Useful

(If slightly dull)

Things you need to know

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What are YOU worried about or don’t know? We will have time to discuss these at the end.

10 DULL BUT USEFUL THINGS...

Things about… UofG Structure

Things about… The PGR lifecycle

Things about… Supervision

Things about… Money and funding

Things about… IT systems

Things about… Principled research

Things about… Writing

Things about… Community & Support

Things about… Developing as a researcher

Things about… Living your life

BUT FIRST…

University of Glasgow

Home / Research / Our research environment / PGR Policy, Strategy & Support

PGR POLICY, STRATEGY & SUPPORT

LATEST PGR NEWS

→ Read the PGR Blog

UKVI Student Engagement and Monitoring - From 13 January 2025 a new student-led digital process has been implemented to facilitate attendance monitoring for our Student Visa Holders.

Cost of Living Support Support Guide

Financial Aid - For all students to apply if you need help with basic living costs

PGR Code of Practice

Support for Current PGRs

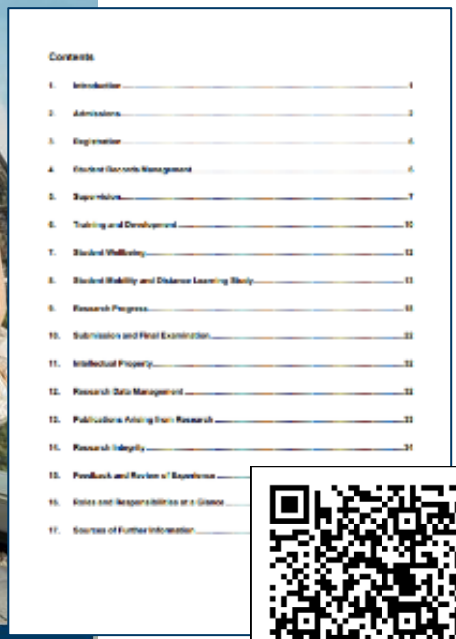
Information for Prospective PGRs

Scholarships and Funding

PGR Policy, Strategy & Quality Assurance

Support for PGR Administrators/Managers

The PGR Code of Practice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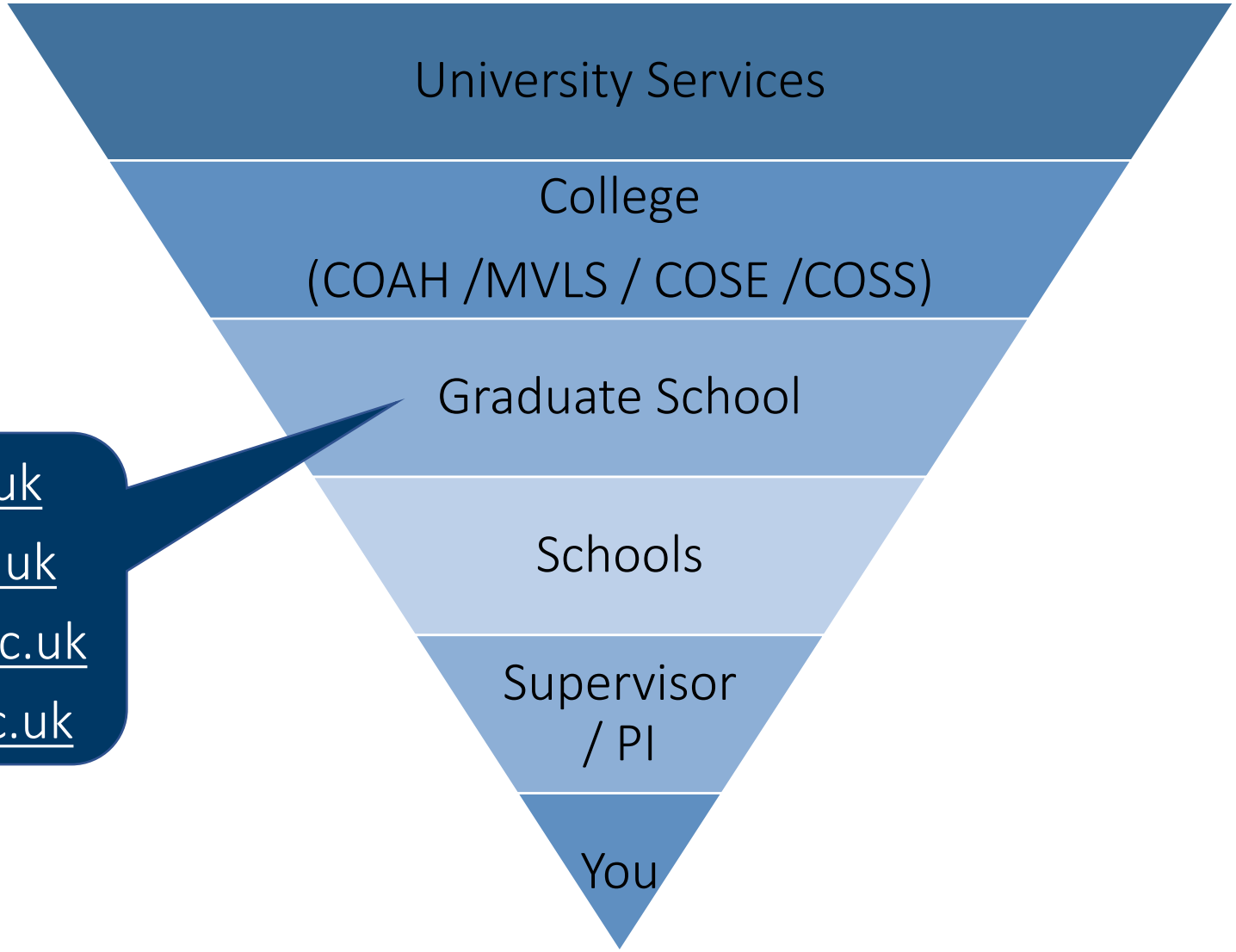
https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/

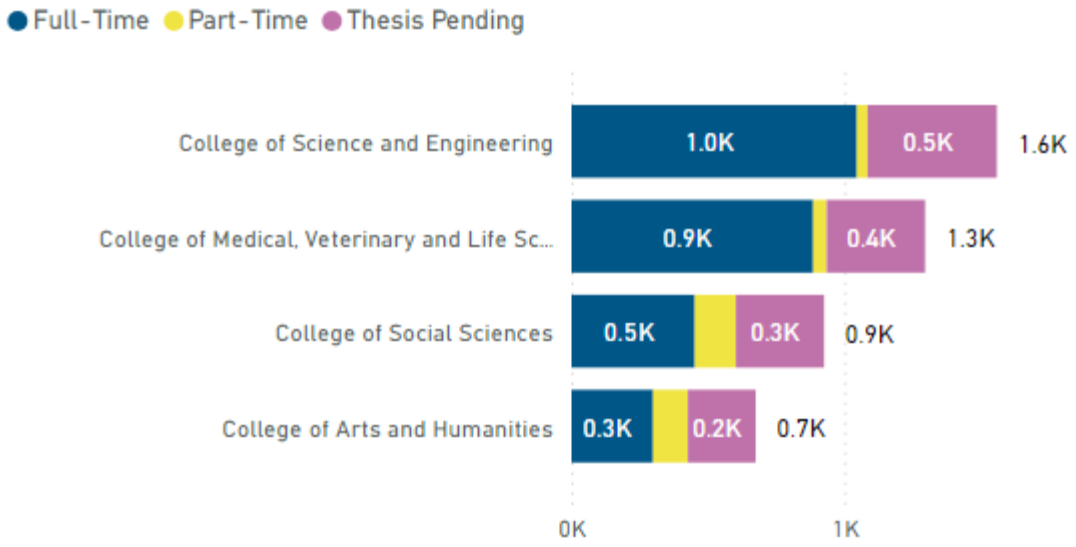
1 Things about… UofG Structure



COAH: gradschool.arts@glasgow.ac.uk
MVLS: mvls-gradschool@glasgow.ac.uk
COSE: scieng-gradschool@glasgow.ac.uk
COSS: gradschool.socsci@glasgow.ac.uk

1 Things about… UofG Structure

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



University Services also clustered into Directorates:

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

1 Things about… UofG Structure

COAH

- School of Critical Studies
- School of Culture and Creative Arts
- School of Humanities/ Sgoil nan Daonnachdan
- School of Modern Languages and Cultures

COSE

- School of Chemistry
- School of Computing Science
- James Watt School of Engineering
- School of Geographical and Earth Sciences
- School of Mathematics & Statistics
- School of Physics & Astronomy

COSS

- Adam Smith Business School
- School of Education
- School of Interdisciplinary Studies
- School of Law
- School of Social and Political Sciences

MVLS

- School of Biodiversity, One Health & Veterinary Medicine
- School of Cancer Studies
- School of Cardiovascular & Metabolic Health
- School of Health and Wellbeing
- School of Infection and Immunity
- School of Medicine, Dentistry and Nursing
- School of Molecular Biosciences
- School of Psychology and Neuroscience

1 Things about… UofG Structure

What is a GS for?

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

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

What is a PGR Convener for?

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

2

Things about… The PGR Lifecycle

The Final Stretch: A Timeline

3 Months to go

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

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

Deadline for submission

Thesis Access Declaration Form

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

Intention to Submit Form (on your Graduate school website)

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

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

Digital copy of thesis to your Graduate School

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

Viva

Thesis + notes advised

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

(Corrections)

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

Deposit thesis

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

Digital deposit with Enlighten Service

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

Graduate

Enrol at www.gla.ac.uk/graduation

2 Things about… The PGR Lifecycle

Where to look for information:

COAH

MVLS

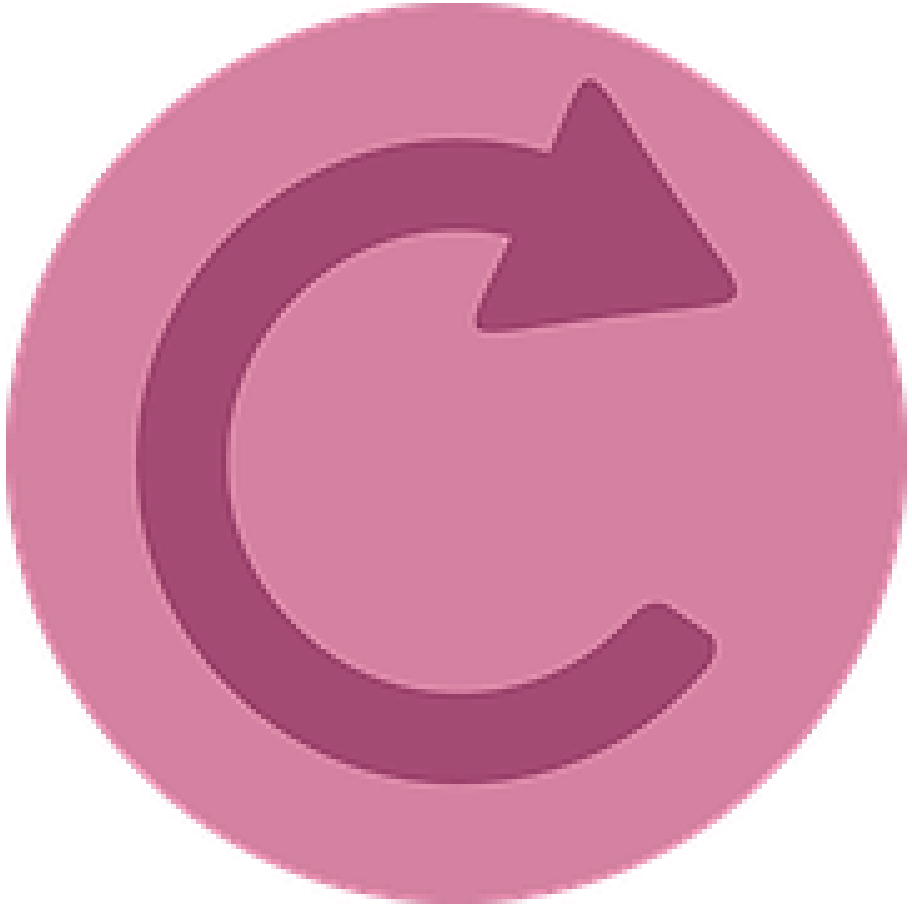
COSE

COSS

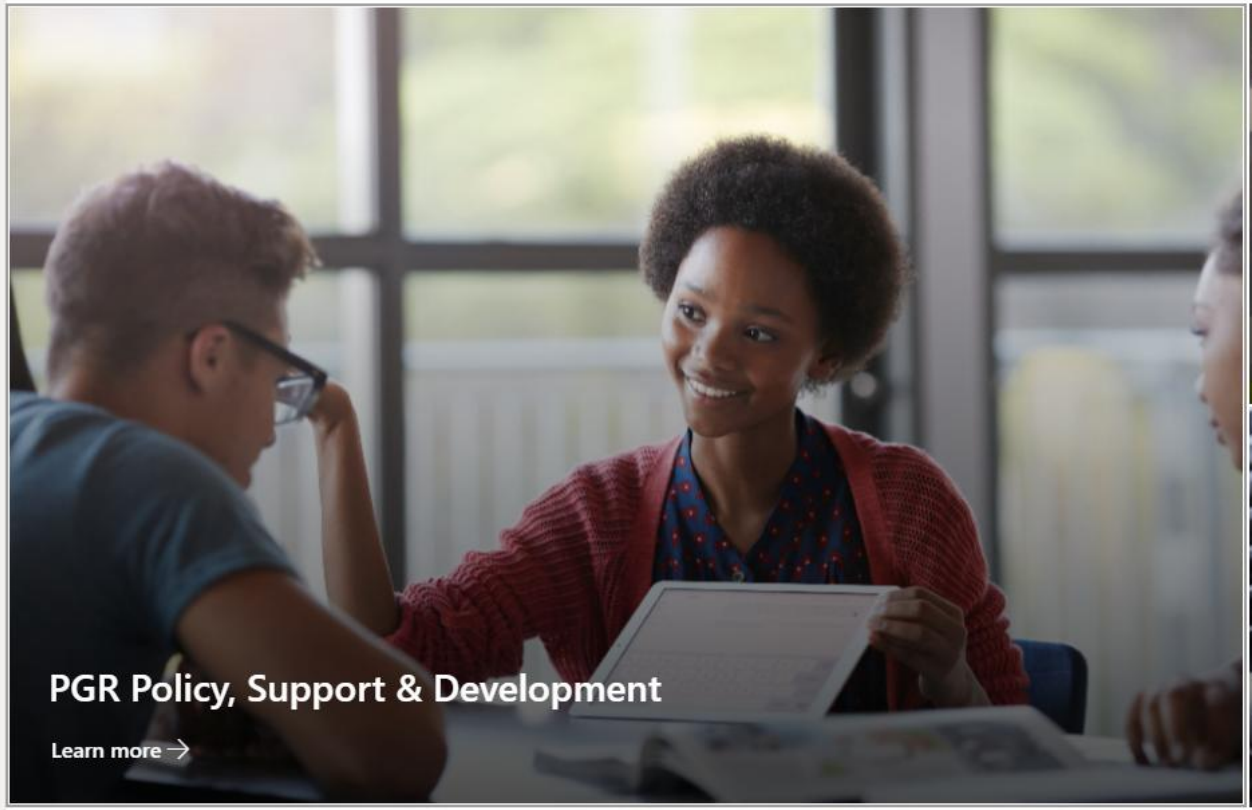
PGR Policy Team

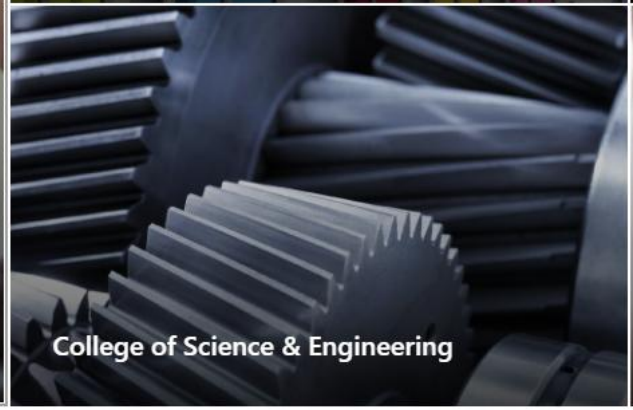
Researcher Development

PGR Information & Communication SharePoint site



PGR Information & Communication





3 Things about… Supervision

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

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

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

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

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

Check the PGR Code of Practice, College or School PGR Handbooks, or look for a relevant University Service

3

Things about… Supervision

Useful Training:
Working with your supervisor workshops
Find these on Inkpath

Useful Links if things go wrong:
Complaints
Dignity at Work and Study
Respect Advisers
Research Misconduct

4 Things about… Money and Funding

Research Funding

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

4 Things about… Money and Funding

Making Money during your research

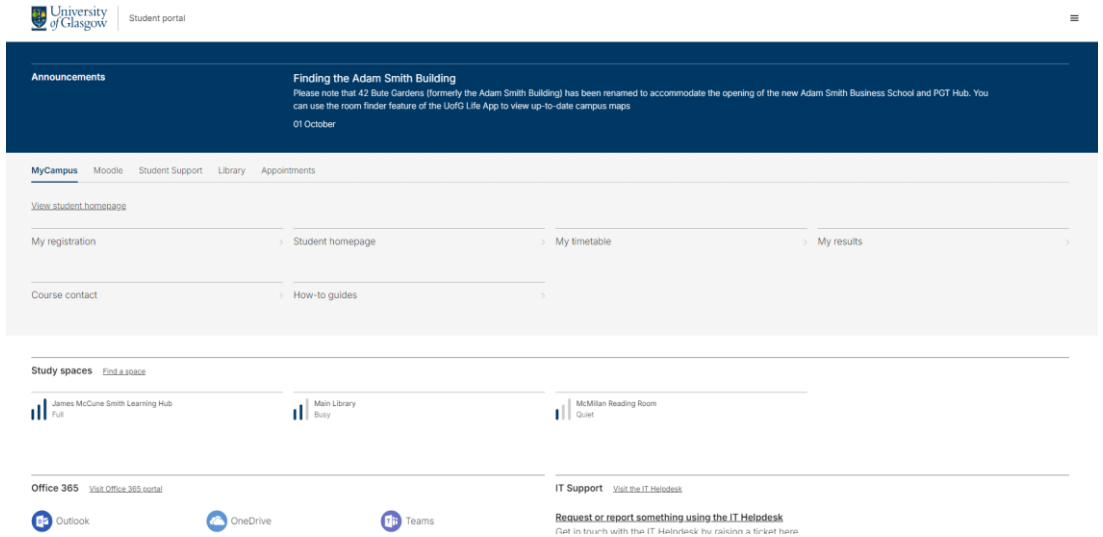
- Internships or placements: earn money & professional development.
  - Many funders offer internships, e.g. UKRI Policy Internships
  - University Student Opportunities Hub – for all students, including PGRs
- Graduate Teaching Assistants
  - GTA Code of Practice; Academic and Digital Development
-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

Where to go if you are concerned about your finances:

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

5 Things about… IT Systems

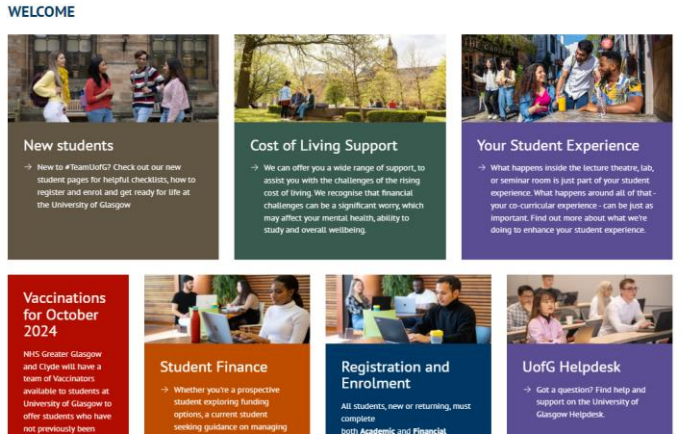
Where to Start?



[MyGlasgow Student Portal]

Information for students:
https://www.gla.ac.uk/myglasgow/students/new/

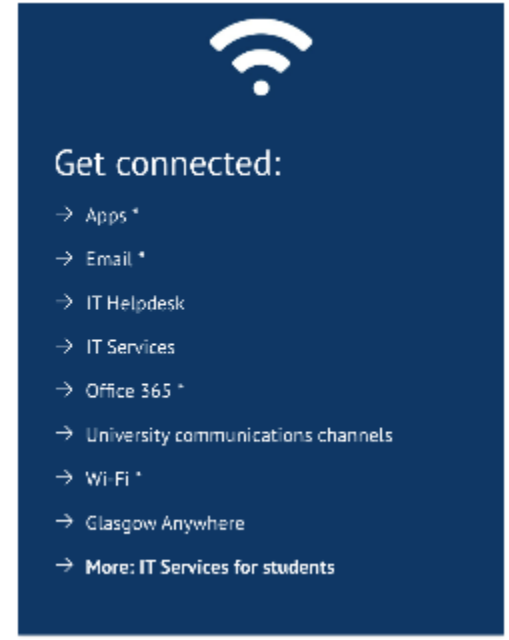
[IT Helpdesk] (and service catalogue)

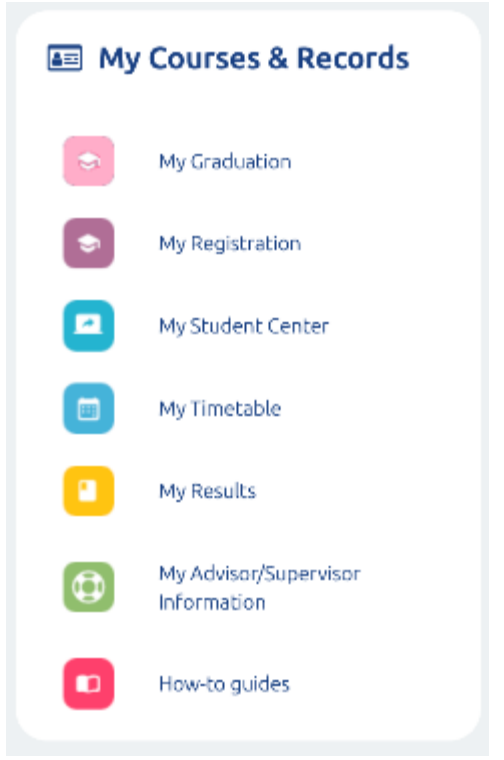


5 Things about… IT Systems

Some of the systems to navigate:

- **MyCampus:** Student Records System. Used for enrolment, APRs etc
- Inkpath: Plan, log and book researcher development
- **Moodle:** Virtual Learning Environment. Used for mandatory training and for some college content and comms
- **Eduroam:** Oncampus Wifi
- **Glasgow Anywhere:** Remote desktop access
- **CoreHR:** If you work for the Uni (e.g. tutoring) for timesheets & payroll
- Zoom: Used for most online live events. You have a uni account.
- Microsoft Teams: commonly used for day to day work, check locally





5 Things about… IT Systems

Software and Online Tools

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

Office 365:

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

On the topic of email:

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

5 Things about… IT Systems

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

- ORCID Profile: One stop shop for all your academic publications. Highly recommended
- UofG Website Profile: Show what your research is about on UofG website
- **LinkedIn Profile**: The optimal social media platform for academic communications (conferences, publications, jobs etc) is in flux. LinkedIn is perhaps the most stable option.
- Linkedin Learning (log in with GUID): Not a profile, but another way that UofG provides professional development opportunities.

link

6 Things about… Principled Research

- Research Integrity
- Data Management
- Ethics Process

process varies by College or School, depending on discipline

  - ARTS
  - COSS
  - Research Ethics System

- Safeguarding in Research
- Intellectual Property

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

6 Things about… Principled Research

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

6 Things about… Principled Research

Export control:

Primarily for STEM researchers, concerning sharing of research in sensitive (especially military) areas of economy. Affects e.g. conferences, travel, publication, collaborations

Support can be found in this Moodle course and Research Governance webpages. Research Governance, Policy and Integrity team can also help, They are bringing together government advice and best practice to develop processes and policy in this challenging area: email Compliance-support@gla.ac.uk

7 Things about… Writing

Writing support – The Writing Specialist, Dr Rachel Chin, delivers workshops and provides one to one support

EAL Writing Community – Dr Rachel Lyon leads this community to support PGRs writing in English as an additional language

University Library link to college library and support teams as well as subject specific advice, guidance and support

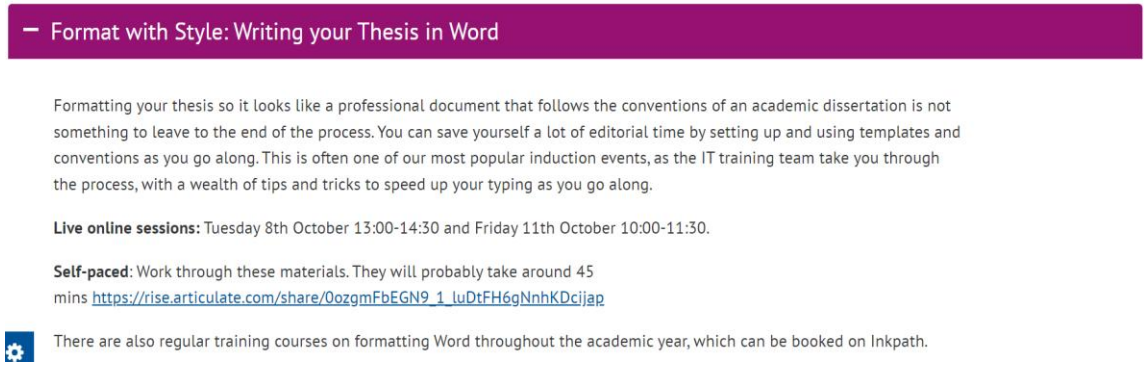
Use a reference manager – access to EndNote through the University but there are others out there as well (Mendeley, Zotero; others) choose carefully! - it's not required but it makes the process of referencing your work SO much easier

Consider Turnitin: PGR-specific Moodle version to check you are using sources appropriately without it storing your writing. Email researcher-development@glasgow.ac.uk for access.

Key Contacts: Rachel Chin and Rachel Lyon

Find out about how the Researcher Development Team supports PGRs with their writing

7 Things about… Writing



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

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

Turnitin – similarity checking, used to support the development of good writing and referencing habits, contact researcher-development@glasgow.ac.uk for access

Writing doesn't have to be lonely - join a virtual or in-person writing group, participate in writing retreats or events and/or join our Writing Festivals

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

Things about… Community & Support

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

Things about… Community & Support

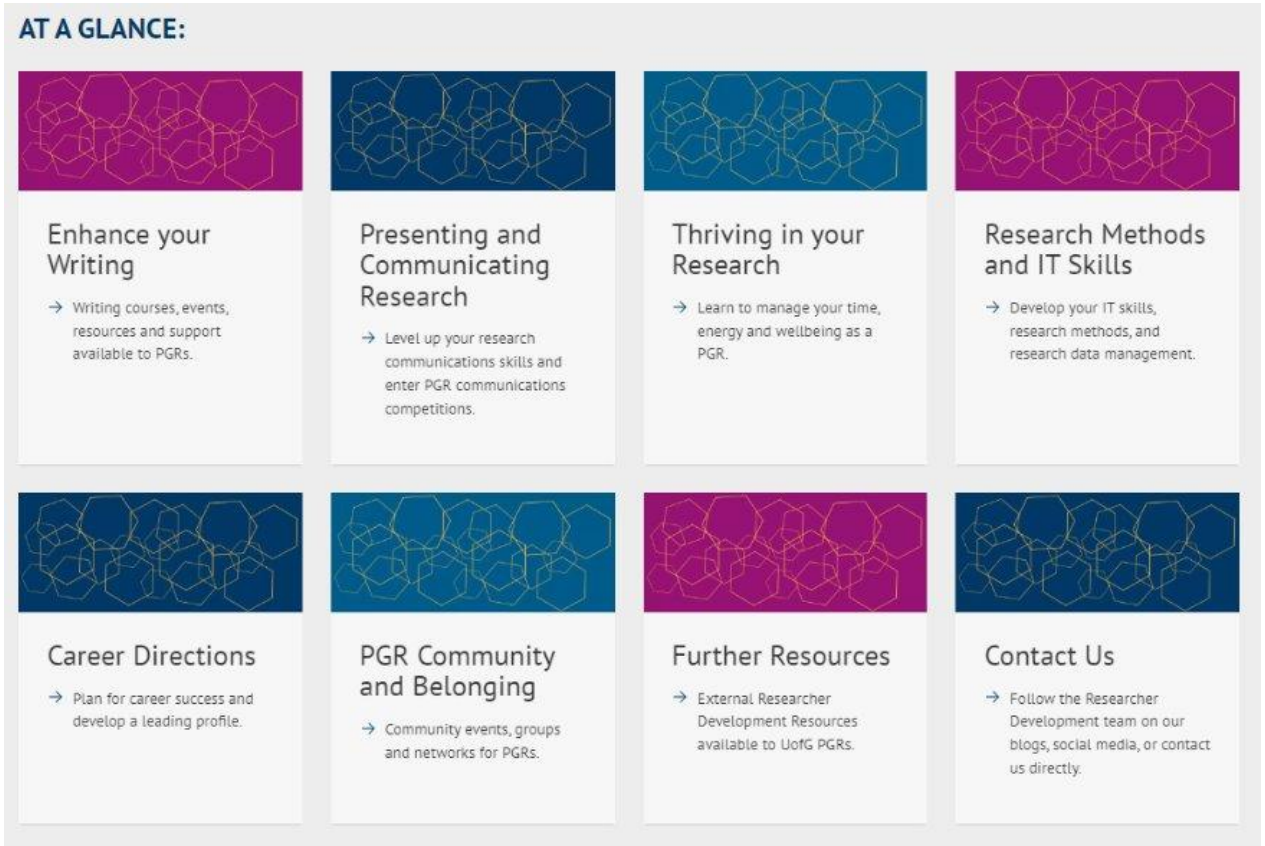
- Wellbeing - link to a detailed signposting page
- CAWS - Counselling and Wellbeing Services; clinical and emergency support, self-help, peer support
- SafeZone App -
- Networks - wide range of communities linking different interests inside and outside your research
- Sport - gym, swimming, classes, club sports
- SRC - for ALL students, support, social events, services
- PGR Society and UofG PGR Connect– A student society for all UofG PGRs
- The Eco-Hub – Social space that promotes sustainability on the UofG campus.
- Gilchrist Postgraduate Club – hosts regular events
- Your Graduate School and/or School also provide lots of ways to connect with your peer and colleagues through academic and social events.
- Your local connections are often key to feeling like to you have a community around you – this might be your office mates, lab mates or a study group, the people you chat to while waiting for the kettle to boil in the school kitchen, people you meet on a course or that you meet for coffee every week.

9 Things about… Developing as a Researcher

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

Developing as a researcher could look like:

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



[PGR Researcher Development Webpages]

10 Things about… Living Your Life

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

10 Things about… Living Your Life

Work-life balance – you are entitled to this!

- Treat your studies like a job. You may need to be flexible depending on your research but make sure you have boundaries and down time.
- That said, research is year-round, and you may be on campus at quiet times during the summer or at night or on weekends. Make sure you are safe in your workspace and never hesitate to call security or the Main Gate.

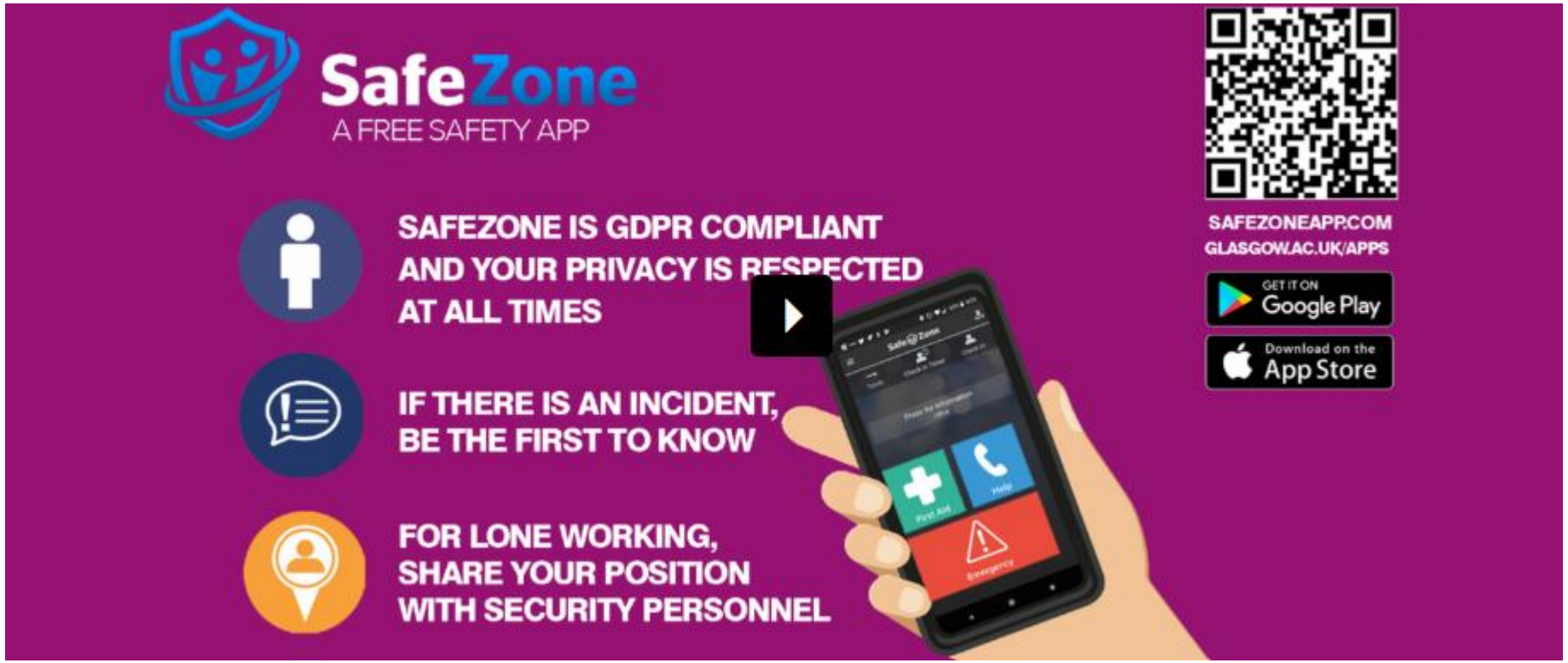
- **Annual Leave** - you are entitled to a maximum of 8 weeks leave each year. Check with your supervisor on the timing and with your School/Graduate School for any processes to log your leave

10 Things about… Living Your Life

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

Taking a bit longer to complete your PhD:

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


SafeZone
A FREE SAFETY APP
SAFEZONE IS GDPR COMPLIANT
AND YOUR PRIVACY IS RESPECTED
AT ALL TIMES
IF THERE IS AN INCIDENT,
BE THE FIRST TO KNOW
FOR LONE WORKING,
SHARE YOUR POSITION
WITH SECURITY PERSONNEL
SAFEZONEAPP.COM
GLASGOW.AC.UK/APPS
GET IT ON Google Play
Download on the App Store

What are YOU worried about or don’t know?

Useful

(If slightly dull)

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