Framework for the calculation of CM-CDT Credits / Skills Credits

1. Taught Courses

There are three types of activities that attract CM-CDT (academic) credits:

- Type A are summer schools and the like, which require very little extra time commitment beyond attending the lectures and problem classes. A type-A activity bears a number of CM-CDT credits equal to half its number of contact hours. Activities that do not offer assessment, as well as those which offer assessment that the student chooses not to take, are A-type. Each hour = 0.5 CM-CDT credits.

- Type B are courses with a relatively light continuous assessment load, e.g. Response Functions, which has two tutorial sheets assessing a course of thirteen lectures. A type-B activity bears a number of CM-CDT credits equal to its number of contact hours. Each hour = 1 CM-CDT credit.

- Type C are courses with a relatively heavy continuous assessment load, e.g. Quantum Field Theory. A type-C activity bears a number of CM-CDT credits equal to one and a half times its number of contact hours. Each hour = 1.5 CM-CDT credits.

Where assessment for a course is available, the student must complete it and achieve a minimum pass mark to attain any credit for the course.

Each student will usually be expected to have passed all courses in the relevant (theoretical or experimental) core by the end of his/her second year. In exceptional circumstances, a student may request (a) to take a particular core course later than his/her second year, or (b) to omit a particular core course altogether. Such requests should be made to the Director of Operations after consultation with the student's research supervisor.

2. Skills Credits

These can be allocated on a range of courses and activities that develop transferable skills. This could be through any of the following:

- Formal GRADskills (St A), Transskills (Edi), Researcher Development Programme (H-W) courses etc.
- Attendance at departmental colloquia offered by their host institution.
- External skills-training courses.
- Presenting a poster at a poster session.
- Making a presentation at a conference.
- Playing a leadership role in a CM-CDT project, e.g. public engagement / meeting / conference organisation.
- Hands-on training modules in advanced computation and instrument building taken through Heriot-Watt's purpose built training workshop and Edinburgh's 3D printing suite and CAD training in Edinburgh's Engineering School. **

** A maximum of 60 credit hours will be allowed for these.

This list is not exhaustive. If you have undertaken, or are planning to undertake, an activity that has a skills-training aspect to it, please feel free to contact the CM-CDT office for a provisional credit allocation.

The normal criterion is that 1 skills credit = 3 hours, therefore your target of 35 skills credits (see section 7 below) equates to about 105 hours.
3. **CM-CDT or External Summer or Winter Schools**

These are assessed on a similar basis to taught courses, and will be given a CM-CDT credit allocation by the Director of Operations on return of your credit summary.

Note: CM-CDT credits will only be given for 1 CM-CDT-run Summer School and 1 External school per year.

4. **How to receive an allocation of CM-CDT or Skills credits**

Students must supply as much information as possible about the course, activity or event they have attended (the dates, its title, its location) and must supply a link to the relevant website or a copy of the programme. This information must be sent to the CM-CDT office for the attention of Debra Thompson cm-cdt@supa.ac.uk within the email that you return with your Credit summary table.

5. **Conferences**

Research conferences / meetings, e.g. the American Physical Society March Meeting, Gordon Conferences, etc., do not receive CM-CDT credits. Skills credits are available, but only if you present a poster (1 skills credit) or give a talk (1 skills credit).

6. **How to receive an allocation of Skills Credit for a poster or presentation**

To gain a skills credit for a poster presentation or a talk at a conference or other event, evidence of this (a copy of the slides of your presentation or a PDF of your poster) must be sent to the CM-CDT office for the attention of Debra Thompson cm-cdt@supa.ac.uk

7. **CM-CDT students are required to achieve the following:**

*CM-CDT Credits*

At least 160 in total over the first two years, and each student must take all courses in the relevant (theoretical or experimental) core.

There is a nominal ceiling of 240 CM-CDT credits for taught courses for each student. This is not intended to be a bar to you undertaking more credits and no penalty would be imposed if you exceeded this amount. However, choosing to take courses which would accrue more than 240 CM-CDT credits may place an unreasonable bias on time spent on taught courses versus time available for research.

*Skills Credits, Teaching and Public Engagement*

Each student must achieve at least 35 skills credits (approx. 105 hours) over the course of their four years.

In addition, students should ideally participate in both teaching and public engagement activities, at a level of approximately 96 teaching hours (including preparation and marking time) over the first two years, and 24 hours of public engagement activities over the first two years. If a student offers to teach but the department does not have any teaching activities available, they should discuss this with the Operations Director (Chris Hooley, cah19@st-andrews.ac.uk).

If both teaching and public engagement are available, the student may choose to alter the balance between them, but the overall hours should be 120 in the first two years.
8. **Timetable for completion of credits**

Each student is responsible for updating their own credit summary and returning it to the CM-CDT office by the deadlines given as per instructions in Appendix 3. Any queries should be directed to cm-cdt@supa.ac.uk

Each student should aim to have met all their CM-CDT taught course credits and the vast majority of other credit targets by the end of their second year.

Each student's credit summary will be made available for their 18-month progression assessment, and any shortfall of credits will be discussed to ensure that a plan is in place to complete them by the end of year three.

Failure to complete (or have a plan for completion of) credits may threaten permission to proceed, or travel and conference funds for their fourth year may be withheld pending completion.

This framework is subject to review and amendment. Any changes will be advised and this document will then be re-issued.