



Request for SUPA credits for non-SUPA training

Requests for SUPA credits for non-SUPA training will be judged by the SUPA Graduate School Committee (GSC). Requests for advanced specialist course credits must be approved by the student supervisor before submitting to the local GSC member. The following text is reproduced from the guidance notes in the Student Handbook.

To achieve the minimum SUPA requirements of 40 hours Advanced Specialist Skills (physics related studies) and 20 hours Professional Development Skills (also known as generic or transferrable skills), it is possible to gain credit for non-SUPA courses as follows.

Advanced Technical Skills

A) Final Honours and Masters level courses

All final honours and master's level courses are accepted as SUPA-approved courses in order to make up the mandatory 40 hour requirement.

At the start of academic years 1 and 2 of a PhD, a student should discuss and get agreement locally. In order for the result to be logged on My.SUPA, the GSC representative (or nominee) at the end of each academic year informs SUPA Central of the course name, number of hours, the pass mark and the student mark.

B) Summer Schools

Summer schools will only be accepted by approval of GSC where the taught content was assessed. Broadly, the taught content and assessment should be comparable to a Graduate School Advanced Specialist Skills course of equivalent SUPA credits to those being requested for the Summer School.

Students should discuss and get agreement locally. The GSC representative requests GSC approval by circulation via the SUPA Graduate School Administrators. In order for the result to be logged on My.SUPA, the GSC representative (or nominee) at the end of each academic year informs SUPA Central of the Summer School name, number of hours, and the student mark. The pass mark will be assumed to be 50%.

C) All other courses

All other courses including bachelor's level modules will only be accepted by approval of GSC where the course has been assessed.

Students should discuss and get agreement locally. The GSC representative requests GSC approval by circulation via the SUPA Graduate School Administrator. In order for the result to be logged on My.SUPA, the GSC representative (or nominee) at the end of each academic year informs SUPA Central of the course name, number of hours, the pass mark and the student mark.

Please note: SUPA Central cannot organise assessment for non-SUPA courses. There is an agreed 30 hours credit cap on a single non-SUPA technical course.

Professional Development

All generic or transferrable skills courses run by universities researcher development teams and/or the research councils, VITAE or other 'approved' bodies are accepted as SUPA-approved courses in order to make up the 20 hour requirement.

Students need to inform SUPA Central of the course name and number of hours when the course has been completed so that it can be logged on My.SUPA to make up the mandatory 20 hours. Attendance and/or completion will not be checked by SUPA – student information provided will be assumed as correct

Request details

1. Student name	
2. Student institution	
3. Request is for...(please tick)	<input type="checkbox"/> Advanced Specialist <input type="checkbox"/> Professional Development
4. Title of course taken	
5. Description of training undertaken	
6. Number of contact hours	
7. Method of assessment (if Advanced Specialist course)	
8. Pass mark (if Advanced Specialist course)	
9. Comment on how this training is equivalent to that provided by a SUPA course	
10. Supervisor name	