University of St Andrews

School of Chemistry

Handbook for

MSc Chemical Science

and

MSc in Catalysis

2018-19
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SECTION 1: GENERAL INFORMATION FOR ALL CHEMISTRY STUDENTS

1.1 INTRODUCTION

This section provides general information for all students taking modules within the School of Chemistry. You should read this carefully, and familiarise yourself with the contents; it will answer most general questions relating to your studies within the School and guide you to University Policies, Codes of Practice and Regulations that are relevant to all postgraduate taught (PGT) students.

1.2 INFORMATION SOURCES & COMMUNICATION

1.2.1 University Website and Student Handbook

The University has a comprehensive collection of webpages and documents covering both academic and non-academic information and advice, including important matters such as those shown below. This information can be accessed at:
http://www.st-andrews.ac.uk/students/

The Student Handbook is a comprehensive document covering both academic and non-academic information and advice. The Student Handbook can be accessed at:
https://www.st-andrews.ac.uk/chemistry/students/, under Taught Postgraduates tab.

<table>
<thead>
<tr>
<th>Information for new PGT students</th>
<th><a href="http://www.st-andrews.ac.uk/newpgtaught/">http://www.st-andrews.ac.uk/newpgtaught/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic appeals</td>
<td><a href="https://www.st-andrews.ac.uk/students/rules/appeals/policy/">https://www.st-andrews.ac.uk/students/rules/appeals/policy/</a></td>
</tr>
<tr>
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<td>Advising</td>
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</tr>
<tr>
<td></td>
<td><a href="https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/FailuretoCompleteAcademicAdvising.pdf">https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/FailuretoCompleteAcademicAdvising.pdf</a></td>
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<tr>
<td>Examinations – timetables, rules, resits</td>
<td><a href="https://www.st-andrews.ac.uk/students/academic/examinations/">https://www.st-andrews.ac.uk/students/academic/examinations/</a></td>
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<tr>
<td>Illegible exam scripts</td>
<td><a href="http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/illegiblescripts.pdf">http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/illegiblescripts.pdf</a></td>
</tr>
<tr>
<td>Personal information</td>
<td><a href="http://www.st-andrews.ac.uk/students/rules/dataprotection/studentcorerecord/">http://www.st-andrews.ac.uk/students/rules/dataprotection/studentcorerecord/</a></td>
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<td>Senate Regulations</td>
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<td>Student advice and support</td>
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<td>Termination of studies</td>
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<td>Interruption or withdrawal from studies</td>
<td><a href="http://www.st-andrews.ac.uk/students/advice/academic/loa/">http://www.st-andrews.ac.uk/students/advice/academic/loa/</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.st-andrews.ac.uk/students/advice/academic/leavingorwithdrawing/">https://www.st-andrews.ac.uk/students/advice/academic/leavingorwithdrawing/</a></td>
</tr>
</tbody>
</table>
1.2.2 School of Chemistry Website and Online Learning Environment

The School of Chemistry website provides links to information relevant to current PGT students, including the course Aims & Objectives and Handbooks. There is also a link to “Moodle”, the University’s VLE. This can be accessed at: https://moody.st-andrews.ac.uk/moodle/.

Some modules have a dedicated Moodle site and if you are enrolled in one of these modules, you will be able to see this when you login to Moodle.

The other online managed learning environment supported by the university is MMS to which you can login at: https://mms.st-andrews.ac.uk/mms/.

1.2.3 Who to Contact

- The School Office will be able to answer any general enquiries. This is located in Room 211 and is open 9.00am to 1.00pm and 2.00pm to 5.00pm.

- If you are having difficulties with a particular module, you should contact the lecturer concerned if it is specific to his or her course. Otherwise you should contact the Module Convener. Contact details can be found on the following pages. You can contact members of staff at any time but please be aware that due to teaching, research and administrative responsibilities staff may be out their offices for large parts of the day and therefore it is often advisable to email in advance to arrange a meeting. Email addresses can be found at: http://www.st-andrews.ac.uk/chemistry/contact/academic/

- If you have concerns throughout the year on your overall performance, progress, future plans or any issues that might be impinging on your academic performance, you should speak with your Adviser of Studies (Prof. Bühl). For further details on advising matters, please consult the Student Handbook.

- If there are any extenuating personal circumstances that are likely to affect your academic performance or impact on your progression, it is your responsibility to make the School (Director of Teaching, Course Co-ordinator, Adviser of Studies or Module Co-ordinator, for example) aware of this as early as possible and certainly before completing any assessment, including semester exams (See Student Handbook).

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

1.2.4 E-mail

Most communication between staff and students is by e-mail, so please check your e-mail regularly. E-mail is recognised as an official means of communication within the University and University regulations require students to check e-mail every 48 hours during weekdays.
### 1.2.5 Key Contact Information, School of Chemistry

<table>
<thead>
<tr>
<th>School Office, Rm. 211</th>
<th>Opening hours: 9.00am to 1.00pm and 2.00pm to 5.00pm</th>
<th>01334 463800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Prof David O’Hagan (chem-hos)</td>
<td>01334 463803</td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Prof Philip Lightfoot (chem-dot)</td>
<td>01334 463841</td>
</tr>
<tr>
<td>Deputy Director of Teaching</td>
<td>Prof Chris Baddeley (cjb14)</td>
<td>01334 463736</td>
</tr>
<tr>
<td>Exams Officer</td>
<td>Prof Paul Wright (paw2)</td>
<td>01334 463793</td>
</tr>
<tr>
<td>MSc Course Coordinator and Adviser of Studies</td>
<td>Prof Michael Bühl (mb105)</td>
<td>01334 467235</td>
</tr>
<tr>
<td>Academic Misconduct Officer</td>
<td>Dr Rebecca Goss (rjmg)</td>
<td>01334 463856</td>
</tr>
<tr>
<td>Disability Co-ordinator</td>
<td>Ms Iona Hutchison (ilh)</td>
<td>01334 463803</td>
</tr>
<tr>
<td>Safety Co-ordinator</td>
<td>Dr Alan Aitken (raa)</td>
<td>01334 463865</td>
</tr>
</tbody>
</table>

### Module Co-ordinators:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Co-ordinator</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH3621</td>
<td>Dr Iain Smellie, Dr Neil Keddie</td>
<td>las10, nsk</td>
<td>01334 463845</td>
</tr>
<tr>
<td>CH3721</td>
<td>Prof Manfred Buck</td>
<td>mb45</td>
<td>01334 467232</td>
</tr>
<tr>
<td>CH4514</td>
<td>Dr Bela Bode</td>
<td>beb2</td>
<td>01334 463869</td>
</tr>
<tr>
<td>CH4614</td>
<td>Dr Alan Aitken</td>
<td>raa</td>
<td>01334 463865</td>
</tr>
<tr>
<td>CH5461</td>
<td>Dr Renald Schaub</td>
<td>rs51</td>
<td>01334 463824</td>
</tr>
<tr>
<td>CH5511</td>
<td>Dr Paul Webb</td>
<td>pbw</td>
<td>01334 460833</td>
</tr>
<tr>
<td>CH5517</td>
<td>Dr Eli Zysman-Colman</td>
<td>ezc</td>
<td>01334 463826</td>
</tr>
<tr>
<td>CH5518</td>
<td>Prof Philip Lightfoot</td>
<td>pl</td>
<td>01334 463841</td>
</tr>
<tr>
<td>CH5611</td>
<td>Prof Matt Clarke</td>
<td>mc28</td>
<td>01334 463850</td>
</tr>
<tr>
<td>CH5612</td>
<td>Prof David O’Hagan</td>
<td>do1</td>
<td>01334 463803</td>
</tr>
<tr>
<td>CH5613</td>
<td>Dr Alan Aitken</td>
<td>raa</td>
<td>01334 463865</td>
</tr>
<tr>
<td>CH5614</td>
<td>Prof Nick Westwood</td>
<td>njw3</td>
<td>01334 463816</td>
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<tr>
<td>CH5616</td>
<td>Dr Euan Kay</td>
<td>dp12</td>
<td>01334 46 7284</td>
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<td>CH5711</td>
<td>Dr Chris Baddeley</td>
<td>cjb14</td>
<td>01334 467236</td>
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<tr>
<td>CH5713</td>
<td>Dr Chris Baddeley</td>
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<td>01334 467236</td>
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<td>CH5714</td>
<td>Prof Michael Bühl</td>
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<td>01334 467235</td>
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<tr>
<td>CH5715</td>
<td>Dr Richard Baker</td>
<td>rtb5</td>
<td>01334 463899</td>
</tr>
<tr>
<td>CH5716</td>
<td>Prof John Irvine</td>
<td>jtsi</td>
<td>01334 463817</td>
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<tr>
<td>CH5717</td>
<td>Prof Wuzong Zhou</td>
<td>wzhou</td>
<td>01334 467276</td>
</tr>
<tr>
<td>CH5811</td>
<td>Dr Kevin Jones</td>
<td>kj34</td>
<td>01334 463689</td>
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<tr>
<td>CH5822</td>
<td>Prof Michael Bühl</td>
<td>mb105</td>
<td>01334 467235</td>
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<tr>
<td>CH5831</td>
<td>Prof Michael Bühl</td>
<td>mb105</td>
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<tr>
<td>CH5832</td>
<td>Prof Michael Bühl</td>
<td>mb105</td>
<td>01334 467235</td>
</tr>
<tr>
<td>CH5841</td>
<td>Prof Michael Bühl</td>
<td>mb105</td>
<td>01334 467235</td>
</tr>
</tbody>
</table>
1.2.6 Staff-Student Consultative Committee and School President

Student representatives from each chemistry class (including PGTs) along with teaching staff meet each semester to discuss problems and future planning. Positive suggestions are welcomed to further the smooth running of the School and encourage good staff-student relations.

The Staff-Student Consultative Committee (SSCC) has been set up to discuss with student representatives matters of principle, departmental facilities and organisation. It is inappropriate to discuss matters relating to specific tutors or lecturers. In the event of problems or difficulties with regard to individual members of the academic staff the class representative and/or individuals should discuss the matter directly with the lecturer involved or, if necessary, with the Module Co-ordinator or Director of Teaching, Prof P. Lightfoot.

Elections for the Class Representatives will be held early in Semester 1 and will be organised by the School President. Those elected are encouraged to attend the Students Association Class Representative Training Course in Semester 1.

The School President for Chemistry in session 2018-19 is 5th year MChem student Ailsa Edward (e-mail ae33@st-andrews.ac.uk).

1.3 GENERAL ACADEMIC MATTERS

1.3.1 Semester Dates

The Semester dates for 2017-18 are available at: http://www.st-andrews.ac.uk/semesterdates/

Orientation Week is an integral part of the University semester and students are expected to be present in St Andrews. Note Monday of week 3 is established as the hard deadline for being present in St Andrews and completing academic advising.

1.3.2 Examination Dates

The dates for 2018/19 are:
S1 Exam Diet: Mon 10 - Fri 21 December 2018
S2 Exam Diet: Mon 13 – Fri 24 May 2019
Deadline for submission of PGT dissertations: Fri 16 August 2019

Students are expected to be available for the entire examination period. Further information on Examinations can be found at: http://www.st-andrews.ac.uk/students/academic/examinations/

1.3.3 Common Reporting Scale (20-point)

The University uses a 20-point Common Reporting Scale for grades (i.e. a 20-point basic scale reported to one decimal point for final module grades). Details of the Common Reporting Scale can be found at: https://www.st-andrews.ac.uk/staff/teaching/examinations(scale/
1.3.4 Good Academic Practice

Academic integrity is fundamental to the values promoted by the University. It is important that all students are judged on their ability, and no student will be allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of a University of St Andrews degree. The University’s policy on Good Academic Practice can be accessed at: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/GAP.pdf

Academic misconduct includes the presentation of material as one’s own when it is not one’s own; the presentation of material whose provenance is academically inappropriate and academically inappropriate behaviour in an examination or class test. Any work that is submitted for feedback and evaluation, including laboratory reports, project reports, tutorial scripts and essays, is liable for consideration under the University’s Academic Misconduct policy irrespective of whether it carries credit towards your degree. The Turnitin software tool may be used to check for plagiarism. All work submitted by students is expected to represent good academic practice.

Further guidance can be found at: https://www.st-andrews.ac.uk/media/teaching-and-learning/documents/GAP%20Guide%20for%20Students.pdf

1.3.5 Academic Alerts

Academic Alerts are a way of helping students who are having trouble coping with their studies, such as missing deadlines for handing in work, or missing compulsory tutorials. The aim of the Alert system is to help students by flagging up problems before they seriously affect students’ grades. Academic Alerts will be issued by email from a member of staff within the School and will tell students what is wrong and what they are required to do (e.g. attend classes in future). They are copied to Registry and to your Adviser. The Alerts will also tell students what support the University can offer. If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module. The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student’s permanent transcript. For more information on Academic Alerts and details on how the categories work, see https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/AcademicAlerts.pdf

Guidance for students is available at http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/AlertsStudentGuide.pdf

To complement the Academic Alerts process, which is applied at a module level, the University operates an academic intervention process at an overall degree programme level https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/EarlyAcademicIntervention.pdf. The principle is to help students recognise when their academic progress may be at risk, at a sufficiently early stage that they have opportunities to take action to address any underlying problems. Risks to studies include module results below those consistent with satisfactory academic progress; failure to progress on a student’s degree programme of choice, and in the most severe cases, termination of studies.
1.3.6 Penalties for Late Submission

The University has a standard policy on penalties for late submission of work. Late submission penalties in the School of Chemistry will be applied to:

- Laboratory reports (CH3621, CH3721, CH5822)
- Essays (CH5461, CH5832)
- Project reports (CH5841)
- Literature review (CH5831)

In the School of Chemistry, the penalty to be applied for late submission of coursework is “5% of the maximum available mark per day, or part thereof”. The Table below demonstrates how this applies to a final mark of 80% (the maximum available mark being 100%):

<table>
<thead>
<tr>
<th>LATE BY</th>
<th>PENALTY</th>
<th>MARK AWARDED</th>
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<tbody>
<tr>
<td>1 minute</td>
<td>5%</td>
<td>75%</td>
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<tr>
<td>1 hour</td>
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<td>75%</td>
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<tr>
<td>1 day</td>
<td>5%</td>
<td>75%</td>
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<tr>
<td>25 hours</td>
<td>10%</td>
<td>70%</td>
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<tr>
<td>3 days</td>
<td>15%</td>
<td>65%</td>
</tr>
<tr>
<td>10 days</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>16 days</td>
<td>80%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Particulars of submission deadlines (date and time) for assessed work and a reminder of the penalty for late submission will be given with the relevant module and laboratory information. Further information on the University’s Policy on Coursework penalties can be found at: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/penalties.pdf

1.3.7 Access to Books and Computers/Printers

The Chemistry Reading Room on Level 2 of the Purdie Building contains copies of all recommended textbooks and is available for your use during normal working hours on a reference-only basis. Please re-shelf the books after use and keep the area tidy. Key textbooks are also available in the Main Library. Some textbooks are also available in the J F Allen Library (Physics & Astronomy building, 1st floor).

Computers are sited in the Student Common Room for your use and in the “Wedge” adjacent to the Teaching Laboratory in the Medical Science Building. There are also Multi-function Devices (MFDs) available to allow you to print, scan and copy documents. MFDs allow you to scan documents to PDF (e-mail and USB) free of charge. A map showing the location of computing and printing facilities throughout the University can be found at: https://www.st-andrews.ac.uk/media/it-services/printing/docs/printing-and-pc-classrooms-map.pdf

1.3.8 Online Reading Lists

Students can access the recommended books, journal articles and other resources for Chemistry modules through the Library’s Online Reading List Service. By clicking links in Online Reading Lists, students can immediately find the location and availability of books and get direct access to online resources, including e-books.

There are also features that allow users to record the resources they’ve used, plan ahead and create personal study notes. To access reading lists and find out more about the other features, go to: http://www.st-andrews.ac.uk/library/information/subjectguides/readinglists/.
1.3.9 Calculators, Dictionaries and Molecular Models

All students should own a scientific calculator for use in laboratories, tutorials and examinations. Note that programmable calculators, calculators that contain databases and those with text, symbolic or graphic capabilities are **not permitted at examinations**. If you are in any doubt about your calculator, please consult your Module Co-ordinator or the Director of Teaching.

Students whose native language is not English may apply to use a non-technical, bilingual dictionary between English and the student’s native language. The use of electronic dictionaries is not permitted. Students must obtain **permission in advance** from the School’s Director of Teaching; a written note or printed e-mail confirming permission must be presented to the Chief Invigilator at the start of each examination, along with the dictionary for inspection.

Sets of small molecular models, available for purchase in the First Year Laboratory and from other sources, may be very helpful in visualising three-dimensional stereo-chemical features. Students are permitted to take a set of (fully disassembled) molecular models into examinations and make use of them.

1.3.10 Disability Support

If you require support for disability reasons, for example teaching and exam arrangements, please contact the Disability Team in Student Services who can provide support for a wide range of disabilities such as learning difficulties, visual and hearing impairments, mobility difficulties, Asperger’s, mental health, long standing medical condition and much more [https://www.st-andrews.ac.uk/students/advice/disabilities/](https://www.st-andrews.ac.uk/students/advice/disabilities/).

If you have a disability or some medical condition that means that you are unable to take notes in lectures, you may seek permission from Student Services to use a voice recorder or other computer-based device to record lectures and/or tutorials. If you are not authorised by Student Services to record lectures and/or tutorials then you must request permission from the relevant academic member of staff prior to commencement of the class.

More information is available at: [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/recording-lectures.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/recording-lectures.pdf)

1.3.11 Module Evaluation Questionnaires

Towards the end of each course you will be asked to complete a feedback questionnaire on the lecture courses and laboratory classes. You are strongly encouraged to complete these, since it is by student feedback of this kind that the School is able to maintain and improve its high standards in teaching. All feedback and comments are anonymous. An analysis of the scores and written feedback are returned to the Director of Teaching and personnel involved in teaching the module for review.

1.3.12 Absence Reporting: Absence from Classes

Attendance is a basic assessment requirement for credit award, and failure to attend classes may result in your losing the right to be assessed in that module. Please ensure that you are familiar with the ‘Academic Alert’ policy as stated in 1.3.5. If you have missed timetabled classes or any other compulsory elements of a module due to illness or an unavoidable pre-arranged event or appointment, you must complete a Self-Certificate of Absence form (via [http://mysaint.st-andrews.ac.uk/](http://mysaint.st-andrews.ac.uk/)) as soon as possible. Note that the University maintains a short list of ‘talented sportspople’; these students have a right to some degree of flexible attendance, depending on sporting commitments. Nevertheless, the nature of the flexibility must be agreed with the relevant Module Coordinator or Director of Teaching. Academic
flexibility for other students partaking in sporting activities is not a right, and must be agreed with the Module Coordinator.

- Completion of a Self-Certificate is not an acceptable substitute for contacting your tutors well in advance if you have to be absent.
- Advance notice of absence is acceptable only for good reason (for example, a hospital appointment or job interview).
- It is your responsibility to contact the appropriate member of staff to complete any remedial work necessary.

Under certain circumstances (examinations and class tests for example), Schools may request further documentation in addition to the Self-Certificate. In this case, students should contact Student Services in order to discuss appropriate documentation. If you submit more than three Self Certificates in a single semester, or if the period of absence extends to more than two weeks, you may be contacted by Student Services, the relevant Pro-Dean or by an appropriate member of staff in your School.

The University is legally bound to report to UK Visas and Immigration (UKVI) any international student (non-EEA nationals only), who fails to enrol on a module or programme of study, or who fails to attend, or who discontinues their studies. Further information is found within the University’s Policy Document on Student Absence:
http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Student%20Absence.pdf

1.3.13 Absence from Examinations
If you miss an examination due to illness or any other unavoidable reason you must complete a Self-Certificate of Absence form (through e-Vision), preferably before the examination is due to take place and in any case no later than 3 days after the exam. You are only required to notify the University Examinations Officer if there is a problem submitting the self-certificate (e-mail: examoff). The procedure for reporting an absence is included in the Examination Rules, found at:
https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/examrules.pdf

You must also contact the School of Chemistry Director of Teaching (e-mail: chem-dot). Medical or other relevant supporting evidence will normally be required by the School in support of a request for alternative arrangements. Completing a self-certificate of absence does not automatically entitle you to an exam at an alternative time. In line with University policy, the School of Chemistry schedule all deferred exams during the week of the August exam diet and you should make arrangements to be present in St Andrews during this time.

1.3.14 Deferred Assessment
Some students will unfortunately suffer unavoidable circumstances such as illness or bereavement of a close family member during their studies. Such circumstances can adversely affect academic performance. If you find yourself in this position, you should alert the School’s Director of Teaching as soon as possible and certainly before the examination diet. The Director of Teaching will be able to advise the best course of action and, depending on the circumstances, the School may agree to defer an assessment (including exams) to a later date. Remember it is your responsibility to alert the School and/or Student Services of any circumstances that could affect academic performance, in good time.

A deferred assessment is not a right; if you are in a situation where a deferred assessment might be appropriate, you should contact the Director of Teaching to discuss this and familiarise yourself with the University’s policy on Deferred Assessment. This can be found at:
http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf
1.3.15 Assessment Feedback

Students will receive routine feedback on any work that they have submitted. Feedback will give you advice that will guide you in improving your learning and future performance. Feedback opportunities vary from school to school but in the School of Chemistry these will include individual face-to-face discussion, written commentaries on work or electronic feedback, for example through Moodle. The School considers provision of constructive feedback on all submitted work to be a critically important part of the educational process. Students are therefore encouraged to look carefully at the written comments on their laboratory reports, Moodle quizzes and tutorial work and discuss any queries or doubts they may have with the marker.

Module results will be sent to you directly from Registry. Once you have received your results you are welcome to discuss them with the relevant Module Co-ordinator. Examination scripts are not returned to students but you are welcome to view your own marked script by arrangement with the Module Co-ordinator. No fee is charged for this type of feedback. Students are however also entitled to request a hard copy of any of their own completed examination scripts. If a photocopy of the script is required for personal reference, please contact the School Office and, on payment of a fee of £10 per examination script, a photocopy will be provided for you within five working days. Such requests should be made by the end of Week 3 of the semester that follows the examination diet.

1.3.16 Change of Registration

Policy which defines how a postgraduate student may change the degree for which they are registered to a longer or higher degree is available at: http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/pg-change-of-reg.pdf

1.3.17 Health & Safety

- Notices are posted throughout the School indicating the names of the current First Aiders, and how to contact them.
- Notices are also displayed detailing your exit routes and assembly points in the event of fire. All students should familiarise themselves with this information.
- Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in disciplinary action. Any person who breaches the laboratory safety regulations (outlined in the laboratory manuals) may be excluded from the laboratory and could be awarded a mark of zero for failing to complete the relevant experiment. The person(s) involved will be sent to discuss the situation with the School Safety Co-ordinator and/or the Head of School.

1.3.18 CAPOD: Developing your Skills

CAPOD (the Centre for Academic, Professional and Organisational Development) helps students develop the skills they need for their academic studies and beyond:

- **Academic skills**: All undergraduates can use the 1:1 service with a PhD tutor to help improve their study skills (e.g. essay writing, note-taking, time management etc) or maths skills. There is also a drop-in pod in the Library every Thursday afternoon.
- **Professional skills**: CAPOD runs the Professional Skills Curriculum which is a development programme open to all students. It comprises over 30 skills topics which employers value and they are delivered via online workshops, lunchtime and evening lectures, and practical skills sessions. There’s everything from leadership to resilience; influencing skills to public
speaking; project management to networking. You can to dip in and out of the programme, but if you complete eight or more topics over an academic year and submit a reflective essay, you receive a certificate and your achievement is listed on your degree transcript. The PSC is endorsed by the Institute of Leadership and Management.

- **IT skills**: CAPOD runs a programme of IT workshops, including sessions on digital wellbeing, using apps to help you learn, and curating digital content. There’s also the opportunity to self-study and sit exams for a Microsoft Office Specialist (MOS) certificate which is a globally recognised IT qualification. Taking part in MOS is free of charge for students at St Andrews.

For more information, visit the CAPOD webpages: [www.st-andrews.ac.uk/capod/students](http://www.st-andrews.ac.uk/capod/students) or the CAPOD office (Hebdomadar’s Block, St Salvator’s Quad).

### 1.3.19 Academic Appeals, Complaints and Disciplinary matters

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

- **An appeal requesting a formal review of an academic decision** - where, for example, the University has made a judgement about your assessed work or progression within a course of study which you have grounds to query ([https://www.st-andrews.ac.uk/students/rules/appeals/policy](https://www.st-andrews.ac.uk/students/rules/appeals/policy));

- **Complaints** - where you are dissatisfied with the quality or standard of service that you have received from any part of the University, either academic or non-academic ([https://www.st-andrews.ac.uk/administration/complaints/](https://www.st-andrews.ac.uk/administration/complaints/));

- **Disciplinary cases** - where the University has grounds to believe that you have conducted yourself in an unacceptable manner in either an academic or non-academic context. Academic misconduct is dealt with under the GAP policy (see 1.3.4); Non-academic misconduct is dealt with separately ([https://www.st-andrews.ac.uk/students/rules/appeals/non-academicmisconduct/](https://www.st-andrews.ac.uk/students/rules/appeals/non-academicmisconduct/)).

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

**Contact**

Iain Cupples  
Student Advocate (Education)  
**Telephone:** 01334 462700  
**Email:** inc@st-andrews.ac.uk
1.3.20 Termination of Studies

If your academic performance is unsatisfactory, i.e. you have gained insufficient credits to progress to the next stage of your degree programme or breached conditions of your probation, your studies may be terminated. You will then be notified by the Pro Dean (Advising) that your studies are terminated and you will have five working days to appeal this decision using the appropriate form. This should be supported by documentary evidence specifying the reasons for your unsatisfactory performance. If you do not submit an appeal, you will have your studies automatically terminated in accordance with Senate Regulations. Your full student record is taken into account in any review, including any instances of non-academic misconduct, during the Termination of Studies Cross-Faculty Board; however, in first instance, only your credits attained in a relevant number of semesters are taken into account. 

https://www.st-andrews.ac.uk/students/academic/intervention/termination-of-studies/

International students here at St Andrews on a Tier 4 visa should be aware that any terminations will be reported to the UKVI and their visa curtailed.

Contact
Student Services, The ASC, 79 North Street, KY16 9AL
Telephone: 01334 462020
Email: theasc@st-andrews.ac.uk
SECTION 2

2.1 AIMS

The MSc Chemical Science course is broadly based with flexibility to choose from a wide range of modules. Educational aims of the programme include introducing modern Chemical Science concepts and techniques, exploring further advanced research led topics through a range of optional modules and to equip you with a range of analytical, critical, and communication skills.

The MSc in Catalysis course provides students with specialised advanced knowledge and skills in modern catalysis. Being the host institution for the EPSRC Centre for Doctoral Training in Critical Resource Catalysis, the School of Chemistry is well equipped both in personnel and in facilities to provide high quality research-led teaching in catalysis.

A variety of delivery methods are used.

- Lectures aim to provide the essential knowledge base, to take students to the frontiers of chemical knowledge and to provide the interconnections between nominally different areas of chemistry.
- Tutorials aim to develop understanding of chemical principles, and skills in problem-solving and in the use and interpretation of evidence drawn from a wide variety of sources and techniques.
- Laboratories aim to teach essential skills in chemical manipulations, in the interpretation of evidence, and in the writing of reports.
- Research Projects aim to develop a range of practical and other transferable skills, and to provide an introduction to the methods of research.

2.2 MODULES

The University of St Andrews implements the policy of the Quality Assurance Agency for Higher Education (QAA) regarding criteria for honours degree standards. There are five levels of teaching, each level being distinct in terms of depth of understanding expected of students. Level 5000 modules are regarded as appropriate for final year Integrated Masters (MChem and MSci) and Taught Postgraduate (MSc and MPhil) programmes.

Modules are allocated credits, where each credit, as specified by the QAA, corresponds to 10 hours of study time for the average student at that level. On this basis, a 10-credit module requires 100 hours total study time. Total study time includes taught contact hours such as lectures, tutorials, workshops laboratories, as well as private study time, including tutorial preparation and examination revision. For the normal acquisition of 60 credits per semester, this corresponds to approximately 40 hours total study time per week. It is the responsibility of every student to ensure that this minimum requirement is met.

All Chemistry modules and degree programme requirements are described in detail in the University PGT Course Catalogue which can be accessed at:

http://www.st-andrews.ac.uk/coursecatalogue/pg/latest/

(scroll down to Chemistry and pick your relevant programme)
2.2.1 Teaching Staff for Lecture-based Modules

Module Coordinators are listed in Section 1.2.5. Teaching staff for lecture-based modules are as follows:

CH5511: Dr. P. B. Webb
CH5517: Dr E Zysman-Colman, Dr B E Bode
CH5518: Prof P Lightfoot, Prof R E Morris
CH5611: Prof M L Clarke, Prof A D Smith
CH5612: Prof D O'Hagan, Prof T K Smith, Dr G J Florence
CH5613: Dr R A Aitken, Dr I A Smellie
CH5614: Prof N J Westwood
CH5616: Dr E R Kay
CH5711: Prof C J Baddeley, Dr G Haehner
CH5713: Prof C J Baddeley, Prof P A Wright
CH5714: Prof M. Bühl, Dr J B O Mitchell
CH5715: Dr R T Baker, Prof J T S Irvine, Dr A R Armstrong
CH5716: Prof J T S Irvine, Dr C Savaniu
CH5717: Prof W Zhou, Prof M Buck
CH5811: Dr. K. Jones
CH4514: Dr E Zysman-Colman, Dr B E Bode
CH4614: Dr R A Aitken, Dr E R Kay

2.3 ASSESSMENT AND REASSESSMENT

Classification of PGT Masters Degrees will occur on the basis of the award of Pass, Merit, and Distinction where:

- **Pass** is awarded on the basis of acquiring 180 credits (of which 150 - 180 are 5000 level, depending on programme requirements).
- **Merit** is awarded on the basis of both fulfilling the criteria for a Pass, as well as achieving a credit weighted mean ranging 13.5 – 16.4 across all taught and dissertation credits.
- **Distinction** is awarded on the basis of fulfilling the criteria for a Pass, as well as achieving a credit weight mean ranging 16.5 – 20.0 across all taught and dissertation credits.

Information on the classification of PGT Masters Degrees can be found at [https://www.st-andrews.ac.uk/staff/teaching/examinations/pgtmasters/](https://www.st-andrews.ac.uk/staff/teaching/examinations/pgtmasters/)

A grade of 7.0 is the minimum required to pass and gain credit for a module. Reassessment will only be available in written module exams to those achieving a grade between 4.0 and 6.9. Grades of 3.9 and below will result in a fail without the right to reassessment.

- Written module examinations will consist of one 2-hour paper for each module. Dates for the examination diets can be found in Section 1.3.2.
- In a module examination, if part of an answer in an examination script is crossed out, it will be assumed the student does not want this part of the answer marked and no credit will be given.
- In a module examination where there is a choice of questions, should a student inadvertently attempt more than the number of questions specified, then the lowest scoring question will be discounted while maintaining the minimum requirements of the paper.
- The following modules are examined in a 100% continuous assessment mode: CH3621, CH3721, CH5811, CH5831, CH5832, CH5822, CH5841.

A detailed description of the module arrangements and assessment criteria will be available separately at the beginning of each module.
2.3.1 Reassessment at MSc Level

- Reassessment is permitted for PGT students who have failed modules with grades between 4.0 and 6.9. PGT students who have successfully completed module reassessments and met all other programme requirements will be able to graduate with a Masters. A pass in reassessed modules will be capped at a 7.0, which will be included when calculating the credit-weighted mean for classification.
- Please note, reassessment is not available for the dissertation component and for other modules examined in a 100% continuous assessment mode.
- The reassessment opportunity for lecture-based modules takes the form of an individual oral examination. This typically lasts between 30 min and 1 h and is conducted by one academic staff member who has taught on the module and one who has not. The oral reassessment takes place shortly after the results are released and students who fail a module should prepare themselves for oral reassessment in St Andrews.
- Students who fail an oral reassessment or who decline to take it will have a grade of 0 X entered on their transcript.

2.3.2 Percentage to Grade Conversion – Summary and Key Points

The common grading scheme adopted by the University for PGT modules, comprising the following grades (0–20), will be used:

<table>
<thead>
<tr>
<th>% mark</th>
<th>grade</th>
<th>performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete*</td>
<td>0</td>
<td>(no right to reassessment)</td>
</tr>
<tr>
<td>0–9.49</td>
<td>0.1–1.9</td>
<td>FAIL</td>
</tr>
<tr>
<td>9.5–14.49</td>
<td>2.0–2.9</td>
<td>(no right to reassessment)</td>
</tr>
<tr>
<td>14.5–19.49</td>
<td>3.0–3.9</td>
<td>(no right to reassessment)</td>
</tr>
<tr>
<td>19.5–22.99</td>
<td>4.0–4.9</td>
<td>FAIL (right to reassessment)</td>
</tr>
<tr>
<td>23.0–25.99</td>
<td>5.0–5.9</td>
<td></td>
</tr>
<tr>
<td>26.0–28.99</td>
<td>6.0–6.9</td>
<td></td>
</tr>
<tr>
<td>29.0–39.99</td>
<td>7.0–7.9</td>
<td></td>
</tr>
<tr>
<td>40.0–42.99</td>
<td>8.0–8.9</td>
<td>MARGINAL</td>
</tr>
<tr>
<td>43.0–46.99</td>
<td>9.0–9.9</td>
<td>PASS</td>
</tr>
<tr>
<td>47.0–48.49</td>
<td>10.0–10.4</td>
<td></td>
</tr>
<tr>
<td>48.5–49.99</td>
<td>10.5–10.9</td>
<td></td>
</tr>
<tr>
<td>50.0–52.99</td>
<td>11.0–11.9</td>
<td>PASS</td>
</tr>
<tr>
<td>53.0–56.99</td>
<td>12.0–12.9</td>
<td></td>
</tr>
<tr>
<td>57.0–58.49</td>
<td>13.0–13.4</td>
<td></td>
</tr>
<tr>
<td>58.5–59.99</td>
<td>13.5–13.9</td>
<td></td>
</tr>
<tr>
<td>60.0–62.99</td>
<td>14.0–14.9</td>
<td>MERIT</td>
</tr>
<tr>
<td>63.0–66.99</td>
<td>15.0–15.9</td>
<td></td>
</tr>
<tr>
<td>67.0–68.49</td>
<td>16.0–16.4</td>
<td></td>
</tr>
<tr>
<td>68.5–69.99</td>
<td>16.5–16.9</td>
<td></td>
</tr>
<tr>
<td>70.0–74.99</td>
<td>17.0–17.9</td>
<td></td>
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<tr>
<td>75.0–79.99</td>
<td>18.0–18.9</td>
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</tr>
<tr>
<td>80.0–99.99</td>
<td>19.0–19.9</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>20.0</td>
<td></td>
</tr>
</tbody>
</table>

* Failed continuous assessment, failed to complete without good reason or absent from exam without good reason.
2.3.4 Special Circumstances (S-Coding)

S' Coding is the method the University uses to recognise that special circumstances have affected performance in the modules concerned. ‘S’ coding may only be applied to Honours or taught postgraduate modules. ‘S’ coding may only be applied with the explicit consent of the student and with the approval of the School. The final decision to ‘S’ code a module grade rests with the School. You should be aware that a maximum of 25% of the overall Honours credits required or 50% of the taught element of a postgraduate award may be ‘S’ coded. If you feel that most or all of the work of a module has been adversely affected by personal circumstances during your Honours years or during the taught modules of a taught postgraduate programme you should contact your School in the first instance indicating the circumstances of the difficulty experienced. This may relate to ongoing illness, close family bereavement or other significant personal difficulties.

You must bring this information to the attention of the School as soon as possible as there are a number of ways to deal with such situations, ‘S’ coding being the final option. It may be possible (and it is viewed as preferable) to arrange deferred assessments or extended submission dates rather than applying ‘S’ to the entire module. However, it should be noted that if such arrangements are made (extensions or deferred assessments etc.) it is unlikely that you will be entitled to have the module ‘S’ coded as well.

Details on this University Policy can be found at: [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf)

Students on a taught postgraduate Masters programme may have modules S-coded, with the exception of the Dissertation. The proportion of S-coded credits at Masters level should never exceed 50% of the taught component.

Even if a module is S-coded, it must ultimately be passed in order to gain credit. S-coding of a failed lecture module leads to a new examination and treated as a first attempt.

Information on absence from classes and examinations, deferred assessments and Academic Alerts is given in Section 1.