

Terms & Conditions of the MASTS PG Certificate

Doctoral level postgraduate research students from the MASTS consortium taking part in the MASTS Graduate School will also register on a postgraduate certificate administered by the University of Strathclyde (UoS).

Registration will be for a specific postgraduate programme award. The full title of the award shall be: 'Postgraduate Certificate in Researcher Professional Development for Marine Science and Technology' (shortened to 'MASTS PG Cert').

The following terms and conditions will apply to the MASTS PG Cert award.

1. MASTS students will formally register on MASTS PG Cert., as University of Strathclyde students.
2. Students are required to adhere to the UoS procedures for registration and enrolment. Students must comply with the terms and conditions set out in this document including the provisions of the UoS Ordinances and Regulations, guidelines, rules, policies, codes of practice, protocols and procedures, available from the UoS website (<https://www.strath.ac.uk/sees/studentpolicies/>)
3. Registration will provide MASTS students with access to UoS services relevant to the completion of the MASTS PG Cert., including student record services, student lifecycle services, IT services, Virtual Learning Environment services. This includes access to online training courses offered by the UoS Researcher Development Programme.
4. MASTS students registered on the MASTS PG Cert. must inform the MASTS Graduate School of any changes to their registration status on a postgraduate research degree programme that would affect registration on the MASTS PG Cert.
5. MASTS students will have access to academic support through the PG Cert RPD course coordinator, who will act as an advisor of studies, and administrative support through the Professional Development Administrator.
6. The PG Cert RPD course coordinator will help individual students map any training activities or opportunities available through the MASTS Graduate School or other appropriate avenue to the learning outcomes of the MASTS PG Cert.
7. The PG Cert RPD course coordinator/advisor of studies will provide individual MASTS students with academic advice and feedback on an ad hoc basis, and a quarterly summary of progress.
8. The PG Cert RPD course coordinator will be responsible for the marking of the MASTS PG Cert., assessments.
9. The UoS will organise a Board of Examination, including an external examiner, to approve completed assessments and to award the MASTS PG Cert. The Board of Examination will sit twice a year.
10. The UoS will provide a 6-monthly progress report on all students to the MASTS Graduate School.
11. The UoS will deliver awarded certificates by mail.
12. The UoS will not provide any content for the MASTS PG Cert., other than in its capacity as a consortium member contributing to the MASTS Graduate School, or through remotely accessed online training from the UoS Researcher Development Programme.
13. The MASTS Graduate School will identify and publish a MASTS-specific training programme that highlights appropriate provision from consortium partners.
14. A MASTS student will only be able to receive the MASTS PG Cert. if all formal assessment criteria were met before the student exited their primary doctoral level postgraduate research degree programme.

15. Staff at the awarding institution for the primary doctoral level postgraduate research degree programme will not be required to have any input to the MASTS PG Cert, other than through contribution to MASTS delivered training and activities.
16. UoS will not be responsible for any visa or the UKVI (or equivalent agency) checks as this is the responsibility of the awarding institution for the primary doctoral level postgraduate research degree programme.
17. MASTS will cover programme fees for students meeting specified eligibility criteria (see <http://www.masts.ac.uk/graduate-school/masts-pg-cert/fees-tcs-and-contact-details/>). The responsibility for the timely payment of any programme fee due lies with the student who should liaise with MASTS Graduate School over payments. Information about eligibility and fees can be found on the MASTS website (<http://www.masts.ac.uk/graduate-school/masts-pg-cert/the-masts-pg-cert/>).
18. Registering students agree to the UoS holding and processing student personal information including some sensitive information. The UoS will abide by UK Data Protection legislation and the university's normal code of practice regarding such data.
19. Students enrolled on the MASTS PG Cert agree to the use of data, images and recording for the future promotion and evaluation of the programme, in accordance with policies of the Universities of St. Andrews and Strathclyde.
20. Normal means of communication regarding the MASTS PG Cert will be by use of the student's UoS e-mail account, unless another is provided.
21. Any student wishing to withdraw from or suspend their place on the programme should contact the MASTS Graduate School in the first instance.
22. Any complaints regarding the programme should be directed to the MASTS Graduate School and/or the Strathclyde course coordinator.
23. Information about the MASTS PG Cert and available activities is available on the MASTS website or, for specific queries and/or support, students can contact the MASTS PG Cert team. Contact details for are available on the MASTS website (see <http://www.masts.ac.uk/graduate-school/masts-pg-cert/meet-the-team/>).