UNIVERSITY OF ST ANDREWS

POLICY FOR SUPERVISORS AND STUDENTS IN TAUGHT POSTGRADUATE PROGRAMMES

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<td>Learning &amp; Teaching Committee (LTC), Academic Council</td>
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1. INTRODUCTION

This policy has been compiled for the guidance of all taught postgraduate students of the University of St Andrews, and those concerned with the teaching, supervision and assessment of postgraduate students.

The policy is based on the QAA Quality Code. While the policy does not have the force of regulation and should be read in conjunction with the published postgraduate ordinances, resolutions and regulations, it does embody University policy on good supervisory practice and has been accepted by the Senate.

Taught Postgraduate Programmes include all degrees, diplomas and certificates at SCQF 11 that require at least a previous undergraduate degree for admission, other than special Honours degrees (such as the BD), or have alternative but equivalent entry routes. For higher degrees, please refer to the Policy for Supervisors and Students in Research Postgraduate Programmes.

Notes:

1. This document will be revised regularly to take account of any changes. Enquiries concerning the policy, or suggestions of changes to be made, should be sent in writing to the Executive Officer to the Proctor (email: nam6@st-andrews.ac.uk)

2. Throughout this document references to the Head of School refer to the Head of School or his/her appointed deputy or nominee. References to the Dean of the relevant Faculty refer to the Dean or his/her Pro Dean.

2. ADMISSIONS

i. Procedures for Application

Prospective students should consult the relevant School concerning details of programmes and for answers to any specific academic enquiries they may have. For general information on the University and the application process, a prospective student should contact the Admissions Office. The application process for postgraduate study is administered centrally by the University’s Registry. An applicant should contact the Registry Postgraduate Team to discuss any aspect of their application on pgadmissions@st-andrews.ac.uk

ii. Principles of Admission

Decisions regarding admission are based upon a recommendation by the Head(s) of the relevant
School. Students may not be admitted to a Centre or Institute, although they may be associated with one from admission, but a student must be regarded as belonging to a single School and its regulations for the purposes of progress review, grading, appeals and any other process.

The following principles apply:

a. Admission procedures should be clear and consistently applied.

b. Admission decisions normally involve the judgement of more than one member of the School’s staff. For degrees which are regarded as research preparation, at least one of those staff must be research active.

c. Interviews with candidates may be used as part of the admissions process. Applicants should be clearly informed whether and when an interview and/or some other form of assessment may be required.

d. Admission to Masters programmes is normally on the basis of a first degree at 2(i) level or higher (or the overseas equivalent) in the relevant subject, or a relevant postgraduate qualification. However, where a prospective student lacks a suitable first degree, alternative mechanisms for assessing qualifications and preparedness, reflecting professional or other work experience, may be used. These processes should be clearly defined in advance and their operation documented.

e. Confidential references and the submission of relevant written work (where appropriate), should be used to assess the suitability of a candidate to undertake postgraduate study.

f. The prospective entrant must be able to show that s/he has, or is likely to secure, the necessary financial support to undertake his/her studies.

g. All students whose first language is not English must satisfy both the UKVI’s regulations for entry to the UK as an overseas student and the University's English language proficiency requirements. Language development can be provided by the University English Language Teaching Centre and may be required by a School as a condition of admission.

h. Confidentiality must be maintained as appropriate throughout the admissions process.

i. Students with special needs (particularly in relation to disabilities) should arrange for an assessment prior to taking up studies, although they may be assured that the implications of any disability will be considered only after a judgement has been made based upon academic merit. If the University has not been made fully aware of the requirements of a student with a disability prior to an offer of a place being made, it cannot guarantee that suitable resources will be available on the student's arrival in St Andrews - although of course, every reasonable attempt shall be made.

iii. The Recommendation to Admit should take account of the following factors:

a. Whether the applicant has appropriate qualifications and/or the relevant experience for
his/her proposed programme of study.

b. Whether the proposed programme will involve study at a level appropriate to the degree for which the applicant wishes to register.

c. Whether the appropriate resources (e.g. library, computing, laboratory, technical) will be available, and for programmes involving industrial placements, whether suitable placement opportunities exist.

d. Whether proper supervision can be maintained throughout the period of study.

e. In cases when a student is being admitted to a programme that involves participation by more than one School, approval for admission must be obtained from all relevant Heads of School or according to protocols approved by the relevant Deans for the co-ordination of the programme, but will follow the processes and the requirements of the lead School.

3. REGISTRATION, FEES AND PERIODS OF STUDY

i. Registration

No student can be registered for a postgraduate degree without submitting a formal application, and receiving a formal letter of acceptance.

Students who have been accepted for admission to a postgraduate programme are required to matriculate at the commencement of their studies and at the beginning of each academic year until the requirements for the award of their degrees have been fulfilled, or their studies discontinued.

The matriculation schedule is a signed contract between the student and the University, which mutually binds both parties to abide by the University's rules and regulations.

Advanced Standing
Licentiate students who have successfully completed the Licentiate programme may transfer the credits obtained on this programme and enter the second year of the part-time MLitt with advanced standing.

ii. Fees

The schedule of fees is to be found on the University website. Fees are payable on initial registration. All fees are subject to annual revision, and the revised fees will apply to all students when they matriculate. Failure to pay fees on matriculation may lead to discontinuation of studies.

iii. Periods of Study

Students are registered to study on either a full-time or part-time basis. The permitted standard periods of study are as follows:
Graduate Diploma/Postgraduate Diploma: two semesters full-time or four semesters part-time.
MLitt/MSc/MRes: - 12 months full-time or 24 months part time.
Distance Learning and other courses may vary in their time limits according to the degree of part-timeness; this must be clearly stated at the point of admission.

Exceptionally, the relevant Dean may grant extensions totaling no more than three months for both full and part-time students.

4. INDUCTION AND ADVISING

The University offers a series of events in orientation week before the beginning of the academic session.

Individual Schools will organize events and offer inductions appropriate to the programme.

5. CO-ORDINATION OF TAUGHT POSTGRADUATE STUDENTS

i. Every taught postgraduate programme should have an individual designated as the programme co-ordinator, who is responsible for ensuring that students are advised into appropriate modules for the programme and that (if appropriate) supervisory arrangements for dissertations or projects are in place. Co-ordinators should ensure that all students on the programme have an opportunity at the beginning of the period of study to discuss the programme arrangements and have full information about the programme and its requirements (including any changes). Details of programmes and modules are available in the University Postgraduate Course Catalogue.

ii. Students may make changes to their module choices only within the first two weeks of each semester, but these must be approved by the programme co-ordinator. A request to take over 10 credits more than the statutory number of credits required for a Masters degree requires the permission of the relevant Pro Dean and Head of School.

iii. The programme co-ordinator has responsibility at advising for ensuring that the record of module choices made by each student is accurate and appropriate and that the choices conform to programme requirements. Students must check their module choices through the University website. It is the responsibility of students to check that their module choices and personal details are correct.

iv. Attendance at all required classes and other training courses or events specified by the School is compulsory; failure to attend may lead to a grade 0 for the module. Students on a taught postgraduate masters programme taking 5000 level modules can have modules S coded, where there are substantial and documented issues affecting performance in modules. The Dissertation may not be S coded. The proportion of S coded credits at Masters level should never exceed 50% of the taught component. Where a taught Postgraduate student is affected by adverse circumstances, there should be an early consultation with the Pro Dean who will be able to consider options such as leave of absence.
v. For postgraduate Masters programmes and other taught postgraduate programmes involving projects or individual research, programme co-ordinators are responsible to the Head of School for ensuring that appropriate supervisory arrangements are in place well in advance of the placement. During the project or research period, students must meet on a regular basis with their assigned supervisor. Students on taught postgraduate Masters programmes will normally need closer supervision than research students undertaking similar tasks. There must be at least one supervisory meeting per month, and in many Schools such meetings will take place on a more frequent basis. In some cases the principal supervisor may be assigned by the Head of School from outside the University, for example for MSc students on industrial placements. In such cases, the programme coordinator, or other member of academic staff nominated by the Head of School, is required to give advice, when requested, on the University’s requirements for the project work and any procedural matters, and to act as a first point of contact between the University and the student. The student is expected to maintain contact with the University through this designated contact and to follow any required procedures.

vi. For postgraduate Masters programmes that are designed to prepare students for doctoral research (such as the MRes), programme co-ordinators are responsible for ensuring that an initial needs analysis of research skills is undertaken at the beginning of the period of study. Schools have an obligation to provide students on such programmes with training in techniques and methods of research appropriate to the academic discipline and individual needs. Research Councils place considerable emphasis on such training and may have minimum requirements for the training necessary in certain subjects. The student is responsible for adhering to the training schedule, although this training may be incorporated in many cases into modules that are integral to the programme. The programme co-ordinator has responsibility to ensure that proper monitoring of such training is in place, and students are required to keep a log of research skills training that they undertake throughout their programme.

6. PROGRESS REVIEW

i. Procedures for Students on Taught Postgraduate Programmes

a. For short courses, such as the Graduate Diploma, where there is no question of progression, the programme co-ordinator, in consultation with the School Postgraduate Committee or Head of School, should determine a mechanism for review (such as confidential written reports or interviews) and should normally conduct such reviews at the end of the first semester of study. It is important that such a review addresses questions about the student’s progress and provides the student with an opportunity to comment on the programme and the School. Any specific problems regarding student progress should be reported in writing to the Head of School, the relevant Pro Dean and the student.

b. For postgraduate taught Masters degrees, the programme co-ordinator or delegate should conduct an informal review process at the end of the first semester in order to signal any possible problems. Any recommendation for re-registration at that time should be approved by the Head of School and reported to the relevant Pro Dean. At the same time, or as soon as possible thereafter, the student should agree with the dissertation supervisor a provisional topic for the dissertation. A formal review of progress and a final decision about progression to the
dissertation should be taken at the June meeting of the Board of Examiners.

c. Students on taught postgraduate programmes (MLitt, MRes, MSc) will also be invited to complete a confidential questionnaire for the Faculty prior to graduation, where they will have the opportunity to raise any issues pertinent to their study.

ii. Termination of Studies

a. If serious problems regarding student progress are identified, it may prove necessary to discontinue the student's studies after due warnings have been issued.

Issues of seriously unsatisfactory performance may occur in the context of taught modules and may threaten the student’s right to progress in that module. When seriously unsatisfactory performance arises in relation to projects or dissertations, the programme co-ordinator should discuss the matter with the appropriate supervisor(s) and warn the student in writing regarding the reasons that termination of studies may be recommended to the Head of School. The letter should be copied to the Head of School and the relevant Pro Dean. If possible, the student should be given the time and opportunity to address the problems that have been identified. If problems persist, then the Head of School may recommend termination of studies in writing to the relevant Pro-Dean, with a copy to the student.

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

c. 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.

7. SUPERVISION

i. Supervision of dissertations or projects (where appropriate); note that specific local arrangements, for example for distance learning students, may apply.

a. Supervisors and students should arrange meetings as early as possible to agree a plan for the project or dissertation, a schedule for the project or submission of work, appropriate methodologies or procedures, and the presentation of the work.

b. Supervisors and students should ensure that regular meetings are phased over the summer period, and Heads of School are responsible for ensuring that adequate supervision is available during this time. Students are expected to be in residence at St Andrews during the summer unless they have permission for prolonged absence, e.g. to conduct essential research, for industrial placements, or as part of programmes jointly run with another university. Extensions will not normally be given to cover delays arising from commitments outside the University during the summer period.

c. Supervisors should ensure that access to adequate facilities exists for the conduct of the
project or research.

d. Students are expected to pursue their projects or research according to the highest standards of their discipline, taking due account of the advice and criticism offered by their supervisors and other scholars in their field(s).

e. Students are responsible for keeping appointments punctually and are expected to be diligent in meeting deadlines for submitted work or the advancement of their projects.

f. Supervisors of dissertations or projects should give written as well as oral feedback on any submitted work within a reasonable period of time after submission. This written feedback should contain constructive criticism so that students are aware of potential problems.

g. In addition to the submission of any earlier work, Schools must give students clear guidance as to the level of scrutiny of the dissertation which will be given, and the deadlines for submission to receive such guidance. For example, a first draft of the project write-up or dissertation, or one chapter, might be discussed with the supervisor(s) before final submission. In the case of MSc students on industrial placements, or other students in a similar situation, this discussion should be with an external, formally approved, supervisor. Advice given at this stage is intended to improve the submission but does not guarantee success. Students have ultimate responsibility for the form and content of the thesis that they submit.

h. Supervisors, or for students on industrial placements, Programme Coordinators, should ensure that students are aware of the final date of submission for their project or dissertation, with due regard to Registry requirements for the reporting of results. Dissertations are expected to be submitted between 15 and 31 August.

i. Any difficulties in the relationship between supervisor and student should be reported in the first instance to the Programme Coordinator or Head of School, who will be responsible for taking appropriate action.

j. All research in all Schools of the University that involves data collection from certain types of questionnaires, interviews, experiments, interactive investigation, experimentation upon or demonstrations involving living human subjects, human tissues and/or other human samples requires formal approval from the University Teaching and Research Ethics Committee (UTREC). Ethical approval is mandatory prior to commencement of research and work cannot be included in the research or receive assessment without it. 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 a Disclosure Scotland (Protecting Vulnerable Groups) 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 a requirement that any Masters dissertation that requires ethical approval from UTREC has the letter or email of ethical approval bound into an appendix before submission.
Supervisors should also note that 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.

ii. In cases where a postgraduate student is pursuing study or fieldwork outwith St Andrews, the supervisor is responsible for ensuring that a risk assessment is undertaken, as appropriate, and that the student is fully aware of the risks and precautions that apply to the conduct of such work. The student is then responsible for exercising due caution in his/her work.

iii. Students are responsible for adhering to health, safety and security guidelines operative within their place of study or research.

iv. Students are responsible for completing the University’s ‘Ethical Application Form’ in order to gain formal approval from the University Teaching and Research Ethics Committee (UTREC) where their research involves data collection from certain types of questionnaires, interviews, interactive investigation, experimentation upon or demonstrations involving living human subjects, human tissues and/or other human samples. Also where the research involves children under 18 the student is responsible for making sure their application has been reviewed and approved by the UTREC Child Panel and for applying for Disclosure Scotland (Protecting Vulnerable Groups) certificate. It is a requirement that any Masters dissertation that requires ethical approval from UTREC has the letter or email of ethical approval bound into an appendix before submission.

8. ASSESSMENT

Postgraduate Certificates and Diplomas are all at SCQF level 11. Further information about the roles and duties of external examiners may be found on the University website.

i. Postgraduate Certificate

a. Candidates for the Postgraduate Certificate are required to gain at least 60 credits over one semester (or the part-time equivalent) in an approved programme.

b. Where a student fails the assessment for a module, the Board of Examiners may offer a re-assessment, the exact form of which must be approved by the External Examiner. Reassessed work will be marked either Pass or Fail, it will not be graded on the 20-point scale.

c. Module results are reported on the University 20-point scale. The significance of grades is as follows:

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<tr>
<td>7.0 – 20.0</td>
<td>Postgraduate Certificate</td>
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<tr>
<td>0 – 6.9</td>
<td>Fail</td>
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d. If the standard designated by the relevant School is achieved across the modules taken for the Postgraduate Certificate, the relevant Board of Examiners may recommend that a candidate be permitted to progress to a Postgraduate Diploma, if available.

e. Results for modules taken as part of the Postgraduate Certificate must be reported by Schools to Registry using the same forms and on the same timescale as undergraduate modules.

ii. Postgraduate Diploma

a. Candidates for the Postgraduate Diploma are required to gain at least 120 credits over two semesters (or the part-time equivalent) in an approved programme. Failure to gain 120 credits at pass level within the specified time means that the candidate will not be awarded the Postgraduate Diploma.

b. Where a student fails the assessment for a module, the Board of Examiners may offer a re-assessment, the exact form of which must be approved by the External Examiner. Reassessed work will be marked either Pass or Fail, it will not be graded on the 20-point scale. A student who achieves a Pass may be eligible for the Certificate or Diploma but not for a Masters degree.

c. Module results are reported on the University 20 point scale. The significance of the credit-weighted grades is as follows:

16.5 – 20.0 Distinction in the Diploma may be awarded
7.0 - 16.4 Postgraduate Diploma

A distinction cannot be awarded when a re-assessment has taken place for any module within the Diploma. Local School rules may apply for progression to the MPhil.

d. Results for modules taken as part of the Postgraduate Diploma must be reported by Schools to Registry using the same forms and on the same timescale as undergraduate modules.

iii. MLitt/MRes/MSc

a) Candidates for the MLitt/MRes/MSc degrees initially follow a programme equivalent to that of the corresponding Postgraduate Diploma, consisting in modules worth 120 credits, after which they submit a dissertation or project for examination. The dissertation has a maximum word limit of 15,000 words (excluding bibliography).

In addition to a credit-weighted mean of 13.5 over the entire programme, a grade of 13.5 or above is required for the dissertation to be accepted for the degree.

If a lower mark is reported for the dissertation or for the overall credit-weighted mean, the degree should not be awarded, but the candidate may be awarded the Postgraduate Diploma.

Co-ordinators must ensure that students are fully aware of the expectation that their dissertations or projects are to be submitted at an agreed end date between 15 and 31 August
(or between 15 and 31 March in some specific programmes which have different start or end dates), and that examiners are aware of the expectation that the examination of these dissertations is to be completed in by a required date of submission. Note that within a programme approved by the relevant Dean, the dissertation may be replaced by a form of assessment which has equivalent academic standing.

b. The Board of Examiners may recommend the award of the degree with distinction in relation to the whole, or to the dissertation, or to the taught component. A credit-weighted mean grade of 16.5 or above constitutes the threshold for a recommendation of distinction in the taught component. A grade of 16.5 or above constitutes the threshold for a recommendation of distinction in the dissertation. A credit-weighted mean grade of 16.5 or above in both the taught and the dissertation elements of the MLitt/MSc/MRes constitutes the threshold for a recommendation that the degree by granted with distinction overall. Some Schools have a policy to award Distinction only for the overall degree, and not for individual components. In such cases, the School must make this policy clear to students at the outset of their programme and in their programme handbooks.

9. RULES FOR SUBMISSION OF DISSERTATIONS / THESES / PORTFOLIOS

i. Principles

a. Satisfactory completion of a dissertation is an integral part of many postgraduate taught Masters programmes. Students and supervisors must make every effort to ensure that the student completes in timely fashion.

b. For MLitt/MSc/MRes dissertations and projects, the submission must normally be completed by between 15 and 31 August or nearest weekday.

c. The responsibility for a thesis presented for examination lies with the student alone. Students must be aware that approval by the principal supervisor does not guarantee success in the final examination.

ii. Form and presentation of Masters submissions

MLitt/MSc/MRes Dissertation or Project

The dissertation or project submitted for the MLitt/MSc/MRes should be no more than 15,000 words in length (excluding bibliography). Two bound copies must be submitted to the relevant School.

10. EXAMINING COMMITTEES & THEIR OPERATION: TAUGHT POSTGRADUATE PROGRAMMES

i. External Examiners for taught postgraduate programmes are nominated by the Head of School in a manner parallel to the nomination of external examiners for undergraduate programmes and normally serve for a period of four years, extendable to a fifth year. Nominations are considered by the relevant Dean.
ii. For taught postgraduate programmes which involve modules, the examination process is undertaken by Module Boards in a way similar to undergraduate Module Boards. In some subjects, the same external examiner may be used for undergraduate and postgraduate taught modules. Every module should be considered individually at a Module Board, which should be attended by at least the External Examiner(s) responsible for the module; the module co-ordinator; a designated signatory who will be responsible for reporting results; and other academic staff who taught on the module. Where the External Examiner is not present for a diet, his/her views on the module must be presented formally by a member of the academic staff, and minuted. Postgraduate module results must be reported by the published deadline.

iii. Decisions in June of each year regarding issues of progression or the award of Distinction in relation to the taught elements of a programme should be taken by an appropriate Board of Examiners with oversight of the postgraduate programme. With respect to the rules governing progression and the award of Distinction, see Section on Assessment.

iv. Schools should decide, in consultation with the relevant external examiner(s), the process by which dissertations and projects are to be assessed. Arrangements will depend on the number and nature of the projects involved. The University's baseline expectation is that dissertations or projects should be marked by someone in addition to the supervisor (that is, double-marked), and some Schools may choose to use two examiners other than the supervisor. External examiners should not act as second markers. The primary function of external examiners is to serve as a moderator of assessment. In some subjects it is common practice for External Examiners to be present for oral assessments of project work.

v. For the MLitt / MRes / MSc, the dissertation or project should normally be examined and a grade reported for the dissertation by the end of September to allow for November graduation.

vi. For MPhil. Candidates, those who complete the taught element will be assessed as above; the dissertation will be examined according to rules set out in the Policy for Supervisors and Students in Research Postgraduate Programmes.

vii. A candidate who is dissatisfied with the result of an examination has the right of appeal and details of the appeals procedure can be obtained from the Senate/Court Office, see the Policy on Student Academic Appeals and Academic Complaints.

11. REQUESTS FOR CHANGES TO TERMS AND CONDITIONS OF STUDY

i. Principles

The University believes that the periods allowed under the regulations are sufficient in most circumstances for students to complete their degrees or programmes.

There is a distinction between an extension and a leave of absence. Students who are within their prescribed period of study can obtain leave of absence for personal reasons.

A student who applies for leave of absence must be unable to work for a significant period of time. On the other hand, extensions are appropriate after completion of the prescribed period
of study where completion has been delayed due to unforeseen difficulties.

Written application for leaves of absence or extensions are normally made to the appropriate Dean by the student but may be made by a principal supervisor or programme co-ordinator on behalf of a student in exceptional circumstances where, for example, a student is physically or mentally incapable of doing so.

ii. Extension of Time Limit for Taught Postgraduate Students

a. If a dissertation/project is not submitted within the time limit (including the continuation period, if applicable), an extension may be granted by the relevant Dean in exceptional circumstances. The student should discuss the matter with his/her supervisor and should make a request to the Pro-Dean in writing well in advance of the beginning of the period of extension sought. The maximum periods of extension is 3 months for MLitt/MSc/MRes students.

b. When applying for an extension, the student must supply the following information:

- The duration of the extension period requested, including initial and final dates. (The initial date should be the day after the end of the current registration period.)

- The grounds for requesting an extension, e.g. medical or personal, giving brief details of the circumstances.

- Documentary support for the request, if appropriate. This should always be provided if the request is on medical grounds. Students should contact Student Services concerning the appropriate way to present medical evidence. It is the student’s responsibility to request, obtain and pay for (if needed) any medical reports.

- A realistic plan for completion by the end of the extension period, which has been approved by the principal supervisor.

- A supporting letter from the the programme co-ordinator or the Director of Postgraduate Studies.

- For overseas students, there may be visa implications if an extension of studies has been granted. Students should take advice on their particular situation in sufficient time for their visa to be reviewed: see:-
  http://www.st-andrews.ac.uk/students/advice/international/Visas/

iii. Leave of Absence

a. 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 student is unable to study, or if a student has to take a period of full-time paid employment that is unrelated to their studies.
b. Application for leave of absence should be made to the appropriate Pro Dean, and the following information is required:

- The duration of the period of leave of absence requested, including initial and final dates.
- The grounds for leave of absence, e.g. medical or personal, giving brief details of the circumstances.
- Documentary support for the request if appropriate. This should always be provided if the request is on medical grounds. It is the responsibility of the student to obtain such medical evidence, e.g. in the form of a certificate from his/her doctor.
- A realistic plan for completion by the end of the recalculated period of study, which has been approved by the programme co-ordinator.
- A supporting letter from the programme co-ordinator.
- If notification to a research council is required, then all information required by the research council should be submitted with the request. c. The request should be made as soon as possible. If, for example, there is a possibility that an illness may be long term, then a reasonable initial period of leave should be requested, and further periods requested as appropriate. Under certain circumstances, evidence of fitness to resume a course may be required after a period of leave. Leave of absence cannot be granted retrospectively except in very exceptional circumstances. In the case of doubt about fitness to return to full time study Student Services should be consulted.

d. 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. In such cases, the supervisor or programme co-ordinator is also responsible for ensuring that the sponsor has been notified of the period of absence. The sponsor will wish to discuss arrangements for suspension or deferment of the grant; general provisions are summarised in the guidelines produced by individual research councils or sponsors.

e. For overseas students, there may be visa implications if a leave of absence has been granted. Students should take advice on their particular situation in sufficient time for their visa to be renewed, see http://www.st-andrews.ac.uk/students/advice/international/Visas/.

iv. Change of Registration

Well-qualified candidates on the recommendation of their examiners may choose not to graduate with the MLitt/MRes/MSc but to re-register for a higher degree. If candidates choose to re-register for the PhD, their examiners may recommend that the year of MLitt/MRes/MSc study be counted as the first year of a three-year doctoral programme for fee purposes. If, for any reason, the PhD programme is not completed, the student may apply to graduate with the MLitt/MRes/MSc for which they have qualified. The above notwithstanding, UK research councils in some disciplines require funded students to follow a “1+3” pattern and encourage
this more widely as best practice. This requires a four-year programme in which students graduate with the MLitt/MRes/MSc before beginning the three-year PhD programme.

a. To change degree registration (e.g. from MLitt. to PhD, or full-time to part-time) a student should submit a request to Registry. The following information is required:

- The current degree programme and new programme for which the student wants to register;
- The reason for the change;
- A supporting letter from the principal supervisor or programme co-ordinator, as appropriate.

b. There may be fee implications for changes in registration. Registry will be able to provide information on this, with reference to the student's particular circumstances.

c. For overseas students, there may be visa implications to a change in registration. Students should seek advice on their particular situation in sufficient time for their visa to be renewed, see http://www.st-andrews.ac.uk/students/advice/international/Visas/

v. Withdrawal from a Postgraduate Programme

a. A student wishing to withdraw from a postgraduate programme should write to the relevant Pro Dean, stating the effective date of withdrawal. Before formally withdrawing students are advised to discuss the implications of withdrawal with their supervisor or programme co-ordinator and with the appropriate Pro Dean. The programme co-ordinator should confirm the date of withdrawal. Students are also advised to discuss the financial implications with Registry.

b. Registry will send a notice stating the date of withdrawal. In the case of students sponsored by UK research councils or similar bodies, this date should be adhered to in correspondence with the research councils or other bodies. In such cases the principal supervisor is also responsible for ensuring that the sponsor has been informed of the withdrawal.

c. Students may be deemed to have withdrawn from a programme of study if, in a taught programme, they are absent without legitimate excuse from essential course work, examinations, or supervisory sessions, or if in a research degree, all contact has been lost with the student for a period of over 12 months.

d. Candidates who allow their registration to lapse without having obtained leave of absence and who subsequently apply for reinstatement will be reinstated only with the approval of the Dean of the Faculty following a positive recommendation from the relevant Head of School. If a reinstatement is granted, a student will be required to pay the appropriate fee for the period of renewal (e.g. full-time, part-time tuition fee, continuation fee, extension fee, etc).

e. For overseas students, there may be visa implications if a student withdraws from their studies at the University. 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: http://www.st-andrews.ac.uk/students/advice/international/Visas/
vi. Transfer of Programme for Taught Students

Taught postgraduate students who, having been admitted into one taught postgraduate programme, decide that they want to transfer into another must fulfill the admission requirements for the School that they intend to enter, and must have the agreement to transfer of the Heads of School involved. The same principles apply to transfer to research programmes from taught programmes, or vice versa. A student may appeal an admission decision, but must do so in writing to the relevant Pro Dean within one week of the decision being notified to them. Students on taught postgraduate programmes are only permitted to make such changes within the first two weeks of the first semester. Such transfer requests must be submitted in writing to the relevant Pro Dean or Pro Deans, and must state both the current degree programme and the new programme for which the student wants to register; the reasons for the change; and a letter from the Heads of School(s) concerned agreeing to the change. Transfers outside this window may only be considered in properly justified circumstances by direct appeal to the relevant Dean or Deans. Students should note that there may be fee implications from such a change.

For overseas candidates, there may be visa implications if a transfer of programme has been approved by the University. Students should take advice on their particular situation, see http://www.st-andrews.ac.uk/students/advice/international/Visas/

12. GRADUATION

After the successful completion of a degree or diploma, a candidate has the right to graduate in person or in absentia. Advice on graduation may be obtained from the Graduation Office, College Gate, email: graduation@st-andrews.ac.uk.

13. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

The University of St Andrews operates agreements between matriculated students and the institution with regard to confidentiality and intellectual property rights, which are designed to protect both the institution and postgraduate students from malpractice or exploitation. The agreements are appended as Appendix 2, and further details may be had from the Knowledge Transfer Centre. Please note that, where relevant, principal supervisors should inform the Knowledge Transfer Centre of IPR issues arising from work undertaken by their students.

14. GOOD ACADEMIC PRACTICE

The University has a policy on Good Academic Practice which covers all matters relating academic misconduct for both undergraduate and postgraduate students.

15. HELP AND ADVICE

During your studies there may be times when you need help and advice and Student Services offer an extensive range of support to ensure that your experience as a postgraduate student is successful and fulfilling.
The Service is made up of a team of Advisers who are there to assist you on any issue from Financial hardship, Disability and health matters, Immigration advice, Academic concerns as well as more personal matters such as relationship difficulties.

You can get in touch with Student Services at sss@st-andrews.ac.uk or calling 01334 462720 or calling in to our offices on North Street.
Appendix 1 Rules for the Presentation of MLitt/MRes Theses

The following information is provided for the benefit of candidates for the degrees of MLitt / MSc / MRes:-

a. The dissertation or project must be written in English unless the relevant Dean has given special permission for another language to be used.

b. Unless the relevant Dean has given permission for another format to be used, every dissertation or project shall be word-processed. Double-sided submission is encouraged. The margins may be no narrower than 30 mm.

c. The dissertation or project shall normally not exceed 15,000 words (excluding bibliography). This includes footnotes and edited original documents and texts.

d. Students may submit supplementary data in the form of a CD. The CD should be placed in a protective envelope and housed in a wallet that is firmly attached to the rear inside cover of each copy of the thesis or portfolio. The data may be presented in any suitable modern package, but students are also advised to present their data as a text file in which individual items of numeric data are separated by commas. The latter format is readable by all data analysis packages.

e. Students may present graphic data in coloured form (for example, graphs, photographs, chemical structures etc).

f. The dissertation or project should be presented for examination in soft binding (or stapled); Schools may also require submission of an electronic copy. Two copies of the dissertation or project must be submitted; one copy is returned to the candidate.

g. The relevant School will indicate to whom the two copies of the dissertation should be submitted. The beginning of the dissertation should include:

(i) A title page with the title of the dissertation / project, the name of the candidate, the name of the degree and the date of submission.

(ii) The following declaration:

I hereby certify that this dissertation, which is approximately ..... words in length, has been composed by me, that it is the record of work carried out by me and that it has not been submitted in any previous application for a higher degree. This project was conducted by me at [the University of St Andrews / another location] from [month/year] to [month/year] towards fulfilment of the requirements of the University of St Andrews for the degree of .......under the supervision of ...........
date ...... signature of candidate .........
Appendix 2 Confidentiality and Intellectual Property Rights

By signing the matriculation form, each student agrees to the following policy on confidentiality and intellectual property rights, which forms part of the rules and regulations of the University as laid down by Senate.

This policy is designed to give taught postgraduate students rights and opportunities over the commercial exploitation of innovation, register the obligations of the University in line with the policies of research funders and sponsors, protect a student’s rights over their work and act as a defence against exploitation of intellectual property rights by others without permission.

1. Confidentiality

Through its funding arrangements with research sponsors, including SFC, the RCs, charities, UK government, European Commission, industry and a variety of other sponsors the University is obligated under contractual terms and conditions to maintain certain information confidential. The purpose of this confidentiality is (1) to ensure that an appropriate level of non-disclosure is maintained in line with arrangements with research sponsors (2) to facilitate scientific and study group discussions and promote the beneficial exchange of data and results (3) to facilitate steps to protect potentially valuable research outputs and (4) to protect certain University information which may be made available to postgraduate research students.

In this Paragraph 1, "Information" means University information and any research results and data from work carried out at the University and/or services and/or trials as provided by or carried out at the University or relating to research work carried out by third parties with whom the University contracts which I, the Student, have created or have obtained access to or been given during the course of my studies or research work at the University, and in whatever form such information and data exists.

i. As a matriculated student of the University, I acknowledge that I may have access to Information and I undertake to keep strictly confidential, not to disclose to any person (orally or in writing) other than staff at the University, and not to use, except in the course of my research work as a student of the University, any Information.

   i.i shall keep all records, whether held in paper or electronic form, containing any Information in a safe and secure place.

   iii. This obligation of confidentiality shall not apply to any Information which is in the public domain through no fault of mine, or in respect of which I have obtained the prior written consent of the Director of the Knowledge Transfer Centre to disclose (which consent shall not be unreasonably withheld or delayed).

   iv. If the University is requested by a third party to obtain a confidentiality undertaking from its students on particular projects or research work, I agree that, if requested I shall enter into a further confidentiality agreement with the University and/or that third party confirming these obligations of confidentiality in relation to information on that particular project and/or research work.
2. Intellectual Property

As part of their research dissertation or thesis, students may undertake a project at the University with a University project supervisor (University Project), or a 3rd party under the supervision of an employee of that organisation (3rd Party Project). Students undertaking a 3rd Party Project are often asked to agree a range of research project terms with the 3rd party which may include appropriate terms for the handling of results and intellectual property.

Students undertaking a University Project are required to advise their University Supervisor of any work that may be commercially exploitable. At their discretion, Supervisors may then notify the Knowledge Transfer Centre of such opportunities, not least for the protection of the interests of the student concerned. Students may of course contact the Knowledge Transfer Centre directly with details of their innovations, but this will not usually exclude the Supervisor from any subsequent discussion on potential commercial exploitation.

In this Paragraph 2 "Intellectual Property" means patents, registered designs, design rights, copyright, database rights, rights in confidential information and any other similar industrial or intellectual property rights arising anywhere in the world and applications for any of the foregoing and the right to apply for any of the foregoing anywhere in the world which arise from a University project.

i. I undertake to advise my University Supervisor of all research work carried out by me at the University and to disclose to him/her any inventions, discoveries or ideas developed or created by me in the course of a University project.

ii. Subject to (v) below, and with the exception of copyright in books, papers, articles, musical scores, poems, and dramatic works, written or created by me, I assign to the University, with immediate effect on the creation of such rights, all rights which I may have and may acquire in any inventions, discoveries or ideas as may arise in a University project undertaken by me, either alone or jointly, as a matriculated student of the University including all Intellectual Property Rights therein. I make this assignment on the condition that:-

   a. The University will evaluate any such Intellectual Property assigned by me as to its technical feasibility, patentability and marketability and taking into account that assessment, take reasonable steps to protect and exploit that Intellectual Property; and

   b. The University will share the income after deduction of tax and all costs incurred by the University in connection with protection and maintenance of the Intellectual Property ("Net Royalty Income") received by it from exploitation of such Intellectual Property with the inventors of that Intellectual Property (which may be me alone if I am the sole inventor of the Intellectual Property, or me and other staff and/or students at the University, if the Intellectual Property is jointly invented) on the following basis:-
<table>
<thead>
<tr>
<th>Net Receipts</th>
<th>Inventor(s)</th>
<th>School</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>First £20K</td>
<td>75%</td>
<td>16.7%</td>
<td>8.3%</td>
</tr>
<tr>
<td>Sums between £20K and £500K</td>
<td>50%</td>
<td>16.7%</td>
<td>33.3%</td>
</tr>
<tr>
<td>Sums between £500K and £2M</td>
<td>33.3%</td>
<td>16.7%</td>
<td>50%</td>
</tr>
<tr>
<td>Sums between £2M and £10M</td>
<td>25%</td>
<td>20%</td>
<td>55%</td>
</tr>
<tr>
<td>Sums in excess of £10M</td>
<td>20%</td>
<td>20%</td>
<td>60%</td>
</tr>
</tbody>
</table>

iii. I agree that, the Inventors share of Net Royalty Income referred to above, shall be divided in proportion to each inventor’s contribution to the development of the Intellectual Property, and such proportion shall be agreed between the inventors.

iv. The University agrees that, if it has no commercial interest in any Intellectual Property assigned to it by me pursuant to this paragraph 2, within 6 months of determining that it has no such commercial interest, it will advise me in writing and will re-assign to me such rights in the Intellectual Property as I assigned to it at my request without undue delay.

v. For the avoidance of doubt, paragraphs 2(i-iv) do not cover any Intellectual Property which with the University’s prior approval, I have already assigned by written agreement to a third party involved as a sponsor or in research work carried out by me as a student of the University in a 3rd Party Project.

vi. If the University agrees to assign to a third party, Intellectual Property assigned to the University pursuant to this paragraph 2, the University will consult and advise me of the terms of any agreement before it is concluded.

vii. I agree to sign such further documents as may be required by the University, and to provide such reasonable assistance as may be requested by the University and as may be reasonably necessary for the University, to fully acquire or protect the Intellectual Property assigned hereunder. I appoint the Director of the Knowledge Transfer Centre from time to time as my attorney to sign such documents on my behalf.

3. Proper Law
It is agreed that the law of Scotland shall govern these provisions and that the Scottish Courts shall have exclusive jurisdiction over disputes arising out of or connected to these provisions.