

PGR induction process

The student is responsible for completing all parts of their matriculation process. They will be sent an email from Registry once their matriculation period is open. As part of the process, they will be required to meet with Registry for ID checks. If a student is in receipt of stipend/scholarship, they will not receive this until matriculation has been completed.

- complete the online training in good academic practice (sometimes referred to as [TGAP](#))
- complete the online training in environmental and sustainable action (sometimes referred to as [TESA](#))
- complete research integrity training
 - Research Integrity at St Andrews,
 - Research Integrity Introduction,
 - Ethical Approval,
 - Plagiarism and Recycling of Text and Research Outputs,
 - Authorship, Collaborative Research and Data Management,
 - Peer Review and Publication Ethics.
- complete the online Consent and Sexual Misconduct training
- read visa and passport information for UKVI (UK Visas and Immigration) documentation checks
- sign up to the Matriculation Agreement (University terms and conditions) [Terms and conditions of study](#)

Any questions or problems with matriculation, students should contact pgmed@st-andrews.ac.uk in the first instance.

All PGR students are required to complete the Diversity in the Workplace and Unconscious Bias training modules.

New students must register for the next available University induction for PGR students, these are compulsory sessions for your studies.

Students are encouraged to set their Pure profile to public, this not only pulls their details through to their divisional websites, but allows their research to be recorded publicly too.

The PGR Administrator will arrange a series of meetings and introductions to the School of Medicine and the Medical and Biological Sciences Building for your School induction. These will include:

Assigning a buddy

Building H&S

Lab induction (if required)

Introductory meeting/session with PGR team and other staff (Wellbeing, Ethics, SP work etc.)

Prior to the student's start, the supervisor should discuss IT requirements with the LT team.

Supervisors are also required to recommend 2 members of staff to serve on the students review committee (they cannot also be part of the supervisor team). The Convener of the Review committee is also likely to be the internal examiner on completion of the PhD. The supervisor must ensure they have the individuals agreement prior to submitting their names.

Supervisors should also ensure that ethical approval (if required) is in place for the project. The student will require a copy of the approval letter to submit with their thesis.

The supervisor and student should meet at the start of the project to discuss a training needs plan.

PGR Induction checklist

Student name

Student ID number

Student username

Task	Individual responsible	Date scheduled (if applicable)		Date completed
Online matriculation	Student			
Meet with Registry for ID checks	Student			
Register for University PGR induction	Student			
Complete Unconscious Bias & Diversity in Workplace modules	Student			
Pure profile	Student			
Arrange buddy for student	PGR admin			
Schedule induction meetings: Building H&S Lab induction (If required) Introductory meeting/session	PGR administrator			
Add student to School handbook circulation list	PGR administrator			
Add Committee members to MMS	PGR administrator			
Arrange IT	Supervisor			
Recommend review Committee	Supervisor			
Ensure project approvals in place	Supervisor			
Discuss & co-create training plan for student	Supervisor & Student			

Please ensure this document is completed and signed by student and supervisor and submit it to pgmed@st-andrews.ac.uk as soon as possible after completion. If there is a delay due to your University induction, please submit once all other sections are complete and resubmit once student has attended University induction. This should all be completed prior to the submission of the student 4 month report.

	Print Name	Sign	Date		Print Name	Sign	Date
Student				Supervisor			
PGR Administrator							