



University of Glasgow | School of
Interdisciplinary Studies

Postgraduate Handbook 2010-2011



<http://www.gla.ac.uk/departments/dumfriescampus/postgraduatestudy/>

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1. Welcome

A very warm welcome to postgraduate studies at the University of Glasgow Dumfries Campus, School of Interdisciplinary Studies. For those of you who are returning, welcome back. This handbook contains important information about postgraduate studies that may be of assistance to you.

The University of Glasgow is one of the top 100 universities in the world with an international reputation for research and teaching which makes it a rewarding place for study. At the Dumfries Campus you are joining a network of over 4,300 postgraduates who play an important part in the life of the university, whether they are based in Glasgow or Dumfries. There is a wide choice of degree programmes, and flexibility within many of these, to meet the needs of students with a variety of aims and ambitions. Every postgraduate programme at Dumfries seeks to encourage innovation, initiative and creativity. A postgraduate course offers the ultimate opportunity to pursue your own specialist interests.

In the following pages you will find information about the range of full and part time postgraduate programmes that are available at the University of Glasgow in Dumfries. If you still have questions, do not hesitate to contact your adviser of studies, course convenors or student services for additional assistance and advice.

Thank you for choosing to study with us. On behalf of the Faculty of the University of Glasgow in Dumfries, I wish you every success in your graduate studies and future career.

Dr Lizanne Henderson
PG Adviser

2. About the Postgraduate Handbook

This handbook is intended for all new and continuing taught and research postgraduates at the University of Glasgow's Dumfries Campus. It is intended to assist postgraduate students to find the information they require in one accessible place and to make it clear to both students and staff what are the expectations and requirements of postgraduate study.

3. About University of Glasgow Dumfries Campus

The University of Glasgow in Dumfries is located on the Crichton University Campus, and housed in the Rutherford/McCowan Building, a beautifully refurbished Victorian building, located within 85 acres of parkland and gardens in the historic town of Dumfries, in South West Scotland. We share the campus with the University of the West of Scotland, and Dumfries and Galloway College. Facilities include a new purpose-built library and a networked IT suite complete with multi-lingual word processing and language learning programmes. There are good student support services, some sports and recreation facilities, an on-site coffee shop and restaurants close-by.

There are currently 18 academic staff, 5 associate teaching staff and the campus is well supported by a team of administrative and secretarial staff. As well as your programme convenor, the principal contacts for postgraduate students are:

- *Dr Lizanne Henderson* (International and Postgraduate Adviser, Room 228, Tel: 01387 702097 email: lizanne.henderson@glasgow.ac.uk)
- *Natalie Anderson* (Head of School Administration, Room 309, Tel: 01387 702054, email natalie.anderson@glasgow.ac.uk)

Research Strengths

Academic staff at the University of Glasgow Dumfries Campus are research active over a wide range of disciplines and subject areas. Current research strengths may be summarised as follows:

- Cultural history; Historical and philosophical studies of science and technology
- Ecology and environmental sustainability
- Health policy
- Modern languages; Twentieth century French literature and politics
- Political philosophy and Ethics
- Philosophy of psychology; Existentialism
- Scottish history, literature, poetry, folklore and cultural studies
- Sociology and anthropology of tourism

Research Centres

Crichton Centre for Research in Health & Social Issues - The Crichton Centre For Research in Health and Social Issues was established for the purpose of developing research and scholarship in the broad field of health and social issues

<http://www.gla.ac.uk/schools/interdisciplinary/research/centres/crichtoncentreforresearchinhealthsocialissues/>

Crichton Carbon Centre - an exciting development in international efforts to tackle climate change, including global warming, energy efficiency and alternative energy sources.

<http://www.carboncentre.org/>

Andy Goldsworthy Digital Archive - documents the works of landscape artist Andy Goldsworthy. The archive is housed at the Dumfries Campus.

<http://www.goldsworthy.cc.gla.ac.uk/>

4. Resources

4.1 Graduate Study Space

In the Rutherford-McCowan Building:

- Room 165 is a designated study space for Research postgraduate students
- Room 163 is a designated study room for the Research and Taught postgraduate students

163 contains, 3 desks with PC's filing cabinets, notice boards and shelving. 165 contains, 5 desks with PC's, filing cabinets, shelving, notice boards and a printer.

If you wish to make use of these rooms, please apply to Gillian Watters (Room 107 Rutherford/McCowan Building 01387 702015) for the keypad code.

Additional postgraduate study space is available in the Library, such as the Henry Duncan Research Room.

Student Common Room/Lockers

Room 329 is open to staff and postgraduate students. There is a sink area, small fridge and coffee making facilities in this room. Users may bring their own tea/coffee supplies.

Room 206 is open to both undergraduate and postgraduate students. There is a sink area and locker facilities in this room. If you wish to use a locker, there is a £10 refundable deposit. Lockers are allocated on a first come first serve basis. An application form for a locker is available from Barbara Barlow in the General Office.

4.2 Computing Resources

There are various locations to access or use a computer on the Dumfries Campus. Computer facilities are provided in the graduate study space indicated above [4.1], in the library and the IT labs in Rutherford-McCowan. When the IT labs are not in use for teaching, they are classed as open access and are available during building opening hours. A timetable will be posted outside the labs at the beginning of term.

IT Services and Support

As a registered student of the University of Glasgow in Dumfries, you have access to the Common Student Computing Environment, which means that you will be able to find a familiar IT environment that includes your own network storage (home drive), internet and email, whether in Rutherford / McCowan Building, Dudgeon, Kindar, or in the campus library in the Dumfries and Galloway College Building.

The standard student log-in for the UWS network here at Dumfries is

- username: your student number with a 'G' at the front, and your surname initial at the end i.e. G0012345W
- password: your date of birth i.e. ddmmyy

If you have difficulty please contact the helpdesk directly – contact details below.

You will not be able to access your home drive at the main Gilmorehill Campus, but should be able to login, although you will need a different network login to do so.

At the beginning of your studies you will also be given a print account with **£5 of free printing**. Extra print credits can be purchased at the **library desk** or from the **print credit machine located in the Coffee Bar** area of Rutherford/McCowan Building.

Full instructions for use of this machine are located on the wall beside it. They are as follows:

- Log in using the keyboard with your usual username and password (i.e. what you would use to log in to a student PC on campus)
- Insert either coins or notes.
- Collect receipt

Please note:

The print credit machine will NOT give change so exact amounts must be used. The coffee bar staff are NOT to be asked to change notes for coins; you may make a purchase at the coffee bar to acquire change if need be.

NB Use of Swipe Card in Print Credit Machine

You will notice on the front of the machine a swipe card slot - this is NOT to be used with credit/debit cards, but will allow you to associate a card with a 'mag' strip with your account. You can do this by logging in as above then swiping your chosen card - i.e. Tesco Clubcard (you will not earn points) - then press finish. The next time you come to credit your print account, all you will have to do is swipe your chosen associated card and you will be logged in. Please ask contact ICT if you require further assistance with this.

And most importantly:

Any problems at all with any ICT issue, the print credit machine or print credit accounts should be reported to the **Dumfries Campus ICT Helpdesk:**

Tel.: +44 (0)1387 702028 or +44 (0)141 848 3999; Email: helpdesk@uws.ac.uk

Wireless hotspots

Work is ongoing to provide wireless access in the Rutherford/McCowan Building. Students will be updated by email as soon as it becomes available.

MOODLE

Some courses use MOODLE (a Virtual Learning Environment) which requires your Novell (desktop) login and password and an enrolment key (allocated by course convenor) and can be accessed at:

<http://crichton.moodle.gla.ac.uk/>

Computer training and IT skills

Basic IT certificate course is optional for postgraduate students.

On the Main Campus, Computing Services offer a full range of courses that are open to Dumfries based students. For more information and to register see the following two websites:

<http://www.gla.ac.uk/services/it/forstudents/ittraining/>

<http://www.gla.ac.uk/services/it/forstaff/training/>

4.3 Other Resources

Teaching Staff

All staff operate on a system of drop-in office hours or by previous appointment and can be contacted via telephone or email. Messages can also be left in their pigeonholes in the General Office. If you wish to see the Director you should make an appointment through Audrey Clowe (Tel: 01387 702043 email: audrey.clowe@glasgow.ac.uk)

Noticeboards/Email Alerts

There are various noticeboards located throughout the Rutherford-McCowan Building, including in the Postgraduate Study Rooms 165/163. The Research Noticeboard is located opposite the General Office on the ground floor. You will also receive notices of events, meetings, conferences, etc from time to time via email so please ensure your Adviser of Studies has an up-to-date email address for you.

5. Research Training – Details to be confirmed at Induction 2010

Research training at Glasgow is designed to enhance graduate students' research and professional skills, meet their training needs and requirements, as well as encourage and provide support for individual and collective research activities and initiatives. Training is delivered through the Research Training Course (held on the Main Campus and currently optional to Dumfries students) and in-house workshops and seminars which may vary depending upon your particular programme/convenor.

5.1 Glasgow Research Training Course (RTC)* - details to be confirmed at Induction 2010

5.2 Dumfries Campus Training Workshops and Research Seminars

Some workshops and training seminars will take place at the Dumfries Campus, subject to demand and availability. Some degree programmes will also offer in-house training elements as part of your studies. Information about potential postgraduate workshops will be disseminated via email.

5.3 Conferences and Research Seminars

Dumfries Campus

Postgraduates are encouraged to present seminar and conference papers during their period of study. The *Cultural Currents Research Seminar* offers opportunities to present work in progress. Postgraduates are strongly encouraged to attend the seminar series. The *Crichton Postgraduate Forum* (see 9. Student Life) also gives students an opportunity to present papers to their peers. Students are also given the chance to organize a postgraduate conference. In June 2007, the first Dumfries-led international postgraduate conference took place and was a big success; future conferences are expected.

Main Campus (Glasgow)

Several Departments on the Main Campus run in-house seminar series aimed at academic staff and postgraduate students. Consult with the relevant department to find out more.

6. Postgraduate Degrees

6.1 Degree Structure

Research degrees

The University offers postgraduate degrees by research of various durations, the main degrees being PhD and MPhil by Research. Students undertake a research project under the guidance of an academic supervisor and, unlike a postgraduate degree by coursework and dissertation, there are no formal lectures or seminars and work is not formally examined until after the final thesis is submitted.

- **M.Phil. by Research:** The degree of Master of Philosophy (Research) may be awarded to a student whose thesis represents a distinct contribution to knowledge. The thesis is 30,000-40,000 words, including references, bibliography and appendices.
- **Ph.D.:** The degree of Doctor of Philosophy may be awarded to a student whose thesis is an original work making significant contribution to knowledge in, or understanding of, a field of study and normally containing material worthy of publication. The thesis shall demonstrate that the candidate has adequate knowledge of the field of study and the relevant literature and shall show the exercise of critical judgement. The literary presentation shall be lucid and scholarly. The thesis is 70,000-100,000 words, including references, bibliography and appendices.

Taught coursework programmes

A taught coursework programme involves a period of study following lectures, seminars, etc and submitting coursework for assessment, followed by a period of supervised research from which a dissertation of 12,000-15,000 words is produced. MLitt / MSc degrees usually follow this pattern; postgraduate diplomas and postgraduate certificates usually omit the research and dissertation stage.

A full-time taught coursework programme will usually last one year (comprising nine months attending lectures, etc and three months researching and preparing a dissertation); a part-time taught coursework programme will usually last two years (comprising 18 months attending lectures, etc, and six months researching and preparing a dissertation).

Time limits for submission of theses

All time limits are calculated from the student's date of registration.

Full Time

	Ph.D.	M.Phil. by Research
Expected submission	3 years	1 year
Maximum time allowed	4 years	2 years

Part Time

	Ph.D.	M.Phil. by Research
Expected submission	5 years	2 year
Maximum time allowed	7 years	3 years

Responsibilities of Student and Supervisor for a Research Degree

Please refer to the Code of Practice (see below) on the responsibilities of the student and supervisor when undertaking a research degree.

Code of Practice

The University has developed a code of practice for postgraduate research degrees which sets out the minimum standards that research students can expect of the University and makes clear the responsibilities of all parties involved in a research student's experience. The code can be consulted at:

<http://www.gla.ac.uk/services/postgraduateresearch/pgrcodeofpractice/>

The full rules and regulations of academic study for all programmes are described in the *University of Glasgow Calendar 2010-2011* available at: <http://senate.gla.ac.uk/calendar>

6.2 Postgraduate Taught Programmes at Dumfries

MSc Applied Carbon Management

This programme is the first of its kind in Scotland and is offered as a result of a unique partnership between the Dumfries Campus, Department of Economics at the University of Glasgow and the recently established Crichton Carbon Centre. The Dumfries Campus is ideally situated to make an important contribution to the international agenda for tackling climate change: it is close to natural carbon sinks, relevant non-government organisations and renewable energy companies.

As a graduate of the programme, you will:

- be able to demonstrate an understanding of the conceptual and methodological bases for conducting high-quality investigations in the context of carbon management;
- be able to analyse the ethical considerations relevant to carbon management in an occupational or professional context;
- be able to apply the tools employed for tackling greenhouse gas emissions;
- be able to evaluate the effectiveness of different strategies employed to tackle greenhouse gas emissions;
- have the knowledge and technical ability to assess and advise on carbon management;
- be able, should you wish, to proceed to PhD research

Programme Structure

4 compulsory cores, 2 electives, and either a work placement or Dissertation

Semester 1

2 compulsory core courses:

- Climate, Carbon and Change
- Theory and Principles of Sustainability

1 elective course, choose from:

- Climate Change: Impacts on Ecology
- Environmental Economics
- Sustainable Buildings

Semester 2

2 compulsory courses:

- Carbon Auditing and Management

either

- Environmental and Organizational Ethics, or
- Policies for Sustainability and Development

1 elective course, choose from:

- Sustainable Energy Technologies
- Tourism, Sustainability and Climate Change

For further information please contact Dr. Bethan Wood (bethan.wood@glasgow.ac.uk)

M.Litt Managing Health and Wellbeing

This programme is designed for suitably qualified graduates and professionals who are concerned with the implementation of policies for health, wellbeing and social citizenship. By adopting a crossdisciplinary approach that encompasses health and social policy, sociology, economics, history, psychology, communication, politics and ethics, the programme moves away from a mindset wherein professions are developed in isolation, and encourages engagement with individuals from a broad range of professional backgrounds and sectors. This enables you to

- communicate more effectively across different sectors
- increase your understanding of the disparate, yet increasingly inter-related roles that are essential contributors to effective inter-agency working
- enhance your capacity to successfully deliver agendas for health, wellbeing and social citizenship

Increasingly, the global thrust for managing these agendas calls for an integrated approach to policy, strategy and service delivery that encompasses the private, statutory, and voluntary sectors. Each of these sectors has its own set of values, ethics and management style. If these differences of ethos are not effectively managed, they act as impediments to successful partnership working and efficient, effective service delivery.

Programme Structure

2 compulsory cores, 2 electives, and either a work placement or Dissertation

Core Courses

- (Sem 1) The Politics and Economy of Health, Wellbeing and Social Citizenship
- (Sem 2) Public Sector Systems: Policy and Planning

Electives (choose 1 from each semester)

- (Sem 1) Making Ethical Judgements
- (Sem 1) Policy and Principles of Research in the Public Sector

- (Sem 2) Communication and Management Psychology
- (Sem 2) Media, Health and Wellbeing

For further information please contact Dr. Carol Hill (carol.hill@glasgow.ac.uk)

M.Litt Tourism, Heritage and Development

The M.Litt in Tourism, Heritage and Development is international in scope. We use examples from Europe, the Americas and Asia, while also drawing on Scotland as a major example. Tourism is studied mainly from the perspectives of the social sciences and history.

Subject areas you will study include

- international development including globalisation, dependency and sustainability
- regional and destination development strategies
- the tourist as a subject in terms of motivation, background, behaviour and impact
- the cultural context of tourism in terms of the variety of experiences sought by tourists and the varying reactions from host communities

Heritage focuses on culture in its broadest terms. Subject areas you will study include

- built heritage such as archaeological remains, castles, monuments and vernacular architecture
- arts heritage such as literature, painting and music, as well as language and customs
- natural heritage, especially in relation to ecotourism

- heritage management: museums and other attractions

Programme Structure

2 compulsory cores, 2 electives, and either a Project, work placement or Dissertation

Core Courses

- (Sem 1) Tourism and Regional Development
- (Sem 2) Heritage, Interpretation and Development

Electives (choose 1 from each semester)

- (Sem 1) Heritage Management in Context: Theory and Practice
- (Sem 1) Scottish Cultural Heritage: Approaches and Explorations
- (Sem 2) Southwest Scotland: Image and Identity
- (Sem 2) Sustainable Tourism Development
- (Sem 2) Tourism: Social Science Approaches

For further information please contact Dr. Don Macleod (don.macleod@glasgow.ac.uk)

7. Assessment and Grades

The work that you do in each course will be assessed in various ways. There are two general forms of assessment: *formative* and *summative*. Formative assessment is intended to guide you and does not contribute to your course grade although its completion may be required in order to gain credit for a course. Summative assessment is 'graded' work and counts towards your final grade.

7.1 Essays and Coursework

Most of your courses will require the writing of essays or reports. The correct formatting of essays/reports will vary depending upon your chosen degree. Further advice can be obtained from your lecturers, course convenors and from the Effective Learning Adviser.

Graded work is normally expected to be provided on paper in typed or word-processed form (i.e. not hand written or in the form of a floppy disk or email attachment). You should use font size 12, print the text double-spaced and leave ample margins (at least 1" all round) to allow room for comments by the marker. However, please verify the requirements for *each* course with its convenor or lecturer. Essays may also have to be submitted to **Turnitin** (see below 7.2 Plagiarism) but again consult the lecturer about this.

All work should be submitted before the deadline times. Students may be granted an extension to the deadline if a good reason is given. Extensions will not be given in retrospect. Late work will be penalised 1 grade point per day after the deadline date for a maximum of 10 days. Thereafter a mark of 0 will be given.

Self-certificate forms for absences up to four days are available from the General Office. Only if written explanation or a medical certificate is presented to either the Course convenor or the General Office will absences be considered to have been adequately explained. Unexplained absences may prevent students from passing their course.

Grades

University of Glasgow operates under a 22-point scale. For information on grade-related criteria, see the Code of Assessment:

<http://www.gla.ac.uk/services/senateoffice/academic/assessment/#d.en.129990>

Student Record

The University of Glasgow maintains your student record, course results and other formal data. However, each student is responsible for ensuring that their personal details are correct. Certain changes (Personal Details) can be implemented via the WebSURF portal used to pre-register. Please also inform the General Office (Rutherford-McCowan) if your personal details – such as address or surname – change. The form is available from the General Office.

7.2 Plagiarism

The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Special cases of plagiarism can also arise from one student copying another student's work or from inappropriate collaboration.

The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- a direct quotation
- a close paraphrase
- an unacknowledged summary of a source
- direct copying or transcription

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism.

Plagiarism is considered to be an act of fraudulence and an offence against University discipline. Alleged plagiarism, at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.

The University of Glasgow Plagiarism Statement and further University information on Plagiarism can be found at:

<http://www.gla.ac.uk/services/senateoffice/academicplagiarism>

Turnitin

The Turnitin software is intended to be a tool which can

- support students in their understanding and avoidance of plagiarism
- be used to quickly and efficiently locate sources of material in suspected cases of plagiarism
- Turnitin originality reports can be used to highlight to students, with real examples, the exact meaning of the term plagiarism

Turnitin is a remotely hosted, web based service. It can be used to support students by encouraging them to learn how to quote and reference sources of information correctly and by causing them to develop their skills in understanding, interpreting and reflecting on information. Turnitin may also be used retrospectively as a simple detection tool by staff of the University if there are concerns over the originality of a piece of work. The software requires students to upload their assignments into the Turnitin database. These assignments are then compared to billions of stored web pages, both current and archived, to various commercial databases of academic literature and to work submitted by students at other institutions that subscribe to Turnitin. Some essay purchase sites and many more commercial publishers, for example Elsevier and Oxford University Press, are now adding their material to Turnitin in order to protect their commercial interests. The system looks for similarity and not exact pattern matches and then produces an 'originality' report based on its findings. The originality report is given a percentage score and colour depending on how much of the submitted assignment is similar to works and web pages held by the Turnitin system. The interpretation of these originality reports is vital to understanding and being able to utilise Turnitin in a helpful manner. The software itself does not state whether plagiarism has or has not occurred, that decision must be made by staff and students through their interpretation of the reports that the software produces.

Information on how to use Turnitin can be found at:

<http://www.gla.ac.uk/services/plagiarism/informationforcurrentstudents/turnitinsoftware/howtouseturnitin/>

There is a dedicated campus Moodle site. To access it, use your normal GU student login + enrolment key 'essay':

<http://crichton.moodle.gla.ac.uk/course/category.php?id=17>

7.3 Circumstances Affecting Assessments / Final Examinations

Unexplained Absence and Missing Course Work

Attendance at lectures, seminars, tutorials and field trips is **mandatory** unless your lecturer notifies you otherwise. Records of attendance are normally kept for all classes. Absences may reduce your overall grade or cause you to be removed from a course.

If you have missed a class, you are required to complete **a self-certification form** available from the General Office. If two consecutive classes have been missed (or one or more weeks) you will be required to submit **a medical certificate** (see below in "Other Policies"). Forms should be returned to the secretary in the General Office. A significant absence should also be **reported on the Websurf system**.

*Please alert your **course convenor** and your **Adviser of Studies** if circumstances are preventing you from attending class or submitting course work.

See the Registry website for detailed information on when and how to do this:
<http://www.gla.ac.uk/registry/students/absence/>

As the University Regulations indicate, a student who fails to comply with departmental instructions may be excluded from final assessment in a course and may be awarded no grade points or credits in it: a result of **CR – Credit Refused**.

Departmental instructions are defined as requirements:

- to attend specified lectures, tutorials, laboratory or practical sessions, field courses, examinations, and other events;
- to provide themselves with such books, equipment, and other materials as are necessary for the course;

- to submit items of work, including essays, dissertations, and project reports, by such dates as may be instructed.

Please note that you are responsible for seeing that you fulfil all coursework requirements. If you fail to submit course work or attend tutorials, you are not excused just because you received no reminder of the omission. Please keep a copy of all work submitted for grading in case of loss or misplacement. If you believe that you have reason to question your grade for a course, please see your **Adviser of Studies**.

Deadlines, Extensions and Penalties

All work should be submitted before the deadline. Students may be granted an extension (after consultation with their Course Convenor and Adviser of Studies) to the deadline only on medical or compassionate grounds. Extensions will not be given in retrospect. Late work will normally be penalised 2 bands per day after the deadline date for a maximum of 10 days. Thereafter a mark of 0 will be given.

You may appeal this action by providing evidence of medical or compassionate reasons for the absent work. If that work is submitted as soon as possible thereafter, it may be decided to grant partial or full credit for it.

The onus is on you to look ahead and organise your work so that you meet all deadlines, or to acquire suitable evidence (e.g. a medical certificate at the time of illness) to support an appeal.

Good Cause Circumstances Affecting Assessments

If **illness** or **comparable circumstances** prevent you from submitting coursework on time or prevent your attending lectures or tutorials, or if you believe that your performance in any element of coursework has been adversely affected by illness or comparable circumstances, you should notify the course convenor or lecturer and Adviser of Studies as soon as possible and supply appropriate documentation in due course.

Any student who expects his or her performance in the Final Exam to be adversely affected by illness or comparable circumstances must notify the course convenor or lecturer and Adviser of Studies at the earliest opportunity and supply a medical letter or other appropriate documentation. Note that you must consult your doctor **at the time of your illness**. A letter dated weeks after your exam, saying that you told your doctor that you had been ill at the time of the exam, is of no evidential value. You should also ask your doctor to write to say what effect, in his or her opinion, your illness had on your performance in the examination.

Similar rules apply to comparable circumstances such as **bereavement**; in all cases, the onus is on **you** to provide documentary evidence of the event, and of how it affected your performance.

Examinations

Examinations at the University of Glasgow in Dumfries follow strict procedures and are overseen by external examiners on a course-by-course basis.

Any queries concerning the examination procedure should be directed to the Examinations Officer:

Natalie Anderson, Office: 309, Rutherford/McCowan
Telephone: +44 (0)1387 702054, E-mail: natalie.anderson@glasgow.ac.uk

8. Library

As a registered student of the University of Glasgow, you have access to both the Crichton Library (located in the Dumfries and Galloway College Building) and Glasgow University Library (located on the Glasgow Main Campus).

Crichton Library (Dumfries Campus)

The Crichton Library has been created by combining the collections of the Crichton Campus's 3 partner institutions: University of Glasgow, University of the West of Scotland, and Dumfries & Galloway College. It is located over two floors in an exciting, innovative learning space which has been created as part of the new Dumfries & Galloway College Building, and provides library services for all students and staff on the Campus.

The Library offers a variety of spaces for learning: PC clusters; Silent Study; and the Library Seminar room. From the Library you can also access the Henry Duncan Building, which has individual and group study rooms, and houses special collections, such as the Andy Goldsworthy Archive, the Robert Burns collection and the Pallium Scotland collection.

Finding Materials

The Library holds books, journals, and audio-visual material to support all courses taught at Crichton Campus. The standard loan period is two weeks. Most materials can be borrowed, with the exception of journals and reference items. Details of all Crichton Library materials are available via the UWS Talis catalogue; you can find this at: <http://146.191.33.6/TalisPrism/>

Borrowing materials

To borrow from the Crichton Library you will need a separate library card. You can apply for one at the Library Service Desk. You will need to produce your Glasgow Matriculation card, and fill in a short application form. You will be issued with a Green Library card and a 4 digit PIN. Always remember to bring your library card with you, as you can't borrow anything without it!

Self Service terminals

There are two "self-service" terminals located opposite the Library Service Desk. You can use these at any time to issue books to yourself...no need to wait if there is a queue at the Desk!

Help

If you have difficulty locating the material you require, or any enquiries about library services please contact a member of staff. You can contact us in person, by phone: 01387 734323, or by email: LibraryDumfries@uws.ac.uk

The Crichton Library Charter

The Crichton Library exists to provide library services to all staff and students on the Crichton Campus. The Crichton Library Charter outlines the services that the campus library aims to provide, and the responsibilities that fall upon each individual student.

We aim to:

- Provide the resources needed to support all courses and modes of study.
- Provide help to research and locate information.
- Create a friendly and welcoming atmosphere.
- Be helpful and courteous towards all.
- Provide a range of study accommodation suitable for different learning styles.

- Deal with complaints promptly and thoroughly.

In order to do these things we need your help. We ask you to:

- Have your Library card with you when you want to borrow items.
- Be responsible for all items borrowed on your account.
- Treat other students and staff with courtesy and respect.
- Eat and drink in designated areas of the Library.
- Show respect for the surroundings by leaving study areas clean and tidy and putting litter in the bins provided.
- Observe the noise restrictions in designated areas of the Library.
- Provide feedback on our services by:
 - Email LibraryDumfries@uws.ac.uk
 - Phone: +44 (0)1387 734323
 - Quality Unit comment card
 - Contacting a member of Library staff in person

Glasgow University Library (Gilmorehill Campus, Glasgow)

In addition to the Crichton Library, you can also use the Glasgow University Library at Gilmorehill. You can do this in person, or by requesting items via the postal loan system. Your Glasgow Matriculation card is also your library card.

Glasgow University Library, built on twelve levels in 1968, is beside the Hunterian Art Gallery on Hillhead Street. With over 2 million books and journals, the Library covers many subjects ranging from Anatomy to Soviet Studies. Special Collections on level 12 has an unrivalled collection of manuscripts and printed works. In the foyer, take a look at the display area featuring changing exhibitions of rare material from Special Collection's holdings. From the upper levels of the building, the views over the city of Glasgow and the Campsie hills and beyond are impressive.

Details of all materials held at Gilmorehill are available online via the Glasgow University Library webpages: <http://www.gla.ac.uk/services/library/>

9. Student Life

Social Events

There are various social events throughout the year. In the first week of classes all postgraduates are invited to attend a Welcome Social in the Rutherford / McCowan building for a chance to meet the staff and fellow students.

The Postgraduate Community

Postgraduate students at the Dumfries Campus form a vibrant community, exchanging ideas and support while pursuing wide ranging research topics. See:

<http://www.gla.ac.uk/departments/dumfriescampus/postgraduatestudy/thepostgraduatecommunity/>

Crichton Postgraduate Forum

Crichton Postgraduate Forum is a friendly, informal seminar series run by postgraduates for postgraduates. During semester time, it runs fortnightly meetings where one or two students give presentations on their research. This is a great opportunity for students to practice their presentation skills, let the other students know what they're researching and get to know

their fellow postgrads. It also runs information sessions on subjects requested by the postgrads.

The forum is always looking for ideas for new sessions, so if there is something you would like to see on the programme next session get in touch and let us know. If you are interested in helping to run the Forum, we would love to hear from you – it looks good on your CV, helps hone your organisational skills and most importantly it's great fun!

If you have questions or suggestions about topics for future sessions let us know! Contact:

- Ashley Parke: ashley@thejunipertree.co.uk

Crichton University Campus Student Association (CUCSA)

CUCSA is a team of student volunteers who can help you to meet and interact with all of the students who attend the partner educational institutions. CUCSA is proactive in representing the needs of Crichton University Campus students and also promotes the social, academic and cultural activities that are happening at the campus.

CUCSA organises a diverse range of activities including

- the Christmas Ball and Halloween party
- garden parties
- hillwalking
- curling
- pub quizzes
- band nights
- film nights

Members are also involved in fundraising for charity: this year CUCSA jointly hosted an 'It's a Knockout' competition to raise funds for Dumfries and Galloway Royal Infirmary Children's Ward. CUCSA is also involved in many different campaigns on issues that matter to Crichton University Campus students. For further details, visit the website at <http://www.cucsa.org.uk/>

Clubs and societies: what do you want to do?

Student life at Dumfries Campus is growing, with clubs covering everything from football to film (with Frisbee in-between). As well as supporting the clubs and societies that are currently running, we want to encourage you to get involved in shaping the development of new ones. If you can't find what you want among our existing activities, we may be able to help you with the finance and organisation you need to set up a club that matches your interests.

Consciousness Café Philosophy Club

The Consciousness Café is an informal discussion group which generally meets every Friday to discuss various philosophical topics and current affairs.

Crichton Writers' Group

Dumfries has a rich literary heritage: Scotland's most celebrated poet, Robert Burns, spent his final years in the town; so it is fitting that Dumfries Campus has a strong creative streak today.

Formed in 2003, the Crichton Writers' Group meets weekly and

- provides support and stimulus to writers from across the University and beyond
- encourages the publication and performance of members' work.

The group has collaborated with Dumfries & Galloway Arts Association to create SOUTHLIGHT, a magazine that publishes poetry and short stories, while in 2007 new writing by Crichton writers was published in 'Windfall': an anthology with a garden theme.

For further information see: <http://www.gla.ac.uk/departments/crichtonwriters/>

eSharp

eSharp is an international online journal for postgraduate research in the arts, humanities, social sciences and education. Based at the University of Glasgow and run entirely by graduate students, it aims to provide a critical but supportive entry into the realm of academic publishing for emerging academics, including postgraduates and recent postdoctoral students. For further information see: <http://www.gla.ac.uk/esharp/>

Staff-Student Liaison Committee

The function of the University of Glasgow Dumfries Campus Staff-Student Liaison Committee (SSLC) is to receive and respond to student feedback in order to enhance the student experience at the institution.

All students have the right to stand as a representative. If you wish to stand as a SSLC Representative, please contact your Head of Designation, Course/Class Convenor or Degree Path Leader. There are usually one or two SSLC meetings per semester. Representatives are expected to attend these meetings.

If you have any queries, please email the Chair, Dr Benjamin Franks (ben.franks@glasgow.ac.uk)

10. Support Systems

If you have any questions or problems, or need to talk to someone about personal or academic issues, there is a wide range of options available to you. As always, the sooner you talk to someone about whatever is causing concern, the better. Don't leave things so late that you don't give us a chance to help.

10.1 Graduate Adviser

The Faculty of Arts Graduate Adviser for taught and research postgraduates on the Dumfries Campus is Dr Lizanne Henderson (Room 228, Rutherford-McCowan Bldg., Tel: 01387 702097 email: lizanne.henderson@glasgow.ac.uk). She deals with problems which fall outside the province of the supervisor and can be consulted where difficulties in supervision arise.

Your Adviser can either deal with your problems personally or direct you to the most suitable form of assistance. Please let your Adviser know if you experience any health difficulties, family or personal problems, especially if these are likely to affect your attendance at classes or examinations. Your Adviser can liaise with your course convenors to let them know about any such compassionate grounds, so that you are not penalised for late submission of coursework. For course-related problems, the first person to see should be the relevant lecturer or convenor.

Graduate Advisers are the link between the student's chosen department and the Faculty Higher Degrees committee and Faculty Graduate School of Arts and Humanities. Every postgraduate in the Faculty will be assigned an adviser at the start of their studies who will be in a Department different to that in which the student is studying.

The Adviser will:

- advise generally on faculty issues
- monitor your progress on behalf of the faculty
- change the status of your degree programme (or facilitate extra time or suspension etc.)
- deal with problems which your supervisor or Department Graduate Convener are unable to solve

The Adviser does not:

- help the student choose courses
- offer detailed information about departments and courses offered
- act as a supervisor of work

FAQ

Why is my Adviser not in my Department?

Advisers at Glasgow University play a neutral or disinterested role. We have an overview of Faculty regulations and policies and Graduate School activities. We can liaise between you and your programme convenor in case of difficulties with your course or supervision - although the convenors of postgraduate studies would normally be your first point of contact.

When should I contact my Graduate Adviser?

If you need to speak to someone outside your programme

If you require advice about administrative/registration issues that cannot be dealt with by your course convenor or supervisor

If you require general advice on postgraduate training or Faculty regulations

Do I need to ask my Adviser to approve my academic programme?

No. Normally this will either be carried out by your programme convenor (in the case of taught postgraduates) or the supervisor (in the case of research postgraduates).

What is the Adviser's role in my academic progress?

If you are a taught postgraduate student your adviser may have little if any involvement in your academic progress.

If you are a research postgraduate your adviser will monitor your progress annually by receiving your Progress Review Form (completed by you and your Supervisor in June of each year), checking that your progress is acceptable and on this basis permitting you to register for the next academic session.

Do I need to see my Adviser if I wish to defer/suspend/withdraw?

Your first point of contact would normally be your course convenor or PhD Supervisor but Advisers are always available to see students who are experiencing difficulties which may mean they are considering one of these options. In this case we will discuss the possibilities, advise you on how to proceed and if necessary liaise with Faculty and your Department.

Do I need to contact my Adviser if I am applying for an extension of studies?

Normally your application for an extension beyond the maximum period of study is submitted at the time of the Annual Progress Review and will be submitted in collaboration with your supervisor. Advisers are happy to advise on this process.

What do I do if I am experiencing problems with my taught masters programme?

In the first instance you should speak to the convenor of your Masters programme or alternatively the Director. However, there may be circumstances where you feel this would be inappropriate or difficult and in these cases your Adviser will always be happy to speak with you.

What do I do if I am experiencing problems with my research supervision?

In the first instance you should speak to the convenor of postgraduate studies or alternatively the Director. However, there may be circumstances where you feel this would be inappropriate or difficult and in these cases your Adviser will always be happy to speak with you.

10.2 Student Services

In the course of your studies you may find you need support from time to time. Whatever the challenges you face as you adjust to new surroundings, Student Services located in the College Building can usually help. The team of advisers can offer one-to-one support to students, or organise drop-in query sessions in the following areas:

- Counselling
- Effective Learning
- Employability
- Enabling Support
- Funding and Money Matters
- Chaplaincy

They also provide advice and support 24/7 through Moodle (virtual learning environment).

See: <http://crichton.moodle.gla.ac.uk/>

As a student, you can

- download funding application forms
- get hints and tips on writing essays
- get help with your IT skills
- check out what you can do when you graduate
- learn some techniques to help you cope with stress

For more information on Student Services see:

<http://www.gla.ac.uk/departments/dumfriescampus/currentstudents/studentsservices/>

Struggling to cope? Think about Counselling

Being at University is not always easy. Sometimes, for a million different reasons, life can get in the way. The good news is that you don't have to cope by yourself. You can talk in confidence with one of the Student Counsellors about anything at all that's bothering you, whether it's big or small. Most students say that it helps a lot.

WANT TO KNOW MORE? Full information about the counselling service, self-help, and other resources can be found at: www.uws.ac.uk/counselling

Chaplaincy

Whatever your faith or beliefs, we aim to provide you with the help you need. There is a campus chaplain from a local church who offers spiritual support to people of all faiths as well as to those of none.

Effective Learning

At university you will be using study skills whenever you have to present what you have learnt in an essay, or as a presentation, or in an exam. These skills are learnable (and also highly valued by employers). The Campus Effective Learning Tutor, David Edwards, helps

with the skills necessary to shine at university. If you struggle with any of the demands made upon you, or simply feel you'd like some coaching to do even better, then David is the person for you. His role is to help all students; with essay and report writing, time management, revision, examination technique, note taking, group work and presentations.

Employability

Your employability is our business... Careers www.uws.ac.uk/elink

- One-2-One Careers Guidance
- Interview Techniques
- Job Applications
- CV advice
- Mock Interviews
- Employability Seminars
- Graduate on-line vacancy system
- Employer Events

JobShop www.uws.ac.uk/elink

- Local part time vacancies
- Voluntary Opportunities
- Listings of internships and summer placements
- Information about employment legislation and minimum wages

For more details please see website: www.uws.ac.uk/elink

Students of the University of Glasgow, Dumfries Campus will need a password to access the Jobshop opportunities, please ask for a password from Student Services reception.

Enabling Support

Early contact with the Enabling Support Adviser is vital to ensure that you make an informed choice about the resources available to meet your particular needs. If you have a disability, medical condition or specific learning difficulty e.g., Dyslexia / Dyspraxia / Dyscalculia, which might impact in some way on your course, enabling support staff can ensure that you have access to all the appropriate support you may require. Support can include special exam arrangements, notetakers, assistive technology etc. We can provide informal discussion, guidance and advice to all students from pre-entry to graduation.

Funding Advice

Funding and Advice offer help on a range of topics that may be relevant to you during your studies. Some areas we can assist with are:

- Ensuring you have the correct funding
- Advising on how you can pay for part-time studies
- Information on trust funds
- Information on Funds available from the University

- Helping you meet the costs of childcare
- Giving you hints and tips on how to budget your student support
- Helping you apply for repeat year funding if things don't go to plan
- Financial support if things get tough

For more details, please see the website www.gla.ac.uk/services/registry and/or the information provided below:

Money Matters - Student Financial Aid, Session 2010/2011

We know that money matters can be a concern for you and for your family while you are at university. You are welcome to arrange an appointment to call into the University Student Services where our staff can help you, or alternatively, you can visit the University of Glasgow Registry website for more detailed information: www.glasgow.ac.uk/studentfinance

HEI Discretionary and Childcare Fund (full-time & part-time students)

What is this?

This is assistance with accommodation and/ or childcare costs for full-time student, and helps with travel, childcare and books / equipment costs for part-time students. Mature and independent students and those with additional costs arising from a disability or special needs may also be eligible. Both full and part-time undergraduate and postgraduate students may be eligible to apply for these funds. Means tested assistance is available to UK students on a degree programme. Funds are limited and are allocated on a first-come, first-served basis. Restrictions apply.

Where can I get an application form?

The University Student Services Reception
Dumfries and Galloway College Building, Banked Road, DG1 4FD

Closing date: 30th June 2010

University Hardship Fund (full-time & part-time students)

What is it?

This is help for those experiencing severe financial difficulties and who have exhausted all other sources of financial support available. Assistance is discretionary and most applicants are interviewed by the Hardship Committee.

Where can I get an application form?

- The Funding Adviser at University Student Services (contact details as above).
- International Student Advisers (see contact details below)

Crisis Loan (full-time & part-time students)

What is it?

This is an immediate limited cash loan, normally up to £100, available to registered students in an emergency. Restrictions apply.

Where can I apply?

Speak to the Funding Adviser/Reception at University Student Services, Dumfries,
Monday to Friday, 8.45am – 4.45pm

Part-time Tuition Fee Waiver Scheme (part-time students)

What is it?

This is a fee waiver scheme for part-time UK students who are in receipt of specific benefits.

Where can I get an application form?

The University Student Services reception,
Dumfries and Galloway College Building, Banked Road, DG1 4FD

ILA Scotland £500 (part-time students)

From summer 2009, anyone over 18 and living in Scotland can apply for help with tuition fees.

To be eligible applicants must have a personal income of £22,000 a year or less and be studying at least 40 credits within an academic year on a higher education qualification course. Undergraduate and postgraduate students can apply.

Further information from: www.ilascotland.org.uk or Tel:+44 (0) 0808 100 1090

Professional and Career Development Loans (up to 2 years studying)

What is it?

A Professional and Career Development Loan is a bank loan to help you gain the experience, training and qualifications you need to improve your job skills. You make an agreement with a participating bank to borrow an amount between £300 and £10,000. Then once you've stopped studying, you pay it back in the normal way. Restrictions Apply.

Where can I get more information?

www.direct.gov.uk/cdl/ or Tel: +44 (0) 800 585 505

Funderfinder Software Package (full-time & part-time students)

What is it?

This software package can help you to locate other possible sources of financial support from scholarships, bursaries or charities.

Where can I use it?

University Student Services, the Dumfries Campus library during normal hours of opening. Tel: 01387 734279 for more information, and the password, to have unlimited use of this software.

Other Funds for Dumfries students at Dumfries Campus

There are some specific Trust Funds available for postgraduate, and undergraduate students studying at Dumfries Campus, supported by Holywood Trust and Crichton Foundation. There may also be some funding available to you, if you have previously had funding for a Degree. If you wish to find out more about these, please contact Student Services at 01387 734279.

<http://www.gla.ac.uk/departments/dumfriescampus/studentlife/studentfinance/>

10.3 Students with Disabilities or Special Needs

The University of Glasgow Dumfries Campus is committed to providing an accessible environment to all disabled students and visitors.

If you have a disability, please complete the **Disability Declaration Form** and return it to the University's Enabling Support Adviser (Vanessa Johnston) at Student Services. You will then be invited to meet with the Special Needs Adviser who will discuss your needs with you. The form can be picked up at either Student Services (Crichton Library).

Accessibility Statement

Full details on Accessibility, disabled parking, and special needs provision can be found at:

<http://www.gla.ac.uk/departments/dumfriescampus/about/accessibilitystatement/>

The Accessibility Statement is available at:

<http://www.gla.ac.uk/departments/dumfriescampus/about/accessibilitystatement/>

Should you require a Personal Evacuation Plan, please alert your Adviser of Studies.

If you wish to arrange an advance visit, have any questions or concerns, or require this information in an alternative format, you or your representative should feel free to contact our General Office. Our staff there will be happy to discuss your requirements.

Parking

The parking spaces adjacent to the Rutherford/McCowan building are for disabled parking and for temporary loading / unloading of vehicles. Cars displaying blue badges are entitled to park in these spaces. Students who do not hold blue badges but who have a temporary requirement to park in them should provide appropriate medical evidence to their Adviser who will recommend the issuing of a temporary permit. A log will be kept detailing cars illegally parked and owners will be considered in breach of discipline.

10.4 Equality and Diversity

The University of Glasgow is committed to promoting equality in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment. We see inclusiveness as fundamental to our strategy and identity and recognise that increasing opportunities for all who want to engage with our community and facilities is a benefit to us. Further information is available from our Equality and Diversity Unit: <http://www.gla.ac.uk/services/equalitydiversity/>

10.5 Information for International Students

The University of Glasgow has a long tradition of welcoming students from around the world. By choosing to study with the University of Glasgow you will become part of a network of students from over 100 different countries, making up 15% of the University's total student community; last year we welcomed around 3,000 international students.

The International Postgraduate Student Adviser on the Dumfries Campus is Dr Lizanne Henderson. For advice on immigration, employment, finance, family matters, and so on, she will liaise with the International Office on the Main Campus.

Fuller information for International students can be found in the *International Student Handbook*. If you do not have a copy, please ask Phillipa McNeill in the General Office.

11. Postgraduate Funding

There are numerous sources of funding available to research and taught postgraduates. For instance, the AHRC, ESRC, the Carnegie Trust, the British Academy, and Glasgow University Postgraduate Scholarships. Students are encouraged to consult the following webpages for further information at:

Graduate School Funding:

<http://www.gla.ac.uk/faculties/arts/graduateschool/funding/>

Scholarships:

<http://www.gla.ac.uk/scholarships/>

You are also advised to investigate your own programme/department pages for potential funding opportunities or discuss with your supervisor/convenor.

MSc Carbon Management Funding/Scholarships

There are four scholarships attached to this programme.

- PSAS Awards

- MSc Applied Carbon Management Scholarships
- RSK Scholarship
- Natural Power Scholarship

For more information see:

<http://www.gla.ac.uk/departments/dumfriescampus/postgraduatestudy/carbonmanagement/>

GRATA – Graduate Research and Travel Award

Research support may be applied for, subject to available resources, from the Research Standing Committee. Details of the support, including deadlines, will be advertised to students by email in the course of semester one. GRATA application forms are available from the Chair of the Research Committee (Dr Sean Johnson) or the Committee Clerk (Natalie Anderson).

University Hardship Funds and Financial Support

Student Services can provide assistance with applications for hardship funds. You may also wish to visit the Student Finance webpage for tips and tools on financial aid, budgeting, paying tax and setting up bank accounts. See: www.glasgow.ac.uk/studentfinance

12. Staff Contacts

12.1 Academic

Courses offered at University of Glasgow Dumfries Campus are developed and supervised by a variety of academic staff. Courses have one or more *lecturers*. The person responsible for administering a course is the *convenor*. The convenor of a degree designation is the *Head*. These staff members are usually University of Glasgow Faculty members based at the Campus itself. Some lectures are also supported from the main campus of the university (Gillmorehill Campus, Glasgow) via the fibre-optic video-conferencing link, and others by visiting lecturers to the Dumfries Campus.

Teaching support for courses, Dumfries seminars, tutorials, workshops and labs is provided by course lecturers, university teachers and tutors. Some persons listed below have multiple roles, so only their principal role or position might be shown.

Director of Dumfries Campus

Professor David Clark

Office: 116 Rutherford/McCowan

Telephone: +44 (0)1387 702043, Fax: +44 (0)1387 702005

E-mail: david.clark@glasgow.ac.uk

Academic Staff

Senior Lecturer - Scottish Studies: Dr Valentina Bold

Office: 221 Rutherford/McCowan

Telephone: +44 (0)1387 702021

E-mail: valentina.bold@glasgow.ac.uk

Lecturer – English Literature: Dr David Borthwick

Office: 305, Rutherford/McCowan
Telephone: +44 (0)1387 702024
Email: david.borthwick@glasgow.ac.uk

University Teacher - Modern Languages: Jane Cavani

Office: 223 Rutherford/McCowan
Telephone: +44 (0)1387 702023
E-mail: jane.cavani@glasgow.ac.uk

Lecturer – Environmental Stewardship: Dr Matt Davies

Office: TBC, Rutherford/McCowan
Telephone: TBC
E-mail: TBC

University Teacher – Literacy: Anne Ferguson

Office: 160 Rutherford/McCowan
Telephone: +44 (0)1387 702094
Email: e.ferguson@glasgow.ac.uk

Lecturer - Political and Social Philosophy: Dr Benjamin Franks

Office: 314 Rutherford/McCowan
Telephone: +44 (0)1387 702055
E-mail: ben.franks@glasgow.ac.uk

University Teacher – Environmental Sustainability: Dr Steven Gillespie

Office: 161 Rutherford/McCowan
Telephone: 01387 702344
Email: steven.gillespie@glasgow.ac.uk

University Teacher - Philosophy: Dr Stuart Hanscomb

Office: 106, Rutherford/McCowan
Telephone: +44 (0)1387 702059
Email: stuart.hanscomb@glasgow.ac.uk

Lecturer – History: Dr Lizanne Henderson

Office: 228 Rutherford/McCowan
Telephone: +44 (0)1387 702097
Email: lizanne.henderson@glasgow.ac.uk

Senior Lecturer - Health & Social Studies: Dr Carol Hill

Office: 203 Rutherford/McCowan
Telephone: +44 (0)1387 702006
E-mail: carol.hill@glasgow.ac.uk

Senior Lecturer – Literature and Philosophy: Dr Ralph Jessop

Office: 315 Rutherford/McCowan
Telephone: +44 (0)1387 702035
E-mail: ralph.jessop@glasgow.ac.uk

Reader – Science Studies: Dr Sean Johnston

Office: 313 Rutherford/McCowan
Telephone: +44 (0)1387 702038
E-mail: sean.johnston@glasgow.ac.uk

Senior Lecturer - Tourism: Dr Donald Macleod

Office: 304 Rutherford/McCowan
Telephone: +44 (0)1387 702010
E-mail: don.macleod@glasgow.ac.uk

University Teacher – Numeracy: Carlo Rinaldi

Office: 160, Rutherford/McCowan
Telephone: +44 (0)1387 702040
E-mail: carol.rinaldi@glasgow.ac.uk

Senior University Teacher - Primary Education: Graeme Pate

Office: 226 Rutherford/McCowan
Telephone: +44 (0)1387 702098
E-mail: graeme.pate@glasgow.ac.uk

Lecturer – Health and Social Studies: Dr Alexander Whitelaw

Office: 306 Rutherford/McCowan
Telephone: +44 (0)1387 702089
E-mail: alexander.whitelaw@glasgow.ac.uk

University Teacher - Environmental Sustainability: Dr Bethan Wood

Office: 342, Rutherford/McCowan
Telephone: +44 (0)1387 702096
Email: bethan.wood@glasgow.ac.uk

Associate Teaching Staff

Tutor – IT Baseline course: Michael Hill

E-mail: michael.hill8033@ntlworld.com

Tutor - English as a Foreign Language: Mary MacIlwraith

Telephone: +44 (0)1387 702001
E-mail: macil@btinternet.com

University Teacher – Health and Social Studies: Dr Annette Thomson

Office: 160, Rutherford/McCowan
Telephone: +44 (0)1387 702012
E-mail: annette.thomson@fsmail.net

Emeritus Professor – Scottish History: Prof. Ted Cowan

Office: 224
Telephone: +44 (0)1387 702042
Email: ted.cowan@glasgow.ac.uk

12.2 Student Support

Student Services

Contact Details:

University Student Services
Dumfries and Galloway College Building
The Crichton Library, Bankend Road, Dumfries DG1 4FD

Tel: 01387 734277

E-mail: studentservices-dumfries@uws.ac.uk

Team Leader / Career Adviser/ PG Funding: Janice Pattie

E-mail: janice.pattie@uws.ac.uk

Effective Learning Tutor: David Edwards

E-mail: david.edwards@uws.ac.uk

Counsellor: Hilary Groom

E-mail: hilary.groom@uws.ac.uk

Enabling Support Adviser: Vanessa Johnston

E-mail: vanessa.johnston@uws.ac.uk

Enabling Support Adviser (dyslexia): Jan Halfpenny

E-mail: jan.halfpenny@uws.ac.uk

Administrative Assistant: Jill Paterson

E-mail: jill.paterson@uws.ac.uk

Honorary Chaplain: Spiritual Support: Rev Dr Maurice Bond

Please ask student services for contact details

International Student Support

International and Postgraduate Adviser of Studies: Dr Lizanne Henderson

Office: 228 Rutherford / McCowan

Telephone: (01387) 702097

Email: lizanne.henderson@glasgow.ac.uk

International Student Adviser: Kirstin Heggie

International Office

Student Services

The Fraser Building

65 Hillhead St. University of Glasgow

Glasgow G12 8QQ

Tel: 0141 330 6680 or 2440

Email: international@gla.ac.uk or K.Heggie@admin.gla.ac.uk

12.3 Management and Administrative Support

The secretaries can transmit messages, accept coursework or take messages if your lecturer or tutor is unavailable. The General Office is also the primary contact for general enquiries, forms and attendance difficulties. Enquiries concerning courses and coursework should normally be addressed directly to the lecturers.

Head of School Administration: Natalie Anderson

Office: 309 Rutherford/McCowan

Telephone: (01387) 702054, Fax: (01387) 702005

E-mail: Natalie.anderson@glasgow.ac.uk

PA to Director and Admin Assistant (Academic and HR): Audrey Clowe

Office: 117 Rutherford/McCowan

Telephone: (01387) 702043, Fax: (01387) 253257
E-mail: Audrey.clowe@glasgow.ac.uk

Student Recruitment Officer: Anne Waggot

Office: 308 Rutherford / McCowan
Telephone: 01387 702026
E-mail: anne.waggot@glasgow.ac.uk

Secretary / Clerical Assistant: Barbara Barlow

Office: General Office, Rm 103 Rutherford/McCowan
Telephone: (01387) 702001, Fax: (01387) 702005
E-mail: Barbara.barlow@glasgow.ac.uk

Secretary / Clerical Assistant: Phillipa McNeill

Office: General Office, Rm 103 Rutherford/McCowan
Telephone: (01387) 702131, Fax: (01387) 702005
E-mail: phillipa.mcneill@glasgow.ac.uk

Finance Assistant: Claire Charkow

Office: Rm 203 Rutherford/McCowan
Telephone: (01387) 702013, Fax: (01387) 702005
E-mail: Claire.charkow@glasgow.ac.uk

Dumfries campus Hall of Residence Co-ordinator: Sharon Richardson

Office: 203 Rutherford / McCowan
Telephone: +44 (0)1387 702003, Fax: +44 (0)1387 702005

13. Building Hours

Rutherford / McCowan Building

Monday:	8:00am – 9:00pm
Tuesday:	8:00am – 9:00pm
Wednesday:	8:00am – 9:00pm
Thursday:	8:00am – 9:00pm
Friday:	8:00am – 6:00pm
Saturday:	10:00am – 2:00pm
Sunday	CLOSED

General Office

Monday:	8:30am-4:30pm
Tuesday:	8:30am-4:30pm
Wednesday:	10:00am-4:30pm
Thursday:	8:30am-4:30pm
Friday:	8:30am-4:30pm
Weekends	CLOSED

NB, opening times may vary on public holidays or outwith semester dates, please consult the General Office for clarification of opening times on these dates

For Building / room enquiries, Administrator: Gillian Watters

Office: 106 Rutherford/McCowan
Telephone: 01387 702015
E-mail: Gillian.watters@uws.ac.uk

For Coffee Bar Enquiries, Coffee Bar Manager: Susan Inglis

Coffee Bar, Rutherford/McCowan
Telephone: (01387) 702034 / 702088
Email: susan.inglis@uws.ac.uk

Day Attendant: Derek Cross

Reception Desk, Rutherford-McCowan
Telephone: (01387) 702051
E-mail: Derek.cross@uws.ac.uk

Library Hours

As library hours can change, please consult the library webpage or look out for email notices and updates.

Library Staff

Contact Details:

The Crichton Library
Dumfries and Galloway College Building, Bankend Road, Dumfries DG1 4FD
Tel: 01387 734323 Fax: 01387 734324

Information Technology

As a registered student of the University of Glasgow, you have access to IT facilities available on campus, in the Dumfries and Galloway College Building and elsewhere when visiting the main campus at Gilmorehill, Glasgow. For general questions or problems related to IT, please use the email address: support@crichton.gla.ac.uk

ICT Team Leader: Stephen Patterson

Office: 347/348 Telephone: 01387 702029

ICT Support Analyst: Alan Boyd

Office: 347/348 Telephone: 01387 702109

ICT Helpdesk: Elizabeth Forsyth

Office: 347/348 Telephone: 01387 702028

14. Websites

The University of Glasgow Dumfries Campus, School of Interdisciplinary Studies:

<http://www.gla.ac.uk/schools/interdisciplinary>

University of Glasgow main website: <http://www.glasgow.ac.uk>

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15. Academic Year – 2010/11

Week of semester	Date	Event
	13 Sept – 17 Sept 2010	Orientation week and registration
1	20 Sept	SEMESTER 1 begins
2	27 Sept	
3	4 Oct	
4	11 Oct	
5	18 Oct	
6	25 Oct	
7	1 Nov	
8	8 Nov	
9	15 Nov	
10	22 Nov	
11	29 Nov	
12 - 13	6 Dec – 17 Dec	Revision and Exams
	18 Dec 2009 – 9 Jan 2011	CHRISTMAS BREAK
1	10 Jan	SEMESTER 2 begins
2	17 Jan	
3	24 Jan	
4	31 Jan	
5	7 Feb	
6	14 Feb	
7	21 Feb	
8	28 Feb	
9	7 Mar	
10	14 Mar	
11	21 Mar	
	26 Mar – 17 April 2011	EASTER BREAK
12	18 April	Revision
13 - 17	25 April – 20 May	Exams
	27 May	End of Semester 2
	<i>Monday 2 May</i>	<i>May Day Holiday</i>
	June 2011	Deadline for resit enrolment
	1 – 19 August 2011	Resit exam period

Academic Timetable

Academic timetables for the current semester can normally be found in the Current Students Section of the Campus website: <http://www.gla.ac.uk/departments/dumfriescampus/currentstudents/> copies of the summery timetable are also available from the General Office.

Please note that the timetable can be subject to change.

