

# School of Psychology



University of  
St Andrews

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**600**  
**YEARS**

**Ph.D. Handbook**

**2011-12**

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## Introduction

Welcome to St. Andrews! This is a handbook with essential information for Ph.D. students in the School of Psychology. The handbook includes information regarding the requirements for postgraduate study, important deadlines, information on people who will be assisting in your training and a description of the resources 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 postgraduate training, including your primary supervisor, your second 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 the University, welcome to our postgraduate programme. We expect that the next years of your training will be both challenging and rewarding.

## Programme Overview

The goal of the Ph.D. programme is to provide you with an individualised training programme that suits your needs. At the beginning of each year you will meet with your supervisor to identify the training that you need for the upcoming year and then to formulate a plan to obtain it. Please note we require that you be trained in generic research and professional skills if you have not been trained in them already, but some training needs will undoubtedly be specific to your research area.

An essential component of your training is the monitoring and documentation of your progress. You will be given a *Postgraduate Logbook*, in which your training plan for each year will be explicitly noted. Additionally, as you acquire training from various activities (lectures, workshops, seminars etc.), you will record these in the logbook. The record of your training will then be used twice each year to assess your progress, thus it is crucial that you keep the information in the logbook accurate and current. The process of assessing needs, planning training and monitoring progress will be described in more detail below.

Training can be provided to you from tutorials with your supervisors and other members of staff, from taught courses in the School of Psychology and related departments, from University units (such as the Careers Advisory Service) and from external organisations such as SUPPORT and the UK GRAD programme (see sections below). Additionally, some training might be required from providers not traditionally associated with any academic institution. For instance, primatology field work might require first aid training. In addition, participation in conferences, seminars and workshops in your research area can provide invaluable experience and therefore we also consider this a form of training. Overall the University requires a minimum of 10 days' worth of documented training each year, but you might require substantially more training depending on your background.

### Introductory Meeting

There will be a meeting for all new Postgraduate students at 2:00 PM on Wednesday 28 September; the meeting will be held in the Staff/Student Coffee Room.

### 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 postgraduate 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 for the M.Res. and the M.Sc. Evolutionary & Comparative Psychology   | Eric Bowman   |
| M.Sc. Conversion Course Controller      | Organisation of the mechanical aspects of the M.Sc. Conversion programme   | Peter Foldiak   |
| 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 acting as first marker for the student's research project for PS5002.  | Appointed by PGCC   |
| Statistics Advisor                      | Holds "drop-in" clinics for postgraduate students who have questions about statistics  | Eric Bowman   |
| 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  | See listing for 'PG rep' in <a href="http://psy.st-andrews.ac.uk/people/postgrads.shtml">http://psy.st-andrews.ac.uk/people/postgrads.shtml</a> |
| Postgraduate Committee                  | Reviews the progress reports regarding postgraduate students.  | Convener:<br>Sue Healy  |

## Student Progress

### *Advising: Identifying your training needs and making a training plan*

At the beginning of each year, during the week of matriculation, all postgraduate students must meet with their primary supervisors to discuss the training the student needs in the upcoming year. In the first year of the Ph.D. programme, research and professional skills will be addressed specifically. If you cannot document training in these skills to the satisfaction of your primary supervisor, then you and your supervisor must agree on a plan of training to provide you with those skills. In most cases, you will find appropriate training from sources within the University. Each year your training plan must be entered into your postgraduate logbook and for review and approval by the School's Postgraduate Committee.

## Programme requirements

### *All years*

Each year you must fulfil the following requirements:

- You must matriculate at the beginning of each academic year.
- You must conduct a skills training needs analysis and formulate a training plan in conjunction with your supervisor.
- You must complete all progress review procedures mandated by the University and the School.
- You must present a Psycholoqium describing your past research and/or future research plans. You must attend other students' talks.
- You must attend the Friday research seminar series.
- You must present a poster at the annual session in December.
- You must complete 10 days' worth of professional training via GRADSkills, professional conferences, training sessions within the School, or other legitimate training events. It is expected that you will attend 2 GRADSkills events per semester.
- You must keep your *Postgraduate Logbook* up to date and present it to your supervisor or any member of the Postgraduate Committee when asked.
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### *First year reports*

The University requires us to complete reviews and submit agreed reports to Faculty by mid-June 2010. The outcome of these reports governs your ability to matriculate the following session and controls the degree for which you are registered. In addition to the general requirements given above, in the first year of the Ph.D you must also:

- Complete a first year report – also to be submitted by **May 25<sup>th</sup> 2012** (i.e., within 8 months of first registering as a full-time postgraduate student, or its equivalent as a part-time student). This report should not exceed 10,000 words (excluding abstract, references and figures). *Please note that this is a word limit and NOT a target.* Two copies of the report should be submitted in bound form to the school office. The report should start with an abstract followed by a review of the relevant psychological research literature that will form the theoretical and empirical background for your research project. If you have not had the opportunity to complete an empirical study, then the second section of the report should include a specific research proposal that includes an explicit statement of how the research is

associated with the theories described in the literature review, a description of the target population, the sampling and data acquisition methods to be used, any hypotheses to be tested, an *a priori* analysis of the number of subjects/cases required for statistical power (for all quantitative approaches) and a test-run of the planned quantitative or qualitative analyses on a hypothetical/preliminary data set. If you have completed a full empirical study, then the second section of the report should be written in format suitable for a journal, including methods, results and discussion sections. The report should end with a detailed plan for future studies. The following appendices should be included in the report: a printout of your poster, a printout of your slides from the Psycholoquium, and a CD or printout of the data analysed. Please note that you are also responsible for storing *all* raw data and producing it on request by your supervisor, members of the Postgraduate Committee or the external examiner.

- Assessment by *viva voce* examination will take place within three weeks of submission of the empirical report. The viva should normally not exceed 1 ½ hours. Generally, your primary supervisor will not be involved in this assessment although he/she will be asked to report on your progress to the Postgraduate Committee. The viva will normally be examined by your secondary supervisor and another member of the academic staff, agreed by the Postgraduate Committee.
- During this period, the Postgraduate Committee will also review your logbook, the *viva voce* report, and the printouts of your Psycholoquia and poster session presentations and recommend to the University appropriate registration and to the School/Research Councils regarding funding arrangements.
- Possible recommendations are: (a) progression to 2<sup>nd</sup> year for Ph.D. with same funding arrangements; (b) change of registration to M.Phil. depending upon credits gained, and allowed only one additional year in which to complete your studies; (c) change of registration to Masters (M.Res. or M.Sc.) depending upon credits gained. In this eventuality, your thesis would be submitted by 1<sup>st</sup> September 2011 and examined by an External Examiner. Possible outcomes would be M.Res., M.Sc. or Postgraduate Diploma; (d) change of registration to Diploma which would be examined internally. If either of the last two recommendations (*c* or *d*) are made, then the School will discontinue funding past the submission deadline.
- It should be noted that the School's Postgraduate Committee can recommend to the University discontinuation of postgraduate studies at any stage. On the basis of these recommendations, the School also retains the right to discontinue any funding as appropriate.
- Please note that these changes are *subject to approval* by Faculty and School Council.

### ***Third year report***

At the beginning of your third year of study we require you to submit a detailed outline of your final plan for submission of your thesis. This plan should include dates of completion of final data collection, analysis, and the write-up of the thesis. Normally we expect students to have completed *all* data collection well before the end of third year. This outline report should not exceed 2 pages and should be discussed with your supervisor before being submitted. Deadline for submission: 31<sup>st</sup> October 2011.

### ***Monitoring progress***

Once a year you will fill out a progress report. This is a relatively straightforward task in which you discuss your progression in the current year's training plan. You will use the information about training activities in your logbook to document your progress. This information will be

reviewed by your supervisory team and also the School's Postgraduate Committee. Additionally each year the University requires you to be interviewed by the School's Postgraduate Committee. The way we implement this is by holding a consultative meeting with all postgraduates (arranged by the Postgraduate Tutor) to identify general needs and then you will be contacted individually by the Postgraduate Tutor via e-mail or in person. If you have any specific problems or obstacles that are hindering your progress, then you can inform the Postgraduate Tutor at that time.

Please note that there are many people to whom you can talk about any issues that arise during the year. These include your secondary supervisor, the Director of Postgraduates, the Postgraduate Tutor, the Postgraduate Student Representatives and the Head of School.

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

## **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 PhD Reports and 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 Masters programmes, including information about modules you might wish to take formally or to audit, 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.

### ***Ethical review of research proposals***

All research performed in the University, including the research you will undertake for your PhD, 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 PhD 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 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**

### *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.

### ***Office Accommodation***

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

### ***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.

### ***Computing***

The policy of the School of Psychology is to provide access to a desktop computer to postgraduate students enrolled in the School. Thus we will provide functional low-end desktop computers, able to run a word processor and spreadsheets. 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](#)].

## **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)*

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.

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### ***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.

#### ***School Travel Fund***

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

#### ***Guidelines***

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

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

All claims must conform to the University's Financial Regulations (see [\[web site\]](#) for details) and be supported by receipts.

#### ***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 primary supervisor will have been decided before admission to the School. Your supervisor is responsible for providing you with the support and planning required for your PhD.

### ***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.

### ***Postgraduate Course Co-ordinator***

The role of Postgraduate Course Co-ordinator (PGCC) is to organise the programme of training for Postgraduate Students in the M.Res. and M.Sc. Evolutionary & Comparative Psychology.

### ***Statistics Tutor***

If you are having difficulty with a statistical problem, then your first point of contact should be 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.

### ***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.

## **Taught Master's Programme Structure**

This information is provided in case you require training that is offered in any of these modules or if you wish to pursue obtaining a Master's degree prior to pursuing a Ph.D. In particular, unless you have a Master's degree already, it is likely that you would benefit from the training offered in modules PS5003 and PS5005.

### ***M.Res. in Psychology***

| Component                              | Module(s)  | Credits |
|--|--|---------|
| Generic social science research skills | SS5101 – Being a social scientist - skills, processes & outcomes | 15      |
|  | SS5102 – Philosophy & methodology of social sciences             | 15      |
|  | SS5103 – Qualitative methods in social science                   | 15      |
|  | SS5104 – Quantitative research in social science                 | 15      |
| Psychology-specific research skills    | PS5003 – Professional skills in psychology                       | 30      |
|  | PS5005 – Methods of data analysis in psychology                  | 30      |
| Research Project                       | PS5002 – Research project  | 60      |

***M.Sc. in Evolutionary and Comparative Psychology: the Origins of Mind***

| Component                       | Module(s)   | Credits |
|---------------------------------|---|---------|
| Compulsory                      | PS5005: Methods of data analysis in psychology                        | 30      |
|                                 | PS5010: Principal approaches to the origins of mind                   | 30      |
|                                 | PS5011: Empirical approaches to the evolution of communication        | 15      |
|                                 | PS5012: The Origins of Human Cognition                                | 15      |
| Optional<br>(30 credit maximum) | PS5031: Review – approaches to the study of mind                      | 15      |
|                                 | PS5003: Generic research and professional skills in psychology        | 30      |
|                                 | PS4085 Evolution and development of social and technical intelligence | 15      |
|                                 | PS4086 Origins and evolution of mind reading (Theory of Mind)         | 15      |
| Research Project                | PS5013: Research project in evolutionary/comparative psychology       | 60      |

**Scottish Universities Psychology PG Research Training (SUPPORT)*****Overview***

SUPPORT is a programme of training activities designed for Psychology Ph.D students in participating universities in Scotland to extend the range and depth of their knowledge of research techniques. Approximately once per month, a training day will be put on at one of the participating sites, and students who attend will be reimbursed for their expenses. Each site will mount a workshop on a technique with which it has expertise. These workshops have been designed to introduce specific research techniques, which will allow you to understand better a range of methods, which you may not yourself use in your own research. This will allow you to understand the practicalities behind the wider literature that you will encounter as a psychologist, and sometimes will open up new methodological avenues for your own thesis. By attending workshops, you will also meet students at the same stage from other Scottish departments, and get a feel for what life is like at universities other than your own. The monthly training days will be supplemented by occasional residential events to be announced during the year. Aimed mainly at first year Ph.D students, subject to space, the workshops may also be attended by those taking research Masters (MSc or MPhil) or "M.Res." degrees, or by students in later years of a Ph.D.

***Which Universities participate?***

Currently, SUPPORT is a collaborative effort among the Universities of Aberdeen, Dundee, Edinburgh, Glasgow, Glasgow Caledonian, St Andrews, Stirling and Strathclyde.

***How is it funded?***

In 1996 it was started-up with a special grant from SHEFC to Vicki Bruce (Stirling) and Mike Burton (Glasgow). This allowed us to run a pilot programme in 1996-7 and this continued in 1997/8. Now it is funded on a subscription basis. Your department pays an annual sum into a pool held in Glasgow, and this is used to reimburse travel costs for you to attend workshops at other sites.

***To find out more...***

The programme of activities for 2011-2012 can be found [\[here\]](#) . The first meeting will be at Glasgow University and will comprise a general introduction to the SUPPORT scheme, a chance to meet other students, and the day will include various talks and lab-visits.