

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.

Part I

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") that has been sent to you with your welcome pack (and which is also available from <http://www.st-andrews.ac.uk/GRADskills/>). 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.

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

Title of Course: Subject-area-specific Induction		Date :
<input type="checkbox"/> present	What was learnt from the course:	
<input type="checkbox"/> absent	Reasons for absence:	

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

Title of Course:		Date:
<input type="checkbox"/> present	What was learnt from the course:	
<input type="checkbox"/> absent	Reasons for absence:	

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

Title of Course:	Date:
<input type="checkbox"/> present	What was learnt from the course:
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Title of Course:	Date:
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Title of Course:	Date:
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Please mark the appropriate box below and complete the Comments/Absence space

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Please attach additional blank sheets if required (blank forms can be found at

www.st-andrews.ac.uk/media/pglogbooksoml0809.doc

Other Training Activities

University Teaching Undertaken

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

Talks Given

Internally:

Externally:

Other Relevant Training Activities

Activity type, comments etc.

Part II

Postgraduate Research in the Philosophy Departments

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

The director of graduate studies is Professor John Skorupski, who has overall responsibility for postgraduate matters, and is convener of the philosophy postgraduate committee. Shaun Darby provides administrative support for the postgraduate program.

Their contacts are:

Professor John Skorupski: Edgecliffe, room 205. Phone 462483, email jms2@st-andrews.ac.uk

Mr Shaun Darby: Edgecliffe, room G09. Phone 462487, email 7@st-andrews.ac.uk

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

- Details of the Departments of Philosophy Progress Review process;
- Details of the Departments' training programme;
- Sections for you to record the training that you have completed.

It is your responsibility to:

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

Skills Training in the Departments of Philosophy

Postgraduates are expected to acquire at least 10 days (80 hours) of skills training a year. You should consult with your supervisor about how to make up this 80 hours. Training can be acquired through taking university courses, participating in the Departmental workshops (see below), by attending seminars and conferences, and through teaching. You are required to keep a record in your log book of skills training completed.

As well as the general requirement that students complete a sufficient number of hours each year, the departments also require certain specific training outcomes. These will be discussed below.

Induction Day

The university runs a three half-day induction program for new graduate students. This is compulsory, and counts towards the ten day requirement.

University Generic Skills Workshops

The university offers a range of continuing training courses. Every graduate student who teaches for us must complete the Teaching Skills course. Every graduate student is also expected to take the "managing your supervisor" course. Other courses that may be offered as part of continuing training that the department considers might be useful include:

- Academic Writing
- Bibliographical and library information skills
- Career Development
- Funding applications and how to write a research proposal

- How to write a thesis
- IT skills
- Managing your supervisor (**compulsory**)
- Presentation Skills
- Teaching Skills (**compulsory**)
- Team-working and working effectively with colleagues

The department will also run some workshops for postgraduate students.

The department additionally offers a Basic Logic course, for postgraduates who lack formal logic at the introductory level. While primarily designed for M. Litt students, PhD students who would like to attend, either to acquire the basics or to brush up, are welcome. All these courses count towards the requirement of 80 hours skills training a year mentioned above.

Seminar Attendance

PhD and M. Phil students are expected to attend the weekly graduate seminar which is held on Friday in room 104 between 16:15 and 18:00. Students who wish to are welcome to attend Arche seminars: students affiliated with Arche will be expected to attend one Arche seminar a week as part of their Arche-related duties. All these courses count towards the requirement of 80 hours skills training a year mentioned above. Students are also encouraged to attend meetings of the Philosophy Club, held from 4:15-6 pm on Wednesdays.

Teaching

Research students may be invited to act as teaching assistants and markers on courses given in the Philosophy Departments; however no research student may teach on any course without themselves having completed the Teaching Skills course.

All teaching, both by staff and research students, is subject to assessment. Research students acting as teaching assistants will be expected to comply with whatever methods of assessment are used (for example by handing out and collecting student questionnaires).

Research Postgraduate Reviews in the Departments of Philosophy

MPhil reviews are held annually in January or February with all documentation completed by the 1st of March. PhD Research students are reviewed in June or July with all documentation completed by the 24th of July. Students will be asked by the Director of Graduate Studies to nominate two members of the Philosophy staff as reviewers. When these have been approved by the Director it is the responsibility of students to arrange with their reviewers a time and place for the review, and to submit timeously such work and research plans as may be requested by the reviewers.

Record of Training Courses Attended

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

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

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

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

Title of Seminar:	Date:
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Title of Seminar:	Date:
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Record of Seminars Attended During Second Year

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

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

Title of Seminar:	Date:
<input type="checkbox"/> present	Comments:
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Attendance at National/International Meetings

Details:

Record of Seminars Attended During Third Year

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

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

Title of Seminar:	Date:
<input type="checkbox"/> present	Comments:
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Attendance at National/International Meetings

Details: