

School of Psychology & Neuroscience



University of
St Andrews

PhD Handbook

2017-18

TABLE OF CONTENTS

INTRODUCTION	4
STAFF & STUDENT REPRESENTATIVES INVOLVED IN POSTGRADUATE TRAINING	6
YOUR SUPERVISOR	7
Resolving student/supervisor difficulties	7
THE DIRECTOR OF POSTGRADUATES (CONVENOR OF THE PG COMMITTEE)	7
DIRECTOR OF TAUGHT POSTGRADUATES (DIRPGT)	8
POSTGRADUATE REPRESENTATIVE	8
PROGRAMME OVERVIEW	9
ADVISING: IDENTIFYING YOUR TRAINING NEEDS AND MAKING A TRAINING PLAN	9
PROGRAMME REQUIREMENTS	9
All years	9
First year reports	10
PROGRESS REVIEW	11
GENERAL INFORMATION	13
COMPUTING	13
PRINTING, COPYING AND SCANNING	13
FINANCIAL MATTERS	13
School Travel Fund	13
Procurement	14
Claims for Reimbursement	14
WORKING AWAY FROM ST ANDREWS FOR LONG PERIODS	15
ETHICAL REVIEW OF RESEARCH PROPOSALS	15
HEALTH AND SAFETY	16
Risk Assessments	16
Travel Insurance	16
WORKING IN THE SCHOOL OF PSYCHOLOGY & NEUROSCIENCE	18
SECURITY	18
OFFICE ACCOMMODATION	19
RESEARCH/MEETING ROOM BOOKINGS	19
COFFEE ROOM	19
BUILDING MAINTENANCE	19
STATIONERY AND OFFICE SUPPLIES	19
STUDENT MAILBOXES	20
POSTAGE	20
SCHOOL SEMINARS	20
WORKSHOP	20
Technical Support	20
IT and Multimedia support	21
Mechatronic design and construction	21
TAUGHT MASTER'S PROGRAMME STRUCTURE	23
UNIVERSITY GRADE REPORTING SCALE	23
MSc RESEARCH METHODS IN PSYCHOLOGY	23
MSc. IN EVOLUTIONARY AND COMPARATIVE PSYCHOLOGY: THE ORIGINS OF MIND	24

MSc PSYCHOLOGY (CONVERSION) 24

APPENDICES 25

1: A BRIEF SAFETY SUMMARY FOR ALL SCHOOL MEMBERS 25
2: PS5003 TEACHING TIMETABLE 27
3: POSTGRADUATE TRAINING LOG 29
 Skills Self-Assessment Checklist 30
 Record of Seminar and Psycholoquia attendance 34
 Record of Poster Presentation & Speaking at Psycholoquia 36
 Record of Tutorial and Other Training Sessions 37
 Record of Courses Attended 39
 University Teaching Undertaken 41
 Talks Given 41
 Other Relevant Training Activities 42

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.dundee.com/>

This Handbook contains essential information for PhD students in the School of Psychology & Neuroscience (<http://www.st-andrews.ac.uk/psychology/>); it includes information regarding the requirements for postgraduate study, important deadlines, information on people who will be assisting in your training and a description 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: <http://www.st-andrews.ac.uk/pgstudents/> 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 and the Postgraduate Society, both of which you are now a member of

See: <http://www.st-andrews.ac.uk/pgstudents/stleonards/> and <http://www.st-andrews.ac.uk/pgstudents/stleonards/about/postgraduatesociety/>

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. In addition to the pages for Current Postgraduates, therefore, we would like to draw your attention to:

The *Postgraduate policies*, found in the 'Resources' section of the St Leonard's College website

<http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/>

The *Postgraduate Course Catalogue* which outlines programme requirements and gives brief descriptions of the taught modules

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

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 & Organisational Development (<http://www.st-andrews.ac.uk/capod/>) – or CAPOD, as it is known – whose website you may already have visited when signing up for the University's Postgraduate Researcher Induction (see: <http://www.st-andrews.ac.uk/capod/students/> and <https://www.st-andrews.ac.uk/capod/students/pgresearch/> in particular).

Other relevant services described on the CAPOD pages include:

GRADSkills

A suite of workshops, networking events and activities designed specifically for research postgraduates

<http://www.st-andrews.ac.uk/capod/students/pgresearch/gradskills/>)

Academic and study skills support

<https://www.st-andrews.ac.uk/capod/students/studyskillsandadvice/academicskills/>

Mathematics and statistics support

<https://www.st-andrews.ac.uk/capod/students/studyskillsandadvice/mathsandstatisticssupport/>

English Language Teaching Centre (ELT)

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

Finally, please be aware that there is a whole network of people devoted to supporting you, including your Supervisor, the Postgraduate Module Controllers, 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 years of your training will be both challenging and rewarding.

Staff & Student Representatives Involved In Postgraduate Training

Title	Role	Name
Head of School (HoS)	Overall responsibility for operation of the School of Psychology & Neuroscience	Keith Sillar
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
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
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
Supervisor	Student's sponsor and mentor in the School; responsible for supervising and monitoring student's progress	
Second Supervisor	Provides additional academic support; convenor of the first-year <i>viva voce</i> examination	Nominated by the primary Supervisor and student but selected by the Postgraduate Committee.
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 (Research and Taught)	Represent the Schools Postgraduate community; meet informally three times a year with the HoS, DoPG and Masters Course Controller	Currently: PGR: Giedre Zlatkute PGT: <i>To be elected</i>
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Your Supervisor

Your Supervisor(s) will have been decided upon before you were admitted to the School; they are primarily responsible for providing you with the support and planning required throughout your Ph.D.

Resolving student/supervisor difficulties

Minor differences of opinion in the Student-Supervisor relationship will occur from time to time and are entirely normal. Nevertheless, we all recognise that such disagreements should be reconciled as soon as possible. Outlined below are the steps that you should take in order to resolve any problems that may arise:

- (1) Arrange a meeting with your Supervisor so that both parties can be made fully aware of the issues and steps can be taken to resolve them
- (2) If Step (1) fails, arrange a meeting with the Director of Postgraduates who is responsible for dealing with any grievances, and for co-ordinating any School response to such disagreements (see below)

Please note that Supervisors who experience difficulties with their students are expected to follow the same steps in attempting to resolve the problem.

The Director of Postgraduates (Convenor of the PG Committee)

Broadly speaking, the role of the Director of Postgraduates is:

- To coordinate the monitoring of your training progress by your Supervisory team and the School's Postgraduate Committee
- To enhance, as far as possible, the training facilities, opportunities and procedures for postgraduates in the School
- To provide support, advice, and guidance relating to most aspects of being a postgraduate student

As noted above, you are encouraged to voice your concerns as soon as a problem arises, as problems which fester are often more difficult to solve. This encompasses anything that adversely affects your work, including difficulties with living accommodation, bereavement, medical issues, conflict with your Supervisor, or frustration with the pace of progress in your work. The Director of Postgraduates can assist you in a number of ways - for example, by appropriately directing your complaint, by making representation on your behalf, or simply by

providing a listening ear. Any issues that you raise will be treated in strict confidence. Of course, the Director of Postgraduates is by no means the only source of support available to you; we would also encourage you to approach your Supervisor, your Second Supervisor or any other member of staff with whom you feel comfortable.

Director of Taught Postgraduates (DirPGT)

The role of the Director of Taught Postgraduates (DirPGT) is to organise the programme of training for Postgraduate Students enrolled in the Masters programmes. The Director of Taught Postgraduates (DirPGT) provide a contact point regarding any course or training-related issues throughout the year.

Postgraduate Representative

As postgraduates in the School you have an elected representative to put forward your views and wishes both within the School and in the wider context of the University. The major forum in which postgraduate issues are discussed at School-level is the Postgraduate Committee. The Representative sits on this Committee by right (except in instances when confidential information about other students is being discussed) and is also invited to attend meetings of the Staff/Student Consultative Committee and School Council. Your Representative will often seek your opinion ahead of these meetings; however, if there is an issue that affects the postgraduate community as a whole, you should not hesitate to ask the Representative to include it on the Agenda; if there is a problem that needs to be addressed immediately, the Postgraduate Representative can ask to meet with any member of the Postgraduate Committee or with the Head of School. Important decisions are made that will affect you, so make sure that your Representative knows your views!

Programme Overview

Advising: Identifying your training needs and making a training plan

The goal of the PhD programme is to provide you with an individualised training programme that meets your needs. As it is recognised that Postgraduates start their doctoral degrees with differing levels of research and transferable skills, you are encouraged to meet with your Supervisor at the beginning of your first - and each subsequent - year to review your skills and formulate a plan for your ongoing development (the *Skills Self-Assessment Checklist* provided in the Appendix to this Handbook will help you to do this). It should be noted that, whilst the University requires postgraduates to complete a minimum of 10 days' worth of documented training each year, you might require substantially more training depending on your background. Some training needs will undoubtedly be specific to your research area; please note, however, that we require you to undertake training in generic research and professional skills if you have not received trained in them already.

An essential component of your training is the monitoring and documentation of your progress. In the Appendix to this Handbook you will find a *Postgraduate Training Log*; in addition to the skills checklist noted above, this contains pages for you to document your participation in various training activities– including conferences, lectures, workshops, seminars etc. The record of your training will be used to assess your progress, thus it is crucial that you keep the information in the *Log* accurate and up-to-date.

Programme requirements

All years

Each year you *must* fulfil the following requirements:

- Matriculate at the beginning of the academic year
- Conduct a skills-training needs analysis in discussion with your supervisor and formulate a training plan for the year ahead (see above)
- Complete all progress review procedures mandated by the University and the School.
- Present a talk, describing your past research and/or future research plans, at one of the weekly 'Psycholoquia' meetings and attend the talks given by your fellow students
- Attend the School's research seminar series (Fridays, 1:00 pm)
- Present a poster at the annual Research Postgraduate Poster session in December (the Poster Session for the 2017-18 session will take place on 7th December)
- Complete at least 10 days' worth of professional training via CAPOD, professional conferences, training sessions within the School, or other legitimate training events (Note: It is expected that you will attend a minimum of 2 CAPOD events per semester)
- Keep your *Postgraduate Training Log* up to date and present it to your Supervisor or any member of the Postgraduate Committee when asked to do so

First year reports

The University requires us to complete reviews and submit agreed reports to Faculty by mid-July. The outcome of these reports governs your ability to matriculate the following session and controls the degree for which you are registered. In addition to the general requirements given above, in the first year of the PhD you must also complete a *First Year Report* which is to be submitted by **2.00 pm on 1st June 2018**, i.e., within 8 months of first registering as a full-time postgraduate student, or its equivalent as a part-time student).

The *Report* should not exceed 10,000 words, excluding abstract, references and figures (*Please note that this is a word limit and NOT a target*) and should start with an Abstract followed by a review of the relevant research literature that will form the theoretical and empirical background for your research project.

If you have not had the opportunity to collect data (or equivalent, depending on your research area), the second section of the *Report* should include:

- a specific research proposal that includes an explicit statement of how the research is associated with the theories described in the literature review,
- details of the sampling and data acquisition methods to be used,
- any hypotheses to be tested,
- an *a priori* analysis of the number of subjects/cases required for statistical power (for all quantitative approaches),
- a test-run of the planned quantitative or qualitative analyses on a hypothetical/preliminary data set.

If you have completed a full study, then the second section of the *Report* should be written in format suitable for a journal, including Methods, Results and Discussion sections.

The *Report* should end with a detailed plan for future studies; the following appendices should then be included:

- evidence of ethical approval (if appropriate)
- a printout of your poster,
- a printout of the slides from your Psycholoquium,
- a CD or printout of the data analysed, or a statement that the data are stored with the supervisor.

Two copies of the *Report* should be submitted in soft bound form to the Postgraduate Administrator (for information about the printing and binding facilities offered by Print & Design, see <http://www.st-andrews.ac.uk/printanddesign/dissertation/>). 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.

Assessment by *viva voce* examination will usually take place within three weeks of submission of the *First Year Report*. The viva should normally not exceed 1 ½ hours. Generally, your primary

Supervisor will not be involved in this assessment although he/she will be asked to report on your progress to the Postgraduate Committee. The viva will normally be examined by your secondary supervisor and another member of the academic staff, agreed by the Postgraduate Committee. During this period, the Postgraduate Committee will also review your *Training Log*, the *viva voce* report, and the printouts of your Psycholoquia and poster session presentations and recommend to the University appropriate registration and to the School/Research Councils regarding funding arrangements. Possible recommendations are:

- (a) progression to 2nd year for PhD. with same funding arrangements;
- (b) change of registration to MPhil. depending upon credits gained, and allowed only one additional year in which to complete your studies;
- (c) change of registration to Masters (MRes or MSc) depending upon taught credits gained. In this eventuality, your thesis would be submitted by the end of the first year of registration (e.g., the 26th September 2018) and examined by two examiners. Possible outcomes would be MRes, MSc or Postgraduate Diploma;
- (d) termination of studies. If either of the last two recommendations (c or d) is made, then the School will discontinue funding past the submission deadline.

It should be noted that the School's Postgraduate Committee can recommend to the University discontinuation of postgraduate studies at any stage. On the basis of these recommendations, the School also retains the right to discontinue any funding as appropriate. Please note also that these changes are *subject to approval* by Faculty and School Council.

Progress Review

Once a year you will fill out a Self-Assessment Progress Review and meet with a panel of Reviewers (usually your Second Supervisor and another member of the School's Academic Staff) to discuss your progress and any concerns you may have. In year 1, you will submit the Self-Assessment form with your *First Year Report* and the Review will form part of the *viva*. In years 2, 3 and – if applicable – 4 you will be required to attach a detailed plan for submission of your thesis; this plan should include dates of completion of final data collection, analysis, and the write-up of the thesis.

Following the meeting, the Reviewers' report will be passed to the School's Director of Postgraduates who will then inform you of the outcome and the Reviewers' recommendations. Further details on the process and the possible outcomes may be found at:

(<https://www.st-andrews.ac.uk/mms-guides/mmsstudentguides/postgraduateguides/studentannualprogressreport/> and <https://www.st-andrews.ac.uk/media/proctor/documents/reviews-termination-policy.pdf>).

Please remember that whilst the annual Progress Review provides an opportunity for you to raise any concerns you may have, there are many people to whom you can talk in confidence at any time 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).

It is expected that you make substantial progress each year. If your level of performance is not sufficient, as indicated by your progress review; by your participation in School seminars, Psycholoquia and other research-related activities; or by the quality of your first year research report, then the School can initiate the process to terminate your studies or to change your registration from PhD to a Master's degree or Postgraduate Diploma. If you are negligent about your training or its documentation, then the School can also send you a letter of reprimand, a copy of which will be included in your records and can be given to your Examining Committee. Obviously we hope that this eventuality will not arise, since we have tried hard to provide training which is both necessary and sufficient for you to complete the degree.

General information

Computing

The policy of the School of Psychology is to provide access to a computer to PhD students enrolled in the School. Thus we will provide standard computers, able to run a word processor and spreadsheets. The University has licencing arrangements for a range of software including Office 365, SPSS, MatLab, and EndNote. These and more are available for download from the University's software download pages. Additional software, or hardware e.g. external storage devices will need to be purchased by the supervisor. Furthermore, computers required for gathering data (e.g. laptops for field use) will not be purchased with School funds. If such equipment is required this will be the responsibility of the student and supervisor to arrange. Central storage space is available but must be setup by the Supervisor.

If you have a laptop computer or other mobile devices, it is possible to access the internet via the University's wireless local area network. The University wireless network requires a secure connection called EduRoam. Details on connecting to the University's wireless network can be found at <https://www.st-andrews.ac.uk/eduroam/>.

Printing, Copying and Scanning

The University provides a central print service called UniPrint (see: <http://www.st-andrews.ac.uk/itsupport/help/printing/>), 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 towards 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 & Design (<http://www.st-andrews.ac.uk/printanddesign/>).

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.

School Travel Fund

All departments in the Faculty of Science disburse money to support research-related travel. All postgraduate students are eligible to apply for such support. You should address your enquiry in the first instance to your supervisor as the rules for the disbursement of travel grants may change since the production of this book. The rules, which apply, are intended to make travel money available equally to all Postgraduates, regardless of their source of support.

Postgraduate applications for travel money must be accompanied by a written case for support from the supervisor. Students are required to seek external support, evidence of which should be submitted with the application. Other than in exceptional cases, there will be a maximum total sum for travel grants over the period of PhD study. For international conference travel there will only be support for students who (a) are presenting work (b) have supervisor support to attend, (c) provide evidence of external application for funding, and (d) provide justification why there is no comparable conference in the UK. Students can apply for up to £1000 over three years (or part-time equivalent years) and are expected to make a sincere effort to obtain external funding in addition to this. The funds the School provides depend on its budget and therefore *the travel fund is a privilege and not an entitlement*.

Transport must be by the cheapest reasonable means, subject to the possibility that car mileage can be claimed on journeys within Scotland at the rate of 45p per mile. Applicants are also expected to seek out the cheapest reasonable accommodation. Registration fees for an approved conference, providing they do not include meals, etc., will be met in full. Documentary evidence is required for fees. Where early registration would provide a saving, claims for a higher (late) fee will not be entertained.

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:

(<https://psyneuro.st-andrews.ac.uk/Shared%20Documents/Finance/School%20purchase%20requisition%20form.rtf>)

Email: psybuy@st-andrews.ac.uk

Tel: 2079

Claims for Reimbursement

All claims must conform to the University's Financial Regulations and must be supported by receipts; for details, see:

<http://www.st-andrews.ac.uk/students/money/otherinformation/paymentofstudentexpenses/>

The School Finance Administrator, Karen Rae (kr@st-andrews.ac.uk), is responsible for paying invoices, processing expense claim forms, grant transfers and the day-to-day running of the accounts system.

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: <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/location-of-studies.pdf>. 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.

Ethical Review of Research Proposals

Almost all research performed in the University requires ethical approval. The research you will undertake for your PhD, 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 Thesis*

The School Ethics Committee (SEC) is a sub-committee of the University Teaching and Research Ethics Committee (UTREC, <https://www.st-andrews.ac.uk/utrec/>) 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: <https://www.st-andrews.ac.uk/staff/research/ethics/animalsinresearch/non-licensed/>). 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): <https://www.st-andrews.ac.uk/staff/research/ethics/animalsinresearch/>.

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:

<http://www.st-andrews.ac.uk/psychology/ethics/>. 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 their 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 (psy-ethics@st-andrews.ac.uk).

Health and Safety

The School has a *Safety Manual* that describes the local policies in regard to health and safety matters (see: <http://www.st-andrews.ac.uk/psychology/current/info/>), a summary of which 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: <https://moody.st-andrews.ac.uk/moodle/course/index.php?categoryid=137>. 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: <http://www.st-andrews.ac.uk/staff/policy/healthandsafety/forms/>). 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, see: <http://www.st-andrews.ac.uk/staff/money/insurance/travelinsurance/summaryoftravelinsurance/>
<http://www.st-andrews.ac.uk/staff/money/insurance/travelinsurance/medicalandtravelassistance/>

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:
<https://moody.st-andrews.ac.uk/moodle/enrol/index.php?id=2693>

Working in the School of Psychology & Neuroscience

Security

Given the expensive equipment in the School and the nature of research that we perform, security is very important. You are reminded that, particularly in term time, there are many people around; 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:

- (1) 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.
- (2) 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.
- (3) At weekends, everyone working in the building should sign in, whatever time they arrive, and sign out when they leave.
- (4) 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 much 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.
- (5) If you see any stranger acting suspiciously, then contact the local Janitors or the Out of Hours team (on 6161). If it is obvious that immediate police assistance is required, please contact the emergency services on 9-999. 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 must you time take any action which may place yourself or others at risk.

Office Accommodation

The University does not require that accommodation be provided for postgraduate students within the individual schools. In the School of Psychology & Neuroscience, however, we are committed to providing every PhD student with a quiet workspace, including when possible a desk, a filing cabinet and network access, usually in a communal postgraduate office. We are sympathetic to the needs of finishing students who have passed beyond the usual deadline for their degree and will endeavour to offer desk space during that period. It must be understood that the School's requirement for office space fluctuates from time to time and there may be occasions when we cannot offer desk space to students. Should this be the case, you will need to make alternative arrangements with your supervisor. Please note that students are also expected to vacate their desks once their thesis has been submitted.

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. Additionally, the School has dedicated human research space that can be booked online using the link on the Research page (<http://www.st-andrews.ac.uk/psychology/research/>)

Coffee Room

The Coffee 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 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 Robyn McDonald (rm259@st-andrews.ac.uk) in the School Office.

Student Mailboxes

The PhD student mailboxes - one for each letter of the alphabet - are located in the mail room. Incoming mail and internal University correspondence addressed to PhD students 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 School 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 Seminar series (usually Fridays at 1:00 pm) is invited for lunch or dinner by the School. Members of staff and postgraduates are encouraged to participate. The School recognises that this is a good occasion to informally continue the scientific exchange between the speaker and the staff and the postgraduates, and it may thus 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, plus the meal of any member of staff who is present.

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

- (1) *Audio-Visual* (Brian Kirk – brk@st-andrews.ac.uk)
 - a. Professional video production e.g. interviews, role played scenarios, animation.
 - b. Video and audio editing, copying, and conversion.
 - c. Tape transfers.
- (2) *PC/Mac Maintenance* (Brian Kirk – brk@st-andrews.ac.uk, Roy Thomson – rht1@st-andrews.ac.uk, Jackie MacPherson - jm5@st-andrews.ac.uk)
 - a. PC and Mac maintenance
 - b. Teaching and PGR software and hardware management
 - c. Purchasing advice and IT guidelines e.g. laptop encryption.
- (3) *IT and Media* (Jackie MacPherson – jm5@st-andrews.ac.uk)
 - a. 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 psy-picts.
 - b. Digital signage. Please contact Jackie if you'd like anything shown on the digital signage, e.g. events or research.
 - c. WordPress pages. The School encourages the use of WordPress pages to promote lab/group research activity. Jackie can assist and advise on the setup.
 - d. School intranet. The School's intranet is where all administrative documents can be found. (<https://psyneuro.st-andrews.ac.uk/SitePages/Home.aspx>). Collaborative research sites can also be created here, e.g. book, application or paper authoring.
- (4) *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

- (1) *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 and also in academic presentations and publications.
- (2) *3D Printing* (Keith Haynes – kgh@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.

- (3) *Mechanical* (Keith Haynes – kgh1@st-andrews.ac.uk, Robert Mackenzie - rm234@st-andrews.ac.uk, Michael Kinnear – mk42@st-andrews.ac.uk)
- a. The School has a Mechanical Workshop where the technicians work with plastics, wood, and metal.
 - b. A range of construction techniques are used to produce equipment for research and teaching needs.
- (4) *Electronics* (Robert Mackenzie - rm234@st-andrews.ac.uk)
- a. 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.
 - b. Equipment repair and maintenance.

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 (<http://www.st-andrews.ac.uk/coursecatalogue/pg/>)

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

1: 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 cannot access the 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 all 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 PC: you should complete the online 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 completed 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 that 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 participants outside the school* in their own homes, in schools or in 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 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).

2: 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	20 th Sept	AWAY DAY	
2	27 th Sept	Planning a career in psychology <i>tbc</i>	Practical 1 Bibliographic search; <i>Hilda McNae</i>
3	4 th Oct	Preparing and giving conference talks <i>Dr Thomas Otto</i>	Practical 2 <i>tbc</i>
4	11 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	18 th Oct	Writing and publishing <i>Prof Verity Brown</i>	
6	25 th Oct	Independent Learning Week: Microsoft Office online self-study	
7	1st and 3rd Nov	Mini-conference Note: BOTH Wednesday and Friday morning sessions, 9am to 1pm <i>Dr Thomas Otto and Dr Sam Pehrson</i>	
8	8 th Nov	Communication beyond academia <i>Dr Cat Hobaiter</i>	
9	15 th Nov	Designing a poster presentation <i>Prof David Perrett</i>	
10	22 nd Nov	Getting funding for your research <i>Prof Julie Harris</i>	
11	29 th Nov	Ethics and risk assessment <i>Dr Eric Bowman</i>	Poster session (seminar room)
SEMESTER 2			
1	24 th Jan	CVs and interviews <i>Prof Stephen Reicher</i>	

2	31 st Jan	Mock interviews <i>Prof Stephen Reicher</i>
3	7 th Feb	Impact and commercialisation <i>Prof Verity Brown</i>
4	14 th Feb	Professional conduct <i>Dr Eric Bowman</i>

3: Postgraduate Training Log

Please copy the following sheets as necessary

Skills Self-Assessment Checklist

Name: _____

Supervisor: _____

The following questionnaire is meant to help us determine whether there are any areas of statistics or professional skills in which you might need background training beyond what is offered in formal courses. Please indicate your familiarity with each item listed below. Do not be alarmed if you are unfamiliar with a given item, for we will assist you if there are any gaps in your knowledge. For instance, we can arrange tutorials, direct you to University workshops and clinics, suggest courses that you might wish to audit, and suggest online material and textbooks that might be useful. We will discuss your responses to this questionnaire when you are advised into courses at the start of the academic year.

Familiarity (please put an 'X' in one box)		
I am unfamiliar with this concept	I am somewhat familiar with this concept	I thoroughly understand this concept and can apply it in data analysis

Mathematical background

Decimal notation (e.g., 0.1 vs 1.0)		
Exponentiation (e.g., x^y)		
Inequalities (<, >, ≤, ≥)		
Algebra (use of equations)		
Basic probability theory		

General research terminology

Measurement precision		
Measurement accuracy		
Measurement validity		
Measurement reliability		
Null hypothesis testing		
Type I (α , false positive) errors		
Type II (β , false negative) errors		
p -values		
Statistical power		
Sample vs population		
Dependent variable		
Independent variable		

Proficiency (please put an 'X' in one box)	
I not proficient in this technique	I am proficient in this technique

Word processing

Basic editing (typing, cutting, pasting, deleting text)

Direct formatting of text (bold, italic, underline, etc.)

Using and modifying document-wide styles

Using heading styles for titles of sections of text

Specifying margins

Specifying headers, footers, and page numbers

Composing tables

Incorporating mathematical formulae into documents

Incorporating charts or pictures into documents

Using footnotes or endnotes

Using collaborative editing tools (e.g., inserting comments)

Placing hyperlinks (web links) into a document

Creating a table of contents for a document

Using a bibliographic manager (e.g., EndNote)

Exporting documents to different formats

Using a word processor's spellchecker

Using a word processor's grammar checker

Using graphing packages

Composing simple charts

Editing chart features (labels, grids, colours, etc.)

Adding error bars

Using and saving chart templates

Record of Courses Attended

Title of Course:	Date:
<input style="width: 80px; height: 20px;" type="checkbox"/> present	What was learnt from the course:
<input style="width: 80px; height: 20px;" type="checkbox"/> absent	Reasons for absence:

Title of Course:	Date:
<input style="width: 80px; height: 20px;" type="checkbox"/> present	What was learnt from the course:
<input style="width: 80px; height: 20px;" type="checkbox"/> absent	Reasons for absence:

Title of Course:	Date:
<input style="width: 80px; height: 20px;" type="checkbox"/> present	What was learnt from the course:
<input style="width: 80px; height: 20px;" type="checkbox"/> absent	Reasons for absence:

Title of Course:	Date:
<input style="width: 80%;" type="checkbox"/> present	What was learnt from the course:
<input style="width: 80%;" type="checkbox"/> absent	Reasons for absence:

Title of Course:	Date:
<input style="width: 80%;" type="checkbox"/> present	What was learnt from the course:
<input style="width: 80%;" type="checkbox"/> absent	Reasons for absence:

Title of Course:	Date:
<input style="width: 80%;" type="checkbox"/> present	What was learnt from the course:
<input style="width: 80%;" type="checkbox"/> absent	Reasons for absence:

University Teaching Undertaken

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

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Talks Given

Internally:

--

Externally:

--

Other Relevant Training Activities

Activity type, comments etc.