

Useful
(If slightly dull)
Things you
need to
know

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What are
YOU worried
about or
don't know?

10 DULL BUT USEFUL THINGS...

Things about... UofG Structure

Things about... The PGR lifecycle

Things about... Supervision

Things about... Money and funding

Things about... Principled research

Things about... IT systems

Things about... Writing

Things about... Community & Support

Things about... Living your life

Things about... Developing as a researcher

BUT FIRST...

The PGR Code of Practice

University of Glasgow

→ STUDY → RESEARCH → EXPLORE → CONNECT

SEARCH

Home / Research / Our research environment / Support and Development for Postgraduate Researchers

OUR RESEARCH ENVIRONMENT

"LATEST PGR NEWS"

- Support for Current PGRs
- Information for Prospective PGRs
- Scholarships and Funding
- PGR Policy, Strategy & Quality Assurance
- Support for PGR Administrators/Managers
- Development for PGRs

University of Glasgow

PGR CODE OF PRACTICE

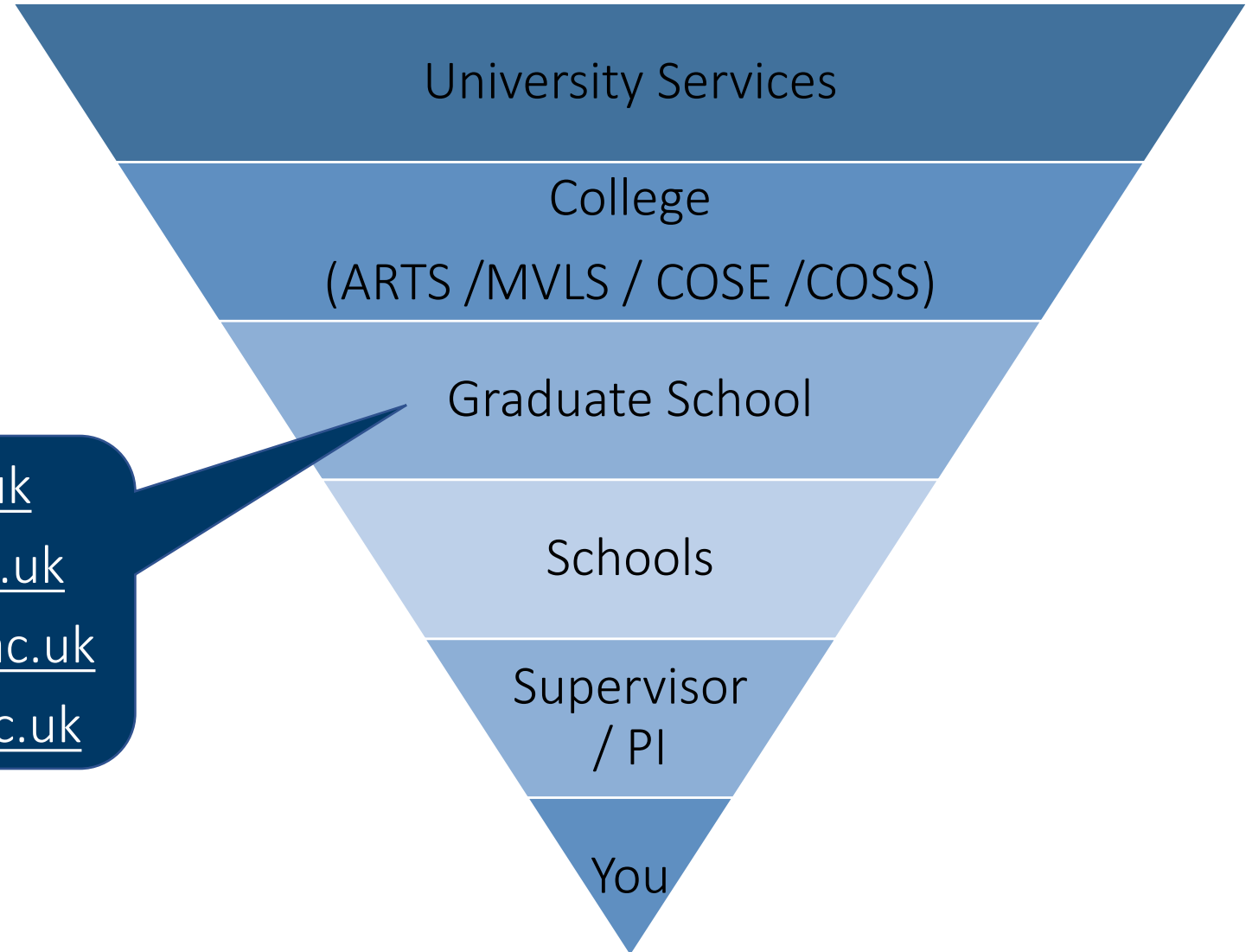
OCTOBER 2021

WORLD CHANGING GLASGOW

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Things about... UofG Structure



ARTS: gradschool.arts@glasgow.ac.uk

MVLS: mvls-gradschool@glasgow.ac.uk

COSE: scieng-gradschool@glasgow.ac.uk

COSS: gradschool.socsci@glasgow.ac.uk

Things about... UofG Structure

ARTS



School of Critical Studies

School of Culture and Creative Arts

School of Humanities/
Sgoil nan Daonnachdan

School of Modern Languages and Cultures

COSE



School of Chemistry

School of Computing Science

James Watt School of Engineering

School of Geographical and Earth Sciences

School of Mathematics & Statistics

School of Physics & Astronomy

COSS



Adam Smith Business School

School of Education

School of Interdisciplinary Studies

School of Law

School of Social and Political Sciences

MVLS



School of Biodiversity, One Health & Veterinary Medicine

School of Cancer Studies

School of Cardiovascular & Metabolic Health

School of Health and Wellbeing

School of Infection and Immunity

School of Medicine, Dentistry and Nursing

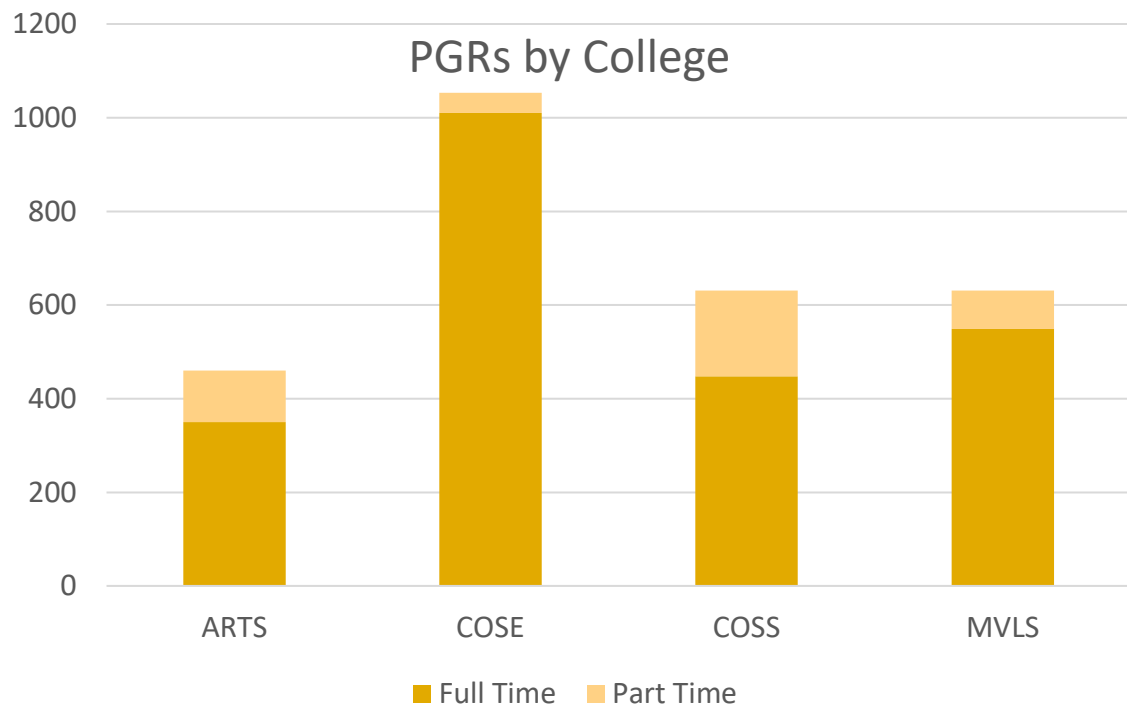
School of Molecular Biosciences

School of Psychology and Neuroscience

1

Things about... UofG Structure

- 4000+ PGRs including students in thesis pending (42k+ students in total)
- 4 Colleges, made up of 23 Schools
- 200+ research groupings below school level (centres, clusters, networks, etc)



University Services also clustered into Directorates:

- Commercial Services
- Estates Directorate
- External relations
- Hunterian Museum & Art Gallery
- Information Services
- People and Organisational Development
- Research & Innovation
- Strategy & Planning
- Student & Academic Services
- The Transformation Team

1

Things about... UofG Structure

What is a GS for?

Hub for postgraduate researchers within each college. Foster your research and teaching, facilitate your productivity and development, promote well-being and provide support. GSs can help you with queries on:

- Changes to study
- Academic project funding
- Funding opportunities
- Submitting your thesis
- Guidance towards various support services in the University

What is a PGR Convener for?

Representative within each school, responsible for the wellbeing of PGRs. Someone you can approach if you are not comfortable talking with your supervisor about something. The PGR Convener is the first level of adjudication for resolving problems. Check the CoP for details of their remit.

2

Things about... The PGR Lifecycle



The Final Stretch: A Timeline

Thesis Access Declaration Form

The Thesis Access Declaration form must be signed by your supervisor and handed to your Graduate School alongside the digital copy of your thesis.

Intention to Submit Form (on your Graduate school website)

The Intention to Submit form is submitted to your Graduate School Office. Your Dean of Graduate Studies and College PGR committee use this time to appoint external and internal examiners on behalf of the Senate, based on recommendations from your supervisor.

3 Months to go

Get permission to include any 3rd party copyright material in the electronic version of your thesis. Discuss with your supervisor if copyright or other factors mean you will need to restrict access to parts of your thesis.

NOTE:
There is a late fee if you miss the deadline, so be sure you are ready to put in the Intention to Submit form!

Deadline for submission

Digital copy of thesis to your Graduate School

The PDF digital copy can be submitted by email, file transfer service or USB stick. Check the exact requirements and preferred format with your Graduate School.

NOTE:

There will be at least 8 weeks - and possibly a few months - between submitting your PhD and the viva.

Viva

Thesis + notes advised

There are no regulations about what to take to your viva. However it is advisable to take your own, annotated, copy of your thesis and any revision notes you might want to use. Examiners will have their own copies with them.

If your examiners recommend minor or major corrections they will give you a time frame and process for these to be submitted.

(Corrections)

NOTE:

From 2020 PhD submissions are entirely digital. No hard copies need to be submitted for the viva or to the library.

Deposit thesis

Digital deposit with Enlighten Service

You must deposit your thesis to the University library before graduation. UKRI expect a PhD thesis to be available open access within 12 months. Provide a single PDF file named yearnamedegree.pdf to theses@glasgow.ac.uk using the University file transfer service <https://transfer.gla.ac.uk/>

Enrol at www.gla.ac.uk/graduation

Graduate

2

Things about... The PGR Lifecycle

Where to look for information:

[Arts](#)

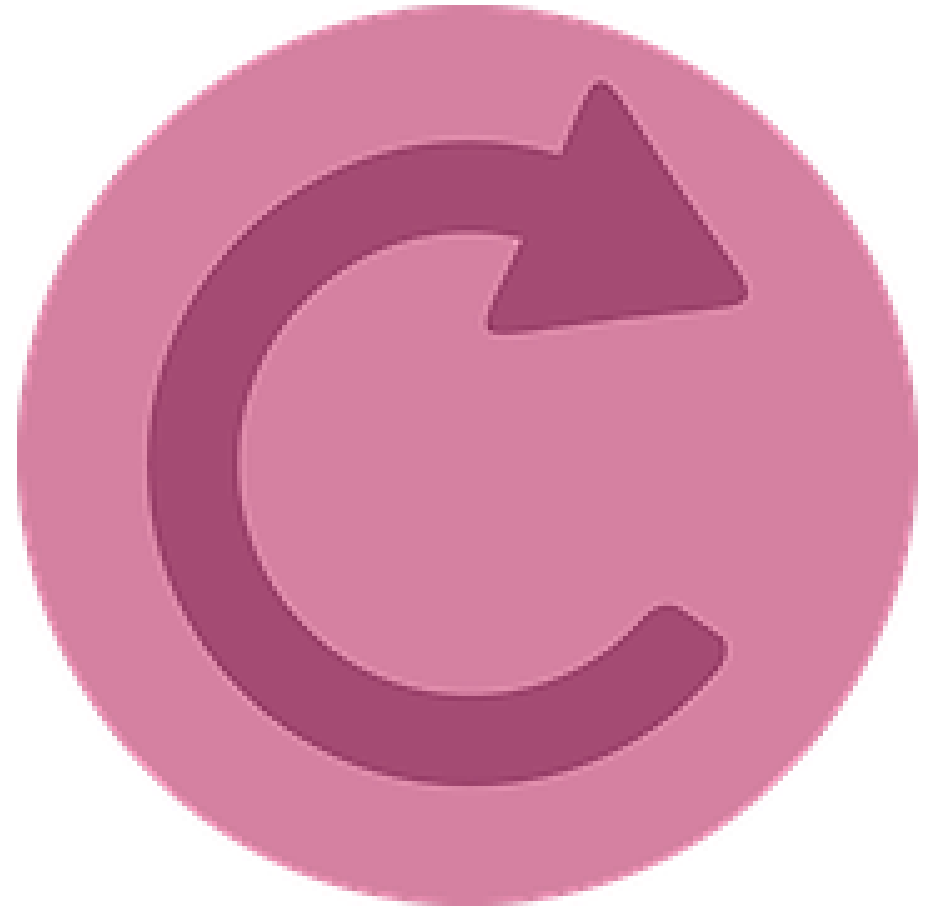
[MVLS](#)

[COSE](#)

[COSS](#)

[PGR Policy Team](#)

[Researcher Development](#)



3

Things about... Supervision



Setting expectations – this takes work on both sides; be as honest as you are comfortable being; be clear about your needs or limits; agree a note of each meeting with action points, asj for clarification when you need it



What supervisor will and won't do – they WILL help, support and guide you / they WON'T do your work for you



Be independent BUT ask for help when you need it – your supervisor won't know everything though so be prepared to seek out your own information; tell them if you are struggling with something



What to do if things go wrong – be open with them if you are comfortable; it's a professional relationship so you can ask if it's OK to discuss issues affecting your work; talk to your 2nd supervisor and/or PG Convenor or even your Dean of Graduate Studies

Ask the PGR Administrator in your School or the Graduate School – many processes run via the Graduate School

Check the [PGR Code of Practice](#), College or School PGR Handbooks, or look for a relevant [University Service](#)

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Things about... Supervision

Useful Training:

Self-paced recording (50 mins):

<https://youtu.be/1Tio47wrY0E>

Workshops SHAPE/STEM: RSDD 6083/6046

Useful Links if things go wrong:

[Complaints](#)

[Dignity at Work and Study](#)

[Respect Advisers](#)

[Research Misconduct](#)

– Working with Your Supervisor (Sciences)

The relationship between research student and supervisor is critical to your PhD, so it is important to develop an effective working partnership from the start. This session, for researchers in the Colleges of Science and Engineering and MALS, will look at the likely roles and responsibilities of supervisor and researcher. We will discuss the research cycle and the changing demands on students as the PhD progresses, the Code of Practice for Research Students, so you are aware of the responsibilities of supervisor, school and institution, and good practice for developing a professional relationship.

Course Code: RSDD 6046

RDF Domain: B1-2, C1-2

Target Group: MVA 5 and COSF AGRs

Format: 3 hours online OR 3 hour on campus

+ Working with Your Supervisor (Arts and Social Science)



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Things about... Money and Funding

Research Funding

- Huge number of different funders pay fees and/or stipends - some provide funds to the University which are paid to students as financial aid and other which pay directly to students (often called sponsors)
- If you have funding, you should have been advised who your funder is. Ensure that you are aware of the relevant funder terms and conditions.
 - Example: UKRI funds 20% of PGRs at Glasgow and publishes detailed [Ts&Cs](#) which are a standard which many universities follow when developing policies.
 - Be aware of reporting requirements that your funder stipulates, e.g. an annual report. For UKRI students, most reporting will be done for you.
- [Scholarships and Bursaries](#)



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Things about... Money and Funding

Making Money during your research

- [Internships](#) or placements: earn money & professional development.
 - Many funders offer internships, e.g. [UKRI Policy Internships](#)
 - University [Internship Hub](#) – for all students, including PGRs
- Graduate Teaching Assistants
 - [GTA Code of Practice](#); [Academic and Digital Development](#)
- [Careers Service](#): wide range of information, including [part time work](#) and any restrictions for visa holders



Where to go if you are concerned about your finances:

- [SRC Advice Centre](#)
- [Financial Aid and Hardship Schemes](#) (inc rent guarantees & laptop loan scheme)
- [Cost of Living Support](#)

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Things about... Principled Research

The University has detailed [policies](#) that support researchers to conduct research of the highest standard. There are also [training](#) and processes that support researchers to undertake research that meets these high standards. Policies apply to all researchers, whether staff or student.



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Things about... Principled Research

- [Research Integrity](#)
- [Data Management](#)
- [Ethics Process](#)

process varies by College or School, depending on discipline

- [ARTS](#)
- [COSS](#)
- [Research Ethics System](#)
- [Intellectual Property](#)

- [Students own their own intellectual property](#) unless they actively assign this to the university
- You may be asked to assign your IP for a number of reasons, e.g., if it is a funder requirement, or if your research will mean that you access existing valuable IP
- This doesn't take away your rights, rather it ensures that your rights are protected by the University.





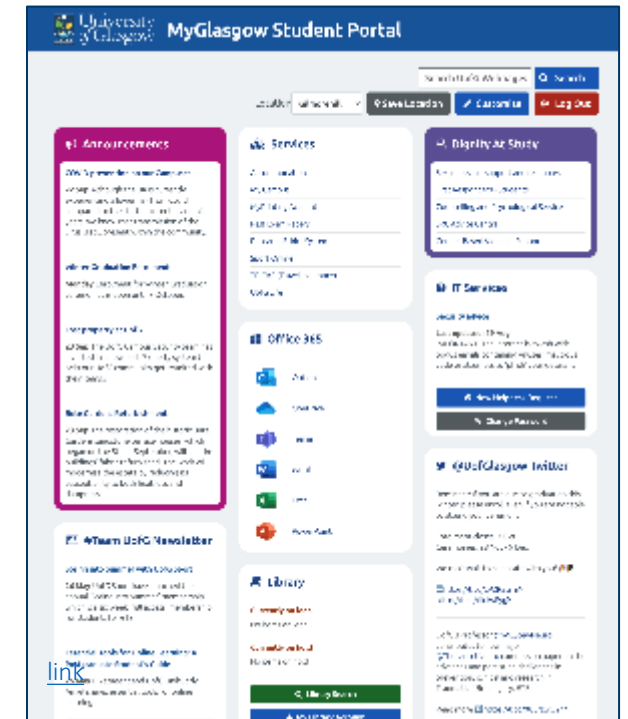
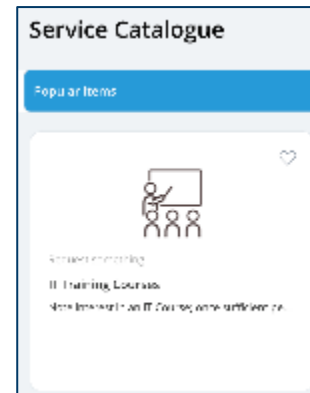
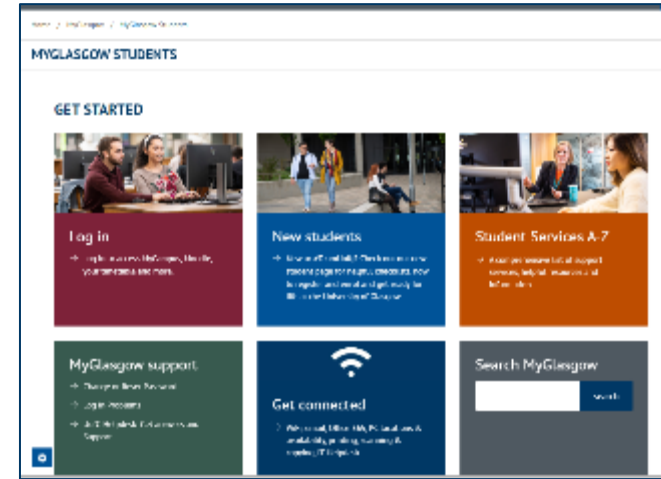
Things about... IT Systems

Where to Start?

Student portal: www.gla.ac.uk/myglasgow/students/

[Information for New Students](#)

[IT Helpdesk](#) (and [service catalogue](#))





Things about... IT Systems

Some of the systems to navigate:








- **MyCampus:** Student Records System. Used for enrolment, booking training, APRs and more. Can be tricky to navigate.
- [Moodle](#): Virtual Learning Environment. Used for mandatory training and for some college content and comms
- **Eduroam:** Oncampus Wifi
- **Glasgow Anywhere:** Remote desktop access
- **CoreHR:** Only relevant if you work for the Uni (e.g. tutoring): used for timesheets & payroll
- [Zoom](#): Used for most online live events. You have a uni account.



Get connected:

- Apps *
- Email *
- IT Helpdesk
- IT Services
- Office 365 *
- University communications channels
- Wi-Fi *
- Glasgow Anywhere
- [More: IT Services for students](#)

My Courses & Records

-  My Graduation
-  My Registration
-  My Student Center
-  My Timetable
-  My Results
-  My Advisor/Supervisor Information
-  How-to guides



Things about... IT Systems



Software and Online Tools

The university provides access to a range of useful software for your research, from data capture and processing (such as Qualtrics and SPSS), to file sharing, to video tools, to security

Office 365:

You have access to Office 365 and 1 TB of OneDrive storage through UofG. Make use of it.

On the topic of email:

You will get a lot of email. Heaps of it. From different parts of the university. Some will be of interest to you, some will not. In many cases you cannot be removed from the mailing list. Develop a system for handling this information so that it doesn't overwhelm you. [This 13 minute talk](#) from UofG PGR Charlie Rex on time management has some great advice.

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Things about... IT Systems

Have a public, professional, online presence for your research: Use it judiciously to share what you want to share about yourself and your work.

- **Academic Twitter Profile:** A lot of academic comms are done through this platform, including information on conferences, publications and jobs
- [ORCID Profile](#): One stop shop for all your academic publications. Highly recommended
- [UofG Website Profile](#): Show what your research is about on UofG website
- **LinkedIn Profile:** Also a good to have
- [LinkedIn Learning](#) (log in with GUID): Not a profile, but another way that UofG provides professional development opportunities.

[link](#)

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Things about... Writing


Writing support – The PGR Writing Adviser, Dr Jennifer Boyle, delivers workshops and provides one to one support

[University Library](#) link to college library and support teams as well as subject specific advice, guidance and support

Use a reference manager – access to [EndNote](#) through the University but there are others out there as well ([Mendeley](#), [Zotero](#); others) [choose carefully!](#) - it's not required but it makes the process of referencing your work SO much easier

Key Contact: [Jennifer Boyle](#)

[Workshops](#) delivered in SHAPE (Arts & Social Sciences) and STEM (Science & MVLS) versions



Appointments

Postgraduate Research students can make an appointment with Jennifer (GUID required). The booking diary shows appointments available in the **next 21 days** only.

→ [Check availability and book an appointment](#)

All appointments will take place online.

+ [Establishing a Writing Practice \(Sciences\)](#)

+ [Effective Writing 1 \(Sciences\)](#)

+ [Effective Writing 2 \(Sciences\)](#)

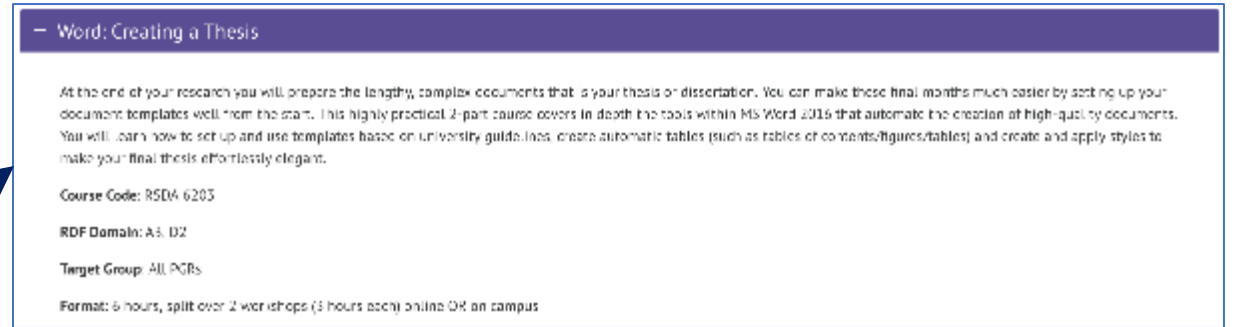
+ [The Literature Review \(Sciences\)](#)

+ [Structuring Your Dissertation \(Sciences\)](#)

+ [Writing for Publication \(Sciences\)](#)

7

Things about... Writing



– Word: Creating a Thesis

At the end of your research you will prepare the lengthy, complex documents that is your thesis or dissertation. You can make these final months much easier by setting up your document templates well from the start. This highly practical 2-part course covers in depth the tools within MS Word 2016 that automate the creation of high-quality documents. You will learn how to set up and use templates based on university guidelines, create automatic tables (such as tables of contents/figures/tables) and create and apply styles to make your final thesis effortlessly elegant.

Course Code: RSDA 6203

RDF Domain: AS, D2

Target Group: All PGDs

Format: 6 hours, split over 2 workshops (3 hours each) online OR on campus

Formatting thesis – don't just leave it until the end and take this course - really, take it

Version control – stay on top of this find a consistent way to keep track of your earlier versions

Turnitin – similarity checking, used to support the development of good writing and referencing habits, access via the IT helpdesk

Writing doesn't have to be lonely - join a virtual or in-person [writing group](#), participate in writing retreats or [events](#) and/or the annual [#AcWriMo](#) writing challenge

Don't wait to write – start early and keep writing



Things about... Community & Support

Don't underestimate the value of community and support. The journey to becoming a researcher is a difficult one and knowing that others are experiencing the same things or can help you with your challenges will be really valuable to you.





Things about... Community & Support

- [Wellbeing](#) - link to a detailed signposting page
- [CAPS](#) - Counselling and Psychological Services; clinical and emergency support, self-help, peer support
- [Networks](#) - wide range of communities linking different interests inside and outside your research
- [Sport](#) - gym, swimming, classes, club sports
- [SRC](#) - for ALL students, support, social events, services
- [PhD Soc](#) (twitter) or [here](#) (web)
- Your Graduate School and/or School also provide lots of ways to connect with your peer and colleagues through academic and social events.
- Your local connections are often key to feeling like to you have a community around you – this might be your office mates, lab mates or a study group, the people you chat to while waiting for the kettle to boil in the school kitchen, people you meet on a course or that you meet for coffee every week...



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Things about... Living Your Life



- Sort out your [health care](#) and register for a doctor / dentist before you need one.
- [Accommodation](#) – more challenging this year than most; if you are struggling to find secure or long term accommodation, make sure your supervisor is aware of this (they maybe can't sort it for you but don't underestimate the power of word of mouth).

9

Things about... Living Your Life



Work-life balance – you are entitled to this!

- Treat your studies like a job. You may need to be flexible depending on your research but make sure you have boundaries and down time.
- That said, research is year-round, and you may be on campus at quiet times during the summer or at night or on weekends. Make sure you are [safe in your workspace](#) and never hesitate to [call security or the Main Gate](#).
- **Annual Leave** - you are entitled to a maximum of 8 weeks leave each year. Check with your supervisor on the timing and with your School/Graduate School for any processes to log your leave

9

Things about... Living Your Life



Sickness – you are also [entitled to sick leave](#); record it in MyCampus, especially if you have frequent short absences (this could help you to make a case for an extension later), check with your Graduate School about any funder terms and conditions (you may have some paid leave through your funder)

Taking a bit longer to complete your PhD:

Taking a Leave of Absence or Suspension of Studies can be the best thing for your PhD if that is what you need. This ‘stops the clock’ on your research (where an extension extends the clock). Find out about your options in the Code of Practice.

10

Things about... Developing as a Researcher

‘Researcher development’ encompasses a broad spectrum of activities and events to **enrich your skills and working relationships, foster your talents, and accelerate your professional prospects**. Every researcher is unique and you should take part in the development activities that are right for you.

Developing as a researcher could look like:

- Training courses
- Public Engagement
- Conferences
- Teaching
- Networking
- Taking up an Internship or RA post
- Having an online presence
- Publishing
- Academic Service
- Researcher Representation
- Community impact

UoFG PGRs RESEARCHER DEVELOPMENT

Development for PGRs

- What's researcher development?
- What's postgraduate researcher development at UoFG?
- What shapes our programmes and initiatives?

Our Courses

- Mandatory courses
- Optional courses
- Course calendar and how to book

Online Resources

- Self-paced training
- Researcher development training resources Moodle (password)

Competitions

- Three Minute Thesis
- Love Letter to Your Thesis
- Visualise Your Thesis

Our PGR Community

- PGR Induction Week
- This PhD Life conference
- WriteFest
- PGR community networks
- Researcher Development event series

Support and Services

- Wellbeing
- Careers
- Academic writing
- Other University Services

UoFG PGRs

Internships **Events** **Writing** **Public Engagement** **Information** **Opportunities** **Competitions** **Blog** **Wellbeing** **Community** **Updates** **PhD** **Courses**

UoFG PGRs on Social Media

- Twitter
- Instagram

→ #UoFGPGR: You have 5 weeks left to submit a paper idea for #ThisUoFGPhD! 📄 What you then how to get organised... <https://t.me/uogpgrs>

Twitter: @UoFGPGRs

Follow us on Twitter



What are
YOU worried
about or
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Useful
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Things you
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