

# Introduction

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

In the first part you will find:

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

In the second part you will find:

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

You should:

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

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

## **Skills Development**

The University places great importance on providing research students with a stimulating learning environment within which you can improve the depth of knowledge of your chosen field, work to complete your degree successfully within the allocated time, and develop personal and professional generic skills to enhance your future employability and career development. The University's **GRADskills** programme provides a wide range of generic skills training courses and other opportunities specifically for research students that are complemented by subject-specific programmes within individual academic schools. In line with national Research Council recommendations, the University expects that each research student should spend approximately 10 days each year focusing on their generic skills development. Improving your level of competency in a range of generic skills is most likely to be achieved through a combination of these formal training courses followed by the practical application of the skills you have been taught. Your Supervisor and other staff will be able to advise you about opportunities available at St Andrews to help you enhance your skills as you progress through the different stages of your degree.

## **Individual Development Needs Analysis**

Postgraduates start their doctoral degrees with widely differing levels of generic and research skills and so it is important that you review those skills with your Supervisor before drawing up a plan for your skills development. To help you achieve this goal, you should complete the Development Needs Analysis, "DNA", ("DNA") that has been sent to you with your welcome pack (and which is also available from [http://www.standrews.ac.uk/gradskills/skills\\_analysis/development\\_analysis.php](http://www.standrews.ac.uk/gradskills/skills_analysis/development_analysis.php)). Following the general and subject-area-specific induction sessions at the start of the semester, you will meet with your Supervisor to discuss this analysis and to formulate the most appropriate programme for your own personal development. This is likely to include elements drawn from courses provided by GRADskills and your School, and other courses as deemed necessary to help you complete of your degree. This programme will be approved by your School Postgraduate Convener.

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

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

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

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

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

<b>Title of Course: Subject-area-specific Induction</b>	<b>Date: Fri. 26/9/08</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
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<b>Title of Course:</b>	<b>Date:</b>
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<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	What was learnt from the course:
absent	Reasons for absence:

**Please attach additional blank sheets if required (the Logbook is available online at:**

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

## Other Training Activities

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

Talks Given
Internally:
Externally:

Other Relevant Training Activities
Activity type, comments etc.

## Part II

### Postgraduate Research in Philosophy

This part of your Logbook contains information on the administration of postgraduate research in Philosophy and the Philosophy Postgraduate Training Programme.

The Convener of the Philosophy Postgraduate Committee is Professor Tim Mulgan. The Postgraduate Secretary, Mrs Mary Whitaker, supports postgraduate administration.

**Prof Tim Mulgan:** Edgecliffe, Room no. 102, Tel: 462474, Email: [tpm6@st-andrews.ac.uk](mailto:tpm6@st-andrews.ac.uk)

**Mrs Mary Whitaker:** Edgecliffe, Room no. G09, Tel: 462487, Email [sasp@st-andrews.ac.uk](mailto:sasp@st-andrews.ac.uk)

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

- Details of the School training programme;
- Sections for you to record the training that you have completed.

Details of the Philosophy Progress Review process, which takes place toward the end of the academic year, will be circulated later.

It is your responsibility to:

- Complete your agreed training requirements;
- Keep the record of training that you have completed up-to-date;
- Complete the necessary preparations for your Progress Review;
- Attend your Postgraduate Review meetings

### Postgraduate Training in Philosophy

The Philosophy programme offers several training sessions designed especially for postgraduate students. In addition, you are expected to attend appropriate seminars, and to present your work to a suitable peer group. **Details of these courses and requirements will be given separately.**

These training activities are designed to complement the specific research training you will receive through your own thesis supervision.

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

## Record of Philosophy Training Courses Attended

<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
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<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
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<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
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present	Comments on course:
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<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
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<b>Title of Course:</b>	<b>Date:</b>
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present	Comments on course:
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present	Comments on course:
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<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
absent	Reasons for absence:

<b>Title of Course:</b>	<b>Date:</b>
present	Comments on course:
absent	Reasons for absence:

## Record of Philosophy Seminars Attended and Papers Presented

<b>Title of Seminar:</b>	<b>Date:</b>
present	Comments:
absent	Reasons for absence:

<b>Title of Seminar:</b>	<b>Date:</b>
present	Comments:
absent	Reasons for absence:

<b>Title of Seminar:</b>	<b>Date:</b>
present	Comments:
absent	Reasons for absence:

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absent	Reasons for absence:

<b>Title of Seminar:</b>	<b>Date:</b>
present	Comments:
absent	Reasons for absence:

**Attendance at Conferences**

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