

# School of Psychology



University of  
St Andrews

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**600**  
YEARS

**Masters (MSc) –  
Conversion to Psychology**

**2011-2012**

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## Introduction

Welcome to St. Andrews! This is a handbook with essential information for Masters (MSc) *Conversion Course* students in the School of Psychology. The handbook includes information regarding the requirements for study, important deadlines, information on people who will be assisting in your training and a description of the resources of the School. Please read the handbook carefully.

Of course this handbook is by no means the only source of information regarding St Andrews and The University. The School of Psychology maintains a web site (<http://psy.st-and.ac.uk>) as does the University (<http://www.st-and.ac.uk>). If you have not visited this region of Scotland before, then you can find information about St. Andrews and its environs at <http://www.standrews.com/>.

Please be aware that there is a whole network of people devoted to supporting your training, including your supervisor, the Director of Postgraduates, the Postgraduate Course Controller, the Postgraduate Tutor, the Head of School, the School's support staff and various University officials outwith the School. The roles of these people will be described in detail below and in other University and School publications. The main point is that we are all here to help you and that you should exercise initiative in seeking information and assistance with your training and research. You should also take the opportunity to seek advice and support from your fellow students.

On behalf of the School and of the University, welcome to our Masters (MSc) Conversion programme. We expect that your training experience with us will be both challenging and rewarding.

## Introductory Meetings

There will be a meeting of all Master's students at 3:00 PM on Thursday 22 September in the Staff/Student Coffee Room. Additionally, there will be an Induction Meeting for all entering postgraduates at 2:00 PM on Wednesday 28 September.

## Staff & Student Representatives Involved In Postgraduate Training

Title	Role	Name
Head of School (HoS)	Overall responsibility for operation of the School of Psychology	Verity Brown
Director of Postgraduates (DoP)	Strategic management of post-graduate training, admissions, progress review and student welfare	Sue Healy
Postgraduate Tutor (PGT)	Arranging Introductory Session for new Ph.D. students; providing support and advice for postgraduate students; ensuring any student concerns are noted during each progress review, arranging annual consultation meeting with PG students	Barbara Dritschel>

Postgraduate Course Controller (PGCC)	Handles the mechanics of the delivery, marking and quality assessment of postgraduate modules within Psychology. Arranges the introductory meeting of Master's students	Eric Bowman
Conversion Course Controller	Handles the delivery of the Conversion Course.	Peter Földiák
Secretary to the Postgraduate Committee	Keeping and organising postgraduate training records.	Helen Sunderland
Supervisor	Student's sponsor and mentor in the School; responsible for supervising and monitoring student's progress and acting as first marker for the student's research project for PS5013.	Appointed in consultation with student
Postgraduate Statistics Tutor	Holds "drop-in" clinics for postgraduate students who have questions about statistics	Eric Bowman
Psychology Disabilities Coordinator	Provides advice and support for students with disabilities	Mike Oram
Postgraduate Representative	Represents the Schools PG community; meets informally three times a year with the HoS, DoP and PGT to discuss issues regarding the postgraduate community	TBA
Postgraduate Committee	Reviews the progress reports regarding postgraduate students.	Convener: Sue Healy

### Programme Overview

The Conversion to Psychology MSc. 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 M.Phil. or Ph.D. 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.

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

Component	Module(s)	Credits
Compulsory	<b><i>SS5104 Quantitative Methods in Social Sciences</i></b>	15
	PS5005 Methods of Data Analysis in Psychology	30
	PS5231 Conceptual Issues & Theoretical Perspectives	10
	PS5232 Assessment in Clinical Psychology	10
	PS5233 Developmental Psychology	10
	PS5234 Social Psychology	10
	PS5240 Review	15
Optional (1 of PS5235 or PS5236 and 1 of PS5237 or PS5238)	PS5235 Cognitive & Behavioural Neuroscience	10
	PS5236 Evolutionary and Comparative Psychology	10
	PS5237 Perception	10
	PS5238 Cognition	10
Research Project	PS5002 Research Project	60

## Module Descriptions

### Compulsory Modules

#### ***SS5104 Quantitative Methods in Social Sciences (15 credits)***

This module aims to ensure that students are competent in the use of core analytic techniques within psychology. This includes such things as basic probability theory, non-parametric statistics, uni- and multivariate parametric statistics. Students will also study advanced topics such as statistical modeling. Students will be given an initial assessment at the start of the session and, depending on their performance, will be given a guided program of personal study which will focus on the areas where they need to gain competence. All students will be required to successfully complete this module before undertaking data-gathering or analysis for their project.

*Module controller:* Eric Bowman  
*Semester:* 1  
*Class Hour:* Mondays 1pm-4pm  
*Teaching:* 10 2-hour sessions plus guided programme of personal study

#### ***PS5005 Methods of Data Analysis in Psychology (30 credits)***

This module aims to ensure that students are competent in the use of core analytic techniques within psychology. This includes such things as basic probability theory, non-parametric statistics, uni- and multivariate parametric statistics. Students will also study advanced topics such as statistical modeling. Students will be given an initial assessment at the start of the session and, depending on their performance, will be given a guided program of personal study which will focus on the areas where they need to gain competence. All students will be required to successfully complete this module before undertaking data-gathering or analysis for their project.

*Module controller:* Eric Bowman  
*Semester:* 2  
*Class Hour:* Mondays 12-3PM, School of Psychology (Venue t.b.c.)  
*Teaching:* 10 2-hour sessions plus guided programme of personal study

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***PS5231 Conceptual Issues & Theoretical Perspectives (10 credits)***

This module addresses the historical and philosophical background to current debates in psychology. The module will be taught via lectures and seminars including student presentations. Emphasis will be placed on the development of critical analysis of alternative models and levels of explanations of behaviour, and the ability to relate conceptual debates in psychology to issues in the real world.

*Module controller:* Paul Gardner  
*Semester:* First half of semester 1  
*Class Hour:* 9-11 am Thursday lecture, Bute Lecture Theatre A;  
2-5 pm Thursday laboratory class or research seminar, Old Library

***PS5232 Assessment in Clinical Psychology (10 credits)***

This module presents psychopathological conditions and provides a basic understanding of the underlying neuronal and/or cognitive-behavioural mechanisms. Examples will be drawn from the field of clinical psychology and/or clinical neuropsychology. The module will further explore in detail the tools and procedures used to assess psychopathological conditions by discussing their theoretical/statistical background and by demonstrating how to use these tools in clinical and experimental settings.

*Module controller:* Angie Kehagia  
*Semester:* Second half of semester 2  
*Class Hour:* 9-11 am Thursday lecture, Bute Lecture Theatre A;  
2-5 pm Thursday laboratory class or research seminar, Old Library

***PS5233 Developmental Psychology (10 credits)***

This module is designed to equip students with an appreciation of key principles, concepts, methods and discoveries in developmental psychology, with an emphasis on evolutionary and comparative perspectives that are a particular strength of such work in St Andrews. The module aims to offer a broad perspective spanning infancy to childhood, and a range of key topics in cognitive and social development.

*Module controller:* Andy Whiten  
*Semester:* First half of semester 2  
*Class Hour:* 9-11 am Thursday lecture, Bute Lecture Theatre A;  
2-5 pm Thursday laboratory class or research seminar, Old Library

***PS5234 Social Psychology (10 credits)***

This module explores in depth key topics across the breadth of social psychological enquiry. A variety of research approaches will be examined in order to develop the scientific understanding and critical skills in this field. Approaches that will be covered include social cognition, social identity and the study of intergroup relations. In each case, the strengths and limitations of the approaches are explored, and theoretical knowledge will be linked to current events.

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*Module controller:* Nicola Tausch  
*Semester:* First half of semester 2  
*Class Hour:* 9-11 am Tuesday lecture, Bute Lecture Theatre A;  
2-5 pm Tuesday laboratory class or research seminar, Old Library

***PS5240 Review Essay (15 credits)***

In order to develop the ability to critically analyse and review complex current material, students will be required to attend the School Seminar series (10 seminars per semester) and to select the work presented by one of the speakers as the basis for this essay. As part of the essay they should read relevant publications both by the speaker and by others in the relevant field. Students should consider both the theoretical significance and the real-world relevance of the work. The essay will be written without supervision, however the student will be able to submit a first draft to their tutor for feedback and advice.

*Module controller:* Gerry Quinn  
*Semester:* Whole year

In addition, Conversion Course students will attend a weekly tutorial. This tutorial will provide students with the opportunity of advanced evaluation and integration of the material provided in the content modules as well as provision of advanced generic skills. For example, tutorials will include sessions on essay writing skills, evaluation and critique of 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. A tutorial handbook with advanced information about the tutorial structure and content will be provided to the students before the start of the session.

***PS5002 Research Project (60 credits)***

The student will carry out a major piece of original and independent research under the guidance of an academic supervisor. Under normal circumstances the research will be planned during the academic semesters and then conducted during the summer after successful completion of the other M.Sc. modules. Supervision will be regular and will normally average approximately one hour every two weeks. The aim of the module is to give the student an opportunity to develop expertise in designing, conducting and analyzing psychological research, and also to learn how to present such work in writing.

*Teaching:* May-June (subject to successful completion of taught component)  
Supervisory meetings arranged with assigned supervisor in approx two-weekly intervals.  
*Assessment:* Thesis: 15,000 maximum word limit research report in appropriate scientific journal style. Submission deadline: 31<sup>st</sup> August 2012

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## Optional Modules

### ***PS5235 Cognitive & Behavioural Neuroscience (10 credits)***

This supervised review will compare and contrast different theoretical and methodological approaches to a particular topic in the study of the mind. The aim of this module is to encourage students to gain a clear picture as to what is unique about an evolutionary approach to the study of the mind, how it differs from other psychological approaches, and to gain an appreciation of the strengths and weaknesses of such an approach. Suitable topics for review will be chosen by agreement with the student's supervisor and the Course Controller.

*Module controller:* Ines Jentsch  
*Semester:* First half of semester 1  
*Class Hour:* 9-11 am Tuesday lecture Bute Lecture Theatre A;  
2-5 p.m. Tuesday laboratory class or research seminar; Old Library

### ***PS5236 Evolutionary & Comparative Psychology (10 credits)***

This module will address evolutionary and comparative approaches to psychology. The aim is to provide an understanding of major evolutionary forces and how they have shaped animal and human behaviour and psychology. Key principles, concepts and methodologies will be introduced and related to specific topic areas such as the evolution of social behaviour and the evolutionary origins of language and cognition.

*Module controller:* Klaus Zuberbühler  
*Semester:* Second half of semester 2  
*Class Hour:* 9-11 am Tuesday lecture Bute Lecture Theatre A;  
2-5 pm Tuesday laboratory class or research seminar, Old Library

### ***PS5237 Perception (10 credits)***

This aim of this module is to develop an understanding of visual perception and its functions. Stress will be laid on the integration of findings from physiology, neuropsychology, anatomy, and psychophysics. Topic areas covered will include theories of human vision and their application to understanding our ability to perceive distinct visual properties, for example the shape, size, location and identity of objects. Emphasis will be placed of the development of the skill of critical evaluation of evidence and theory.

*Module controller:* Clare Jonas  
*Semester:* Second half of semester 1  
*Class Hour:* 9-11 am Tuesday lecture, Bute Lecture Theatre A;  
2-5 p.m. Tuesday laboratory class or research seminar, Old Library

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### ***PS5238 Cognition (10 credits)***

The aim of this module is to develop an understanding of human memory and attention. Topic areas covered will include theories of attention, short and long term memory, processes involved in memory encoding, maintenance and retrieval. Emphasis will be placed on the development of the skill of critical evaluation of evidence and theory. Lectures will be accompanied by practical classes, in which students will gain experience of the experimental methods used in cognitive research, and seminars in which research papers will be critically evaluated.

*Module controller:* Gerry Quinn

*Semester:* Second half of semester 1

*Class Hour:* 9-11 am Thursday lecture, Bute Lecture Theatre A ;

2-5 pm Thursday laboratory class or research seminar, Old Library

## **Academic Matters**

### ***General information***

It is the University's policy that all information regarding academic regulations and related matters be conveyed to students from central resources rather than departmental handbooks like this one. The web page for general information for postgraduates can be found [\[here\]](#). In particular, we would like to draw your attention to the University's *Student Handbook*, which can be found on the University's web site [\[here\]](#). University support services, which include the library and the University's binding service for Master's theses, are described in the *Handbook* and can be found [\[here\]](#). Additional services that are listed in separate headings include the University's computer services [\[here\]](#) and student support services [\[here\]](#). Please note that the Course Catalogue for the M.Sc., which describes the requirements of the programme and also the modules in the M.Sc., can be found [\[here\]](#).

Additional training is also offered by several units in the University: The English Language Teaching Centre provides tutorials and formal classes in all aspects of the English language for overseas students. The Centre's web site can be found [\[here\]](#). Other forms of training related to supporting learning can be found via the Centre for Academic, Professional & Organisational Development (CAPOD) (see, [\[here\]](#)). Please note that the Mathematics Support Centre, which provides help for students who struggle generally with mathematics, is also listed on CAPOD's web pages. In this regard, if you struggle with basic mathematics (algebra, geometry, etc.), please make an appointment with the Mathematics Support Centre; if you are struggling with specific problems related to understanding statistics, see the School's Statistics Advisor or the relevant Module controller for PS5005.

### ***Submission of Continuous Assessment***

The details of the requirements of submission for SS5100-level courses can be found in the relevant module handouts. For PS5000-level modules, all assignments must be word-processed. Unless the individual module handout indicates otherwise, two copies of each PS5000-level assignment must be handed in to the Psychology School Office by 2:00 PM on the submission date. The Postgraduate Secretary will then distribute one copy of the work to the appropriate member of staff for marking while saving one for reference. Please make sure to keep a copy of what you turned in as well for your own records and possibly for examples of written work for jobs or Ph.D. studentships. Note that unless an extension is granted, late work will be marked for

feedback only and a grade of “fail” will be recorded. This would have serious repercussions for your academic record and can endanger your chances of earning the M.Res.

### ***Ethical review of research proposals for PS5013 and other modules***

All research performed in the University, including the research you will undertake for PS5013 (Master’s Research Project), must be subjected to ethical scrutiny BEFORE you undertake the research. You are not permitted to embark on any research until you have been granted ethical permission. For research involving humans, the proposals are reviewed by the University Teaching and Research Ethical Committee (UTREC), whose web page can be found [\[here\]](#). Any research undertaken with animals must be reviewed by the University’s Animal Welfare and Ethics Committee (AWEC), whose web page can be found [\[here\]](#). *Note that it is a requirement that any relevant letters of ethical approval be attached as appendices to your Master’s thesis.*

## **Health and Safety**

Details on Health and Safety for students within the University are available [\[here\]](#). Additionally, the School of Psychology has a Safety Manual that describes the local policies in regard to health and safety matters. It is available [\[here\]](#). 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. All students should familiarise themselves with this information. The School Safety Officer is Mary Latimer. Any hazards or safety-related incidents should be reported to the School Safety Officer or the School Office immediately. Students 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. This document serves as a risk assessment for many low –risk activities encountered in the School of Psychology. All high risk activities must be assessed in written format using the School of Psychology Risk Assessment Form. These written risk assessments must be completed by a competent person and reviewed by the Safety Co-ordinator plus other relevant persons. Outlined in this document are particular areas where written risk assessment is required.

**Fieldwork:** All fieldwork that is conducted outside the School of Psychology must be considered for risk assessment using the Fieldwork Risk Assessment Form, available [\[here\]](#). This risk assessment form requires the identification of risks as well as appropriate control measures for those risks. This form is then reviewed by the Safety co-ordinator together with other relevant personnel such as PhD supervisors for post-graduate research. Trivial risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless work actively compounds those risks.

**Research Activities:** In addition all projects requiring ethical approval must also be risk assessed using the University’s general Risk Assessment Form, available [\[here\]](#). This form is then reviewed by the School Safety Co-ordinator.

### ***Security***

Given the expensive equipment in the department and the nature of research that we perform, security in the department is very important. You are reminded that, particularly in term time, there are many people around. It is wise never to leave valuables unattended. After 5:00 PM on

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weekdays and during weekends the department 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 porter's desk. Also, you should not let people into the department unless they are well known to you. If they have right of access they should have their own card!

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

- (1) On weekdays individuals must sign in if they arrive before 8.00 am; if they then leave before 8.00 am they should sign out, but if they remain in the building they need take no further action - records are effectively cleared at the start of the working day.
- (2) All members of the School must sign in if they are present in the building after 6.00 pm, without exception and regardless of all other considerations. They should sign out when they leave.
- (3) At weekends, everyone working in the building should sign in, whatever time they arrive, and sign out when they leave.
- (4) Please note that these timings allow of no leeway: before 8.00 means before 8.00, after 6.00 is after 6.00, regardless of how much before or after. Note also that records of signing in and out are not kept: these are transient items, used for immediate safety concerns. Failure to follow these security procedures will result in the forfeit of your access privileges to the building out of normal working hours.
- (5) If you see any stranger acting suspiciously, then contact the police if you are alone. If there are sufficient people in the building that you feel secure, then approach the person and ask politely for identification and the purpose of their presence in the School. In nearly all cases the stranger will be a legitimate visitor who would appreciate being directed to the appropriate office. If you have indeed detected an apparent crime, contact the police at 418900 immediately. It is helpful to the police if you provide a good description of the person including their gender; age; height and build; hair colour; clothing; accent; and distinguishing features. Under section 57 of the Civic Government (Scotland) Act 1980 it is an offence to be within premises without lawful authority or other reasonable excuse in the circumstances where it may be reasonably inferred that the intention is to commit theft. Inform your Supervisor/Head of School and complete a University Incident Report Form obtained from [\[here\]](#). At no time take any action which you consider may place yourself or others at risk.

## **Working in the School of Psychology**

### ***Staff/Student Coffee Room***

The Coffee Room is available for the use of both postgraduate students and staff. Its facilities include a sink, coffee machine, refrigerator, bottled water dispenser and microwave oven. Please be considerate to other users when using the Coffee Room.

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### *Student Mailboxes*

The student mailboxes - one for each letter of the alphabet - are located at the entrance to the corridor leading from the Foyer. 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 School Mail Room.

### *School of Psychology Postgraduate Committee*

As postgraduates in the School you have an elected representative to put forward your views and wishes both within the School and within the University. The major forum in which postgraduate issues are discussed is the Postgraduate Committee. The remit of this committee is to deal with all issues relating to postgraduates. The postgraduate representative sits on this committee by right (except in instances when confidential information about other students is being discussed) and is therefore able both to put items of concern to postgraduates onto the committee agenda and also to comment on any item raised by others. Amongst the items that have been discussed recently are minimum computer facilities available to postgraduates, policy on interviewing potential postgraduates and financial support for postgraduate activities. Important decisions are made that will affect you, so make sure that your representative knows your views! Your postgraduate representative will often solicit your opinions. However, if there is a postgraduate issue that affects the postgraduate community as a whole, then you should ask the PG Representative to include it on the committee agenda.

### *Staff/Student Consultative Committee.*

Any matters arising for consideration of this committee should be given to the postgraduate representative.

### *Computing*

The policy of the School of Psychology is to provide access to a desktop computer to post-graduate students enrolled in the School. In the case of Master's students, shared access is likely. Postgraduate computers are provided by the School for the purposes of writing and basic data analysis. Thus we will provide functional low-end desktop computers, able to run a word processor and spreadsheet. Typically we provide the following software for which the University has licensing arrangements: Microsoft Office, SPSS and EndNote. Additional software, or storage devices for large amounts of data, will need to be purchased by the supervisor. Furthermore, computers required for gathering data (e.g. laptops for field use) will not be purchased with School funds. If such equipment is required this will be the responsibility of the student and supervisor to arrange.

If you have a laptop computer or other mobile devices, it is possible to access the internet via the University's wireless local area network. This is based on the IEEE 802.11g (54Mb/s) standard, backwards compatible with the older IEEE 802.11b (11Mb/s) standard. Most modern laptops, many mobile phones and some other devices (e.g., some tablet PC's and iPod's) can connect to wireless networks using these protocols. The University wireless network requires a secure connection via the JRS system (also called EduRoam). Details on connecting to the University's wireless network can be found [\[here\]](#).

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## **Secretariat & Administration**

### ***General***

All work requests should be placed in the secretariat pigeon-hole. If any work requests are urgent please speak directly to one of the secretaries.

### ***Photocopying***

Photocopying is charged to the account of individual supervisors. In the first instance, therefore, please discuss photocopy requirements with your Supervisor. Photocopy cards are then obtainable through the School Office – please note that the Photocopier in the School's Mail Room will only accept the disposable cards provided by the Office and not the 're-chargeable' plastic cards which can be obtained for use in the main University Library. Queries regarding the photocopy machine should be directed to the School Office.

### ***Printing***

If you require bulk photocopying, typesetting, etc, please inform the School Office that you wish the item to be sent to the Print & Design unit. An official request form will then be completed, and the item will be sent through internal mail.

### ***Stationery***

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. Queries regarding stationery should be directed to the School Office.

### ***Postage***

There are four mail baskets in the mail room. The options are as follows: First Class (including First Class airmail), Second Class (maximum 750 g), Airstream (a cheaper but slower service than First Class airmail, taking approximately 7-10 days) and Internal. We receive a delivery of mail twice a day. The outgoing mail is sorted at 3:15 pm. Any mail put in the tray after this time will be collected the following day. Priority services such as Swiftair, Special Delivery and Recorded Delivery are also available. These items should be clearly marked with the service required, and placed in the First Class basket. Please note that priority service mail over £5 will be charged to research budgets. Queries regarding mail and priority services should be directed to the School Office.

### ***Petty Cash***

The maximum amount that can be claimed from petty cash is £10. Expenses above £10 should be claimed on a claim form (available from the School Office). The completed form should be returned to the Office, with receipts attached.

### ***Fax Machine***

Please hand all faxes directly into the School Office. If your fax has a deadline, please inform the person to whom you hand the fax.

### ***Room Bookings***

The School maintains several large rooms that can be used for both teaching and research, including the Seminar Room and the Old Library. Additionally, the School has dedicated human research space that can be booked online using the form located [\[here\]](#).

### ***Building & Accommodation***

Please inform the School Office of any maintenance/repair work required within the School and it will be reported to Estates.

### ***Telephone System***

Telephone requests/faults should be reported to the School Office.

### ***Travel Insurance***

The University changed recently the company from which it purchases insurance. It is not clear whether the University's new travel insurance policy covers taught Master's students when they travel for University-related activities (such as research or scientific conferences), so please check with the School's Safety Officer ([Mary Latimer](#)) to determine whether the University policy covers your travel. Unless you receive confirmation that the University's policy covers your travel, please make sure you have your own travel insurance.

## **Workshop**

### ***Technical Support***

The School currently employs ten technicians to provide comprehensive support for a wide range of activities in research, teaching, safety, purchasing, minor works and equipment loans. The technical support staff are split between the Workshop and the Animal House. The Workshop is 8.30 am to 5.30 pm Monday to Friday. The Animal House is staffed from 9am to 5pm weekdays and 1-2 hours in the afternoon on Saturday, Sunday and holidays.

### ***Technical Personnel***

*School Superintendent: Malcolm McCandless (tel: 2079, e-mail: mm6)*

Implements School policy for technical support operations. Purchasing Officer, contact for placing official orders (White Form). Member of Non-Academic and Equipment Committees.

*Technician-in-Charge (Electronics, Metal-Woodwork): Andy Burnley (tel: 2078, e-mail: ajdb)*

Contact for placing Workshop requests (Pink Forms) for design, development, repair and maintenance of equipment. Other duties include supervising teaching practical set-ups, electrical safety testing, equipment loans and minor works. Member of Buildings & Accommodation and Safety committees.

*Technician-in-Charge (Software Development & Maintenance): Ken Munro (tel: 3088, e-mail: kjm)*

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Contact for placing Workshop requests (Pink Forms) for design, development and maintenance of software for research and teaching projects. Other duties include specialist advice on software and software environments.

### ***Other Workshop Responsibilities, Facilities and Contacts***

- (1) Audio-Visual, Computer Multimedia, (editing, copying and specialist advice), Stock requests (tapes, disks): Brian Kirk (tel: 2078, e-mail: brk), Roy Thomson (tel: 2078, e-mail: rht1).
- (2) Computer Hardware Upgrades & Repair: Brian Kirk, Malcolm McCandless
- (3) LaserJet, Deskjet: Peter Wilcox (tel: 2078, e-mail: pw2)
- (4) Computer software problems: Jackie MacPherson (tel: 3088, e-mail: jm5)
- (5) Audio-Visual, printer repairs, printer cartridges, etc.: Brian Kirk, Roy Thomson.

## **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 individual amounts that you charge to your supervisor's allocation.

### ***Claims for reimbursement***

All claims must conform to the University's Financial Regulations (see [\[web site\]](#) for details) and be supported by receipts. The School Office is responsible for paying invoices, processing expense claim forms, grant transfers and the day-to-day running of the accounts system.

### ***Participation in Social Events***

It is common practice that the speaker of the seminar series (usually Fridays at 3.30pm) is invited for lunch by the School. Members of staff and postgraduates may want to participate. The School recognises that this is a good occasion to informally continue the scientific exchange between the speaker and the staff and the postgraduates, and it may thus contribute to the expenses. The following rules apply:

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

## **Training in the School**

### ***Your Supervisor***

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

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***The Director of Postgraduates (Convenor of the PG Committee)***

The Director of Postgraduates (DoP) and Convenor of the Postgraduate Committee is Sue Healy. The role of the DoP is:

1. To arrange the monitoring of your training progress by your supervisory team and the School's Postgraduate Committee.
2. To enhance so far as possible the training facilities, opportunities and procedures for postgraduates.

***The Postgraduate Tutor***

The Postgraduate Tutor (PGT) is Barbara Dritschel. If the DoP is the "bad cop" who tracks down delinquent training requirements from postgraduate students, then the PGT is the "good cop" who advises and supports students. This includes providing support, advice, and guidance relating to most aspects of being a postgraduate student.

You are encouraged to voice your concerns when a problem arises, as problems which fester are often more difficult to solve. This encompasses anything that adversely affects your work, including difficulties with living accommodation, bereavement, medical issues, conflict with your supervisor, or frustration with the pace of progress in your work. The PGT is a resource that can be called upon to assist you by, for example, appropriately directing your complaint, making representation on your behalf, or simply providing a listening ear. Any issues that you raise will be treated in strict confidence.

In addition to the PGT, you are also encouraged to approach your supervisor, your second supervisor and, of course, any other member of staff with whom you feel comfortable.

***Conversion Course Controller***

The role of Conversion Course Controller is to organise the programme of training for Postgraduate Students on the MSc Conversion programme. The Course Controller will advise you into your modules and provides a contact point regarding any course or training related issues throughout the year.

***Statistics Tutor***

If you are having difficulty with a statistical problem, then your first point of contact should be the your supervisor. The School's PG Statistics Tutor provides a backup when the student and supervisor want a third opinion or perhaps a fresh perspective.

The Statistics Tutor offers help to students who have questions regarding statistical analyses or procedures. The tutor holds 2 one-hour "drop-in" sessions each week (TBA) to discuss any statistical issues that might arise that you wish to discuss with someone more experienced. Additionally, the tutor can see you outside the hours of these sessions provided that you make an appointment. The tutor can provide advice about statistical analyses that might be appropriate for your data, but you are wholly responsible for any analyses you include in your project report, your thesis and any course work. Under normal circumstances, the tutor will not act as arbitrator for statistical disagreements between students and their supervisors unless all parties agree that it would be appropriate and productive.

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### ***Resolving issues with the postgraduate training***

#### ***Raising general postgraduate issues within the School***

Every year the postgraduate students elect a postgraduate to represent their interests in the relevant committee meetings within the School of Psychology. The Postgraduate Representative meets informally three times each year with the Head of School, the Director of Postgraduates and the Postgraduate Tutor to raise any issues that might affect the postgraduate community as a whole. Additionally, the Postgraduate Representative can attend the Staff/Student Consultative Committee and the Staff Council to raise any issues that might affect both undergraduate and postgraduate students. Finally, if there is a problem that must be addressed immediately, the Postgraduate Representative can ask to meet with any member of the Postgraduate Committee or with the Head of School. Therefore, if you would like to raise an issue that is of general interest to the postgraduate community, then please contact the Postgraduate Representative.

#### ***Resolving student/supervisor difficulties***

Minor differences of opinion in the student-supervisor relationship are entirely normal, but we all recognise that such disagreements should be reconciled as soon as possible. The following steps are to be followed in order to resolve any problems that bother you:

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

Supervisors who experience difficulties with their students should follow the same steps in attempting to resolve the problem.

#### ***Resolving problems with the postgraduate training programmes***

If you are experiencing problems with any aspect of postgraduate training, or are having difficulty meeting deadlines, your first point of contact should be the PGCC. Additionally, the PGCC will, if you give your permission, alert the PGT if you are struggling with the course.

## Timetables

### *Semester 1*

<b>Semester 1: First Half</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00-10:00</b>		PS5235		PS5231	
<b>10:00-11:00</b>		Bute Lecture Theatre A		Bute Lecture Theatre A	
<b>11:00-12:00</b>					
<b>12:00-13:00</b>				<i>Psycholoquia</i>	
<b>13:00-14:00</b>	SS5104				
<b>14:00-15:00</b>	Butts Wynd	PS5235		PS5231	
<b>15:00-16:00</b>	Computer Classroom	Old Library		Old Library	<i>School Seminar</i>
<b>16:00-17:00</b>					

<b>Semester 1: Second Half</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00-10:00</b>		PS5237		PS5238	
<b>10:00-11:00</b>		Bute Lecture Theatre A		Bute Lecture Theatre A	
<b>11:00-12:00</b>					
<b>12:00-13:00</b>				<i>Psycholoquia</i>	
<b>13:00-14:00</b>	SS5104				
<b>14:00-15:00</b>	Butts Wynd	PS5237		PS5238	
<b>15:00-16:00</b>	Computer Classroom	Old Library		Old Library	<i>School Seminar</i>
<b>16:00-17:00</b>					

## Timetables

### *Semester 2*

<b>Semester 2: First Half</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00-10:00</b>		PS5234		PS5233	
<b>10:00-11:00</b>		Bute Lecture Theatre A		Bute Lecture Theatre A	
<b>11:00-12:00</b>					
<b>12:00-13:00</b>	PS5005 Venue t.b.c.			<i>Psycholoquia</i>	
<b>13:00-14:00</b>					
<b>14:00-15:00</b>		PS5234		PS5233	
<b>15:00-16:00</b>		Old Library		Old Library	
<b>16:00-17:00</b>					

<b>Semester 2: Second Half</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00-10:00</b>		PS5236		PS5232	
<b>10:00-11:00</b>		Bute Lecture Theatre A		Bute Lecture Theatre A	
<b>11:00-12:00</b>					
<b>12:00-13:00</b>	PS5005 Venue t.b.c.			<i>Psycholoquia</i>	
<b>13:00-14:00</b>					
<b>14:00-15:00</b>		PS5236		PS5232	
<b>15:00-16:00</b>		Old Library		Old Library	<i>School Seminar</i>
<b>16:00-17:00</b>					