School of Psychology & Neuroscience

University of
St Andrews

Taught MSc Handbook
2018-19

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Introduction

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

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

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

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

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

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

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

Training and Development

Capod

Complementing the training that you will receive from the School, the University offers a range of training programmes that are relevant to postgraduates; these are co-ordinated by the Centre for Academic, Professional and Organisational Development, CAPOD (link).

CAPOD helps students develop the skills they need for their academic studies and beyond. They do this via four strands of a programme called MSkills (link).

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

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

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

For help on general academic skills see this link and for specific help for mathematics and statistics see this link. You also have the opportunity to self-study and sit exams for a Microsoft Office Specialist (MOS) certificate which is a globally recognised IT qualification. Taking part in MOS is free of charge for students at St Andrews; something that's not normally the case in other Universities. CAPOD will also be running a series of dissertation writing workshops and a 'dissertation bootcamp' in the summer which offers a supportive group environment for writing.

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

The fourth strand is aimed at helping you find employment after you graduate. CAPOD runs the Professional Skills Curriculum which is a development programme open to all students. It is structured around 11 key graduate skills which employers value and they are delivered via online workshops, lunchtime and evening lectures, and practical skills sessions. The programme has everything from leadership to resilience; influencing skills to public

speaking; project management to networking. You are welcome to dip in and out of the programme as you wish, but if you complete 8 or more topics over an academic year and submit a skills analysis and reflective essay, you receive a certificate and your achievement is listed on your degree transcript. The PSC is endorsed by the Institute of Leadership and Management.

For more information on any of these initiatives, visit the CAPOD webpages (link) or our CAPOD office (Hebdomadar's Block, St Salvator's Quad). In addition to the training and development opportunities described on the CAPOD pages, the University's English Language Teaching service (ELT) offers free language support for students at all levels who are users of English as a second or additional language through their In-sessional English Language Service, iELTS (link).

School Staff and Student Representatives involved in Postgraduate Training

Title	Role	Name
Head of School (HoS)	Overall responsibility for operation of the School of Psychology & Neuroscience.	Gareth Miles Deputy Head of School: Josep Call psyhos@st-andrews.ac.uk
Director of Teaching (DoT)	Responsible for the development and quality control of the taught postgraduate programmes.	Mike Oram psydot@st-andrews.ac.uk
Director of Postgraduates (DoPG)	Strategic management of post-graduate training, admissions, progress review and student welfare.	Ines Jentzsch ij7@st-andrews.ac.uk
Director of Taught Postgraduates (DirPGT)	Handles the mechanics of the delivery, marking and quality assessment of postgraduate modules on the Taught Masters programmes.	Eric Bowman emb@st-andrews.ac.uk
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.	MSc Psychology (Conversion) and MSc Research Methods in Psychology: Sam Pehrson sdp21@st-andrews.ac.uk MSc Evolutionary and Comparative Psychology: Cat Hobaiter clh42@st-andrews.ac.uk

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)
Module Co-Ordinators	Responsible for the planning, delivery and assessment of postgraduate module(s)	See Appendix
Examinations Officer	Oversees preparation, checking and submission of exam papers to the University's Examinations Office and the checking and submission of module grades and degree classifications prior to the module board meetings and final reporting	Semester 1: Dhanraj Vishwanath dv10@st-andrews.ac.uk and Akira O'Connor aro2@st-andrews.ac.uk Semester 2: Akira O'Connor
Disability Co-Ordinator	Overseas provision for students with special needs at all levels of teaching, liaising with the University Disabilites Team (in Student Support Services) and individual Module Co-Ordinators; advocates for the students.	Reiner Sprengelmeyer rhs3@st-andrews.ac.uk
Postgraduate and School Ethics Administrator	First point of contact for current and prospective postgraduates; provides administrative support for post-graduate admissions, training, progress review and teaching and assessment processes, including requests for deadline extensions. Also: First point of contact for the School Ethics Committee; provides administrative support for the ethical application and review process	Helen Sunderland Rm: 2.51 pgsecpsych@st-andrews.ac.uk psyethics@st-andrews.ac.uk
Postgraduate Student Representatives: Taught (PGT) and Research (PGR)	Represent the School's Postgraduate community; meet informally three times a year with the Head of School and Directors of Teaching, Postgraduates and Taught Postgraduates.	Currently: PGT: *To be elected* PGR: *To be elected*

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, 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 all 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).

Student 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

Registration deadline and failure to register

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

University calendar

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

The dates for all examinations are:
Semester 1 Exam Diet: Saturday, 8 December – Friday, 21 December 2018
Semester 2 Exam Diet: Saturday, 11 May – Friday, 24 May 2019

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 location of studies can be found at this link. 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 their visas.

Wellbeing, Advice, and Support for Students

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

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

- Developing independence: This means that you actively seek out information, take charge of finding the right balance between your study and personal life and take responsibility for your behaviour.

- Facing challenges: It's perfectly normal to find things challenging in your academic studies and general student life. Some challenges may lead to disappointment or even failure. The important thing to remember is that you will be strengthened by these challenges, developing important life-skills such a problem-solving and resilience.

- Being involved: As a student at St Andrews you are part of several communities, and you have the opportunity to become involved with them. You are part of the community within your academic school, part of the broader University community and part of the wider community of the St Andrews town. You are encouraged to make the most of the academic, social, societies and sports opportunities on offer as a way to positively build knowledge, skills, support networks, and physical and mental wellbeing.

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

Disability Support

If you require support for disability reasons, for example teaching and exam arrangements, please contact the Disability Team in Student Services (link) who can provide support for a wide range of disabilities such as learning difficulties, visual and hearing impairments, mobility difficulties, Asperger's, mental health, long standing medical condition and much more.

Recording Devices in Lectures

If you have a disability or some medical condition which means that you are unable to take notes in lectures, you may seek permission from Student Services to use a voice recorder or other computer-based device to record lectures and/or tutorials. If you are not authorised by Student Services to record lectures then you must request permission from the relevant academic member of staff prior to the lecture taking place. The formal policy regarding this can be found at this link and guidance for students can be found at this link.

Good Academic Practice

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

Ethical Review of Research Proposals

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

The School Ethics Committee (SEC) is a sub-committee of the University Teaching and Research Ethics Committee (UTREC, link) and reviews proposals for research involving humans, and for research involving animals which does not require a Home Office License (for guidance on this, see this link). Any research undertaken with animals which does require a Home Office License must be reviewed by the University's Animal Welfare and Ethics Committee (AWEC, link).

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

University grade reporting scale

The University uses a 20-point Common Reporting Scale for grades (i.e. a 20-point basic scale reported to one decimal point for final module grades). Details of the Common Reporting Scale can be found at this link. 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 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)

Marking and Reassessment of 5000-level modules and Classification of PGT Masters Degrees

The policy on Taught Postgraduate Guidelines for Credits, Grades, and Awards can be found at this link.

Marking of 5000-level modules:
This policy reflects the introduction of 'Pass', 'Merit', and 'Distinction' grade boundaries, as well as the right to reassessment for PGT Masters students who fail modules between grades 4.0 and 6.9. Further information can be found at this link.

Reassessment of 5000-level modules is permitted for PGT students who have failed 5000 level modules with grades between 4.0 – 6.9, and PGT students who have successfully completed module reassessments and met all other programme requirements will be able to graduate with a PGT Masters. A pass in these reassessed modules will be capped at a 7.0, which will be included when calculating the credit-weighted mean for classification. Please note, reassessment is not available for the dissertation component of PGT programmes.

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

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

Information on the classification of PGT Masters Degrees can be found at this link

Deans' List

This is an award for academic excellence, promoted by the Deans of the University. Postgraduate Taught students who achieve an outstanding overall result are eligible for the Deans' List at the point of award or graduation. Only students who successfully complete their intended award will be eligible, and all credits must be taken within the four Faculties of St Andrews. Any student who meets these conditions and who obtains a St Andrews GPA, the credit-weighted mean of all grades awarded from both taught and dissertation modules (where applicable), of 16.5 or above will be recorded on the Deans' List. Guidelines for Credit, Grades and Awards for Taught Postgraduate students are available at this link. Full details of all the criteria and conditions for the Deans' List are available at this link

Submission of Continuous Assessment

Unless you are instructed otherwise, all written work should be submitted electronically using the University's online coursework system, MMS (link). 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.

Illegible Exam Scripts

It is your responsibility to ensure that your handwritten answers provided in examination scripts are legible and can be read by the markers. If a script cannot be read by the marker then this could result in a delay in confirming your module grade. You may be charged for a transcription service and could be required to return to the School(s) concerned in order to transcribe the script. If you have already left St Andrews then you will have to bear the costs of any return travel to the University.   More information is available at this link.

Feedback on Assessed Work

Continuous Assessment

Students must receive routine feedback on any work that they have submitted. Feedback will give you advice that will guide you in improving your learning and future performance. Feedback opportunities vary from school to school but can include individual face-to-face discussion, written commentaries on work or electronic feedback, for example through Moodle or MMS. In most cases, the School aims to provide feedback on continuous assessment assignments within three weeks. Occasionally feedback is delayed due to circumstances beyond our control (e.g., staff illness), but we will inform students as soon as possible if this is the case.

Exams

Feedback on examination performance can be given to a class as a whole or if you wish detailed feedback from a member of academic staff on an examination script, you should

contact your School to arrange a suitable time. No fee is charged for this type of feedback. Students are however also entitled to request a hard copy of any of their own completed examination scripts. If a photocopy of the script is required for personal reference, please contact your School and, on payment of a fee of £10 per examination script, a photocopy will be provided for you within five working days. Such requests should be made by the end of Week 3 of the semester that follows the examination diet and should be directed to the relevant Module Coordinator(s) in the first instance.

Penalties for the Late Submission of Continuous Assessment

University policy on the late submission of continuous assessment may be found at this link. 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 on page 2 of the document.

Penalties for Work of Incorrect Length

Most assignments in the MSc will have a word limit (note that a word limit is not a word target). University policy on assignments that go over the word limits may be found at this link. 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 C on page 3 of the document.

Academic Alerts

Academic Alerts are a way of helping students who are having trouble coping with their studies, such as missing deadlines for handing in work, or missing compulsory tutorials. The aim of the Alert system is to help students by flagging up problems before they seriously affect students' grades. Academic Alerts will be issued by email from a member of staff within the School and will tell students what is wrong and what they are required to do (e.g. attend classes in future). The Alerts will also tell students what support the University can offer. If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module. The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student's permanent transcript. For more information on Academic Alerts and details on how the categories work, see this link. Guidance for students is available at this link

Early Academic Intervention

The University operates an early academic intervention system for students whose academic performance is puts them at risk of not meeting the required standard (see the policy document at this link). This policy applies if your overall academic performance across all modules is of concern. This compliments the academic alert systems used for individual modules. Poor academic performance can result in formal warnings and, in the extreme, termination of studies. Obviously, we will do our best to help you, so if you are

struggling in many of your modules then please see you Academic Advisor/Tutor as soon as possible.

Special Circumstances - 'S' coding

'S' Coding is the method the University uses to recognise that special circumstances have affected performance in the modules concerned. 'S' coding may only be applied to Honours or taught postgraduate modules, except for taught postgraduate project or dissertation modules which are excluded. 'S' coding may only be applied with the explicit consent of the student and with the approval of the School. The final decision to 'S' code a module grade rests with the School. You should be aware that a maximum of 50% of the taught element of a postgraduate award may be 'S' coded.

If you feel that most or all of the work of a module has been adversely affected by personal circumstances during your Honours years or during the taught modules of a taught postgraduate programme you should contact your School in the first instance indicating the circumstances of the difficulty experienced. This may relate to ongoing illness, close family bereavement or other significant personal difficulties.

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

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 cannot grant extensions; if you require an extension, you must complete the Notification of problems (PG) form provided on the School's website (link) and submit it to the Postgraduate Administrator, Helen Sunderland (pgsecpsych@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.

Deferred Assessment

If you are granted permission to submit work or take an examination past the date at which the module boards meeting to final a grade for a module, the process is called deferred assessment. The University policy regarding this can be found on page 13 of the document found at this link.

Absence Reporting

If you are unable to attend multiple classes or cannot make deadlines due to adverse personal circumstances, then please submit a Notification of Problems (PG) form that can be found at this link. This a requirement of the School of Psychology & Neuroscience. In addition there are additional policies and requirements from the University that are summarised below.

Absence from Classes

Attendance is a basic assessment requirement for credit award, and failure to attend classes or meetings with academic staff may result in your losing the right to be assessed in that module. Please ensure that you are familiar with the 'Academic Alert' policy as found at this link . If you have missed timetabled classes/events or any other compulsory elements of the module due to illness or an unavoidable pre-arranged event or appointment, you must complete a Self Certificate of Absence form as soon as possible. Please go to http://mysaint.st-andrews.ac.uk/; the relevant section can be found under 'My Details'.

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

Completion of a Self Certificate is not an acceptable substitute for contacting your tutors well in advance if you have to be absent. Advance notice of absence is acceptable only for good reason (for example, a hospital appointment or job interview). It is your responsibility to contact the appropriate member of staff to complete any remedial work necessary.
If you are an international student (non-EEA nationals only), you will be affected by recent changes introduced by the UK in relation to immigration rules and visas. The University is now legally bound to report to the UKVI any student who fails to enrol on a module or programme of study, or who fails to attend, or who discontinues their studies.

Absence from Examinations

Absence from Examinations due to illness or any other unavoidable reason should be reported by submitting a Self Certificate of Absence form as soon as you are able to do so, preferably before the examination is due to take place and, in any case, *no later than three*

days after the examination. You must contact the School responsible for the module being examined in order to request alternative arrangements, which are at the discretion of the School. You are only required to notify the University Examinations Officer if there is a problem submitting the Self-Certificate.

Contact:
Examinations Officer
The Old Burgh School, Abbey Walk
Telephone: 01334 464100
Email: examoff@st-andrews.ac.uk

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 the policy document at this link). As noted in the policy, if taken during the two teaching semesters, the minimum Leave of Absence is one semester.

Withdrawal from Studies

If you are considering withdrawing from your studies at the University you should discuss the matter with the Advice and Support Centre (ASC, link) in the first instance. You should arrange to do this as early as possible as there are often alternative options open to you that would not require the final step of permanent withdrawal from the University. If you do decide you wish to withdraw from your studies you must contact your Registry Support Officer who will be able to offer guidance on your options and who will ensure that the process is completed correctly. You should be aware that there are fee implications, as well as implications to your leave to remain in the UK if you are an overseas student, when you withdraw from your studies part of the way through an academic year. You should therefore ensure you contact the Money Adviser and the International Adviser in Student Services to obtain early advice on the final implications of your decision before you complete your withdrawal. Further information available at the following link.

Academic appeals, complaints and disciplinary issues

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

Such issues normally fall into one of three categories:

- An appeal requesting a formal review of an academic decision: where, for example, the University has made a judgement about your assessed work or progression within a course of study which you have grounds to query (see the relevant Policy on Student Academic Appeals at this link);

- Complaints: where you are dissatisfied with the quality or standard of service that you have received from any part of the University, either academic or non-academic (see the University's Complaints Handling Procedure at this link);

- Disciplinary cases - where the University has grounds to believe that you have conducted yourself in an unacceptable manner in either an academic or non-academic context. Academic Misconduct is dealt with under the Good Academic Practice Policy (link); Non-Academic Misconduct is dealt with under separate procedures outlined at this link.

If there are extenuating personal circumstances that may affect your academic performance or impact on your progression you **must** bring these to the attention of an appropriate member of staff (for example your Academic Adviser, Module Coordinator or the appropriate Pro Dean) as soon as possible and normally prior to completing any assessment. If you base a subsequent academic appeal on such extenuating personal circumstances, you will be required to provide valid reasons to explain why you failed to notify the examiners or other relevant persons of these circumstances prior to completing the assessment.

Using the Right Procedure

If you are unsure whether to use the Appeals procedure or the Complaints procedure, there is a key question to ask yourself. What kind of outcome are you seeking? If you are seeking to have an academic decision changed (such as a mark or grade, a decision about progression, or termination of studies), then you **must** use the Appeals procedure. The permissible grounds for submitting an appeal are clearly detailed therein. If you are dissatisfied with the level of service you have received from the University, or if you believe that a service needs to be improved, or that the University has failed (for example) to follow one of its administrative processes properly, then the Complaints procedure is normally more appropriate. For matters involving teaching in general, there are also feedback opportunities through Staff-Student Consultative Councils, module questionnaires and School presidents.

You can make both a personal Complaint and an Appeal, by using both the Appeal and Complaints procedures, but it must be emphasised that changing an academic judgment or decision is not one of the outcomes from the Complaints procedure used alone.

Further guidance and support

The Students' Association provides independent and confidential help and advice for students who are contemplating submitting an academic appeal, complaint or are having discipline proceedings taken against them. The Students' Association employs Iain Cupples, the Student Advocate (Education) who can be contacted at inc@st-andrews.ac.uk, 01334 462726). Iain's, job it is to ensure that you receive help with writing and submitting a submission. Iain can also accompany you to any hearing. He should be your first point of contact as soon as you feel you need help.

Student Fees

Graduating in person or *in absentia* marks the end of your degree or diploma course of studies at the University of St Andrews. If you have been accepted onto a new degree or diploma programme at the University, the new programme is separate and distinct from the course of studies from which you are about to graduate, and you will be liable for all fees associated with that new programme.

Working in the School of Psychology & Neuroscience

School Office

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

Opening Hours:
Monday – Friday: 08:45 am – 17:00 pm

Contact:
psych@st-andrews.ac.uk
Telephone: 01334 362157

Security

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

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

- On weekdays individuals must sign in if they arrive before 8.00 am; if they then leave
  before 8.00 am they should sign out, but if they remain in the building they need take no further action - records are effectively cleared at the start of the working day.

- All members of the School must sign in if they are present in the building after

6.00 pm, without exception and regardless of all other considerations. They should sign out when they leave.

- At weekends, everyone working in the building should sign in, whatever time they arrive, and sign out when they leave.
- Please note that these timings allow no leeway: before 8.00 am means before 8.00 am; after 6.00 pm means after 6.00 pm, regardless of how long before or after. Failure to follow these security procedures will result in the forfeiture of your access privileges to the building out of normal working hours.

- If you see any stranger acting suspiciously, then contact the local Janitors or the Out of Hours team (on Ext. 6161). If it is obvious that immediate police assistance is required, please contact the emergency services (dial 9-999 from an internal landline). As well as giving your location, it is helpful to the police if you are able to provide a good description of the person including their gender, age, height and build, hair colour, clothing, accent and any distinguishing features. Any call to the emergency services must be reported to the Out of Hours team immediately; you should also inform your Head of School as soon as possible. At no time must you take any action which may place yourself or others at risk.

Health and Safety

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

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

Risk Assessments

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

- Fieldwork: All work conducted outside University property – whether locally or further afield - is considered to be Fieldwork and **must** be assessed for risk using the appropriate Fieldwork Risk Assessment (Solo or Group) form; these forms can be found in the Travel Guidance section of the Environmental, Health and Safety

Services Moodle web page at this link. Your Supervisor will be able to guide you through this process.

- Research Activities*:* In addition to fieldwork (as defined above), all projects requiring ethical approval must be assessed for risk using the appropriate forms (see Health and safety forms at this link). Risks in this area might include lone working or manual handling of heavy research equipment, for example. Your Supervisor will be able to direct you in these matters.

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

Travel Insurance

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

Financial Matters

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

Procurement

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

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

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

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

The School requisition form can be found at this link.

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

Claims for Reimbursement

All claims for reimbursement of expenses must conform to the University's Financial Regulations and must be supported by receipts; for details, see this link. The School Finance Administrator, Karen Rae (kr@st-andrews.ac.uk) is located in the School Office and is responsible for paying invoices, processing expense claim forms, grant transfers and the day-to-day running of the accounts system.

Computing

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

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

Printing, Copying and Scanning

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

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

Printing and Binding Your Thesis

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

Research/Meeting Room Bookings

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

Coffee Room

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

Building Maintenance

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

Stationery and Office Supplies

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

Student Mailboxes

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

Postage

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

School Seminars

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

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

Psycholoquia

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

Workshop

Technical Support

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

IT and Multimedia support

Email: psy-picts@st-andrews.ac.uk
Tel: 3088 or 2078

Audio-Visual

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

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

PC/Mac Maintenance

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

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

IT and Media

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

- School website. Masters students are listed on the main site but do not have a profile page. PhD students have a profile page and are requested to send a photo and outline to mailto:psy-picts@st-andrews.ac.uk.
- Digital signage. Please contact Jackie if you'd like anything shown on the digital signage, e.g. events or research.
- WordPress pages. The School encourages the use of WordPress pages to promote lab/group research activity. Jackie can assist and advise on the setup.
- School intranet. The School's intranet is where all administrative documents can be found (link). Collaborative research sites can also be created here, e.g. book, application or paper authoring.

Programming

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

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

Mechatronic design and construction

Email: kgh1@st-andrews.ac.uk
Tel: 2079

CAD

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

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

3D Printing

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

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

Mechanical

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

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

Electronics

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

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

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

Compulsory Modules		Credits
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

For detailed descriptions of the modules, please see the University's Course Catalogue (link) and the University online course management system called Moodle (link).

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

collaboration. 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 this link).

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 (link). 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					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
09:00–10:00		PS4091 Seminar Rm/1.02/3/6	PS5003* Seminar Rm		
10:00-11:00	Time set aside for PS5021				
11:00-12:00				Time set aside for PS5021	
12:00-13:00					
13:00-14:00	SS5104 UCO School I	Time set aside for PS5021		Psycholoquia Seminar Room	School Seminar Old Library
14:00-15:00	SS5104 Irvine IT Lab		**Wks 2 and 3:** PS5003 Butts Wynd 3		
15:00-16:00					SS5101 UCO School V
16:00-17:00					

*Please note that there will be additional and extended sessions of PS5003 in Weeks 7 and 11.

Semester 2					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
09:00–10:00			**Wks 1-4:** PS5003 Seminar Rm		
10:00-11:00	Time set aside for PS5021	SS5103 Wks 1-7, 11: OBV Sem 10 Wks: 8 and 9: Bute A21			
11:00-12:00			*Time set aside for PS5021*		
12:00-13:00	PS5005 Butts Wynd 3				
13:00-14:00				Psycholoquia Seminar Room/ Time set aside for PS5021	School Seminar Old Library
14:00-15:00					
15:00-16:00			SS5102 Arts Seminar 9		
16:00-17:00					

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

Compulsory Modules		Credits
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

For detailed descriptions of the modules, please see the University's Course Catalogue (link) and the University online course management system called Moodle (link).

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 this link).

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 (link). 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)					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
09:00–10:00			PS5003* Seminar Rm	PS5010 Bute C28 1	
10:00-11:00	Time set aside for PS5021				
11:00-12:00				Time set aside for PS5021	PS4085 Old Library
12:00-13:00					
13:00-14:00		Time set aside for PS5021		Psycholoquia Seminar Room	School Seminar Old Library
14:00-15:00			**Wks 2 and 3:** PS5003 Butts Wynd 3	PS5010 Wks 1-6: St Mary's Sem 1 Wks 7-11: Bute Lecture A	
15:00-16:00					
16:00-17:00					

*Please note that there will be additional and extended sessions of PS5003 in Weeks 7 and 11.

PS5011: 25 September and w/c 08 October 2018						
	Tuesday 25 Sept	**Monday 8th Oct**	**Tuesday 9th Oct**	**Wednesday 10th Oct**	**Thursday 11th Oct**	**Friday 12th Oct**
09:00–10:00	PS5011 Bute C26	PS5011 Bute C26	PS5011 Bute 26			
10:00-11:00						
11:00-12:00						
12:00-13:00						
13:00-14:00						
14:00-15:00	PS5011 St Mary's Lecture 3	PS5011 Bute C26	PS5011 Bute C26	PS5011 Bute C26		PS5011 Bute C26
15:00-16:00						
16:00-17:00						

Semester 2…

Semester 2					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
09:00–10:00		PS5012 Bute C26	**Wks 1-4:** PS5003 Seminar Rm		
10:00-11:00	Time set aside for PS5021				
11:00-12:00			Time set aside for PS5012		
12:00-13:00	PS5005 Butts Wynd 3	PS4096 Bute C28			
13:00-14:00				Psycholoquia Seminar Room/ Time set aside for PS5021	School Seminar Old Library
14:00-15:00		PS5012 Bute C26			
15:00-16:00					
16:00-17:00					

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

Compulsory Modules		Credits
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
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 (link) and the University online course management system called Moodle (link).

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 (Weeks 1-5): w/c 17 September 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00–10:00		PS5235 Maths Lecture D		PS5231 Maths Lecture D	
10:00-11:00					
11:00-12:00	PS5240 Wks 2, 3, 5 St Mary's Sem 3				
12:00-13:00					
13:00-14:00	SS5104 UCO School I	PS5235 Seminar Rm/ 1.2/3/6		Psycholoquia Seminar Room	School Seminar Old Library
14:00-15:00	SS5104 Irvine IT Lab			PS5231 Seminar Rm/ 1.2/3/6	
15:00-16:00					
16:00-17:00					

Semester 1: Second Half (Weeks 7-11): w/c 29 October 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00–10:00		PS5237 Maths Lecture D		PS5238 Maths Lecture D	
10:00-11:00					
11:00-12:00	PS5240 Wks 7, 9, 10 St Mary's Sem 3				
12:00-13:00					
13:00-14:00	SS5104 UCO School I			Psycholoquia Seminar Room	School Seminar Old Library
14:00-15:00	SS5104 Irvine IT Lab	PS5237 Seminar Rm/ 1.2/3/6		PS5238 Seminar Rm/ 1.2/3/6	
15:00-16:00					
16:00-17:00					

Semester 2…

Semester 2: First Half (Weeks 1-5): w/c 28 January 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00–10:00		PS5234 Irvine Lecture Theatre		PS5233 Irvine Lecture Theatre	
10:00-11:00					
11:00-12:00	PS5240 Wks 1, 5, 9, 11 St Mary's Sem 3				
12:00-13:00	PS5005 Butts Wynd 3				
13:00-14:00				Psycholoquia Seminar Room	School Seminar Old Library
14:00-15:00		PS5234 Seminar Rm/ 1.2/3/6		PS5233 Seminar Rm/ 1.2/3/6	
15:00-16:00					
16:00-17:00					

Semester 2: Second Half (Weeks 7-11): w/c 04 March 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00–10:00		PS5236 Irvine Lecture Theatre		PS5232 Irvine Lecture Theatre	
10:00-11:00					
11:00-12:00					
12:00-13:00	PS5005 Butts Wynd 3				
13:00-14:00				Psycholoquia Seminar Room	School Seminar Old Library
14:00-15:00		PS5236 Seminar Rm/ 1.2/3/6		PS5232 Seminar Rm/ 1.2/3/6	
15:00-16:00					
16:00-17:00					
17:00-18:00				**Optional:** PS5232 Seminar Rm/ 1.2/3/6	

Appendices

List of Module Co-ordinators

MSc Research Methods in Psychology		
PS4091	Computer Aided Research	Thomas Otto
PS5002	Research Project	Sam Pehrson
PS5003	Generic Research and Professional Skills	Sam Pehrson
PS5005	Methods of Data Analysis in Psychology	Eric Bowman
PS5021	Methodologies of Psychology and Neuroscience	Karen Spencer
SS5101	Being a Social Scientist	Sharon Leahy
SS5102	Philosophy and Methodology of the Social Sciences	Nicholas Rengger
SS5103	Qualitative Methods in Social Research	Mike Kesby
SS5104	Quantitative Research in Social Science	Justin Ales
MSc Evolutionary and Comparative Psychology		
PS4085	Evolution and Development of Social and Technical Intelligence	Kate Cross
PS4086	Origins and Evolution of Mind Reading	Juan-Carlos Gomez
PS4096	Mechanisms of Behaviour	Karen Spencer
PS5003	Generic Research and Professional Skills	Sam Pehrson
PS5005	Methods of Data Analysis in Psychology	Eric Bowman
PS5010	Principal Approaches to the Origins of Mind	Cat Hobaiter and Gillian Brown
PS5011	Empirical Approaches to the Evolution of Communication	Klaus Zuberbuhler
PS5012	Origins of Human Cognition	Amanda Seed
PS5013	Research Project	Cat Hobaiter
PS5021	Methodologies of Psychology and Neuroscience	Karen Spencer
PS5031	Review – Approaches to the Study of Mind	Eric Bowman
MSc Psychology (Conversion)		
PS5002	Research Project	Sam Pehrson
PS5005	Methods of Data Analysis in Psychology	Eric Bowman
PS5231	Conceptual Issues and Theoretical Perspectives	Paul Gardner
PS5232	Assessment in Clinical Psychology	Daniela Balslev
PS5233	Developmental Psychology	Erin Robbins
PS5234	Social Psychology	Nicole Tausch
PS5235	Cognitive and Behavioural Neuroscience	Ines Jentzsch
PS5236	Evolutionary and Comparative Psychology	Cat Hobaiter
PS5237	Perception	Julie Harris
PS5238	Cognition	Thomas Otto
PS5240	Review	Barbara Dritschel
SS5104	Quantitative Research in Social Science	Justin Ales

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 schoo*l 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).