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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.dundee.com/

This Handbook contains essential information for students in taught postgraduate programmes 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.

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 Rules and Regulations and Academic Policies and Regulations pages:
http://www.st-andrews.ac.uk/pgstudents/rules/
http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/

The Postgraduate Course Catalogue, which outlines programme requirements and gives brief descriptions of the taught modules (compulsory and optional) available to you:
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 and Organisational Development, CAPOD (see: http://www.st-andrews.ac.uk/capod/students/pgtaught/).
Other relevant services described on the CAPOD pages include:

**MSkills**
A programme of workshops, lectures, online resources, mentoring, and networking events and activities designed specifically for taught postgraduates:
http://www.st-andrews.ac.uk/pgstudents/academic/advice/mskills/

**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 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.
## Staff and Student Representatives Involved in Postgraduate Training

<table>
<thead>
<tr>
<th>Title</th>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School (HoS)</td>
<td>Overall responsibility for operation of the School of Psychology &amp; Neuroscience.</td>
<td>Keith Sillar</td>
</tr>
<tr>
<td>Director of Teaching (DoT)</td>
<td>Responsible for the development and quality control of the taught postgraduate programmes.</td>
<td>Mike Oram</td>
</tr>
<tr>
<td>Director of Postgraduates (DoPG)</td>
<td>Strategic management of postgraduate training, admissions, progress review and student welfare.</td>
<td>Ines Jentzsch</td>
</tr>
<tr>
<td>Director of Taught Postgraduates (DirPGT)</td>
<td>Handles the mechanics of the delivery, marking and quality assessment of postgraduate modules on the Taught Masters programmes.</td>
<td>Eric Bowman</td>
</tr>
</tbody>
</table>
| Postgraduate Advisor/Tutor                 | Advises students into modules on arrival and provides course and training related guidance throughout the year. First point of contact for students encountering problems with training or experiencing any other difficulties which adversely affect their work. | For MSc Psychology (Conversion) and MSc Research Methods in Psychology: Karen Spencer  
For MSc Evolutionary and Comparative Psychology: Cat Hobaiter |
| Supervisor                                 | Student’s sponsor and mentor in the School; responsible for supervising and acting as first marker for the Research Project (PS5002/PS5013). | Appointed by PS5002 and PS5013 Module Controller(s)/Advisor(s) |
| 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. | Helen Sunderland            |
Also: First point of contact for the School Ethics Committee; provides administrative support for the ethical application and review process

| Postgraduate Representatives (Taught and Research) | Represent the School’s Postgraduate community; meet informally three times a year with the Head of School, Director of Teaching, Director of Postgraduates and Director of Taught Postgraduates. | Currently: PGT: To be elected PGR: Giedre Zlatkute |
| Postgraduate Committee | Reviews the progress of postgraduate students and any arising issues that affect the postgraduate community. | Convener: Director of Postgraduates |

The Director of Teaching (DoT)

The Director of Teaching (DoT) is responsible for the development and quality control of the taught Master’s programmes. The DoT is also the Convenor of the Teaching Committee, which is the administrative forum in which all teaching within the School is discussed and policy developed. The DoT serves on the Committee that decides whether extensions are granted to PGTs for adverse personal circumstances.

The Director of Postgraduates (Convenor of the PG Committee)

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

- To coordinate and develop policies for all postgraduates, including those in the PhD and MPhil and MSc (by Research) programmes, via 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

Director of Taught Postgraduates (DirPGT)

The role of the Director of Taught Postgraduates (DirPGT) is to be in overall control of the programme of training for taught postgraduate students in the Masters programmes. The DirPGT is responsible for developing and continuously improving the Masters programmes, so please feel free to share with the DirPGT any ideas you have regarding improving the programmes.
Postgraduate Advisor/Tutor

The Advisor/Tutor for your programme will advise you into your modules when you arrive and will provide a point of contact regarding any course or training related issues throughout the year. The Advisor/Tutor should be your first point of contact if you are experiencing problems with any aspect of postgraduate training, or are having difficulties meeting deadlines. 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. If a problem is serious, then you can ask the Advisor/Tutor to raise it on your behalf with appropriate members of staff. Any issues that you raise will be treated in strict confidence.

Your Supervisor

Your Supervisor will be chosen for you when you arrive on the basis of mutual research interests, the availability of staff, and research facilities. Your Supervisor is responsible for providing you with the support, resources and planning required for your research project (PS5002/PS5013).

PGT 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 Teaching Committee. The PGT 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 PGT 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!
General Information

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:

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

Submission of Continuous Assessment

Unless you are instructed otherwise, all written work should be submitted electronically using the University’s online coursework system, MMS (https://mms.st-andrews.ac.uk/mms/). Electronic receipts are automatically issued following the uploading of work to MMS; you must save this receipt, since it will be taken as proof of submission in the event of any computer system failure.

Penalties for the Late Submission of Assessed Work

University policy on the late submission of continuous assessment may be found at (https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/penalties.pdf). The penalty scheme is chosen according to the nature of the module and the particular assignment - it should be noted that the School of Psychology & Neuroscience uses option A.

Extensions to Deadlines for the Submission of Continuous Assessment

In exceptional circumstances, an extension to the deadline for the submission of continuous assessment may be granted. It is expected that reasons for requesting an extension will be of a serious, rather than of a trivial, nature and unforeseeable rather than foreseeable; for example, extensions may be granted on medical grounds but will not be granted for such
things as last minute computer breakdown or disc corruption; it is important that you manage your work appropriately in order to allow for such possibilities.

**Requesting an Extension**

Please note that Module Controllers do not grant extensions; if you require an extension, you must complete the *Notification of problems (PG)* form provided on the School’s website ([http://www.st-andrews.ac.uk/psychology/current/pg/](http://www.st-andrews.ac.uk/psychology/current/pg/)) and submit it to the Postgraduate Administrator, Helen Sunderland ([hes1@st-andrews.ac.uk](mailto:hes1@st-andrews.ac.uk), Room 2.51). All requests for extensions will then be considered by a Committee normally comprising of the Director of Taught Postgraduates, Director of Teaching and Director of Postgraduates, who will consult relevant staff (e.g., Module Controllers or Supervisors in the case of Reviews/Projects) before returning a decision.

**Absence Reporting**

Please note that, in addition to completing the School’s *Notification of Problems (PG)* form, all absences from timetabled classes/events, or any other compulsory elements of a module, should be reported, as soon as is practical, by completing a Self-Certificate of Absence. See: [http://www.st-andrews.ac.uk/students/advice/academic/absencereporting/](http://www.st-andrews.ac.uk/students/advice/academic/absencereporting/)

**Leave of Absence for long-term adverse personal circumstances**

If you require an extended break in your studies due to adverse personal circumstances, you can apply for a Leave of Absence (see: [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/leave-of-absence.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/leave-of-absence.pdf)). As noted in the policy, if taken during the two teaching semesters, the minimum Leave of Absence is one semester.

**Working away from St Andrews for long periods**

The University expects all Masters students to live within a ‘commutable distance’ during the academic term. However, some Masters 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 more than 10 consecutive days for academic reasons, you must obtain approval from the University. The policy regarding this can be found at: [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/location-of-studies.pdf](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 all students who require the University to sponsor visas.
Printing, Copying and Scanning

The University provides a central print service called UniPrint (see: https://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 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 & 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.

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://psynuero.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 for reimbursement of expenses must conform to the University’s Financial Regulations and must be supported by receipts; for details, see: https://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.

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, 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 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 (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 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: 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 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:

(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 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.

(5) 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.
Computing

A cluster of computers has been provided for shared access by Master students (Carnegie Wing, Bute Building – C37). Additionally, students can access the University wireless network through a service called Eduroam (see http://www.st-andrews.ac.uk/itsupport/network/networkservices/wirelessaccess/). 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.

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

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 Seminar Room 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

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.
   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 but also academic presentations and publications.

(2) **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.

(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.
MSc Research Methods in Psychology

Programme Overview

The development of the MSc Research Methods in Psychology was based on an initiative in the Social Sciences to provide interdisciplinary training in the social sciences plus advanced research training in psychology. However, the MSc has also interested psychologists who do not study social interactions but who wish to increase their research skills. The MSc Research Methods is recognised by the Economic and Social Research Council (ESRC) as an approved course. An overview of the formal, taught modules is shown below:

Taught Component

<table>
<thead>
<tr>
<th>Compulsory Modules</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS5003 Generic Research and Professional Skills in Psychology</td>
<td>30</td>
</tr>
<tr>
<td>PS5005 Methods of Data Analysis in Psychology</td>
<td>30</td>
</tr>
<tr>
<td>SS5102 Philosophy and Methodology of the Social sciences</td>
<td>15</td>
</tr>
<tr>
<td>SS5103 Qualitative Methods in Social Research</td>
<td>15</td>
</tr>
<tr>
<td>SS5104 Quantitative Research in Social Science</td>
<td>15</td>
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</tbody>
</table>

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      |

For detailed descriptions of the modules, please see the University's Course Catalogue (http://www.st-andrews.ac.uk/coursecatalogue/pg/) and the University online course management system called Moodle (https://moodle.st-andrews.ac.uk/moodle/).

Please note that not all of the training is based on coursework per se. In fact, the structure of the programme is based on a number of interwoven threads of training, only the first two of which are based on taught modules:

- A programme of interdisciplinary modules (modules with the SS prefix) covering fundamental professional skills, research methods, analytical approaches and ethical issues encountered in all fields of social science (see Being a Social Scientist in table above). The programme includes students from Psychology & Neuroscience, Sustainable Development, Business Management, Geography and Medicine. As you can infer from this list, the intellectual approaches vary enormously across these fields. A major goal of the interdisciplinary programme is to familiarise you with the entire gamut of social science research so that you can make educated decisions about the avenues of research that you wish to pursue. Equally important, the programme will introduce you to both students and staff in other fields of social science, thereby fostering an intellectual milieu encouraging open-mindedness and
The students whom you meet today are likely to be your future colleagues (and ours).

- A programme of core research skills specific to psychology (see Professional Skills in table above). Psychology differs from many other social sciences in the extent to which we utilise experimental and quasi-experimental designs. Furthermore, in addition to qualitative research in psychology, much of the work in our field is based on statistical analyses. These two features of psychology require an additional set of skills that will be taught in advanced modules in psychology.

**Relationship to the PhD training programme**

The MSc Research Methods is meant to provide the research and professional skills that are required to perform doctoral research successfully. This allows students to pursue a subsequent 3-year PhD after obtaining the MSc (this is described as a “1+3” programme in the jargon). For students who have ESRC-funded studentships for four years, successful completion of the MSc Research Methods allows entry into our PhD programme.

Under normal circumstances for other students it is possible to apply to our PhD in Psychology after successfully completing the MSc. Indeed, if your academic performance has reached the required threshold in the taught components of the Masters degree, it is possible to request re-registration for the PhD (see [http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/pg-change-of-reg.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/pg-change-of-reg.pdf)).

Please note that we are unable to provide stipends for all qualified applicants to the PhD programme; internal studentships are granted on a competitive basis. Therefore, we encourage MSc students who wish to pursue a PhD with us to explore all sources of funding, including grants or studentships from external organisations.

Finally, if you decide you do not wish to stay in St Andrews for a doctoral degree we will support you in looking for employment or for advanced training elsewhere. The University’s Careers Advisory Service is useful in this regard (see [https://www.st-andrews.ac.uk/careers/](https://www.st-andrews.ac.uk/careers/)). Moreover, we have an ethos of providing career advice within the School, so please do ask your Supervisor – or any other academic member of staff whose opinion you respect – for career guidance and help.
MSc Research Methods Timetables

The following timetables show the standard class time for each module and are, therefore, provided for guidance only. There may be additional and/or alternative classes in some weeks – these may be held on a different day and/or at a different time to that shown here; certain classes may also take place in a different venue. For a detailed schedule, please refer to individual module handouts and the email and Moodle updates provided by the Module Controller.

### Semester 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
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<th>Wednesday</th>
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<tbody>
<tr>
<td>09:00–10:00</td>
<td></td>
<td>PS4091</td>
<td>PS5003*</td>
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<td>Seminar Rm/1.02/3/6</td>
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<td>10:00–11:00</td>
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<td>Time set aside for PS5021</td>
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<tr>
<td>12:00–13:00</td>
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<td>Time set aside for PS5021</td>
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<td>School Seminar</td>
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<td>14:00–15:00</td>
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*Please note that there will be additional and extended sessions of PS5003 in Weeks 7 and 11.*

### Semester 2

<table>
<thead>
<tr>
<th>Time</th>
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<td>Butts Wynd 3</td>
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<td>Psycholoquia/ Time set aside for PS5021</td>
<td>School Seminar</td>
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<td>Arts Seminar 3</td>
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</table>
MSc in Evolutionary and Comparative Psychology

Programme Overview

The MSc in Evolutionary and Comparative Psychology is based on an initiative of the School of Psychology & Neuroscience to offer training in one of its main areas of excellence. The main aim of the proposed programme is to provide advanced research training in a range of intellectual and practical skills associated with evolutionary and comparative approaches to the study of mind. On completion, students should be equipped with the necessary skills to facilitate research at MPhil or PhD level. The programme will provide a detailed knowledge of the evolutionary and comparative literature and principal theoretical and methodological issues in this field. The programme will also provide students with the statistical and methodological skills necessary to undertake research in evolutionary psychology.

The Masters programme will comprise a number of compulsory core modules plus a number of optional modules over one year.

### Taught Component

<table>
<thead>
<tr>
<th>Compulsory Modules</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>PS5005 Methods of Data Analysis in Psychology</td>
<td>30</td>
</tr>
<tr>
<td>PS5010 Principal Approaches to the Origins of Mind</td>
<td>30</td>
</tr>
<tr>
<td>PS5011 Empirical Approaches to the Evolution of Communication</td>
<td>15</td>
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<tr>
<td>PS5012 Origins of Human Cognition</td>
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</table>

<table>
<thead>
<tr>
<th>Optional Modules (max. 30 credits)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PS5003 Generic Research and Professional Skills in Psychology</td>
<td>30</td>
</tr>
<tr>
<td>PS5021 Methodologies of Psychology and Neuroscience</td>
<td>15</td>
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<tr>
<td>PS5031 Review – approaches to the study of mind</td>
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<tr>
<td>PS4085 Evolution and Development of Social and Technical Intelligence</td>
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<tr>
<td>PS4086 Origins and Evolution of Mind Reading (Theory of Mind)</td>
<td>15</td>
</tr>
<tr>
<td>PS4096 Mechanisms of Behaviour</td>
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</table>

### Research Component

<table>
<thead>
<tr>
<th>Research Project</th>
<th>60</th>
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</thead>
</table>

For detailed descriptions of the modules, please see the University’s Course Catalogue (http://www.st-andrews.ac.uk/coursecatalogue/pg/) and the University online course management system called Moodle (https://moody.st-andrews.ac.uk/moodle/).

Relationship to PhD Programme

The MSc Evolutionary and Comparative is meant to provide the research and professional skills that are required to perform doctoral research successfully. This allows students to pursue a subsequent 3-year PhD after obtaining the MSc (this is described as a “1+3” programme in the jargon). For students who have ESRC-funded studentships for four years,
successful completion of the MSc Evolutionary and Comparative allows entry into our PhD programme. Under normal circumstances for other students it is possible to apply to our PhD in Psychology after successfully completing the MSc. Indeed, if your academic performance has reached the required threshold in the taught components of the Masters degree, it is possible to request re-registration for the PhD (see http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/pg-change-of-reg.pdf).

Please note that we are unable to provide stipends for all qualified applicants to the PhD programme; internal studentships are granted on a competitive basis. Therefore, we encourage MSc students who wish to pursue a PhD with us to explore all sources of funding, including grants or studentships from external organisations.

Finally, if you decide you do not wish to stay in St Andrews for a doctoral degree we will support you in looking for employment or for advanced training elsewhere. The University’s Careers Advisory Service is useful in this regard (see https://www.st-andrews.ac.uk/careers/). Moreover, we have an ethos of providing career advice within the School so please do ask your Supervisor – or any other academic member of staff whose opinion you respect – for career guidance and help.
# MSc in Evolutionary and Comparative Psychology Timetables

The following timetables show the standard class time for each module and are, therefore, provided for guidance only. There may be additional and/or alternative classes in some weeks – these may be held on a different day and/or at a different time to that shown here; certain classes may also take place in a different venue.

For a detailed schedule, please refer to individual module handouts and the email and Moodle updates provided by the Module Controller.

## Semester 1 (see separate timetable for PS5011)

<table>
<thead>
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<th>Time</th>
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<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
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<td>PS5003* Seminar Rm</td>
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*Please note that there will be additional and extended sessions of PS5003 in Weeks 7 and 11.

## PS5011: 26 September and w/c 09 October

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<tr>
<th>Time</th>
<th>Tuesday 26 Sept</th>
<th>Monday 9th Oct</th>
<th>Tuesday 10th Oct</th>
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<tr>
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* Semester 2...
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<thead>
<tr>
<th>Time</th>
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<td>09:00–10:00</td>
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<td>Wks 1-4: PS5003 Seminar Rm</td>
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<td></td>
</tr>
<tr>
<td>12:00-13:00</td>
<td>PS5005 Butts Wynd 3</td>
<td>PS4096 Wks 1-4, 6, 7, 9: Bute C28 Wks 5, 8, 19: Seminar Room</td>
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<td>School Seminar</td>
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<td>Psycholoquia/ Time set aside for PS5021</td>
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MSc Psychology (Conversion)

Programme Overview

The MSc Psychology (Conversion) is aimed at students who have no prior experience of psychology and who want to open up the path to a future in the discipline. The main aim of the proposed programme is to provide advanced research training in a range of intellectual and practical skills associated with the study of psychology. On completion, students should be equipped with the necessary skills to facilitate research at MPhil or PhD level. The programme will provide a broad coverage of the psychology literature and principal theoretical and methodological issues in this field. The programme will also provide students with the statistical and methodological skills necessary to undertake research in psychology.

We expect students to have prepared for the course before arrival by reading a first year Psychology textbook such as *Psychology: The Science of Mind and Behaviour* by Holt, Bremner, Sutherland, Vliek, Passer & Smith (2012; McGraw-Hill).

The Masters programme will comprise a number of compulsory core modules plus a number of optional modules over one year.

**Taught Component**

<table>
<thead>
<tr>
<th>Compulsory Modules</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SS5104 Quantitative Research in Social Science</td>
<td>15</td>
</tr>
<tr>
<td>PS5005 Methods of Data Analysis in Psychology</td>
<td>30</td>
</tr>
<tr>
<td>PS5231 Conceptual Issues and Theoretical Perspectives</td>
<td>10</td>
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<tr>
<td>PS5232 Assessment in Clinical Psychology</td>
<td>10</td>
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<tr>
<td>PS5233 Developmental Psychology</td>
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<td>PS5234 Social Psychology</td>
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<tr>
<td>PS5240 Review</td>
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**Optional Modules**

One of:
- PS5235 Cognitive and Behavioural Neuroscience: 10
- PS5236 Evolutionary and Comparative Psychology: 10

One of:
- PS5237 Perception: 10
- PS5238 Cognition: 10

**Research Component**
- PS5002 Research Project: 60

For detailed descriptions of the modules, please see the University's Course Catalogue (http://www.st-andrews.ac.uk/coursecatalogue/pg/) and the University online course management system called Moodle (https://moody.st-andrews.ac.uk/moodle/).
In addition to attending lectures with undergraduates, as a Conversion Course student you will attend 5 additional one-hour tutorials for the ‘content modules’ (PS5231-PS5238) that convey knowledge about the subject matter of psychology rather than research methods *per se*. Prior to starting the course you will have read the recommended introductory textbook where you will have learned about the basics of psychology and its sub-disciplines. All content modules provide additional background readings to help acquire further background knowledge about the different subareas. The tutorials will provide an opportunity to discuss your readings and help you consolidate a well contextualized and appropriately broad understanding of psychological knowledge. For more specialized issues, you will seek help from the individual lecturers (your tutor will give you guidance about this). This is an essential component of the Conversion Course, which will help you acquire an advanced evaluation and integration of the material provided in the content modules. A second aim of the tutorials is to provide students with the opportunity to acquire advanced generic skills. For example, tutorials in PS5240 will include sessions on essay writing skills, evaluation and critique or research articles, development and discussion of research proposals, preparation of posters and talks, discussions on academic misconduct, ethics, risk assessment and safety related to their planned research projects, and become acquainted with issues of knowledge transfer. Students will be given the chance to lead group discussions and apply research to the real world. In the first meeting your tutor will provide you with further details about the tutorial structure and content.

**Relationship to PhD Programme**

It is possible to apply to our PhD in Psychology after successfully completing the MSc. However, as the PhD requires *the completion* of an undergraduate or Master’s degree in Psychology, it is not possible to gain approval for re-registration from the MSc Psychology (Conversion) to the second year of PhD study.
MSc Psychology (Conversion) Timetables

The following timetables show the standard class time for each module and are, therefore, provided for guidance only. There may be additional and/or alternative classes in some weeks – these may be held on a different day and/or at a different time to that shown here; certain classes may also take place in a different venue. *For a detailed schedule, please refer to individual module handouts and the email and Moodle updates provided by the Module Controller.*

### Semester 1: First Half: w/c 18 September 2017

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<tr>
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<td>PS5235 Maths Lecture D</td>
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### Semester 1: Second Half: w/c 30 October 2017

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Semester 2...
### Semester 2: First Half: w/c 29 January 2018

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Appendix

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).