



University of St Andrews

Postgraduate Logbook

Information and Record of Training

2008/2009

Name: _____

School/Department: _____

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 of 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.

RECORD OF GRADSKILLS COURSES ATTENDED

[Note: the Record of Subject-specific courses and activities is in Part II of the Logbook]

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

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

Please attach additional blank sheets if required.

Other Training Activities

| University Teaching Undertaken |
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| 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 Modern Languages

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

The Convener of the School Postgraduate Committee is Dr Bettina Bildhauer (Semester 1)/ Professor Helen Chambers (Semester 2), who has overall responsibility for the administration of postgraduate matters in the School, she is also the Postgraduate Convener for German. Other members of the Committee and Postgraduate Conveners for individual disciplines in the School are,

Professor Margaret-Anne Hutton. (French), Professor Ronnie Ferguson (Semester 1) Dr Rossella Riccobono (Semester 2) (Italian), Professor Nigel Dennis (Spanish), Dr Roger Keys (Russian). The School Postgraduate Secretary, Mrs Barbara Fleming, supports postgraduate administration.

Their contacts are:

Dr Bettina Bildhauer: Buchanan Building, Room 208,

Tel 463663, Email: bmeb@st-andrews.ac.uk

Professor Helen Chambers: Buchanan Building, Room 206,

Tel: 463659, Email: hec@st-andrews.ac.uk

Professor Margaret-Anne Hutton: Buchanan Building, Room 307

Tel: 463678, Email: mh80@st-andrews.ac.uk

Professor Ronnie Ferguson: Buchanan Building, Room 303

Tel: 463668, Email: rgf@st-andrews.ac.uk

Dr Rossella Riccobono: Buchanan Building, Room 212

Tel: 463669, Email rnr8@st-andrews.ac.uk

Professor Nigel Dennis: Quadrangle, Room 41

Tel: 462954, Email: nrd@st-andrews.ac.uk

Dr Roger Keys: Quadrangle, Room 43

Tel: 462952, Email: rjk1@st-andrews.ac.uk

Mrs Barbara Fleming: Buchanan Building, Secretariat

Tel: 463656, Email: bf@st-andrews.ac.uk

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

- Details of the School of Modern Languages 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

School of Modern Languages Progress Review of Postgraduate Students

Each postgraduate student in the School of Modern Languages is subject to Annual Progress Review by the School Postgraduate Committee. The purpose of this is to:

1. Monitor your progress throughout the period of your studies;
2. Recommend on 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 review will be based on (A) a Self-Assessment of your progress over the past academic year and an outline of planned work for the period of the next academic session (B) a Supervisors' Report including an appraisal of current performance and strategic recommendations for the next 12 months and (C) a Postgraduate Panel's Report based on a Review meeting with you.

Your review meeting will be between you and a small panel of members of the School staff, including at least one from the Postgraduate Committee. The panel will not include your principal supervisor. Nor should it include anyone who might inhibit you from speaking freely about your supervisor.

The review meeting will address, *inter alia*:

- whether you have progressed satisfactorily;
- whether you are in a good position to complete your degree within the time limit;
- whether you are satisfied with your supervision, facilities and support within the School and the University;
- whether re-registration for a higher or a lower degree needs to be recommended;
- any matters relating to leave of absence, extension or discontinuation of studies;

For PhD and MPhil students commencing study in 2004-05 and subsequently your progress review will include the monitoring and up-dating of your skills training programme.

The results of your progress review will be summarised on the Academic Support Office Form on progression of students;

Any decisions or recommendations that arise from your progress review will be forwarded to your Head of School and to Faculty, and reported in writing to you.

You will also be asked to submit a form on your progress directly to the Academic Support Office.

Progress Review Timetable

Remember that the annual meeting with your Review Panel is a supplement and not an alternative to the regular meetings you will have with your Principal 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, your Second Supervisor will be available to you at any time.

| Year | Deadline | Action |
|-----------------|-----------------|---|
| 1 st | 17 October 2008 | Initial Meeting with Principal and Support Supervisor |
| 1 st | early June 2009 | First year Review Meeting |
| 2 nd | early June 2010 | Second year Review Meeting |
| 3 rd | early June 2011 | Third year Review Meeting |

First year Review Panel meeting

The first year 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 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 written work as required by your supervisor;
- Satisfactory assessment of progress
- 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, to your Review Panel 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 deadlines and meetings

Your second year is typically a time of intensive reading/data collection, reflection and analysis. Towards the end of the year, you will have a meeting with your School Review Panel based on sections A and B of the SOML annual Progress Review Form.

Third year deadlines and meetings

In your third year the emphasis should be on the completion of primary and secondary reading and analysis, and on 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.

In the final year of your PhD study a mock oral will be conducted on the basis of a substantial section (for example a major chapter) of your dissertation. This will be conducted by two members of staff other than your supervisor and internal examiner. It is designed to give you additional feedback on your work as it nears completion, and to prepare you for defending it at the Oral Examination.

Towards the end of your third year, you will have a short meeting with your Review Panel based on Section A and B of the SOML Annual Progress Review form.

Postgraduate Training in the School of Modern Languages

As set out above, at your initial meeting with your Supervisors, a personalised training programme tailored to your needs will be agreed. This will include elements from the University Postgraduate Training Programme (see Part I) and the School Postgraduate Training Programme (see below), and any other project-specific training.

These training activities are designed to complement the specific research training you will receive through guidance from your supervisors.

Postgraduate Training Programme

As appropriate, students may be required to participate in one or more of the following research training modules: ML5001 (Theory and Practice of Literary Research), ML5006 (Problems of Culture and Identity), ML5009 (Critical Review and Research Project Evaluation), LI5002 (Research Methods in Linguistics), LI 5004 (The Method of Lexical Exceptions). Your training may also include appropriate modules provided by relevant Departments within the Arts Faculty.

Students are also expected to participate, as appropriate, in postgraduate conferences organised nationally in all the modern languages of study; and in the meetings of any or all of the three **Research Institutes** of the School of Modern Languages (European Cultural Identity Studies, Language and Linguistics, East European Studies), and Departmental research fora. The School is registered with the IGRS (Institute of Germanic and Romance Studies) Research Training Network which also provides training opportunities from time to time.

Second year Training Programme

In your second year you should attend all relevant Research Seminars when in St Andrews. Attendance at national and international Symposia and Conferences is considered highly desirable. Record your attendance at all these in your Logbook.

In addition, opportunities for gaining tutoring experience will be afforded where appropriate.

Third year Training Programme

In your third year you should attend any relevant elements of your Training Programme that you did not attend in Years 1 and 2, and all relevant Research Seminars when in St Andrews. Attendance at and contribution to national and international Symposia and Conferences is considered highly desirable. Record your attendance at all these in your Logbook.

The emphasis at this stage of your studies should be on the completion of primary and secondary reading and analysis, and on planning and writing your thesis. Your principal supervisor will play the major role in advising you but your support supervisor will be available to give you assistance. Your Supervisors will arrange a mock oral for you.

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, subject-specific taught courses, conferences or seminars.

| | |
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| GRADskills transferable skills courses | Part I |
| Other training activities | Part I |
| Subject-specific Training courses | Page 14 |
| Subject-specific Seminars year 1 | Page 17 |
| Subject-specific Seminars year 2 | Page 19 |
| Subject-specific external activities | Page 20 |
| Subject-specific Seminars year 3 | Page 21 |
| Subject-specific external activities | Page 22 |

Record of Subject Specific Training Courses Attended

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

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Record of Seminars Attended During First Year

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Record of Seminars Attended During Second Year

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Attendance at National/International Meetings

Details:

Record of Seminars Attended During Third Year

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| Title of Seminar: | Date: |
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MORE PAGES ...

| |
|--|
| Attendance at National/International Meetings |
| Details: |

**School of Modern Languages
University of St Andrews**

Research Progress Report 2008-09

Surname:

First name(s):

Matric. No:

E mail:

Contact address:

Programme:

Year of Study:

Title of thesis/dissertation:

A. Student's Report

Assessment of progress during the period 2008-09

Outline of planned work for the period next academic session (PhD/DLang)/end of current session (MLitt):

If more space is required please use it

Date

Name

Signature

B. Supervisors' Report

Frequency of meetings:

Expected delivery of thesis/dissertation:

General evaluation of progress:

(1) Appraisal of current performance*

*** To be completed on the basis of work that has been seen by the supervisor to date.**

(2) Strategic recommendations for next 12 months(PhD,DLang,M.Phil)/3 months (MLitt)**

**** to be completed on the basis of the programme for further action as discussed with the student.**

Date

Name

Signature

C. Postgraduate Studies Panel's Report

NB: where the Supervisor is the subject Convenor a substitute from the relevant Department should be arranged .
(expand form if necessary)

Satisfactory Progress? YES//NO
Delete as applicable

Report on Skills Training Programme
(Research Students commencing 2004-05 and after only)

Date

Names

Signatures

D. Action agreed if report unsatisfactory

Date

Student

Signature

Supervisor

Signature

Director of Graduate Studies

Signature