

School of Psychology & Neuroscience



University of
St Andrews

MSc (by Research) Handbook

2018-19

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Introduction

Welcome to St. Andrews! If you have not visited this part of Scotland before, you can find information about the town and its environs, as well as other parts of the region, at <http://www.st-andrews.ac.uk/about/>, [http://www.welcometofife.com/tourist-information and](http://www.welcometofife.com/tourist-information-and) <http://www.dundee.com/>

This Handbook contains essential information for students in taught postgraduate programmes in the School of Psychology & Neuroscience ([link](#)); it includes information regarding the requirements for postgraduate study, important deadlines, information on people who will be assisting in your training, and an overview of the resources available within the School; please read it carefully.

Of course, the School's Handbook is by no means the only source of information regarding St Andrews and the University. We also recommend that you explore, and familiarise yourself with, the University's pages for Current Postgraduates ([link](#)). These include information about the various University advice and support services, IT Services, the Library, and facilities including the dissertation/thesis printing and binding service. These pages also provide a link welcoming you to the community of St Leonard's College ([link](#)) and the Postgraduate Society ([link](#)), both of which you are now a member.

When looking through this Handbook, it is important to remember that it is the University's policy that information regarding academic regulations and related matters be conveyed via central resources rather than School Handbooks; links to some of these central resources are provided in the General Information section of this Handbook; in addition, we would like to draw your attention to:

- Postgraduate Course Catalogue ([link](#))
- Rules and Regulations ([link](#))
- Academic Policies and Regulations ([link](#))
- Postgraduate Senate Regulations ([link](#))

Please be aware that there is a whole network of people devoted to supporting you, including your Supervisor, the Postgraduate Module Controllers, the Director of Teaching, the Directors of Postgraduates, the Head of School, the Postgraduate Administrator and the School's Technical and Administrative support staff. The roles of some of these people will be described in detail in the following pages as well as in other University and School publications. The main point to remember is this: whilst you are encouraged to exercise initiative in seeking information and assistance with your training and research, we are all here to help you.

On behalf of both the School and the University, welcome to our postgraduate programme; we expect that the next year of your training will be both challenging and rewarding!

Training and Development

Capod

Complementing the training that you will receive from the School, the University offers a range of training programmes that are relevant to postgraduates; these are co-ordinated by the Centre for Academic, Professional and Organisational Development, CAPOD ([link](#)). In addition to the training and development opportunities described on the CAPOD pages, the University's English Language Teaching service (ELT) offers free language support for students at all levels who are users of English as a second or additional language through their In-sessional English Language Service, IELTS ([link](#)).

CAPOD helps students develop the skills they need for their academic studies and beyond. For Masters students, they do this via four strands of a programme called MSkills ([link](#)) – primarily aimed at Taught Masters, many aspects of this programme will also be of relevance to students on the one-year MSc (Res).

MSkills

The first strand helps postgraduate students to integrate quickly into the University environment so they can hit the ground running. This first strand includes:

- A number of taught postgraduate sessions in the first few weeks of the semester including welcome events, an introduction to 'mastersness' and critical thinking workshops
- PG 'X-change' events where PhD students talk about their research and encourage cross-discipline debate
- A suite of online networking workshops to help you become adept at meeting others

The second strand is aimed at helping you to get through your course. All Masters students can use CAPOD's 1:1 service and make an appointment with one of their tutors to help you improve your study skills (e.g. essay writing, note-taking, time management etc) or maths and stats skills (pure maths, applied maths, statistics). Over 300 students make use of this service each year, there is also a drop-in pod in the Library every Thursday afternoon.

For help on general academic skills see this [link](#) and for specific help for mathematics and statistics see this [link](#). You also have 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; something that's not normally the case in other Universities. CAPOD will also be running a series of dissertation writing workshops and a 'dissertation bootcamp' in the summer which offers a supportive group environment for writing.

The third strand is aimed at helping you prepare for you for the next step in your career. If you wish to go in an enterprise and entrepreneurship direction CAPOD can offer you a suite of online workshops. For those who want to continue in academia CAPOD run the popular 'A St Andrews PhD' event in November featuring a range of speakers and stalls. The events will include information on funding opportunities, application routes selection processes, and an overview of the three-year PhD experience.

The fourth strand is aimed at helping you find employment after you graduate. CAPOD runs the Professional Skills Curriculum which is a development programme open to all students. It is structured around 11 key graduate skills which employers value and they are delivered via online workshops, lunchtime and evening lectures, and practical skills sessions. The programme has everything from leadership to resilience; influencing skills to public speaking; project management to networking. You are welcome to dip in and out of the programme as you wish, but if you complete 8 or more topics over an academic year and submit a skills analysis and 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.

GRADskills

In addition to the MSkills programme, CAPOD provides a suite of development opportunities designed specifically for Research postgraduates (see [link](#)). This includes a suite of workshops, networking events and activities called the GRADskills Programme ([link](#)) which aims to improve students' research capability and widen their employability both inside and outside of academia.

For more information on any of these initiatives, visit the CAPOD webpages ([link](#)) or the CAPOD office (Hebdomadar's Block, St Salvator's Quad).

School Staff and Student Representatives Involved In Postgraduate Training

Title	Role	Name
Head of School (HoS)	Overall responsibility for operation of the School of Psychology & Neuroscience	Gareth Miles Deputy Head of School: Josep Call psyhos@st-andrews.ac.uk
Director of Postgraduates (DoPG)	Strategic management of post-graduate training, admissions, progress review and student welfare; arranging Introductory Sessions for new postgraduate students; providing support and advice; ensuring any student concerns are noted during each progress review	Ines Jentzsch ij7@st-andrews.ac.uk
Director of Taught Postgraduates (DirPGT)	Handles the mechanics of the delivery, marking and quality assessment of postgraduate modules on the Taught Masters programmes	Eric Bowman emb@st-andrews.ac.uk
Director of Teaching (DoT)	Responsible for the development and quality control of the taught postgraduate programmes.	Mike Oram psydot@st-andrews.ac.uk

Supervisor	Student's sponsor and mentor in the School; responsible for supervising and monitoring student's progress	
Internal examiner 1	Member of academic staff who will conduct the six-month review and evaluate the final Masters thesis	To be appointed by the primary supervisor, prior to thesis submission
Internal examiner 2	Member of academic staff who will evaluate the final Masters thesis	To be appointed by the primary supervisor, prior to thesis submission
Postgraduate and School Ethics Administrator	First point of contact for current and prospective postgraduates; provides administrative support for post-graduate admissions, training, progress review and teaching and assessment processes, including requests for deadline extensions. Also: First point of contact for the School Ethics Committee; provides administrative support for the ethical application and review process	Helen Sunderland Rm: 2.51 pgsecpsych@st-andrews.ac.uk psyethics@st-andrews.ac.uk
Postgraduate Committee	Reviews the progress of postgraduate students and any arising issues that affect the postgraduate community	Convened by the Director of Postgraduates
Postgraduate Representatives	Represent the Schools Postgraduate community; meet informally three times a year with the HoS, DoPG and Masters Course Controller	Currently: PGR: <i>To be elected</i> PGT: <i>To be elected</i>

Programme Overview

The 1 year MSc (by Research) degree consists solely of an independent research project, conducted over a 12-month period (or an equivalent period of part-time study), under the supervision of one or more members of the School of Psychology & Neuroscience. Your primary supervisor will already be known to you and will have supported your initial application to the programme. The 1 year MSc (by Research) degree does not require students to enrol on any taught courses (i.e. no credits from taught courses are required).

On arrival in St Andrews: When you arrive at the University, you will need to matriculate. You should also contact your primary supervisor to arrange a meeting to discuss your research project and your training needs. You are encouraged to undertake a **Training Needs Analysis** that will lead to an agreed **Skills Development Plan** (see Appendix). Your training can be recorded in the **Postgraduate Logbook** at the end of this Handbook.

1. In **December 2017** you are expected to present a poster at the annual School of Psychology and Neuroscience Postgraduate Poster Session (the Poster Session for the 2018-19 session will take place on Thursday the 6th December 2018).

2. In **Semester 2** you are expected to present a talk, describing your past research and/or future research plans, at one of the 'Psycholoquia' meetings and attend the talks given by your fellow students throughout the year. 'Psycholoquia' take place on Thursday lunchtimes (1pm) in the Seminar Room.
3. **The Six Month Report:** 5.5 months after your start date (i.e. **1st March 2019** for full-time students and **6 September 2019** for part-time students), you must submit a written report (maximum **3,000 words**, excluding references). This report should contain i) a brief literature review of your research area, ii) details of the research carried out in St Andrews so far, including data collected and analysed, and iii) a detailed plan of your remaining research programme. Please provide both your Primary and Secondary Supervisors with the opportunity to read and comment upon the report prior to submission. Submit two copies of the report to the Postgraduate Administrator, Helen Sunderland, by the deadline. The report will be read by the Internal Examiner and another member of academic staff chosen by your supervisor, and the student will be assessed by oral examination.

Please note that whilst the annual **Progress Review** provides a formal opportunity for you to raise any concerns you may have, there are many people to whom you can talk at any time and in confidence about any issues that arise during the year. These include your Secondary Supervisor, the Director of Postgraduates, the Postgraduate Student Representatives and the Head of School as well as the Registry Student Support Officer (reg-support-pgr@st-andrews.ac.uk) or the PGR Pro Dean (prodean-pgr@st-andrews.ac.uk).

4. **Undergraduate or postgraduate taught courses** can be taken if you and both of your supervisors agree. Such courses can help to cover any skill gaps that are revealed by the **Training Needs Analysis**. For example, SS5014: 'Quantitative Research in Social Science' and PS5005: 'Methods of Data Analysis in Psychology' or PS5003: "Generic Research and Professional Skills in Psychology" would be particularly useful if you are lacking such training.
5. You are **encouraged to attend** the weekly School of Psychology and Neuroscience Seminar Series that runs on Fridays during the semester (Old Library, 1.00 pm).

The final Masters Thesis submission: Towards the end of the 12-month period, you will be required to submit a Masters thesis which will be examined by the two Internal examiners. Your final thesis submission deadline will be **15 August 2019**. One copy of the thesis must be submitted electronically using the University's online coursework system, MMS ([link](#)) and two copies, in soft bound form, must be submitted to the Postgraduate Administrator, Helen Sunderland, (for information about the printing and binding facilities offered by Print & Design, see this [link](#)). Please note that you are also responsible for storing all raw data and having handed a copy of the raw data to your Supervisor, as well as producing it on request by members of the Postgraduate Committee or the External Examiner.

In the following sections, the detailed regulations are laid out (the Postgraduate Senate Regulations are also available at this [link](#)).

Submission and Examination of the MSc (Res) Thesis

1. The thesis shall be submitted by the date specified above. The thesis is expected to constitute an original contribution to knowledge with what may reasonably be expected of a diligent student after one year's full-time research. It should be clearly written, well argued, and should indicate a satisfactory knowledge of the field of study.
2. The thesis shall be written in English unless, where the original intention was a PhD, the Dean of Faculty has given special permission for another language to be used. The normal maximum length of the thesis will be 30,000 words, excluding bibliography.
3. At least one copy of the thesis shall be submitted according to the School requirements (*for School requirements see **The final Masters Thesis submission above***) but shall not be required to be deposited in the University Library. A copy may, however, be retained in the School.
4. An abstract (not exceeding 300 words in length) of the thesis shall be submitted for the approval of the examiners. In the case of a thesis written in a foreign language there shall be a summary in English of between 1,000 and 3,000 words in addition to an abstract in English. The abstract (and, where appropriate, the summary) shall be bound in with the thesis.
5. In exceptional circumstances the Dean of Faculty may give permission for the thesis to be present in a different medium.
6. The introduction of the thesis shall be prefaced by:
 - A. a declaration that the thesis has been composed by the candidate, that the work of which it is a record has been done by that candidate, and that it has not been accepted in any previous application for any degree;
 - B. a statement of the date of the candidate's admission as a research student;
 - C. a statement by the supervisor that the Regulations have been fulfilled;
 - D. where a third party has been utilised to correct the written language in the thesis, a statement indicating that such assistance has been used.
7. The thesis shall give evidence of the candidate's capacity for independent research.
8. Reprints of published papers are not accepted in lieu of the formal thesis, which should take the form of a specially composed monograph.
9. The thesis shall be examined by at least two internal examiners. The supervisor may not normally be a member of the examining committee, although the examining committee may invite the supervisor to submit a report and attend any oral examination deemed necessary by the examiners. In exceptional circumstances, the committee may recommend that an oral examination take place if the committee deem it necessary.

10. The examiners shall recommend to the Dean:

- A. that the thesis be approved and the degree of MSc (Res) be awarded, save for the making of any purely typographical corrections or revisions; or
- B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections within a period of three months of the date of the examination, and that upon the Convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MSc (Res) be awarded; or
- C. that the thesis not be accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it for re-examination within six months from the date of intimation to the candidate of the decision of the Dean of Faculty – this recommendation meaning that the candidate must resubmit a corrected thesis, pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
- D. that the thesis be rejected, and that no award be made.

11. The Dean, once satisfied that all requirements have been observed, shall transmit the joint recommendation of the examiners to the Senatus Academicus.**Resubmission of the MSc (Res) Thesis**

- 1.** If a recommendation to the Senatus Academicus is made for resubmission by an examining committee the candidate shall receive in writing from the convener of the committee a detailed list of corrections and revisions deemed to be necessary by the examiners. The candidate shall be expected to take these into account in any resubmission of the thesis.
- 2.** On resubmission of the thesis and payment of the appropriate fee the Examining Committee shall be reconvened and a further examination be conducted. The convener of the committee may recommend to the Dean that the requirement of the oral examination be waived, if it is the unanimous opinion of the examining committee that the thesis should be accepted.
- 3.** In the event of an oral examination being required, the Dean may recommend the appointment of an appropriate neutral third party observer.
- 4.** If the original examining committee cannot be reconvened then the Senatus Academicus shall have the power to appoint a new committee to examine the thesis.

The examining committee shall make one of the following recommendations to the Senatus Academicus:

- A. that the thesis be approved and the degree of MSt (Res) or MSc (Res) be awarded; or
- B. that the thesis be approved subject to minor corrections to be completed within three months and approved by the convenor; or

- C. that the thesis be rejected and no award be made.

General information

Registration deadline and failure to register

You must register with the University by 9:00am on Monday of Week 4 (8 October 2018). The policy regarding failure of registration can be found at this [link](#).

University calendar

The University calendar can be found at <https://www.st-andrews.ac.uk/semesterdates/>. It is possible to download a file from that page that can be imported into popular calendar programs (use this [link](#)).

Working away from St Andrews for long periods

The University expects all Postgraduate Research students to live within a 'commutable distance' during the academic term. However, some Research students collect data at locations remote from St Andrews, such as zoos, field sites, and academic institutions in other countries. If you plan to be away from St Andrews for between 5 and 28 consecutive days, you should inform your Supervisor and the School as a matter of routine. If you are going to be away for more than 28 days you must obtain approval from the Director of Postgraduates. Please note that the period of absence from St Andrews can be extended to 38 days if this includes time when the University is closed (e.g. over the Christmas break). The policy regarding this can be found at this [link](#). Failure to follow this policy has implications not only for you as an individual student, but for students who require the University to sponsor visas.

Good Academic Practice

It is required that you maintain the highest standard of honesty and academic integrity. You should complete the training in regard to good academic practice called TGAP. Please note that the University's policy, which can be found at this [link](#), includes aiding and abetting another's academic misconduct. You must read and adhere to this policy.

Ethical Review of Research Proposals

Almost all research conducted in the University requires ethical approval. The research that you propose to undertake for your Masters Project **must**, therefore, be subjected to ethical scrutiny BEFORE you begin the research; you are not permitted to embark on any research until you have been granted ethical approval. Note that it is a requirement that any relevant letters of ethical approval be attached as appendices to your Project.

The School Ethics Committee (SEC) is a sub-committee of the University Teaching and Research Ethics Committee (UTREC, [link](#)) and reviews proposals for research involving humans, and for research involving animals which does not require a Home Office License (for guidance on this,

see this [link](#)). Any research undertaken with animals which does require a Home Office License must be reviewed by the University's Animal Welfare and Ethics Committee (AWEC, [link](#)).

Information about the School of Psychology & Neuroscience Ethics Committee, and guidance on the application process, may be found via the School's Research page at this [link](#). You are encouraged to read and familiarise yourself with the documents provided; your Supervisor will also guide you through the process and you must obtain your Supervisor's signature before submitting your application for consideration by the SEC. A timetable of deadlines for the submission of ethical applications will be posted on the noticeboards in the Mail Room and near the entrance to the School Office at the start of each Semester; the first point of contact for the SEC is the Postgraduate and School Ethics Administrator, Helen Sunderland (psyethics@st-andrews.ac.uk).

Wellbeing, Advice, and Support for Students

As a University of St Andrews student, you are on a journey of learning. The person you arrived as will be different from the one who leaves. This change will reflect the knowledge and skills you will gain, and the experiences you will have throughout your time here. It is unlikely that your journey will always be smooth but dealing with the unexpected challenges you encounter along the way will help you develop the skills you need to make you a better scholar and better able to cope with life beyond university.

Key areas to focus on during your St Andrews journey include:

- **Developing independence:** This means that you actively seek out information, take charge of finding the right balance between your study and personal life and take responsibility for your behaviour.
- **Facing challenges:** It's perfectly normal to find things challenging in your academic studies and general student life. Some challenges may lead to disappointment or even failure. The important thing to remember is that you will be strengthened by these challenges, developing important life-skills such a problem-solving and resilience.
- **Being involved:** As a student at St Andrews you are part of several communities, and you have the opportunity to become involved with them. You are part of the community within your academic school, part of the broader University community and part of the wider community of the St Andrews town. You are encouraged to make the most of the academic, social, societies and sports opportunities on offer as a way to positively build knowledge, skills, support networks, and physical and mental wellbeing.

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-andrews.ac.uk, <https://www.st-andrews.ac.uk/ask-a-question/>.

Disability Support

If you require support for disability reasons, for example teaching and exam arrangements, please contact the Disability Team in Student Services ([link](#)) 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.

Working in the School of Psychology & Neuroscience

School Office

The School Office (Room 1.23) serves as the main reception for staff, students and visitors to the School and is located along the corridor leading up from the Foyer.

Opening Hours:

Monday – Friday: 08:45 am – 17:00 pm

Contact:

psych@st-andrews.ac.uk

Telephone: 01334 362157

Security

Given the expensive equipment in the School and the nature of research that we perform, security is very important. You are reminded that there are many people around, particularly in term time; it is, therefore, wise never to leave valuables unattended. After 5:00 pm on weekdays and all hours during weekends the School is locked. Your Student ID card will be activated to enable you to gain access out of hours. When you do so, you must sign in the book on the janitor's desk in the main Psychology building, or at Door D of the Carnegie Wing of the Bute building, and sign out when you leave. This is essential because the logbook serves as a record of the people in the building in case of emergency, such as fire. You should not let people into the School and you should not bring others who do not have out of hours access into the building after 5:00 pm; if they have right of access they should have their own card! Remember that your access is logged by the system and can be checked retrospectively.

Please make sure that you follow these clear and simple practices:

- On weekdays individuals must sign in if they arrive before 8.00 am; if they then leave before 8.00 am they should sign out, but if they remain in the building they need take no further action - records are effectively cleared at the start of the working day.
- All members of the School must sign in if they are present in the building after 6.00 pm, without exception and regardless of all other considerations. They should sign out when they leave.
- At weekends, everyone working in the building should sign in, whatever time they arrive, and sign out when they leave.

- Please note that these timings allow no leeway: before 8.00 am means before 8.00 am; after 6.00 pm means after 6.00 pm, regardless of how long before or after. Failure to follow these security procedures will result in the forfeiture of your access privileges to the building out of normal working hours.
- If you see any stranger acting suspiciously, then contact the local Janitors or the Out of Hours team (on Ext. 6161). If it is obvious that immediate police assistance is required, please contact the emergency services (dial 9-999 from an internal landline). As well as giving your location, it is helpful to the police if you are able to provide a good description of the person including their gender, age, height and build, hair colour, clothing, accent and any distinguishing features. Any call to the emergency services must be reported to the Out of Hours team immediately; you should also inform your Head of School as soon as possible. At no time must you take any action which may place yourself or others at risk.

Health and Safety

The School has a Safety Manual that describes the local policies in regard to health and safety matters (see under General Information on the School's website at this [link](#)); a summary of these can be found in the Appendix to this Handbook. You should read, and familiarise yourself with, these documents as you are responsible for complying with the information about health and safety that they contain.

Notices are posted throughout the School indicating who the current First Aiders are and how to contact them; notices are also displayed detailing your exit routes and assembly points in the event of fire; it is expected that you will familiarise yourself with this information on arrival. Any hazards or safety-related incidents should be reported to the School Safety Coordinator or the School Office immediately. You are reminded that the misuse of any safety, fire or First Aid equipment will result in disciplinary action.

Risk Assessments

According to University regulations, Schools are required to assess all risks associated with work activities. The Safety Manual (see above) serves as a risk assessment for many low-risk activities that may be encountered in the School. However, any activities that may pose a significant risk *must* be assessed in written format using the appropriate forms – your Supervisor will be able to direct you in these matters.

- Fieldwork: All work conducted outside University property – whether locally or further afield – is considered to be Fieldwork and **must** be assessed for risk using the appropriate Fieldwork Risk Assessment (Solo or Group) form; these forms can be found in the Travel Guidance section of the Environmental, Health and Safety Services Moodle web page at this [link](#). Your Supervisor will be able to guide you through this process.
- Research Activities: In addition to fieldwork (as defined above), all projects requiring ethical approval must be assessed for risk using the appropriate forms (see Health and safety forms at this [link](#)). Risks in this area might include lone working or manual handling of heavy research equipment, for example. Your Supervisor will be able to direct you in these matters.

- **Laboratory Work:** There are often special and increased risks associated with laboratory work; special arrangements are in place to reflect this and these will be explained by your Supervisor.

Travel Insurance

Travel Insurance is available to students for the purposes of legitimate travel for a general summary of the University's travel insurance see this [link](#) and for a summary of the travel and medical assistance available see this [link](#). Please note that cover is dependent on having a fieldwork risk assessment approved (see above); detailed and up-to-date guidance in respect of travel, risk assessment and insurance is provided in the Environmental, Health and Safety Services section on Moodle ([link](#)).

Financial Matters

Managing budgets is, perhaps, mundane, but it is essential for successful research. You will need to come to an agreement with your Supervisor regarding the budget for your work and for any individual amounts that you charge to your Supervisor's allocation.

Procurement

All procurement is processed by the School Procurement Officer. If you need to procure items please fill in the form found at the link below, email a copy to psybuy@st-andrews.ac.uk and cc your Supervisor. This confirms approval by your Supervisor.

The University has a number of preferred suppliers which should be used, it is, therefore, recommended that you discuss your requirements prior to searching online. If you have any queries, please don't hesitate to contact the Procurement Office within the Electronics Workshop (by email or in person); postgraduates are encouraged to visit the office to discuss any procurement requirements.

When the items have been delivered you will be contacted via email and informed that they are ready for collection from the Electronics Workshop.

Please be aware that *all* School purchases **must** be processed by the Procurement Officer. Any items of equipment bought out with this process must be brought to the Workshop so that they can be safety tested and added to the asset register.

The School requisition form can be found at this [link](#).

Email: psybuy@st-andrews.ac.uk Tel: 2079

Claims for Reimbursement

All claims for reimbursement of expenses must conform to the University's Financial Regulations and must be supported by receipts; for details, see this [link](#). The School Finance Administrator, Karen Rae (kr@st-andrews.ac.uk) is located in the School Office and is responsible for paying

invoices, processing expense claim forms, grant transfers and the day-to-day running of the accounts system.

Computing

Students can access the University wireless network through a service called Eduroam (see [Wireless access to the network at this link](#)). Individuals using the computer cluster can log in with their University ID and password and gain access to a fixed suite of software. All data is stored centrally meaning you can move between machines and still access your data and required software.

Please note that computers required for gathering data (e.g. laptops for field use) will be the responsibility of the student and Supervisor to arrange.

Printing, Copying and Scanning

The University provides a central print service called UniPrint ([link](#)), with printers positioned across the campus. Printing costs are paid for by the School. Please note, however, that excessive printing will be queried and your Supervisor will be asked to contribute to the cost if necessary. Should you encounter any issues please email the School Workshop on psy-picts@st-andrews.ac.uk or call on ext. 2078.

If you require bulk photocopying, typesetting, poster printing, etc., please discuss this with your Supervisor and use the facilities provided by Print and Design ([link](#)).

Printing and Binding Your Thesis

The University's Print and Design Unit is ideally set up to print and/or bind your or thesis. You can send your material in PDF format (with a note of pages to be printed in colour) to: printanddesign@st-andrews.ac.uk and then they will be in touch when your job is ready. Please make sure the version you submit is your final version. For price lists and further information see this [link](#).

Research/Meeting Room Bookings

The School maintains several large rooms that can be used for both teaching and research, including the Seminar Room and the Old Library, as well as a number of smaller tutorial spaces; enquiries about the availability of these should be directed to the School Office (psych@st-andrews.ac.uk). Additionally, the School has dedicated human research space that can be booked online using the link on the School's Research page ([link](#)).

Coffee Room

The Coffee Room (sometimes referred to as the Common Room) is available for the use of all students and staff; facilities include a sink, coffee machine, refrigerator, bottled water dispenser and microwave oven. Everyone is responsible for keeping the sink area and fridge, in particular, clean and tidy so please be considerate to others when using the Coffee Room.

Building Maintenance

Please inform the School Office (psych@st-andrews.ac.uk, Extension: 2157) of any maintenance/repair work required within the School (e.g. breakages, faulty locks, lightbulbs that need to be replaced, leaks or blockages in the kitchen or bathroom facilities, etc.); if necessary, it will then be reported to Estates.

Stationery and Office Supplies

The School Office maintains a regular supply of a certain amount of commonly used stationery items. If we do not have the item you require, it can be ordered for you. Expensive items, or bulk orders of stationery, will be charged to research budgets or class grants and should, therefore, be discussed with your Supervisor in the first instance. Queries regarding stationery should be directed to Katrina Cruickshank (kac22@st-andrews.ac.uk) in the School Office.

Student Mailboxes

Student mailboxes - one for each letter of the alphabet – are located in the School's Mail Room. Incoming mail and internal University correspondence addressed to students on the Masters courses will be placed in these boxes; any items (e.g. parcels) which are too big for the boxes will be placed on the shelves behind the door of the Mail Room; items which require a signature will be held in the School Office until you are able to collect them.

Postage

There are blue trays in the School Mail Room with compartments for outgoing First Class, Second Class, Airmail and Internal Mail (i.e. mail going to another School or Unit within the University). The outgoing mail is sorted at 3:15 pm; any mail put in the tray after this time will be collected the following day. It should be noted that this service is for business use only – please do not put personal mail in the blue trays.

School Seminars

It is common practice that the speaker of the School Seminar (usually Fridays at 1.00 pm) is invited for either lunch or dinner by the School and members of staff and postgraduate students are encouraged to participate. The School recognises that this is a good occasion to informally continue the scientific exchange between speaker and audience and it may, therefore, contribute to the expenses. The following rules apply:

A maximum sum of £50 is available for entertaining an officially invited speaker. This money covers the cost of the speaker's meal; any remaining money should then be used to contribute to the cost of the meals of any postgraduate students who are attending the meal. If no students are in attendance, the remaining money - after deduction of the speaker's cost - can be used to subsidise (on an equal basis) the meal of the member of staff who is hosting the speaker and the meal of any member of staff who is present.

Psycholoquia

In addition to the School Seminars, you are encouraged to attend the research talks given by our current PhD students. There are usually two talks each week; these take place in the Old Library on Thursdays at 1.00 pm.

Workshop

Technical Support

The School currently employs seven technicians who provide comprehensive support for a wide range of activities in research, teaching, safety, procurement, and equipment loans. The Workshop is open 8:45 am – 6:00 pm Monday to Friday (There are early finishes in the summer time). Feel free to contact the Workshop with any queries or requests. Staff and postgraduates are encouraged to visit the Workshop and discuss any research or teaching requirements they have with the technicians.

IT and Multimedia support

Email: psy-picts@st-andrews.ac.uk

Tel: 3088 or 2078

Audio-Visual

Brian Kirk, brk@st-andrews.ac.uk

- Professional video production e.g. interviews, role played scenarios, animation.
- Video and audio editing, copying, and conversion.
- Tape transfers

PC/Mac Maintenance

Brian Kirk, brk@st-andrews.ac.uk, Roy Thomson, rht1@st-andrews.ac.uk, Jackie MacPherson, jm5@st-andrews.ac.uk

- PC and Mac maintenance
- Teaching and PGR software and hardware management
- Purchasing advice and IT guidelines e.g. laptop encryption.

IT and Media

Jackie MacPherson, jm5@st-andrews.ac.uk

- School website. Masters students are listed on the main site but do not have a profile page. PhD students have a profile page and are requested to send a photo and outline to <mailto:psy-picts@st-andrews.ac.uk>.

- Digital signage. Please contact Jackie if you'd like anything shown on the digital signage, e.g. events or research.
- WordPress pages. The School encourages the use of WordPress pages to promote lab/group research activity. Jackie can assist and advise on the setup.
- School intranet. The School's intranet is where all administrative documents can be found ([link](#)). Collaborative research sites can also be created here, e.g. book, application or paper authoring.

Programming

Ken Munro, kjm@st-andrews.ac.uk

- All teaching programming should be provided by your Supervisor via E-Prime or MATLAB. Research funded programming is carried out by Ken. Please feel free to contact Ken as he is happy to offer support and advice on any programming projects.

Mechatronic design and construction

Email: kgh1@st-andrews.ac.uk

Tel: 2079

CAD

Keith Haynes, kgh1@st-andrews.ac.uk, Robert Mackenzie, rm234@st-andrews.ac.uk, Michael Kinnear, mk42@st-andrews.ac.uk

The Workshop has a Computer Aided Design workstation and is able to produce accurate 3D images and drawings. These can be used in the design discussion but also academic presentations and publications.

3D Printing

Keith Haynes, kgh1@st-andrews.ac.uk, Robert Mackenzie, rm234@st-andrews.ac.uk, Michael Kinnear, mk42@st-andrews.ac.uk

The Workshop has access to a 3D printer which when combined with the CAD facility enables the manufacture of pieces previously not practical in the Mechanical Workshop.

Mechanical

Keith Haynes, kgh1@st-andrews.ac.uk, Robert Mackenzie, rm234@st-andrews.ac.uk, Michael Kinnear, mk42@st-andrews.ac.uk

The School has a Mechanical Workshop where the technicians work with plastics, wood, and metal. A range of construction techniques are used to produce equipment for research and teaching needs.

Electronics

Robert Mackenzie, rm234@st-andrews.ac.uk

Arduino modules are commonly used as controllers for various electronic based research and teaching projects. These are often combined with the mechanical design to produce a mechatronic solution.

Taught Master's Programme Structure

This information is provided in case you require training that is offered in any of these modules or if you wish to pursue obtaining a Master's degree prior to pursuing a PhD. Unless you already have a Masters degree, it is likely that you would benefit from the training offered in modules PS5003 and PS5005 in particular. Further details of the modules listed below may be found in the Postgraduate Course Catalogue ([link](#))

University grade reporting scale

In the summer of 2017 the University adopted a new marking scale for taught postgraduate students. The scale is shown below:

Grade	Class
16.5 – 20.0	Distinction
13.5 – 16.4	Merit
10.5 – 13.4	Pass (BPS accreditation for MSc Psychology (Conversion) requires this level or above)
7.0 – 10.4	Marginal Pass
4.0 – 6.9	Fail (with right to reassessment of failed piece of work)
0.0 – 3.9	Fail (no right to reassessment of failed piece of work)

MSc Research Methods in Psychology

Taught Component		Credits
Compulsory Modules		
PS5003	Generic Research and Professional Skills in Psychology	30
PS5005	Methods of Data Analysis in Psychology	30
SS5102	Philosophy and Methodology of the Social sciences	15
SS5103	Qualitative Methods in Social Research	15
SS5104	Quantitative Research in Social Science	15
Optional Modules (max. 15 credits)		
PS5021	Methodologies of Psychology and Neuroscience	15
PS4091	Computer Aided research	15
SS5101	Being a Social Scientist	15
Research Component		
PS5002	Research Project	60

MSc. in Evolutionary and Comparative Psychology: the Origins of Mind

Taught Component		Credits
Compulsory Modules		
PS5005	Methods of Data Analysis in Psychology	30
PS5010	Principal Approaches to the Origins of Mind	30
PS5011	Empirical Approaches to the Evolution of Communication	15
PS5012	Origins of Human Cognition	15
Optional Modules (max. 30 credits)		
PS5003	Generic Research and Professional Skills in Psychology	30
PS5021	Methodologies of Psychology and Neuroscience	15
PS5031	Review – approaches to the study of mind	15
PS4085	Evolution and Development of Social and Technical Intelligence	15
PS4086	Origins and Evolution of Mind Reading (Theory of Mind)	15
PS4096	Mechanisms of Behaviour	15
Research Component		
PS5013	Research Project	60

MSc Psychology (Conversion)

Taught Component		Credits
Compulsory Modules		
SS5104	Quantitative Research in Social Science	15
PS5005	Methods of Data Analysis in Psychology	30
PS5231	Conceptual Issues and Theoretical Perspectives	10
PS5232	Assessment in Clinical Psychology	10
PS5233	Developmental Psychology	10
PS5234	Social Psychology	10
PS5240	Review	15
Optional Modules (PS5235 or PS5236 and PS5237 or PS5238)		
PS5235	Cognitive and Behavioural Neuroscience	10
PS5236	Evolutionary and Comparative Psychology	10
PS5237	Perception	10
PS5238	Cognition	10
Research Component		
PS5002	Research Project	60

Appendices

A Brief Safety Summary for all School Members.

You should know where on the University web pages to find Health and Safety information. You will also need to use Sharepoint to access the relevant School pages. If you find that you cannot access Sharepoint, please get in touch with Jackie Macpherson (jm5@st-andrews.ac.uk)

You should be aware of the procedures to be used in the event of a fire.

- Where the fire alarms are located and how to raise an alarm from an internal phone (dial 9-999).
- Where your escape routes from the building are located
- Where the assembly point is.
- The fire alarm will be tested on Fridays at 9 am in the Psychology building and on Wednesdays at 1 pm in the Bute building; you do not need to evacuate the building.

You should be aware of the requirement to use the out of hours sign in books at the front desk in the Psychology building and at Door D of the Carnegie Wing of the Bute building.

- This is important: if a fire occurs out of hours and you have not signed in the Fire Service will not know that you are in the building.
- 'Out of hours' means weekdays before 8 am and after 6 pm and at all times over the weekend.
- There is a 24 hour/365day service within the University; if you require help call "0" from an internal phone or "01334 476161" from a mobile (please be patient as there may be a delay in connection via the outside number)

You should know what to do in the event of a medical crisis

- Where the First Aid kits are located in the school
- Who the nominated First Aiders in the School are
- How to call for an ambulance (from an internal phone dial 9-999)

You should undertake the Moodle course - University Health and Safety Induction

- Use the Moodle link from University webpages - sign in as required.
- On top centre of page open "Show All Courses"
- Choose "Environmental Health and Safety Services"
- Choose "University Health and Safety Induction Course"

You should be aware of the regulations and procedures relating to common practices that you carry out

- The use of visual display screen equipment such as a PCs: you should complete the on line risk assessment. A link to this is included in the Moodle course described above. The Head

of School is required to confirm that you have undertaken the risk assessment as he is responsible for your safety.

- If you need to lift heavy weights see *manual handling* operations on the University web pages.
- You should be aware of the *electrical equipment* testing procedures for all mains equipment you use. This includes all personal items, laptops, phone chargers, kettles etc. These need to be tested by the workshop before you use them in the school.
- You should be aware of *lone working procedures*, procedures for *fieldwork* risk assessment and those relating to *working with subjects outside the school* in their own homes, in schools or hospitals.
- For laser pointer regulations, see the University web pages
- COSHH regulations relating to the use of Chemicals

If you are working as part of a research team you should discuss the above safety issues with your Supervisor. The University Environmental Health and Safety Services are there for all members of the University and can be contacted for advice. Finally, if you need to know anything about safety you can ask the School Manager, Shona Deigman (psyscman@st-andrews.ac.uk), Brian Kirk (brk@st-andrews.ac.uk) or, for the Carnegie Wing of the Bute building, John Macintyre (jm4@st-andrews.ac.uk).

PS5003 Teaching Timetable

Week no.	Date	Lecture 9am – 11am, School of Psychology Seminar Room (Room 1.0)	Practical session 2pm-5pm, Butts Wynd (unless stated otherwise)
SEMESTER 1			
1	29 th Sept	AWAY DAY	
2	26 th Sept	Planning a career in psychology <i>Dr Maggie Ellis</i>	Practical 1 (2-4pm) Bibliographic search; <i>Hilda McNae</i>
3	3 th Oct	Preparing and giving conference talks <i>Dr Thomas Otto</i>	
4	10 th Oct	Planning a project <i>Prof Klaus Zuberbuhler</i>	Practical 3 Online presence; <i>Dr Ken Mavor and Dr Akira O'Connor</i>
5	17 th Oct	Communication beyond academia <i>Dr Cat Hobaiter</i>	
6	24 th Oct	Independent Learning Week: Microsoft Office online self-study	
7	<u>31st Oct and 2nd Nov</u>	Mini-conference Note: BOTH Wednesday and Friday morning sessions, 9am to 1pm <i>Dr Thomas Otto and Dr Sam Pehrson</i>	
8	7 th Nov	Writing and publishing <i>Prof Verity Brown</i>	
9	14 th Nov	Designing a poster presentation <i>Prof David Perrett</i>	
10	21 nd Nov	Getting funding for your research <i>Prof Julie Harris</i>	
11	28 th Nov	Ethics and risk assessment <i>Dr Eric Bowman</i>	Poster session (seminar room)
SEMESTER 2			
1	30 th Jan	CVs and interviews <i>Prof Stephen Reicher</i>	

2	6 th Feb	Impact and commercialisation <i>Prof Stephen Reicher</i>
3	13 th Feb	Professional conduct <i>Dr Eric Bowman</i>
4	20 st Feb	Impact and commercialisation <i>Prof Verity Brown</i>

Researcher Development Framework: Training Needs Analysis and Skills Development Plan

Name: _____

Course/Year of Study: _____

HEI: University of St Andrews, School of Psychology & Neuroscience

Area for Development?		Area for Development?	
	A1 – Knowledge Base		C1 – Professional Conduct
	Subject Knowledge		Healthy and Safety
	Research methods – theoretical knowledge		Ethics, principles and sustainability
	Research methods – Practical application		Legal requirements
	Information Seeking		IPR and copyright
	Information literacy and management		Respect and confidentiality
	Languages		Attribution and co-authorship
	Academic literacy and numeracy		Appropriate practice
	A2 – Cognitive abilities		C2 – Research management
	Analysing		Research Strategy
	Synthesising		Project planning and delivery
	Critical thinking		Risk management
	Evaluating		
	Problem Solving		
	A3 – Creativity		C3 – Finance, funding & resources
	Inquiring minds		Income and funding generation
	Intellectual insight		Financial management
	Innovation		Infrastructure and resources
	Argument construction		
	Intellectual risk		
	B1 – Personal qualities		D1 – Working with others
	Enthusiasm		Collegiality

	Perseverance		Team working
	Integrity		People management
	Self-confidence		Supervision
	Self-reflection		Mentoring
	Responsibility		Influence and leadership
			Collaboration
			Equality and diversity
	B2 – Self management		D2 – Communication & dissemination
	Preparation and prioritisation		Communication methods
	Commitment to research		Communication media
	Time management		Publication
	Responsiveness to change		
	Work-life balance		
	B3 – Professional & career development		D3 – Engagement and impact
	Career management		Teaching
	Continuing professional development		Public Engagement
	Responsiveness to opportunities		Enterprise
	Networking		Policy
	Reputation and esteem		Society and culture
			Global citizenship

RDS Domain	Training / professional development activity
<p>Domain A: Knowledge and intellectual abilities This domain relates to the knowledge and intellectual abilities needed to be able to carry out excellent research.</p>	
<p>Domain B: Personal effectiveness This domain contains the personal qualities, career and self-management skills required to take ownership for and engage in professional development.</p>	

<p>Domain C: Research governance and organisation</p> <p>This domain relates to the knowledge of the standards, requirements and professional conduct that are needed for the effective management of research.</p>	
<p>Domain D: Engagement, influence and impact</p> <p>This domain relates to the knowledge, understanding and skills needed to engage with, influence and impact on the academic, social, cultural, economic and broader context.</p>	

Signature supervisor: _____

Signature, student: _____ Date: _____

Postgraduate Training Log

Please copy the following sheets as necessary

Date	Duration	Topic	Tutor

Record of Courses Attended

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

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

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

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

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

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

University Teaching Undertaken

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

--

Talks Given

Internally:

--

Externally:

--

Other Relevant Training Activities

Activity type, comments etc.