may leave your things in the lockable drawers but the desk must be clear when you leave so it can be used by other students. If you arrive and it is occupied you can ask the person to move. The Library has Wi-Fi and there are two electric sockets at each desk. International Relations students have priority booking for a number of these desks but they go very quickly. If you are interested in reserving one, please contact the Library directly on arrival.

The space in St Salvators Quad also contains several computers, as well as a networked scanner, printer and photocopier for shared use.

Please remember that room 13 is a common work space and as such an appropriately professional environment should be maintained. Please refrain from excessive noise or other conduct that may disturb other students, and the consumption of food and drink in the space should be kept to a minimum. The room is not to be used for strictly social purposes. Please also show courtesy to other students (and the cleaning staff) by tidying up after yourselves. Please bear in mind that the room and its furniture/equipment are University or School property. The room should be kept locked when it is empty. Please look after the space and report any problems with the room to the Postgraduate Secretary.

### ***Inter-Library Loans***

Postgraduate students will almost certainly find it necessary to make some use of the Inter-Library Loan Service, in order to obtain books or journals not held in St Andrews. Details of the Inter-Library Loan Service are obtainable from the Library website: <http://www.st-andrews.ac.uk/library/services/borrowing/ill/>

### ***Telephones***

There is a telephone for use in room 13 in St Salvators Quad. The number is 01334 462 947. It receives incoming calls but will only make internal calls. Please try to keep telephone conversations to a minimum to avoid disturbing other students. The School office cannot take personal messages for you unless it is an emergency.

### ***Website***

The School hosts a website which includes short notes on the research of each member of staff and research student. As soon as you are able, it is advisable to contact the School's web coordinator, Bram Boskamp [bb14@st-andrews.ac.uk](mailto:bb14@st-andrews.ac.uk) with details of your research. This will give you a 'public presence' within the School and the wider world of International Relations.

## **Teaching Opportunities**

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Teaching students is important both for professional development and as a source of additional income. Opportunities exist for postgraduate research students to teach on the School's sub-honours modules:

1st year undergraduate modules

Semester 1 IR1005: Introduction to International Relations

Semester 2 IR1006: Comparative Political Systems and Foreign Policy Analysis

2nd year undergraduate modules

Semester 1 IR2005: Theoretical Approaches to International Relations

Semester 2 IR2006: Issues in International Relations

Module descriptions are available on the School's website. Students interested in tutoring should contact the School's Director of Teaching and/or the School Secretary.

## **School Research Seminars**

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The School of International Relations hosts a variety of research seminars throughout the academic session to promote the work of the Faculty, students, and visiting speakers. These seminars provide a useful introduction to the dissemination and discussion of academic research across a wide range of topics. They are open to the public and to the student body and are supported by the research centres within the School. Details can be found on the postgraduate notice board and School website: <http://www.st-andrews.ac.uk/intrel/community/seminars/>

Research students are strongly encouraged (i.e. expected) to attend these seminars and are sometimes asked to give one during the latter part of their registration. They usually last about an hour and a half and normally are followed by a drink in a local pub, thus serving both a useful academic and social purpose.

Additionally, those students researching topics on the Middle East, Central Asia or the Caucasus are expected to attend the MECACS seminar series. The CSTPV also holds seminars, as does the Centre for Peace and Conflict Studies and the Centre for Religion and Politics, and these are advertised within the School.

A series of seminars is also organised and given by IR PhD students; details will be circulated once they are finalized.

## **Student Representation**

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Every level of student life is represented on the School's Staff-Student Consultative Committee (SSCC) which meets once a semester with the Director of Postgraduate Studies. Students appoint their own representatives who attend the meetings and relay any comments/requests to the School.

Details of election to the SSCC will be announced by the Postgraduate Secretary during the first few weeks of the semester.

## **Complaints/Problems**

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Should you encounter any problems or be unhappy with any aspect of your life within the School there are a number of courses open to you. Depending on the nature of the problem you could approach your supervisor(s) or the Postgraduate or School Secretary (normally the first ports of call), or the Director of Postgraduate Studies, or your SSCC rep. Anything of a personal nature will naturally be treated in confidence.

The Advice and Support Centre (ASC) also is able to provide advice, assistance and support in all areas of a student's life which may affect their academic studies. Further information may be found at: <http://www.st-andrews.ac.uk/student-services/>

## **Students with Medical Conditions**

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If a student suffers from a potentially serious medical condition they are encouraged to notify both Student Support and Lynne Dalrymple, School Disability Coordinator. The information will be treated in confidence.

## **Absence**

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There is a residence requirement for doctoral students, particularly in their first year. If you are planning to be away from St Andrews for any length of time you should obtain your supervisor's agreement. It is also necessary to notify the Postgraduate Secretary if you plan to be away.

## **Insurance**

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The University travel policy operates for all students while on University approved journeys. Please note however that personal items and baggage are not covered. It is a requirement of our Insurers that a record is kept of student travel and you should therefore let the Postgraduate Secretary know of any planned trips in advance.

## **Business Cards**

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It is natural for doctoral students attending conferences or for the purposes of their research to have business cards printed. However, there are strict University regulations governing the wording on such cards and it must be clearly stated that you are a student in order to avoid giving the impression you are a member of staff. Print & Design are happy to print cards for you at your own expense, but will ask if you are a student and if they are in any doubt they will check with the School. It is recommended you check your proposed wording with the Postgraduate Secretary before ordering any cards as a mistake could be costly. Please do not put the School phone number or email on your business cards, only your own contact details.

## **Letters of Introduction**

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At various times you are likely to need a letter of introduction to use another academic library or to confirm you are a student here for visa or other purposes etc. These letters are available on request from the Postgraduate Secretary. A reasonable amount of notice is appreciated, particularly during busy times.

## **In-session English Language Support Service**

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The In-session English Language Support Service (IELSS) offers free language support to matriculated students who are non-native speakers of English. Support is offered in a number of forms, ranging from one-to-one tutorials to weekly workshops on writing, conversational speaking and grammar. Further information is available on the Support Service website: <http://www.st-andrews.ac.uk/elt/support>

## **Academic Misconduct**

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Academic integrity is fundamental to the values promoted by the University. It is important that all students are judged on their ability, and no student will be allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of a University of St Andrews degree.

Academic misconduct includes the presentation of material as one's own when it is not one's own; the presentation of material whose provenance is academically inappropriate; and academically inappropriate behaviour in an examination or class test. Any work that is submitted for feedback and evaluation is liable for consideration under the University's Academic Misconduct policy irrespective of whether it carries credit towards your degree. All work submitted by students is expected to represent good academic practice.

Students should be aware that the University takes academic misconduct offences extremely seriously and any student found guilty of an offence may be expelled from the University either temporarily or on a permanent basis.

Staff can and will perform regular and random checks for plagiarism, using appropriate software when necessary.

The University's Academic Misconduct policy covers the behaviour of both undergraduate and postgraduate students.

All students are advised to familiarise themselves with the University's Guide to students called 'Avoiding Academic Misconduct' and also the full University policy and procedure, both of which may be accessed from <http://www.st-andrews.ac.uk/students/rules/academicmisconduct/>

## **Staff in the School**

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Details of all staff can be found on the School website: <http://www.st-andrews.ac.uk/intrel/people/>

Academic staff have clearly posted office hours which students are requested to observe unless the matter is urgent, and all are available by telephone or email. Staff have many teaching and research commitments so if possible they should not be disturbed outside the hours specified.

## **Finance and Funding Information**

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The University website has a dedicated Postgraduate home page: <http://www.st-andrews.ac.uk/pgstudents/>. This contains links to many useful sources of information, such as academic matters, computer and IT support, fee payments, Registry, etc.

Please note that the offer of a University place to undertake a research degree in the School of IR does not carry with it the guarantee of financial support. Students are required to support themselves or apply to a grant-awarding body. There are a variety of sources of external funding to support PhD study in the School. Details of these funding opportunities, including deadlines and how to apply, can be found by consulting the following web pages maintained by the University's Postgraduate Scholarships Office:

- Financing Your Studies (the postgraduate funding front page): <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/financing/>
- New Scholarships: <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/financing/newscholarships/>
- Funding By School: <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/financing/fundingbyschool/>
- Overseas Awards: <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/financing/awards/>
- UK Research Councils: <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/financing/researchcouncil/>
- UK/EU Awards: <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/financing/ukeuawards/>
- Recent Graduate Discount: <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/financing/recentgraduate/>
- Postgraduate Student Allowance Scheme (SAAS Postgraduate): <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/financing/PSASSAASPostgraduate/>

The University Research Funding Office also provides assistance to researchers, including PhD students, in identifying and preparing applications to external funding bodies. The Research Funding Office website is here: <http://www.st-andrews.ac.uk/rfo/>

Information regarding University tuition and residence fees can be found on the Financial Information web page: <http://www.st-andrews.ac.uk/admissions/pg/financialinformation/>

## **St Andrews and Area**

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You will quickly find your way around the town, but to help with familiarisation, a few basic details are given here.

Churches: There are Catholic, Church of Scotland (Presbyterian), Episcopalian (Scottish Anglican), Salvation Army and Baptist churches in St Andrews. There is a synagogue, Hindu and Sikh temples and a mosque in Dundee (12 miles). There are Bahai communities in St Andrews and Dundee.

Shops: There are many local shops in St Andrews catering for most needs (including bakeries, butcher, greengrocer, chemists, health food, Tesco in Market Street and Morrisons and Aldi on the outskirts of town). The largest alternative shopping centre is Dundee, 12 miles away.

Entertainment: Existing doctoral students will be happy to provide further information and recommendations for the numerous pubs, restaurants, and cafes in St Andrews. There is a cinema in North Street, a theatre in South Street (the Byre), and various entertainments in Dundee (including the Dundee 'Rep' or Repertory Theatre, Dundee Contemporary Arts which offers food & drink as well as cinema, art exhibitions and various other delights, and discos) or even in Edinburgh further afield.