The St Andrews & Stirling Graduate Programme (SASP)

2016/17

Handbook for PhD/MPhil Students

This Handbook contains important for all NEW and RETURNING PhD/MPhil students

Copies of this Handbook are available electronically via our webpage at: http://www.st-andrews.ac.uk/philosophy/current/pgrad/
CONTENTS
1. Welcome from the Directors of the Programme P4
2. About the SASP PhD/MPhil Programme P5
3. Initial Meeting and Postgraduate Welcome Reception P5
4. University Postgraduate Researcher Induction P6
5. Reading Party P6
6. School Newsletter P6

Section A: Planning Your Studies
7. Contact Information P7
   7.1 Key University Contacts P7
   7.2 Key School Contacts P7

8. Semester Dates 2016/17 P7
9. Accommodation and Facilities for PhD/MPhil Students P8
10. The Richardson Research Library at Martyrs Kirk P8
11. Library Resources and Book Ordering P8

12. Useful Information P9
   12.1 The Departmental Website P9
   12.2 Matriculation and Failure to Register P9
   12.3 Student Support and Guidance P9
   12.4 Disability Support P9
   12.5 Harassment and Bullying Support P10
   12.6 Support for Caregivers P10
   12.7 Relations between Staff and Students P10
   12.8 The Careers Centre P10
   12.9 GRADskills P10
   12.10 In-Sessional English Language Support P10
   12.11 Communication/Use of Email P11
   12.12 Recording Devices in Lectures P11
   12.13 Personal Details P11
   12.14 Tuition Fees/Student Fees P11
   12.15 First Aid/Safety P11
   12.16 Ethical Approval P12
   12.17 Academic Flexibility for Students with Recognised Sporting Talent P12
   12.18 Printing and Binding P12
   12.19 UniPrint P12
      12.19.1 Student Print Accounts P12
      12.19.2 Location of UniPrint Machines P12
      12.19.3 Printing for Paid Employment such as Tutoring P13
      12.19.4 Contact for Queries P13

Section B: Managing Your Studies
13. Senate Regulations for Postgraduates P14
14. Policy for Supervisors and Students in Research Postgraduate Programmes P14
15. Development Needs Analysis P14
16. Academic Good Practice (avoiding academic misconduct) P14
17. Academic Appeals and Complaints   P15
18. Location of Studies           P16
19. Leave of Absence             P17
20. Extension of Time Limit      P18
21. Withdrawal from Studies      P19
22. Role of 1st and 2nd Supervisors P19
23. Change of Supervisor         P20
24. SASP Placement Officer       P20
26. Submission of Thesis         P21

Section C: Managing Your Finances
27. Information on Financial Matters for PhD/MPhil Students P22
28. Scholarship Opportunities for Postgraduate Students P22
29. School Contact for Financial Queries P22
30. Travel Fund (Research Postgraduate Students) P22
31. Travel Costs for Attendance as SASP events  P23
32. Booking Travel Arrangements P23
33. On-line Shop for Sale of Goods & Services P23
34. Student Expense Claims       P24
35. University Insurance Policies P24
   35.1 Motor Insurance            P24
   35.2 Personal Accident and Travel Insurance P24
   35.3 Contact for Insurance Queries P24
36. GRADskills Innovation Grant P24

Section D: Getting Involved
37. Opportunities for Tutoring on Sub-Honours Philosophy Modules P26
   37.1 Mandatory Training for Postgraduate Tutors P26
   37.2 Casual Contracts and Payment for Tutoring P26
38. Staff - Student Consultation and Contact P27
39. Student PhD/MPhil Committee P27
40. Philosophy Seminars and Events P27
41. Professional Development Workshops P28
1. Welcome from the Directors of the Programme

We would like to welcome you to the St Andrews/Stirling Philosophy Graduate Programme and specifically to the PhD/MPhil programme which begins in September 2016.

This handbook is designed to provide all of our PhD/MPhil students with essential information about the Departments and their joint research programmes. Please take a few moments to read it carefully and retain it as a source of reference through the year.

You should also refer to the University Student Handbook. This includes information on: Academic Information, Academic Regulations and Codes of Practice, Employment, Financial Information, Health, Library and Information Services, Student Organisations, Student Services and Student Support and Guidance. The handbook also offers straightforward advice on issues relating to the codes which represent University policy. It can be found on-line at: http://www.st-andrews.ac.uk/studenthandbook

The University webpage for PhD/MPhil students contains advice, guidance and policies on all aspects of postgraduate research at St Andrews and is a valuable reference. It can be referred to at: http://www.st-andrews.ac.uk/pgstudents/

St Andrews and Stirling together form Scotland’s premier centre for philosophy and one of the top philosophy schools in the United Kingdom. The philosophical ambience is intense, friendly and cooperative.

The programme maintains a staff of authoritative researchers that is large enough to teach a comprehensive and flexible range of graduate courses, and to supervise research projects. It offers graduate teaching at a level that matches the best graduate programmes elsewhere in the world, in a wide area of philosophy and the history of philosophy.

In the latest edition of the Philosophical Gourmet Report, the most highly regarded ranking of philosophical graduate programmes, SASP was ranked as 3rd best in the UK.

Philosophy at St Andrews was ranked top in Scotland and fifth in the UK in the UK Research Excellence Framework. In St Andrews 39% of the overall Philosophy profile met the standard for the 4* world-leading research grade, with a further 44% rated 3* internationally excellent and the remainder internationally recognised. In addition, 70% of the work submitted in the research environment category met the standard for 4* world-leading research with the REF Panel noting in particular the success of the SASP programme in placing students in academic posts following graduation. In Stirling 62% of the overall Philosophy profile met at least the standard for the 3* internationally excellent grade and 80% of the work submitted in the research environment category also met the standard for internationally excellent work.

The Department of Philosophy in St Andrews has excellent facilities and is based in Edgecliffe on The Scores. This is where you will find the Departmental Office. Laura Newman is the Postgraduate Course Administrator and will be pleased to help you in person and welcome you to the Department.

We hope that you will work hard this year and enjoy your time in both Departments of Philosophy.

Best Wishes for a successful year!

Dr Patrick Greenough
Director of Graduate Studies
St Andrews

Dr Justin Snedegar
PhD/MPhil Co-ordinator
St Andrews

Dr Philip Ebert
Deputy Director of Graduate Studies
Stirling
2. About the SASP PhD/MPhil Programme

The graduate programmes of the departments of philosophy at the University of St Andrews and the University of Stirling are now fully merged into the St Andrews/Stirling Philosophy Graduate Programme (SASP). All philosophy graduate students at either St Andrews or Stirling are now students in this combined graduate Programme.

The joint graduate programme is overseen by a Joint Committee – made up of three academics from each of the two participating departments – which meets at least once in each semester.

The Director of Graduate Studies for 2016/17 is Dr Patrick Greenough (extension 2481, room 202, pmg2@st-andrews.ac.uk). The Deputy Director of Graduate Studies is Dr. Philip Ebert (p.a.ebert@stir.ac.uk).

The PhD/MPhil Co-ordinator is Dr Justin Snedegar (extension 2411, room B11, js280@st-andrews.ac.uk). He is your point of contact as regards any issues that may be affecting your academic progress.

Ms Laura Newman (extension 2487, room G09, sasp@st-andrews.ac.uk) is the Postgraduate Course Administrator for the SASP programme. She will help you with practical inquiries and arrange meetings with teaching staff when necessary. Laura is your first point of contact if you have any queries about the Programme. The main Philosophy Departmental Office is in Room G09, Edgecliff.

3. Initial Meeting and Postgraduate Welcome Reception

All Philosophy PhD/MPhil students should attend an initial meeting at 4.30pm on Tuesday 6 September in Room 104, Edgecliff. This will be followed at 5.30pm by a party for all Philosophy graduate students, which will be held in Edgecliff. This is an opportunity for you to get to know one another, and also to meet returning graduate students and members of staff.

4. University Postgraduate Researcher Induction

The University Postgraduate Researcher Induction is intended to help you make a smooth transition from undergraduate or masters study to postgraduate research student. It focuses on the University structures, policies and procedures that apply to you as you undertake a doctoral degree. Presenters for the Induction include the Vice Principal Research, the Pro Dean (Research Postgraduates), current Postgraduate Researchers (on their perspective of doing a PhD), and senior academic staff (on their perspectives of research).

Induction happens twice in order to accommodate different start dates - you only need to sign up to one Induction. Both Inductions are open to students from all disciplines.

In addition to a morning Induction, you will sign up for one afternoon Postgraduate Researcher Essentials session. These are designed to introduce you to the full range of support and advice available to you as postgraduate research student, so that your time at St Andrews is as rewarding and productive as possible. There are four sessions at various times in the first semester - please choose whichever session fits best with your schedule.

Inductions (select one):

- Wednesday 14 September 2016, Time: 09.30-12.30
- Monday 3 October 2016, Time: 09.30-12.30
Essentials (select one):

- Wednesday 14 September 2016, Time: 13.30-16.00
- Monday 19 September 2016, Time: 13.00-15.30
- Monday 3 October 2016, Time: 13.30-16.00
- Monday 14 November 2016, Time: 13.00-15.30
- Monday 20 February 2017, Time: 13.00 – 15.30
- Thursday 30 March 2016, Time: 13.00 – 15.30

All postgraduate students are strongly encouraged to attend their induction session. More details, including on-line registration, can be found on the CAPOD webpage at: http://www.st-andrews.ac.uk/capod/students/pgresearch/universitypgrinduction/

5. Reading Party

There is a reading party for postgraduate students and staff once a year. The Reading Party bases itself on one or another country retreat in beautiful surroundings: a fine opportunity for seeing Scotland, hiking, and sampling Scottish food and drink, with the give and take of philosophy in the evenings.

This year, the reading party will take place on the weekend of 14 - 17 October 2016 at The Old Inn, Carbost, Isle of Skye (http://www.theoldinnskye.co.uk/). Full details of the Reading Party will be circulated at the start of the session.

6. School Newsletter

The School Newsletter is circulated on a weekly basis during term time and is intended to allow all staff and research students within the School to advertise the activities and achievements of staff and students from across the School. The content is also used to respond to requests from the University about achievements and activities within the School and is therefore a valuable record.

Please submit any items for inclusion in the Newsletter to the Senior Administrator (ka22@st-andrews.ac.uk) by 12 noon on Thursday each week. The Newsletter is circulated electronically each Friday.

In addition to regular meetings with your first and second supervisors, we also expect every PhD/MPhil student to be fully engaged with the various events at both St Andrews and Stirling. This includes regularly presenting work at the Friday Graduate Seminar, regular attendance at the Graduate Seminar, attendance at any relevant reading parties, and regular attendance at the many conferences, workshops, and talks held at both St Andrews and Stirling.

We also expect you to submit papers and abstracts to national and international conferences such as the Joint Session of the Mind and Aristotelian Societies together with the many postgraduate conferences held around the world.

Moreover, we strongly encourage you to start up your own reading and discussion groups as these can be hugely beneficial to deepening and broadening your philosophical interests and expertise.
Section A : Planning Your Studies

7. Contact Information

7.1 Key University Contacts

University Switchboard (01334) 476161
Student Advice & Support Centre (01334) (46)2020
Academic Registry – transcripts, graduation, fees (01334) (46)3097/2119
Academic Registry – Postgraduate – Arts/Divinity (01334) (46) 2136

7.2 Key School Contacts

St Andrews (Note: telephone prefix 01334 46 and email address @st-andrews.ac.uk)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Professor Nigel Rapport</td>
<td>ext. 2978</td>
<td>philhos</td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Professor Berys Gaut</td>
<td>ext. 2490</td>
<td>bng</td>
</tr>
<tr>
<td>Head of Department</td>
<td>Dr James Harris</td>
<td>ext. 2472</td>
<td>jah15</td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Dr Lisa Jones</td>
<td>ext. 2489</td>
<td>phildot</td>
</tr>
<tr>
<td>Director of Research</td>
<td>Dr Ephraim Glick</td>
<td>ext. 2415</td>
<td>phildor</td>
</tr>
<tr>
<td>Disability Coordinator</td>
<td>Mrs Katie Allan</td>
<td>ext. 2493</td>
<td>ka22</td>
</tr>
<tr>
<td>Examinations Officer</td>
<td>Dr Aaron Cotnoir</td>
<td>ext. 4438</td>
<td>ac117</td>
</tr>
<tr>
<td>Health &amp; Safety Officer</td>
<td>Mrs Katie Allan</td>
<td>ext. 2493</td>
<td>ka22</td>
</tr>
<tr>
<td>Honours Adviser</td>
<td>Dr Elizabeth Ashford</td>
<td>ext. 2470</td>
<td>ea10</td>
</tr>
<tr>
<td>Sub honours Coordinator</td>
<td>Dr Simon Prosser</td>
<td>ext.2473</td>
<td>sjp7</td>
</tr>
<tr>
<td>Senior Administrator</td>
<td>Mrs Katie Allan</td>
<td>ext. 2493</td>
<td>ka22</td>
</tr>
</tbody>
</table>

Stirling (Note: telephone prefix 01786 46 and email address @stir.ac.uk)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Professor Mike Wheeler</td>
<td>ext. 7555</td>
<td>m.wheeler</td>
</tr>
<tr>
<td>Deputy Director of Graduate Studies</td>
<td>Dr Philip Ebert</td>
<td>ext. 7551</td>
<td>p.a.ebert</td>
</tr>
</tbody>
</table>

Postgraduate Course Administrator
Ms. Laura Newman ext. 2487, sasp@st-andrews.ac.uk
School Office, room G09 Edgecliffe
Opening hours: 9.00 – 13.00 and 14.00 – 17.00

Please contact the Postgraduate Course Administrator for assistance in the absence of academic members of staff.

8. Semester Dates 2016/17

Full information can be found at http://www.st-andrews.ac.uk/semesterdates/2016-2017/

Orientation Week: Week commencing Monday 5 September 2016
Martinmas Semester: Monday 12 September 2016 – Friday 16 December 2016
Graduation: Wednesday 30 November 2016
Revision Period: Monday 28 November 2016 – Sunday 4 December 2016
Christmas Vacation: Saturday 17 December 2016 – Wednesday 4 January 2017
Candlemas Semester: Monday 23 January 2017 – Friday 26 May 2017
9. Accommodation and Facilities for PhD/MPhil Students

All PhD/MPhil students have access to the Postgraduate Study Room located in the basement of Edgecliffe. This room provides access to a small PC lab and to network printing and photocopying facilities (see section 12.19 below). The room has 24-hour swipe card access and you should speak to the Postgraduate Course Administrator to arrange access to this facility. You are reminded to respect these facilities for the benefit of all users.

The Staff and Graduate Common Room is located in room 102 on the first floor and is available for use by staff and postgraduate students 9am – 5pm Monday – Friday. The mail trays for postgraduate students are located in this room.

In addition, the Department endeavours to provide desk space for many PhD and 2nd year MPhil students. Typically this will be in The Postgraduate Study Centre located behind the main Edgecliffe building. An allocation of desk space will be circulated at the beginning of Semester 1.

10. The Richardson Research Library at Martyrs Kirk

The Richardson Research Library at Martyrs Kirk is a beautifully appointed silent reading room for postgraduate research students and staff. It has 40 generously-proportioned study desks in the Research Reading Room which are equipped with individual heaters at desks, double sockets and touch-sensitive dimmable anglepoise lamps. The Library also houses a research reference collection for consultation and a print/copy station and desktop PCs in a separate room.

The Library is open all year round from 8am – 10pm Monday – Friday and 10am – 7pm Saturday and Sunday and is located opposite St Salvator’s Chapel on North Street.

11. Library Resources & Book Ordering

The department has an annual budget for purchasing books and journals for the Philosophy collection in the University Library. The budget can be used for both digital and hardcopy acquisitions. While the budget is necessarily limited, if you believe that there are items in your research area that the collection should hold but does not at present then please contact the Postgraduate Course Administrator who will discuss your purchase request with the Departmental Library Representative for Philosophy (Dr. Walter Pedriali).

The University Library website can be found at: http://www.st-andrews.ac.uk/library/

The Arts & Divinity Senior Academic Liaison Librarian is Hilda McNae who can be contacted on extension 2298 or email hmm9@st-andrews.ac.uk.
12. **Useful Information**

This section provides you with the details of various documents, guides and webpages that you may find useful during the course of the year.

**12.1 The Departmental Websites**

The Department of Philosophy website for postgraduate students at St Andrews can be found at: [http://www.st-andrews.ac.uk/philosophy/current/pgrad/](http://www.st-andrews.ac.uk/philosophy/current/pgrad/)

The website contains full details regarding the Department and its staff, research, teaching programmes, study resources, events and activities. You should refer to it regularly.

The Department of Philosophy website at Stirling can be found at: [http://www.stir.ac.uk/arts-humanities/about/law-philosophy/](http://www.stir.ac.uk/arts-humanities/about/law-philosophy/)

**12.2 Matriculation and Failure to Register**

All students must matriculate each academic session to allow them to continue with their studies and attend classes.

Research Postgraduate students who are to commence their studies in September 2016 are expected to matriculate during Orientation Week before Semester commences. Students should ensure that they have completed the on-line matriculation process by the end of Friday 9 September. Further guidance on the entrance and matriculation process can be found at: [http://www.st-andrews.ac.uk/newpgresearchcurrent13/](http://www.st-andrews.ac.uk/newpgresearchcurrent13/)

The *Failure to Registry Policy (Research Postgraduates)* relates to all Research Postgraduate students who are actively studying at the University and who fail to complete the registration process at the start of their new year of study in a given academic year; or who fail to obtain permission from the University to interrupt their studies. Students who fail to register by the published deadlines will have their studies suspended. Failure to register at the appropriate point in two consecutive academic years will result in termination of studies. Students who do not register are not fully matriculated students of the University of St Andrews and on this basis forfeit the right to appeal against the suspension and subsequently against the termination. More information on this policy can be found at: [http://www.st-andrews.ac.uk/pgstudents/rules/matriculation/failuretoregisterpolicy-pgr/](http://www.st-andrews.ac.uk/pgstudents/rules/matriculation/failuretoregisterpolicy-pgr/)

**12.3 Student Support and Guidance**

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, North Street, 01334 462020, theasc@st-and.ac.uk.

You may wish to obtain advice and guidance from within your School in the first instance. If so you should contact the PhD/MPhil Co-ordinator who will identify the most appropriate person to assist you.

**12.4 Disability Support**

If for disability reasons you require support for example; teaching and exam arrangements, please contact the Disability Team in Student Services who can provide support for a wide range of disabilities such as: learning difficulties, visual and hearing impairments, mobility difficulties, Asperger’s, mental health, long standing medical conditions and much more.
12.5 Harassment and Bullying Support

The University of St Andrews is committed to equality of opportunity and will not tolerate harassment and/or bullying of one individual or group in the University community by another. All members of the University community have the right to work and study in an environment that encourages harmonious relationships; all individuals should be treated with dignity and respect so that they can fulfil their personal potential in a professional working and learning environment.

If you are being harassed or bullied, the University will offer you support and facilitate the process to ensure resolution of the problem. Please talk to someone for help and support rather than leaving your job or studies. For more information please see http://www.st-andrews.ac.uk/staff/policy/hr/harassmentandbullyingatworkandstudy/

12.6 Support for Caregivers

If you have care responsibilities and would like to learn what additional support is available to you to assist you during your studies at St Andrews, please contact the Advice and Support Centre, North Street, 01334 462020, theasc@st-and.ac.uk.

12.7 Relations between Staff and Students

The University promotes itself as a community where people work and/or study together. It seeks to promote harmonious relations between all members of that community, including between members of staff and students. At the same time the University regards relationships between members of staff and a student – for whom they have, or are likely to have some specific academic, professional, management or pastoral responsibility – as an important professional issue, particularly where relationships are close, intimate and/or exclusive. For more information please see https://www.st-andrews.ac.uk/staff/policy/hr/relationsbetweenstaffandstudents/

12.8 The Careers Centre

The Careers Centre exists to enable current students and graduates of St Andrews to make and successfully implement decisions about what they will do next in their lives. The Centre strives to communicate the entire range of available options and to encourage and enable individuals to identify the options which would suit them best. The Careers Centre website can be found at: http://www.st-andrews.ac.uk/careers/

12.9 GRADskills

GRADskills is the programme of courses, networking events and activities specifically for postgraduate students and postdocs delivered by the Centre for Academic, Professional and Organisational Development (CAPOD). The GRADskills programme aims to support the development of researchers at the University of St Andrews, improving their research capability and widening their employability inside and outside of academia. The GRADskills website is: http://www.st-andrews.ac.uk/capod/students/pgresearch/gradskills/

12.10 In-sessional English Language Support Service

The In-sessional English Language Support Service offers free language support to matriculated students who are non-native speakers of English. Support is offered in a number of forms, ranging from one-to-one tutorials to weekly workshops on writing, conversational speaking and grammar. Further information is available on the website: http://www.st-andrews.ac.uk/elt/support
If you would like further information, please contact Jane Brooks, In-sessional English Language Support Coordinator, ajb31@st-andrews.ac.uk.

12.11 Communication/Use of Email

Your University email account is the official means of communication for the University and you are therefore reminded that you should read your emails at least every 48 hours (particularly during the academic year). You can arrange to have your University email account automatically forwarded to your personal non-University account. However you should be aware that there may be problems with this and you should check regularly to make sure the forwarding is working.

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

12.13 Personal Details

You are responsible for ensuring that your contact details are kept up to date. You may do this at any time during the year via your e-Vision account which can be accessed from the Current Students section of the University home page.

12.14 Tuition Fees/Student Fees

For full information on the Tuition Fees that you will be liable to pay throughout your studies go to http://www.st-andrews.ac.uk/students/money/.

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.

12.15 First Aid/Safety

A first-aid box is located in Edgecliff in room 101. The nominated First Aiders in the building are Katie Allan (room B01, ext. 2493) and Moira Gilruth (room G04, ext. 2484).

Notices are displayed detailing your exit routes and assembly points in the event of fire. All students should familiarise themselves with this information.

The School Safety Officer is Mrs Katie Allan, Senior Administrator (ka22@st-andrews.ac.uk). Any hazards or safety-related incidents should be reported to the School Safety Officer or the Departmental Office (room G09, Edgecliff) immediately.

Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in discipline.
12.16 Ethical Approval

All research in all Schools of the University that involves data collection from (questionnaires etc…), interviews of, interactive investigation of, experimentation upon or demonstrations involving living human subjects, tissues and / or other samples requires formal approval from the University Teaching and Research Ethics Committee (UTREC).

It is University policy that any research involving children under 18 should be reviewed by the UTREC Child Panel and that the researcher should hold an ‘Enhanced Disclosure Scotland’ (EDS) certificate. The principal supervisor is responsible for ensuring that the student has received the appropriate ethical clearance from UTREC and the Child Panel prior to research commencing.

It is a requirement that any undergraduate honours or Masters dissertation or PhD thesis that requires ethical approval from UTREC has the letter or email of ethical approval bound into the appendix before submission.

12.17 Academic Flexibility for Students with Recognised Sporting Talent

There is a policy which allows allow eligible students (with the permission of the School and Sports Performance Manager) to have time off from their studies in order to participate in key sporting tournaments and competitions. Further information is available from Debby Sargent, Department of Sport and Exercise (email dls4) or see the policy http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/sports%20flexibility.pdf

12.18 Printing and Binding

The University’s Print & Design Unit is ideally set up to print and/or bind your dissertation and 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. Price lists and further information: http://www.st-andrews.ac.uk/printanddesign/

12.19 UniPrint

UniPrint machines have now been installed in locations throughout the School in accordance with the University’s commitment to embracing sustainability across all its operations by reducing its carbon footprint and its use of energy and associated consumables. There are substantial environmental and financial benefits to the adoption of UniPrint. The main source of on-line information can be found at:
http://www.st-andrews.ac.uk/itsupport/help/printing/uniprintforstudents/

12.19.1 Student Print Accounts
The university provides £5 of print credits annually for all PGR students. These are credited to your print account once you have completed matriculation each year. You can top-up your print account at any time either via the On-Line Shop or via the machines in the foyer of the University Library. You can manage your print account and find pricing details on-line at:
http://www.st-andrews.ac.uk/itsupport/help/printing/uniprintforstudents/printingprices/

12.19.2 Location of UniPrint Machines
Publicly accessible UniPrint machines are located throughout the campus and details are at:
http://www.st-andrews.ac.uk/itsupport/help/printing/publicprinterlocations/

Within Philosophy, UniPrint machines for use by PGR students are in two locations: the Postgraduate Study Room, Edgecliff e basement (24-hour access via swipe card) and in the mail/photocopying room, ground floor of the Arche building.
Other machines located close to School buildings can be found in the main University Library, the Richardson Research Library at Martyr’s Kirk and the IT Services Rooms in Butts Wynd.

12.19.3 Printing for paid employment such as tutoring
The School does not expect PGR students to be personally responsible for printing costs for printing related to paid employment such as tutoring or printing related to departmental activities such as workshops, seminars, reading groups etc. Any such printing can be emailed to either philosophy@st-andrews.ac.uk or arche@st-andrews.ac.uk to be printed out. Please ensure that you allow sufficient time (i.e. a minimum of 2 working days) to ensure that materials are available for any scheduled events.

You are asked to consider carefully what materials need to be printed in hardcopy and whether other options, such as use of Moodle or PowerPoint, might be suitable.

12.19.4 Contact for Queries
Your first point of contact within the School is Mike Arrowsmith (mga10@st-andrews.ac.uk) and Katie Allan (ka22@st-andrews.ac.uk).
Section B: Managing Your Studies

13. Senate Regulations for Postgraduates

The regulations governing postgraduate degrees (including formal descriptions of the requirements for each type of postgraduate degree) are contained within the Senate Regulations for Postgraduates. These are available via the webpage at:

http://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/

14. Policy for Supervisors and Students in Research Postgraduate Programmes

The Policy for Supervisors and Students in Research Postgraduate Programmes sets out regulations and procedures in more detail and can be referred to at:

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

15. Development Needs Analysis

Postgraduate students start their doctoral degrees with widely differing levels of research and transferable skills, so it is important that you review those skills with your Supervisor before drawing up a plan for your skills development. To help you achieve this goal, you should start by looking at the Researcher Development Framework, or RDF, available at https://www.vitae.ac.uk/researchers-professional-development. The RDF articulates the knowledge, behaviours and attributes of successful researchers and was developed by Vitae (http://www.vitae.ac.uk/) after extensive consultation with researchers at every stage of their career.

You can approach this by simply considering the various domains and sub-domains of the RDF to see what areas you feel require further development, or if you want to go into more depth you can try out Vitae’s RDF Professional Development Planner (http://www.vitae.ac.uk/researchers/291411/RDF-Professional-Development-Planner.html). This is a very extensive document and can be a bit intimidating at first but will seem more manageable if you just focus on one or two areas at a time.

Following the University Postgraduate Researcher Induction at the start of the semester, you will meet with your Supervisor to discuss this analysis and to formulate the most appropriate programme for your own personal development. This is likely to include elements drawn from courses provided by GRADskills and your School, and other courses and activities as deemed necessary to help you complete of your degree. This programme will be approved by your School Postgraduate Convener.

Your development needs will be reviewed annually. You are required to complete a brief self-assessment of your skills training at the end of each year; this should be discussed with your supervisor. Your annual School review will also consider your self-assessment, and comment on your progress: what training you have completed and identifying future needs. Failure to meet your training requirements agreed with the School will be reported to the appropriate Pro Dean.

16. Good Academic Practice (avoiding academic misconduct)

Academic integrity is fundamental to the values promoted by the University. It is important that all students are judged on their ability, and no student will be allowed unfairly to take an
advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of a University of St Andrews degree.

The University’s Good Academic Practice Policy covers the behaviour of both undergraduate and postgraduate students and can be found at: http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/gap.pdf

All students are strongly advised to familiarise themselves with this policy. It is each student’s responsibility to be aware of what constitutes academic misconduct, and to ensure they avoid this. Some major areas of academic misconduct are: plagiarism; false citation; aiding and abetting; falsification of data; multiple submissions; cheating in exams and contract cheating.

Students are also encouraged to read the Good Academic Practice Guide for Students which can be found at www.st-andrews.ac.uk/media/teaching-and-learning/documents/GAP%20Guide%20for%20Students.pdf

Students who remain unsure about the correct presentation of academic material should approach their tutors, and may also contact CAPOD for training learning@st-andrews.ac.uk

17. Academic Appeals and Complaints

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);
- **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);
- **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; Non-Academic Misconduct is dealt with under separate procedures.

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, or 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), whose job it is to ensure that you receive help with writing and submitting a submission. Iain can also accompany you to any hearing. He should be your first point of contact as soon as you feel you need help.

**Contact**
Iain Cupples
Student Advocate (Education)
**Telephone:** 01334 462700
**email:** inc@st-andrews.ac.uk

**18. Location of Studies**

As an institution the university is required to maintain a record of the current location of your studies. All registered students (this includes students who have yet to submit the final bound copy of their thesis after examination) are expected to be resident at a term address within a commutable distance from St Andrews unless otherwise agreed and approved by the University.

Accurate recording of your location of studies is important so that:

- we can contact you in emergency situations
- your location does not deter you from engaging with your studies and that you are not at a disadvantage
- we are able to report and comply with UKVI legislation for Tier 4 Visa requirements

Should you wish to change your term time address to an address outwith the commuting distance from St Andrews, or you intend to be away for more than 28 days from your term time address, you must:

1) Request written permission via e-mail from your Director of Postgraduate Studies (DoPG) to approve your new location(s) of studies. In some instances, you may request to be at multiple locations for which you must provide accurate contact details and duration for each location individually.

2) In your request you need to specify the following for each location:
   - The reason why you are changing your location of studies and how you intend to maintain contact during this period with the University.
   - The duration in terms of “from” and “to” dates at each location.
   - Provide accurate contact details for each location (postal address, telephone number and alternative email address)
3) Once your DoPG has approved your new location of studies, your DoPG will forward your request for the Pro Provost to ratify. Approvals for students in Arts and Divinity should be sent to the **Pro Provost (Arts & Divinity)**.

4) Once the Pro Provost has ratified the approval, Registry will ensure that your student record is updated accordingly. You will then receive a notification from Registry to confirm that your new location of studies has successfully been approved.

We are developing an E-vision tool that will allow this procedure to be done electronically and we expect to be able to launch it in due course. In the meantime, if you have any enquiries please email pgrlocation@st-andrews.ac.uk.

For more detailed information please read the University policy on Location of Studies which can be found at [http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/location-of-studies.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/location-of-studies.pdf)

19. **Leave of Absence**

If you are considering taking a Leave of Absence from your course you should discuss the matter with your Supervisor in the first instance. You must then follow the proper procedure as set out in the Postgraduate Policy for Students and Supervisors in Research Postgraduate Programmes.

The term ‘Leave of Absence’ is used to denote a period of time where the University permits a student to disengage with their studies and return at a later date. Where a student is granted Leave of Absence during a semester, any progress in all modules within that semester will be removed from the student’s record and replaced with an indication that Leave of Absence was taken.

Leave of Absence can be applied for by a student but is not a guaranteed right, and falls within the scope of Senate regulations.

The granting of Leave of Absence may also alter the student’s circumstances in such a way that non-University legislation and policy are affected (such as funding body requirements, visa regulations and council tax liability). It is the student’s responsibility to ensure that they make themselves aware of the implications, and meet any additional requirements that a change of circumstances may impose upon them.

While the University cannot guarantee that the same programme of study will still be available following a Leave of Absence period, the University keeps a note of students on leave and will ensure when making such changes that there are acceptable pathways available for completion.

A student may apply to the Registry Officer (Student Support) for a Leave of Absence in any semester where exceptional circumstances have affected, are currently affecting, or will affect the ability of the student to engage with their studies. For more detailed information please read the University policy on Leave of Absence which can be found at [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/LOA.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/LOA.pdf)

For overseas students there may be visa implications if leave of absence has been granted. Students should take advice on their particular situation in sufficient time for their visa to be renewed. For guidance see: [http://www.st-andrews.ac.uk/studyabroad/outgoingstudents/passportsandvisas/](http://www.st-andrews.ac.uk/studyabroad/outgoingstudents/passportsandvisas/)
For information about the fee implications of a period of Leave of Absence please refer to the Refund Policy for Research Postgraduates at http://www.st-andrews.ac.uk/pgstudents/rules/withdrawing/research/

20. Extension of Time Limit

If a thesis is not submitted within the time limit (including the continuation period, if applicable), an extension may be granted by the Pro-Dean in exceptional circumstances.

Three months before your expected end date you should meet with your supervisor to discuss whether your thesis will be ready for submission by your expected end date. If your thesis will be submitted on time then you do not need to take any further action at this stage.

If your thesis will not be ready for submission by the expected end date, an extension may be requested from the Pro-Dean. There is no guarantee that your request will be granted as extensions are only given for medical or personal reasons. The University will not grant extensions on academic grounds.

You should discuss your situation with your supervisor and carefully consider how much additional time you will need so that an achievable extension period can be negotiated. For PhD students, when they request an extension for the first time, the standard periods of extension are 3, 6, 9 or 12 months and for MPhil students, 3 or 6 months.

Once you have the support of your supervisor, you will need to apply to the Pro-Dean in writing no later than three months before your thesis is due for submission. Please refer to the relevant section of the Policy for Supervisors and Students in Research Postgraduate Programme for details the information required in your application for an extension.

If your extension request is granted you will be expected to register on the day of your registration anniversary (often September or October) by following the instructions sent to you by Registry. At that time you will need to pay the appropriate extension fee.

Fees for a first extension in the academic session 2016/17 are as follows:

- 3 months - £417
- 6 months - £835
- 9 months - £1,252
- 12 months - £1,670

If you are an overseas student there may be visa implications if an extension of studies is granted. You should take advice in sufficient time for your visa to be reviewed. For guidance see: http://www.st-andrews.ac.uk/studyabroad/outgoingstudents/passportsandvisas/

If you have an extension agreed for less than 12 months but you do not submit your thesis there is a financial penalty. Your student record will automatically have its expected end date changed to reflect the full 12-month period as if you had requested a 12-month extension at the outset. You will be invoiced for the remaining months’ extension fees. No refunds to extension fees will be granted.

Further extensions will rarely be granted; instead, you will be required to withdraw, and if you wish subsequently to submit a thesis, you will have to apply to the Faculty to request to re-matriculate, and you will incur fees at that stage.
21. **Withdrawal from Studies**

If you are considering withdrawing from your studies at the University you should discuss the matter with your Adviser of Studies in the first instance or your Supervisor if you are a Research Postgraduate student. 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 the appropriate Pro Dean 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.

Research postgraduate students who withdraw within the first twenty eight days following the start of their course will be entitled to a full refund of their tuition fees; thereafter, refunds will be calculated on a monthly pro-rata basis.

After the standard fee paying period for full time and part time research postgraduate students, tuition fees will be non-refundable. Any student whose studies are terminated by the University for academic and/or disciplinary reasons will not be entitled to a refund.

Overseas students should be aware that there are implications to your leave to remain in the UK 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.


22. **Role of 1st and 2nd Supervisors**

Each PhD/MPhil student will be allocated both a first and second supervisor at the start of their studies. You should expect to meet with your first supervisor regularly. This may be as often as every week or sometimes just once a month.

The primary role of the second supervisor in the SASP Programme is to provide additional academic supervision. To that end, you should expect to meet with your second supervisor at least once per semester for an hour or more to discuss your work. (Note that second supervisors are not necessarily expected to give academic feedback on work produced by you not related to these meetings). The second supervisor will also be expected to read and comment on significant parts of the final draft of the PhD/MPhil thesis just prior to submission.

The second supervisor will typically, but not always, become the first supervisor when the first supervisor is unavailable for long periods or on 'non-supervision' research leave. Second supervisors will typically relinquish their second supervisees while on research leave and students are reminded that they cannot expect continuity of supervisory arrangements during a 4 year period due to factors such as staff research leave.
Both first and second supervisors are also expected to give advice and guidance on job applications, article submission, and general academic guidance – though the first supervisor will shoulder the bulk of this role, and should be the first point of contact.

Finally, while the first supervisor is your first point of contact if you are experiencing health/personal problems which are affecting your studies or if you have any concerns about the PhD/MPhil Programme, the second supervisor should also be available to discuss these issues too if needed.

23. Change of Supervisor

If you wish to change either your first or second supervisor during your PhD/MPhil studies, you must seek approval for this change from the PhD/MPhil Co-ordinator. Once any change has been approved, the Postgraduate Course Administrator will ensure that this change is submitted formally to the Faculty of Arts for approval. This will ensure that the University maintains an accurate record of your supervisory arrangement which will be of value to you in the future.

24. SASP Placement Officer

To assist PhD students who are applying for an academic job SASP has a Placement Officer – who for 2016-17, will be Dr Philip Ebert.

The broad role of the Placement Officer is to inform and prepare PhD students about the needs and requirements of the job market. To that end, the Placement Officer will organise a yearly Placement Workshop (typically in May/June) which will guide aspiring job applicants as to how to successfully apply for a job in Philosophy. This Workshop will form part of a group of three Professional Development Workshops which will run once every year (see item 40 below).

In addition, the Placement Officer will also be responsible for organising a mock presentation and a mock interview on request for any PhD student who needs one.

Any questions and queries about your writing sample, CV, research proposal, etc. should be directed to your 1st and 2nd supervisors and not to the Placement Officer.

25. Annual Review Process

Every research student will undergo a progress review at least once in each year of registration, normally in May. As the first step in the annual progress review process, the Director of Graduate Studies will request the research student and the student's principal supervisor to submit confidential reports on progress during the academic year. All confidential material held by the University on a particular student is available to the student under the University’s Data Protection Act Subject Access procedures.

Following submission of these reports, a meeting will be held between the candidate and at least two members of the School designated by the Director of Graduate Studies. The panel will not include the research student's principal supervisor, nor should it include anyone who might inhibit the student speaking frankly about his/her supervisor. The panel will of course have the principal supervisor’s report and in some cases may wish separately to meet with the supervisor. These meetings are held to ascertain:

i. whether the research student has progressed satisfactorily in his/her programme of study;
ii. whether the research student is on track to complete his/her degree within the appropriate time;

iii. whether any decision is required concerning the re-registration of a student for a higher or a lower degree than the one for which they are registered, or concerning leave of absence, extension or termination of their studies;

iv. whether the research student is satisfied with his/her supervision and the general provision of facilities and support within the School and the University.

Any specific decisions or recommendations that arise from the progress review should be forwarded to the Head of School and the relevant Pro Dean, and reported in writing to the student.

Research students will also be asked to submit a report on their progress directly to Registry once a year, and they may come at any time to Registry to make an appointment with the relevant Faculty Officer.

For more information on the annual review process please refer to the Policy on Progress Reviews for Postgraduate Research Students at http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/progress-review-policy.pdf

26. Submission of Thesis

The University’s regulations governing the submission of theses for PhD and MPhil degrees are provided within the Policy for Supervisors and Students in Research Postgraduate Programmes. While the PhD/MPhil Co-ordinator and Postgraduate Course Administrator will provide procedural and practical guidance on the submission of a thesis, the final responsibility for the timely and proper submission of a thesis rests with the student.

It is particularly important that you are aware of the regulations governing electronic submission of theses and the formal process for requesting an embargo on publication of work where publication would have commercial, professional, legal or ethical consequences.

Electronic theses are made available on an open access basis in the University’s digital research repository, Research@StAndrews, http://research-repository.st-andrews.ac.uk/, a service provided by the University Library.

You will be able to find useful information, plus factsheets on how to submit, on the Library, Registry and Copyright webpages and staff in these units will be available to help you:

http://www.st-andrews.ac.uk/library/resources/collections/theses/#Submitting
http://www.st-andrews.ac.uk/pgstudents/academic/theses/
http://www.st-andrews.ac.uk/students/rules/copyright/

There are also specific GRADskills courses on ‘How to deposit your electronic thesis’. 
Section C: Managing Your Finances

27. Information on Financial Matters for PhD/MPhil Students

Information for postgraduate research students on a wide range of money matters, such as the payment of accommodation and tuition fees, the graduate tuition fee discount, bursaries and scholarships and other forms of financial assistance, are available at:

http://www.st-andrews.ac.uk/pgstudents/money/

28. Scholarships Opportunities for Postgraduate Students

The University of St Andrews has various scholarship opportunities for postgraduate students. The availability of scholarships may vary according to your area of study and/or whether you are classed as a Home or International student for fee purposes. Full details of available scholarship opportunities can be found at:

http://www.st-andrews.ac.uk/study/pg/fees-and-funding/scholarships/

Information about scholarship opportunities available from the University of Stirling is available at: http://www.stir.ac.uk/postgraduate/financial-information/scholarships/

29. School Contact for Financial Queries

Your first point of contact within the department for any query relating to the payment of your tuition fees (whether you are self-funding or supported by an external source) and/or any bursary or scholarship (either from the SASP programme or from an external source) should be directed to Katie Allan, Senior Administrator (ka22@st-andrews.ac.uk, extension: 2486).

30. Travel Fund (Research Postgraduate Students)

The purpose of the Travel Fund is to assist PhD/MPhil students with travel and accommodation costs (and other directly associated costs) in support of their research projects. In particular it is intended to provide assistance in allowing students to attend relevant workshops and conferences, in consultation with their Supervisor, relevant to their studies. It is not intended to be used to purchase other study- or research-related equipment or materials such as stationery, computer hardware or software or books (this list is indicative and not exhaustive). In exceptional cases where permission has been granted for such purchases, you should note that the item will remain the property of the University and must be returned at the completion of studies.

Please note that the Travel Fund cannot be used by final year students towards the travel costs incurred by a student returning to St Andrews for their viva examination.

All PhD students have an annual allocation of £300 for 4 years of full-time study (or equivalent). If you spend less than your annual entitlement then the unspent monies will remain unused at the end of the financial year and you are not permitted to carry forward any unspent monies into the next financial year.

You are permitted to draw forward up to a maximum of £150 from the next year’s allocation. A greater draw forward can only be made at the discretion of the Head of Department and no draw forward beyond the fourth year of registration is permitted (i.e. the final draw forward must be made in year 3 from the year 4 allocation). All requests to draw forward funds in this way must be applied for in advance and pre-approved by the relevant Head of Department.
All MPhil students have an allocation of £300 in their 2nd (research) year of study. No draw forward of funds is permitted.

All queries related to the travel fund, including confirmation of funds available to spend and budget, should be directed to the Postgraduate Course Administrator.

31. **Travel Costs for Attendance as SASP events**

The SASP programme will meet the cost of bus travel between St Andrews and Stirling, and vice versa, to allow PhD students to attend the weekly research talks. This also applies to any ad hoc research seminars/talks at either location.

If a PhD student wishes to attend a one-day conference or workshop, or a longer event, at either St Andrews or Stirling the SASP programme will not meet the associated travel and/or accommodation costs. Instead the student will retain the option of using their annual travel fund allowance.

32. **Booking Travel Arrangements**

Due to the closure of the University Travel Service (UTS) in summer 2012, the University has made alternative provision available via DP & L.

Full details of the travel policy can be found at: [https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/travel-policy.pdf](https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/travel-policy.pdf)

All staff and research postgraduate students can contact DP & L directly to discuss travel requirements in detail.

When arranging for travel providers to send invoices to the Department, please ensure that you provide your own name as the person making the booking and travelling or the name of the person who will be travelling and arrange for the invoices to be sent to the Philosophy Departmental Office. You should also email philosophy@st-andrews.ac.uk to give them some details of the booking made (if they have not made the booking on your behalf) so that they will either know which cost centre to charge upon receipt of the invoice or who to contact with any query about the invoice.

33. **On-line Shop for Sale of Goods & Services**

Schools are now required to use the On-line Shop as much as possible, for the sale of all goods and services. This applies to the sale of course materials to students, to the sale of merchandising products such as T-shirts, to places on workshops and conferences for staff, students and external colleagues and the sale of places on events such as Reading Parties for students.

This information is relevant to postgraduate research students who take on responsibility for organising a workshop or conference where participants will be charged to attend. More information about the online shop can be found at: [http://www.st-andrews.ac.uk/staff/money/onlineshop/](http://www.st-andrews.ac.uk/staff/money/onlineshop/)

The staff in the Departmental Office will take responsibility for completing and submitting the required template forms to the Finance Office and for liaising between colleagues organising an event and the staff in the Finance Office.
Please be aware of the need to establish a realistic timetable for the use of the online shop for the sale of items. Particularly in the case of the sale of places for events, where a deadline for applications will be required, then a realistic period of time when the event is advertised online and available for purchase and the time at the start of the process to create the items in the online shop. Please allow at least 2 weeks, and preferably longer, from the point of confirming the details with the Departmental Office and the date when the event will appear online.

34. **Student Expense Claims**

The student expense claim form is available at:

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

All claims must be supported by itemised receipts and must be in accordance with the University’s Expenses policy. This is available on-line at:

http://www.st-andrews.ac.uk/staff/policy/hr/stafftravelsubsistenceandexpensespolicy/

Student expenses are paid at the end of the month for claims that are submitted to the Salaries Office to meet the cut-off deadlines. These are available on-line at:

http://www.st-andrews.ac.uk/staff/money/salaries/dates/

When submitting expense claims to the Philosophy Departmental Office, please allow sufficient time for the claims to be processed and signed by the relevant Head of Department.

35. **University Insurance Policies**

35.1 **Motor Insurance**

Members of Staff and postgraduate research student who might drive vehicles while undertaking university business (such as driving mini-buses with students and staff members on Reading Parties or fieldwork trips) must be apply to be added to the University’s Insurance policy before they drive. Please refer to the webpage below for further information:

http://www.st-andrews.ac.uk/staff/money/insurance/motorinsurance/

35.2 **Personal Accident and Travel Insurance**

Any matriculated postgraduate research student of the University who undertakes travel for a period of 6 months or less and whose journey is for the purpose of a conference, research or field trips approved by the University are covered by the University Travel Insurance policy. Please refer to the webpage below for further information:

http://www.st-andrews.ac.uk/staff/money/insurance/travelinsurance/

35.3 **Contact for Insurance Queries**

The main contact for queries relating to the University’s Insurance Policy is Kenneth Stewart (EHSS) on extension 2465 or email insurance@st-andrews.ac.uk

36. **GRADskills Innovation Grant**

GRADskills aims to support the development of personal, professional and career management skills by young researchers at the University of St Andrews. The GRADskills Innovation Grant is one means by which students and staff are encouraged to think more
creatively and proactively about ways in which the generic skills development of postgraduates, postdocs or supervisors can be facilitated through the GRADskills programme.

The SASP Programme has a successful record of gaining awards under this scheme for events run by our research postgraduate students and students are encouraged to submit applications. More information about the Innovation Grant can be found at:

http://www.st-andrews.ac.uk/capod/funding/innovation/
Section D: Getting Involved

37. Opportunities for Tutoring on Sub-Honours Philosophy Modules

The Department of Philosophy at St Andrews provides opportunities for suitably-qualified postgraduate research students, with the consent of their supervisor, to deliver tutorials on sub-honours modules. The allocation of teaching responsibilities is dependent on varying factors and the Department is not in a position to be able to guarantee that all postgraduate research students will be provided with teaching experience during their period of study. If you wish to be considered for tutorial work you should contact the Philosophy Director of Teaching (phildot@st-andrews.ac.uk) before the start of the relevant semester.

37.1 Mandatory Training for Postgraduate Tutors

Research postgraduates must complete the mandatory training before engaging in any teaching activities. CAPOD runs two workshops for each Faculty before the start of each semester. Students should, where possible, attend the workshops just before the semester in which they first start teaching. Students must also complete the online course Diversity in the Workplace (http://www.st-andrews.ac.uk/hr/edi/training/staffonline/) and Training in Good Academic Practice (TGAP) before attending the face-to-face workshops.

The workshops run from 1-5pm. Students hoping to teach next semester should keep these dates free in their diaries. If students are unable to attend one or both of the workshops for their Faculty, they can sign up for the other sessions.

- Tutoring in the Arts: An introduction
  Monday 5th September 2016
- Assessment and Academic Misconduct (Arts): An introduction
  Tuesday 6th September 2016

These workshops will run again the week before the start of teaching in semester 2, in w/c 16 January 2017. More details, including how to register for these courses, are available at:

http://www.st-andrews.ac.uk/staff/policy/students-postgraduate/postgraduate/researcherswhoteach/

These courses are supplemented within the Department with additional sessions on tutoring and on marking and assessment matters at the start of each semester. Full details of these courses are provided at the start of each semester by the Director of Teaching.

37.2 Casual Contracts and Payment for Tutoring

Research postgraduate students who undertake teaching will be employed by the university on either a bank worker contract or a casual contract and paid in accordance with the hourly rates of pay provided by the university. Please note that during term-time students are only permitted to work up to a maximum of 20 hours per week. Student will be asked to complete a contract and meet additional requirements such as a nationality check.

Your first point of contact within the department for queries relating to casual contracts and payments relating to tutoring will be either Rhona Paterson or Lucie Wight (philosophy@st-andrews.ac.uk, extension: 2486). More information about casual contracts and hourly rates of pay can be found at:

http://www.st-andrews.ac.uk/hr/salariesandpensions/casualstaff/
38. **Staff - Student Consultation and Contact**

Feedback about our courses and programme is always encouraged:
(a) informally and individually to lecturers and tutors, to the Sub-Honours Coordinator or to the Director of Teaching;
(b) through the Philosophy School President and class representatives at meetings of the Staff-Student Consultative Committee (see below);
(c) by module questionnaires.

The Philosophy Departments’ Staff-Student Consultative Committee exists to consider matters concerning the academic welfare of students in the departments. The Committee meets at least once a semester. Its student members are comprised of: four students elected from 1000-level Philosophy modules, four students elected from 2000-level Philosophy modules, four from Honours modules, two Postgraduates and one student elected from the Evening Degree programme. Details of elections to the committee will be announced by the committee’s convener during the first few weeks of the semester.

If you wish to be nominated for election to the committee, please contact the Philosophy School President in the first instance.

All staff teaching in each semester will also attend the SSCC.

The dates of the meeting of the Staff-Student Consultative Committee are as follows:

**Semester 1**

Wednesday 12 October 2.30pm

**Semester 2**

Wednesday 15 February 2.30pm

All meetings will take place in room G03 in Edgecliff.

39. **Student PhD/MPhil Committee**

This committee comprises three or four PhD/MPhil students who will meet regularly with the Director of Postgraduate Studies and the PhD/MPhil Co-ordinator to discuss any feedback from the PhD/MPhil students as well as discussing any new initiatives aimed at improving the Programme.

It will meet in addition to the regular meetings of the Staff Student Consultative Committee. Membership of the PhD/MPhil committee will be decided by nomination and ballot. Details of this procedure will be circulated at the start of the session.

40. **Philosophy Seminars and Events**

The St Andrews Philosophy Club meets several times each semester, usually on Wednesday afternoons, for papers by visiting speakers. The full programme for 2016/17 can be found online at: [http://www.st-andrews.ac.uk/philosophy/dept/phclub/](http://www.st-andrews.ac.uk/philosophy/dept/phclub/)

The Department of Philosophy at Stirling holds its visiting speaker seminars on Thursday afternoons. The full programme for 2015/16 can be found on-line at: [http://www.stir.ac.uk/arts-humanities/news-and-events/](http://www.stir.ac.uk/arts-humanities/news-and-events/)
St Andrews also has a weekly seminar run by and for the research students, meeting Friday afternoons, to which everyone is welcome. Full details, including a sign-up for seminars, can be found on-line at:  https://sites.google.com/site/standrewsfridayseminar/

The Friday seminar is considered an integral part of your PhD or MPhil education and you are expected to present a paper at, and regularly attend, the Friday seminar.

Arché runs a variety of informal seminars and discussion groups. The latest Arché seminar programme can be found on-line at:

http://www.st-andrews.ac.uk/~arche/events/upcoming.php

The weekly Arché schedule can also be found at:
http://www.st-andrews.ac.uk/arche/events/schedule.php

In addition to the Friday Graduate seminar, there will also be one or two Graduate Reflectoria held every year. These will be one-day events attended by both staff and PhD/MPhil students and provide an opportunity for you to present your research in a workshop style environment. All PhD/MPhil students are expected to attend these events.

There are additional philosophy events of interest to postgraduate students, such as conferences and special lectures featuring visiting and internal speakers. You are warmly encouraged to attend any of these events.

41. Professional Development Workshops

Every year the Programme will run three Professional Development Workshops. These will be on the broad themes of: (1) How to teach Philosophy (2) How to get a job in Philosophy (3) How to publish in Philosophy. Details of these events will be circulated in due course.

Attendance at these workshops will be an integral part of your PhD/MPhil education.

End of Handbook