WELCOME TO THE SCHOOL OF HISTORY

On behalf of the members of the School of 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.

This handbook is intended to serve as an introduction to some of the key aspects of postgraduate life in the School of History, including information regarding supervisory arrangements, research funding for postgraduates, and key processes including the postgraduate progress review. Please read it carefully and keep it to hand to refer to throughout the year.

If you need advice or assistance on anything concerning your postgraduate studies, or have any further questions on issues not covered by this handbook, please contact me on jer9@st-andrews.ac.uk or Elsie Johnstone, our Postgraduate Secretary on +44 (0)1334 462907 and pghist@st-andrews.ac.uk.

Jacqueline Rose
Director of Postgraduate Research
CONTENTS

About the School, 3
Where do I go for...? 4

Key People
Supervisor(s), 5
Staff Mentors, 5
PGR Rep, 6

The PhD Thesis, 7

Resources for PhDs
PG Study Space, 8
Research Allowance, 8
Discretionary Allowance, 9
Berenike Walburg Travel Scholarships, 9
Language Support, 9
Online Presence, 10

What’s happening?
Seminars and Lectures, 11
Postgraduate Series, 11
CAPOD Skills Training, 11
School Skills Programme, 12

Looking Forward
The Progress Review, 13
Tutoring as a PhD, 16
Organising (and funding!) a conference, 16
Study abroad opportunities, 16

Administrative Necessities
Location of studies, 17
Risk assessment, 17
Research ethics, 17
Leave of absence, 18
Parental leave, 18

Equality and Diversity, 19
Harassment and bullying, 20
Who to contact, 21

Useful Links, 22 - Useful Contacts, 24
ABOUT THE SCHOOL

Physically speaking, the School of History is spread across three main sites – at number 71 and St John’s House (two interconnected buildings) on South Street, St Katharine’s Lodge on the Scores, and the New Arts Building, which is located behind the University Library and just down the road from St Katharine’s. Broadly speaking, staff associated with Mediaeval and Reformation History can be found on South Street; Modern, Early Modern, and Scottish History in St Katharine’s; and Middle Eastern History and Iranian Studies in the New Arts Building. PhD office space (see p. 8) can be found in both South Street and St Katharine’s, as well as in the Bute Building in St Mary’s Quad, and can be filled by students working on a variety of different periods and areas.

Institutes and Centres

Intellectually, the School is also home to a number of different institutes and centres which bring together historians with shared interests from across the School and beyond. Both staff and postgraduates can be involved with the activities of several different institutes and centres (the distinction between a centre and an institute is largely that the latter has an associated Masters programme). The institutes and centres are as follows:

- Institute for Environmental History.
- Reformation Studies Institute.
- Centre for French History and Culture.
- Institute of Intellectual History.
- Institute for Iranian Studies.
- Centre for Anatolian and East Mediterranean Studies.
- St Andrews Institute of Mediaeval Studies (also known as SAIMS).
- Institute of Scottish Historical Research (ISHR).
- Centre for Russian, Soviet, Central and Eastern European Studies.
- Institute for Transnational & Spatial History.
- Centre for Mediaeval and Early Modern Law and Literature.
- The Institute of Legal and Constitutional Research.

Institutes and centres often organise seminar series and lectures, and several organise associated reading weekends for staff and postgraduates in their area. Several of them also maintain their own blogs. Looking at the websites of the various organisations or speaking to staff members associated with them are both good places to start if any of the above reflect any of your particular research interests.

Staying Connected

As a PhD student you are automatically on mailing lists through which you will hear news of seminars and other events in the School (see p. 11). The School also has a blog, a Twitter feed, and Facebook page through which you can keep abreast of news and events.
WHERE DO I GO FOR...?

Elsie Johnstone, the Postgraduate Secretary, and Jacqueline Rose, the Director of Postgraduate Research, can both be found in St Katharine’s Lodge. If you ever need help, information or directions, head to the main office of either St Katharine’s or South Street and ask the secretaries. They are the experts in all things!

71 South Street
St Andrews, Fife
Fife
KY16 9QW
Tel: 01334 463332

The secretaries in South Street are Dorothy Christie and Audrey Wishart. The office is usually open from 8.45am until 5pm.

St Katharine’s Lodge
The Scores
St Andrews, Fife
KY16 9BA
Tel: 01334 462907

The secretaries in St Katharine’s are Elsie Johnston (PG secretary), Melanie Forbes, Jennifer Todd, and Lorna Harris (School Office co-ordinator). The office is open from 8.45am until 5pm.

If you require School-specific IT support (e.g. getting your laptop connected to the network in a School of History office), please either email Andy Eccles (ace8@st-andrews.ac.uk) or knock on his door at room 0.04, St Katharine’s Lodge. If you require more general IT support (e.g. your laptop needs to be fixed) go to the IT service desk in the University Library.

If you are commuting from outside of town there is space to park on the Scores, near St Katharine’s Lodge, but it fills up early in the day. The spaces outside St John’s are short stay only and expensive. The best (free) public car parks can be found at East Sands (near the Marine Biology department) and Petheram Bridge (just beyond the bus station).
KEY PEOPLE

In addition to the Director of Postgraduate Research and the secretaries in both of the School buildings, there are several different people around the School who are available to support you in your postgraduate studies. Your supervisor is obviously not least among these, but this section also includes information about your staff mentor and the PGR student representatives.

Your Supervisor(s)

PhD supervision can take the form either of sole supervision (in which a student is assigned to a single member of academic staff), or joint supervision with two or more supervisors involved. The majority of PhD researchers in the School of History receive sole supervision, although a sizeable minority receive dual or joint supervision. Researchers who start with dual supervision may find, as their project develops, that sole supervision may be more appropriate, just as it is entirely possible to switch from sole to dual supervision part way through your PhD. You should discuss any potential changes in arrangements with your supervisor(s) and/or the Director of Postgraduate Research.

Your relationship with your supervisor(s) is extremely important and you should establish contact right from the beginning. You should make an appointment early in the programme to discuss your studies for the year to clear up any questions you might have. It is absolutely crucial that you meet regularly with your supervisor(s).

The supervisor(s) will read drafts, offer advice and make suggestions about contacts outwith the University, attendance at conferences and the presentation of your work to scholarly gatherings. You and your supervisor(s) should establish an open, professional relationship through regular contact and together you should work out a schedule of appointments for the semester.

The frequency and length of your meetings with your supervisor(s) will vary depending on what stage your project is at, your individual needs and your supervisors’ routine. There is no fixed rule other than a University-wide minimum of ten ‘supervisions’ a year (the format of which can vary: e.g. this can be formal meetings, skype conversations, or email exchanges). You will normally have more frequent contact with your supervisor(s), but it is your responsibility to inform your supervisor(s), or the Director of Postgraduate Research, if you are dissatisfied with the level of supervision received.

It is also crucial that you keep your supervisor(s) informed of both your work and whereabouts, particularly if you plan to be away from St Andrews for any considerable period of time (see in particular the sub-section below on ‘Location of Studies’). You should consult your supervisor(s) about any difficulties you might encounter with your work or with life in St Andrews.

Your staff mentor

In addition to his/her supervisor(s), every PhD, 2nd-year MPhil student, and MSt(Res) student will be assigned a member of permanent academic staff as a pastoral mentor. S/He will take an interest in the student’s development without being responsible for the supervision of the dissertation in a strictly academic sense. Students are encouraged to seek their mentors’ help
whenever they need a sympathetic ear and are assured that they will receive confidential and friendly support. Students will be emailed with details of their mentors, and should get in touch with them at their earliest convenience.

If you encounter difficulties that require further pastoral support, you are strongly encouraged to contact the Advice and Support Centre [https://www.st-andrews.ac.uk/students/advice/] / Student Services [https://www.st-andrews.ac.uk/studentservices/]. They can help with questions on areas such as accommodation, finance, and also provide some counselling services.

The PGR Representatives

Every year, students across the university elect subject and stage specific representatives to provide a voice for them in a variety of official contexts, and as peer figures from whom individual support and advice can be sought. Two PGR Reps are elected for the School of History, one for Mediaeval and one for Modern History.

The PGR Reps support student-led activities such as the postgraduate forums (see p. 11), sit on a number of different School committees, and organise both social and practical events within the School (from receptions in the Undercroft to peer workshops on tutoring). If there is anything you would like to see happening – from institutional change to a community-building event – get in touch with the PGR Reps. They can’t promise to achieve everything you ask, but they are there to represent you and your ideas, so make sure they hear about them.
THE PhD THESIS (THE BASICS)

You are going to spend the next three years figuring out how to turn the results of a significant amount of historical research into an excellent doctoral thesis – something for which there is no handbook guide. The following represents a few very basic guidelines to which it may be helpful for you to refer. For further guidance: think, read, talk to your supervisor, talk to your fellow PhD students, and think some more.

The form of the thesis

- PhD theses vary in length from institution to institution. At St Andrews, you are asked to submit a thesis that does not exceed 80,000 words in length, including footnotes.
- St Andrews rules and regulations define the thesis as constituting ‘a significant and original contribution to knowledge or understanding consistent with what may reasonably be expected of a diligent student after three to four years of full-time study’. ‘Submissions should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study.’ They ‘should contain material worthy of publication in some form.’
- The School of History Style Guide for postgraduate dissertations (available online) provides guidance regarding the formatting of footnotes, the use of images, and the structure of a bibliography. The main rule, however, is to be consistent as possible.
- There are no set rules for how many chapters a PhD thesis should or should not have, although generally speaking most theses have an introduction, conclusion, and somewhere between three and eight content chapters.

Good academic practice

- Cite your sources, acknowledge help where given, and consider copyright ramifications (the University Library is a good place to seek advice on the latter).
- Bear in mind that if you have previously submitted a Master’s dissertation on a topic related to your PhD thesis, you must not directly reproduce in the latter any large chunks of text from the former; this would fall foul of the university’s good academic practice policy as being multiple submission.

The end in sight

Ultimately, your PhD thesis will be examined by a committee of at least two academics – one ‘internal’ from within the School of History, and one ‘external’ from outside the University. They will direct your viva voce examination, which can lead to a number of results, ranging from a pass without any corrections, to a fail with the recommendation of resubmitting after a set period of time. Many PhD theses are passed with ‘minor corrections’ made over a period of three months. The University provides advice on the practicalities of the process of PhD submission that you should check as your thesis reaches its latter stages.

Looking into the future

If you are hoping to go into a career in academia (although it is perfectly fine if you are not) then your eventual aim will be to publish your thesis as a book. Competition for academic positions has increased pressure on newly-minted doctors to revise their theses with increasing haste. You may find it beneficial to bear this in mind as you write, and focus on achieving a readable style and structure alongside intellectually cogent arguments and in-depth source analysis.
No-one can make gaining a PhD totally easy, but the School does have a number of measures in place to ensure that some of the bigger obstacles are reduced, these being: having the space to work, and the money to do your research efficiently...

Postgraduate Study Space

The School of History aspires to provide all research postgraduates with access to desks, though the growing number of PhD candidates and pressures upon University space has made this increasingly difficult and having a desk in the first year of your thesis is unlikely to be feasible. Working space is allocated by the Director of Postgraduate Research; students should initially make contact with Elsie (pghist@st-andrews.ac.uk). You may be assigned to an office in any of St Katharine’s Lodge, St John’s House, or the postgraduate annexe of the Bute Building (St Mary’s Quad).

If you are fortunate enough to be allocated study space, please bear in mind the following rules:

- If you have been allocated study space, ensure that you lock up when you leave. (It is also a good tip to make sure you take your keys with you if you pop out for half an hour, in case your office colleagues leave and lock up in between times!)
- Rooms should be kept tidy at all times and specifically there should be no alcohol consumed in the room. No personal cooking equipment or electrical items which have not been electronically tested and approved by the University should be brought in.
- Please remember that your office is a study space and not a common room. Be considerate of your office-mates – avoid eating smelly / noisy food at your desk and use headphones, etc!
- As you will rapidly discover, working space is at a premium in St Andrews; if you are allocated an office, do use it regularly. If you do not, your desk may be re-allocated to another postgraduate.
- The Richardson Research Library at Martyrs Kirk (on North Street) provides an alternative (and quieter) space to the main library to work.

Individual Research Allowance

Research postgraduates in the first, second and third year of their studies (including second-year MPhil and MSt(Res) students) receive an allowance of £400 per year for full-time students and £200 per year for part-time students to help with costs arising from research (e.g. travel to archives, library & conferences; essential software; language training etc.; but not routine living and commuting expenses). Research students in their fourth year of study can claim for minor research-related expenses (photocopying etc.) up to a maximum of £50.

Expenses can be claimed through Elsie (pghist@st-andrews.ac.uk); students must complete a claim form and provide original receipts for all expenditure. Funds must be claimed before the end of the University’s financial year (31st July) and cannot be carried over – so, even if you have £200 left at the end of the year, you will only ‘clock back’ to £400 with the new academic year.
Looking far into the future, students who have successfully submitted and defended their PhD dissertations are also entitled to have the cost of binding their dissertation for final submission reimbursed by the School (up to a maximum of £50 per student).

**Discretionary Research Allowance**

At various points in your PhD career you may find that you need to spend more than £400 on academic travel – for example, you need to make a lengthy stay at a foreign archive, or there just happens to be a conference on your exact thesis topic, but taking place in Australia. In these circumstances, you can apply for discretionary funding towards research expenses.

Applications will be invited twice every academic year (November and April). In order to be eligible for the Discretionary allowance, the individual allowance, described above, must be used up or pre-allocated first.

Students can only apply once within a given academic year for Discretionary Funding. Applications will usually only be accepted from full-time students in the first, second, or third year of their studies, or part-time students during the first six years of their studies. Under exceptional circumstances, the Postgraduate Committee will consider applications from full-time students in their fourth year and from part-time students in their seventh and eighth years of study. In such cases awards will not be made for expenses incurred for the completion of the thesis, but only for activities connected with exposing finished research to a wider academic audience and thus aiding the student’s career development.

The maximum award that can be granted to any one application from a full-time student is currently £325. Part-time students will receive a maximum award of currently £162.50 per application. All applications must be fully costed and supported in writing by the applicant’s supervisor. Recipients of discretionary funding must submit all receipts before 31st July.

**Berenike Walburg Travel Scholarships**

Doctoral students in Mediaeval or Middle Eastern History can apply for one of two annual scholarships to cover the anticipated travel costs of a planned research trip. The application deadline is usually in late November. More information about the scholarships can be found on the School of History website.

**Language Support**

Should you need to learn or improve a language for the purposes of your PhD research then there are a variety of options open to you. The School of History offers in-house courses in French, German, Latin, and Italian, at a number of different levels. These courses are free and are generally catered specifically towards reading texts in the given language. However, they do involve a significant time commitment (generally 2 hours class time per week, plus additional work outside of class), and you must have the permission of your supervisor to join a course. Students should generally take no more than one language class at any given time.

The University also offers language classes through its Evening Degree programme, and enrolled postgraduate students are welcome to apply to join these. However, they come with a fee of £100 per ten lessons (although this fee could be paid for with a student’s research allowance). Unlike the School classes, they are not focussed specifically on language
acquisition for research purposes, but they do cover languages not offered in-house (Arabic, Mandarin, Japanese, Portuguese, Russian, and Spanish).

The School of History also offers language bursaries for postgraduate students who, for their research, wish to attend a language school outside St Andrews (usually, but not necessarily, over the summer). Bursaries will be no more than £1,000, and can only be spent on the costs of attendance (fees, travel, accommodation) at a language school approved by the School of History. The application deadline is usually in mid-December.

The In-sessional English Language Service, offered by the School of English Language Teaching, offers free support for students across the University for whom English is a second language.

**Establishing an online presence**

In an increasingly digital age it is becoming more and more important for academics to have a professional online presence. Postgraduates are warmly encouraged to provide materials for their online profile page on the School of History website by writing to Melanie Forbes at histweb1@st-andrews.ac.uk.

The School of History also maintains an active blog, which welcomes contributions from both staff and students. Feel free to email these to hiscomms@st-andrews.ac.uk.
**WHAT’S HAPPENING?**

It can be all too easy, in the midst of a PhD, to spend your every waking hour chained to your desk in your office, with your only human contact taking the form either of your office-mates or the various historic characters you may be working on. Fortunately, there are lots of extra events going on both within the School and the wider University to help combat this. In this section you can learn about the wide range of seminars and forums organised within the School, and the variety of further skills training open to you throughout your time at St Andrews.

**Seminars and lectures**

There is an extensive and lively programme of seminars given by St Andrews postgraduates, staff and guest speakers from outside this University, while occasional public lectures are given by historians from other Universities. You are warmly welcome to attend all such seminars and lectures. Refreshments are provided, and it is often a relief to spend an hour learning about something outside of the confines of your thesis topic!

Seminars and lectures are advertised on the Postgraduate Notice Board on the first floor of St Katharine’s Lodge, on the School website, and via email. Currently there are seminars in Mediaeval Studies; Reformation and Early Modern History; Modern History; Intellectual History; Middle East History and Iranian Studies; and Scottish Historical Research. PGR students are encouraged to attend seminars regularly, not least because they are an excellent opportunity to get to know your fellow historians, both staff and postgraduates.

**Postgraduate series**

The Postgraduate Forums (both mediaeval and modern, the latter broadly defined) are organised for students, by students. They are intended to provide a space for postgraduates at all stages (from MLitts to final year PhDs) to present ideas, discuss research issues, find out about what their fellow historians are up to, and get some practical experience before conferences, submissions, etc. Refreshments will be provided, and each session is followed by a pub visit. Events are generally advertised by either poster or email.

a) The *Postgraduate Mediaeval History Seminar Series* takes place on a Wednesday at 5.15pm in the New Seminar Room, unless otherwise indicated.

b) The *E.M.M.H (Early Modern and Modern History) Postgraduate Forum* takes place on a Monday at 5.15pm in room 1.10, St Katharine’s Lodge, unless otherwise indicated.

**Skills Training – CAPOD**

CAPOD (the Centre for Academic and Professional Development) provides training and resources for staff and students across the university. They offer everything from courses resulting in Microsoft Office Specialist Certification, to one-off workshops on topics ranging from peer review to impact. New PhD students are encouraged to look into the opportunities offered by CAPOD and to keep an eye on their email updates for any training that may benefit them. All CAPOD courses are free for students.
The School of History’s Postgraduate Skills Training Programme

In order to meet the subject-specific training needs of both taught and research postgraduates, the School of History has formulated a training programme that runs across the academic year and covers a wide range of topics. Although the programme is optional, first-year PhD students are highly encouraged to attend the sessions, and some will be relevant throughout your thesis.

All meetings will be on Thursdays, 10.00–11.00 AM, in the Old Class Library, St John’s House. As indicated, some workshops are aimed more at some students than others. However, all postgraduate students in History may attend any workshops.

### SEMESTER ONE

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Speaker/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 Sept</td>
<td>MLitt Assessment at St Andrews</td>
<td>Dr Angus Stewart</td>
</tr>
<tr>
<td>4 Oct</td>
<td>Academic writing</td>
<td>Dr Justine Firnhaber-Baker</td>
</tr>
<tr>
<td>11 Oct</td>
<td>PhD (from 2nd year) PGR tutoring / university teaching: sharing experiences</td>
<td>Dr Ana del Campo</td>
</tr>
<tr>
<td>18 Oct</td>
<td>Writing grant applications</td>
<td>Prof Frances Andrews</td>
</tr>
<tr>
<td>1 Nov</td>
<td>PhD How to write a thesis</td>
<td>Dr Sarah Easterby-Smith</td>
</tr>
<tr>
<td>8 Nov</td>
<td>MLitt Applying for a PhD (and funding)</td>
<td>Prof Riccardo Bavaj</td>
</tr>
<tr>
<td>15 Nov</td>
<td>Impact and knowledge transfer</td>
<td>Prof Caroline Humfress and Research Policy Office’s Impact team</td>
</tr>
<tr>
<td>22 Nov</td>
<td>Practising history in a digital age</td>
<td>Dr Konrad Lawson</td>
</tr>
<tr>
<td>29 Nov</td>
<td>Planning and conducting archival research</td>
<td>Prof Steve Murdoch</td>
</tr>
</tbody>
</table>

### SEMESTER TWO

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Speaker/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Jan</td>
<td>PhD (1st year) Preparing for the first-year progress review</td>
<td>Dr Jacqueline Rose</td>
</tr>
<tr>
<td>7 Feb</td>
<td>PhD (final year) Preparing for the viva</td>
<td>Dr Tim Greenwood</td>
</tr>
<tr>
<td>14 Feb</td>
<td>PhD Finding and applying for academic jobs</td>
<td>Prof Andrew Pettegree</td>
</tr>
<tr>
<td>21 Feb</td>
<td>PhD Preparing for academic job interviews and presentations</td>
<td>Dr Malcolm Petrie</td>
</tr>
<tr>
<td>28 Feb</td>
<td>PhD Getting started in academic publishing</td>
<td>Prof Aileen Fyfe</td>
</tr>
<tr>
<td>4 April</td>
<td>Applying for non-academic jobs</td>
<td>Shona Mach (Careers Service)</td>
</tr>
<tr>
<td>11 April</td>
<td>Alumni career paths: Museum curator</td>
<td>Dr Gareth Williams (British Museum; PhD 1996)</td>
</tr>
<tr>
<td>18 April</td>
<td>Alumni career paths: Student developer and academic administration</td>
<td>Dr Eilidh Harris (PhD 2014) and Dr Kostas Zafeiris (PhD 2007)</td>
</tr>
</tbody>
</table>
Although the thesis is incredibly important, there is also more to being a PhD student than just writing 80,000 words! In this section you will find details not just about the progress review (an important annual process that is especially significant in your first year), but also about opportunities that you might choose to take up either to build your CV or widen your academic experience. With forward planning, you might find you can fit a lot in to your three years as a PhD student – from tutoring undergraduates and organising your own conference, to spending a semester abroad writing your thesis in the incredible setting of Florence...

The Progress Review

Every postgraduate student (including part-time students) will have an annual Progress Review. This normally takes place by month nine in each year of registration, i.e. students registering at the beginning of semester 1 will normally be reviewed in late April or early May; students registering at the beginning of semester 2 will normally be reviewed in early or mid October.

The annual Progress Review is an important exercise and fulfils a number of purposes. It provides students with an opportunity to present and reflect on their work, as well as to comment on (and – if necessary – raise any concerns regarding) their teaching/supervision or other aspects of the University’s provision of graduate studies. Finally, it enables the School to keep abreast of the progress of its postgraduate students, and to either provide guidance where surmountable issues have arisen, or to advise a termination of studies in circumstances where students repeatedly fail their progress review.

For the vast majority of students, the progress review is a valuable opportunity not only to pause and reflect on their progress, but also to receive feedback on their work from staff members outside of their supervisory team. Any comments raised during the review process regarding areas for improvement to postgraduate provision are carefully studied by the School and wherever possible action is taken to enhance students’ learning experience.

a) First-Year Review

Successful completion of the First-Year Review enables PhD students to upgrade from a probationary status to full PhD status.

Students at this stage are required to submit:

- EITHER a 12,000-15,000 word draft introduction to their thesis, including a literature review, discussions of any methodological or conceptual aspects of their work, and an overview of anticipated source-material (two hard copies to Elsie, and an electronic copy to pghist@st-andrews.ac.uk).
- OR a 6,000-7,500 word piece taking the form of a) a literature review, b) a draft chapter, or c) another suitable genre of text approved by the supervisor, PLUS a 6,000-7,500 word outline of the research question, the methodology, and the anticipated source-material (two hard copies to Elsie, and an electronic copy to pghist@st-andrews.ac.uk),
- PLUS a self-assessment form (via MMS).

Please make sure that you clearly label the nature of the text that you are submitting.
Having examined these submissions as well as a progress report completed by the supervisor, the panel will interview the PhD student. Panels will consist of two members of academic staff, one of whom will be from the same broad chronological period as the student, while the other is highly unlikely to have specialist expertise in the student’s area of research. While the written submissions constitute the crucial element of the review process, the c.30 minute interview will allow the reviewers to clarify issues raised by the submitted texts. They will also want to test the student’s ability to communicate the relevance, purpose and (intellectual as well as practical) viability of his/her research project. Students should be prepared to defend and explain the nature and significance of their work (as will be required, eventually, in their PhD viva).

b) Further Reviews

Students will submit a self-assessment form, including under point 6 a detailed chapter plan/structural outline, indicating how much has already been completed and a timetable for completion (via MMS). Students entering their final 12 months of full-time research are urged to pay particular attention to the detailed plan for completion (a rough guide would be to submit at least 300 words).

Students will then again be interviewed by a two-member panel as outlined above.

If the above process – either at first year or later – raises significant concerns about a student’s progress, they will be asked to submit material for a re-review, usually in October of the same year. The nature of this material will be decided in consultation with the relevant supervisor(s). The re-review will normally involve another interview. If concerns about progress remain, re-registration for a lower degree (usually MPhil) or Termination of Studies may be recommended.

**NB:** Please read carefully both the *Policy* and *Guidance* documents on PGR Progress Reviews, which are available from [http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/#P](http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/#P).

See the next page for a bullet-point summary of the key objectives of and the assessment criteria used for progress reviews.
Progress Review: Purpose and Assessment Criteria

Purpose
The annual progress review should:
• be a useful feedback exercise,
• give the student formal practice in talking about their work to an interested audience that is likely to include a non-specialist,
• promote the timely and successful completion of postgraduate research degrees,
• identify problems early, and help resolve problems where possible,
• identify situations where a student is unlikely to be successful in their current degree track, and lead to an appropriate resolution, whether that is re-registration, withdrawal, or termination of studies,
• serve as an opportunity for the student or supervisor to raise any concerns, and as a checkpoint to ensure that school and supervisory provisions are satisfactory.

Assessment Criteria
The relative importance of the following criteria will vary in each year of the PGR programme, but the elements to be assessed may include:
• the ability to formulate a viable research question that promises to generate new knowledge or understanding,
• the ability to demonstrate how the research project will address a lacuna within current scholarship,
• the ability to demonstrate a sure grasp of the methodological approach which will underpin the research,
• the ability to demonstrate that the available primary source material is suitable, accessible and of an appropriate volume to allow the completion of the project to time,
• the ability to situate the main arguments, or hypotheses, within current historiographical debates,
• the ability to acknowledge and identify problems which present themselves during the course of the research, and to find ways in which to address them,
• the ability to demonstrate that the project is on track for completion.
**Tutoring**

From your 2nd year, you will be eligible to teach on one of the sub-honours (first and second year) modules in the School of History. You can find descriptions of these modules on the School website. Postgraduates who teach will generally be allocated between one and three tutorial groups, and will deliver small-group teaching running alongside lectures delivered by members of permanent staff. Teaching is an excellent opportunity, both as an experience in and of itself and as an important element to add to your academic CV. However, it is also a significant time commitment and you should discuss with your supervisor precisely when and to what extent it would be advisable for you to take on teaching responsibilities.

Applications to teach within a given academic year are invited at the end of the preceding summer semester; the deadline for submitting *Expressions of Interest in Tutoring* (Tutoring application form) is usually the end of May. Before teaching for the first time postgraduate students must attend mandatory training workshops, and complete online diversity awareness training.

**Conference / Workshop Funding**

In addition to tutoring, some postgraduates choose to organise a conference or workshop during the course of their PhD. These can range from traditional, subject-specific conferences to skills workshops and even ‘unconferences’.

Funding is available for such student-led projects. PGR students can apply to the School of History for conference grants of up to £1,000, and can also apply to the CAPOD (Centre for Academic and Professional Development) Postgraduate Conference Fund for up to £1,000 of additional matched funding. Finally, CAPOD also invites applications for up to £2,000 standalone funding for ‘Innovation Grant’ projects.

There are three deadlines, spread throughout the academic year, for CAPOD funding. The deadline for School of History funding is normally twice a year, in late November and late February.

**Study Abroad**

The School of History has established a number of Erasmus+ exchange programmes that include opportunities for Research Students who may wish to study abroad and do research in one of our Partner Institutions.

As a PhD in the School of History, you are eligible to go on European exchange programmes with Rome, Florence, Siena, Milan, Bonn, Cologne, Utrecht, Leiden, Montpellier, Dublin (Trinity College), and Oslo. If you are interested in studying abroad you need to make sure that the Host Institution is appropriate for your studies and research; in the first instance you should speak to your supervisor about the scheme. It is very important to ensure that you will have adequate supervision by a member of staff of the Host Institution while studying abroad.

Erasmus+ students do not pay tuition fees to their host university, and normally receive an Erasmus+ grant towards the extra costs of studying abroad. Research Council students must make sure that they have their funding body’s permission to study abroad, notifying them particularly for any grants that they may be receiving as part of the Erasmus+ programme.
ADMINISTRATIVE NECESSITIES

As any member of staff in the School of History will tell you, administration has become an increasingly significant part of academic life, and this is equally true for PhD students. Please take time to read this section and bear in mind the processes relevant to you.

Location of studies – notification of absence

All full-time students are expected to be resident near St Andrews unless otherwise agreed and approved by the University. Students who wish their term address to be outwith the commutable distance from St Andrews, or are away from their term address for more than 28 days (or 38 days where the University is closed), must seek approval to do so prior to the commencement of their programme of study or prior to changing address. This is to keep lines of communication open, and is partly due to governmental requirements placed upon the University.

Approval must be sought through eVision: Look for the box ‘Change of Circumstance – Change of Location’ – in this box you see a link ‘Request a change in location of studies’, and you need to click on this to enter the relevant form. The request must include the reasons for changing address, details of the new address (& contact number), and the dates of absence from St Andrews. If approval is given, students should update their contact details on MySaint. Students who are away from their term address for more than 5 consecutive working days and up to 28 days should inform their supervisor(s) and School as a matter of routine.

Risk assessment and travel insurance

If you are going away on research, you should be aware of the potential need for formal risk assessment. If your trip involves travel to anywhere with increased geographical, security, or health hazards, you will need to fill out a ‘Solo Fieldwork Risk Assessment Form’ and submit it to the Director of Postgraduate Research. Please consult with your supervisor regarding any research trip, and whether formal risk assessment is necessary.

You may find it useful to note that, if you are going abroad on academic business (either to visit archives or to attend an international conference) you are covered by the university travel insurance policy. If your travel involves the above risk assessment, please consult with Kenneth Stewart regarding insurance.

Ethical approval for research

Although this does not apply to the majority of historical research, please be aware that the University requires researchers undertaking any form of interaction with living human subjects to gain approval from the University Teaching and Research Ethics Committee (UTREC) before they can begin their work. This means that if you are conducting interviews or questionnaires as part of your research then you must seek ethical approval. Where research involves children under 18 you are also responsible for making sure the application has been reviewed and approved by the UTREC Child Panel and for applying for an ‘Enhanced Disclosure Scotland’ (EDS) check.

Generally ethical approval will be granted, on behalf of UTREC, by the School Ethics Committee; however, in some instances the School will pass applications to UTREC for
approval. The University takes its ethical responsibilities very seriously and as such ethical approval must be sought and obtained before any empirical research can commence.

**Leave of absence**

Usually, a PhD will involve three or four years (full-time), or six or eight years (part-time), of continuous work upon the given research project. However, other circumstances – such as long-term illness, financial necessities, etc. – can occur. A leave of absence is designed to essentially ‘pause’ the clock on a PhD, meaning that time spent on leave is discounted when calculating the time taken for the completion of the degree. If you feel at any point during your PhD that you may need to take a leave of absence then you should consult with your supervisor and take advantage of the support and advice offered through Student Services.

Application for leave of absence should be made in advance through MMS. It 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.

If a student is sponsored by a UK research council or similar body, it is important that possible funding implications are discussed beforehand with the research council or sponsoring body. 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.

Overseas students are advised to seek additional advice prior to requesting leave, in order to allow for any ramifications regarding their visa.

**Parental leave**

The University is committed to accommodating appropriate adjustments to postgraduate research students to support them in their studies due to pregnancy or adoption of a child. This policy enables postgraduate research students to take time away from their studies while remaining registered with the University, thereby allowing students to maintain links with their research supervisor and make use of University facilities including the Library. No tuition fees are due during a period of approved Parental Leave. Postgraduate research students would not undertake teaching or tutoring during a period of Parental Leave. The policy intends that research supervisors and students can keep in touch; normal levels of supervision would resume at the end of the Parental Leave period.

Any student who has their pregnancy confirmed by a GP, has a partner who is pregnant, or is to adopt a child, is encouraged to report this to their Research Supervisor and Director of Postgraduate Research so that appropriate academic advice and guidance can be provided. The following issues should be addressed: 1) whether an interruption of studies is required and, if so, for how long (Parental Leave would not normally exceed one year); 2) any time-off or adjustments that might be required so that the student can attend medical appointments; 3) residence during the period of Parental Leave.

A written record of agreed arrangements should be produced and retained by the Supervisor and a copy should be sent to the Registry Postgraduate Team so that the student record can be updated accordingly. Any relevant period of agreed Parental Leave up to one year will be discounted from the student’s record.
EQUALITY AND DIVERSITY

The School of History is strongly committed to actively supporting equality at every level irrespective of race, disability, age, faith, gender and sexual orientation. We seek to nurture the talents of all staff and students through fair practices.

Following a ‘Breaking the Glass Ceiling’ event in 2015, in 2016 the School began working towards an Athena SWAN Gender Equality Bronze Award [http://www.ecu.ac.uk/equality-charters/athena-swan/]. The Athena SWAN self-assessment team consists of 12 members of the School, ranging from UG representatives to senior professors, and has been led by Dr Bridget Heal (2016-17) and Professor Frances Andrews (2017-19). The self-assessment process requires us to analyse applications, intake, progression and achievement amongst all our staff and students, and to implement a detailed action plan to promote gender equality at every level. We submitted an application for accreditation in May 2018 and will hear whether we have been successful in the autumn of 2018. In the meantime we have started implementing our action plan, which is designed to improve equality and diversity across everything that we do. Broader issues of equality and diversity are addressed by the School’s Equality and Diversity Committee, chaired by Dr Kate Ferris. Among other responsibilities, the Equality and Diversity Committee organise a series of events related to issues of equality, diversity and inclusion including those marking LGBT History Month, Black History Month and the Annual Lecture in the History of Women, Gender and Sexuality.

The School’s Equality and Diversity Officer is also responsible for handling any relevant issues within the School, whether they involve staff, students (undergraduate and postgraduate), or both. Relevant issues include any situation that touches on the maintenance of an inclusive, fair and diverse working environment within the School, including harassment and bullying, connected to age, disability, gender and sexuality, marriage and civil partnership, pregnancy and maternity, race, religion and belief, or sex. If you would like to discuss these issues or have experienced or witnessed an incident and would like to discuss or report it, either formally or informally, please contact Kate Ferris either by email (kf50@st-andrews.ac.uk) or in person during her office hour.

All students are invited to complete the Student Diversity Online Training Module

The University’s policies on equality, diversity and inclusion and on bullying and harassment, can be found in the links below (addresses are given at the end of the handbook):
Harassment and bullying policy
Dignity and respect at work policy
University of St Andrews Sexual Misconduct Policy Statement and the advice and guidance webpage on sexual misconduct:
https://www.st-andrews.ac.uk/students/advice/personal/sexual-misconduct/
(This link includes information on reporting, resources for both complainants and accused, and links to further University support and external agencies and publications.)

You may find further useful information on:
The School webpage on Equality and Diversity
https://www.st-andrews.ac.uk/history/school/equality_and_diversity.html
https://www.yourunion.net/support/helphub/gotconsent/ (includes links both to internal University and external resources and support networks)
Harassment and bullying

The School of History and University of St Andrews are committed to providing a safe environment that allows the confidence to work, study, innovate and excel without fear of harassment, bullying, or misconduct. We seek an environment in which harassment or bullying will not be tolerated and one in which any such behaviour can be reported and fairly investigated in a prompt and sensitive manner.

Although the University policies provide definitive statements, the following sections provide some informal guidance on what might constitute behaviour that contravenes these principles.

What constitutes unacceptable behaviour?

The Equality Act 2010 defines harassment as ‘unwanted conduct related to a personal characteristic which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual’. Bullying is the abuse of power or position to undermine a person so that their confidence and self-esteem is weakened or destroyed. Both bullying and harassment may arise in situations where there is a power differential between the perpetrator and victim, but are not confined to such situations.

Such behaviour may take place on one occasion or repeatedly; it may involve individuals or groups; it can take the form of face-to-face, verbal, or physical interactions or written, electronic, or mobile communication; and such behaviour may be exhibited directly to a victim or to a third party. Its practice is not limited to one demographic group. It might involve (but is not limited to) unwanted physical contact; stalking; threats; disparaging, demeaning, or patronising criticism; isolation from normal work or study spaces; circulation of offensive comments; or negative comment or innuendo about other personal characteristics.

Harassment (unwelcome and offensive attention) is always unacceptable, whether intended or not. The intention to harass does not have to be present: the victim’s perception of being harassed, bullied, or victimised is significant. However, in an investigation there is a test of reasonableness: i.e. whether a reasonable neutral person would regard what is happening as harassment.

Academic debate versus unacceptable behaviour:

The School upholds the importance of critical and lively academic debate that is nevertheless sensitive to and respectful of personal characteristics. Academic debate and feedback (e.g. on draft material, in seminar or workshop presentations, in classes, and where research and teaching are discussed in more informal settings such as a reception) should be conducted and provided in a manner that focuses on the advancement of scholarship and improvement of an individual’s research (and presentation thereof), teaching, or transferable skills. It should not involve criticism of a personal nature. Participants should recognise the importance of feedback that is constructive and targets for improvement that are reasonable.

PGR students might, of course, be the recipients of such feedback (e.g. on work on their thesis), but also provide it to others (e.g. seminar speakers, other PGRs, and undergraduates if they are teaching tutorials). Amongst the training that PGRs who teach must undertake is the online
course on Diversity in the Workplace, https://www.st-andrews.ac.uk/hr/edi/training/ (this is in addition to the Student Diversity Online Training Module mentioned above).

**Who to contact in the case of unacceptable behaviour:**

**In an emergency always dial 999**

The Schools’ designated informal first port-of-call for discussing unacceptable behaviour is the Equality and Diversity Officer (currently Kate Ferris, kf50), but of course PGR students may contact any of the following people to discuss such issues, as they feel appropriate:

The Equality and Diversity Officer for the University, Sukhi Bains (sb104)

The Director of Postgraduate Research (Jacqueline Rose: jer9 or histdopg emails)

Student Services (in particular, Jo McCulloch or Lara Meischke): contacts listed at https://www.st-andrews.ac.uk/studentservices/staff/

Police station in St Andrews (68 Pipeland Road, St Andrews, KY16 8JW; opening hours 0900 - 1700 Mon – Fri). http://www.scotland.police.uk/your-community/fife/east-fife/st-andrews/

For emergencies dial 999; for non-emergency calls to the police dial 101

The University also outlines reporting options in the case of sexual misconduct at: https://www.st-andrews.ac.uk/students/advice/personal/sexual-misconduct/how-to-report/

**Consequences of unacceptable behaviour:**

Consequences can be severe, including disciplinary measures or an investigation by the police. Even if this consequences do not reach this level, unacceptable behaviour will cause distress to others and a working climate that can become extremely uncomfortable for all concerned. The School is committed to providing an environment in which unacceptable behaviour will be investigated fairly, firmly, promptly and with sensitivity.
USEFUL LINKS

School of History blog:
https://standrewsschoolofhistory.wordpress.com/

School of History Twitter feed:
https://twitter.com/StAndrewsHist

School of History Facebook page:
https://www.facebook.com/StAndrewsSchoolOfHistory

Further information on Centres and Institutes:
http://www.st-andrews.ac.uk/history/research/researchinst.html

Further information on seminars, lectures, and postgraduate seminars:
http://www.st-andrews.ac.uk/history/research/seminars.html

University Policy on Supervision of Research Students:
http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/

Student expenses claim form:
https://www.st-andrews.ac.uk/students/money/otherinformation/paymentofstudentexpenses/

Further information on the Berenike Walburg Travel Scholarships:
http://www.st-andrews.ac.uk/history/postgrad/berenikewalburgscholarship.html

Further information on CAPOD Conference / Innovation Grant Funding:
https://www.st-andrews.ac.uk/capod/funding/innovation/

Evening language classes:
http://www.st-andrews.ac.uk/study/non-degree/evening-languages/

Advice and Support Centre:
https://www.st-andrews.ac.uk/students/advice/

Student Services:
https://www.st-andrews.ac.uk/studentservices/

In-sessional English Language Service:
https://www.st-andrews.ac.uk/elt/iels/

Further information on studying abroad:
http://www.st-andrews.ac.uk/history/studyabroad/postgraduate.htm

Further information for international students:
http://www.st-andrews.ac.uk/international/

University Travel Insurance:
https://www.st-andrews.ac.uk/staff/money/insurance/travelinsurance/
UTREC Ethical Application Form:
http://www.st-andrews.ac.uk/utrec/ethicalapplication/

School of History Style Guide for Postgraduate Dissertations:
https://www.st-andrews.ac.uk/history/infopg/ipgdguidelines.html

University guidance on PhD submission:
https://www.st-andrews.ac.uk/media/registry/postgraduate/Guidance%20for%20submission%20of%20theses.pdf

School webpage on Equality and Diversity:
https://www.st-andrews.ac.uk/history/school/equality_and_diversity.html

Student Diversity Online Training Module:
https://www.st-andrews.ac.uk/hr/edi/training/studentonline/

Diversity in the Workplace Training Module:
https://www.st-andrews.ac.uk/hr/edi/training/

Harassment and bullying policy:

Dignity and respect at work policy:

University of St Andrews Sexual Misconduct Policy Statement:

Advice and guidance webpage on sexual misconduct:
https://www.st-andrews.ac.uk/students/advice/personal/sexual-misconduct/
See also https://www.yourunion.net/support/helphub/gotconsent/
USEFUL CONTACTS
(Beyond the School of History)

Pro Dean (Postgraduate Research): Prof Sibyllle Scheipers
Tel: +44 (0)1334 462944
prodean-pgr@st-andrews.ac.uk

Provost of St Leonard’s College & Director of the Graduate School: Dr Monique Mackenzie
Tel: +44 (0)1334 462032
provost@st-andrews.ac.uk

Registry Student Support (Postgraduate Research): Dr Letizia Vettor
Tel: +44 (0)1334 462256
reg-support-pgr@st-andrews.ac.uk

Postgraduate Research Team in Registry (student record enquiries)
Tel: +44 (0)1334 463084
researchpg-reg@st-andrews.ac.uk

International Student Advisers
Tel: +44 (0)1334 462020
advint@st-andrews.ac.uk

The Advice & Support Centre (ASC)
Tel: +44 (0)1334 462020
theasc@st-andrews.ac.uk
https://www.st-andrews.ac.uk/studentservices/staff/

Dr Sarah Whittle: postgraduate well-being adviser and coach (based at the ASC)
Tel: +44 (0)1334 462720
skw20@st-andrews.ac.uk

Fees & Funding Team
Tel: +44 (0)1334 462123
fees@st-andrews.ac.uk
Tel: +44 (0)1334 462254
pgscholarships@st-andrews.ac.uk

Insurance (Environmental Health and Safety Services)
Tel: +44 (0)1334 462465
insurance@st-andrews.ac.uk