Welcome from the Director of Postgraduate Studies

ABOUT THE SCHOOL
Academic and Support Staff in the School of Art History
School of Art History Office Holders
Staff Profiles
Noticeboards
Mail for Staff
Postgraduate Study Rooms
Visual Resources Collection and Digital Image Base
Twitter Account
School of Art History Seminar Series
Student Journals
PhD Forum
Kitchen
Fire Safety
First Aid

SUPPORTING YOUR RESEARCH
University Academic Calendar
Communication
Personal Details
Advice and Support for Students
International Students
Libraries
Gradskills (CAPOD)
In-Sessional English Language Service (iELS)
Research Support Grants
Print Credits
Research Funding
School President
School Student-Staff Consultative Committee
St Leonard’s College and the Postgraduate Society
Disability Support
Postgraduate Students who teach

YOUR DEGREE
Degree Regulations / Senate Regulations
Definition of a PhD
Period of Study
Location of Studies
Supervision
Progress Review
Ethics (UTREC)
Student Fees
Academic Appeals, Complaints and Disciplinary Issues
Leave of Absence
Extension
Termination of Studies on Academic Grounds
Withdrawal from Studies

ASSESSMENT
Word Length
Printing and Binding
Good Academic Practice Policy
Examination
Preliminary Ethics Self-assessment form
WELCOME TO THE SCHOOL OF ART HISTORY

On behalf of the members of the School of Art History, we welcome you to the University of St Andrews. We hope that your time with us will be both enjoyable and rewarding. Members of staff within the School will do all that they can to ensure that it is.

We hope that you will take an active part in the research culture of the School, including the Research Seminars, and the PhD Forum in which students informally exchange ideas and share their research.

If you need advice or assistance on anything concerning your postgraduate studies, please contact me on Ext. 2408 and jg21@st-andrews.ac.uk or Mary Kettle, our Postgraduate Secretary on Ext. 2414 and mmk8@st-andrews.ac.uk

Linda Goddard
Director of Postgraduate Studies
ABOUT THE SCHOOL
### Academic and Support Staff in the School of Art History

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Natalie ADAMSON (Research leave)</td>
<td>2412</td>
<td>209</td>
<td><a href="mailto:na14@st-andrews.ac.uk">na14@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Lynn AYTON (Secretary)</td>
<td>2400</td>
<td></td>
<td><a href="mailto:lw10@st-andrews.ac.uk">lw10@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Karen BROWN</td>
<td>2355</td>
<td>204</td>
<td><a href="mailto:keb23@st-andrews.ac.uk">keb23@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Prof Brendan CASSIDY</td>
<td>2370</td>
<td>307</td>
<td><a href="mailto:bfc1@st-andrews.ac.uk">bfc1@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Andrew DEMETRIUS (Visual Resources Curator)</td>
<td>2390</td>
<td>304</td>
<td><a href="mailto:ad214@st-andrews.ac.uk">ad214@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Luke GARTLAN</td>
<td>2392</td>
<td>309</td>
<td><a href="mailto:lg321@st-andrews.ac.uk">lg321@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Linda GODDARD</td>
<td>2408</td>
<td>311</td>
<td><a href="mailto:lgj21@st-andrews.ac.uk">lgj21@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Ann GUNN</td>
<td>2356</td>
<td>211</td>
<td><a href="mailto:avg1@st-andrews.ac.uk">avg1@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Prof Robert HILLENBRAND (Professorial Fellow - Sem 2)</td>
<td>2372</td>
<td>312</td>
<td><a href="mailto:rh52@st-andrews.ac.uk">rh52@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Jeremy HOWARD</td>
<td>2406</td>
<td>205</td>
<td><a href="mailto:jch2@st-andrews.ac.uk">jch2@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Shona KALLESTRUP (Temporary Lecturer)</td>
<td>2408</td>
<td>311</td>
<td><a href="mailto:sk61@st-andrews.ac.uk">sk61@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Mary KETTLE (PG Secretary)</td>
<td>2414</td>
<td></td>
<td><a href="mailto:mmk8@st-andrews.ac.uk">mmk8@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Lenia KOUNENI (Temporary Teaching Fellow)</td>
<td>107</td>
<td>2361</td>
<td><a href="mailto:gk8@st-andrews.ac.uk">gk8@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Julian LUXFORD (Head of School)</td>
<td>TBC</td>
<td>106</td>
<td><a href="mailto:npm6@st-andrews.ac.uk">npm6@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Nicôle MEEHAN (Sem 2)</td>
<td>2394</td>
<td>305</td>
<td><a href="mailto:npm93@st-andrews.ac.uk">npm93@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Laura MORETTI</td>
<td>2404</td>
<td>301</td>
<td><a href="mailto:lpn93@st-andrews.ac.uk">lpn93@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Tom NORMAND (Research Leave Sem 2)</td>
<td>2380</td>
<td>206</td>
<td><a href="mailto:tan@st-andrews.ac.uk">tan@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Stephanie O’ ROURKE</td>
<td>2358</td>
<td>313</td>
<td><a href="mailto:so38@st-andrews.ac.uk">so38@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Alistair RIDER</td>
<td>2372</td>
<td>312</td>
<td><a href="mailto:ajr1@st-andrews.ac.uk">ajr1@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Sam Rose</td>
<td>2405</td>
<td>207</td>
<td><a href="mailto:sper@st-andrews.ac.uk">sper@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr William ROUGH</td>
<td>2358</td>
<td>313</td>
<td><a href="mailto:wwr@st-andrews.ac.uk">wwr@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Kathryn RUDY</td>
<td>2376</td>
<td>308</td>
<td><a href="mailto:kmr7@st-andrews.ac.uk">kmr7@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Catherine SPENCER</td>
<td>2402</td>
<td>310</td>
<td><a href="mailto:ces24@st-andrews.ac.uk">ces24@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Ilse STURKENBOOM</td>
<td>2361</td>
<td>107</td>
<td><a href="mailto:ls64@st-andrews.ac.uk">ls64@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Elsje VAN KESSEL (Research Leave Sem 1)</td>
<td>2374</td>
<td>208</td>
<td><a href="mailto:ejmvk@st-andrews.ac.uk">ejmvk@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dawn WADDELL (School Secretary)</td>
<td>2399</td>
<td>102</td>
<td><a href="mailto:dsw1@st-andrews.ac.uk">dsw1@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Dr Ulrike WEISS (Research Leave Sem 1)</td>
<td>2410</td>
<td>210</td>
<td><a href="mailto:uew@st-andrews.ac.uk">uew@st-andrews.ac.uk</a></td>
</tr>
</tbody>
</table>
## School of Art History Office Holders

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Dr Julian Luxford</td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Dr Tom Normand (Sem 1)</td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Dr Alistair Rider</td>
</tr>
<tr>
<td>Director of Postgraduate Studies</td>
<td>Dr Linda Goddard</td>
</tr>
<tr>
<td>Director of Research</td>
<td>Dr Kathryn Rudy</td>
</tr>
<tr>
<td>AH1001/AH1003 Co-ordinator</td>
<td>Dr Elsje van Kessel</td>
</tr>
<tr>
<td>AH2001/AH2002 Co-ordinator</td>
<td>Dr Shona Kallestrup</td>
</tr>
<tr>
<td>Evening Degree Co-ordinator</td>
<td>Dr William Rough</td>
</tr>
<tr>
<td>Sub-Honours Advisers</td>
<td>Dr William Rough, Dr Catherine Spencer</td>
</tr>
<tr>
<td>Honours Adviser (incl. Dissertations)</td>
<td>Dr Tom Normand (Sem 1)</td>
</tr>
<tr>
<td>Academic Misconduct Officer</td>
<td>Dr Luke Gartlan</td>
</tr>
<tr>
<td>Study Abroad Co-ordinator</td>
<td>Dr Laura Moretti (Sem 1)</td>
</tr>
<tr>
<td></td>
<td>Dr Elsje van Kessel (Sem 2)</td>
</tr>
<tr>
<td>Student-Staff Consultative</td>
<td>Dr Alistair Rider (DoT)</td>
</tr>
<tr>
<td>Staff Representative</td>
<td>Dr Julian Luxford (HoS)</td>
</tr>
<tr>
<td>Course Director, Museum and Gallery Studies</td>
<td>Ann Gunn</td>
</tr>
<tr>
<td>Course Director, History of Photography</td>
<td>Dr Luke Gartlan</td>
</tr>
<tr>
<td>Examinations Officer</td>
<td>Dr Luke Gartlan</td>
</tr>
<tr>
<td>Admissions Officer/</td>
<td>Dr Jeremy Howard</td>
</tr>
<tr>
<td>Access Courses Co-ordinator/</td>
<td></td>
</tr>
<tr>
<td>Prior Learning Officer</td>
<td></td>
</tr>
<tr>
<td>Data Protection/Freedom of Information Liaison Officer</td>
<td>Dr Julian Luxford</td>
</tr>
<tr>
<td>Disabilities Co-ordinator/Diversity Awareness Officer</td>
<td>Dawn Waddell</td>
</tr>
<tr>
<td>Library Liaison and Users’ Group Rep.</td>
<td>Andrew Demetriou</td>
</tr>
<tr>
<td>Health and Safety Officer</td>
<td>Dawn Waddell</td>
</tr>
<tr>
<td>Appointed First Aid Person</td>
<td>Dawn Waddell</td>
</tr>
<tr>
<td>Careers Liaison Officer</td>
<td>Dr Julian Luxford (Sem 1)</td>
</tr>
<tr>
<td>Research Seminar Organiser</td>
<td>Dr Stephanie O’Rourke</td>
</tr>
<tr>
<td></td>
<td>Dr Sam Rose</td>
</tr>
<tr>
<td>Co-ordinator P-T Museum and Gallery Studies</td>
<td>Ann Gunn</td>
</tr>
<tr>
<td>Director, Museums, Galleries and Collections Institute</td>
<td>Dr Karen Brown</td>
</tr>
<tr>
<td>UTREC Convenor</td>
<td>Dr Julian Luxford (Sem 1)/Dr Ulrike Weiss (Sem 2)</td>
</tr>
</tbody>
</table>
Staff Profiles

**Dr Natalie Adamson** is a specialist in twentieth-century art and politics in France, modern art after 1945, Surrealism and the history of photography. Her recent book is entitled *Painting, Politics, and the Struggle for the École de Paris, 1944-1964* (Ashgate, 2009) and she is Deputy Editor of the journal *Art History*. Natalie is currently on research leave as a recipient of a Residential Scholar Grant at the Getty Research Institute, Los Angeles (September-December 2015) and a Major Research Fellowship from the Leverhulme Trust (January 2016-January 2018).

**Lynn Ayton** joined the School in 2006 and is responsible for Sub-honours Administration.

**Dr Karen Brown** joined the School in 2013 from the University of Cambridge and Trinity College, Dublin. Her current research focuses on the history and theory of ekphrasis and museology in the nineteenth and twentieth centuries, and she recently co-edited a volume of essays entitled 'Musing in the Museum' for *Word & Image* journal (Taylor & Francis, 2014). She has also published books with Ashgate on Art and Gender between the Wars, and Irish Visual Culture. She previously worked as a University Curator of Art, and teaches on both the Art History and Museum & Gallery Studies programmes.

**Professor Brendan Cassidy** is a specialist in late-medieval Italian painting and sculpture. He is also interested in iconography, the reception of the Middle Ages and in relations between Britain and Italy in the eighteenth century. Among his publications are *Politics, Civic Ideals and Sculpture in Italy c. 1240-1400* (2007) and *The Life & Letters of Gavin Hamilton: Artist & Art Dealer in Eighteenth-Century Rome* (2011).

**Andrew Demetrius** is the School of Art History’s Visual Resources Curator. He worked previously as Image Librarian at the National Gallery, London.

**Dr Luke Gartlan** teaches nineteenth-century photography and Orientalism, and specializes in photographic history, colonial visual culture, and non-Western responses to photography. He is the author of *A Career of Japan: Baron Raimund von Stillfried and Early Yokohama Photography* (Brill, 2016), co-editor of *Photography’s Orientalism: New Essays on Colonial Representation* (Getty, 2013) and *Portraiture and Early Studio Photography in China and Japan* (Routledge, 2017), and Editor-in-chief of the peer reviewed quarterly journal *History of Photography*.

**Dr Linda Goddard** specialises in relations between art and literature in the nineteenth and twentieth centuries, with a particular focus on France. She is especially interested in artists' writings, art criticism, and the visual and literary cultures of colonialism and travel. She is the author of *Aesthetic Rivalries: Word and Image in France, 1880-1926* (Peter Lang, 2012) and editor of a special issue of *Word & Image* on "Artists' Writings 1850-present" (2012).

**Ann Gunn** teaches Museum and Gallery Studies. She is co-author of *Lifting the Veil: Research and Scholarship in United Kingdom Museums and Galleries* (1999) and author of *The Prints of Wilhelmina Barns-Graham, a complete catalogue* (2007). She has also written on eighteenth, nineteenth and twentieth-century British art and her *Catalogue Raisonné of the*
Prints of Paul Sandby is due out this year. She is also Honorary Curator of the University’s Fine Art Collection and Chair of Fife Contemporary Art & Craft.


Dr Shona Kallestrup has taught at the Universities of Aberdeen, Edinburgh and Copenhagen. She is a specialist in 19th- & 20th-C central and east European art and also teaches Dada and Surrealism. Her publications include Romanian Art and Design 1866-1927: Local and International Aspects of the Search for National Expression (2006). Her current research focuses on 20th-C Scandinavian art and design.

Mary Kettle is Postgraduate Secretary. She joined the School of Art History in January 2015 from the School of International Relations where she had worked since 2006; initially part-time as the Editorial Assistant to the Review of International Studies then full time as the Postgraduate Secretary.

Dr Lenia Kouneni specialises in late-medieval Italian art and the impact of antiquity on later cultures. Other research and teaching interests include the theory of reception, the classical tradition, Byzantine art and Italo-Byzantine artistic contacts.

Dr Julian Luxford (Head of School) specialises in medieval British art and architecture. Other research and teaching interests include northern European Gothic art and architecture generally, northern Baroque art, and Western monasticism.

Nicôle Meehan is a graduate of the Museum and Gallery Studies course (2010-11). She also holds Master’s degrees in Archaeology from the University of Glasgow, and in American Studies from Brown University as a Fulbright Scholar in Bibliometrics. She most recently managed the Skills for the Future Collections Digitisation traineeship at the National Galleries of Scotland.

Dr Laura Moretti has been working for several years on the relationship between architecture and music. She is co-editor (with Deborah Howard) of Architettura e musica nella Venezia del Rinascimento (2006) and (with Deborah Howard) The Music Room in Early Modern France and Italy (2012); author of Dagli Incurabili alla Pietà. Le chiese degli Ospedali Grandi veneziani tra architettura e musica(1522-1790) (2008) and joint author (with Deborah Howard) of Sound and space in Renaissance Venice. Architecture, Music, Acoustics (2009). She is currently working on a book project about the houses of collectors and patrons of the arts in sixteenth-century Italy.

Dr Tom Normand is a specialist in British art and photography of the nineteenth and twentieth centuries. He is the author of Wyndham Lewis the Artist: Holding the mirror up to politics (1992); The Modern Scot: Modernism and Nationalism in Scottish Art 1928-1955 (2000); Ken Currie: Details of a Journey (2002); Calum Colvin: Ossian, Fragments of Ancient Poetry (2002), and Scottish Photography: a history (2007). Currently, he is
publishing material on Scotland's visual culture in the 1960s; Vernacular Photography; and the significance of 'nationalism' for Scotland's art in the 1980s. He is now working on aspects of Academic art in Scotland.

**Dr Stephanie O'Rourke** specializes in eighteenth- and nineteenth-century European visual culture, with a particular focus in exchanges between the history of art and history of science. Her research interests include European romanticism; art and philosophy of the Enlightenment; the visual culture of the French Revolution; changing representations of the body; and media and technology in the ‘long nineteenth century’.

**Dr Alistair Rider** researches post-war art, with a particular focus on sculpture from the 1960s and 1970s. His book *Carl Andre: Things in their Elements* was published in 2011. His interests include theories of abstraction, and the ways in which art has been involved in radical politics as well as other social transformations. He is currently writing a book-length study of five artists who regarded their art as a continuous, life-long undertaking.

**Dr Sam Rose** specializes in modern art and the history of art theory, with a particular focus on Britain. Other research and teaching interests include modern art in an international or ‘global’ context, interactions between art writing and art practice, and legacies of modernism in contemporary art. He joined the school in 2016, having previously taught at the University of Cambridge.

**Dr William Rough** specialises in the relationship between art and the theatre, particularly in Britain during the nineteenth and early twentieth centuries. In addition, he has a particular interest in the development and reception of Impressionism in Britain and the art collection of James Guthrie Orchar (1825-1898). Dr Rough is also Learning and Engagement Officer at HM Frigate Unicorn in Dundee.

**Dr Kathryn Rudy** is a specialist in late medieval art, especially Northern European manuscripts. She took her PhD from Columbia University in New York City and has held fellowships at the Warburg Institute, the University of Utrecht and Trinity College Dublin. She was Curator of Illuminated Manuscripts at the National Library of the Netherlands (2006-09) where she pioneered a new technique for measuring dirt in manuscripts to establish how they were used and handled. She is the author of *Virtual Pilgrimages in the Convent: Imagining Jerusalem in the Late Middle Ages* (Brepols, 2011), and *Postcards on Parchment: The Social Lives of Medieval Books* (Yale University Press, 2015). She is currently writing on a book about how late medieval users touched, rubbed, and handled their books. Rudy will offer courses on the arts of pilgrimage in the Middle Ages; on medieval luxury goods; and the production and reception of medieval manuscripts.

**Dr Catherine Spencer** joined the school in 2014, having previously taught at the University of Edinburgh. Her research interests span the 1960s to contemporary art, and include performance art in the US, Latin America and Europe; dematerialized, multi-media, participatory and collaborative practices; interdisciplinary overlaps between art, sociology and anthropology; the body and gender politics; transnational exchange; and abstract painting.

**Dr Ilse Sturkenboom** teaches art and architecture from the Islamic world, with a special focus on Iran. She has conducted research and participated in archaeological projects among others in Iran, Uzbekistan, India, Turkey, Syria, and Jordan. Her publications include chapters on Iranian Islamic metalwork and ceramics, and articles on architecture and

**Dr Elsje van Kessel** specialises in Italian Renaissance art and is currently preparing a book on the everyday interactions between paintings and their viewers in sixteenth-century Venice. Her research and teaching interests also include the histories and theories of portraiture, as well as the changing functions and effects of works of art in relation to the foundation of the first modern art museums, in eighteenth- and early nineteenth-century Italy and equally in Germany and France. Elsje is the author of articles in *Art History* and *Studiolo*, and with colleagues from Leiden University she recently edited the book *The Secret Lives of Artworks: Exploring the Boundaries between Art and Life* (2014).

**Dawn Waddell** is a St Andrean who joined the University in 1976 and has been School Secretary since 1982.

**Dr Ulrike Weiss** joined the Museum & Gallery Studies team in 2009, having previously worked in museums in Germany and Britain. Her research focuses on the ‘long eighteenth century’. She has worked on sculptors’ workshops and on medal production, distribution and iconography and on Hanoverian court culture and political iconography. From 2010 to 2014 she acted as deputy chair of the advisory board for a major exhibition to celebrate the Hanoverian succession, held across 5 venues in Hanover. Her current, interdisciplinary project is to research Early Modern female horsemanship. This will explore court culture, representation, sporting history and the politics of gender.

**Associate and Other Staff**

Annette Carruthers, Honorary Senior Lecturer  
Prof Robert Hillenbrand, Professorial Fellow  
Emeritus Professor Peter Humfrey  
Dr Sophie Oosterwijk, Honorary Research Fellow  
Emeritus Professor Graham Smith  
Emeritus Professor David Walker
Noticeboards

Noticeboards are located outside the School Office on the ground floor of 79 North Street. Please check these regularly for information on events, scholarships, etc.

Mail for Staff

If you wish to leave mail for a member of staff, please post it in the relevant staff post boxes. These are located outside the School Office, near the noticeboards.

Postgraduate Study Rooms

There are some shared, postgraduate study rooms, equipped with computers and intended for quiet study for PhD students. These are located on the Top Floor, 79 North Street. Space in these rooms will be allocated to individuals in consultation with the Postgraduate Secretary.

Visual Resources Collection and Art History Digital Image Database

The Visual Resources Collection is the home of the digital Image Database and old 35mm slide collection. It is housed in Room 304, on the second floor of the School of Art History. The curator, Andrew Demetrius, provides advice on image resources and copyright, presentation and design software. The VRC contains the Art History Reference Library including books, DVDs and electronic resources.

To gain access to the Art History Image Database for the first time, you will need to either register online following the link on the homepage https://imagedatabase.st-andrews.ac.uk, or download the registration form for the image database. Please print it out, read the terms and conditions, then fill in the AID Copyright form and return it to the ITS helpdesk in the main University library, on North Street.

If the Database does not include the images you are searching for, a further list of online image databases is listed on the School website, at: https://www.st-andrews.ac.uk/arthistory/about/imageresources/

@ArtHistoryStA Twitter Account

The School of Art History has a Twitter Account (@ArtHistoryStA), which you are warmly encouraged to follow. The feed is overseen by Dr Catherine Spencer. If you want the School to tweet (or retweet) any news or information that relates to your academic experience, then please contact Dr Spencer, or any other member of staff.

School of Art History Research Seminar Series

Each semester the School invites respected art historians, curators and artists to come to St Andrews to speak about their research. You are strongly encouraged to attend these
presentations, which take place on Wednesday afternoons at 4.15pm, and are followed by
drinks receptions in the School of Art History. Once a semester, PhD students will also speak
about their research. These Wednesday seminars are an excellent opportunity for you to
contribute to the lively research culture in our School. This year, the Co-ordinators of the
Research Seminar Series are Dr Sam Rose and Dr Stephanie O’Rourke.

Student Journals

The School of Art History supports two journals that are published by Art History
undergraduates, as well as one edited by postgraduates. The postgraduate journal is *The
North Street Review: Arts and Visual Culture*. For further information, see:
https://www.st-andrews.ac.uk/arthistory/current/journals/

If you want to become involved in *The North Street Review*, or if you would like to make a
contribution to a future issue, you should contact the Editors for 2016-17. You will find their
contact details on the School webpages and the journal’s website.

PhD Forum

All PhD students in the School are invited to take part, on a voluntary basis, in the PhD
Forum. Currently the Forum meets approximately once a month in the late afternoon, for
informal discussion around a student's research topic, followed by drinks. Participants
organise the meetings themselves by booking a seminar room via the School Office. The
School supplies drinks; attendees are responsible for clearing up and for ensuring the room
and building are secure when they leave.

Kitchen

79 North Street is equipped with a kitchen and common room on the first floor. It is available
for student and staff use on weekdays from 8.45 am to 4.45 pm.

Fire Safety

In the event of a suspected fire you should observe the standard fire safety rules by vacating
the building immediately via the nearest fire exit, closing any doors on the way.

Once you have evacuated 79 North Street, you should proceed to the designated assembly
point. This is the cobbled area immediately beneath the tower of the University Chapel on
North Street.

Familiarise yourself with the fire safety notices on display throughout the building, as well as
the lecture theatres you use elsewhere, so that you are aware of the nearest fire exit when you
are in the building.

The School conducts a weekly fire alarm test. This usually takes place on Tuesdays at around
1.00 pm. The fire alarm will sound for about 10 seconds and then stop. If the alarm continues
to sound, then the alarm is genuine, and you should follow the standard fire safety procedures.
First Aid

The School Office keeps first aid boxes for the use of staff, students and other authorised visitors. The **Appointed Person** for First Aid in the School is Dawn Waddell. First-aid boxes are located on the ground-floor (outside the School Office); first-floor (kitchen); second floor (Visual Resources Collection Room 304) and Museum and Gallery Studies (Room 303); and on the top floor (kitchen area).

Please report any incident, however minor, to the School Office. Please also inform the Office if you identify anything that poses a potential risk. This will then be reported to the University’s Environmental, Health and Safety Services.
SUPPORTING YOUR RESEARCH
### Semester 1: Martinmas Semester, Monday 12 September 2016 - Friday 16 December 2016

<table>
<thead>
<tr>
<th>Week</th>
<th>Week beginning</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-sessional</td>
<td>Monday 5 September 2016</td>
<td>Orientation week</td>
</tr>
<tr>
<td>Week 1</td>
<td>Monday 12 September 2016</td>
<td>Teaching begins</td>
</tr>
<tr>
<td>Week 2</td>
<td>Monday 19 September 2016</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Monday 26 September 2016</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Monday 3 October 2016</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>Monday 10 October 2016</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>Monday 17 October 2016</td>
<td>Independent Learning Week (ILW)</td>
</tr>
<tr>
<td>Week 7</td>
<td>Monday 24 October 2016</td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>Monday 31 October 2016</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Monday 7 November 2016</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Monday 14 November 2016</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Monday 21 November 2016</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Monday 28 November 2016</td>
<td>Revision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St Andrew's Day Graduation - Wed 30 Nov</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Thurs 1 Dec</td>
</tr>
<tr>
<td>Week 13</td>
<td>Monday 5 December 2016</td>
<td>Semester 1 examinations</td>
</tr>
<tr>
<td>Week 14</td>
<td>Monday 12 December 2016</td>
<td>Semester 1 examinations</td>
</tr>
<tr>
<td>Vacation</td>
<td>Monday 19 December 2016</td>
<td>Christmas vacation</td>
</tr>
<tr>
<td>Vacation</td>
<td>Monday 26 December 2016</td>
<td>Christmas vacation</td>
</tr>
<tr>
<td>Inter-semester</td>
<td>Monday 2 January 2017</td>
<td></td>
</tr>
<tr>
<td>Inter-semester</td>
<td>Monday 9 January 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation - 1 December 2016</td>
</tr>
</tbody>
</table>

### Semester 2: Candlemas Semester, Monday 23 January 2017 - Friday 26 May 2017

<table>
<thead>
<tr>
<th>Week</th>
<th>Week beginning</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Mon 16 Jan 17, 1pm)</td>
</tr>
<tr>
<td>Inter-semester</td>
<td>Monday 16 January 2017</td>
<td>Module results reporting deadline</td>
</tr>
<tr>
<td>Week 1</td>
<td>Monday 23 January 2017</td>
<td>Teaching begins</td>
</tr>
<tr>
<td>Week 2</td>
<td>Monday 30 January 2017</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Monday 6 February 2017</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Monday 13 February 2017</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>Monday 20 February 2017</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>Monday 27 February 2017</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Monday 6 March 2017</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>Monday 13 March 2017</td>
<td>Spring vacation</td>
</tr>
<tr>
<td>Vacation</td>
<td>Monday 20 March 2017</td>
<td>Spring vacation</td>
</tr>
<tr>
<td>Week 8</td>
<td>Monday 27 March 2017</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Monday 3 April 2017</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Monday 10 April 2017</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Monday 17 April 2017</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Monday 24 April 2017</td>
<td>Revision week</td>
</tr>
<tr>
<td>Week 13</td>
<td>Monday 1 May 2017</td>
<td>May Day holiday - no teaching</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Monday 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revision week</td>
</tr>
<tr>
<td>Week 14</td>
<td>Monday 8 May 2017</td>
<td>May examinations</td>
</tr>
<tr>
<td>Week 15</td>
<td>Monday 15 May 2017</td>
<td>May examinations</td>
</tr>
<tr>
<td>Week 16</td>
<td>Monday 22 May 2017</td>
<td>Module results reporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module results reporting reporting deadline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Fri 2 Jun 17, 5pm)</td>
</tr>
</tbody>
</table>
|            |                      | Monday 5 June 2017                         | Module results published
Communication

Your university email account is the official means of communication for the University. You are expected to read your emails at least once every 48 hours Monday to Friday.

Personal Details

You are responsible for ensuring that your contact details are kept up to date. You may do this at any time during the year via your E-vision account. This can be accessed from the Current Students section of the University home page.

Advice and Support for Students

For advice and support on any issues, including academic, financial, international, personal or health matters, or if you are unsure of who to go to for help, please contact the Advice and Support Centre, 79 North Street, 01334 462020, theasc@st-andrews.ac.uk

Students may also contact the Director of Postgraduate Studies, Dr Linda Goddard (arthistdopg@st-andrews.ac.uk), the PGR Registry Student Support Officer, Dr Alex Griffiths (reg-support-pgr@st-andrews.ac.uk) or the PGR Pro-Dean, Dr James Palmer (prodean-pgr@st-andrews.ac.uk).

International Students

Advice on visas and immigration for international students can be found at: http://www.st-andrews.ac.uk/international/information/visas/ or by emailing: advint@st-andrews.ac.uk

Libraries

Students have access to the resources of the Main University Library and Special Collections, as well as the Thomson Research Reading Room of the Richardson Research Library at Martyrs Kirk on North Street.

Gradskills (CAPOD)

All research students should discuss their skills training needs with their principal supervisor at the start of each academic session. All research students, whether full-time or part-time, are required to attend the University’s Induction Day. Other courses are selected from the University’s menu of training courses which run throughout both semesters. For full details, see the Gradskills website page: http://www.st-andrews.ac.uk/capod/students/pgresearch/gradskills/

Your supervisor will help you to decide which courses you should take. It is then your responsibility to enrol for these courses and to keep a record of your attendance and the training undertaken. Students may be able to take research training courses in another school or foreign language courses (some of which may be funded) as part of their skills training by arrangement with the School in question and their supervisor. We strongly encourage students to make full use of the Gradskills programme and to count attendance at visiting
lectures, the Research Seminar in the School of Art History and in other schools, the postgraduate research forums and reading groups, as a vital part of skills training.

**In-Sessional English Language Service (iELS)**

The university's in-sessional language service (iELS) offers a range of free workshop programmes and individual tutorials for students who are using English as an additional language. Subject to availability, PhD students are entitled to one 50-minute tutorial per fortnight. For more information on iELS, including how to book a tutorial, see [http://www.st-andrews.ac.uk/elt/iels/](http://www.st-andrews.ac.uk/elt/iels/)

**Research Support Grants**

Up to £200 per student is available upon application for travel, materials (photocopying, photographs, etc.), and conference fees. Receipts are required for all claims. Claim forms available at [http://www.st-andrews.ac.uk/students/money/otherinformation/paymentofstudentexpenses/](http://www.st-andrews.ac.uk/students/money/otherinformation/paymentofstudentexpenses/)

**Print Credits**

The School gives Uniprint credit to the value of £25.00 (in two instalments) per academic session. Thereafter students are responsible for paying for their own printing. For general queries about expenses and receiving the second instalment of printing credits, please contact Lynn Ayton in the School Office.

**Research Funding**

Details of funding opportunities in the School of Art History and the University, as well as outside sources, are to be found at: [http://www.st-andrews.ac.uk/study/pg/fees-and-funding/scholarships/](http://www.st-andrews.ac.uk/study/pg/fees-and-funding/scholarships/)

**School President**

The School of Art History’s elected President for 2016-17 is Vienna Kim, vjjek@st-andrews.ac.uk. You can also contact her at arthistorypresident@st-andrews.ac.uk

**School Student-Staff Consultative Committee**

The Student-Staff Consultative Committee meets at least once per semester. It is chaired by the School President and consists of student representatives from all years of study, including the School’s postgraduate programmes. Representatives are elected at the beginning of the academic session. Their purpose is to facilitate communication between all students in the School of Art History and the School teaching staff.

A list of all current Art History student representatives is available on the School webpages: [https://www.st-andrews.ac.uk/arthistory/current/representation/](https://www.st-andrews.ac.uk/arthistory/current/representation/)
Minutes of previous SSCC meetings are also found here, together with contact details should you have an issue you would like to raise.

The Staff Representatives on the SSCC are currently Dr Julian Luxford (Head of School) and Dr Alistair Rider (Director of Teaching).

St Leonard's College and the Postgraduate Society

St Leonard's College is the "home" for all postgraduate students within the university. It works closely with the Postgraduate Society, of which all matriculated students are automatically a member. See their events and contacts here: http://www.st-andrews.ac.uk/pgstudents/stleonards/about/postgraduatesociety/

Disability Support

If you have a disability and require support to enable you pursue your research, please contact the Disability Team in Student Services. They can provide assistance for a wide range of disabilities including learning difficulties, visual and hearing impairments, mobility difficulties, Asperger Syndrome, mental health, long-standing medical conditions, and much more. For further information, see: https://www.st-andrews.ac.uk/students/advice/disabilities/

The School of Art History is committed to supporting students with special needs, disabilities and/or learning difficulties. The Disabilities Officer in the School of Art History is Dawn Waddell (Ext.2399), dsw1@st-andrews.ac.uk

Postgraduate Students who teach

The opportunity to participate in teaching can be a valuable experience for research students, allowing them to develop additional skills that will be useful in their careers. A School must also ensure that teaching responsibilities will not endanger the prospect of a student completing a degree programme within the time set by the University and the funding agencies. Teaching opportunities cannot be guaranteed and teaching undertaken by a research student is subject to the approval of the supervisor and the Head of School.

If you are interested in teaching, you should approach your supervisor in the first instance.

Research students who teach must receive formal training from CAPOD, as well as support and appropriate training from their School. The CAPOD training takes place biannually before the start of each semester. The course is not repeated during the semester so you must ensure that you have taken it in good time.

Please see: http://www.st-andrews.ac.uk/pgstudents/stleonards/resources/tutoring/

and the relevant section of the Policy for Supervisors and Students in Research Postgraduate programmes http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/
YOUR DEGREE
Degree Regulations / Senate Regulations

A regulatory structure determined by Senate and Court governs the award of all degrees. You should make yourself aware of the Senate Regulations and the key Codes of Practice and Rules that govern your studies and behaviour in St Andrews. Postgraduate Resolutions and Regulations are available to consult at: https://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/

First and foremost you should consult the Policy for Supervisors and Students in Research Postgraduate programmes found at: http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/

Definition of a PhD

According to the Postgraduate Senate Regulations: http://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/

The degree of PhD is granted only for original research or higher study the result of which is presented in a specially composed thesis or as a portfolio of published work. The original research or higher study must be carried out on a topic approved by the Head of School who shall appoint a supervisor. The thesis or portfolio shall constitute a significant and original contribution to knowledge or understanding consistent with what may reasonably be expected of a diligent student after three years of full-time study. It should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study. It should contain material worthy of publication in some form.

Period of study

The period of study depends on the sponsor. Students who have an external sponsor will follow the rules of the sponsor for their degree. Students are charged full fees for a minimum of 36 months (full-time equivalent). A continuation period of 12 months for both full-time and part-time students is normally allowed. A further extension will only be allowed in exceptional circumstances.

Students for the PhD degree are required to have completed two full years (of full-time study) as a minimum and the student must matriculate into the third year prior to submission of the thesis.

Location of Studies

The address at which a student lives while pursuing academic study is known as the “term address”. Students who are “resident in St Andrews for the purposes of study” should reside at a term address within a commutable distance from St Andrews. The University defines “commutable distance from St Andrews” as a distance from St Andrews permitting students to attend the University during core working hours on a daily basis if required to do so. Students who wish their term address to be out with the commutable distance from St Andrews must seek approval prior to the commencement of their programme of study or prior to changing address. Where a student remains at an address outwith commutable distance from St Andrews, approval must be sought every twelve months. Requests for a change in location of studies should be made via eVision.
It is important that the University is able to contact all students at any point during their programme of study. This is especially important when a student is in a location suddenly affected by an emergency situation. The term address must contain a full postcode for reporting purposes. Students must ensure that their term address is up-to-date (via eVision) and accurately reflected on their student record.

Students who are away from their term address for any reason, for more than 5 consecutive working days and up to 28 days, should inform their supervisor and School as a matter of routine. The period of absence from the term time address can be extended to 38 days if this includes time when the University is closed. Hence, self-reporting by students to supervisors will be used for absences less than 28 days (or 38 days where the University is closed).

Overseas students must seek expert advice on the conditions of their Tier 4 visa prior to leaving the UK for any reason, e.g. leave of absence, fieldwork. For full details please see the policy: http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/location-of-studies.pdf

Supervision of Research Students

Students should expect to be in regular contact with their Principal supervisor, or supervisors in the case of joint supervision. The frequency and structure of these meetings will vary, but supervisors and students are expected to be in contact at least ten times per year (contact can be in person and / or by email). For expectations please see section 5 of the policy: "Supervision of postgraduate research students": http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/

Each student, including those who are jointly supervised, is also assigned a second supervisor. The second supervisor primarily acts as a mentor, and will provide advice and support independent from the principal supervisor(s) as necessary. Their role is pastoral rather than academic, and their research interests may lie in a different area. The second supervisor should not be expected to comment on your written work, but you can ask them for general advice, and they may be able, for instance, to write you letters of recommendation. We recommend that you get in touch with your second supervisor at the start of each academic year. They will take you out to lunch, or arrange a meeting in their office, as you prefer. It is your responsibility to set this up. If you are unsure who your second supervisor is, please contact the Director of Postgraduate Studies.

Progress Review

Research students in all years have an annual progress review meeting, conducted by two members of staff, usually the Director of Postgraduate Studies plus the Head of School or another staff member, but not the student's supervisor(s). These are usually held in late May or early June.

The progress review serves to ensure that students are successfully progressing towards timely completion. It is an opportunity for Schools to offer advice, assistance and feedback, and for students to reflect upon their progress and raise any concerns. The meeting lasts for approximately 40 minutes. In preparation for the review, PhD students in their first year will submit 10,000 words and a self-assessment form. From their second year onwards, students will submit a self-assessment form and a completion plan. Supervisors will submit a supervisor's report. After the meeting, the reviewers will complete a report that is submitted
to Registry, and will allocate one of four outcomes: green: satisfactory; yellow: satisfactory with minor concerns; amber: satisfactory with major concerns; and red: unsatisfactory. Students will also receive the reviewers’ report and outcome, and should discuss these with their supervisor(s).

The progress review is as an information-sharing exercise, with the aim of ensuring that supervisors, students, and the School are all working towards the same expectations and standards. This means that students and supervisors receive or have access to each other's reports. For full guidance, please see the university policy on progress reviews at http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/progress-review-policy.pdf as well as the guidance document, which describes the possible outcomes of the review, and the actions to be taken in each case: http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/guidance.pdf Please read this document carefully, especially the section Guidance for students.

If there are matters that students do not wish to discuss with their supervisor these can be raised with the DoPG, Dr Linda Goddard (arthistdopg@st-andrews.ac.uk), the PGR Registry Student Support Officer, Dr Alex Griffiths (reg-support-pgr@st-andrews.ac.uk) or the PGR Pro-Dean, Dr James Palmer (prodean-pgr@st-andrews.ac.uk).

First year review
First-year reviews are particularly important, as they determine whether students will be upgraded from a probationary status to full status of the doctoral degree. First-year students are required to submit a document 10,000 words in length, which includes a detailed outline of the thesis as is currently forecasted, and either a chapter draft or a case-study that demonstrates some of the substance of the topic. The submission must be in continuous prose (it should not take the form of notes, material gathered for an appendix, or an annotated bibliography). It must be of satisfactory quality and should situate the thesis topic in its broader field, demonstrate awareness of the relevant literature, and have a clear focus and argument. Students should consult with their supervisors, in the first instance, and with the Director of Postgraduate Studies, Linda Goddard, if they have any questions regarding its preparation.

Re-review
In the case of an "amber" (satisfactory with major concerns) or "red" (unsatisfactory) outcome, a re-review will take place between two and five months following the initial review. In a situation where an unsatisfactory progress review serves as the first indication of a possible termination of studies, the two-month minimum period between the initial review and the re-review will serve as the probationary warning period. If the student’s progress is deemed to be unsatisfactory at the re-review, then their case will be referred to the PGR Pro Dean to begin the termination of studies process, unless the student decides to withdraw from the programme.

Ethics (UTREC)
All research in all Schools of the University that involves data collection from (questionnaires, etc.), interviews of, interactive investigation of, experimentation upon or demonstrations involving living human subjects, tissues and/or other samples requires formal approval from the University Teaching and Research Ethics Committee (UTREC).

It is University policy that any research involving children under 18 should be reviewed by the UTREC Child Panel and that the researcher should hold an ‘Enhanced Disclosure Scotland’ (EDS) certificate. The principal supervisor is responsible for ensuring that the
student has received the appropriate ethical clearance from UTREC and the Child Panel prior to research commencing.

It is essential that you and your supervisor assess your proposed research topic (using the Ethics Self-Assessment Form printed at the end of this handbook) to decide whether a Full Ethics Application Form (available from the UTREC website) needs to be completed and submitted to the School’s Ethics Committee. Please refer to http://www.st-andrews.ac.uk/utrec/ for more detailed information.

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.

All researchers receiving funding from an external organisation must complete a Funding Approval Application Form (in addition to an Ethical Application Form), unless the intended funder appears on the Automatically Approved Funders List published on the UTREC website.

Researchers should also be aware that some bodies providing funding for projects may stipulate their own Ethical and Legal considerations. The researcher should be fully aware of any obligations specified by the body providing funding and the implications this may or may not have for their research including methods of research, confidentiality and retention.

Student Fees

Graduating in person or in absentia marks the end of your degree or diploma course of studies at the University of St Andrews. If you have been accepted onto a new degree or diploma programme at the University, the new programme is separate and distinct from the course of studies from which you are about to graduate, and you will be liable for all fees associated with that new programme.

Academic Appeals, Complaints and Disciplinary Issues

The University is committed to ensuring as high a quality student experience as possible while studying at St Andrews. Occasionally things may go wrong and if you are experiencing a difficulty, or are dissatisfied with your academic experience, you should raise concerns as soon as possible. This allows effective resolutions to be worked out quickly. Such issues normally fall into one of three categories:

- **An appeal requesting a formal review of an academic decision** - where, for example, the University has made a judgement about your progression within a course of study which you have grounds to query (see the relevant Policy on Student Academic Appeals);
- **Complaints** - where you are dissatisfied with the quality or standard of service that you have received from any part of the University, either academic or non-academic (see the University’s Complaints Handling Procedure);
- **Disciplinary cases** - where the University has grounds to believe that you have conducted yourself in an unacceptable manner in either an academic or non-academic context. Academic Misconduct is dealt with under Good Academic Practice http://www.st-andrews.ac.uk/students/rules/academicpractice/. Non-Academic Misconduct is dealt with under separate procedures.

If there are extenuating personal circumstances that may affect your academic performance or impact on your progression you must bring these to the attention of an appropriate member of staff (for example your Academic Adviser, module coordinator or the appropriate Pro-
Dean) as soon as possible and normally prior to completing any assessment. If you base a subsequent academic appeal on such extenuating personal circumstances, you will be required to provide valid reasons to explain why you failed to notify the examiners or other relevant persons of these circumstances prior to completing the assessment.

**Using the Right Procedure**

If you are unsure whether to use the Appeals procedure or the Complaints procedure, there is a key question to ask yourself. What kind of outcome are you seeking? If you are seeking to have an academic decision changed (such as a decision about progression or termination of studies), then you must use the Appeals procedure. The permissible grounds for submitting an appeal are clearly detailed therein. If you are dissatisfied with the level of service you have received from the University, or if you believe that a service needs to be improved, or that the University has failed (for example) to follow one of its administrative processes properly, then the Complaints procedure is normally more appropriate. For matters involving teaching in general, there are also feedback opportunities through Staff-Student Consultative Councils and School presidents.

You can make both a personal Complaint and an Appeal, by using both the Appeal and Complaints procedures, but it must be emphasised that changing an academic judgment or decision is not one of the outcomes from the Complaints procedure used alone.

**Further guidance and support**

The Students’ Association provides independent and confidential help and advice for students who are contemplating submitting an academic appeal, complaint or are having discipline proceedings taken against them. The Students’ Association employs Iain Cupples, the Student Advocate (Education), whose job it is to ensure that you receive help with writing and submitting a submission. Iain can also accompany you to any hearing. He should be your first point of contact as soon as you feel you need help.

  Contact:
  Iain Cupples
  Student Advocate (Education)
  Telephone: 01334 462700
  Email: inc@st-andrews.ac.uk

For further information on the University’s policies for academic appeals, see: [http://www.st-andrews.ac.uk/students/rules/appeals/](http://www.st-andrews.ac.uk/students/rules/appeals/)

**Leave of Absence**

Leave of absence involves deletion of a period for which a student would otherwise have been studying for a degree. The deleted period is then discounted when calculating time limits for a degree or programme. Leave of absence is most commonly granted to cover a period of illness when a research student is unable to study, or if a research student has to take a period of full-time paid employment that is unrelated to their studies.

A Leave of Absence should be considered in cases where extended absence from a term address means that students will be unable to continue to engage with their studies.

Leave of Absence requests are made by the student via MMS and must be approved by the Director of Postgraduate Studies and the PGR ProDean. Supporting evidence may be required.
If Leave of Absence is approved, Registry will send a notice stating the dates for which leave has been granted. If a student is sponsored by a UK research council or similar body, it is important that these dates are adhered to in correspondence with the research councils or sponsoring bodies.

Overseas students must seek expert advice on immigration prior to requesting leave. Information can be found at http://www.st-andrews.ac.uk/international/

**Extension**

If your thesis will not be ready for submission by the expected end date, an extension may be requested from the Pro-Dean. There is no guarantee that your request will be granted as extensions are only given in exceptional circumstances and are dependent on the full support of your supervisor.

Requests for an extension are made in writing to the PGR Pro-Dean (email: prodean-pgr@st-andrews.ac.uk), no later than three months before your thesis is due for submission, and copied to the Postgraduate Secretary in Art History (pgarthist@st-andrews.ac.uk). Requests for extensions must be supported by an email or letter from the Supervisor, and/or Director of Postgraduate Studies.

**Termination of Studies on Academic Grounds**

If serious problems regarding a student's progress are identified, it may prove necessary to discontinue the student's studies or register them for a lower degree. If a principal supervisor wishes to recommend to the Head of School that studies be discontinued for a research student, s/he must first discuss the matter with the second supervisor and then warn the student in writing, with full reasons for the recommendation. The letter should be copied to the Head of School and the Pro Dean. The student will then normally be given two months to address the problems that have been identified. If problems persist, then the Head of School (after taking appropriate advice) may recommend termination of studies in writing to the Pro Dean, with a copy to the student.

Any decision on termination of studies is taken by the Dean(s) in accordance with the procedures set out in the University Policy on Student Academic Appeals. The student must be given clear guidance as to the procedures for appeal against such a decision (see the Policy on Student Academic Appeals).

For overseas students there may be visa implications if studies have been terminated. If a student is no longer registered at the University, the University can no longer sponsor them to remain in the UK. Students should take advice on their particular situation see Passports and visas

**Withdrawal from Studies**

If you are considering withdrawing from your studies at the University you should discuss the matter with your supervisor. You should arrange to do this as early as possible as there are often alternative options open to you that would not require the final step of permanent withdrawal from the University. If you do decide you wish to withdraw from your studies you must contact the appropriate Pro-Dean who will be able to offer guidance on your options and who will ensure that the process is completed correctly. You should be aware
that there are fee implications, as well as implications to your leave to remain in the UK if you are an overseas student, when you withdraw from your studies part of the way through an academic year. You should therefore ensure you contact the Money Adviser and the International Adviser in Student Services to obtain early advice on the final implications of your decision before you complete your withdrawal.
ASSESSMENT
Word Length

A thesis for the degree of PhD shall normally not exceed 80,000 words (excluding bibliography and appendices) and for the degree of MPhil 40,000 words (excluding bibliography). This includes footnotes and edited original documents and texts. Please note that there is no 5 or 10% leeway on the word count. Permission to exceed these word limits must be obtained from the Faculty well in advance of submission. A request must be made in writing to the relevant Pro-Dean, accompanied by a letter of support from the supervisor.

Submission of PhD and Mphil Theses

A great deal of useful information about planning and submitting your thesis can be found on these pages: http://www.st-andrews.ac.uk/pgstudents/stleonards/resources/thesissupport/

You are urged to consult these pages well before you submit your thesis, as well as the guidance available at: http://www.st-andrews.ac.uk/pgstudents/academic/theses/ It is important that you also consult sections 10 and 16 of the Policy for Supervisors and Students in Research Postgraduate Programmes: http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/. Together, these three sets of webpages provide checklists of all the things that you need to include and be thinking about prior to submitting your thesis.

Three copies of the thesis in a secure but temporary binding must be submitted to Registry for distribution to examiners. Final thesis submission is one hardbound copy for the Library and one electronic copy for the Library’s Electronic Resources section.

It is particularly important that students are aware of the regulations governing electronic submission of theses, image copyright regulations and of the formal process for requesting an embargo. These requests must be made well in advance of the submission of the thesis. The Postgraduate Secretary will issue reminders about appropriate forms and declarations, but the responsibility for a timely and correct submission rests with the student.

Printing and Binding

The University’s Print & Design Unit is ideally set up to print and/or bind your dissertation. You should send your material in PDF format (with a note of pages to be printed in colour) to: printanddesign@st-andrews.ac.uk and then they will be in touch when your job is ready. Price lists and further information: www.st-andrews.ac.uk/printanddesign/

Good Academic Practice Policy

The School of Art History believes that good academic practice is fundamental to all teaching and research. The University awards degrees and other qualifications as a recognition of a student’s own performance during a programme of studies. All work submitted for assessment must therefore be the product solely of the student concerned, except when clearly stated otherwise. Any breach of this principle will be treated as a serious offence. All students are advised to familiarise themselves with the University’s good academic practice policy at http://www.st-andrews.ac.uk/students/rules/academicpractice/

Students who are unsure about the correct presentation of academic material should approach their supervisors, and may also contact CAPOD (capod@st-andrews.ac.uk) for training.
Examination

The thesis is examined by two examiners, one internal and one external to the University. After discussion with the student, the supervisor will consult with the Director of Postgraduate Studies and/or Head of School and a recommendation for an examining committee will be forwarded to the Dean of Arts for approval. This should be done at least six weeks before you submit. In exceptional circumstances there may be two external examiners and an internal convener who will deal with the administration of the examination. Your supervisor will not be an examiner and will not be present at the examination. Each examiner prepares an independent written report submitted to Faculty at least three days before the oral examination is held.

Candidates for the PhD are normally required to attend an oral examination in respect of the thesis and MPhil candidates may also be required to attend an oral examination. The oral examination normally takes place within 12 weeks of submission of the thesis at an agreed time and place. Following this examination the examiners will prepare a joint report and make their degree recommendation.
UNIVERSITY OF ST ANDREWS
SCHOOL OF ART HISTORY
PRELIMINARY ETHICS SELF-ASSESSMENT FORM

This Preliminary Ethics Self-Assessment Form is to be completed by the researcher/supervisor in conjunction with the Guidelines for Ethical Research Practice. It should be completed by all staff and students of the School of Art History. This Form will act as a formal record of your ethical considerations.

Tick one
- STAFF project
- POSTGRADUATE project
- UNDERGRADUATE project

Title of project: --------------------------------------------------------------

--------------------------------------------------------------------------------

PLEASE ANSWER THE FOLLOWING QUESTIONS

Does your research involve, or potentially impact upon, human subjects? YES / NO

If YES, full ethics review required
For example:
Will you be surveying, observing or interviewing human subjects?
Will you be analysing secondary data that could potentially affect human subjects?
Does your research have the potential to affect people in the study area negatively?
Potential physical or psychological harm, discomfort or stress
Are there any foreseeable risks to the researcher, or to any participants in this research? YES / NO

If YES, full ethics review required
For example:
Is there any potential that there could be physical harm for anyone involved in the research?
Is there any potential for psychological harm, discomfort or stress for anyone involved in the research?

Moral issues and researcher/institutional conflicts of interest
Do any special moral issues/conflicts of interest arise? YES / NO

If YES, full ethics review required
For example:
Might research objectivity be compromised by sponsorship?
Might any issues of intellectual property or roles in research be raised?
Research with animals
Does your research involve the use of living animals? YES / NO

If YES, your proposal must be referred to the University’s Animal Welfare and Ethics Committee (AWEC)

Signed …………………… Print Name ……………………………
Date ……………………
(Student Researcher(s), if applicable)

Signed …………………… Print Name ……………………………
Date ……………………
(Supervisor/s)

Further information on the FULL ETHICS REVIEW process and forms can be found at:

http://www.st-andrews.ac.uk/utrec/