

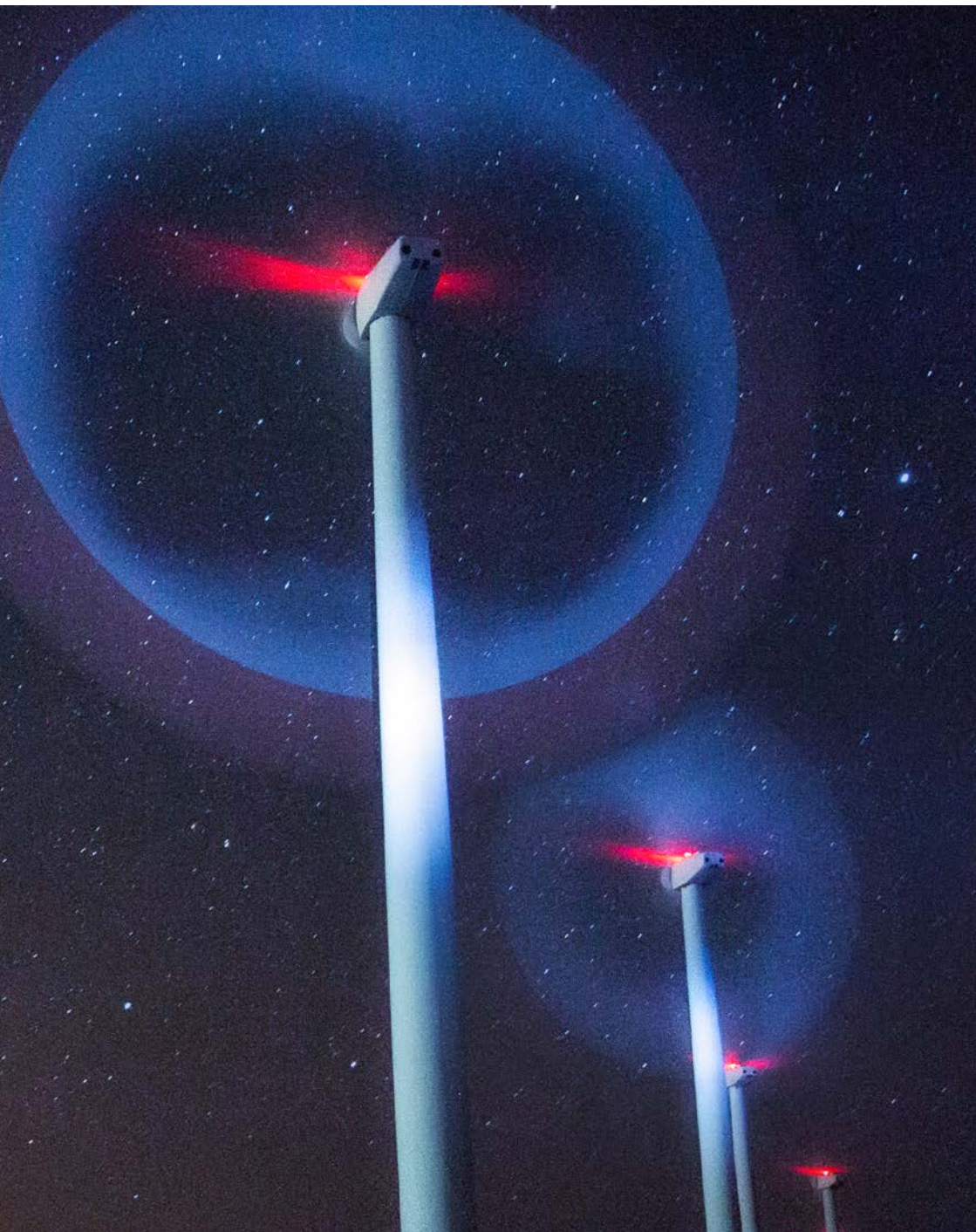


University
of Glasgow

College of Science and Engineering

**GRADUATE
SCHOOL
CODE OF
PRACTICE**
2023/24

**WORLD
CHANGING
GLASGOW**



WELCOME

The Graduate School in the College of Science and Engineering is a community of world-leading researchers. Our research students make a vital contribution to the University's research culture and to its international reputation. One of the privileges of working in the University is hearing about research students' impressive work and understanding their commitment to making a positive difference to society and the environment. Our Graduate School encompasses six Schools and one Research Centre and our aim is to ensure consistency of support across all areas and to allow students from all disciplines to come together as one community.

This document complements a University-wide PGR Code of Practice glasgow.ac.uk/services/postgraduateresearch/pgrcodeofpractice, which you should also familiarise yourself with. For clarification of some matters, it may also be necessary to consult the University Regulations (we can advise on this as required).

The Graduate School exists due to the University's commitment to providing you with the support you need to complete your research studies and to allow you to make the most of your time at the University. The Graduate School has responsibility for your overall experience here at the University and, more specifically, for the following:

- Prospective and current student communications
- College-managed scholarships
- Induction
- Student mobility
- The Graduate School training programme
- Regulations pertaining to research students in the College
- Collaborative PhD arrangements
- Progression monitoring
- Examination

We aim to improve our provision continually and to learn from our colleagues in other Graduate Schools, the wider University sector and, most importantly, from our students, so please provide us with feedback about your experience at the University of Glasgow.

I hope you enjoy your time as a research student at the University of Glasgow and that it provides you with the necessary skills and knowledge to achieve excellence in your chosen path. Please note that if ever you need advice or support during your time with us, you can contact the Graduate School to help you.

Professor Muhammad Imran
Dean of Graduate Studies



1. CONTACTS

1.1 The Graduate School

Dean of Graduate Studies
Professor Muhammad Imran
muhammad.imran@glasgow.ac.uk
Graduate School Manager
Heather Lambie
heather.lambie@glasgow.ac.uk
General enquiries/administration
scieng-gradschool@glasgow.ac.uk

1.2 School Contacts

The Graduate School Board has a PGR director from each School. The PGR directors are as follows (please contact the School administrative team in the first instance regarding all queries):

CHEMISTRY

Dr David France
david.france@glasgow.ac.uk
Leanne Scott
chem-gradschool@glasgow.ac.uk

COMPUTING SCIENCE

Dr Mohamed Khamis
mohamed.khamis@glasgow.ac.uk
Edmond Harris
socs-rsc@glasgow.ac.uk

ENGINEERING

Professor Marc Sorel
marc.sorel@glasgow.ac.uk
Julia Deans
eng-pgr-enquiries@glasgow.ac.uk

GEOGRAPHICAL AND EARTH SCIENCES

Dr Brian Barrett
brian.barrett@glasgow.ac.uk
Leenah Khan
leenah.khan@glasgow.ac.uk

MATHEMATICS AND STATISTICS

Dr Robert Teed
robert.teed@glasgow.ac.uk
Pauline Galloway
pauline.galloway@glasgow.ac.uk

PHYSICS AND ASTRONOMY

Professor Christoph Englert
christoph.englert@glasgow.ac.uk
Jill Borland
phas-graduateschool@glasgow.ac.uk

SUERC

Dr Derek Fabel
derek.fabel@glasgow.ac.uk
Tracey Mark
tracey.mark@glasgow.ac.uk

SOCIAL MEDIA

Information about training etc will be made via Twitter first so please follow us to receive updates.



UofGSciEngGrads



UofGScienceGradSchool

1.3 PGR Student Representatives

CHEMISTRY

Marina Gladkikh
m.gladkikh.1@research.gla.ac.uk

COMPUTING SCIENCE

Anna Sollazzo
2805036s@student.gla.ac.uk

ENGINEERING

Giorgos Psaroudis
2829153p@student.gla.ac.uk
Jack Tufft
j.tufft.1@research.gla.ac.uk

GEOGRAPHICAL AND EARTH SCIENCES

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Kang Xie
k.xie.1@research.gla.ac.uk

MATHEMATICS AND STATISTICS

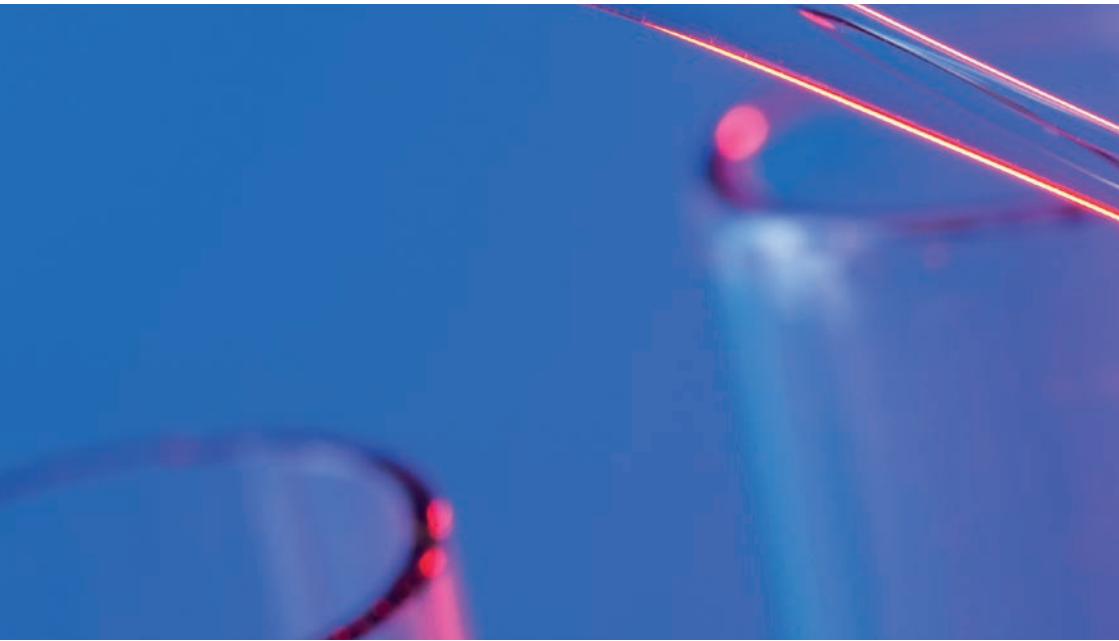
TBC
TBC

PHYSICS AND ASTRONOMY

Aurys Silinga
a.silinga.1@research.gla.ac.uk
Kieran Roberts
k.roberts.1@research.gla.ac.uk

SUERC

TBC
TBC



2. REGISTRATION

Students must register on MyCampus at the beginning of every academic year regardless of when they commenced their studies. Registration is dependent on satisfactory progress in the previous year. Those in receipt of a University scholarship fees/stipend will have these awarded in MyCampus as 'financial aid'. Externally-funded students should upload a copy of their sponsorship letter at registration.

The table shows the minimum and maximum periods of study in months for PGR degrees in the College:

	FT		PT	
	min	max	min	max
PhD	36	48	72	96
EngD	48	60	96*	96*
MSc(Res)	12	24	24	36
MPhil	24	36	36	48

* Part-time study is only available at EngD level in Optics and Photonics

3. INDUCTION

The Graduate School induction for new students is held in October and January each year. Attendance is compulsory and students should make every attempt to attend the first session after they start. Students are also expected to attend a School induction in order that they are fully aware of administrative, health and safety procedures etc. within their School.

4. SUPERVISION

Each PGR student is allocated a principal and a second supervisor, both of whom are responsible for the student's research and progress and are involved from the beginning of the PGR's studies. It may be appropriate that a student also has an additional supervisor. The supervisory team's responsibilities are detailed in section 17.

The role of the principal supervisor is to have primary responsibility for the academic supervision of the student. A second supervisor may have a different role depending on the discipline and structure of the research group. They may contribute to the technical programme



of research, support cross-disciplinary research or be primarily engaged in pastoral support and mentoring. Where the second supervisor fulfils a mentoring role and has little technical input, the student will be embedded in a research setting, from which they receive frequent, approximately monthly, peer-feedback on their research progress.

5. ATTENDANCE

Your School is responsible for organising your workspace and for monitoring attendance as part of the regular meetings you have with your supervisor. Ideally you should meet with your supervisor at least once a month as a minimum. Many lab-based subjects will involve far greater interaction with your supervisory team.

It should be noted that if you are an international student, non-attendance at any scheduled meeting or contact points will require action and could ultimately lead to the withdrawal of visa sponsorship.

6. PROGRESSION

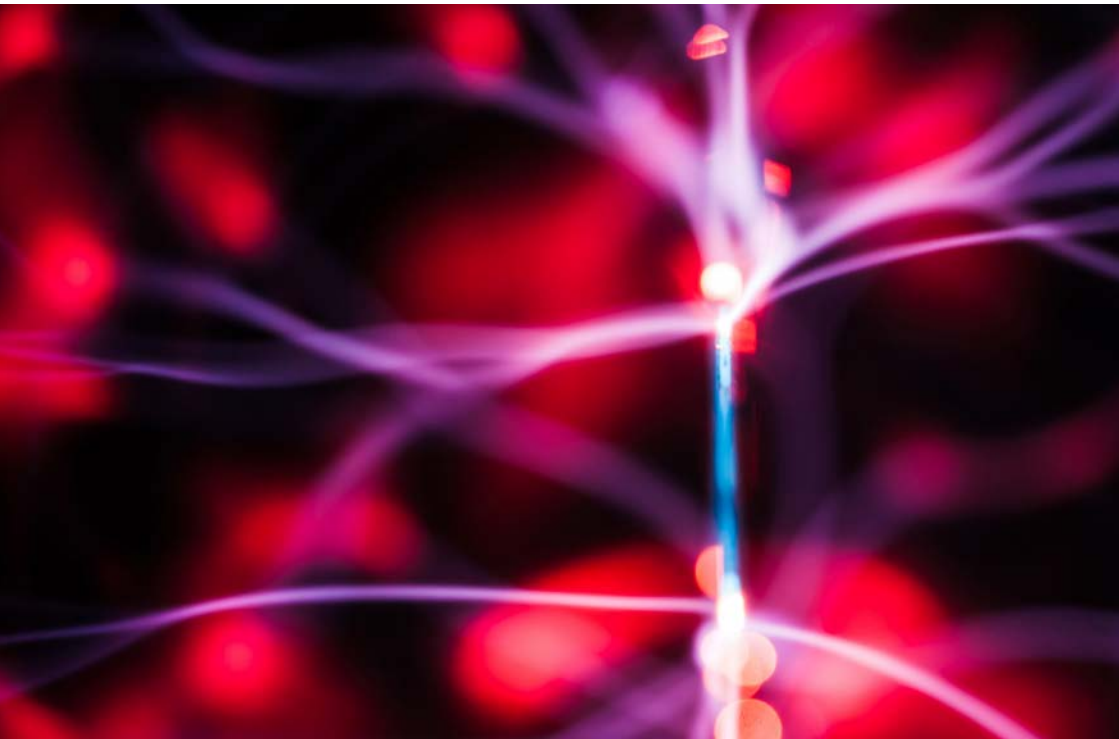
All PhD or EngD students, whether full or part-time, must carry out an annual progress review in all years following first registration until they become 'thesis pending' (see section 11).

The purpose of the annual progress review – which normally takes place in May/June each year – is to:

- Determine whether a research student should progress to the following year of research study and gauge the feasibility of completion within the timescale allotted
- Provide an opportunity for the research student to present aspects of their work and achievements for the session
- Provide an opportunity for the student to raise any issues about their research experience
- Provide feedback to the research student on their research, personal development and performance
- Set clear goals for the coming year's study
- Support supervisors and students to maintain and develop a dynamic research community.

Students are required to submit a progress form along with written work which includes: an overview of the field in which the work is being undertaken; a critical survey of related published work; an account of work undertaken during the project; an evaluation of the results of that work, a bibliography; a GANTT chart which details the work to be carried out over the following year. The written submission should be discussed with the supervisory team prior to submission. Information about training undertaken should be submitted as well as a data management plan.

An annual progress review meeting is arranged by the student's school. The panel then completes the outcome which is approved by the School administrator.



7. TRANSFERABLE SKILLS TRAINING

The University has a comprehensive training programme which is responsive to the needs of its postgraduate researchers. As a doctoral researcher, you should take advantage of these training opportunities which will be of benefit to both your PhD studies and your career.

Research is not only about the work you undertake in your lab or in your fieldwork, but also about wider engagement. You should discuss your training requirements with your supervisor at the start of, and throughout your PhD studies. You will be required to submit information about training as part of your Annual Progress Review and it will be reviewed by the assessment panel.

You are expected to manage your own engagement in the training programme and should engage in at least 10 days or 70 hours of training and development activity during each year of study (pro rata for part-time students).

The compulsory elements of the training programme are as follows: Research Integrity, Data Management, Information Security, and Equality and Diversity online training. It should be noted that progression may be denied if these compulsory elements of the training are not complete by the time of the Annual Progress Review. Some Schools may also require compulsory attendance at specified courses and they will provide information on this directly.

Details of the training opportunities are provided on the Graduate School webpages [here](#).

8. CHANGES TO REGISTRATION

8.1 Suspensions/Leave of Absence

There are exceptional circumstances under which a student may require a period of leave of absence from their studies. For example, you may be undertaking work that is not part of your PhD research, but supports your research career (including an internship that will not contribute to your thesis), suffering ill-health of over 2 weeks (a medical certificate is required, e.g. Statement of Fitness to Work), taking maternity/paternity leave, etc. Requests are submitted by email to the Graduate School for approval following approval from the PGR Director in your School and authorisation from your supervisor. Please note that if you are an international student you are not eligible for more than 60 days due to visa restrictions. Applications are dealt with on a case-by-case basis and are subject to the student having made satisfactory progress.

Students must also obtain approval for suspending study from any relevant sponsor/funder (Research Council funded students should approach the Graduate School regarding contacting the funder). It should be noted that many funders will not grant retrospective requests for a suspension.

During a period of suspension the student shall maintain regular contact with their supervisor and the Graduate School, providing updated information (e.g. medical certificates) on their status and intended return date. The student and the Graduate School may agree what constitutes 'regular contact'. However, it would be expected that students would not remain out of contact for more than 3 months at a time unless otherwise agreed. It is also expected that students would not pass the end-date of their agreed period of suspension without contacting the Graduate School. Students should notify the Graduate School as soon as practicable, before the end of the agreed period of suspension, if they wish to request an additional period of suspension. The end date of a student's research period will be amended according to any period of suspension granted.

A single period of suspension cannot extend beyond 12 months. Beyond this original 12 month period, a second period of suspension (also only up to 12 months) will only be considered in exceptional circumstances. Students must

provide appropriate documentation to support any such requests. Students whose registrations are suspended for a period in excess of 2 years (whether approved or not) will automatically be withdrawn from the Programme of Study and will be contacted informing them of this. They will also be informed of the process for re-admission.

8.2 Extension to submission deadline

Where there are extenuating circumstances and it is considered the submission date is not achievable and likely to exceed the maximum periods of study noted above, students may, not later than 3 months prior to the planned submission date, apply for an extension. The extension may include a period of suspension as per 8.1. Extensions to your study must be formally approved by the respective PGR Director and the Dean of Graduate Studies. You should submit the extension form and a GANTT chart containing regular achievable milestones for the period of work to be undertaken until submission to scieng-gradschool@glasgow.ac.uk

Eligible reasons for granting an extension include, for example: ill health (accompanied by medical certification); bereavement, or a delay as a result to data gathering/analysis due to lack of operable equipment.

Extensions are not normally granted for a period in excess of 12 months. Only in exceptional circumstances will a second period of suspension or extension of 12 months be considered. Students whose registrations are suspended for a period in excess of 2 years (whether approved or not) will automatically be withdrawn from the Programme of Study and will be contacted informing them of this. They will also be informed of the process for re-admission.

8.3 Research at External Organisations

(Research Furth Study)

The University encourages its students to engage in periods of study off-campus, particularly to work in international institutions with experts in their field. For full information about how to apply for a period of research 'furth' – which simply means research outside of the University – please go to the [PGR Website](#).

8.4 Withdrawal

In the event that you are unable to continue your studies, you should inform the Graduate School as soon as possible. Students in receipt of a stipend will be required to repay any overpayments resulting from late notice.

9. ANNUAL LEAVE

Doctoral researchers are entitled to a maximum of eight weeks' annual leave, including public holidays. The following should be noted:

- Annual leave should be applied for via MyCampus – change to Annual leave should be added to MyCampus once agreed with the supervisor.
- Funder, visa or employer terms and conditions overrule University Policy with regard to periods of leave. By accepting a studentship/employment/visa, the student is agreeing to specific terms and conditions if they differ from University policy.
- Students wishing to request annual leave must always refer to their funder/employer/visa terms and conditions in the first instance and contact their Graduate School Office if further clarification is required.
- Students subject to visa restrictions must inform the Graduate School office or their School Postgraduate Administrator of the dates of absence once a period of annual leave is agreed with the supervisor.
- Students should be aware that they may experience workload requirements which make taking annual leave impractical at certain times. Students should discuss their leave requirements with their Supervisor prior to organising leave.
- Should the situation arise where a period of annual leave cannot be agreed between the student and supervisor, the student should contact their School PGR Director. Should the situation remain unresolved the issue should be brought to the attention of the Dean of Graduate Studies via the Graduate School office.
- Should a supervisor believe the student is taking annual leave in excess of the maximum entitlement, this should be brought to the attention of the Graduate School office or the School Postgraduate Administrator, or can be addressed during the annual progress review.

10. SUBMISSION

The Graduate School expects students to submit the *'Notice of Intention to Submit a Thesis for a Higher Degree by Research'* no later than three months in advance of their completion date. This allows the appointment of examiners.

A late submission fee is payable by those who fail to submit their thesis within the prescribed timescale, as detailed in the University Calendar

unless an extension has been granted by the Graduate School by secure file transfer. Full thesis submission guidelines can be found **here**.

Students should submit an electronic (PDF) copy to the Graduate School. There is no requirement to submit physical copies.

11. EXAMINATION

Further to submission of the intention to submit form, a committee of examiners is nominated by your School and approved by the Graduate School. The committee comprises a convener, an internal and an external examiner (two external examiners can be appointed if additional expertise is required, for example, in an interdisciplinary field or for University employees).

The convener is responsible for arranging the date of the oral examination which should be no later than 3 months after the date on which the thesis was submitted (and ideally around six weeks after submission). The date should be convenient for the examination committee, the candidate and at least one of the Supervisors who might be required to answer questions concerning the project. The Graduate School should be informed of the date of the oral examination (it should be noted that not all Masters of Research degrees lead to an oral examination and this depends on the recommendations of the examiner). Examinations may be conducted with one or more of the participants remote following the procedure that is current at the time.

Further information about the examination regulations is available **here**.

12. STUDENT FEEDBACK

The University values feedback from the doctoral researcher community about the support and services it provides. Feedback can be provided via your School student representative or PGR Director or directly to the Graduate School.

Furthermore, the Graduate School Research Student Liaison Group meets regularly and includes representation from the College's seven Schools (see contacts) with whom we are working closely to develop the Graduate School and to ensure that our students' ideas, feedback and needs are taken into account at all times.



13. HELP AND ADVICE

If a student has concerns about any aspect of their studies they would normally discuss these with their supervisor. Should this not be appropriate, they can also speak to their School PGR Director or discuss with the Graduate School Manager who can bring issues to the attention of the Dean where required.

Problems in relation to supervision are normally resolved by the School PGR Director but can be discussed confidentially with the Graduate School Manager or with the Dean of Graduate Studies.

Whenever difficulties arise, it is important that prompt resolution is sought. Students should seek help and advice if they are concerned about any aspect of their studies or other matters affecting their progress.

In matters relating to registration, status, funding, training, etc guidance may always be sought from the Graduate School. Problems of a personal nature can also be discussed with Student Services who operate a counselling and advice service.

The University believes that everyone should be treated with respect within their working and learning environment and harassment or bullying in any form will not be tolerated by the University. If students consider that they are being subjected to bullying or harassment or other unacceptable behaviour, they should refer to the **Dignity at Work policy**, the **Code of Practice on Unacceptable Behaviour** and the **Student Code of Conduct**. Advice on dealing with informal or formal complaints relating to such matters can be sought from the SRC's Advisory Service. Bullying, discrimination or harassment can be reported [here](#).

14. APPEALS

Before any appeal is made, students should familiarise themselves with the detail of the regulations in the **University Regulations**.

The possible grounds for appeal are detailed fully in the calendar. In any appeal, students may seek assistance from their principal or second supervisor and/or from the Students' Representative Council (SRC).

15. COMPLAINTS

If you have a complaint please raise it with a member of staff in the area concerned. We aim to provide a response to the complaint within five working days. This is Stage 1.

If you are not satisfied with the response provided at Stage 1 you may take the complaint to Stage 2 of the procedure. Similarly, if your complaint is complex, you may choose to go straight to Stage 2. At this stage the University will undertake a detailed investigation of the complaint, aiming to provide a final response within 20 working days.

You can raise a Stage 2 complaint in the following ways:

EMAIL

complaints@glasgow.ac.uk

TELEPHONE

0141 330 2506

POST

The Senate Office
The University of Glasgow
Glasgow G12 8QQ

IN PERSON

The Senate Office
Gilbert Scott Building

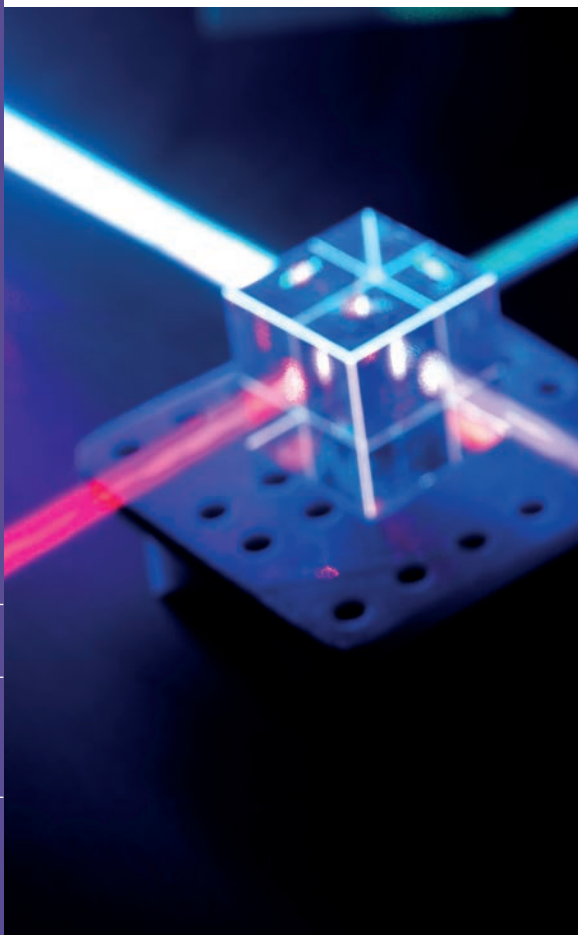
You should also remember that the SRC Advice Centre is available to provide advice and assistance if you are considering making a complaint.

EMAIL

advice@src.gla.ac.uk

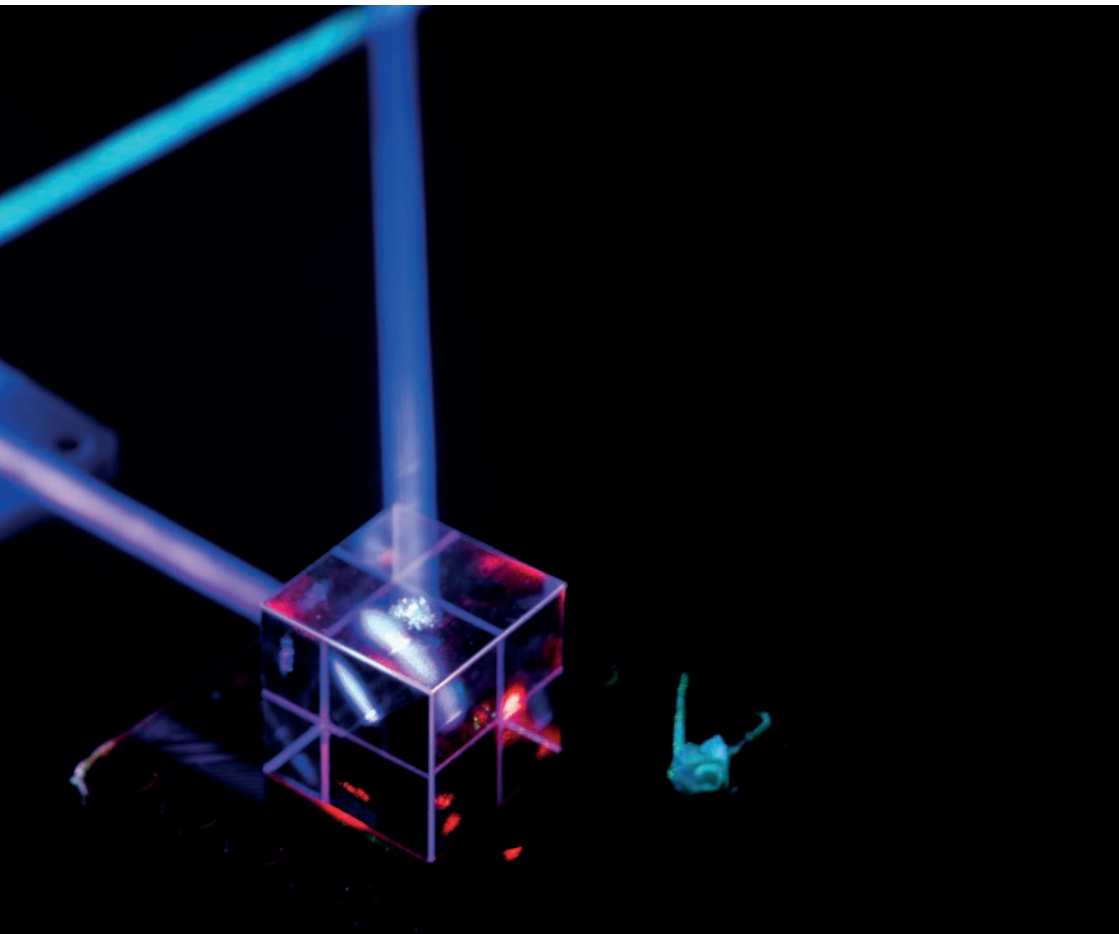
TELEPHONE

0141 339 8541



16. CODE OF POLICY AND PROCEDURES FOR INVESTIGATING ALLEGATIONS OF MISCONDUCT IN RESEARCH

The Code and Procedure for dealing with allegations of misconduct in research can be found on the **website**. This document also highlights the standards of behaviour in professional research and should be consulted by students. It is applicable to all those carrying out research at the University, including all students and visiting researchers.



17. RESPONSIBILITIES

17.1 The University is responsible for:

- providing information on the comprehensive range of student support services including accommodation, careers, counselling, disability, health, and registry;
- providing research space equipped with appropriate facilities for the programme of research;
- providing an up-to-date library of textbooks and other reference materials, and access to e-journals;
- maintaining accurate and confidential records of all students;
- considering appeals from students against decisions taken by the College;

- considering complaints from students;
- considering allegations of disciplinary offences involving students.

17.2 The College and Graduate School are responsible for:

- oversight of the admissions of PGR students (in conjunction with the Recruitment & International Office);
- administering the student lifecycle (registration, induction, progression and examination);
- appointing a Board of Examiners at the end of the Research;
- considering appeals from students;
- reporting outcome of examinations to the Registry.

17.3 The School is responsible for:

- designating the principal and second supervisor for each PGR student;
- making available laboratory and other resources needed to deliver each PGR programme;
- where a PGR programme is delivered jointly with other School(s), ensuring that the administration of the programme is coordinated with the other School(s);
- convening staff–student liaison committee meetings;
- providing names and contact details of administrators;
- providing information on demonstration activities, skills courses, Health & Safety, absence reporting; appeals and complaints procedures; plagiarism policy; IT facilities;
- considering minor and first allegations of plagiarism and falsification of results.
- providing information on demonstration activities, skills courses, Health & Safety, absence reporting; appeals and complaints procedures; plagiarism policy; IT facilities.

17.4 The Principal Supervisor is responsible for:

- the overall direction of the programme and coordinating the work of the student;
- ensuring that the student receives all necessary information about the programme;
- ensuring that the student has reasonable access to all necessary facilities;
- monitoring students' progress;
- ensuring that all resources needed for the project are in place;
- meeting the student appropriately throughout the project – this varies depending on the topic, the stage of PhD development and the student, but as a general guide monthly would be the minimum requirement;
- arranging for a substitute supervisor during any prolonged absences;
- guiding the direction of the project;
- monitoring progress against the work plan;
- directing the student on matters where the student has obligations (such as research integrity, ethical issues, health and safety);
- advising student on choices of training or transferable skills courses (where appropriate);
- reading and commenting on draft chapters of the thesis (provided that these are provided in good time before the project deadline);

- participating in the assessment of the project;
- advising the student on re-assessment (if required for progression);
- conducting a preliminary investigation into any allegation of plagiarism or falsification of results, then (if necessary) reporting the allegation to the Head of School;
- writing the annual monitoring report.

17.5 The Second Supervisor is responsible for:

- providing expertise as is necessary for the student to complete their study. Normally a co-supervisor will have an important role when a PhD crosses two disciplines and it is felt that the supervisory team requires additional expertise;
- advising the student on matters relating to their academic and pastoral welfare, as well as arranging on any required mentoring. The second supervisor may have a particular role to play when the student is in dispute with their first supervisor, and in this respect, should act impartially in all matters.

17.6 Students are responsible for:

- registering for the programme at the beginning of each academic year;
- registering for the courses that comprise the PGR training programme at appropriate points within the year;
- taking full responsibility for the conduct and integrity of the research project including all background work, practical work, theoretical work, evaluation, and preparation of the thesis;
- managing their own time as necessary throughout the Research stage and project stage;
- treating all staff and all other students with due respect and courtesy;
- acting at all times in accordance with the University's academic regulations, code of discipline, health and safety regulations, etc.
- arranging and attending meetings with their Supervisor, listening to advice and following explicit direction (as appropriate);
- updating any change in personal circumstance on MyCampus;
- reporting any absence due to health or personal problems;
- submitting all progression assessment by the due dates;
- submitting the thesis by the due date.

18. FURTHER INFORMATION

The Graduate School
glasgow.ac.uk/colleges/scienceengineering/graduateschool

Data Management Support
glasgow.ac.uk/myglasgow/datamanagement

Vitae (for useful information on Researcher Development)
www.vitae.ac.uk

University-wide Research Training
glasgow.ac.uk/students/researcherdevelopment

The Concordat to Support Research Integrity
researcherdevelopmentconcordat.ac.uk

Policies and Guidelines
(inc Thesis Pending Policy & Thesis Submission Guidelines)
glasgow.ac.uk/services/senateoffice/policies/regulationsandguidelines

Wellbeing and Mental Health Support
glasgow.ac.uk/research/ourresearchenvironment/prs/pgrwellbeing

Writing Advice
glasgow.ac.uk/myglasgow/d/writingstudyadvice/phdwriting

College of Science and Engineering

1st Floor (Level 3), Boyd Orr Building
University Avenue, Glasgow G12 8QQ

glasgow.ac.uk/colleges/scienceengineering

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