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1. Introduction

This handbook has been produced for postgraduate researchers in the Adam Smith Business School. You should read it carefully and keep it for reference purposes. It aims to give you important administrative information and also to identify sources of further information that you might find helpful.

Your first point of contact for administrative matters is the programme administrator for your subject area (details are given below). If you have any questions that are not answered in the handbook your programme administrator will be happy to assist.

We get in touch with you through your university email account. Please check your email every couple of days

Contacts

If you have a query or problem you are welcome to email your programme administrator. Administrators usually work to a hybrid format, so you can arrange a face-to-face meeting or ask for a video call. To speak to the programme administrator you should ask for them at the Business School reception desk. The normal opening hours of the reception desk are shown below.

Please do not hesitate to get in touch with your programme administrator if you need help.

Programme administrators

| | | |
|--------------------------|---|--|
| Overall PGR Team | Sophie Watson, Angela Foster, Rhiannon Darlow | Business-PGR@glasgow.ac.uk |
| Accounting and Finance | Angela Foster (part-time) | Angela.Foster@glasgow.ac.uk |
| Economics and Management | Rhiannon Darlow | Rhiannon.Darlow@glasgow.ac.uk |
| Senior PGR Administrator | Sophie Watson | Sophie.Watson@glasgow.ac.uk |

Academic Programme Convenors

| | | |
|--|---|--|
| PhD convenors, Accounting and Finance | Accounting: Prof Yvonne Joyce Dr Alvise Favotto Finance: Dr Ufuk Gucbilmez Dr Pantelis Kazakis | Yvonne.Joyce@glasgow.ac.uk Alvise.Favotto@glasgow.ac.uk Ufuk.Gucbilmez@glasgow.ac.uk Pantelis.Kazakis@glasgow.ac.uk |
| PhD convenors, Economics | Dr Eleonora Brandimarti | Eleonora.Brandimarti@glasgow.ac.uk |

| | | |
|---|--|--|
| | Dr Arjunan Subramanian | Arjunan.Subramanian@glasgow.ac.uk |
| PhD co-convenors, Management | Dr Bernd Wurth Dr Abraham Zhang | Bernd.Wurth@glasgow.ac.uk Abraham.Zhang@glasgow.ac.uk |
| PGR Director and Associate Research Director | Dr Yukun Shi | Yukun.Shi@glasgow.ac.uk |

Reception

Location: Adam Smith Building
2 Discovery Place
Gilmorehill Campus
G11 6EY

Tel: 0141 330 3993
Email: business-school@glasgow.ac.uk

Opening Hours: normally 8.45 – 16.00, Monday to Friday.

Graduate School Contacts

The Graduate School is situated in Florentine House between the Library and the Fraser Building.

College Dean of Graduate Studies: Prof Irene-Marie Esser: Irene-Marie.Esser@glasgow.ac.uk

Student Operations Manager: Rosie Thompson: Rosie.Thompson@glasgow.ac.uk

For ethics queries: socsci-ethics@glasgow.ac.uk

Graduate School Team: gradschool.socsci@glasgow.ac.uk

Sophie Edgar – Thesis submission
William Shirriffs - Scholarships
Rosalind Wright – Student progression

2. Introduction to the Adam Smith Business School

Organisation

The University consists of 4 Colleges. The Adam Smith Business School is one of the schools in the College of Social Sciences. You are therefore also part of the Graduate School of the College of Social Sciences.

The Business School is made up of the Management, Economics and Accounting & Finance subject areas which consist of 11 Research Clusters:

- Accounting
- Applied Economics
- Entrepreneurship Development and Political Economy
- Finance
- Human Resource Management and Organisational Behaviour
- International Business and Enterprise
- Macroeconomics
- Marketing
- Microeconomics
- Services and Operations Management
- Strategy and Technology Management

As a PhD researcher you will be a member of one of these clusters; however, you are also welcome to attend activities of other clusters. You will normally be placed in the same cluster as your primary supervisor.

Adam Smith Business School Vision and Mission

The Adam Smith Business School's Mission and Vision are consistent with the aspirations and ethos of the University and that of the legacy of Adam Smith. The ambition is to develop engaged, enlightened and enterprising graduates and to produce internationally recognised research with an impact on society.

Vision

As a research-led and professionally focused business school, the Adam Smith Business School aspires to be world changing.

We will:

- Position ourselves among a group of leading international business schools.
- Mobilise our relationships in a thriving, world-renowned university and city, pursuing global ambitions through our programmes in research and teaching and in partnership with our corporate connections and a small number of well-aligned schools
- Enhance the professional credentials of our colleagues and students.

Mission statement

The Adam Smith Business School sustains and fosters a place of outstanding quality, research-led and professionally focused, bringing together inspiring people for the purposes of research, learning and teaching, and engaging with corporate and policy connections, with impact locally and globally.

We:

- Empower our students and colleagues to acquire, deploy and reflect upon their professional skills and capabilities in an enlightening and enterprising manner.
- Extend our reach and influence globally through enhancing our relationships with well-aligned higher education and research institutions, corporate and policy connections, and our alumni.
- We enhance the qualities of our activities in implementing, monitoring and reviewing our strategy regularly through a number of enhancing processes within the School, the University and with our accrediting associations.

Values

In contributing to the University of Glasgow's strategy, 'Inspiring People, Changing the World', the Adam Smith Business School embraces the values of being passionate, professional and progressive in supporting the School's organisation, development and culture globally.

We are:

- Passionate in fostering our creativity and curiosity in research alongside our commitment to sharing knowledge and engaging with our students, alumni, research partners, and corporate and policy connections.
- Professional and enterprising as we identify and address vital questions of public policy and interest, business practice, and corporate organizing, pursuing these with a sense of citizenship and a commitment to supporting talent and potential regardless of background.
- Progressive and enlightened in furthering the principles of ethics, responsibility and sustainability, and contributing to societal understandings of these as we work with students, colleagues and stakeholders.

Adam Smith's legacy underpins our values, reflected in him founding modern economics and writing holistically about society and human interaction. Resonating with Smith, we promote and reflect upon our values in being engaging, enterprising and enlightening.

Accreditations

The School has the triple crown of accreditation and is accredited by the Association to Advance Collegiate Schools of Business (AACSB International), the European Quality Improvement System (EQUIS), and the Association of MBAs (AMBA) accredits the Glasgow MBA. This achievement reflects the School's commitment to teaching, the student experience, research and outreach, as well as its international and corporate impact. Without students, alumni, staff, and stakeholders of the highest international quality such an achievement would not be possible.

Further information regarding all our accreditations' can be found at:

<https://www.gla.ac.uk/schools/business/aboutus/accreditationsandranks/>

3. Key PGR regulations

Attendance and Student Visa Requirements

After each supervision meeting all doctoral researchers should complete an engagement form which you can access on the student version of the University helpdesk. When you submit the form, an email is automatically generated and sent to the supervisors and also to the administration team. More information on this can be found here:

<https://www.gla.ac.uk/myglasgow/registry/tier4/responsibilities/#forpostgraduateresearchstudents>

You need to log a contact point every 30 days, and one should be in person every 60 days. You will start to receive reminder emails if you do not submit these. The university has a legal duty to monitor international students, and so students with visas must comply with this process. Those who do not show engagement with the programme will be at risk of having their visa revoked.

Any questions about this process, please direct to Visa-Monitoring@glasgow.ac.uk

Annual leave and Absence

There are many reasons why you may need to take a break from your studies, or to leave the country. In each case you must log a request via **Helpdesk**, which will be forwarded on for approval from your supervisor, the PGR director and -in some cases- the Dean of the Graduate School. We have provided some guidance below which may be helpful to clarify the purpose of these terms and their appropriate usage. A guide on how to use the Helpdesk can be found on the [ASBS PGR Moodle page](#).

Annual leave

Postgraduate Researchers are entitled to take a maximum of eight weeks' annual leave, including public holidays each year. The leave year is from January to December. Leave must be approved in advance by the researcher's supervisor.

Suspensions

If a researcher is experiencing personal or medical difficulties and is unable to continue their study for a period of time, they should apply for a period of suspension providing evidence. A researcher does not pay fees for a period of suspension and no supervision is provided. During a suspension the clock stops – this period is not included in the deadline for submission, so it is added on to the 3 years to calculate a new submission deadline. Payment of a scholarship stipend normally stops during a suspension.

If a researcher on a student visa took a suspension of more than 60 days their visa would be cancelled, and they would be required to return home.

Researchers should contact their supervisor on a monthly basis during the suspension and they should notify the supervisor and Graduate School on their return. Depending on the length of suspension and when it takes place a return from suspension review form will need to be completed.

Research furth of Glasgow

Research furth is for a researcher who is spending time away from the university to carry out research. This may be undertaking fieldwork, attending a conference or summer school, or visiting another university.

All travel on university business must be registered on [TRICAP \(Travel risk, insurance and compliance approval portal\)](#). This will ensure that you undertake a risk assessment and arrange university travel insurance. There is also a link to TRICAP from your MyGlasgow page.

You should aim to arrange research furth for fieldwork at least a month before it is due to start. You can find more information about Research Furth on how to apply on the [university website](#).

It has been our experience that even if you have insurance while in a foreign country you may still have to pay up front for health care in an emergency situation. It is therefore a good idea to make sure you are able to cope with this financially by for example making sure you have enough space on your credit card.

Researchers in thesis pending cannot normally apply for research furth as it is expected that they will have completed their data collection, although there are exceptions. If unsure please contact the PGR admin team.

Researchers on student visas do not lose their visas during research furth; however, they still must be monitored for visa purposes and would be expected to complete the record of supervision on the helpdesk as before.

Student visas and internships

Due to visa restrictions a suspension of study cannot be granted for paid internships or secondments in respect of students holding an international visa. There may be exceptions if the internship is an integral part of the PhD and a suspension is not required. Any questions about this, please contact the PGR admin team.

Further Sources of Information

The University's standards covering PhD researchers are found in the Postgraduate Research Code of Practice. This can be found on the University's website at: <https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/>
The College Postgraduate Research handbook for Students and Supervisors is found at: <https://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/pgrhandbook/>

A large amount of information on areas such as ethics, development and training, forms, progression and completion can be found at: <https://www.gla.ac.uk/colleges/socialsciences/graduateschool/>

MyCampus

MyCampus is the online student information system, it allows students and staff to view and update student records. You must use MyCampus to register (academically and financially). Access MyCampus through the student portal, MyGlasgow, either direct at www.glasgow.ac.uk/students/myglasgow , or from the link at the foot of most University webpages. Login to MyGlasgow using your Glasgow Unique Identifier (GUID) and password.

Please make sure that you keep your student record up to date; for example, if you move from temporary accommodation to permanent accommodation, you should add your new address and telephone number. Researchers who are undertaking teaching work in the Business School should ensure that there is a contact telephone number on their record.

4. PhD Training and Development

Doctoral Training and Skills Development

Training is a key element in the development of all postgraduate research students and is essential for a successful doctoral journey. The Adam Smith Business School promotes and supports world-class research and related postgraduate training in Accounting & Finance, Economics and Management. We offer a comprehensive training programme that is tailored and responsive to the needs of our postgraduate researchers.

The purpose of this section is to assist you with the task of developing an individual training programme that meets the requirements of your research as well as any future career aspirations. The section explains and outlines formal training courses within the school and beyond, covering foundation and advanced doctoral courses developed by Adam Smith Business School, as well as specialist Master courses and graduate training options at the College of Social Sciences and the University's Research Services

This section should be read alongside the Guide to [Doctoral Training and Skills Development](#) produced by the Graduate School for the College of Social Sciences.

Introduction to Doctoral Training

Over the course of your PhD, you are expected to develop knowledge and skills that equip you to undertake independent research at the frontier of your field. To help you to achieve this goal, the University offers a broad range of training opportunities. The key challenge is to selectively draw on the available courses to develop a training programme that best meets the needs of your own doctoral project.

Individual training programmes are developed in three steps:

- 1 With the help of your supervisors, you will identify your training needs based on your prior learning, the stage of your PhD and the requirements of your doctoral project.
- 2 You will select and record courses and other training opportunities to develop an effective training programme.
- 3 You will review the programme at least once a year and report on your training in the Annual Progress Review.

Each PhD is different, and each training programme is different. You will need to learn how to search for, evaluate, prioritise and effectively manage your training throughout your PhD. It is important that you approach training opportunities in a purposeful, structured and systematic manner and that you appreciate the implications of the differences in training content, format and provider.

It is also important that you appreciate the difference between formal courses and informal training including “on the job training” such as teaching assistance.

Training Content

Courses vary in terms of the knowledge and skills they are designed to develop. Although there may be some overlaps, courses tend to cover one of four domains of knowledge and skills.

Domain 1: Subject-Specific Knowledge

This covers the bodies of knowledge you need to absorb in order to carry out independent doctoral research and to make an original contribution in your field. Subject-Specific Knowledge includes the appreciation of the basis on which the knowledge in the field has been derived, the breadth of the subject area and its constituent specialisms. It also covers the latest thinking and ideas, including theoretical positions and research methods. For doctoral researchers in the Adam Smith Business School, subject-specific knowledge concerns narrow subject areas within the fields of accounting, finance, economics and management. This is acquired through attendance of cluster and subject area seminars, as well as through individual study. Any gaps can be addressed by attendance of relevant MSc courses, agreed in advance with relevant course conveners and with the PhD supervisors.

Domain 2: Research Methods Skills

These are skills and competencies that concern the effective design and execution of doctoral research projects. These encompass the principles of research design and empirical research and include the applied knowledge of methods for data collection and data analysis.

Domain 3: Generic Research Skills

These are broad-based skills and abilities that accompany subject and methods knowledge to enable you to complete your doctoral research. Generic research skills include academic writing skills, publishing skills, presentation skills and bibliographic skills such as the ability to identify and use library resources, the techniques for preparing literature reviews and managing references.

Domain 4: Professional Skills

In addition to the work on your thesis, we encourage you to develop professional and transferable skills that will help to shape your future career. Professional development includes informal training and on the job training such as Graduate Teaching Assistance work or internships. In addition, the University offers a broad range of formal training courses that enhance professional skills, such as leadership, management, personal effectiveness, engagement, influence and impact.

Training Providers

Doctoral researchers can access courses offered by various providers, including the Adam Smith Business School, the Graduate School of the College of Social Sciences, the University's Research Service and external training providers (other universities and training bodies).

The Adam Smith Business School provides courses that address specific subject, methods and generic needs of doctoral researchers in Accounting & Finance, Economics and Management. The content of the courses developed within the school is highly tailored to the needs of its doctoral researchers and is most likely to meet your training requirements.

Beyond the school, you will find a more generic provision aimed at doctoral researchers in social sciences (Graduate School) and doctoral researchers in all subjects (the University's Research Service). These courses comprehensively address generic skills such as academic writing and professional development. You are encouraged to take part in external training courses. The National Centre for Research Methods (<https://www.ncrm.ac.uk>) provides an excellent compendium of postgraduate research training available throughout the UK. Training is also provided by the ESRC's Doctoral Training Partnership offered by the Scottish Graduate School of Social Science (<https://www.sgsss.ac.uk/training/>).

Compulsory Courses

All our PhD students must complete 5 short online courses in their first year. These courses are found on Moodle and are

- Introduction to GDPR,
- Information Security Awareness,
- Equality and Diversity Essentials.
- PGR Research Integrity and
- Introduction to Research Data Management for PGRs.

More information on these courses can be found at:

<https://www.gla.ac.uk/myglasgow/ris/researcherdevelopment/forpgrs/gettingstartedwithpgrdevelopment/mandatorycourses/>

In addition to the 5 short courses above, **PhD researchers in Accounting & Finance are strongly recommended** to attend various master classes which run throughout the academic year. Information on these courses will be available through Moodle.

Apart from the 5 short online courses, **Economics PhD researchers** do not have mandatory courses.

Informal Training

In addition to formal training courses, we encourage you to take part in a range of informal training opportunities. These include a First Year Study Day, subject seminars and presentations, conferences, external seminars, and teaching opportunities such as becoming a Graduate Teaching Assistant.

All training provided by the business school will be advertised on the [PGR Training Calendar](#)

Developing Your Individual Training Programme

Each doctoral journey is different, reflecting variations in theoretical positions and research methodologies as well as your prior learning. You are expected to undertake formal and practical training throughout your PhD. It is important to discuss your training requirements with your supervisor at the start of, and throughout, your studies.

Some principles of good practice include:

- Focus: prioritise the development of knowledge and skills in Domains 1 and 2. The majority of your training should concern these domains.
- Scope: include a mixture of formal and informal training opportunities across all skills and domains. For example, all students whose first language is not English should consider the courses in academic writing in year 1.
- Progression: begin at the foundations and progress to advanced topics in subject, methods and skills training.
- Pace: The Graduate School set a minimum requirement of three courses per year. Although you should strive to exceed this minimum, overemphasis on training may be detrimental to the progress of your research.
- Sourcing: prioritise courses offered by the school. When evaluating external provision, check what audience the course is aimed at. In general, training developed for broader audiences of scientists and social scientists will be less beneficial than subject-specific offerings developed by other business schools.

Training Needs Assessment

You should record your plans for doctoral training. Courses you have attended and the informal training activities you have undertaken should be logged. You will be required to submit training plans and training logs as a part of your Annual Progress Review, and it will be reviewed by the assessment panel.

Training Needs Assessment forms will be sent out in advance of each academic year to assess the needs of the PGR cohort, which will in turn inform our training programme for the coming year.

Course Booking

Research training courses developed by Adam Smith Business School are designed for our PhD students, but occasionally we may allow students from other subject areas, as well as from partner universities. In some courses, places may be limited due to course format or room booking restrictions.

Attendance at Specialist Master modules requires the permission of the lecturer and depends on room bookings and class size, but also on school accreditation requirements. Please contact PGR administrators in the first place if you wish to attend or audit (i.e. attend but not be assessed) any course from the school's PGT offering.

Some courses offered by the University to PhD researchers in all Colleges are very popular so early booking is advised. If you are unable to enrol because a course is full, please add your name to the waiting list as further sessions may be arranged if there is sufficient demand. It is important that you cancel any bookings you are unable to attend in order that someone else can benefit from the place.

If a course is booked through MyCampus use the following steps:

1. Search to enrol for courses using MyCampus (under Self Service – Student Centre/Enrolment/Add by Search/Course Career: PG Research).

2. Add a keyword search for the course you want. If you know the course code (e.g. RSDD6002) in the search enter the first part of the code for “subject” (e.g. RSDD). Then enter the 4-digit number in the box next to “Catalog Number” (e.g. 6002). Do not enter anything else, just search on this.
3. Select your preferred course and date, which will be added to your Choices
4. Ensure you click on the My Choices tab, select the course from the table and then click on Enrol to complete enrolment on the course/workshops. If you do not complete this final step you will not be fully enrolled on the course.

An overview of courses

Adam Smith Business School Doctoral Courses

PhD courses

A number of courses specifically for Adam Smith Business School PhD researchers will be arranged by the PhD conveners during the year with researchers needs in mind. These will be advertised by the conveners or administrators with instructions on enrolment. The courses do not have course codes as they are not enrolled through MyCampus. These courses are normally in domains 1 or 2. These courses will be most tailored to you needs. The Accounting & Finance Master Class which is compulsory for Accounting & Finance PhD researchers is among these courses and information for this will be provided at the beginning of semester 1.

MRes courses

PhD students can attend MRes Economics courses which are designed for postgraduate researchers. These will be more appropriate for Economics students. Attendance will be dependent on availability. Researchers will need the permission of the course convener and attendance will normally be on an audit only basis unless otherwise required.

| Course name | Course code |
|--|--------------------|
| From MRes Economics Year 1 | |
| Econometrics | ECON5079 |
| Macroeconomic Theory 1 and 2 | ECON5080 |
| Microeconomic Theory 1 and 2 | ECON5081 |
| Research Methods and Research Design | ECON5082 |
| Econometrics 2 | ECON5128 |
| <i>From MRes Economics Year 2</i> | |
| Topics in Computational Macroeconomics | ECON5086 |
| Topics in Applied Microeconomics | ECON5094 |
| Industrial Organisation | ECON5089 |
| Advanced Mathematical Methods in Economics | ECON5085 |
| Topics in Microeconomic Theory 1 | ECON5095 |
| Topics in Macroeconomic Theory 2 | ECON5098 |

Postgraduate Research Training courses at the University of Glasgow

Training provided by Graduate School

The Graduate School's [Research Training Programme](#) provides Research Method courses (domain 2) for researchers in the whole of the College of Social Sciences. There are five, 20 credit, 10-week courses. These are taught in semesters 1 and 2 and you must enrol on MyCampus. If you took any of these courses it cannot be audit only – you would be expected to take the assessment. Lectures for semester 1 courses start in the normal first week of teaching in mid- September. New researchers should discuss with their supervisor whether or not any of these courses are appropriate for them.

Training provided by the University

A large number of courses in domains 3 and 4 are provided by the university centrally by the Researcher Development Programme. There are also some IT courses. These are all listed on the following webpage which also supplies lots of useful information:

<https://www.gla.ac.uk/myglasgow/ris/researcherdevelopment/forpgrs/>

Providers external to the University

The National Centre for Research Methods (<https://www.ncrm.ac.uk>) provides an excellent compendium of postgraduate research training available throughout the UK.

Training is also provided by the ESRC's Doctoral Training Partnership offered by the Scottish Graduate School of Social Science (<https://www.sgsss.ac.uk/training/>).

[Scottish Graduate Programme in Economics \(SGPE\)](#) – It may be possible for Economics PhD researchers to become affiliates of the SGPE who provide a number of courses.

Adam Smith Business School Masters course options

PGR researchers may attend courses from our Masters programmes normally on an audit basis. This would probably only happen if there is something missing from the researcher's background or if the course is particularly relevant to the subject of research, perhaps being lectured by one of your supervisors.

Please note that attendance depends on availability and that all researchers must obtain the permission of the lecturer to attend the courses.

Information about available MSc courses can be found on the [online course catalogue](#)

First year study day

The First Year Study Day will be held in semester 2, usually in early February. This will allow new researchers to informally meet with others across the three subject areas in the Business School. More recently the First Year Study Day has taken the format of poster presentations, with each first year student creating an individual research poster to communicate their ideas and progress. It is intended as a light touch and informal way of preparing for the Annual Progress Reviews in the Spring. The PGR admin team will be in touch regarding details of this later in Semester 1.

Graduate Teaching Assistants

As a PhD researcher you may become a Graduate Teaching Assistant in the Business School. There is a limit of 264 hours per year though this is relaxed in the thesis pending year if your supervisor approves. First year researchers would not normally be considered for GTA work, to allow them to focus solely on their PhD. GTA duties are paid. Appropriate training will be provided. Opportunities are normally advertised around May. Please refer to your visa conditions and limitations when considering applying for GTA work.

5. Annual Progress Reviews

All researchers are required to attend an annual progress review. For most researchers this takes place in April/May. The APR is carried out in August/Early September for researchers in their first year who start in January. The APR involves evaluation of the researcher's work and a meeting with a committee including the supervisor(s).

A satisfactory evaluation is necessary for progress to the next year of study.

Annual Progress Review – Appendix to Current Guidelines

The guidance below reflects a School approach to APR to be considered in addition to specific arrangements for APR panels and should be viewed in collaboration with University/College guidance.

All researchers are required to attend an annual progress review. The purpose of the review is to:

- Provide you with an opportunity to present to a panel aspects of your work and achievements for the session.
- Highlight any problems experienced by either you or your supervisor during the session.
- Provide you with written and verbal feedback on your progress throughout the session and facilitate the completion of the progress review form.
- Confirm, or otherwise your ability to progress to the next year of study.
- Gauge your ability to complete within the timescale.

Subject PGR Convenors are responsible for organising the reviews for their researchers within the following parameters:

- The supervisor(s), the researcher and at least one other member of staff not directly involved with the researcher should normally form the review panel.
- The convener should not be one of the supervisors.
- Reviews are compulsory for each researcher and the principal supervisor is expected to attend.
- During, or immediately following the review, the Report of Progress online form should be completed and confirmed by the researcher, supervisor(s) and the review convener.
- Researchers should be advised of their right to appeal or complain about any aspects of the review. Details of the procedures can be found on the Senate webpage:
<https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/academicappealsstudents/>

Expectations

Year 1

- Clearly identified contribution to knowledge embedded in key relevant literatures
- Research Questions
- Time plan*

Year 2

- Evidence of significant progress from year 1 in relation to literature, methodology and where appropriate data collection
- Clearly articulated contribution to knowledge
- Time plan*

Year 3

- Evidence of significant progress from year 2 in relation to literature and analysis of data/evidence [i.e., empirical data and/or theoretical data]
- Clearly articulated contribution to knowledge
- Time plan*

*Progress is deemed unsatisfactory when, based on the evidence provided, the review panel judges it unlikely that the PhD will be successfully completed on time. Please see outcomes related to unsatisfactory progress below.

Please note that, if progress is unsatisfactory in your 3rd year APR, a 4th year is triggered for which full fees are applied. Regulations state that all full-time PhDs must be completed within 3 years with an absolute maximum of 4 years. This is 5 years with a maximum of 8 years for part-time PhDs.

Outcomes

The APR committee may recommend:

A - Registration for the next academic session – this is for year 1 or 2 students full-time, or up to 4th year part-time.

E - Registration for the next academic session subject to minor actions

F - That registration for the next academic session is not permitted unless substantial action is taken.

The PhD should be completed within 3 years (full-time) or 5 years (part-time) however; for third year (full-time) or 5th year (part-time) students there are also the options:

C - Final year progress to thesis pending

B - Final year progress with current status

Where progress is deemed unsatisfactory, option E or F will be exercised. Where there is a recommendation for action, the nature of this action and clear requirements concerning the action and the timeframes will be agreed between the APR panel convenor/subject PGR convenors, supervisors and the PhD researcher for outcome E and between the subject PGR convenors, supervisors and PhD researcher for outcome F. Actions following outcomes E and F usually follow the timetable of dates below. It is important that these dates are strictly adhered to enable registration into the next academic session.

If outcome B is chosen the student will pay full fees during the 4th year but no extra time for submission will be given.

Outcome E and F

- Submission of work to supervisors in August following an April/May APR (or December following a September APR.)

If option F is chosen a repeat progress review is organized which is attended by the student, supervisors, subject PGR convenors and, often, the PGR director.

6. Traditional monograph vs. alternative thesis format

The guidance below presents the Adam Smith Business School approach to implementing the revised PGR regulations concerning 'Alternative Format PhD Thesis' – see revised PGR Code of Practice, section 8, 'Thesis Structure and Guidance'.

The new regulations relate to students registered on a PhD programme, carrying out original research at ASBS and producing a traditional thesis with publications included. It should not be confused with the Degree of Doctor of Philosophy by Published Work, which recognises work published prior to the PhD registration and for which there are separate regulations and guidance.

Alternative Thesis Format

1. Publishing journal articles is increasingly important for some PhD students. Alternative Format PhD Thesis attempts to resolve the tension between the need to write a traditional monograph thesis and to publish journal articles.
2. Alternative Format PhD Thesis is an addition to and not a replacement of

traditional monograph thesis. The two formats are equally acceptable.

3. Alternative Format PhD Thesis allows a postgraduate researcher to incorporate sections that are in a format suitable for submission for publication.
4. Alternative Format PhD Thesis may include materials which are solely and/or partly authored by the student and may be already published, not yet published but of publishable standard, accepted for publication, or submitted for publication in externally refereed contexts such as journals, monographs and conference proceedings.
5. Students should be mindful that while publishing in peer reviewed journal may be an indicator of the quality of the work as regards specific journals, this is no guarantee of success in an examination context.
6. Assessment of the standard of the thesis will remain with the examiners. Alternative Format PhD Thesis must conform to the same standards as expected for a standard thesis.

Originality and Contribution

7. The format of the thesis has no bearing on the requirements for originality, criticality and the student's own contribution to knowledge.
8. The thesis should remain an original contribution to the field of research by the student, regardless of its format.
9. The researched materials should be derived from original research undertaken after the date the student initially registered with this University.
10. Students are expected to have made the primary contribution to any work presented within a thesis.
11. If a paper is co-authored, it must be accompanied by a statement testifying to what the student has done, and the proportion of the paper for which the student is responsible. This statement must normally be signed by each of the co-authors other than the student.

Thesis Content

12. All PhD theses must form a coherent body of interrelated work that shows ability for critical analysis. Typically, in a traditional monograph thesis, the content includes sections such as introduction or background, state of the art (review of the literature), methodology, findings, discussion and conclusion.
13. Alternative Format PhD Thesis must constitute a body of publication tending towards a coherent and continuous thesis, rather than a series of disconnected publications.
14. The number of papers included in the Alternative Format PhD Thesis may vary according to discipline and is not prescribed, but should reflect the quantity, quality and originality of research and analysis expected of a candidate submitting a standard thesis.

15. The alternative format thesis should include substantive introductory and concluding chapters, and address specifically:
 - a. an introductory section that provides, as a minimum, detailed outlines of the theoretical and empirical motivations for the project, comprehensive analyses of the context, and an outline of, and justification for, the methodological approach taken;
 - b. a review of previous research including sections summarising and synthesising previous research in the field of investigation;
 - c. detailed and critical analysis of the work and methods used;
 - d. a summary / conclusion drawing together the various outcomes of the work into a coherent synthesis. The Conclusion should provide a substantive overview of the project that reflects on the commonalities across the papers, key theoretical, empirical and methodological contributions, potential limitations, and suggestions of further research.
16. If methods are common across the papers, students may opt to include a detailed Methods chapter or appendix.
17. The format of the thesis has no bearing on thesis word counts.

Implementation

18. Decisions on whether the results of a student's work are submitted for publication are at the discretion of the student and supervisors.
19. Decisions on the thesis format including its structure are at the discretion of the student and supervisors.
20. A student should agree with his/her supervisor the structure for his/her thesis as early as possible.
21. Where a student would like to submit their thesis in an alternative format, they should seek permission for this from their supervisor and Dean of Graduate Studies as early as possible during their period of study.

Copyright

22. Alternative Format PhD Thesis which includes 3rd party copyright material (e.g. published journal article) can be submitted for examination and defended in the usual way. This applies whether or not the student has been successful in obtaining permission from the copyright holder.
23. If the thesis includes 3rd party copyright material, students should seek permission from the copyright holder (normally publisher) and indicate permission in the thesis.
24. If it is not possible to obtain permission or permission is not granted, the full electronic version of the thesis cannot be uploaded onto Enlighten. The student can then deposit an abbreviated version of the thesis where copyrighted material has been removed or restrict access to the entire thesis. For more detail

see <http://theses.gla.ac.uk/copyright.html>

7. Other policies

Ethical Issues

If you are undertaking research work which involves collecting data from individuals you will be required to follow policies and principles of ethical behaviour as specified in the College of Social Sciences website at:

<https://www.gla.ac.uk/colleges/socialsciences/students/ethics/>

Ethical approval can take upwards of 6 weeks to obtain, depending on the complexity.

You should also be aware of the requirements of the General Data Protection Regulations (GDPR) for personal data and how these affect research.

Seminars

Information on Adam Smith Business School seminars, workshops and research events can be found on the Business School website on the appropriate research cluster page at:

<https://www.gla.ac.uk/schools/business/research/centres/>

Further events are advertised at:

<https://www.gla.ac.uk/schools/business/events/>

You should receive emails about the events in your cluster. If this is not happening please contact your programme administrator.

Funding for conferences and training course attendance

We encourage PhD researchers to attend international conferences and to present joint work. The application form for funding can be found at appendix B (there is also an electronic copy on the [ASBS PhD Information Area](#) of Moodle).

Adam Smith Business School PhD researchers who do not receive a Research Training Support Grant (RTSG) as part of a scholarship could receive up to £2000 over their period of study for conference and training attendance. Part-time researchers could also receive up to £2000 over their PhD. If a researcher holds an ESRC scholarship or a College of Social Sciences scholarship then the conference funding supplied by the scholarship is available instead of the £2000. This amount can normally be used flexibly over the period of PhD study however the total should not be exceeded.. It is recommended that most of the funding is used towards the end of a researcher's studies to maximise feedback opportunities.

If a researcher wants to know the amount of funding remaining for which he/she is eligible they should contact the appropriate PGR administrator.

Funding should be sought in advance of the training or conference. To make a request for funding the researcher should get the supervisor's agreement for their conference/training course attendance. In the case of a conference the title of the paper to be presented should be given. It is expected that a paper is being presented at conferences. If a paper is not being presented a rationale as to why funding should

be given should be provided under further information. The researcher should complete their part of the form and email it to their supervisor.

If the supervisor is happy to support the funding they should complete their part of the form and confirm that if the researcher is presenting co-authored work they will not also be seeking support from the School to attend the same event on the basis of this piece of work. It is the responsibility of the supervisor to ensure that the conference/training course will be valuable to the researcher's PhD progress. Where this is all agreed the form should then be emailed by the supervisor to the appropriate PGR administrator.

The PGR administrator will check that all the required details on the form have been completed. If the form is not complete it will be returned to the supervisor. It is the responsibility of the researcher and supervisor to ensure that all required details are completed and required steps adhered to. All the funding for one event should be included on the same form so that the total cost of a particular conference can be assessed.

If the funding claim is approved the researcher will be informed by the PGR administrator copying in the School Finance Officer. We can make purchases on your behalf if enough notice is given. Alternatively you can reclaim expenses after the event by providing original receipts. Please note that if you are asking us to make a payment (for example for a conference registration fee) that involves BACS then a month's notice is required. The University will only fund travel by public transport at economy class.

Further funding support beyond the above should be sought through other sources.

Fieldwork Funding

The Adam Smith Business School recognises that primary data forms an integral part of PhD research. We seek to support students undertaking data collection and fieldwork in the course of their PGR study. The Research Fieldwork Fund assists with costs directly related to the collection of primary data. The fund supports fieldwork that is essential to the successful completion of a student's thesis and that forms an integral part of the PhD. The form and further information on fieldwork funding can be found at appendix C and also on moodle.

Employability Funding

Participation in international conferences enhances professional development and early career development. To support employability, we offer additional funds, over and above the normal allocation for conferences and training, to researchers who wish to present their work at international conferences. To be eligible a researcher should be in their 3rd or exceptionally the 4th year and have exhausted their own conference funding. This subsidy is limited to £500 per applicant. Applicants must be presenting their work (that is first authored paper) or attending a job market event (economics students only). The application form and more information is give at appendix D and also on Moodle.

ASBS Prizes for PhD Excellence

The deadline for application for an ASBS Prize for PhD Excellence is 10 January each year. Applications are invited from researchers whose PhD was awarded in the calendar year ending in the previous December, with viva outcome A or B. There will be up to 3 prizes per year based on excellence and significance of the contribution of the thesis. Each prize is worth £1000. To apply applicants must submit a covering letter, their post-viva report and a letter of support from their external examiner. Further information will be advertised during the first semester.

8. PhD Offices and practical issues

PhD study spaces and facilities

Currently, the Business school has PhD offices in the following locations:

- Hotdesking spaces - level 4 and 5 of the Adam Smith building
- Allocated Desks – Levels 2 and 3 of the Gilbert Scott Building

The Gilbert Scott building has approximately 56 desks, which will be allocated based on need (to full-time PhD students second years and above) for the duration of their studies. The Senior PGR administrator will be in touch at key points in the year to advise of the application process.

A student with an allocated desk must vacate it if they go on suspension or are away on research furth. An allocated desk must be given up as soon the thesis is submitted and keys returned to reception.

The hotdesking spaces in the Adam Smith Building are available to use for all other PhD students. There are a number of meeting rooms and a quiet spaces available to utilise, and all students have access to free printing facilities.

We ask that PhD researchers observe the following:

- You must not share your keys or keypad code with anyone other than registered researchers within the Business School.
- Mobile phones should be turned off or on silent at all times.
- You must not allow anyone other than registered researchers within the Business School access to IT facilities within the room.
- If you make use of the kitchen facilities it is your responsibility to clean up after yourself – cleaning the fridge and microwave as necessary and washing up plates and cutlery. It is your responsibility to dispose of food and drink appropriately within the room, paying particular attention to not placing liquids in the bins provided.
- In shared spaces, we ask that everyone keeps noise and chatter to a minimum and keep the space clean and tidy. The hotdesking space operates a clear desk policy, and so desks must be cleared after use and no personal belongings left behind.

If you work outside normal office hours, you should download the SafeZone app and checkin and checkout as appropriate -

<https://www.gla.ac.uk/myglasgow/securityandoperationalsupport/>

Printing, Photocopying and Scanning

The University uses a pull printing system. On your PC or laptop you should send your document to print at the Pull printing option. You will then be able to access and print your document on any printer/photocopier in the University using your student card as identification. The printer/photocopier machine also enables you to photocopy and scan.

You will be shown the nearest printer when you are allocated to a desk or hot desking. You should adhere to the copyright rules when photocopying from books and journals.

Make sure you do not lose your work. Read IT services webpage about information security: <https://www.gla.ac.uk/myglasgow/it/informationsecurity/>

Post

If researchers wish to receive post at the university it should be addressed to the Adam Smith Business School Reception.

Computer problems (i.e. equipment not working) and software

Requests to fix computer problems must be submitted to the IT Services Help Desk either using Self Service or the Web Form. These can be found at:

<https://www.gla.ac.uk/myglasgow/it/helpdesk/>

If you require specialist software for your research, your supervisor should request it from your programme administrator. Ideally all the software a researcher needs for their research should be requested at one time so that the total cost implication can be assessed. A lot of specialist software can be downloaded from the standard staff desktop on PCs and University laptops.

There is information about various databases provided by the library in appendix A. There is further information about Business School databases given on the [ASBS PhD Information area moodle page](#)

Recycling

Paper recycling is mandatory. The University can handle mixed recycling, which includes aluminium cans and plastic bottles. If there is no recycling bin in your building, please let your programme administrator know.

Email

The university uses your university email address as its main means of communication. You should check your university email account regularly, preferably at least every second day.

Moodle

Moodle is the university's virtual learning environment. The Moodle site for PhD programmes can be found at:

<https://moodle.gla.ac.uk/course/view.php?id=3672>

Log in using your GUID and password. There is a page for each subject area and a general information area. Please go to the Moodle page and log in. Although you won't be able to access the pages the fact that you have logged in once means that your PhD administrator will then be able to enrol you onto the appropriate pages. Once you are a participant and have access to the Moodle pages any notice posted to the Moodle forum will be emailed to you as well as being available on the forum. Moodle is often used to post information relevant to your programme and for registration to various events.

Personal webpages

PhD researchers are able to have their own university web profiles which they update themselves. Web profiles can be seen at:

<http://www.gla.ac.uk/schools/business/postgraduateresearch/ourphdstudents/>

Researchers initially have to sign up giving GDPR permission. Once the web page is created it appears on the Business School list of PhD researchers and will also be linked to from the supervisor's webpage. There is information about this at:

<https://www.gla.ac.uk/myglasgow/staff/webpublishing/registerfort4/pgrprofile/>

We recommend that each researcher creates their own web profile. Having a PhD researcher web presence will help you if you contact organizations hoping to do fieldwork, if you apply for conferences or for external funding. It will also be of benefit when you come to look for employment.

Student Representation

The Adam Smith Business School has a PGR staff-student liaison committee to discuss issues related to the PhD programme as a whole. Although this formal structure is in place if you have an issue outside of meetings we hope that you can discuss this with your administrator or convenor without waiting for a meeting of this committee. General administration issues such as post or paper should be dealt with by contacting your administrator directly.

Aims

The Staff Student Liaison Committee is intended to increase and improve the flow of information between researchers and staff.

The SSLC may discuss any business relating to the overall researcher learning or research experience including matters raised by researchers and matters on which the School or Subject area wishes to seek researcher views.

Structure and Membership

The SSLC is composed of 2 elected PhD researcher representatives for each of the 3 Adam Smith Business School subject areas plus the PGR Director, PGR conveners, PhD administrators and the PG programmes officer.

Elections

Elections of researcher representatives on the SSLC take place in the early part of semester 1. Once elected a rep can, if they wish, continue in office for the duration of their studies therefore a full complement of reps will not necessarily be elected each October. The names of the reps will be displayed on Moodle.

Frequency and Timing of Meetings

The SSLC will meet once in semester 1, once in semester 2 with optionally, a third meeting in May/June.

Conduct of the meeting

- The postgraduate programmes officer will draw up the agenda but any member of the committee may place items on the agenda providing sufficient notice is given and the subject falls within the terms of reference of the committee. Copies of the agenda will be circulated in advance to the Committee members and posted on Moodle.
- Meetings will be minuted and the minutes of each meeting will be circulated to members of the committee and published on Moodle. Minutes will identify clearly any action that is to be taken and who is to take it.
- At the first meeting it will be decided whether researchers wish to assume the responsibility of chairing the committee or whether this will fall to the Associate Director of Postgraduate Research.
- The Committee should not discuss personal matters relating to individual researchers or members of staff

Getting around the Gilmorehill Campus

The Adam Smith Business School is in the Gilmorehill Campus. There is a map and information about getting around at:

<https://www.gla.ac.uk/explore/maps/>

9. Assistance and support

Careers and Employability

The Careers Service is centrally located in the Fraser Building, Hillhead Street off University Avenue. There is lots of information on their website at:

www.glasgow.ac.uk/services/careers/

College of Social Sciences PGR Opportunities Hub

The PGR Opportunities Hub has been designed to support the personal and professional development of our postgraduate research students within the College of Social Sciences. The Hub provides training, internships and funding opportunities designed to support your development of key transferable research skills.

<https://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/pgropshub/>

The Chaplaincy

The University Chaplaincy is a resource for people of all faith communities and those of none and can be found in the West Quadrangle, adjacent to the University Chapel. Further information can be found at: <http://www.gla.ac.uk/services/chaplaincy/>

Disability Service

Students with disabilities can register their disability and associated needs with the University's Disability Service. The University employs Disability Advisers, including specialists in dyslexia and IT support, who help students with a wide range of disabilities that may impact on their ability to enjoy various aspects of University life. The Disability Service (<http://www.gla.ac.uk/services/disability/>) is based at 65 Southpark Avenue.

You should contact the Disability Advisers for assessment of your individual requirements as early in the session as possible. Following assessment, the Disability Advisers will formulate a tailored strategy for you to access appropriate services and resources. Re-assessment will be conducted throughout your University career as necessary. Your Disability Adviser helps by communicating between relevant staff members and you, but please do not hesitate to contact your supervisor or administrator directly as appropriate.

English as a Foreign Language (EFL) Unit

For international researchers, an additional source of support is the EFL Unit which offers In-Sessional English and Study Skills courses (registration and fee payment required). Course registration begins in September, further information can be found at:

<http://www.gla.ac.uk/schools/mlc/languagecentre/>

Hardship fund

There is information about the University's Hardship fund at:

<http://www.gla.ac.uk/services/registry/finance/funds/#/>

Researchers experiencing difficulties of an extreme and unforeseen nature that affect their studies should see the School Associate Director of PGR in the first instance.

Health

All researchers should register with a General Practitioner (Doctor). There is a General Practitioner practice on campus, the Barclay Medical Practice, based in the Fraser Building:

<https://www.barclaymedicalpractice.com/>

A list of other General Practitioner practices can be found on the NHS Scotland website, www.show.scot.nhs.uk.

International Student Support – University

The International Student Support team provide a dedicated advisory service for international students on non-academic matters such as immigration, employment,

finance and any other concerns you may have. The adviser offers support to all visiting students and their families studying at the University of Glasgow. Information on how to contact International Student Support is given at:
<http://www.gla.ac.uk/international/support/>

You can also email internationalstudentsupport@glasgow.ac.uk or phone +44(0)141 330 2912.

International Student Support also organize the International Family Network which runs a number of events such as the International family lunch, English language classes for spouses/partners and a number of trips.
(<https://www.gla.ac.uk/international/support/whatwedo/ifn/>)

International Student Learning Officer – College of Social Sciences

Dr Gayle Pringle Barnes is the International Student Learning Officer for the College of Social Sciences.

<http://www.gla.ac.uk/colleges/socialsciences/students/international/>

You can email Gayle if you have any questions about academic skills or English language during your studies. Gayle's email address is
Gayle.PringleBarnes@glasgow.ac.uk

Library

Ms Lynn Irvine is the College Librarian for the Business School. Lynn is very happy to help with any library or information enquiry you might have. So if you want to know more about the Library's services, or need help with finding information please feel free to contact her:

<https://www.gla.ac.uk/myglasgow/library/collegelibrarians/socialsciences/>

Students can also find further specific School Library information in Appendix A.

The Library web pages (<https://www.gla.ac.uk/myglasgow/library/>) are a good place to start learning more about our provision.

Research and Innovation services

The University's central Research and Innovation Services is responsible for implementing and supporting the University's research and knowledge exchange strategy. As part of this they support PhD researchers and produce the researcher development programme and various other initiatives. There is information on their webpages at:

<https://www.gla.ac.uk/myglasgow/ris/researcherdevelopment/forpgrs/>

SRC Nightline - 0141 334 9516

<https://www.glasgowstudentsnightline.com/>

Nightline is a confidential, non-judgemental information and listening service run by the SRC. There are times when being at University can be a stressful business, and the

service provides a friendly ear to talk to and a quick and discreet source of information. Any student can call Nightline between the hours of 7 pm – 7 am every night of the week during term time. As well as the opportunity to talk to someone in confidence, the service provides information such as exam time-tables, phone numbers for taxis, clinics and details on other campus support services and specialist helplines.

Sport and Recreation

Sport and Recreation is delivered by a partnership comprised of the Sport and Recreation Service (SRS) and the Glasgow University Sports Association (GUSA). Sport and Recreation have excellent indoor and outdoor facilities complimented by an extensive list of services and exclusive membership benefits. The service helps to develop your health and fitness and encourages members to learn new sporting activities. Further information can be found at: <http://www.gla.ac.uk/services/sport/>

Student Counselling and Psychological Services

The purpose of the University of Glasgow Counselling Service is to support students to manage their mental health and to build strategies that will help them successfully complete their course of study.

The Service is primarily designed to support those with mild to moderate needs. The Service does not diagnose or prescribe and is not a crisis service, although they do offer crisis support. Students who require medical support should consult their GP (General medical Practitioner).

On contacting the Service, students will be offered an initial 1-2-1 consultation.

<https://www.gla.ac.uk/myglasgow/counselling/>

Student Services Enquiry Team

The Student Services Enquiry Team is located on Level 2 of the Fraser Building and is the first point of contact for all Student Services within the University. Staff are happy to help with various enquiries, such as:

- Council tax
- Student ID cards
- Careers Adviser appointments
- International Adviser appointments
- Tuition fees and student finances
- Certifying letters

Further information can be found at: <https://www.gla.ac.uk/myglasgow/students/sset/>

Student Representative Council (GUSRC)

The Student Representative Council (SRC) represents students on virtually every University committee. In addition, its Advice Centre offers an advice, information and representation service to all students. It can be found on the ground floor of the John

McIntyre Building, further information can be found at:

<https://www.gla.ac.uk/myglasgow/studentsrepresentativecouncil/>

<https://www.glasgowunisrc.org/>

Union Membership

Postgraduate Researchers are eligible to join the University and College Union. At the time of writing, memberships for PGRs are capped at the lowest subscription rate.

More information on UCU, the benefits of joining and the university's recognition of Trade Unions can be found below:

<https://www.ucu.org.uk/article/1685/About-UCU>

<https://www.ucu.org.uk/article/5143/Can-students-or-postgraduates-join>

<https://www.gla.ac.uk/myglasgow/humanresources/unions/>

10. Broader University regulations

Plagiarism

Credit must be given, and reference must be made to concepts and ideas of authors of papers, including publications on the internet. Although you may interpret these ideas and concepts, you should not just repeat them verbatim, as this would be treated as 'Plagiarism'. Plagiarism is a serious offence in any academic institution, and the consequences to individuals who are found guilty of it reflect this fact.

Help & resources

Help & resources

- The [University Plagiarism Statement](#) explains how plagiarism is defined by the University of Glasgow and how cases are administered (Appendix B).
- General information is provided on the [University's Plagiarism web pages](#).
- Information on using Turnitin can be found here:
<https://www.gla.ac.uk/myglasgow/sld/plagiarism/usingturnitin/>
- You can also find Turnitin FAQs on using Turnitin in the knowledge base at www.gla.ac.uk/helpdesk - just search for 'Turnitin'.

What is plagiarism?

Definition

The first step to avoiding plagiarism is to understand what it is. The University Plagiarism Statement can be found in the [University Regulations \(section 32\)](#) and is defined as:

"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."*

Plagiarism is the omission of acknowledgements and of clear identification of quotations and other material from original sources. Therefore, you will have to learn

how to manage and properly cite resource materials and make the distinction between your work and that of your sources clear to the reader.

To check your understanding, Indiana University hosts a [useful quiz](#) that asks you whether examples of text are plagiarised and why. It is strongly recommended that you take the test. If the results show that your understanding is not as good as you thought, you should seek support to help develop your writing skills.

Common errors

Experience has shown us that students usually plagiarise their work unintentionally and in the following ways:

- Copying text from the source without using quotation marks and/or not citing the source in the text.
- Paraphrasing text by changing only some words from the original so that the text includes several phrases or sentences that are copied word-for-word without quotation marks.
- Paraphrasing/summarising material but not providing a citation.

Auto/self-plagiarism

Plagiarism can sometimes occur when a student uses work of their own that has already been submitted in a previous assessment. You cannot use the same work for two different pieces of assessment or draw heavily on coursework in your dissertation.

It may be possible to use the same data - statistics for instance - where it is relevant and possibly unavoidable, as long as you cite the original sources and keep them brief. If you would like to repeat conclusions you reached in previous work, you can quote yourself and cite the coursework as the source - for instance, *I previously argued "..."* (*Financial Markets and Asset Pricing essay, December 2013*). The essay should be included in your bibliography. Your course coordinator, tutor or supervisor can advise on whether or not the level of overlap is appropriate.

How to avoid plagiarism

You can avoid plagiarism by properly acknowledging your sources by using quotation marks and references. This rule applies to all secondary sources which are published or unpublished material produced by others and includes books, journal articles, newspaper items and all types of information found on the internet.

The common ways of plagiarism mentioned above can be avoided if you follow these recommendations:

Use of direct quotations

Quotations should be used to illustrate rather than to express your argument and should either be placed in quotation marks ("...") or, in the case of longer quotations, indented as a separate paragraph. The quotation should be followed by the source in brackets, i.e. (Smith, 2005, p. 125) and the full reference should be listed in your bibliography at the end of the assignment. It is important when note-taking to identify

clearly when you have written down a quotation in case you forget this when it comes to using your notes for writing the assignment.

A close paraphrase

You cannot change a few words in a sentence or paragraph or to restructure material to avoid plagiarism. If you do not present the ideas and arguments of your source fully in your own words, you should be quoting and using the rules outlined above.

An unacknowledged summary of a source

Again, you cannot present the ideas or arguments of others without acknowledgement, using a reference in the relevant section of your assignment.

Direct copying or transcription

You must not simply reproduce material from other sources and present it as your own.

Referencing and bibliography

As your work may be based on secondary sources, you should include references to these throughout the text. It's a good idea to take careful notes so that you have good details of your sources. This will make it easier to include the full reference at the end of your work in your bibliography.

From time to time, you may wish to use a quotation that your source (in this case, Brown) has used. This should be presented as - Brown (2005) quotes Lipsey and Chrystal (1999) who argue *that "A market economy is self-organising..."*. In this case, double quotation marks are used to show that you are quoting a source that is, in turn, using a quotation. As the source is Brown, not Lipsey and Chrystal, Brown should appear in your reference and bibliography in relation to this quotation. Use of sources like this should be accompanied by a reference. Only sources used to produce your work should be listed in the bibliography.

You are recommended to use a standard format to present your bibliography, such as [Harvard](#).

Turnitin and PhD researchers

Turnitin is a computer software tool which allows you to identify parts of your work which match writing in other texts. Turnitin compares your work with billions of current and archived web pages, published journal articles, papers and books. PhD researchers completing their thesis are allowed to make use of this tool if they wish; however, at present, there is no requirement that they submit their work to Turnitin. If you want more information about this please ask your programme administrator.

Complaints and Discrimination

There is information about making complaints at:
<https://www.gla.ac.uk/connect/complaints/>

The [SRC Advice Centre](#) offers free and confidential advice if you are considering making a complaint,

Researchers are also reminded that the Complaints Procedure is not the only means of raising concerns with the University. For instance, concerns about the quality or organisation of programmes of study might most effectively be referred in the first instance to the appropriate Staff/Student Committee through the Student Representative or the Students' Representative Council (SRC) representative for the relevant area. Students can also discuss matters informally with the Head of School, Head of the Administrative Department or Support Service, an Adviser of Studies, Supervisor, Course Co-ordinator, College Administrator or other member of staff without invoking the Complaints Procedure.

If a complainant acts in an unacceptable manner, the response of the University will be guided by our Code of Practice on Unacceptable Behaviour.

<https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2022-23/feesandgeneral/studentsupportandconductmatters/reg37/>

Bullying and Harassment

The University is committed to protecting the dignity of students, staff and visitors in their interactions with others. If you feel you have been the victim of bullying, harassment or sexual violence then we urge you to report this as soon as possible.

You can find guidance on our [Dignity at Work and Study Webpage](#).

You can also report incidents using our [online reporting form](#)

A complete list of support services both within and external to the university can be found here:

<https://www.gla.ac.uk/myglasgow/students/supportservices/>

Lecture Recording Policy – Student Guidelines

Information about the University's lecture recording policy can be found on the Senate website at:

<https://www.gla.ac.uk/myglasgow/apg/policies/studentsupport/teachingrecordingpolicy/>

11. General Information

ASBS Alumni Community

The Adam Smith Business School currently has over 21,000 alumni from 149 countries. Many of them excel in their chosen fields, making significant impacts across the globe.

We have a dedicated ASBS Alumni Team who engages with our alumni. They invite them to share industry insights and experience, become your mentors, and offer job vacancies and student projects.

To find out more about what our alumni team is offering, please visit:

<http://www.gla.ac.uk/schools/business/alumni/>

Student Voice

This system exists to facilitate dialog between University of Glasgow students and their class representatives. In addition it provides an active discussion forum for students.

Student Voice is an online forum for students and their student representatives to communicate and discuss their learning experience. It allows you to engage with each other and the Subject Group.

<http://www.gla.ac.uk/services/it/businesssystems/studentvoice/>

Graduation

The University holds its main graduation ceremonies in summer (June/July) and winter (November/December) each year at which researchers may elect to have their degree conferred in person or in absentia. There is also an opportunity for researchers, who are qualified, to graduate in April each year when degrees are conferred in absentia only. There is no graduation ceremony in April. If you graduate in absentia you cannot attend a graduation ceremony in person at a later date.

It is a statutory requirement that those who graduate for the first time from the University must enrol as members of the General Council of the University. This requirement is set out in "Graduation and General Council Membership" of the "University Fees and General Information for Students" section of the University Regulations.

University regulations do not permit students who have debts to the University to enrol for graduation or graduate until the debt has been paid. You should ensure that you have paid all outstanding debts (including tuition fees, bench fees, accommodation charges, library fines) before you enrol.

Further information can be found on the Registry webpage:

<https://www.gla.ac.uk/events/graduations/>

University Regulations

Information on all University policies and regulations, including fees and general information can be found at:

<https://www.gla.ac.uk/myglasgow/apg/>

If you require further information or guidance on the use of the University Regulations, please contact your Programmes Convenor or Administrator.

12. Social matters

The Gilchrist Postgraduate Club

The Gilchrist Postgraduate Club is a social and study space at the University of Glasgow for postgraduate students and staff. The club is located in the Gilbert Scott

Building, straight through from the Main Gate, underneath the Business School reception. The Gilchrist is normally open seven days a week and offers a range of food, alcoholic and non-alcoholic drinks.
<https://www.gla.ac.uk/study/studentlife/studentunionsandorganisations/gilchristpostgraduateclub/>

Social Media

PhD Social media channels can be found at the bottom of:

<https://www.gla.ac.uk/myglasgow/ris/researcherdevelopment/aboutus/contactus/>

Connect with the Business School on Social Media:

<https://www.gla.ac.uk/schools/business/contact/socialmedia/>

A full list of University of Glasgow social media channels can be found at:

<http://www.glasgow.ac.uk/about/interact/>

Clubs & Societies

Information about the various clubs and societies at the university can be found at:

<https://www.glasgowunivsrc.org/clubs-socs/find/>

APPENDIX A. – LIBRARY INFORMATION FOR PHD RESEARCHERS

Ms Lynn Irvine (Lynn.Irvine@glasgow.ac.uk) is your College Librarian. Lynn works closely with you and your supervisors to make sure the Library has the resources you need to do your research. She can help with buying resources, inter library loans and advice on accessing material from other libraries. She can also liaise with publishers and suppliers to arrange training sessions on specialist resources. Lynn can help you throughout your research journey from your initial literature review to helping you track the impact of your published research. She can provide tips and advice for effective searching, discuss your research as you proceed and help you identify the best discovery tools for your information needs: databases, web-scale discovery tools and open resources of scholarly and grey literature.

The Library

The Library building is open 361 days of the year from early in the morning until late into the evening. It can be very busy as it remains a popular space for study and social learning. The Library provides a variety of learning spaces with furniture and spaces for group working (levels 2-3), quieter individual study pods and spaces (levels 3-7) and silent study (levels 8-11). There is plenty of soft seating and space for reading and power points for plugging in personal and mobile equipment.

There is an area on Level 5 for postgraduate students only. The space has around 170 study spaces, most of which have power sockets for laptops and other devices, and 5 bookable group study rooms with plasma screens and data connections.

The library has a blog which you can catch up with on their Wordpress site: <https://universityofglasgowlibrary.wordpress.com/>

Staff at the Welcome Desk at the entrance to the Library can help you with general enquiries and can direct you to more specialised support as required.

Library resources and discovery tools

Library Search

A good place to start searching for information and to get a sense of the size of the literature in your research area is Library Search. It is like Google Scholar for libraries and is the Library's web-scale discovery service. It is prominent on the [Library home page](#) and @ August 2021 has over 480 million indexed items. These are mainly full text items including books, journal articles, magazines, newspapers, theses, dissertations, reports and more. The main advantages over Google Scholar are:

- all content is owned or licenced by the university so no paywalls;
- easy filters let you limit results to peer reviewed content over a specific data range;
- useful features like a preview with full abstract and metadata to let you evaluate relevance and article type;
- links to the article references and citing articles without opening the full text;
- the ability to save and export citations to reference management software like EndNote, Mendeley or Zotero.

Databases

The Library also provides access to many subject-specific databases. Databases index content that you cannot easily find on the open web and they have features that make it much easier to get to the specific information you need (without you having to scroll through lots of search results). Databases have content including company annual reports, data on equities, derivatives, share prices, market research, consumer feedback, industry profiles, macroeconomic data and other statistical data and many other types of information not easily discovered through web search engines.

Your GUID (Glasgow Unique IDentifier) and associated password gives you free access to these resources.

Databases for business research

From the Library home page, choose [Databases](#) (under the search box) to see databases by subject.

Business Source Premier (EBSCO)

Business Source Premier is a business research database, featuring the full text for more than 2,200 journals. Full text is available from 1965 onwards. Additional full text, non-journal content includes market research reports, industry reports, country reports, company profiles and SWOT analyses.

EconLit (EBSCO)

EconLit, the database of the American Economic Association, provides citations and abstracts in economic research dating from 1969. Links are provided to full-text articles for more than 290 journals in all fields of economics, including capital markets, development economics, econometrics and economic forecasting, environmental, urban and labour economics and monetary theory.

Emerald

Full text articles are provided from over 120 journals. Key titles include the *European Journal of Marketing*; *International Journal of Manpower*; *Journal of Economic Studies* and *Managerial Finance*.

MarketLine Advantage

MarketLine Advantage is an interactive platform giving access to a unique mix of company, industry, financial and country data, for every major marketplace in the world. Within MarketLine, Market Data Analytics database gives comprehensive market data covering nearly 50 countries, over 30 market sectors, and approximately 150 categories.

Mintel Academic

Mintel is one of the UK's leading producers of market intelligence information. This service provides full text market research reports on a range of UK consumer and retail products and services and European & Chinese Retail Intelligence.

OECD iLibrary

OECD iLibrary is OECD's Online Library for Books, Papers and Statistics and the gateway to OECD's analysis and data.

Passport

This online market research tool monitors industry trends and gives you strategic analysis and a market size and market share database for products across key countries. Passport analyses industries in countries around the world. 24 consumer markets and 80 countries are covered. It offers integrated access to statistics including long historic and forecast data series, comparable across countries, as well as market reports, company profiles and information sources.

Psychology and Behavioural Sciences Collection (EBSCO)

Provides coverage of almost 500 full-text journals in psychology. You can search this database to find articles on influence tactics, theories of work motivation, the psychology of consumer choice etc.

Sage Research Methods Core

Sage Research Methods supports research at all levels by providing material to guide users through every step of the research process. *The database is the ultimate methods library with more than 1000 books, reference works, journal articles, and instructional videos by world-leading academics from across the social sciences, including the largest collection of qualitative methods books available online from any scholarly publisher. The Methods Map can help those less familiar with research methods to find the best technique to use in their research.*

Science Direct

Science Direct's full text collection contains some of the most highly ranked academic journals in economics, finance and management e.g. *Accounting, Organizations and Society, Journal of Econometrics, Organizational Behaviour and Human Decision Processes* and *World Development*.

SCOPUS

Scopus is the largest abstract and citation database of peer-reviewed literature: journals, books and conference proceedings. Delivering a comprehensive overview of the world's research output in all fields of academic research, including Business & Management

Social Sciences Citation Index (on Web of Science Core Collection)

Over 1,700 international social science journals, including management and finance titles, are indexed and abstracted.

World Development Indicators Online

World Development Indicators (WDI) Online contains statistical data for over 900 development indicators and time series data from 1960 upwards for over 200 countries and 18 country groups.

Financial Databases

Amadeus

This is a database of comparable financial information for public and private companies across Europe.

Datastream and Eikon

Eikon and Datastream provide international financial, economic, stock market and company data. This includes coverage of equities, stock market and bond indices, economic statistics, foreign exchange rates, interest rates, fixed income instruments and derivatives. Over 175 countries and 60 markets worldwide are covered.

FAME (Financial Analysis Made Easy)

FAME is a financial database in detailed format for 2.8 million UK and Irish companies with a turnover of £1.5 million. Financial data includes 63 balance sheet items, cash flows and ratios and – for listed companies only – credit score and security and price information. Reports include contact information such as e-mail and web addresses, main and other trading addresses and activity details.

GAAP Xtra on CCH Online

GAAP Xtra is a complete financial reporting resource that is updated quarterly. It has insight and monitoring of the financial reporting practices of public companies. It is the primary source for best practice research for corporate accountants, regulators and academics.

Market Intelligence

Market Intelligence provides access to in-depth data, news, and analytics on the banking industry, in a single online platform. Easily access specialized intelligence on everything from global institutions and emerging financial tech companies to regional banks and credit unions.

Newspapers

Nexis

- Access over 1000 UK and Irish titles including: The Telegraph, Guardian, Independent, Observer & Times and well as hundreds of regional titles. Over 1200 International titles including: Le Monde, New York Times, Washington Post, Die Welt, Der Spiegel, La Stampa, El Pais & Le Figaro.
- Business - 8000 publications including: The Economist, Marketing Week, Estates Gazette, The Lawyer, The Banker, Forbes, The Engineer, Information World Review, The Grocer, Local Government Chronicle, Legal Week, Harvard Business Review
- Company Country & Industry Reports including: Hoovers, Dun & Bradstreet, ICC, Business Monitor International, MarketLine, Directory of Corporate Affiliations, Cofisem, Worldscope, Euromonitor, Major Companies Database, GlobalData, Progressive Media, World Market Intelligence, Standard & Poor's, EIU

FT.com

FT.Com provides access to the latest UK and international business finance, economic and political news, comment and analysis from the Financial Times.

Financial Times (FT) Digital Archive (1888-2010)

The Financial Times Historical Archive delivers the complete searchable run of the world's most authoritative daily business newspaper. Every item ever printed in the

paper, from 1888-2010, can be searched and browsed article by article and page by page

Other useful databases

SocINDEX (EBSCO)

The research database for sociology, SocINDEX offers coverage of journals from all sub disciplines of sociology. Full-text is given for 'core' journals, including *Economy and Society*; *Gender, Work and Organization*; *Rural Sociology*; *Social Forces* and *Work, Employment and Society*.

Accessing material from outside our collections

If the library does not have books or journals required for your research, they can be requested by logging-in to your Library Account and following the directions for requesting items we don't have. This service is free-of-charge. You can also contact Kay Munro or Lynn Irvine if you would like to request books for Library stock.

The Sconul Access scheme allows postgraduate researchers to obtain access to and sometimes, limited borrowing facilities, at other academic libraries in the UK and Ireland. To join SCONUL Access and find out which libraries you must complete an online application form. You will need your Library or ID Card number from your home institution to complete the application.

The Mitchell Library is one of the largest reference libraries in Europe. Situated at Charing Cross, a 15 minute walk from this campus, it has a [Business service](#) as well as information resources covering all subject areas.

APPENDIX B. – APPLICATION FORM FOR CONFERENCE FUNDING



Adam Smith
Business School

Application for conference and Training Course funding (please see notes below)
To be completed by researcher wishing to apply for funding

| | |
|--|--|
| Researcher GUID | |
| Researcher name | |
| Subject area | |
| Date researcher first registered with Glasgow University on PhD programme | |
| Name of conference or training course and venue. | |
| Date of conference or training course | |
| If conference, title of paper being presented | |
| Estimate of funding required (Please give details stating source of information) | |
| If a scholarship is held, please state from what source | |
| Further information | |

To be completed by supervisor authorising funding application.

| | |
|--|--|
| Supervisor's name | |
| If a paper is being presented is it a joint paper? | |
| If a joint paper is being presented please confirm that you are not also applying for funding to present the same paper. | |
| Further information | |



University
of Glasgow

Adam Smith
Business School

PhD Researchers: Conference and Training Course Attendance Procedure

Please find detailed below the procedure for applying for conference and training support. Please ensure each required stage is adhered to.

If a researcher wants to know the amount of funding remaining for which he/she is eligible he should contact the PGR Administration Team.

Funding should be sought in advance of the training or conference. To make a request for funding the researcher should get the supervisor's agreement for their conference/training course attendance. In the case of a conference the title of the paper to be presented should be given. It is the expectation that a paper is being presented at conferences. If a paper is not being presented a rationale as to why funding should be given should be provided under further information. The researcher should complete their part of the form below and email it to their supervisor.

If the supervisor is happy to authorize the funding they should complete their part of the form and confirm that if the researcher is presenting co-authored work they will not also be seeking support from the School to attend the same event on the basis of this piece of work. It is the responsibility of the supervisor to ensure that the conference/training course will be valuable to the researcher's PhD progress. Where this is all agreed the form should then be emailed by the supervisor to the appropriate PGR administrator. The Head of School has delegated to PhD supervisors the initial recommendations for their researchers to attend conferences and training courses.

The PGR administrator will check that all the required details on the form have been completed. If the form is not complete it will be returned to the supervisor. It is the responsibility of the researcher and supervisor to ensure that all required details are completed and required steps adhered to.

Full-time and part-time researchers not holding a scholarship could receive up to £2000 over their period of PhD study. The £2000 can normally be used flexibly over the period of PhD study, however, the total amount allocated cannot be exceeded. It is recommended that most of the funding is used towards the end of a researcher's studies. Researchers with College of Social Sciences or ESRC scholarships will receive their scholarship RTSG instead of this £2000.

If the funding claim is approved the researcher will be informed by the PGR administrator and will then be contacted by the School Finance Officer. Further funding support beyond the above should be sought through other sources.

APPENDIX C. – APPLICATION FORM FOR FIELDWORK FUNDING

Section 1: To be completed by PhD researcher wishing to apply for funding.

Please read guidelines at the end of the form before completing.



Adam Smith
Business School

Application for Research Fieldwork Funding

| | |
|--|------|
| Researcher GUID | |
| Researcher name | |
| Subject area | |
| Date researcher first registered with Glasgow University on PhD programme | |
| If a scholarship is held, please state from what source | |
| Case for Support Provide rationale and detailed description of the proposed data collection/fieldwork | |
| Explain what alternative sources of funding have been pursued and why they are not appropriate | |
| Estimate of funding required with cost breakdown | |
| Progress in ethical approval Has ethical approval been granted and if not, has application been submitted? | |
| Signed | Date |

Section 2: To be completed by supervisor authorising funding application.

| | |
|---|------|
| Supervisor's name | |
| Supporting Statement Provide a short explanation why the proposed fieldwork is a necessary component of the student's PhD research | |
| Signed | Date |

Section 3: To be completed by PGR Director.

| |
|---|
| Recommendation which states the amount of research funding approved |
| |

Overview

Adam Smith Business School recognizes that primary data forms an integral part of PhD research. We seek to support students undertaking data collection and fieldwork in the course of their PGR study. The Research Fieldwork Fund assists with costs directly related to the collection of primary data. The fund supports fieldwork that is essential to the successful completion of a student's thesis and that forms an integral part of the PhD.

Value

There is no upper limit to the amount for which any PGR student may apply but a typical subsidy is unlikely to exceed £500. Applicants would normally apply for the Fieldwork Funds once during their PhD study. Any request for funds must be supported by an itemized list of expected expenses.

Eligibility

- Applicants must be registered, full-time ASBS postgraduate research students.
- Preference may be given to students in year 2 and 3 and students who are unable to access alternative funds for fieldwork support from their funding body.
- Applicants whose research involves human participation must have ethics approval for their proposed research.
- Students must also complete a risk assessment prior to fieldwork.
- Retrospective applications are not permitted.
- No monies can be guaranteed to any applicant.

Eligible Expenses

The Research Fieldwork Fund covers data collection costs and it is not meant to cover costs that would be accrued regardless of fieldwork status (e.g. books, conference costs, subsistence costs, tuition fees, other equipment and/or services considered a normal student expense).

Eligible expenses include:

- Fieldwork expenses including survey, observation, focus group or interview costs

- Student's UK travel and/or accommodation costs necessary for the primary research
- Incentive payments or token gifts to research participants
- Materials, supplies or other services essential to the primary research

Ineligible expenses include:

- Laptops and other equipment exceeding £200
- Software and database access
- Airfares to and from the country of ordinary residence
- Accommodation costs over extended periods
- Subscriptions
- Proofreading
- Business cards
- Subsistence

How to apply

Applications for Research Funding will be normally considered three times per year with deadlines on 30 January, 30 May, and 30 September. The application should be submitted to the PhD administrator. The applications will be reviewed by a panel consisting of Associate Director of postgraduate research and PGR Convenors.

APPENDIX D. – APPLICATION FORM FOR EMPLOYABILITY FUNDING



University of Glasgow | **Adam Smith Business School**

Seedcorn PGR Funds

Application for Employability Funding

Section 1: To be completed by PhD researcher wishing to apply for funding.

| | |
|--|--|
| Researcher GUID | |
| Researcher name | |
| Subject area | |
| Date researcher first registered with Glasgow University on PhD programme | |
| Name of conference or job market event, giving venue. | |
| Date of conference or event | |
| If conference, title of paper being presented | |
| Case for Support Please explain why additional funding is being sought | |
| Estimate of funding required (Please give details stating source of information) | |
| If a scholarship is held, please state from what source | |

Section 2: To be completed by supervisor authorising funding application.

| | |
|---|--|
| Supervisor's name | |
| Supporting Statement Please provide a brief explanation why this applicant should receive additional funds | |

| | |
|---|--|
| For job market applicants only, please confirm that the applicant is ready to enter the job market (e.g. has written a job market paper). | |
|---|--|

Section 3: To be completed by PGR Director.

| | |
|---|------|
| Recommendation which states the amount of research funding approved | |
| | |
| Signed | Date |
| | |

Employability Funding

Overview

Adam Smith Business School recognizes that participation in international conferences enhances professional development and early career development. To support employability, we offer additional funds, over and above the normal allocation for conferences and training, to researchers who wish to present their work at international conferences.

Value

The additional subsidy is limited to £500 per applicant. Priority will be given to first time applicants. Funding should be sought in advance of the training or conference.

Eligibility

- Applicants must be registered ASBS postgraduate research students.
- They must be presenting their work (e.g. first authored paper) or attending a job market event (economics students only)
- At the time of application, they must have exhausted their normal conference allowance
- Preference may be given to students in years 3 and exceptionally year 4
- Retrospective applications are not permitted.
- No monies can be guaranteed to any applicant.

Eligible Expenses

Additional Conference funding covers the cost of attending a conference. Eligible expenses include:

- Conference registration
- Travel and accommodation
- Subsistence

How to apply

Applications for Additional Conference Funding will be normally considered twice a year (30 September and 30 January). The application should be submitted to your PhD administrator. Once approved, the funds need to be spent by the end of the academic session (by July).