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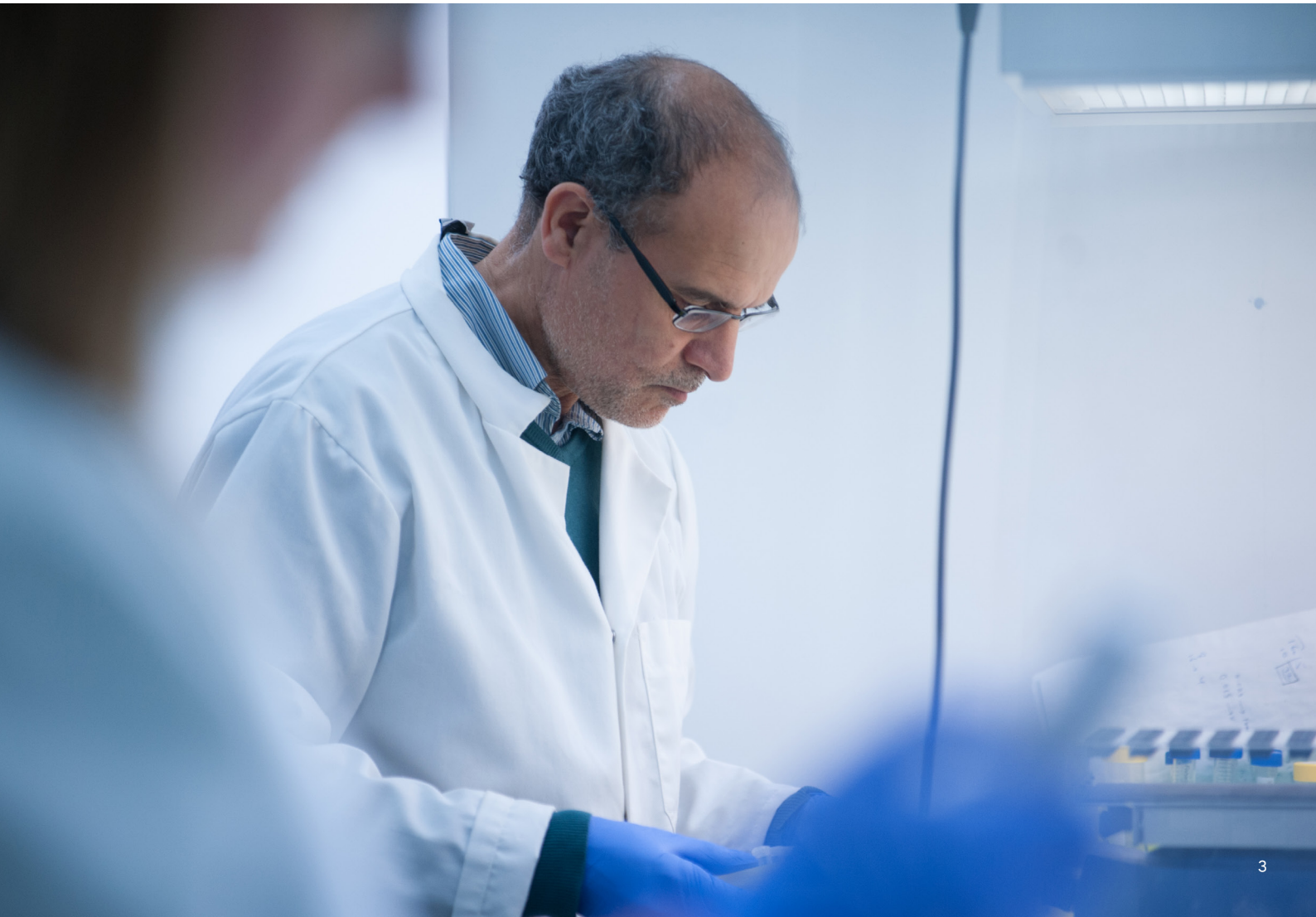
Postgraduate Study
General Information

School of Life Sciences
2018/2019

Contents

Welcome to the Postgraduate Programme in Life Sciences at University of Dundee

This handbook provides the basic information you will need for your period of study. Please read the handbook carefully and please ask any member of the Postgraduate Committee for assistance if you have any queries. Contact details can be found overleaf. General Information on the School of Life Sciences, University and the City can be found on the University web pages lifesci.dundee.ac.uk



Aims & Objectives

The aims and objectives for PhD education are:

- To train students in research methods and practice by performing well-supervised, high-quality research projects at the forefront of international science in well-equipped laboratories.
- To make students aware of the theory, practice, capabilities and limitations of modern techniques in biochemistry, molecular biology and cell biology.
- To train students in the generic skills of scientific research i.e. experimental design, data analysis, literature survey, communication skills, teamwork and computer skills.
- To assist students to obtain appropriate employment upon completion of their studies.

The Postgraduate Programmes

The Postgraduate Programmes are designed to ensure an effective training in scientific research over the period of registration for a full-time PhD, which may be 3, 3.5 or 4 years. Some 4-year PhD programmes involve rotations before starting the main PhD project. These include the Wellcome Trust (3 x 3 month rotations), MRC (3 x 3 month rotations) and MRCPPU (2 x 4.5 month rotations) programmes. The programmes include attendance at seminars, taught sessions and organised activities, on top of the experimental research work in the Supervisor's laboratory.

Your Supervisor and second supervisor will be your most important contacts throughout the course of your postgraduate studies, with whom you will discuss strategies, approaches and outcomes of your work. On a day-to-day basis you will probably interact more with postdoctoral researchers, especially in the larger labs, who will oversee your technical training and help you set up your experiments early on.

The University of Dundee has a structure for monitoring standards both in the course of individual project progress and supervision and in the level of background support that we offer our research students. This involves:

Thesis Committees

The School monitors student and supervisor interactions and progress through a Thesis Committee system. Each Thesis Committee consists of two members of the School, at least one of whom has the status of Senior Lecturer or above. Every new student is allocated to an appropriate committee, which will not include their own supervisor. Students meet their thesis committees formally twice each year (normally in January/February and June/July) during their studentship in order to monitor and discuss progress all round, except in year one where students meet with their Thesis Committee and a Transfer Committee.

Students and supervisors will be asked to complete simple questionnaires in preparation for these meetings, and students will usually prepare a written report and talk to their Thesis Committee about their current work and future plans, using AV aids where appropriate. Progress/ outline reports and questionnaires should be submitted to the Life Sciences PhD Office 1-2 weeks before you meet with your Thesis/Transfer Committee. Any difficulties or problems should be aired on the questionnaires and on the occasion of your meetings.

For more information see

lifesci.dundee.ac.uk/phd-opportunities/resources/current-students/phd-booklets

Organising PhD Research

A - Getting Started

1 Get a clear idea of your research project

(i) Discuss the outline of the project with your supervisor.

(ii) Research the literature that he/she gives you as background.

(iii) Discuss the outline of the project with your supervisor again.

2 Make sure you are really clear about the:

(i) Overall aims and objectives.

(ii) Short-term objectives of your first few experiments.

At the end of the first term (eg. over Christmas) write a 2 to 3 page description of your project and the objectives for the next six months. Edit this with the help of your supervisor.

B - Things to remember

1 It is your responsibility to seek advice and supervision from your supervisor and it is your right to receive them.

(i) Your supervisor is a busy person, but she/he will always respond to a request for discussions.

(ii) Supervisors are not clairvoyant. They will only know that you need help if you tell them.

2 Make sure you stay on-track by arranging regular meetings with your supervisor and set clear short- term objectives. Keep a written record of these objectives and keep this in front of you.

3 Progress will sometimes be slow and frustrating. Be prepared for this. The transition from undergraduate to postgraduate is profound. Remember that a single undergraduate lecture is usually the distillation of tens of person-years of research. It is important to appreciate this.

4 You are doing a PhD for yourself, not for your supervisor

5 You will be expected to supply written and oral reports on your progress. These are not optional and they form part of your PhD programme.

6 As a PhD student, you are a valued member of the School. You have access to all the other members of staff for advice and assistance. Be aware of the areas of expertise of your senior colleagues.

7 Other PhD students and post-docs expect to assist new PhDs and are happy to do so. But be polite.

8 Never worry about “looking stupid” if you do not understand something or do not know how to do basic lab techniques. Everyone has been through the same stage and everyone is sympathetic.

Organising PhD Research continued

C - Expectations

1 You will keep careful and detailed notes of all your experimental work.

2 You will respect the advice of your supervisor.

3 You will tell your supervisor if you are unhappy about anything to do with the project or the lab. Do not let problems fester

4 You will attend all of the Divisional and main School (named) research seminars.

5 You need to be committed to your research. Output is directly correlated to input. Research is not a 9-to-5 job. Remember that you are essentially self-employed.

6 You will spend at least 10 day days per year undertaking generic skills training, depending on which programme you are following.

E - Assessment

1 You will be under continual assessment by your supervisor. However, you are partners in research, so try not to cultivate an "us and them" mentality. You will also meet twice a year with your thesis committee (two members of staff that do not include your supervisor) who will monitor your progress.

2 You must be recommended for the continuation of your PhD into the second year, based on your supervisors' report, your written and oral reports and the recommendations of your transfer committee.

3 Some people decide a PhD is not for them for very understandable reasons. If this happens to you, you must voice your reservations to your supervisor and/or convenor of your thesis committee, or to the Head of Post-graduate studies in the School of Life Sciences (Carol MacKintosh) so that you can be provided with guidance and advice.

There is a possibility of completing an MSc by research in the first year, and MPhil in the second year.

D - The Generic Components of Research

1 Experimental Design

It takes a while to learn how to design experiments, and you will have theoretical and in-lab training in experimental design. The most important components of any experiment are the CONTROLS. There should be positive and negative controls. After your first few "recipe" experiments given to you by your supervisor, start to design the next experiments (on paper) yourself in fine detail then check these plans with your supervisor before doing them. Remember that research tools are expensive.

2 The test of any good experiment are the following criteria:

(i) Will the result be unambiguous?

(ii) If not, will the result at least reduce the number of permutations?

(iii) Are controls built into the experiment to make sure that all of the reagents and/or equipment are functioning correctly (positive controls).

(iv) You will have experiments that fail – do not be discouraged.

Postgraduate Management Committee, School of Life Sciences

The Postgraduate Committee together with Dr Sandra Oza of Organisational and Professional Development (OPD) organise all taught and formal components of the Postgraduate Programme. The members of the Postgraduate Committee have overall responsibility for recruitment and overseeing the organisation of the Postgraduate Programmes. They and other members of the Postgraduate Committee are available to discuss any matters concerning the student's project or the Postgraduate Programme in general.

Professor Carol MacKintosh runs monthly drop-in sessions, usually on the first Thursday of every month, which are an opportunity for you to ask any questions, make suggestions, or discuss matters big or small about your Masters and PhD studies. Sessions are confidential and impartial. You do not need to book in advance, just drop in. If busy, feel free to wait in the coffee room beside her office.

Postgraduate Committee members:

Professor Carol MacKintosh	Head of Postgraduate Studies
Professor Ron Hay	Director Wellcome Trust 4-Year PhD Programme
Professor Bill Hunter	Director, MRC 4-Year PhD Programme
Dr Edgar Huitema	University of Dundee Academic Lead for BBSRC-EASTBIO
Professor Kees Weijer	Director of Phoqus Programme
Mrs Gail Guild	Postgraduate Administrative Organiser
Mrs Nikki Wilson	Postgraduate Administrative Assistant
Ms Lesley Coats	Postgraduate Clerical Assistant

Postgraduate Co-ordinators in each Division are:

Professor Alessio Ciulli	Division of Biological Chemistry and Drug Discovery
Professor Paul Crocker	Division of Cell Signalling and Immunology
Professor Anton Gartner	Division of Gene Regulation and Expression
Professor Carol MacKintosh	Division of Cell and Developmental Biology
Professor John Brown	Division of Plant Sciences
Professor John Rouse	MRC Protein Phosphorylation and Ubiquitylation Unit
Professor Nicola Stanley-Wall	Division of Molecular Microbiology
Professor Irwin McLean	Division of Molecular Medicine
Professor Geoff Barton	Division of Computational Biology
Professor David Lilley	CRUK Nucleic Acid Structure Research Group
Professor Geoff Gadd	Geomicrobiology Group

Organisational and Professional Development (OPD) Dundee dundee.ac.uk/opd

OPD Dundee is a strategic response to the Government report 'SET for Success' and the UK Research Councils Joint Skills Statement on Post-graduate Research student training requirements. It has been designed alongside Post-graduate research course coordinators, students and supervisors to fit with the discipline specific training programme. The resource offers an extensive range of bespoke training workshops, related courses and opportunities. Several of these courses are organised jointly by the School of Life Sciences in collaboration with OPD Dundee. Attendance at many of these is compulsory.

You are strongly encouraged to attend sessions appropriate to your needs, remembering that you must accumulate 2 weeks (10 days/60 hours) of Generic Skills per calendar year of your PhD study. Attendance at these sessions is recorded. Please note that places on some sessions may be limited, so book early to avoid disappointment **(dundee.ac.uk/opd/workshops/workshopbookings)**

Cite them right online

The University's Postgraduate Portal on Advance@Dundee provides information, support and advice as you need it, during your Masters or PhD study at **dundee.ac.uk/asc/programmes/pops/**. The site has been written by staff from the various University departments who work most closely with postgraduate students and includes useful information on both technical and generic issues such as research skills and philosophy, academic relations, writing up your thesis and the viva voce exam as well as formal aspects of postgraduate study.

University of Dundee Code of Practice The full University Regulations concerning PhD degrees can be found at **dundee.ac.uk/qf/researchdegrees/**. This includes details on matters such as thesis presentation, examination and appeals procedures.

Research Seminars

All postgraduate students are expected to attend relevant research seminars whenever possible, especially seminars organised by your Division and the Named Lectures which occur throughout the year. Notices are posted throughout the School advertising upcoming seminars but full and up-to-date information can be obtained at **lifesci.dundee.ac.uk/research/events**.

Safety Office and Information

The University Safety Office may be contacted through the University's web page at **www.dundee.ac.uk**. The School web site contains information on Health and Safety at **lifesci.dundee.ac.uk/services/healthandsafety/** and The University Safety Website **dundee.ac.uk/safety**. If you are ever in doubt, consult the relevant Safety Officer.

Computers and University of Dundee IT: Help4U

If you are having problems with your University IT account please go to the online Help4U Self-Service Portal **(dundee.ac.uk/it/help4u)** or send an email to **help4u@dundee.ac.uk**

Note that all SLS PhD students are issued with a PC laptop. These standard issue machines are for your general use. If you have lab-or project-specific requirements for computers with other specifications please see your supervisor, as these should be supplied from the lab budget.

Director of Policy, Governance and Legal Affairs

Dr Neale Laker
e: **n.laker@dundee.ac.uk**

VITAE (Realising the potential of researchers)

VITAE is the first national organisation to champion the professional and career development of doctoral researchers and research staff. It builds on the work of the UK GRAD Programme and the UK Higher Education Research Development Group and is delivered in partnership with regional Hub host universities. It was launched in June 2008 to support the career development of researchers and will play a major role in the drive for high level skills, innovation and in the UK's goal to produce world class researchers **(vitae.ac.uk/)**

SLS Management of Work Related Stress

Procedures implemented in the School of Life Sciences to manage work related stress in accordance with University Safety Policy Arrangements 30/2005: Management of Stress at Work can be found at **lifesci.dundee.ac.uk/services/healthandsafety/other-topics/stress/stress_home.html**. Helping people to manage work related stress is part of professional culture. Please don't suffer in silence, seek friendly support among your peers, supervisors, thesis committee, Head of Postgraduate Studies and University of Dundee Counselling Service.

Essential Information for Postgraduate Students

You have responsibility for:

1 Following the University of Dundee Code of Practice: - the University's Code of Practice and information on this is available at **www.dundee.ac.uk/registry/research-degrees/**. It is in your interest to read this document. The School's monitoring procedures provide the necessary information to the University authorities who are responsible for ensuring quality of postgraduate education. If you have any doubts about how our School practice merges with that of the University, please discuss this with your supervisor or Thesis Committee Convenor.

2 Your own behaviour and professional conduct in terms of research activity, health and safety issues and intellectual property rights. You should ensure that you are familiar with all relevant safety practices and follow them strictly at all times. You must also maintain detailed written records of all work performed and ensure timely submission of all progress reports etc. Your scientific discoveries may have commercial value and you should therefore be aware of how to establish and protect Intellectual Property Rights (IPR). General information on IPR can be found at **wipo.int/portal/en/index.html** Discuss IPR with your supervisor and contact the University Research and Innovation Services (**dundee.ac.uk/research**) if necessary. Plagiarism is a serious offence – for University policy, please see **dundee.ac.uk/academic/plagiarism.htm**

3 Ensuring regular contact with your supervisor and requesting appropriate technical and intellectual training. You should retain a written record of all meetings.

4 Attending all courses, meetings, seminars etc arranged in conjunction with the Postgraduate Programme. Please ensure you use and regularly check your university email account. Most information on the postgraduate programme is sent out via email and via MyDundee and you may miss important information if you do not check these regularly. Please note that UK Research Councils (and most major research charities) now expect all PhD students to undertake 2 weeks training in generic skills per year over the duration of their funding. Depending on your programme, at least one week of this period will be utilised in attendance at courses organised by OPD or the School of Life Sciences. The second week should be covered by other activities, e.g. attendance at scientific conferences, preparation of posters and oral presentations, etc. We will be using attendance sheets at skills training sessions to monitor compliance with this requirement on behalf of the funding bodies.

5 Writing up your thesis. You must take ultimate responsibility for preparation and submission of your thesis to the University. Due to penalties for late submissions imposed by Research Councils, the School has the policy that no full-time research student should continue laboratory work beyond the last 6 months of their studentship, except under special circumstances (e.g. 3-year PhD students and Wellcome Trust-funded students only) and in consultation with their supervisor and the Head of Postgraduate Studies.

Please Note:
It is essential that you submit your phd thesis within 4 years of initial registration otherwise it will be considered a 'technical failure' and will count against us in future applications for phd studentships

Further important information

Criteria for transfer of research students to a PhD status within the School of Life Sciences Postgraduate students are initially registered as research students. Upon satisfactory completion of an initial period of postgraduate training, either towards the end of the first year of the studentship or in the case of the Wellcome Trust 4-year PhD Programme towards the end of their second year, students are normally transferred to PhD student status (i.e. are then actually registered to study for a PhD). Information on this procedure is available on the University's web site **(dundee.ac.uk/registry/main/pg/)**. The student will be required to produce a detailed written report comprising a literature review, description of progress made to date and future plans, followed by an oral presentation and discussion. Oral presentations are open to all members of the School of Life Sciences. Your progress report and oral presentation will be assessed by the transfer committee made up of your thesis committee and an additional PI who has expertise in your area of research. A formal recommendation for continuation will be made to the Head of School immediately after the presentation and interview. The Transfer Committee can recommend the following options:

- **Transfer to PhD status**
- **Resubmission of the report (within one month)**
- **Re-viva (within one month)**
- **Suggest that student writes up for an MSc degree**
- **Suggest that student withdraws**

In the event that termination of studies or submission of a thesis for a Master's degree is recommended, the student has the right to appeal. The appeal must be initiated within two weeks of notification of termination of studies. Information on appeal procedures are documented in the School Office (see below). A final recommendation should be lodged with the Postgraduate Office at the beginning of the eleventh month of the studentship. The research funding council or other funding body is informed at the same time. Please note that all students who have become registered for a PhD degree following the transfer process are entitled to submit a thesis for examination for that degree. A supervisor and Thesis Committee can recommend that a student submits for an MSc degree, but the decision ultimately rests with the student.

Termination of Studentships

In the event of unsatisfactory progress or conduct by the student, the studentship may be discontinued on the recommendation of the Head of Postgraduate Studies of the School of Life Sciences following consultation with the student's supervisor, Head of Division and Thesis Committee. The funding body will be informed and the student will receive formal written notice of the date on which training will cease. This date should be mutually agreed between supervisor and student, allowing up to four weeks' notice together with up to two weeks leave. This period should not extend beyond the quarter in which training stops.

The University Postgraduate Appeals procedure is available to students. The Regulations relating to the Postgraduate Appeals procedure are provided in the University Calendar and at **dundee.ac.uk/pgla/dca/appeals/**

Assistance with the preparation of appeals may be obtained by consulting the Students' Assessor, who may be contacted via the Director of Policy, Governance and Legal Affairs – Dr Neale Laker (Ext: 85104; mail to: **n.laker@dundee.ac.uk**). External funding bodies will not normally intervene unless the student has pursued any complaint or grievance through all the available channels within the University, but students are recommended to consult the Studentship Regulations of their funding body for further information.

Demonstrating and Tutoring

All postgraduate students will be offered the opportunity for demonstrating and tutor/teaching assistant duties with undergraduate classes, for which they will be paid the standard School rates in force at the time. Demonstrating will normally be restricted to students in their second and third years of PhD training.

Up to 3 days of demonstrating will count towards the requirement of 10 days per year transferable skills training undertaken by PhD students in SLS. Additional demonstrating can be undertaken (with Supervisors' consent) beyond the 3 days that count towards transferable skills training. Prior to undertaking demonstrating duties, all PhD students will attend a compulsory half-day workshop on demonstrating.

These will normally take place towards the end of the first year. All time tabling (pre-meetings, post meetings and the demonstrating sessions themselves) will be coordinated via the Demonstrating team.

PhD student association in SLS (PICLS)

A key role of the School of Life Sciences' PhD Association (PICLS) is to facilitate networking between PhD students in different subject areas, from different parts of Europe and beyond.

It is envisioned that this will be achieved through focused academic events such as meaningful and functional seminars and retreats whilst generating an environment where newly established interconnections are reinforced through social events. Each year or two the Association organises a Symposium which covers various fields of the life sciences. Students are responsible for raising sponsorship to fund this event and have full control of which external speakers are invited to talk. PhD students also give talks and present posters at this event.

In addition, it is thought that the composite of better connections between PhD students, as a result of the above programme, will serve and facilitate a more coherent and consistent interaction with the SLS Postgraduate Programme and allow more effective dialogue with the School Research. For details of the current committee and activities, see **lifesci.dundee.ac.uk/phdprog/picls**

Public Engagement Activities

The School of Life Sciences is committed to a programme of maximizing the impact of its research in terms of the social, economic and educational benefit to society. The aim of all SLS outreach and impact projects is to enhance and promote the public understanding of science and scientific research, including the implications this has for human health, cures for diseases and the protection of the environment. The School works with the SLS PhD Association (PiCLS) to facilitate student outreach and public engagement projects, as well as enhancing student communication skills through generic skills training. Graduate students wanting to take part in public engagement events organised within the School should in the first instance contact PiCLS which initiates and helps support these activities.

Societies, Meetings and Courses

It is desirable for all postgraduate students to attend (during their 2nd or 3rd Year) at least one relevant meeting (UK or abroad), which includes international participation, subject to availability of funds. An important part of the training for Postgraduate students and Research Assistants registered for a PhD is for students to familiarise themselves with the work of internationally-recognized scientists in their own and closely related fields. These people are likely to be future employers to some of you. Attendance at meetings and courses is also a good way to put faces to names, and to see your own field of research in perspective.

Students receiving Wellcome Trust, BBSRC or MRC studentships, and some others, are usually eligible for funds to attend one international meeting (details below) during the course of their studentship. Watch out for specific specialist meetings in your field that you can attend. These may be drawn to your attention by your Supervisor, your colleagues in the laboratory, or advertised in the scientific press. There will also be a range of more broadly-based national biomedical meetings such as the British Society for Cell Biology, Biochemical Society, Physiological Society, British Society for Immunology and Anatomical Society meetings, international FEBS and IUB meetings and those offered by the Societies listed below. Annual practical courses and workshops on different topics, organised by EMBO, FEBS and NATO, for example, can also be extremely useful to trainee scientists. They are usually one or two weeks long and are often held in attractive locations; they give you the opportunity to meet students from other institutions and other countries, and provide access to leading researchers who are usually too busy to approach at conferences. Places on these courses tend to be competitive and may be subject to funding restriction.

Choosing a meeting or a course

Meetings and courses which postgraduate students can attend are normally announced well in advance (6-9 months) in journals and Society newsletters. Students should therefore keep a regular eye on the following journals in particular:

- **Nature and Science See back page adverts**
- **TIBS/TIGS A list of forthcoming national and international meetings is published at the back of each issue**
- **EMBO Journal EMBO courses (often held in Heidelberg at the EMBL) are announced in the last December issue of EMBO J each year**

When you spot an interesting looking meeting/course discuss it with your Supervisor immediately. You must apply and plan well in advance. The organisation sponsoring each meeting may have funds available to help with travel or registration costs. You are recommended to explore these possibilities to enhance your chances of attending the meeting.

Other sources of funding for attendance at meetings MRC-funded and BBSRC-funded students

All Research Council funded students are allocated financial support for attendance at conferences (MRC students commencing studies in 2018/19 will receive up to £300 per annum and BBSRC students receive up to £230 per annum). Following discussion with your supervisor, students should consult their laboratory manager in the first instance for information on individual travel budgets. It is possible to "hold" the money with the Finance Office until the 3rd Year when it may help to fund attendance of an international meeting. Furthermore, many supervisors will be able to support attendance of conferences and courses outwith of these funds.

MRC funded students are also eligible to apply for funds through the MRC flexible supplement scheme which can support a variety of activities. Further information can be found here **lifesci.dundee.ac.uk/ phdprog/phd-studentships/programmes/mrc-4-year-programme/uod-mrc-dtp-flexible-supplement**

For DCC students, some funds are available to support activities beneficial to the student for her/his training and career development and also provide new knowledge and/or expertise to Dundee that will benefit cancer research in future. This could include training courses, conferences, collaborative visits, special reagents, etc. Please contact Inke Näthke **(i.s.nathke@dundee.ac.uk)** for more information.

Wellcome Trust-funded students

Wellcome Trust studentships provide funding towards attendance at one major international conference during the tenure of their award and to attend national meetings. Students should discuss appropriate meetings with their supervisor.

The VITAE Programme (vitae.ac.uk)

The role of the VITAE Programme is to support the academic sector to embed personal and professional skills development into research degree programmes (RDP). It supports the career development of researchers and will play a major role in the drive for high-level skills, innovation and in the UK's goal to produce world-class researchers. It organises National GRAD Schools that are designed for postgraduate research students to assess and develop their personal effectiveness, networking and team working, communication and career management skills. These residential courses are of 3-5 days duration and you are strongly encouraged to attend a GRAD course at some stage of your studies (timetables of courses are available from the VITAE website). **vitae.ac.uk/vitae-publications/vitae-library-of-resources/about- vitae-researcher-development-programmes/gradschools**

Professional Societies

As a student you may be eligible for reduced membership fees upon joining professional societies. As a member you will receive newsletters informing you of meetings, developments and sources of funding, and some professional societies will contribute towards travel expenses. However, if you hope to benefit from this it is important to join at the beginning of your PhD, as some organisations (e.g. the Biochemical Society) will only allow you to apply for travel funds after you have been a member for at least a year.

Similarly, if may well be advantageous to join more than one society. The list of societies below should be useful but it is not an exhaustive list.

The Biochemical Society (biochemistry.org)

A British society, which publishes the Biochemical Journal. Student membership costs £25 per year. Members can apply for travel funds to attend FEBS, IUB and Biochemical Society meetings - details change, but are always published in "The Biochemist", a quarterly magazine which comes automatically with membership. Bursaries are available to attend a Biochemical Society Focused Meeting, Training Event or Workshop of up to £300.

British Society for Cell Biology (bscb.org)

The student subscription rate is £20 per annum and provides the yearly newsletter and periodic E-newsletters and reduced registration at BSCB meetings. A travel fund is available for members of at least 1 year's standing (or less if joining as a 1st year postgraduate), which can give up to £500 per meeting. The Society holds a Student Poster Competition at its major annual meeting.

British Society for Developmental Biology (bsdb.org)

Student membership rate £15 per year. Reduced registration fees at BSDB meetings, access to travel funds, a twice-annual BSDB newsletter and reduced subscriptions to key developmental biology journals.

British Society for Immunology (immunology.org)

Student subscription rate £25 direct debit.

Physiological Society (physoc.org)

The professional society for physiologists in the UK; publishes the Journal of Physiology. Affiliate membership (for students) costs £40 per annum. Members are entitled to free or discounted society meetings, can apply for grant funding for travel to courses, collaborative and outreach projects and training, will receive free online access to The Journal of Physiological and Experimental Physiology and will receive a quarterly members magazine (Physiology News). Details of the other benefits can be found on their website. Travel Bursaries of up to £500 may be awarded to affiliates for attendance at meetings or training courses.

Anatomical Society of Great Britain and Northern Ireland (anatsoc.org.uk)

The professional society for anatomists in the UK; publishes the Journal of Anatomy. Reduced rate affiliate membership for students registered for higher degrees (£20 per annum). Access to travel funds for attending meetings, free electronic subscription to the Journal of Anatomy, free subscription to Anastomosis (the Society's monthly newsletter) and free electronic access to Aging Cell. 'Details of further benefits can be found on their website. This Society supports a number of postgraduate studentship

Genetics Society (genetics.org.uk)

Student memberships cost £10 per annum when paid by direct debit. The Genetics Society meetings programme includes an annual three-day spring meeting, a one-day symposium each November and other one-day meetings on topics of special interest, all with registration fees at a reduced rate for Genetics Society members. The Genetics Society newsletter presents news and opinion on current issues of concern to geneticists and society at large. In addition to receiving a discounted membership registration fee, students can apply for generous travel grants for attendance at Genetics Society meetings and additional discounts on journals. This Society also has grants available for attendance of student members at any other scientific meetings in the Genetics area. Application forms can be downloaded from the following URL: **genetics.org.uk/Funding/FundingApplicationForm.aspx**

Royal Society of Biology (www.rsb.org.uk)

The Royal Society of Biology offers members unique opportunities to engage with the life sciences and share their passion for biology. Student Membership – one-off £15 application fee plus an £79 annual fee (there is a 50% discount if you are a student in full-time education). Benefits include discounted rates for training courses and access to The Biologist magazine. The full range of membership benefits can be found on their website.

Society for General Microbiology (microbiologysociety.org)

Student membership costs £30 per annum if paying by direct debit, £35 per annum (other payment methods). Reduced personal subscription rates for journals. Reduced registration rates at SGM meetings and eligibility to apply for sponsorship to attend meetings/visits abroad.

Society for Experimental Biology (sebiology.org)

Student membership costs £22/£93 for 1 year/5 year membership. As a student member you can mix with a community of 2,500 experimental biologists from around the globe, get together every year and take part in plant, animal and cell biology sessions, enjoy unique opportunities for grants and funding, get access to journals, education and training support and career management workshops and apply for awards and recognition every year.

American Society for Cell Biology (ascb.org)

A large and important USA society. Student membership costs $50. Good for contacts. Newsletters; Directory of Members. Discounted registration for the ASCB Annual Meeting.

British Association of Human Identification (bahid.org)

Student membership costs £31 per annum (including Paypal fee). Annual conference with subsidised student fees. Student prize for presentations at conference.

The Chartered Society of Forensic Sciences

Affiliate membership for PhD students is currently £50 and includes reduced rates at all Society conferences. For membership benefits please see the website: csofs.org/Member-Benefits

European Association of Forensic Sciences (forensicsciences.eu)

Student membership is 25 euros per annum.

Essential Information for Supervisors

You have responsibility for:

1 Following the University of Dundee Code of Practice. All relevant information on the university's guidelines for postgraduate research may be obtained from **dundee.ac.uk/registry/research-degrees**. The School's monitoring procedures provide the necessary information to the University authorities who are responsible for ensuring quality of postgraduate education.

2 Ensuring the student is registered with the appropriate University and grant-awarding authorities.

3 Providing scientific, academic and pastoral guidance and support to your student.

You must provide regular access for the student to discuss their research and should also retain a written record of all meetings. A proven way of keeping records is that after each formal session with the student, the student is asked to write down the outcomes of the meeting, summarising main novel results as well as goals set for the next, which are approved by the supervisor and countersigned by both. Both student and supervisor keep a copy. You must also ensure that the student receives advice and instruction in all technical and intellectual matters relevant to their research project.

4 The university has approved the proposal that training and development opportunities be made mandatory for all postgraduate supervisors. A rolling programme of workshops are being organised on a School or cognate discipline basis, with priority booking for new supervisors, but open to existing supervisors. The workshops are organised by OPD working with an academic representative from each School. Further information is available through your School representative. Online resources are currently under development to complement the offering of face-to-face training and to serve as an alternative 'refresher' training opportunity for existing supervisors. Existing supervisors are required to undertake refresher training every 3-5 years, either through the on-line or face-to-face route. Please contact OPD **(dundee.ac.uk/opd/workshops/)** for further information.

5 Ensuring the student is cognizant of all rules and guidelines relevant to conducting their research and completing their course of study. This includes awareness and compliance with Intellectual Property regulations (IPR). You must also make ensure that the student makes timely submission of all reports requested by University and grant-awarding authorities.

6 Facilitating student attendance at all courses, meetings, seminars etc arranged in conjunction with the Postgraduate Programme. Please note that UK Research Councils (and most research charities) now expect all PhD students to undertake at least 2 weeks' training in generic skills per year over the duration of their funding. We will be using attendance sheets at skills training sessions to monitor compliance with this requirement on behalf of the funding bodies.

7 Ensuring that no full-time research student should continue laboratory work during the last 4-6 months of their PhD. 3 and 3.5-year students should complete laboratory work 4 months before submission of their thesis and 4-year students should complete laboratory work 6 months before submission of their thesis. If students submit their thesis before the end of their studentship, they may continue as students as long as a well-defined training programme with milestones and an expected completion date has been agreed in writing with their supervisor. The details of the training programme should be lodged with the SLS Postgraduate Office. Extensions can only be considered under special circumstances and in consultation with the Thesis Committee, Supervisor, Funding Body and University Registry. For Research Council funded studentships, permission to extend the submission deadline must be obtained in writing. In rare cases where continuation of lab work is agreed (and only for 3- or 3.5-year studentships), it is the supervisor's responsibility to provide any extra financial support needed.

8 Arranging, in liaison with the University, the Viva Voce examination. This includes submission of the "intention to submit" proforma at least 3 months prior to the examination date. **dundee.ac.uk/registry/research-degrees/**. Download an Intention to submit form here.

9 Providing support to the student in preparation of their thesis and Viva Voce defence. You are also required to ensure that all required thesis corrections are satisfactorily completed and bound thesis copies are submitted to the University.
Please see Section 6 of the PG Code of Practice - **dundee.ac.uk/registry/main/pg**

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