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The St Andrews & Stirling Graduate Programme (SASP)

2023-24

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/>



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1. Wellbeing, Advice, and Support for Students

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

1. *Developing independence.* This means that you actively seek out information, take charge of finding the right balance between your study and personal life, and take responsibility for your behaviour, wellbeing and health.
2. *Facing challenges.* It's perfectly normal to find things challenging in your academic studies and general student life. Some challenges may lead to disappointment or even failure. The important thing to remember is that you will be strengthened by these challenges, developing important life-skills such as problem-solving and resilience.
3. *Being involved.* As a student at St Andrews you are part of several communities, and you have the opportunity to become involved with them. You are part of the community within your academic school, part of the broader University community and part of the wider community of the St Andrews town. You are encouraged to make the most of the academic, social, societies and sports opportunities on offer as a way to positively build knowledge, skills, support networks, and physical and mental wellbeing.

For advice and support on any issue, including academic, financial, international, personal or health matters, or if you are unsure of who to go to for help, please contact the Advice and Support Centre, 79 North Street, 01334 462020 theasc@st-andrews.ac.uk or visit [Advice and Support](#).

2. 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 2023.

This handbook is designed to provide all 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.

The University [webpage](#) for current PhD/MPhil students contains advice, guidance and policies on all aspects of postgraduate research at St Andrews and is a valuable reference.

St Andrews and Stirling together form Scotland's premier centre for philosophy and one of the top philosophy programmes in the United Kingdom. The philosophical ambience is rigorous, friendly and co-operative.

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.

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. To contact the Postgraduate Team, please email pgpafs@st-andrews.ac.uk. The PG Team is your first point of contact for most queries.

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 Justin Snedegar
Director of SASP
St Andrews

Prof Mike Wheeler
Deputy Director of PGR
Stirling

Dr Margaret Hampson
Deputy Director of SASP
& Admissions Officer
St Andrews

3. 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 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 is **Dr Justin Snedegar** (phildopg@st-andrews.ac.uk). The Deputy Directors of Graduate Studies are **Dr Margaret Hampson** (mrh8@st-andrews.ac.uk) and **Prof Mike Wheeler** (m.w.wheeler@stir.ac.uk). Dr Snedegar is your point of contact as regards any issues that may be affecting your academic progress.

The Postgraduate Team (pgpafs@st-andrews.ac.uk) administer the SASP programme. The team will help you with *practical* inquiries and arrange meetings with teaching staff when necessary. Pgpaafs@st-andrews.ac.uk is your first point of contact if you have any queries about the Programme. The main Philosophy Departmental Office is Room 102, Edgecliffe.

Please note: The information in this handbook is primarily relevant for those doing research degrees, i.e., PhD students and second-year MPhil students. First-year MPhil students should consult the [MLitt](#) handbook for information relevant to the taught portion of the degree.

4. Initial Meeting and Postgraduate Welcome Reception

All Philosophy PhD and second year MPhil students should attend an initial meeting at **4pm on 27th September, in UCO:50**. There will also be a SASP-wide welcome reception at **4pm on 29th September, in Edgecliffe**. This is an opportunity for you to get to know one another, and also to meet returning graduate students and members of staff.

5. 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 University procedures and the support available to you to help you make the most of your research and development opportunities as a postgraduate student. Details about this can be found on the [Research Postgraduate Student Orientation](#) page.

All postgraduate students are strongly encouraged to attend their induction session.

There are also additional workshops and activities designed specifically for research postgraduate students, which can be found on the [GRADskills](#) webpage.

6. 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 will likely take place in the spring. Further details will be announced in due course.

7. Programme Expectations

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 attending and presenting work at the Friday Graduate Seminar, and regularly attending 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

8. Contact Information

8.1 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

8.2 Key School Contacts

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

<i>Position</i>	<i>Name</i>	<i>Telephone</i>	<i>Email</i>
Head of School	Professor James Harris	ext . 2472	philhos
Head of Department	Professor Franz Berto	ext . 2415	philhod
Director of SASP	Dr Justin Snedegar	ext . 2411	phildopg
Deputy Director of SASP	Dr Margaret Hampson		mrh8
Director of PhD Admissions	Dr Margaret Hampson		Mrh8
MLitt Coordinator	Dr Alexander Douglas	ext . 4437	philmlitt
Conversion Diploma Director	Dr Miriam Bowen		philconvdip
Director of Teaching	Dr Derek Ball	ext . 1795	phildot
Director of Research	Dr Patrick Greenough	ext . 2481	phildor

Examinations Officer	Dr Joe Millum		philexoff
Health & Safety Officer	Lucie Randal	ext 2407	pafs
School Manager	Graeme Hawes	ext . 4723	pafsmanager
Wellbeing Officer	Professor Franz Berto	ext . 2415	philhod
Chair of School EDI Committee	Professor Greg Restall	ext . 2387	gr69

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

Head of Department	Professor Rowan Cruft	ext . 7555	rowan.cruft
Deputy Director of Graduate Studies	Professor Mike Wheeler	ext . 7562	m.wheeler

Postgraduate Team
pgpafs@st-andrews.ac.uk
 Opening hours: 9.00 – 17.00
 Edgecliffe Room 102, The Scores, St Andrews

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

9. Semester Dates 2023-24

Full information can be found at [Semester dates 23-24](#).

10. 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 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.

In addition, the Department endeavours to provide desk space for many PhD and 2nd year MPhil students. This will be primarily in the Arché building on College Street which can be booked via an online booking system which will be circulated at the beginning of Semester 1. Additional desk space is provided in the Postgraduate Study Room.

11. 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 around from 8am – 8pm Monday – Friday and 10am – 4pm Saturday and Sunday. It is located opposite St Salvator’s Chapel on North Street.

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 Edgar Phillips (ehp2@st-andrews.ac.uk).

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/>

The SASP website is at: <https://www.st-andrews.ac.uk/sasp/>

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

The websites contain full details regarding the Departments and their staff, research, teaching programmes, study resources, events and activities. You should refer to them regularly.

12.2 Failure to Matriculate

The [policy](#) formalises how the University deals with students who fail to register at the University. Monday of week 4 by 9:00am is established as the hard deadline for being present in St Andrews and completing matriculation.

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 Deputy Director of Graduate Studies who will identify the most appropriate person to assist you.

12.4 Disability Support

If you require support for disability reasons, 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 condition and much more.

12.5 Harassment and Bullying Support

The University of St Andrews is committed to creating a culture of inclusivity, diversity, equality and safety for students, staff and visitors. We have a [zero tolerance](#) approach to any form of bullying, harassment, discrimination and sexual violence. 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 refer to the [Support](#) webpage for guidance.

You can also contact the Head of School, Head of Department, Equality and Diversity Officers, or Wellbeing Officers should you wish to raise any concerns.

Further guidance can be found in the University Student Harassment and Bullying [policy](#).

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 Parental Leave for Postgraduate Research Students

The University is committed to accommodating appropriate adjustments to postgraduate research students to support them in their studies due to pregnancy or adoption of a child. This policy enables postgraduate research students to take time away from their studies while remaining registered with the University, thereby allowing students to maintain links with their research supervisor and make use of University facilities including the Library. No tuition fees are due during a period of approved Parental Leave. Postgraduate research students would not undertake teaching or tutoring during a period of Parental Leave. The policy intends that research supervisors and students can keep in touch; normal levels of supervision would resume at the end of the Parental Leave period. In line with an existing agreement with Fife Council, students would be exempt from Council Tax if they remain resident in Fife.

The policy applies to postgraduate research students who become pregnant, have partners who are pregnant, and students who are adopting a child. The policy can be found [here](#).

12.8 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.

12.9 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.

12.10 GRADskills

[GRADskills](#) is a suite of workshops and activities designed specifically for research postgraduate students (i.e. PhD, MPhil), delivered by the Centre for Educational Enhancement and Development (CEED) for St Leonard's. We aim to support the development of all research postgraduate students at the University of St Andrews, to improve their research capability and widen their employability inside and outside of academia.

12.11 Centre for Educational Enhancement and Development (CEED)

CEED (the Centre for Educational Enhancement and Development) helps students develop the skills they need for their academic studies and beyond. There are four strands of a programme called MSkills, which taught postgraduates can access via St Leonard's College.

We can help you make the most of your time in St Andrews: we recognize that it's important for Masters students to integrate quickly and hit the ground running. To help with this we offer a number of Masters sessions in the first few weeks of semester including welcome events, and introduction to 'mastersness' and critical thinking workshops.

We help you get through your course: all Masters students can use our 1:1 service and make an appointment with one of our PhD tutors to help improve their study skills (e.g. essay writing, note taking, time management etc) or maths and stats skills (pure maths, applied maths, statistics*). We have an 'ask a tutor' service where you can email a quick question to a tutor. You also have the opportunity to self-study and sit exams for a Microsoft Office Specialist (MOS) certificate which is a globally recognised IT qualification.

We will be running a series of dissertation writing workshops and 'dissertation bootcamp' in the summer. Masters students are also welcome to join the PhD-led writer's group which meets regularly all through the year. It offers a supportive group environment for studying and writing.

We help you get set for the workplace: CEED powers the Professional Skills Curriculum which is a development programme open to all students, accessed through the Careers Centre. It comprises dozens of workshops that are delivered via online workshops, lectures, and practical skills sessions. We have everything from leadership to resilience; influencing skills to public speaking; project management to networking. You are welcome to dip in and out of the programme as you wish, but if you complete eight or more topics over an academic year and submit a reflective essay, you receive a certificate and your achievement is listed on your degree transcript. The PSC is

endorsed by the Institute of Leadership and Management. There is also the opportunity to work towards a PSC+ Award in a more specialised skill area.

*Alternative in-School support is available for students in the School of Mathematics and Statistics.

Information about Graduate Attributes

Modules at the University of St Andrews support the development of [Graduate Attributes](#), which are the 20 identified characteristics that St Andrews students have the opportunity to acquire during their time here. Underpinned by the attribute of Social Responsibility, the Graduate Attributes are divided into four categories: Valuing Diversity, Leadership Skills, Entrepreneurial Mind-set, and Global Outlook.

Through your engagement with this module, you will develop a core set of complementary skills which will help set you up for success, both within academia and beyond.

The Graduate Attributes are developed by a combination of curricular, co-curricular (University activities that aren't part of the academic curriculum), and extra-curricular activities. Engagement with academic work is the primary way in which students will develop these attributes, but other opportunities for engagement are wide-ranging: for example, membership of societies, participation in sports, work experience, training courses and hobbies can develop an array of skills.

Students are encouraged to log their curricular, co-curricular and extra-curricular activities through the Graduate Attribute platform in MySaint to track their skill development during their time here.

More information on the Graduate Attributes, the PSC, and other opportunities to develop your skills can be found on MySaint and on the Graduate Attributes webpage.

12.12 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.

If you would like further information, please contact the International Education Institute on ie@st-andrews.ac.uk.

12.13 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.

12.14 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.

12.15 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.

12.16 Tuition Fees/Student Fees

See full information on the [Tuition Fees](#) that you will be liable to pay throughout your studies.

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.

12.17 First Aid/Safety

A first-aid box is located in Edgecliffe in room 102. The nominated First Aiders in the building are Linda Jeffrey (room 102), Rhona Paterson (room G09) and Lucie Randal (room 108).

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

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

12.18 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.

Please direct any queries regarding ethical approval to the School Ethics Committee Administrator, Mrs Lisa Neilson (researchpafs@st-andrews.ac.uk).

12.19 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 [here](#).

12.20 Printing and Binding

The University's [Print & Design Unit](#) is ideally set up to print and/or bind your dissertation or thesis. Please send your material in PDF format to printanddesign@st-andrews.ac.uk with a note of any pages to be printed in colour (printing is normally single-sided unless double-sided is specifically requested).

Please allow two days for printing and soft-binding or four days for printing and hard binding (soft-binding from your own prints can often be done while you wait) and make sure the version you submit is your final version.

Please note that a new [e-only policy](#) has now been introduced for the submission of research theses. The requirement for electronic-only submission of the examination copy and the final Library copy of your thesis, which was introduced as a temporary measure during the pandemic, has now been made permanent.

12.21 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 .

12.21.1 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.

12.21.2 Location of UniPrint Machines

Publicly accessible UniPrint machines are located throughout the campus.

Within Philosophy, UniPrint machines for use by PGR students are in two locations: the Postgraduate Study Room, Edgecliffe basement (24hour 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.

12.21.3 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 ugpafsadmin@st-andrews.ac.uk or arche@st-andrews.ac.uk to be printed out. Please ensure that you allow sufficient time (for example 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.

12.21.4 Contact for Queries

Your first point of contact within the School is the PG Team (pgpafs@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*.

14. 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. The RDF articulates the knowledge, behaviours and attributes of successful researchers and was developed by [Vitae](#) 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](#). 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 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.

15. Good Academic Practice (avoiding academic misconduct)

The University's Good Academic Practice [Policy](#) covers the behaviour of both undergraduate and postgraduate students.

Students are also encouraged to read the [Good Academic Practice Guide for Students](#).

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

16. 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 Associate 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. You can read the Extenuating Circumstances policy [here](#).

Using the Right Procedure

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

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

Further guidance and support

The Students' Association provides independent and confidential help and advice for students who are contemplating submitting an academic appeal, complaint or are having discipline proceedings taken against them. The Students' Association employs Iain Cupples, the Student Advocate

(Education), 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 462726

Email: helphub@st-andrews.ac.uk

<https://www.yourunion.net/helphub/education/services/educationadvocate/>

17. Policy on Language Correction

The policy on language correction provides guidance for students and staff on language correction and proof-reading services and clarifies the boundaries between legitimate support and unacceptable assistance. The policy can be found [here](#).

18. Location of Studies

All students are expected to reside at a term address within a commutable distance from St Andrews or Stirling during their study unless they have formal permission from the University of St Andrews. The location of studies policy can be found [here](#) and you can find out about requesting a change to your location of studies [here](#).

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.

For more detailed information please read the University policy on Leave of Absence which can be found [here](#).

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 information about the fee implications of a period of Leave of Absence please refer to the [Tuition Fee Liability policy](#) for Research Postgraduates.

20. Extension of Time Limit

If you find that you require extra time to complete your thesis, it is very important that you acknowledge this as early as possible and take advice from your supervisor. An extension may be by the Associate Provost (Students). Please refer to the up-to-date [policy](#) for further information, including fee implications.

21. Withdrawal from Studies

If you are considering withdrawing from your studies at the University you should discuss the matter with [Student Services](#) in the first instance. You can find further information [here](#).

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 Director of SASP. 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. Applying for Academic Jobs

To assist PhD students who are applying for an academic job, SASP has a Placement Director, Dr Kent Hurtig (kent.hurtig@stir.ac.uk) who can offer advice and assistance. The Placement Director also organises a yearly Careers Workshop, run through the Scottish Graduate School for Arts & Humanities (SGSAH) (typically in May) which will guide aspiring job applicants as to how to successfully apply for a job in Philosophy, as well as career possibilities outside of academia. This Workshop will form part of a group of Professional Development Workshops which will run once every year (see item 40 below).

In addition, we organise mock presentations and mock interviews on request for any PhD student who needs one. Please contact either the Placement Director, your supervisor, or the Director of SASP.

Any questions and queries about your writing sample, CV, research proposal, etc. should be directed to your first and second supervisors.

25. Progress Reviews and Termination of Studies

Every research student will undergo a progress review at least once in each year of registration, normally in May or June. As the first step in the annual progress review process, the Deputy 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 SASP designated by the member of staff responsible for coordinating annual reviews. The panel will not include the research student's first or second supervisor, nor should it include anyone who might inhibit the student speaking frankly about his/her supervisor. The panel will have the principal supervisor's report and in some cases may wish separately to meet with the supervisor. These meetings are held to:

- Ascertain whether the research student has progressed satisfactorily in their programme of study
- Give the student formal practice in talking about their work (the subject of their dissertation, its importance to the field, and its methodological approach) to an interested audience that may include a non-specialist
- Promote the timely and successful completion of postgraduate research degrees
- Identify problems early, and help resolve problems where possible
- Ascertain 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, withdrawal, or termination of studies.
- Serve as an opportunity for the student or supervisor to raise any concerns, and as a checkpoint to ensure school and supervisory provisions are satisfactory.

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 [Progress Reviews and Termination of Studies for Postgraduate Research Students policy](#).

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 Director of SASP 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 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. You can also refer to the below pages:

[Guidance for submission of theses](#)

[Research Degree Examinations](#)

[Copyright for students](#)

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](#) is available 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.

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.

There may also be [scholarship](#) opportunities available from the University of Stirling.

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 Mr Graeme Hawes, School Manager (pafsmanager@st-andrews.ac.uk).

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 3 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.

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 Team (pgpafs@st-andrews.ac.uk).

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 meet with their supervisors and 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

The University's approved travel provider is DP&L. Full details of the travel policy can be found [here](#).

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 pgpafs@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.

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 on-line 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 on-line.

34. Student Expense Claims

The student [expense](#) claim form is available online.

All claims must be supported by itemised receipts and must be in accordance with the University's [Expenses](#) policy.

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.

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 minibuses with students and staff members on Reading Parties or fieldwork trips) must apply to be added to the University's [Insurance policy](#) before they drive.

35.2 Personal Accident and Travel Insurance

Any matriculated postgraduate research student at 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](#).

35.3 Contact for Insurance Queries

For queries relating to the University's Insurance Policy please email insurance@st-andrews.ac.uk

Section D: Teaching

36. 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.

36.1 Policy on Doctoral Students Who Teach

The Policy on Doctoral Students Who Teach is available [here](#)

36.2 Mandatory Training for Postgraduate Tutors

The University's [policy](#) on Doctoral Students who Teach requires that “doctoral students employed to teach or assess receive appropriate development for this purpose.” This includes completing the mandatory courses provided by the Centre for Educational Enhancement and Development (CEED) as well as "appropriate training and support throughout their time teaching" provided by the Schools. CEED also provides additional support that postgraduates can access if they wish.

CEED are running workshops in August, September, December and January to accommodate different start dates. Mandatory courses must be completed **before** engaging in any teaching activities. Please see [Support for Postgraduate Researchers who Teach](#) for further information.

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.

36.3 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. Students will be asked to complete a contract and meet additional requirements such as a right to work check.

Your first point of contact within the department for queries relating to casual contracts and payments relating to tutoring will be the Undergraduate Team (ugpafadmin@st-andrews.ac.uk).

37. 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 Department's 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 (philosophypresident@st-andrews.ac.uk) 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 1 November 2pm

Semester 2

Wednesday 13 March 2pm

38. Student PhD/MPhil Committee

This committee comprises three or four PhD/MPhil student representatives who will meet regularly with the Director of SASP 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 and will serve as the primary venue for discussion of PGR issues. 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.

39. Philosophy Seminars, Events, Centres, Institutes, and Organisations

The St Andrews Philosophy Club meets several times each semester, usually on Wednesday afternoons, for papers by visiting speakers. The full programme can be found on-line at: <https://www.st-andrews.ac.uk/philevents/>

The Department of Philosophy at Stirling holds its visiting speaker seminars on Thursday afternoons. The full programme can be found on-line at: <https://www.stir.ac.uk/about/faculties/arts-humanities/news-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. Information can be found here: <https://www.st-andrews.ac.uk/arche/> .

The *Centre for Ethics, Philosophy and Public Affairs* (CEPPA) also hosts many events. Information can be found here: <http://ceppa.wp.st-andrews.ac.uk> .

The *Institute for Gender Studies* is hosted in the philosophy department and hosts many events. Information here: <http://staigs.wp.st-andrews.ac.uk> .

The SASP chapter of *Minorities and Philosophy* (MAP) hosts events and discussions of issues affecting minorities in philosophy: <http://stirlingbus.com/map/> .

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.

40. Professional Development Workshops

Every year the Programme will run Professional Development Workshops. For MPhils, as well as MLitts, there will be (i) a workshop on applying to PhD programmes in philosophy in the autumn semester and (ii) an introduction to the profession event (covering journal and conference submission, grants, etc.) late in the Spring semester.

There will also be a Careers Day Workshop for PhD students. This will include sessions on: (i) the UK, North American, and European job markets, (ii) publishing in philosophy, (iii) non-academic careers for PhD students, and (iv) mock job talks and interviews from current students.

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

End of Handbook