Postgraduate Research Student Handbook
2014-15
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COLLEGE OF MEDICINE, DENTISTRY & NURSING POSTGRADUATE TRAINING PROGRAMME 2014/15

Section 1:

INTRODUCTION

The Postgraduate Training Programme is designed to provide all research students, whether registered for the research degree of Doctor of Philosophy (PhD), Doctor of Medicine (MD), Master of Philosophy (MPhil), Master of Science by Research (MSc), Master of Surgical Science (MSSc) or Master of Medical Science (MMSc), with a structured framework which will enhance the training they receive directly related to their research project, to help them develop a sense of belonging to a broader research community within the College of Medicine, Dentistry and Nursing and the University, and to assist them in acquiring skills necessary for a fruitful period of study in Dundee and for a successful career.

This document provides details of the Training Programme for students registered for the research degree of PhD, MD, MPhil, MMSc, MSSc or MSc (by Research) in the College of Medicine, Dentistry and Nursing. All students registered for a postgraduate research degree in the College are required to participate in the training programme. Where exceptional situations exist, these should be discussed with the supervisory team and the relevant Postgraduate Student Adviser.

The primary objective of this document is to introduce you to the framework, which will aid you to submit your thesis successfully at the end of your term of research work. These guidelines should be read in conjunction with the information provided on the College Research Degrees website (www.dundee.ac.uk/cmdn/graduate/research-degrees) and the University of Dundee Code of Practice for Supervised Postgraduate Research (http://somis.www.dundee.ac.uk/registry/pgcode/), which you should have received on matriculation. The Code of Practice, together with most other forms, regulations and information, can also be downloaded from the Research Degrees website.
Section 2:

**Major components of the postgraduate training programme**

### 2.1 Administrative Structure

There are College Higher Degrees Committees (HDCs) that oversee all aspects of research degrees undertaken in the Schools of Medicine, Dentistry and Nursing, from application to thesis submission. The HDCs meet at least 10 times each year, usually on the last Wednesday of each month. The Committees report to the College Board via the School Boards. Details of staff who are involved in postgraduate activities are:

**School of Medicine:**
- Administrator: Claire Neillie ([c.neillie@dundee.ac.uk](mailto:c.neillie@dundee.ac.uk))
- Academic Leads:
  - Director: Professor John Hayes ([j.d.hayes@dundee.ac.uk](mailto:j.d.hayes@dundee.ac.uk))
  - Deputy: Dr David Meek ([d.w.meek@dundee.ac.uk](mailto:d.w.meek@dundee.ac.uk))

**School of Dentistry and Nursing & Midwifery:**
- Administrator: Orla Fahy ([o.fahy@dundee.ac.uk](mailto:o.fahy@dundee.ac.uk))
- Academic Leads:
  - Professor Peter Mossey ([p.a.mossey@dundee.ac.uk](mailto:p.a.mossey@dundee.ac.uk))
  - Dr Janice Rattray ([j.r.rattray@dundee.ac.uk](mailto:j.r.rattray@dundee.ac.uk))

### 2.2 Supervision of Research Students

At least two supervisors are appointed to each student. One supervisor is designated the principal (or first) supervisor and is responsible for the smooth running of the student’s research project. The second supervisor normally carries out an ancillary role, although in some instances students will have co-supervisors with a substantive input into the project.

On average, a member of the supervisory team should normally meet with a (full-time) student at least fortnightly during the first three months of the research degree programme. Thereafter, meetings should take place at least once every six weeks. Part-time students should meet with their principal supervisor at least monthly during the first three months and at two-monthly intervals thereafter. However, this will vary according to individual student requirements and the nature of the research work.

The substantive outcomes of all scheduled supervision meetings between the student and member or members of the supervisory team may be recorded. This record of outcomes may be compiled by the student and countersigned by the supervisor(s). Supervisors and students may find it useful to use a form for this purpose, which is available from the College Research Degrees website ([www.dundee.ac.uk/cmdn/graduate/research-degrees/postgraduateresearch/forms](http://www.dundee.ac.uk/cmdn/graduate/research-degrees/postgraduateresearch/forms)). It may be helpful for both supervisor and student to countersign records of these substantive meetings to ensure that there has been a mutual understanding of what has been agreed in terms of long-term and short-term goals.
2.3 Monitoring Committees

The cornerstone of the Postgraduate Training Programme is the Monitoring Committee structure. Once your application for a postgraduate research degree has been accepted, you will be assigned to a thesis Monitoring Committee (TMC). Each committee is chaired by an experienced supervisor and comprises 3 academic members of staff. The purpose of the TMC is to monitor your progress, training and supervision throughout your degree. Your TMC will give advice where necessary and provide a point of contact if you are having problems that you may not wish to discuss with your supervisor. The TMC also has input into your Upgrade Review, (Section 4.2) and Annual Progress Review, (Section 4.3) (http://graduate.cmdn.dundee.ac.uk/sites/graduate.cmdn.dundee.ac.uk/files/RESEARCH_DEGREES_QUALITY_CODE_2014.pdf) (see Section 4.2).

You must meet with your TMC as per the requirements of each School (see below), even if you are a part-time student. You will be expected to provide written reports, summaries, training undertaken or other documentation such as thesis plans, depending on the stage you are at for each meeting. The requirements for each School may vary, and can be found in the School-specific sections of the Research Degrees website. Part-time students should normally provide the documentation on a pro rata basis, unless an accelerated submission is anticipated - i.e. if you are registered as part-time, but are actually spending most of your time working towards your research degree, you should provide the documentation as if you were a full-time student.

Administration of your TMC will be School specific.

For Medical School students: You should send all committee members electronic copies of written reports or other documentation two weeks prior to Monitoring Committee meetings. A copy should also be sent to Claire Neillie. A student questionnaire (which can be downloaded from the Research Degrees website, or use the questionnaire that is available on your myPDP-PG area - see Section 2.10) should be completed in advance of the meeting, and either send it to your TMC in advance of the meeting, or take it with you on the day. This will be used as a basis for discussion with the TMC. This questionnaire can be kept confidential if you wish. In addition to filling in your student questionnaire, you should ask your supervisors to complete a supervisor’s report form (available from the Research Degrees website), which they should send to the Chair of your TMC in advance of the Monitoring Committee meeting. Meetings will last for approximately 30 minutes. Semester One TMC should take place no later than the end of January, and Semester Two no later than the end of June. Section 4 describes the purpose and requirements of each TMC meeting.

For Dental School students: There is currently one TMC for all Dental postgraduate students, comprising the Dean, Sub-Dean for Research and Postgraduate Student Advisor (Chair). Students and supervisors will be prompted by Professor Peter Mossey (Postgraduate Student Advisor) through Kelly Urquhart (k.m.urquhart@dundee.ac.uk) to complete all forms at least two days prior to the TMC. After the TMC, the convener will complete a report of the meeting, which will then be signed by all TMC members and the student.
For Dental School students: There is currently one TMC for all Dental postgraduate students, comprising the Dean, Sub-Dean for Research and Postgraduate Student Advisor (Chair). Students and supervisors will be prompted by Professor Peter Mossey (Postgraduate Student Advisor) through Kelly Urquhart (k.m.urquhart@dundee.ac.uk) to complete all forms at least two days prior to the TMC. After the TMC, the convenor will complete a report of the meeting, which will then be signed by all TMC members and the student. The Chair of the TMC will write to the supervisor to update them on progress. However if the student wishes information to remain confidential, this should be clearly indicated to the TMC. All research students will continue to be monitored until the Higher Degrees Committee has approved their Intention to Submit form.

For Nursing and Midwifery School students: Students and supervisors will be prompted by Postgraduate Administration (NM-tmcs@dundee.ac.uk) to complete all forms at least two weeks prior to the TMC. Failure to do so may result in the cancellation of the TMC. After the TMC, the convenor will complete a report of the meeting, which will then be signed by all TMC members and the student. The Postgraduate Student Adviser and supervisors will see this. However if the student wishes information to remain confidential, this should be clearly indicated to the TMC.

All research students will continue to be monitored until the Higher Degrees Committee has approved their Intention to Submit form.

If you have concerns that your TMC is not operating effectively, you should raise the matter with a member of the Higher Degrees Committee (Appendix E).

2.4 Seminars

There are a number of research seminar programmes within the College. All students are expected to attend seminars in their own School and other departments where appropriate. In addition, there may be seminars in other Colleges and Schools that students may find beneficial e.g. Life Sciences.
2.5 Student Symposium

A symposium is held each year for all postgraduate students in the College (see also Section 7.5). This event gives you the opportunity to participate in a research meeting, as well as to learn about other research activities in the College. It also contributes to your training in communication skills and encourages networking with students and staff in the College. Please note, you do not have to include everything you have ever done during your PhD, as there is not enough time. The presentation should tell the audience about the aims and hypotheses/research questions behind your work, how you are approaching this and what you will do in the future.

The usual format is that:

(1) First year PhD students give a short illustrated presentation (maximum 10 minutes, including time for questions and discussion), summarising progress to date and outlining planned work.

(2) Second year PhD students produce a poster (A0 - dimensions 3 foot wide by 4 foot high)

(3) Third year PhD students give a longer (maximum 15 minutes, including time for questions and discussion) presentation covering the major results of their research.

Part-time students should present on a pro rata basis i.e. part-time PhD students should give a short presentation in their second year, poster in third year and 15 minutes presentation in fourth year.

Research Masters students (MSc, MSSc or MMSc), MD and MPhil students give a 10 minute talk in their first year, and present a poster in their second year. All contributing students should produce an abstract of their presentation, which is included in the symposium programme for circulation at the meeting. In addition to all research students, supervisors and other members of staff attend. Lunch and other refreshments are provided.

3 prizes (normally Amazon voucher) for the best 1st, 2nd and 3rd presentations in each category is awarded during the post-symposium gathering.

All students MUST participate and are expected to attend the whole Symposium.

The usual format for presentations is PowerPoint, and facilities for PC PowerPoint presentations are available in all the Dalhousie Building lecture theatres and Ninewellls Campus, which are suitable for Macintosh presentations. PowerPoint presentations should be placed on the lecture theatre PC well in advance of your session. It is also advisable that they familiarise themselves with their presentations in the lecture theatre in advance, and ensure that the presentations are accurately portrayed.

Students must upload their presentations on the day, whilst poster boards will be available in the morning of the Symposium.
2.6 OPD

A centrally organised Academic skills and OPD training programme for postgraduate research students provide generic skills for postgraduate students. The programmes comprises of comprehensive variety of short courses, including foundation level training in statistics, time management, academic writing, Endnote training, poster making, advanced Word for thesis writing, research project management, grant writing, viva preparation, career management and interview techniques. Many of the sessions are being run at Ninewells. Sessions can be found and online bookings made from the OPD Dundee website (http://www.dundee.ac.uk/opd/). Please note that ‘generic skills’ training is becoming compulsory for postgraduate research students, and students will be expected to spend two weeks per annum on developing generic skills. Postgraduate research students who are also clinical members of staff should consider maintaining their clinical skills through established teaching programmes for clinicians. You should consult your supervisor as to what generic skills courses are most beneficial to you.

In addition to the centrally coordinated events, the following events are currently being delivered to research students in the College.

- **Induction for New Postgraduate Students:** There is an induction for all new postgraduate students within the Schools of Medicine, Dentistry and Nursing which will be held in October or November each year.

- **Pre-Viva Seminars:** Students registered for research degrees are required to give a full-length seminar on the day of the oral exam (School of Medicine only). This will be open to all University staff and students, and will be attended by your examining committee. The pre-viva seminar will be organised by the Convenor of the examining committee.

- **Postgraduate Research Forum:** School of Nursing and Midwifery only. This occurs monthly during semesters One and Two and offers students the opportunity to present their work to peers and supervisors. Each student is expected to present annually and this is not optional.

- **Dental School Postgraduate Research Group:** The Dental School Postgraduate Research Group is open to anyone with an interest in dental or oral health related research in its broadest sense. However, it is aimed primarily at researchers studying for PhDs, MScs, MDScs and BMScs, as well as past BMSc students maintaining a research interest. It provides a forum for internal and external speakers to present on subjects relevant to the broader research culture and environment as well as on specific areas identified by members which they would otherwise not have access to. Researchers have an opportunity to mix socially and network with other research students as well as being encouraged to give formal research updates to a group of
research and particular research areas have been discussed (including talks by a non-medical statistician, a journal editor, a qualitative researcher). Because many of the researchers at the Dental School have clinical commitments, this group meets at lunchtime (usually on the second Friday of the month), starting in September. Meetings are held in the Frankland Building, Main Campus between 12.30 and 14.00. Lunch is provided and CPD accreditation is available. The group Co-ordinator is Dr Nicola Innes n.p.innes@dundee.ac.uk. For further details or to be placed on the email list to receive updates about meetings, please contact Alana Gowans Alana.Gowans@nes.scot.nhs.uk.

2.7 Safety

Students should attend generic and/or lab-based health and safety courses as appropriate. Courses are held at regular intervals in the College on health and safety, the use of radioisotopes, etc. You should therefore discuss with your supervisor which of these courses are relevant to your project.

Attendance at University Health and Safety Training Course is compulsory (see Appendix J for dates). Non-attendance will jeopardise your Upgrade Review. Your Safety Officer will provide University and Divisional Safety Manuals. If they are not, you must ask for them. Details of Safety Officers are given on the Postgraduate Research website.

If your research project requires the use of recombinant DNA technology, your supervisor will have to register you (and your project) through your Divisional Biological Safety Officer with the College Genetic Modification Safety Sub-Committee. (Dental School only: contact Dr I R Ellis, i.r.ellis@dundee.ac.uk School Biological Safety Officer, who will register you (and your project) with the University Genetic Modification Safety Sub Committee). You will also have to take part in a short training session on the safe handling of microorganisms, run by the Department of Medical Microbiology. (Dental School only: contact Dr I R Ellis who will arrange a short training session). Your attention is drawn to the COSHH (Control of Substances Hazardous to Health) regulations, which require that all laboratory procedures be assessed for their potential hazards. You must consult your Divisional Safety Co-ordinator to obtain instruction on the local requirements under these regulations. (Dental School only: contact Dr I R Ellis).
2.8 Compulsory aspects of the Training Programme

The student must complete all compulsory parts of the postgraduate training programme. These are:

- Meet the thesis Monitoring Committee (TMC) according to the procedures of the appropriate School (see Section 2.3).
- Participate in presenting at an appropriate forum as designated by the individual School e.g. Postgraduate Symposium (normally June for Medicine, Dentistry, Nursing, variable), Postgraduate Research Forum (held monthly in Nursing).

- In exceptional circumstances, the student would be exempt from participating, e.g. if they present at an international meeting. There should, however, be confirmation of this by the principal supervisor.
- Complete 5 and 10 days generic skills training for part time and full time students respectively.
- Attend a Health and Safety course and a Fire Safety Lecture.

2.9 Taught Course Work

If appropriate, you may be required by your supervisor to attend undergraduate lectures in your Division, or in other Divisions/Departments in the University. The purpose will be to provide you with a background to your research programme if your first degree was in another discipline. At the end of the year, your supervisor will inform your Monitoring Committee of the lectures you have attended and the marks you have obtained (if you have been assessed on any of the course work taken).

2.10 Personal Development Planning

Personal development planning (PDP) is a structured process to help you reflect upon your own learning, performance and achievements. myPDP-PG has been designed to support the University of Dundee’s research postgraduates in the planning of personal, educational and career development.

Using myPDP-PG will help you to:

- review, plan and take more responsibility for your own development
- articulate your personal goals and evaluate progress towards achieving these goals
- become a more effective, independent, confident and self-directed learner
- improve your effectiveness as a career planner and your employability rating; and
- begin the process of Continuing Professional Development in your chosen career area
We aim to develop links between personal development plans and the thesis monitoring process. You can choose to share parts of your personal development plan with your Monitoring Committee and/or supervisor. In addition, a student questionnaire for TMC meetings (very similar to the questionnaire available on the MDN Research Degrees website, and used routinely by the College Monitoring Committee system) is available which can be completed and stored within your myPDP area. Whilst we would strongly encourage you to develop a personal development plan, you are at liberty to use either questionnaire for the purpose of your TMC meetings. For further information see: myPDP-PG on the My Dundee website (https://my.dundee.ac.uk/webapps/portal/frameset.jsp).
3.1 Upgrade Review

When you first matriculate as a research student, you are not formally admitted to the University to study for a specific degree, but rather you are enrolled as a ‘Research Student’ under Ordinance 12. After approx. 9 months (for 2 and 3 year research degrees) or 6 months (for 1 year research degrees) a decision must be made to either transfer registration to the planned research degree or a lower award, delay transfer for a defined period, or terminate the registration. Timings for part-time students are pro rata. ([Part time regulations]).

The period during which you are registered under Ordinance 12 should be viewed as a probationary period. The College of Medicine, Dentistry and Nursing have recently introduced criteria for Upgrade Review (for 2 and 3 year research degrees). These are as follows:

*All Students are required to:*

1. Meet with their thesis Monitoring Committee (TMC) at least twice (Medicine, Nursing & Midwifery) or once (Dentistry) prior to Upgrade Review.
2. Submit a substantial written report of an appropriate standard to the TMC.
3. Give a satisfactory oral presentation at an appropriate forum of peers. This should normally take place at the Annual Postgraduate Symposium (except for the School of Nursing and Midwifery, where separate arrangements will be made for the oral presentation. Students unable to attend, alternative arrangements should be made by the supervisors, who must also ensure that at least one member of the TMC and the Head of Division/Department/School attend the student’s presentation.
4. Participate fully in compulsory aspects of the Postgraduate Training Programme (see Section 2.8). Only under exceptional circumstances will this requirement be waived.
5. Satisfy their supervisors, Head of Division/School and TMC of their suitability for candidacy of the named research degree, and of their ability to perform as a member of a research team.
6. Demonstrate analytical and research planning ability. Where appropriate, students should be capable of data analysis and planning subsequent experimental steps.

The procedures for Upgrade Review are School specific:

**School of Medicine:** Before the end of your first year, the principal supervisor should receive an Upgrade Review form from Registry, which will include the options for continuing studies outlined above. Students must also give a satisfactory oral presentation to peers, supervisors, TMC members and other academics from the Division within the Medical School.
This is in addition to the Annual symposium. This event will be organised by Postgraduate/Division Administration. Having made a recommendation, the form will first be signed by supervisor, Chair of your Thesis Monitoring Committee, then the Head of Division. The signed and completed form is then sent to Claire Neillie, after which it will be considered by the Higher Degrees Committee who will the final recommendation before being sent to Registry for processing. When appropriate, you should receive confirmation of your upgrade from Registry.

**School of Dentistry:** The supervisors should receive a Upgrade Review form from, Registry, which will include the options for continuing studies outlined above. Having made a recommendation, the form will first be signed by both supervisors, the Dean and the Postgraduate Advisor who Chairs the Dental School TMC. The signed and completed form is sent to Kelly Urquhart, for consideration by the Higher Degrees Committee. The HDC will return the form to Registry who will confirm your upgrade.

**School of Nursing and Midwifery:** Students must meet all the above requirements. The substantial written report should be a 10,000 word piece of work and should normally consist of a literature review and present a clear exposition of the planned methods. However, this may vary according to the research design. Supervisors should submit also a short comment about this work. If a student is unhappy about the supervisor’s decision, Students must also give a satisfactory oral presentation then a meeting should be set up between the student, to peers, supervisors, TMC members and other academics from the School of Nursing and Midwifery. This is an event separate from the Postgraduate Research Forum or Annual symposium. This event will be organised by Postgraduate Administration.

### 3.2 Contacting Press

It is the policy of the College that students should obtain the written permission of their Research supervisor before they contact the press.

This written consent should describe the purpose and content of the contact, and should be lodged in the student’s file.

Students should consider contacting the University’s Press Office for additional advice: http://www.dundee.ac.uk/pressoffice/poservices.htm
3.3 Publishing

Students may be encouraged to publish their work during their research degree. This will be normally in association with your supervisors both whilst you are a student of the University of Dundee and also once you have left the institution.

3.4 Data

During the course of your postgraduate research, it is essential that you store all data appropriately and in accordance with research governance. For example, this may be in the form of lab books, electronic data or other forms of written data. Remember that data must be kept for a number of years and you may be required to produce raw data relating to your thesis during your *Viva Voce* examination.

3.5 Local Research Ethics Committees (LREC)

For students involved in clinical research, you will require ethical approval. Your supervisor will advise you on this. Further information will be obtainable from a Clinical Research website [www.dundee.ac.uk/clinicalresearch/](http://www.dundee.ac.uk/clinicalresearch/).

If, as part of your research for your postgraduate degree, you are going to contact patients, healthy volunteers or school children (i.e. anyone) you MUST apply for ethical approval from the appropriate National Research Ethics Committee [http://www.nres.npsa.nhs.uk](http://www.nres.npsa.nhs.uk). The Committee sits once a month and your application must be submitted on a standard pro-forma. The NREC form should be completed with your supervisor. Important points are highlighted below:

The (patient) information sheet should describe the purpose of your study and give the details of what is expected of the participant if he/she decides to take part. All participants must be reassured that they can refuse to join your study (or leave it at any point) without giving you a reason and without it affecting their present or future healthcare. When writing an (patient) information sheet you should be aware that the average reading age in the UK is 12 years.

Anyone who agrees to take part in your study must sign an informed consent form. The consent form should be collected and stored in a secure place. If your work involves patients, it should not be left in their notes.

**Contact** clearly includes all invasive procedures, such as taking blood or taking an X-ray. But contact also includes non-invasive procedures such as asking questions or handing out a questionnaire. You must also have the consent and knowledge of your research supervisor. Human Tissue (normal and tumour material including blood samples) The local research ethics committee for Tayside has agreed that requests for tumour material or human tissues (formalin fixed tissues, frozen tissues, blood samples, DNA, RNA, protein extracted from human samples) will be subject to approval by the MRC/CRUK tissue bank which can be contacted through its administrator Dr Ian Forgie ([i.m.forgie@dundee.ac.uk](mailto:i.m.forgie@dundee.ac.uk)),


or through the website (www.tissuebank.dundee.ac.uk). If you wish to use any of these materials you are required to fill out an online application form, which will be reviewed by the tissue bank committee and suggestions made for modification or approval granted. This does not obviate the requirement for an LREC approval for studies in general but is a requirement for any studies using human material that has already been collected and is held in the bank.

3.6 Animals (Scientific Procedures) Act 1986

If your research involves experimental animals you will be required to follow the University’s Code of Practice for the Use of Animals in Teaching and Research and the local rules at the designated area where you work. You may also be subject to regulation under the Animals (Scientific Procedures) Act 1986. You will be required to undertake appropriate health screening and training which may include Home Office training modules to obtain a personal licence and internal training in animal handling relevant to the species with which you will work.

Holders of Home Office personal licenses bear the primary legal responsibility for the welfare of the animals with which they work. They must have read the relevant project licence(s) before starting work. They must be familiar with the protocol, the severity limit and the end-points of the licence. They must check that their personal licence authorises them to carry out the procedures detailed in the project licence.
This section provides an overview timetable of Monitoring Committee meetings, training sessions and PhD student requirements. Medical School students should meet with their Monitoring Committee at least twice a year, whilst students in the Schools of Nursing & Midwifery and Dentistry should meet their Monitoring Committee at least once a year. Students who do not start their research degree at the beginning of Semester 1 (i.e. September/October, should contact the Chair of their Monitoring Committee, through Claire Neillie (c.neillie@dundee.ac.uk) or through Kelly Urquhart (k.m.urquhart@dundee.ac.uk), Orla Fahy (o.fahy@dundee.ac.uk) to discuss the individual requirements.

4.1 First year PhD students (Full-time)

4.1.1 Monitoring Committee meetings

Meeting 1
The purpose of this meeting is to discuss the literature review and project description.

Actions required:

a) Prepare and submit a 2,000 - 3,000 word fully referenced literature review and a 2 page project description. These should be sent by email to all members of the Monitoring Committee, and to Claire Neillie for filing School of Medicine only), and to Postgraduate administration (Nicola McEwan, n.mcewan@dundee.ac.uk School of Dentistry, Orla Fahy (o.fahy@dundee.ac.uk) School of Nursing and Midwifery).

b) The committee will discuss issues arising from student and supervisors’ reports of progress.

Meeting 2
The purpose of this meeting is to discuss your progress during year 1 (1st Year Report: Medical School only), and to provide recommendation regarding Upgrade Review - i.e. full registration a specified research degree.

Actions required:

a) Student to submit required documentation.

b) Student to give an approx. 10 minute overview of project and progress.

c) Committee to discuss: progress report, student questionnaire, plans for year 2.
4.2 Second year PhD students (Full-time)

4.2.1 Monitoring Committee meetings

Meeting 1

The purpose of this meeting is to discuss your progress and plans of work.

Actions required:

a) Student to submit required documentation.
b) Student to give an approx. 10-minute overview of project and progress.
c) Committee to discuss points arising for 10 - 15 mins

Meeting 2

The purpose of this meeting is to discuss your progress during year 2 (2nd Year Report: Medical School only) and assess progress.

Actions required:

d) Student to submit required documentation.
e) Student to give an approx. 10-minute overview of project and progress.
f) Committee to discuss: reports, student questionnaire, and plans for year 3 including projected timescales for completion of thesis.

4.3 Third year PhD students (Full-time)

4.3.1 Monitoring Committee meetings

Meeting 1

The purpose of this meeting is to discuss your progress, year 3 work plans, thesis plan and career intentions.

Actions required:

a) Student to prepare thesis plan and where appropriate a draft CV for discussion.
b) Student to give 10-minute overview of recent work and thesis plan.
c) Committee to discuss: points arising from CV and thesis plan, student’s career intentions, plans for remaining period of study.

Meeting 2

The purpose of this meeting is to review your progress and further discuss thesis plans.

Actions required:

a) Student to give an approx. 10-minute overview of project, experimental progress and thesis plan and plans for the Viva Voce examination.
b) Committee to discuss thesis plan and plans for completion.

4.4 Fourth year PhD students, and beyond (Full-time)

The following important points should be noted:

The maximum period of study is 4 years for a full-time PhD. PhD students failing to finish in 4 years have a negative impact on future support. Students in their 4th year will be actively encouraged to complete within the 4-year period.
Students on a 4 Year PhD training programme will be expected to complete laboratory work 6 months before the end of their studies to allow time for writing up.

4.4.1 Monitoring Committee meetings

Meeting 1

The purpose of this meeting is to discuss progress, thesis plan and submission of your thesis. The format of this meeting will be as previous year 3 TMCs.

Meeting 2

The purpose of this meeting is similar to that of meeting 1.

You should continue to meet with your Monitoring Committee on the designated dates until your thesis has been submitted. Completed questionnaires from students and supervisors should be submitted to Monitoring Committees in the usual way.

4.5 Part-Time PhD students:

Monitoring for part-time students should reflect expected progress. For example, the literature review in year 1 should be submitted at the second TMC. Upgrade Review should take place by the end of year 2.
Section 5:

TRAINING PROGRAMME TIMETABLE FOR MD AND MPhil STUDENTS

This section provides an overview timetable of Monitoring Committee meetings, training sessions and student requirements for students registered for 2-year research degrees. All students should meet with their Monitoring Committees as appropriate for each School (Nursing & Midwifery, Dentistry - once; Medicine - twice).

5.1 First year MD and MPhil students (Full-time)

5.1.1 Monitoring Committee meetings

Meeting 1

The purpose of this meeting is to discuss your literature review and project description.

Actions required:

a) Student to prepare and submit a 2,000 - 3,000 word fully referenced literature review and a two-page project description. These should be sent by email to all members of the Monitoring Committee, and to Claire Neillie for filing (School of Medicine only) and Postgraduate Administration (School of Nursing and Midwifery).

b) Student to give an approx. 10-minute overview of project.

Meeting 2

The purpose of this meeting is to discuss progress in the first year (1st Year Report Medical School only), assess progress and to provide recommendation regarding Upgrade Review - i.e. full registration a specified research degree.

Actions required:

a) Student and supervisor to submit required documentation.

b) Student to give an approx. 10-minute overview of project and experimental progress.

c) Committee to discuss: progress report, student questionnaire, plans for year 2.

5.2 Second year MD or MPhil students (Full-time)

5.2.1 Monitoring Committee meetings

Meeting 1

The purpose of this meeting is to discuss your progress and plans of work.

Actions required:

a) Student and supervisor to submit required documentation.

b) Student to give an approx. 10-minute overview of project and progress.

   c) Committee to discuss points arising.
Meeting 2

The purpose of this meeting is to discuss your 2nd year report and assess progress.

Actions required:

a) Student and supervisor to submit required documentation.
b) Student to give an approx. 10-minute overview of project and progress.
c) Committee to discuss: progress report, student questionnaire, plans for thesis submission.

5.3 Full-time MD and MPhil students (Year 3 onwards)

The normal period of study is 2 years for full-time MD and MPhil degrees. The maximum period of study is 3 years for full-time MD students and 4 years for full-time MPhil students. You should continue to meet with your Monitoring Committee on the designated dates until your thesis has been submitted. Completed questionnaires from students and supervisors should be submitted to Monitoring Committees in the usual way.

You should continue to meet with your Monitoring Committee on the designated dates until your thesis has been submitted. Completed questionnaires from students and supervisors should be submitted to Monitoring Committees in the usual way.

5.4 First year MD and MPhil students (Part-time)

Monitoring for part-time students should reflect expected progress. For example, the literature review in year 1 should be submitted at the second TMC.
Section 6:

TRAINING PROGRAMME TIMETABLE FOR MSc, MSSc AND MMSc STUDENTS

This section provides an overview timetable of Monitoring Committee meetings, training sessions and Research Masters student requirements. All students should meet with their Monitoring Committees as appropriate for each School (Nursing & Midwifery, Dentistry - once; Medicine - every 3 months).

School of Medicine only: It is recommended that laboratory experiments take no longer than 8 months with the remaining 4 months dedicated to thesis writing. Supervisor and student reports will still be required at each 3 monthly meeting. At the 9 month meeting 2-3 chapters should be complete (e.g. general introduction, materials and methods and 1 experimental chapter).

6.1 First year MSc, MSSc, MDSc and MMSc students (Full-time)

6.1.1 Monitoring Committee meetings

Meeting 1

The purpose of this meeting is to discuss your literature review and project description.

Actions required:

a) Student and supervisor to submit required documentation.

b) Student to prepare and submit a 2,000 - 3,000 word fully referenced literature review and a 2-page project description. (Dental School students are required to submit a report, but not a literature review).

c) Student to give an approx. 10 minute overview of project.

d) Committee to discuss points arising.

Meeting 2

The purpose of this meeting is to discuss your first year progress (1st Year Report Medical School only) and to provide recommendation regarding Upgrade Review - i.e. full registration a specified research degree.

Actions required:

a) Student and supervisor to submit required documentation.

b) Student to submit 5 page progress report in the form of a short paper.

c) Student to give an approx. 10 minute overview of project and progress.

d) Committee to discuss: progress report, student questionnaire and plans for thesis submission.
6.2 Full-time MSc, MSSc, MDSc and MMSc students (Year 2 onwards)

The normal period of study is one year for a full-time Research Masters degree. The maximum period of study is 3 years.

You should continue to meet with your Monitoring Committee on the designated dates until your thesis has been submitted. Completed questionnaires from students and supervisors should continue to be submitted to Monitoring Committees in the usual way.

6.3 First year MSc, MSSc, MDSc and MMSc students (Part-time)

Monitoring for part-time students should reflect expected progress.

6.4 Second year MSc, MSSc, MDSc and MMSc students (Part-time)

Monitoring for part-time students should reflect expected progress.

6.5 Part-time Masters students (Year 3 onwards)

The maximum period of study is 5 years for part-time MSc students and 6 years for part-time MSSc or MMSc students. You should continue to meet with your Monitoring Committee on the designated dates until your thesis has been submitted. Completed questionnaires from students and supervisors should be submitted to Monitoring Committees in the usual way.

School of Medicine only: It is recommended that laboratory experiments take no longer than 12 months with the remaining 6 months dedicated to thesis writing for a 18 month part-time thesis.
7.1 Literature Review

First year students are required to produce a literature review (of approximately 2000 - 3000 words, fully referenced and produced using a word processor) in the area of his/her project. At the end of this document, an outline plan for the research to be undertaken should be included - approximately 2 pages (you should discuss this with your supervisor first). Literature reviews should be emailed to all members of your Monitoring Committees and to Claire Neillie (School of Medicine). This will then be discussed at a meeting of the student and his/her Monitoring Committee thereafter.

7.2 Annual Reports (Medical School only)

At the end of the first and second years, you are required to produce a report (approximately 5 pages produced using a word processor) on the research that has been carried out to date.

- A Title
- A brief Abstract, of approximately 200 words
- A short Introduction that puts the work into context, and identifies any unexpected problems encountered
- A brief outline of the Experimental Methods used
- A description of the Results obtained so far (Figures and Tables should be used where appropriate)
- A Discussion that puts the results obtained in context with other research in the field
- An indication of the experimental work planned for the next year
- References
7.3 Curriculum Vitae (Medical School only)

A well prepared and laid out CV is an important aspect of applying for any job. During the third year, PhD students will prepare a full CV and email this to all members of the Monitoring Committee and Claire Neillie in advance of Meeting 1.

7.4 Thesis Plan

When you enter your third year, you need to start giving serious thought to the projected content of your thesis. Students are required to produce a substantive thesis plan, paying particular attention to the proposed content of the Results chapters. This should be included in the documentation in Year 3, Meeting 1.

N.B. MEDICAL SCHOOL ONLY: A COPY OF ALL WRITTEN WORK FOR CONSIDERATION BY MONITORING COMMITTEES MUST BE SUBMITTED TO THE POSTGRADUATE PROGRAMME ADMINISTRATOR: Claire Neillie, Level 6, Ninewells Hospital and Medical School, BY THE DUE DATES INDICATED IN Appendix J.

7.5 The Annual Symposium

The principal aims of the Annual Postgraduate Student Symposium are to enhance some of your generic skills (e.g. communication skills, use of PowerPoint, networking, presenting posters), to give you experience of presenting your work in a conference-style setting, and to increase your awareness of the research that is being undertaken in the College (see also Section 2.5). First year students (full-time) should make a PowerPoint presentation that should take about 8 minutes to deliver, leaving a couple of minutes for questions. Third year students should make a PowerPoint presentation that should take about 13 minutes to deliver, leaving a couple of minutes for questions. In addition to the scientific content of the presentations, students should focus on the generic aspects of giving a talk, and give attention to the visual impact of their slides and the delivery of the talk so that a non-expert audience can understand and appreciate their work. Second year students and first year students registered for research Masters degrees should give a poster presentation, and should aim to convey the necessary information in a succinct and clear way.

Remember - the aim of the Symposium is not simply for you to give an account of your progress, condensing the contents of your lab book into a short presentation or poster. You should give a concise, but clear, introduction to the topic and present selected components of your research, stressing their importance in the given field.
Section 8:

AIMS AND OBJECTIVES OF POSTGRADUATE RESEARCH TRAINING

The aim of postgraduate research training, whether for PhD, MD, MPhil, MSc, MSSc or MMSc degrees, is to support students in conducting a research study, writing and defending the dissertation/thesis based on that research, and to provide support for the transition from student to employee. The principal source of support will be from the research supervisors, and additional support will be provided by the Monitoring Committee structure and specific training events. The Joint Statement of the Research Councils’/AHRB’S Skills Training Requirements for Research Students is given in Appendix A.

The key objectives are as follows:

Research Design and Planning: To enable the student to define the topic of research, operationalise key concepts, decide on appropriate research methods and to draw up a structured schedule of research.

Research, Literature and Theory: To provide the student with the opportunity to acquire expert knowledge in a special field and to enable the student to carry out a critical review of the theoretical and research literature relevant to the topic.

Research Methods: To furnish training in research methods, including the use of professional literature and published materials, and the techniques of empirical research in qualitative and/or quantitative paradigms as appropriate:

Enable the student to demonstrate an understanding of the appropriate use of sampling techniques and data collection and to carry out appropriate and rigorous analysis of the data.

Research Writing: To enable the student to develop skills in writing and organisation of a thesis/dissertation (and papers where appropriate).

Academic Skills: To foster the development of a capacity for constructive criticism, originality and independence of thought:

To develop skills in a range of strategies appropriate to research dissemination:

Provide experience of participation in the activities of an academic environment.

Generic Skills (OPD): To provide support for students to develop their personal effectiveness, communication skills, ability to network and work as part of a team (see also Appendix A):
To enable students to:

• appreciate the need for and show commitment to continued professional development;

• take ownership for and manage their career progression, set realistic and achievable career goals, and identify and develop ways to improve employability;

• gain an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia;

• present their skills, personal attributes and experiences through effective CVs, applications and interviews.
Section 9:

MAKING THE MOST OF YOUR POSTGRADUATE

Some Suggestions for Effective Organisation of Your Work

1. Keep a log or diary for each day’s work with your activity and results.

2. Data including experimental information tends to come in diverse forms, such as printouts, plots, photographs, etc and often in such volume as to quickly become unmanageable. It is important to file this information in an organised manner. Make sure you keep a note of all your raw data and experimental conditions - it can be infuriating, time-consuming and even disastrous when you come to write your thesis and cannot retrieve an important piece of information.

3. Keep a list of references of previous work and current work in your research field - preferably on a computer-based system as this will make writing your thesis much easier. A number of very good reference databases are now available (e.g. EndNote, Reference Manager, ProCite). Speak to your supervisor or Monitoring Committee.

4. Keep up with the literature in your research field. The importance of this cannot be over-emphasised. Make regular visits to the library and check relevant websites (at least once per week) to scan appropriate journals for new papers relevant to your research field or that are of general interest. Use Web of Knowledge, Intute, SCOPUS, PubMed or NHS Scotland eLibrary (online systems available via the campus network) (Appendix B). Also use the reprint request system to obtain relevant papers not available in the libraries here in Dundee. Inter-library loans have cost implications - consult your supervisor.

5. Think well ahead about ordering chemicals, equipment, ethics submissions, contacting patients or volunteers for clinical projects, etc.

6. Become familiar with your laboratory/department/University computer facilities, e.g. word processing, spreadsheets, databases, graphics, statistics, email, etc. A huge amount of extremely useful information is available on the World Wide Web (accessible via a web browser such as Internet Explorer). Learning to use these at the beginning of your course will be of substantial benefit when the time comes to write your thesis. Your literature review and annual reports have to be produced using a word processor, and they can usually be incorporated into your thesis. Consider learning to type (getting a secretary to type your thesis is very costly!) - there are now some very good computer-based typing tutors, which Plan your work around anticipated delays. Use this time to do background reading, writing reports, writing introductory chapter of your thesis, etc.
Section 10:

OTHER USEFUL POINTS FOR CONSIDERATION

The PhD, MD, MPhil, MSc, MSSc and MMSc are research training degrees. They are also much more. It is a time to develop your skills, organise yourself and develop the ability to interact with others. Employers consider more than just the ability to undertake a research project when making decisions about who to employ. This section outlines some aspects that can help you achieve your goals.

A Research Diary

To develop your independence, it is important that you monitor your own success and failures.

One good way is to keep a research diary. This is designed to help you to:

• Plan your work
• Manage your time
• Keep a record of your achievements

Remember - it will only be of benefit to you if you use it and keep it up to date.

N.B. This should be in addition to a lab book, in which all your experiments should be recorded.

Task Management and Interpersonal Skills

You should aim to improve your capabilities in these areas.

Task management refers to your ability to get things done, and includes:

• Making headway with tasks
• Planning and organisation
• Preventing intrusion from other areas (e.g. clinical work)
• Carrying out instructions
• Working independently
• Writing up results

Interpersonal skills refers to your ability to get on with other people and includes:

• Co-operation with others in your group
• Responding positively to help and advice
• Developing a team spirit
• Developing skills of presentation, verbal and written
• Dealing with bureaucracy
### Study Skills

Take an active part during group discussions. Make sure you understand the major points - ask if you do not.

Review your results the same day that you have taken them.

One way to review your results is to go through underlining to highlight the major findings. This is useful to concentrate and focus your study.

Start to read the literature early in your study. Your first year literature review can form the basis for the introductory chapter to your thesis. Do not put off reading the literature, aiming to catch up later on. You will run out of time and cause yourself on enormous amount of work.

Have daily and weekly plans for work and study.

Describe each item clearly in your plan taking into account any special items, e.g. library visits, booking time on shared equipment, etc.

Decide on the order of importance of the work, e.g. immediate work, next week’s work - realistically estimate the time needed to complete it. Remember things always take longer than you anticipate.

Organise presentations at lab meetings, the Postgraduate Student Symposium, conferences, etc, plenty of time in advance. Preparation of slides, posters etc is more time-consuming than you often anticipate.

The end product of your work is usually a publication. Make sure you know the format of journals in your field. Think of your results in terms of figures or tables for a paper. Ask yourself often: “are these data good enough for publication?”

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### Learning Skills

**Review**

Can I use what I have done to solve similar problems?

Can I draw any conclusions from this solution?

Can I use what I have learned here in other situations?

**Evaluation**

Have I done all I wanted to do?

Could I improve my presentation/solution?

What I have achieved?

Is it novel?

**Investigation**

Which resources are available to me?:

- People
- Materials
- Skills
- Information - literature, books, electronic resources

**Production/Presentation/Communication**

Carry out the task

Present ideas in their final form

Present information in an appropriate form

**Task Analysis and Planning**

What do I have to do?

Plan how you will tackle the task

**Considerations**

Which resources will I use?

How will I use them?

What will I make a record of?

**Final Ideas/Proposed Solution**

Have I got all I need to carry out this task?

How will I present my ideas/information?
Appendix A

Joint Statement of the Research Councils'/AHRB'S Skills Training Requirements for Research Students

Introduction

The Research Councils and the Arts and Humanities Research Board play an important role in setting standards and identifying best practice in research training. This document sets out a joint statement of the skills that doctoral research students funded by the Research Councils/AHRB would be expected to develop during their research training.

These skills may be present on commencement, explicitly taught, or developed during the course of the research. It is expected that different mechanisms will be used to support learning as appropriate, including self-direction, supervisor support and mentoring, departmental support, workshops, conferences, elective training courses, formally assessed courses and informal opportunities.

The Research Councils and the AHRB would also want to re-emphasise their belief that training in research skills and techniques is the key element in the development of a research student, and that PhD students are expected to make a substantial, original contribution to knowledge in their area, normally leading to published work. The development of wider employment-related skills should not detract from that core objective.

The purpose of this statement is to give a common view of the skills and experience of a typical research student thereby providing universities with a clear and consistent message aimed at helping them to ensure that all research training was of the highest standard, across all disciplines. It is not the intention of this document to provide assessment criteria for research training.

It is expected that each Council/Board will have additional requirements specific to their field of interest and will continue to have their own measures for the evaluation of research training within institutions.

(A) Research Skills and Techniques - to be able to demonstrate:

1. the ability to recognise and validate problems
2. original, independent and critical thinking, and the ability to develop theoretical concepts
3. a knowledge of recent advances within one's field and in related areas
4. an understanding of relevant research methodologies and techniques and their appropriate application within one's research field
5. the ability to critically analyse and evaluate one's findings and those of others
6. an ability to summarise, document, report and reflect on progress
(B) Research Environment - to be able to:

1. show a broad understanding of the context, at the national and international level, in which research takes place
2. demonstrate awareness of issues relating to the rights of other researchers, of research subjects, and of others who may be affected by the research, e.g. confidentiality, ethical issues, attribution, copyright, malpractice, ownership of data and the requirements of the Data Protection Act
3. demonstrate appreciation of standards of good research practice in their institution and/or discipline
4. understand relevant health and safety issues and demonstrate responsible working practices
5. understand the processes for funding and evaluation of research
6. justify the principles and experimental techniques used in one's own research
7. understand the process of academic or commercial exploitation of research results

(D) Personal Effectiveness - to be able to:

1. demonstrate a willingness and ability to learn and acquire knowledge
2. be creative, innovative and original in one's approach to research
3. demonstrate flexibility and open-mindedness
4. demonstrate self-awareness and the ability to identify own training needs
5. demonstrate self-discipline, motivation, and thoroughness
6. demonstrate self-discipline, motivation, and thoroughness
7. recognise boundaries and draw upon/use sources of support as appropriate
8. show initiative, work independently and be self-reliant

(C) Research Management - to be able to:

1. apply effective project management through the setting of research goals, intermediate milestones and prioritisation of activities
2. design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment
3. identify and access appropriate bibliographical resources, archives, and other sources of relevant information
4. use information technology appropriately for database management, recording and presenting information

(E) Communication Skills - to be able to:

1. write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, thesis
2. construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques
3. constructively defend research outcomes at seminars and viva examination
4. contribute to promoting the public understanding of one's research field
Appendix B

Electronic information resources for research literature

Recent years have seen a great expansion in the number and variety of electronic sources for scientific literature. This brief guide is designed to assist you in finding the most popular and useful databases and websites to assist with searching the literature. Please check with Library staff if you have

The University Library

The starting point for all your information needs is the University Library homepage at www.dundee.ac.uk/library/. Once there, click on the Resources for your subject button and select Medicine from the alphabetical list of subjects. This will bring up a list of key search tools and resources, including the Library Catalogue, Intute (for peer-reviewed web searching) and important databases for journal searching, such as Medline, SCOPUS, Web of Knowledge and others. It’s important that you start from the Library homepage - this means that you will be recognised as a University of Dundee user if you are accessing resources from on-campus. If you are off-campus, you may be required to enter your University username & password to access certain resources.

The Library Catalogue

The University Library has a web-based searchable catalogue which can be found at http://library.dundee.ac.uk/F/, or via links in Resources for your subject on the Library website. The catalogue contains details of all books and journal titles held at Dundee University, whether in print or electronic format. If the material is in electronic format, the Catalogue allows you to link directly to them. Although many journals are now available online, it must be stressed that not all of them are available in this way.

Intute (peer-reviewed web searching)

Intute is a free and open service providing a more credible alternative to Google. It searches the Internet in the same way as any other tool, but only retrieves pages, which have been peer-reviewed to establish their quality, relevance and appropriateness for academic purposes. Intute is available via links in Resources for your subject
Journal search databases

Note that you should access all the following resources via the University Library website at www.dundee.ac.uk/library/ in order to ensure you get full access to the resources. Off-campus access may require you to enter your University login & username.

Medline

Medline is the key tool for searching for article titles and abstracts from virtually all journals in the life and medical sciences. It offers a range of powerful search options to allow the creation of complex, systematic searches, but is easy to use and provides the best journal articles available. Once you have searched for materials, you can click on the "LINK TO" button to seamlessly check for the availability of the article in full text via the Library catalogue. Medline can also be used to set up Alerts to newly published journal articles in your area, with emails sent notifying you of the publication of such material.

SCOPUS

SCOPUS is scientific journal search tool, containing the entire contents of Medline plus other scientific materials. Again, it offers a range of powerful search options and provides the same "LINK TO" feature to allow you to check for the availability of the article in full text format. It also allows the creation of Alerts for newly published material. In addition, it also allows searches on patents, conference papers and high-quality websites in the field of science and medicine.

PubMed

This is an alternative version of Medline, also accessible via the Library website. It includes the "LINK TO" facility, and there is an Alerting service through the PubCrawler tool at http://pubcrawler.gen.tcd.ie/.

Web of Knowledge

This is a multi-disciplinary database listing journal articles and research documents in the field of science. It has the added advantage of being a citation index, thus allowing the development of literature in a particular subject area to be traced through following citations of original articles. Access is via the University Library website as before.

NHS Scotland eLibrary

NHS staff and students on clinical placements in the NHS are entitled to access this large collection of resources (over 4000 eJournals and eBooks and around 50 specialist database search tools in medicine, nursing & health, including Medline). Access to the NHS Scotland eLibrary requires the creation of what is called an Athens account, allowing you to access resources specific to the NHS. Once again, links are available from the Resources for your subject page.

For further assistance

Contact your Subject Librarian via the Resources for your subject page if you are having difficulties with any of
Appendix C

Useful Contacts

Professor John Hayes (Chair of Higher Degrees Committee (HDC) - Medicine)
College of Medicine, Dentistry & Nursing
Tel. Ext: 83182
Email: j.d.hayes@dundee.ac.uk

Professor Peter Mossey (HDC Lead for School of Dentistry /Postgraduate Student Adviser)
School of Dentistry
Tel. Ext: 83163
Email: p.a.mossey@dundee.ac.uk

Dr Janice Rattray (HDC Lead for School of Nursing and Midwifery/Postgraduate Student Adviser)
School of Nursing and Midwifery
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Mr Andy Jackson ((Learning & Teaching librarian)
Ninewells Hospital Library
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Site Manager
Tayside University Hospitals NHS Trust
Ninewells Hospital & Medical School
Tel. Ext: 32683

CAMS
Email: cams@dundee.ac.uk

Appendix D

Safety Co-ordinators

University

Dr Ian Scragg
Safety Office, University of Dundee
Tel. Ext: 84103
Email: i.g.scragg@dundee.ac.uk

Mrs Carol Gallacher (School of Medicine Safety Officer)
Level 6, Ninewells Hospital & Medical School
Tel Ext: 83153
Email: c.gallacher@dundee.ac.uk
<table>
<thead>
<tr>
<th>Members of the Higher Degrees Committee - Medicine</th>
<th>Members of the Higher Degrees Committee - Dentistry and Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professor John Hayes</strong> Chair</td>
<td><strong>Professor Peter Mossey</strong> Dental School</td>
</tr>
<tr>
<td><strong>Dr David Meek</strong> Deputy Division of Cancer</td>
<td><strong>Dr Janice Rattray</strong> Lead - Nursing &amp; Midwifery</td>
</tr>
<tr>
<td><strong>Professor Luc Bidaut</strong> Clinical Research Imaging Facility</td>
<td><strong>Professor Ruth Freeman</strong> Dental School</td>
</tr>
<tr>
<td><strong>Dr Christine Demore</strong> Division of Imaging and Technology</td>
<td><strong>Dr Sarah Jones</strong> Dental School</td>
</tr>
<tr>
<td><strong>Dr Frances Fuller-Pace</strong> Division of Cancer</td>
<td><strong>Dr Thilo Kroll</strong> Nursing &amp; Midwifery</td>
</tr>
<tr>
<td><strong>Dr Andrew Irving</strong> Division of Neurosciences</td>
<td><strong>Professor Mary Renfrew</strong> School of Nursing and Midwifery</td>
</tr>
<tr>
<td><strong>Dr Faisal Khan</strong> Medical Education Institute</td>
<td><strong>Dr Roma Maguire</strong> Nursing &amp; Midwifery</td>
</tr>
<tr>
<td><strong>Dr Sean McAleer</strong> Medical Education Institute</td>
<td><strong>Dr David Ricketts</strong> Dental School</td>
</tr>
<tr>
<td><strong>Professor Colin Palmer</strong> Division of Cardiovascular &amp; Diabetes</td>
<td><strong>Dr Heather Whitford</strong> Nursing &amp; Midwifery</td>
</tr>
<tr>
<td><strong>Dr Graham Rena</strong> Division of Cardiovascular &amp; Diabetes</td>
<td><strong>Dr Linda Orr</strong> Nursing &amp; Midwifery</td>
</tr>
<tr>
<td><strong>Dr John Sharkey</strong> Division of Neurosciences</td>
<td><strong>Professor Martin Jones</strong> Nursing &amp; Midwifery</td>
</tr>
<tr>
<td><strong>Dr Miles Witham</strong> Division of Cardiovascular &amp; Diabetes</td>
<td><strong>Professor Martin Jones</strong> School of Nursing and Midwifery</td>
</tr>
<tr>
<td><strong>Dr Fiona Williams</strong> Division Population Health Sciences</td>
<td><strong>Professor Martin Jones</strong> School of Nursing and Midwifery</td>
</tr>
</tbody>
</table>

**Appendix E**
Appendix F

Some Relevant Professional Societies

Joining professional societies can be beneficial to your training. In many cases, societies offer travel grants for students, and membership usually entitles reduced or waived registration fees to society meetings. Some of the relevant societies are listed below, although this is not intended to be an exhaustive list. Most membership application forms are available online. Consult your supervisor as to which societies are appropriate to join.

1. The Biochemical Society
   http://www.biochemistry.org/Membership/Join/PostgraduateMembership.aspx
   Student membership costs £18 per annum.

2. British Society for Cell Biology
   http://www.bscb.org
   Student membership costs £15 per annum.

3. The Physiological Society
   http://www.physoc.org/
   Affiliate membership costs £16-£2 per annum.

4. International Society for the Study of Xenobiotics (ISSX)
   http://www.issx.org/
   Student membership costs $25 per annum.

5. British Society for Immunology
   http://www.immunology.org/
   Concessionary membership (i.e. if your annual income is less than £15,000) costs £25-£30 per annum depending on method of payment.

6. The Nutrition Society
   http://www.nutritionssociety.org/membership/costs
   Student membership costs £20 per annum.

7. British Pharmacological Society
   http://www.bps.ac.uk/
   Postgraduate student associate membership costs £20 per annum.

8. British Association of Cancer Research
   http://www.bacr.org.uk/
   Student membership is free for the first year.

9. British Neuroscience Association
   http://www.bna.org.uk/index.html
   Student membership costs £35-£40 per annum depending on method of payment.

10. British Association for Psychopharmacology
    http://www.bap.org.uk
    Training membership (e.g. research student) costs £20 per annum.

11. British Society of Gastroenterology
    http://www.bsg.org.uk/
    Membership £97.50

12. Society of Social Medicine
    http://www.socsocmed.org.uk/
    Membership costs £35 per annum

13. Society of Academic Primary Care
    http://www.sapc.ac.uk/
    Membership costs £65 (medical) or £45 (non-medical).

14. British Dental Association
    http://www.bda.org
    Membership costs £24
Appendix G

Responsibilities of Thesis Monitoring Committees (School of Medicine)

1. The Chair should organise the time, date and venue of the thesis Monitoring Committee (TMC) meetings, ensuring that the students and other members of their Monitoring Committee are able to attend (at least 2 members of the Committee should meet with each student). Claire Neillie (Ext. 83178) will help out if difficulties are encountered with organising these meetings.

2. TMCs should meet with each of the students at least twice a year. Meetings should take place in December (no later than the end of January) and May (no later than the end of June).

3. All members of the TMC should familiarise themselves with written work submitted by students in advance of the meeting.

4. Approx. 30 minutes should be spent with each student.

5. Students should give a 10 minutes overview of their work and progress. If the committee wishes students to give short PowerPoint presentations, this must be made clear to the students in advance of the meeting.

6. The TMC should discuss in depth any written work/presentation/project details with the student.

7. Through questioning and discussion, the TMC should make an evaluation of students’ depth of understanding of the project and the associated field.

8. For students in year 1 (or FTE), the TMC should assess whether the student is suitable for Upgrade Review. This should happen after approx. 8 months (or FTE) for 2 and 3 year research degrees, or after 4-6 months (or FTE) for 1 year research degrees.

9. For students in year 2 and 3 (or FTE) the TMC should assess whether the student is suitable for Annual Review.

10. The TMC should provide constructive feedback to the student on their written work and progress. Students spend a great deal of time preparing their reports and feedback is valuable to their scientific development.

11. Students should complete the student questionnaire prior to their TMC meeting, and the committee should go through this with them at the meeting. All parties should sign the questionnaire. N.B 1st year students are being encouraged to engage with Personal Development Planning. This resource is available under “My Dundee” they may choose to use the form embedded in their PDP which is very similar to the one used at the Medical School. Confidential comments and recommendation for Upgrade Review and Annual Review, (where appropriate) should be added by the Chair after the meeting.

12. The Chair should deal with any problems that arise in an appropriate manner. Any issues, which cannot readily be resolved by the Monitoring Committee, the Chair should contact the Chair of the Higher Degrees Committee (Medicine - Professor John Hayes, j.d.hayes@dundee.ac.uk). The Chair should ensure that copies of the paperwork (i.e. the supervisor’s report form and student questionnaire) are sent to Claire Neillie (School of Medicine only) for distribution to appropriate personnel.

13. It is important that the Chair of the TMC conveys to the student that members of the committee are available for advice at any time, not just at committee meetings. Complete confidentiality should be respected if requested by the student.

Further information on the postgraduate training programme, Monitoring Committees and the requirements of postgraduate research students can be found at http://graduate.cmdn.dundee.ac.uk/information-monitoring-committees-and-monitoring-committee-chairs/ under Postgraduate Training Programme.
Appendix H

Supervisor’s Report Form

Please complete and forward to the Chair of your student’s Monitoring Committee at least one week in advance of their meeting.

Note: The comments made on this form may be fed back to your student at their interview. If any of your comments are confidential, please make this clear on the form.

Monitoring Committee:

Name of student:

Name of principal supervisor:

Name of second (or co-) supervisor:

Start date of project:

Project Title:

Source of financial support:

Full/Part Time:

Does this work require ethical approval, and if so, has it been received?

Does this work require Caldicott Guardian approval, and if so, has it been received?

1. How do you rate your supervision?
   a. How often do you have substantive meetings with your student to discuss their work?
   b. Do you regularly set and agree on work schedules and research targets?

2. How do you rate the ability, effort and progress of your student?
   a. Intellectual ability: Excellent/Good/Satisfactory/Poor.
   b. Effort: Excellent/Good/Satisfactory/Poor.
   c. Experimental progress: Excellent/Good/Satisfactory/Poor.

For students in year 1 (or FTE) only, after 7-8 months (or FTE) for 2 and 3 year research degrees or after 4-6 months (or FTE) for 1 year research degrees.

Please indicate whether you recommend:

1) Transfer from Ordinance 12 to 39
2) Delay of Transfer from Ordinance 12 to 39*
3) Registration for a lower degree*
4) Termination of studies*

* Please give justification. Recommendation for a delay of transfer, registration for a lower degree or termination of studies should be discussed with the Chair of the Higher Degrees Committees

For students in year 2 or 3 (or FTE) only

Please indicate whether you recommend:

1) Annual Progress Review
2) Registration for a lower degree*
3) Termination of studies*

General or specific comments:

Signature: .................................................................................................................. Date:

.............................................
# Thesis Monitoring Committee Report: Student Questionnaire

Please complete and return your form to [insert appropriate person for Schools of Medicine, Dentistry or Nursing and Midwifery] two weeks in advance of your TMC meeting.

Any information given will be treated tactfully and in confidence and will not be seen by your supervisor.

Student Name and Start Date: ………………………………... Supervisor(s): ………………………………

Degree (please circle): PhD  MPhil  MSc  MD  MMSc  MSSc  Full-Time/Part-Time

Monitoring Committee and Chair: ………………………………

<table>
<thead>
<tr>
<th>Progress</th>
<th>Yes</th>
<th>No</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are your studies progressing at a satisfactory rate?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, please indicate:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a clear idea of your short-term goals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a clear idea of your long-term goals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you published, presented at external conferences or other meetings?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please specify:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a thesis plan?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you satisfied that this is achievable?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this a new discipline for you?</td>
<td></td>
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<tr>
<td>Have you presented at a seminar / journal club / postgraduate research forum since your last TMC?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervision</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>How often do you meet with your supervisor(s)? Please specify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you think this is enough for your needs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are written records kept of these meetings?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please comment on your experience of supervision i.e. adequate, too directive, not directive enough.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any issues about your supervision or experience as a student that you would like to discuss with the TMC?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are other colleagues in your research group working on the same topic? If yes, does this present any difficulties for you?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have adequate resources in order to conduct your research?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any specific training needs that are as yet unmet? If yes, please specify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On average how many hours per week do you spend working on your project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have adequate access to literature that is essential to your project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you wish to expand on any of the points made above, please do so here, or attach a separate sheet.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student signature: ………………………………………………………………………

(Medical School only) Signature of:

Committee Chair: ………………………………... Member 1……………………………... Member 2……………………………...

Please circle as appropriate

Recommend Upgrade: Yes  No  Recommend Annual Progress Review: Yes  No
Additional Comments:

If you have additional comments regarding your progress, supervision or training needs that were not covered on the previous page please add these here:

Medical School only: For students in year 1 (or FTE) only, after 7-8 months (or FTE) for 2 and 3 year research degrees, or after 4-6 months (or FTE) for 1 year research degrees:

Please delete as appropriate -

1) The student has fulfilled the criteria for Upgrade Review and the committee recommends transfer.

2) The student has not fulfilled the criteria for Upgrade Review and the committee recommends delay of transfer.*

3) The student has not fulfilled the criteria for Upgrade Review and the committee recommends registration for a lower degree.*

4) The student has not fulfilled the criteria for Upgrade Review and the committee recommends termination of studies.*

(University criteria for Upgrade Review are given in the Code of Practice for Supervised Postgraduate Research. The College criteria for 2 and 3 year research degrees can be found on the Research Degrees website, http://graduate.cmdn.dundee.ac.uk/upgrade-review/).
### Appendix J

#### Summary Timetable of MDN Events During PhD (full-time and part-time*)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
<td>Introductory Event</td>
<td></td>
</tr>
<tr>
<td>December/January</td>
<td>TMC Meeting 1</td>
<td>TMC Meeting 1</td>
</tr>
<tr>
<td>March</td>
<td>Communication Skills Workshop</td>
<td>Careers Workshop</td>
</tr>
<tr>
<td>April/May</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
</tr>
<tr>
<td>June 5th 2015</td>
<td>Student Symposium (talk 8 mins)</td>
<td>Student Symposium (poster A0)</td>
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</tbody>
</table>

#### PhD (part-time)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
<td>Introductory Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December/January</td>
<td>TMC Meeting 1</td>
<td>TMC Meeting 1</td>
<td>TMC Meeting 1</td>
<td>TMC Meeting 1</td>
</tr>
<tr>
<td>March</td>
<td>Communications Skills Workshop</td>
<td>Careers Workshop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April/May</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
</tr>
<tr>
<td>May/June</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
</tr>
<tr>
<td>June 5th 2015</td>
<td>Student Symposium</td>
<td>Student Symposium (talk 8 mins)</td>
<td>Student Symposium (poster A0)</td>
<td>Student Symposium (talk 12 mins)</td>
</tr>
</tbody>
</table>

#### Summary timetable of MDN Events During MSc, MSSc and MMSc (full-time and part-time*)

<table>
<thead>
<tr>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
</tr>
<tr>
<td>December/January</td>
</tr>
<tr>
<td>March</td>
</tr>
<tr>
<td>May/June</td>
</tr>
<tr>
<td>June 5th 2015</td>
</tr>
</tbody>
</table>
Summary timetable of MDN Events During MSc, MSSc and MMSc (full-time and part-time*)

<table>
<thead>
<tr>
<th>MSc, MSSc and MMSc (part-time)</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
<td>Introductory Event</td>
<td>TBC</td>
</tr>
<tr>
<td>December/January</td>
<td>TMC Meeting 1</td>
<td>TMC Meeting 1</td>
</tr>
<tr>
<td>March</td>
<td>Communication Skills Workshop</td>
<td>March</td>
</tr>
<tr>
<td>May/June</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
</tr>
</tbody>
</table>

* Students who are registered as part-time, but anticipate a potential accelerated submission of their thesis (i.e. those who are spending most of their working time on their research projects), should follow the timetable for full-time students. This should be discussed with Claire Neillie (School of Medicine, Ext.

Summary Timetable of MDN Events During MD or MPhil (full-time and part-time*)

<table>
<thead>
<tr>
<th>MD or MPhil (full-time)</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
<td>Introductory Event</td>
<td>TBC</td>
</tr>
<tr>
<td>December/January</td>
<td>TMC Meeting 1</td>
<td>TMC Meeting 1</td>
</tr>
<tr>
<td>March</td>
<td>Communication Skills Workshop</td>
<td>May/June</td>
</tr>
<tr>
<td>May/June</td>
<td>TMC meeting 2</td>
<td>TMC meeting 2</td>
</tr>
<tr>
<td>5th June 2015</td>
<td>Student Symposium (talk 8 mins)</td>
<td>Student Symposium (poster A0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MD or MPhil (part-time)</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
<td>Introductory Event</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>December/January</td>
<td>TMC Meeting 1</td>
<td>TMC Meeting 1</td>
<td>TMC Meeting 1</td>
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<tr>
<td>March</td>
<td>Communications Skills Workshop</td>
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<tr>
<td>May/June</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
<td>TMC Meeting 2</td>
</tr>
<tr>
<td>5th June 2015</td>
<td>Student Symposium</td>
<td>Student Symposium (talk 8 mins)</td>
<td>Student Symposium (poster A0)</td>
</tr>
</tbody>
</table>

* Students who are registered as part-time, but anticipate an accelerated submission of their thesis (i.e. those who are spending most of their working time on their research projects), should follow the timetable for full-time students. This should be discussed with Claire Neillie (Ext. 83178, School of Medicine)
Appendix K

Form & Presentation of Theses for Higher Degrees

1. The thesis and any copy of it shall be presented in permanent and legible form either in typescript or in print: provided that, for the purposes of initial submission to the examiners, copies of the thesis may be presented in temporary binding with a stout outer covering and in such form as to ensure the security of the contents.

2. PhD normally up to 60,000 words or no more than 200 pages

3. Good quality paper of size A4 (210 mm x 297 mm) shall be used.

4. Typescript shall be in double spacing and on one side of the leaf only.

5. The left or binding edge margin shall not be less than 40 mm and the other margins normally not less than 20 mm.

6. (1) Pages shall normally be numbered consecutively through the main text
(2) Page numbers shall be located centrally at the top of the page.

7. (1) The leaves of a thesis shall be permanently secured within boards covered in a strong waterproof cloth normally of black or blue and
(2) The cover boards shall have sufficient rigidity to support the weight of the volume when standing upright.

8. (1) The outside front board shall bear the title of the thesis and the author's initials and surname in at least 24 pt type
(2) The spine of the volume or volumes shall bear the abbreviated designation of the degree e.g. PhD, the initials and surname of the author and the year of presentation, printed so as to be readable when the volume is lying flat with the front cover uppermost. If the work comprises more than one volume, the number of each volume also shall appear on the spine.
(3) All lettering on the front cover and spine shall be clearly legible.

9. The title page shall bear the title of the thesis and the full names of the author in the centre and the full designation of the degree, the name of the University and the month and year of presentation in the bottom right hand corner.

10. The table of contents shall normally follow the title page.

11. Acknowledgements shall normally appear on the page following the table of contents and any appended list of illustrations.

12. Following the acknowledgements, if any, there shall be: (a) a signed declaration, that the candidate is the author of the thesis; that, unless otherwise stated, all references cited have been consulted by the candidate; that the work of which the thesis is a record has been done by the candidate, and that it has not been previously accepted for a higher degree: provided that if the thesis is based upon joint research, the nature and extent of the candidate's individual contribution shall be defined; (b) where appropriate, a signed statement by the supervisor that the conditions of the relevant Ordinance and Regulations have been fulfilled.

13. (1) Following the declaration and statement referred to in Regulation 11, there shall be a summary of the contents of approximately three hundred words.
(2) Two additional copies of the summary shall be provided separately in a form suitable for publication by the University.

14. References shall enable the reader to identify the work cited and to locate the specific passage concerned.
16. (1) A candidate for a higher degree by thesis shall submit, on or before the due date, three bound copies of the thesis together with a higher degree schedule and any fees payable. A candidate who fails to satisfy any of the requirements of this subsection shall not be permitted to graduate.

(2) The top typescript and one other copy of any thesis accepted for a higher degree shall become the property of the University and shall be lodged in the University Library. The second copy may be issued by the Library to the Department in which the research was undertaken. The remaining copy shall be returned to the candidate.

17. The copyright in a thesis shall remain with the author of the thesis.

18. Each candidate shall receive a copy of a declaration empowering the University Library to reproduce the thesis on the authority of the Librarian and subject to appropriate safeguards, but without further reference to the author. This declaration may be signed and returned, or permission may be withheld, at the discretion of the candidate.

Notes

The following recommendations, which do not form part of the above Regulations, are intended to be of assistance to those preparing theses for higher degrees.

1. The table of contents (Regulation 9) should list in sequence, with page numbers, all relevant subdivisions of the thesis, including the titles of chapters, sections and subsections, as appropriate; the bibliography or list of references; the list of abbreviations and other functional parts of the whole thesis; any appendices.

2. If the thesis comprises more than one volume, the contents of the whole thesis should be shown in the first volume. Each subsequent volume should contain a list only of its own contents.

3. If the thesis contains tables, photographs, illustrations, diagrams etc., a list of these, in the order in which they appear in the text, should follow the table of contents.

4. Diagrams, illustrations and tables should be inserted as close as possible to the associated text. Where this is not practicable and a pocket is required, the pocket should be attached to the inside back cover by the bookbinder. When previously published papers are submitted as an appendix to the thesis they should, if possible, be sewn in rather than inserted loose in a pocket attached to the back cover.

5. If it is necessary to present diagrams, illustrations or tables in a separate volume, the binding of such volume should conform to that of the main text of the thesis.

6. Photographic illustrations should be permanent reproductions. They should be either printed on single weight printing paper, preferably unglazed, or mounted on cartridge paper for binding.

7. Notes may be inserted at the foot of the relevant page, beneath a horizontal rule separating them from the main text. Such footnotes may be typed in single spacing.

8. To facilitate publication in microform, each of the two additional copies of the summary of contents, or abstract (Regulation 12), should be typed in single spacing, be limited to one side of a single sheet of white A4 paper and have a heading containing the name of the author and the title of the thesis. The bibliography or list of references (Regulation 13) should be arranged in a logical sequence, e.g. alphabetically by authors.
## Appendix L

**Useful Emails and links**

| Site                              | Address                                                                    |
|-----------------------------------|                                                                            |
| CMDN* Home page                   | [http://www.cmdn.dundee.ac.uk/](http://www.cmdn.dundee.ac.uk/)             |
| CMDN* Research Degrees            | [http://graduate.cmdn.dundee.ac.uk/research-degrees](http://graduate.cmdn.dundee.ac.uk/research-degrees) |
| CMDN Graduate School              | [http://graduate.cmdn.dundee.ac.uk/](http://graduate.cmdn.dundee.ac.uk/)   |
| School of Medicine Home page      | [http://medicine.dundee.ac.uk/](http://medicine.dundee.ac.uk/)            |
| School of Dentistry Home page     | [http://dentistry.dundee.ac.uk/](http://dentistry.dundee.ac.uk/)          |
| School of Nursing & Midwifery Home page | [http://nursingmidwifery.dundee.ac.uk/](http://nursingmidwifery.dundee.ac.uk/) |
| University Postgraduate Code of Practice | [http://www.dundee.ac.uk/qf/qualityassurance/researchdegrees/](http://www.dundee.ac.uk/qf/qualityassurance/researchdegrees/) |
| University Postgraduate Registry  | [http://somis.dundee.ac.uk/registry/](http://somis.dundee.ac.uk/registry/) |
| Health & Safety                   | [http://dundee.ac.uk/safety](http://dundee.ac.uk/safety)                  |
| Computing/IT services             | [http://www.dundee.ac.uk/ics/](http://www.dundee.ac.uk/ics/)              |
| University Library                | [http://www.dundee.ac.uk/library](http://www.dundee.ac.uk/library)        |
| Postgraduate Portal               | [http://www.dundee.ac.uk/advancedundee/PG/](http://www.dundee.ac.uk/advancedundee/PG/) |
| OPD (Generic Skills)              | [http://www.dundee.ac.uk/opd/](http://www.dundee.ac.uk/opd/)              |

- CMDN College of Medicine, Dentistry & Nursing

## Appendix M

**MeDeN Postgraduate Student Society**

[https://www.facebook.com/MeDeNSociety](https://www.facebook.com/MeDeNSociety)

The MeDeN postgraduate student society represents all students undertaking postgraduate research within the College of Medicine, Dentistry and Nursing.

At an academic level, the committee is involved in gathering feedback from students about various aspects of their postgraduate experience, from course work to social life and everything in between. The presidents of the society sit in on the graduate school board meetings and all feedback obtained from students is passed on here to ensure that the students’ voices are heard by the people who have the power to make the required changes!

In addition to this, MeDeN is also a social organisation - the committee organise movie nights, pub nights, quizzes, bake sales and anything else that is suggested to them that they can pull off!

MeDeN is always recruiting new committee members, anyone interested should contact the current president Jane Cuddihy [j.cuddihy@dundee.ac.uk](mailto:j.cuddihy@dundee.ac.uk)

For further information or get in touch through our facebook page [https://www.facebook.com/MeDeNSociety](https://www.facebook.com/MeDeNSociety)
Appendix N

Thesis binding

The University of Dundee thesis must be bound to a specific format and style. DPM is a University of Dundee run business that provides a binding service for theses. They undertake both soft binding (with PVC cover and backing board) and hardback binding (with gold foil on cover and spine).

Contact details

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<tr>
<th>DPM</th>
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<tbody>
<tr>
<td>BSI Building</td>
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Cost

**HARDBACK THESIS BINDING COST** (Maximum 360 pages in a single Volume)

- 1 copy £30.00
- 2 to 4 copies £25.00 each
- 5 or more copies £22.00 each

**Please allow 3 to 4 working days**

**SOFT OR WIRE BINDING COST**

- Per book £5.00
- With PVC front cover and black back cover
- Same day service for Binding only - Printing / delivery to be scheduled

**PRINTING COST**

**PLEASE SEND ALL DOCUMENTS AS PDF FILES**

- A4 black & white £0.08 per copy
- A4 colour variable cost depending on quantity of pages

You can hand in an electronic PDF file only, or your own paper copy for binding.

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Off campus binders information can be found [www.dundee.ac.uk/library/binding](http://www.dundee.ac.uk/library/binding)