

Discounted time

MMS Student Guide

1 Introduction

Students who commenced their PGR studies prior to 1 March 2020, and who have not previously received discounted time due to disruption caused by COVID-19, are eligible to apply for Discounted time. Guidance is given here: <https://www.st-andrews.ac.uk/policy/academic-policies-student-progression-length-of-study-for-pgrs/internal/>

The Discounted time application starts when the student creates and submits a discounted time request form, MMS will then notify their Supervisor(s). A Supervisor will add their comments to the discounted time request form and submit it to the School Assessor/DoPGR. The School Assessor or DoPGR will review the discounted time request form and will complete a request review form. The DoPGR will review the Discounted time request and the Request review form and will either decline the discounted time request or submit their support to the Discounted Time Board. The Discounted Time Board will meet monthly to appraise requests and will update MMS with the decision. MMS will then notify the student, supervisor(s), Assessor and DoPGR of the Discounted Time Board’s decision. The student will then be able to view the Request review form.

This guide will cover:

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2 Creating a discounted time request

The Discounted time dashboard can be viewed in the Postgraduate Administration tool:

1. Access the **Postgraduate Administration** tool either via the **My modules** portlet in MySaint <https://mysaint.standrews.ac.uk/> or via the links from the **Modules** page in MMS (see Figure 1 for examples of the links to the PGR Postgraduate Administration tool).

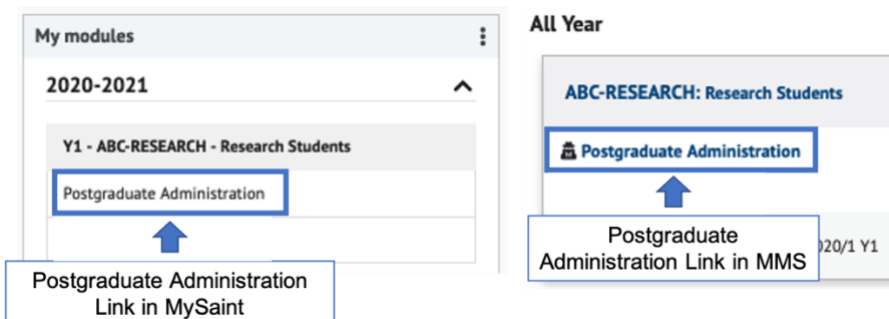


Figure 1: Example Postgraduate Administration tool links in the My modules portlet in MySaint (left) and on the Modules page in MMS (right).

2. From the **Postgraduate Administration** tool select the **Discounted time** tab (see Figure 2)

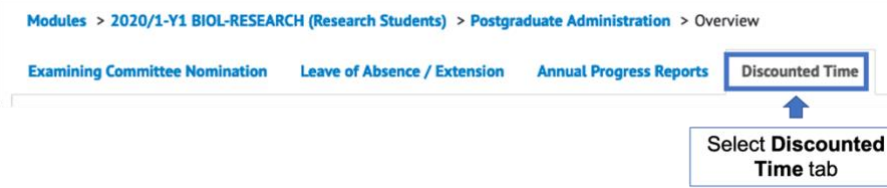


Figure 2: Example view of the Postgraduate Administration tool with the Discounted Time tab highlighted.

3. Scroll down to the **Your application forms** section.
4. Select the **Create new** link (see Figure 3).

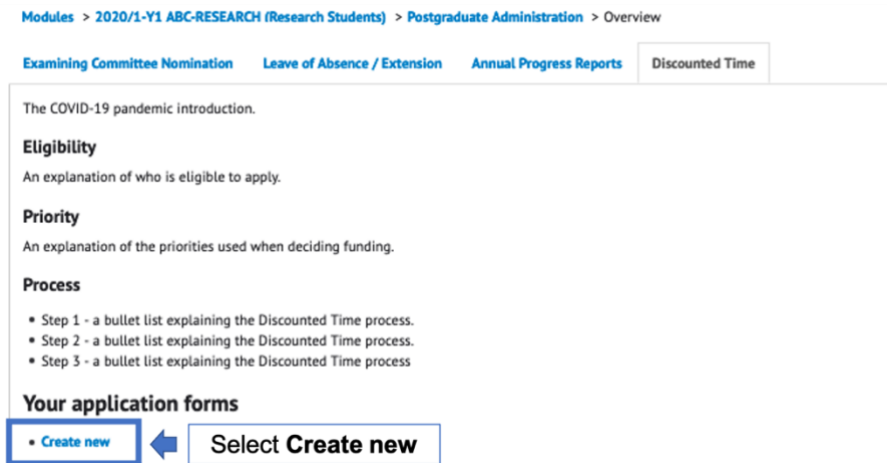


Figure 3: Example Discounted time tab with the Create New link highlighted.

MMS will generate a new form and auto-populate the student details, such as student name and id, and course details such as programme and mode of attendance.

5. Complete the questions in the discounted time request - details on how to complete the questions are given in Table 1.
6. Save the request by selecting the **Save** button at the bottom of the form. You will be able to access a saved request to complete it at a later date if required.
7. Submit the request by selecting the **Submit Form** button at the bottom of the form. You will receive an email notification that the form has been submitted and your supervisor(s) will receive a notification instructing them to complete the supervisor portion of the request.

Table 1: Discounted time request questions and answering mechanism

Question	Required	How to answer the question
Is your PhD funded by the University, Research Council or other Organisation?	Yes	Select Yes or No by selecting the radio button next to the appropriate option
Details of funding	Yes	Click into, or select, the text box provided and enter details of funding.
Do any of these attributes apply to you?	Yes	Read all the available options and select as many as appropriate by checking the tick box next to the appropriate option.
Please describe the disruptions you have experienced as a result of COVID-19.	Yes	Click into, or select, the text box provided and enter details of the disruptions you have experienced due to COVID-19.
Please describe any actions you have taken, or considered, to mitigate the effects of COVID 19, and why the	Yes	Click into, or select, the text box provided and enter details of the actions you have taken to mitigate the effects of COVID-19

Question	Required	How to answer the question
mitigations were insufficient or not possible.		and why these mitigations were insufficient or not possible.
What period of discounted time are you applying for?	Yes	Read all the available options and select the appropriate option by selecting the radio button next to the appropriate option.
Please include a completion plan for your research project.	Yes	Click into, or select, the text box provided and enter details of your completion plan.

3 Viewing discounted time requests

To view discounted time requests that have been submitted:

1. Access the **Postgraduate Administration** tool either via the **My modules** portlet in MySaint <https://mysaint.standrews.ac.uk/> or via the links from the **Modules** page in MMS (see Figure 1 for examples of the links to the PGR Postgraduate Administration tool).
2. From the **Postgraduate Administration** tool select the **Discounted time** tab (see Figure 2)
3. Scroll down to the **Your application forms** section.
4. Created Discounted time requests will be displayed in a bullet pointed list:
 - a. Requests that have been submitted for the Supervisor to complete are listed as SUBMITTED
 - b. Requests that have been completed by the Supervisor are listed by date.
5. Open the Discounted time request by selecting the date/status as appropriate.

Note: It is currently expected that students will only submit a single discounted time request.

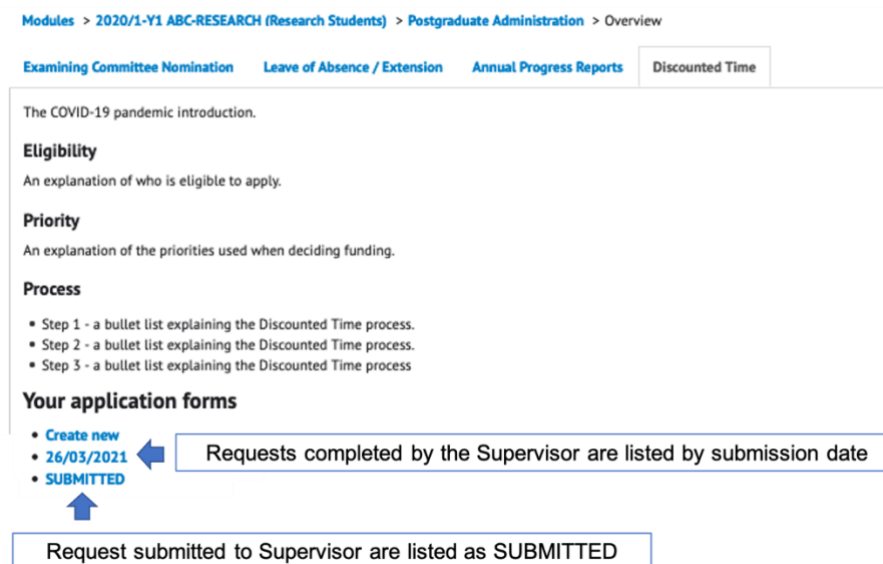


Figure 4: Example Discounted time dashboard with application forms at various stages of submission.

4 Viewing Request Review forms

Once the Discounted time request has been approved by the Discounted Time Board, or declined by either the school or the Discounted Time Board the Request review form will appear in the **Your applications** forms section.

Version	Date	Author	Notes
V0.1		Vad1	
V1.0	7 th April 2021	Vad1	Approved by ef54 and published