

Introduction

This Logbook is intended to be a personal record of your skills development. It is in two parts.

In the first part you will find:

- An outline of University policy regarding the development of generic skills for research students;
- Sections for you to create a record of your generic skills development, including records of courses taken.

In the second part you will find:

- School-specific information regarding your skills training and progress review.

You should:

- Familiarise yourself with the material in your Logbook;
- Follow School-specific instructions on your training and progress review;
- Keep the record of training that you have completed up to date.

This is your Logbook and it is designed for your benefit. If you use it effectively it should help to make your time as a St Andrews postgraduate research student more productive.

This Logbook is available as a PDF document at :

<http://www.st-andrews.ac.uk/students/academic/>

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.

Individual 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. To help you achieve this goal, you should complete the Development Needs Analysis, "DNA", ("DNA") that has been sent to you with your welcome pack (and which is also available from http://www.st-andrews.ac.uk/gradskills/skills_analysis/development_analysis.php). 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. This is likely to include elements drawn from courses provided by GRADskills and your School, and other courses as deemed necessary to help you complete your degree. This programme will be approved by your School Postgraduate Convener.

Your development needs will be reviewed annually. The annual School report on your progress will indicate what training you have completed and identify future needs. You must confirm in your annual report to Faculty that you have completed the agreed programme and whether or not it is meeting your needs. You are required to maintain a record of the skills training that you have completed. This record must be shown to, and agreed by, your principal Supervisor and be available for inspection at your progress review meetings.

To help you keep track of your personal development programme, your Logbook contains sections for you to record your completion of each training course provided by the University and your School and any feedback.

In addition to these particular courses, you are required to attend and participate in internal courses, seminars, presentations, demonstrations, and teaching and discussion groups as agreed with your principal supervisor and your School Postgraduate Convener. You are also expected, as appropriate, to attend and participate in external seminars, conferences and discussion forums. There are sections for you to record these in your Logbook.

Failure to meet your training requirements agreed with the School will be reported to the appropriate Pro Dean who may refer the matter to the Faculty Business Committee for action.

Please mark the appropriate box below and complete the Comments/Absence space

Title of Course: General Induction for Postgraduate Researchers Date: Fri. 26/9/08	
<input type="checkbox"/> present	What was learnt from the course:
<input type="checkbox"/> absent	Reasons for absence:

Title of Course: Subject-area-specific Induction Date: Fri. 26/9/08	
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<input type="checkbox"/> absent	Reasons for absence:

Title of Course: Date:	
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Please mark the appropriate box below and complete the Comments/Absence space

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Title of Course:	Date:
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<input type="checkbox"/> absent	Reasons for absence:

**Please attach additional blank sheets if required (the Logbook is available online at:
<http://www.st-andrews.ac.uk/students/academic/>)**

Other Training Activities

University Teaching Undertaken
Indicate Type of Teaching (e.g. Tutorials/Demonstrating), Duration, Module code etc.

Talks Given
Internally:
Externally:

Other Relevant Training Activities
Activity type, comments etc.

Part II

Postgraduate Research in the School of Chemistry

This part of your Logbook contains information on the administration of postgraduate research in the School of Chemistry, the process for reviewing your progress and the School Postgraduate Training Programme.

The Convener of the School Postgraduate Committee is Dr Matt Clarke, who has overall responsibility for the administration of postgraduate matters in the School. The School Postgraduate Secretary, Mrs Joanne Stewart, supports postgraduate administration.

Their contacts are:

Dr Matt Clarke: Purdie Building, Room no. 330,

Tel: 463850, Email: mc28@st-andrews.ac.uk

Mrs Joanne Stewart: Purdie Building, General Office, Room no. 341

Tel: 463801, Email: jks10@st-andrews.ac.uk

Other members of the postgraduate committee are Dr Phil Lightfoot, Dr Andy Smith and Dr Paul Wright

The information contained in this part of the Logbook supplements that provided in Part I. It gives:

- Details of the School of Chemistry Progress Review process;
- The timetable for your Progress Review meetings;
- Details of the School training programme;
- Sections for you to record the training that you have completed.

It is your responsibility to:

- Complete the necessary preparations for your Progress Review;
- Attend your Postgraduate Review meetings;
- Complete your agreed training requirements;
- Keep the record of training that you have completed up-to-date (via the RSC Postgraduate Skills Record).

School of Chemistry Progress Review of Postgraduate Students

In addition to your supervisor(s), each postgraduate student in the School of Chemistry is allocated two academic *assessors*, and a pastoral *advisor*. The role of assessors is:

1. To assess your 1st year Report and carry out a *viva voce* examination.
2. Recommend entry into your second year of studies and the degree for which you should be registered;
3. Provide constructive feedback to you and your supervisor(s) on your progress;
4. Check that you are following your agreed training programme.

The role of the advisor is pastoral only. This is to provide a person to whom you can turn, confidentially, if there are problems with your supervision or progress within the School on a personal level. The two assessors and an advisor will be assigned to you when you commence studies. You may contact your advisor at any time. Currently the advisors are Dr Manfred Buck (mb45) and Prof. Alexandra Slawin (amzs).

Progress Review Timetable

Review of your progress is implemented by a series of deadlines and meetings, as outlined in the following timetable. The requirements for each of these are given in below.

Remember that these meetings are a supplement and not an alternative to the regular meetings you will have with your Supervisor, plus any meeting you may like with your advisor. The timings refer to students starting at the 'normal' time (approx. 1st October). Students starting at other times of the year should modify the timings appropriately.

Year	Deadline	Action
1 st	End of February	Submit 4 month Report to your supervisor
1 st	31 st July	Submit 10 month Report to supervisor and assessors
1 st	31 st August	First year Review Meeting
2 nd	31 st May	Second year Review Meeting
3 rd	31 st May	Third year Review Meeting

First year deadlines and meetings

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 the first after 4 months of study and the second after 10 months. It is your responsibility to ensure that your reports are submitted before the deadlines.

4 month Report

The 4 month Report is to be seen by your supervisor only. The aim of this is to confirm to yourself and your supervisor that you understand the basis of your project, the techniques to be used, have read the relevant background literature and can write succinctly and coherently about it. Your 4 month Report should consist of:

- a) A review of relevant literature in the scientific field (about 4000 words);
- b) A brief (1-2 sides A4) research plan giving:
 - The overall goals of your project;
 - Planned experimental approaches; It may be appropriate to describe some of the preliminary progress you have made at this stage. This will be up to the supervisor,

who should consult as to the exact requirements in your research group.

- Anticipated experimental outcomes.

10 month Report

Your 10 month Report should be based on laboratory work completed to date. It should not normally be longer than about 6000 words, plus appropriate figures and tables. It should be written in the style and format of a PhD thesis, but correspondingly shorter. Further guidance on this will be given in a presentation by a member of the School Postgraduate Committee, around Easter. The Report will be approved by your Supervisor and then form the focus of the following first year Review meeting.

First year Review meeting

The first year Review 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 transferred from General Research Student to either MPhil or PhD. 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.

Transfer to a PhD programme will depend upon:

- Meeting deadlines for the submission of reports;
- Satisfactory assessment of reports and performance in the laboratory;
- Satisfactory understanding demonstrated in meetings with your supervisor and the oral examination at the end of Year 1.
- Satisfactory completion of your Training Programme.

To meet this final requirement, you will need to present this Logbook, with its record of training that you have completed, together with the completed RSC Postgraduate Skills Record, to your Review Committee at your first year meeting.

Completion of all agreed parts of the Training Programme is normally required. If for exceptional reasons (e.g. illness) you have had to miss a training session, then the reasons must be documented in the appropriate space in your Logbook. More details on the requirements of your training programme are given below.

Second year Review meeting

Your second year is typically a time of data collection, experimentation, processing of and analysis. Towards the end of the year, you should have a short meeting with your supervisor that specifically concentrates on your progress to date, and what will be required prior to a satisfactory completion of your PhD research. The outcome of this meeting will be discussed with the postgraduate committee. In some instances, this meeting will be augmented by a further meeting with a member of the postgraduate committee.

You do not need to prepare a formal report for this meeting but you should:

- Be prepared to demonstrate that you have made satisfactory progress
- Keep your RSC Postgraduate Skills Record up-to-date
- Highlight any problems hindering progress, or likely to cause a delay in your final completion.
- Produce a timetable for your third year work, agreed with your supervisor, indicating when laboratory work will be completed, and giving target dates for writing up.

You do not need to submit these prior to the meeting.

Third year Review meeting

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 and a half 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 and a half years or as soon as possible thereafter. From 2006 onwards, PhD projects can either be formally 3, 3.5 or 4 year projects depending on the sponsor, and receive funding accordingly. You should check this with your supervisor.

Towards the end of your third year, you will have a short meeting to discuss the anticipated submission of your PhD thesis. No formal report is required but you should have available at the meeting a brief thesis plan, agreed with your supervisor, indicating the status of each chapter, deadlines for completing unfinished chapters and a target date for submission. There is a section available for this at the end of this booklet. Your RSC Postgraduate Skills Record should be complete, and discussed in this meeting.

Postgraduate Training in the School of Chemistry

The School has a programme of training in place which includes both formal taught elements, together with required attendance at certain departmental and other colloquia, and presentation by yourself to a suitable peer group. This will be in addition to required elements from the University Postgraduate Training Programme (see Part I) and any other project-specific training.

These training activities are designed to complement the specific research training you will receive through your own laboratory based project.

Postgraduate Training Programme

The School Postgraduate Training Programme consists of short courses and seminars to broaden and extend your postgraduate education and that are not provided in the University Postgraduate Training Programme. Successful completion of your training will require satisfactory participation in this programme. Part of the broader input will arise from various research seminar programmes within the School, which all students are expected to attend, when in St Andrews. Your training may also include modules from Honours courses provided within the School if appropriate. You must attain a set number of 'credits' from these courses in order to fulfil the requirements for a PhD or MPhil. **Details of these courses and requirements will be given separately.** In addition, you are required to attend all appropriate School colloquia (Wednesday afternoons, in general). The title and/or brief summary of each of these colloquia are required in the section of the logbook. Each section of the School runs a smaller scale seminar program which you are expected to attend and contribute to. Details of this will be given by the relevant section.

The funding agencies, prospective employers, and the University all expect that postgraduate students will be knowledgeable about a wide range of chemical topics by the end of their PhD.

You should keep a record of training you have received, and bring this record to the yearly Review Meeting.

RSC Postgraduate Skills Record

The Royal Society of Chemistry (RSC) have produced a comprehensive booklet, the 'RSC Postgraduate Skills Record', which should form an integral part of your self-assessment throughout the PhD. You should download a copy of the booklet from the RSC website (<http://www.rsc.org/lap/educatio/pgskills.htm#access>) or obtain a copy from Joanne, and maintain an up-to-date version of it throughout your studies. Although this is primarily for your own benefit, you may like to discuss aspects of it with your supervisor, and you should also bring it to your annual Review meetings.

The logbook:

In the following pages are the sections that you need to fill in during your time as a postgraduate student. In addition to this being a requirement for postgraduate study, they are also intended to help you prepare a detailed Curriculum Vitae, and therefore a full record of your overall training here.

Please note that there are different sections to fill in depending on whether the courses are GRADskills courses, chemistry taught courses, conferences or seminars.

GRADskills transferable skills courses	Part I
Other training activities	Part I
Chemistry Training courses	Page 14
Chemistry Seminars year 1	Page 17
Chemistry external activities	Page 20

Record of Chemistry Training Courses Attended

Mark the appropriate box below and complete the Comments/Absence space

Title of Course:	Date:
<input type="checkbox"/> present	Comments on course:
<input type="checkbox"/> absent	Reasons for absence:

Title of Course:	Date:
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<input type="checkbox"/> absent	Reasons for absence:

Title of Course:	Date:
<input type="checkbox"/> present	Comments on course:
<input type="checkbox"/> absent	Reasons for absence:

Record of Chemistry Training Courses Attended (cont.)

Mark the appropriate box below and complete the Comments/Absence space

Title of Course:	Date:
<input type="checkbox"/> present	Comments on course:
<input type="checkbox"/> absent	Reasons for absence:

Title of Course:	Date:
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Title of Course:	Date:
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Record of Chemistry Seminars Attended During First Year

Title of Seminar:	Date:
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Title of Seminar:	Date:
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Title of Seminar:	Date:
<input type="checkbox"/> present	Comments:
<input type="checkbox"/> absent	Reasons for absence:

It is not mandatory that students in their first year would go to many external meetings, but do give details of these if you have here.

Attendance at National/International Meetings
Details:

Attendance at National/International Meetings
Details:

It is perfectly likely that your PhD research would not involve collaborations with other research groups, industry or the use of national facilities, but please note any such collaborations here.

External collaborations / visits to facilities etc.
Details:

Record of Seminars Attended During Second Year

Title of Seminar:	Date:
<input type="checkbox"/> present	Comments:
<input type="checkbox"/> absent	Reasons for absence:

Title of Seminar:	Date:
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Attendance at National/International Meetings

Details:

Attendance at National/International Meetings

Details:

It is perfectly likely that your PhD research would not involve collaborations with other research groups, industry or the use of national facilities, but note any such collaborations here.

External collaborations / visits to facilities etc.

Details:

Record of Seminars Attended During Third Year

Title of Seminar:	Date:
<input type="checkbox"/> present	Comments:
<input type="checkbox"/> absent	Reasons for absence:

Title of Seminar:	Date:
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Attendance at National/International Meetings

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Attendance at National/International Meetings

Details:

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External collaborations / visits to facilities etc.

Details: