Post-Graduate Research Handbook
2019-2020

INSPIRING PEOPLE

University of Glasgow
School of Chemistry

WestCHEM
Welcome to the Graduate School of the School of Chemistry and WestCHEM!

Welcome to the Graduate School in Chemistry at the University of Glasgow, which is part of the WestCHEM Graduate School. If you are a previous Glasgow student, welcome back! If you are a student new to Glasgow, you join a University that is over 550 years old. It is a place where Chemistry has been taught and researched for over 250 years, and a School of Chemistry that has been associated with four Nobel laureates and is part of one of the leading UK research schools in Chemistry (WestCHEM). In the recent UK Research Excellence Framework (REF 2014), which assessed all UK Chemistry Schools, 94% of our research was rated as internationally excellent or world-leading, and we were ranked 4th in terms of research power, emphasizing our combination of quality and critical mass. WestCHEM is the combined Research School in Chemistry of the Universities of Glasgow and Strathclyde, and since its inception in 2005, has developed the quality and impact of chemistry research in the west of Scotland. As a graduate student in Glasgow Chemistry, you are also part of WestCHEM and its graduate school, and have access to the excellent research laboratories and facilities across both partners. Within the University, the School of Chemistry is part of the College of Science and Engineering, and you are therefore part of the College of Science and Engineering Graduate School.

The Head of the Graduate School in Chemistry is Professor Ross Forgan and each of you will be associated with one of the Research Groupings/Section Heads:

- **Chemical Biology & Precision Synthesis** - Dr Andrew Sutherland
- **Supramolecular Electronic & Magnetic Systems** - Prof Mark Murrie
- **Chemical Photonics** - Prof Malcolm Kadodwala
- **Complex Chemistry** - Prof Lee Cronin
- **Heterogeneous Catalysis** - Prof David Lennon
- **Energy Conversion and Storage** - Prof Peter Skabara

Your supervisor should naturally be the first point of contact for any issues with your research, but your second supervisor, one of the Section Heads or Head of Graduate School are available to offer advice on issues that may arise. These senior colleagues will also be involved in assessing your progression through your research studies with us.

As a research student, you are of course primarily here to carry out research work in your chosen area. However, we are also aware of the need to develop your skills over a broader range of areas that are relevant to being a good research scientist, and you will therefore find that there are many opportunities for relevant complementary training in a variety of skills, of which I would encourage you to take advantage.

You will find as a Glasgow Chemistry research student that you are in a vibrant and busy research School, carrying out research across the full range of modern chemistry areas, with high quality and well-supported facilities to enable you to carry out leading-edge research. I hope that you will enjoy the environment and find your time as a graduate student with us exciting, challenging and rewarding.

Professor Graeme Cooke

Head of School, School of Chemistry, Room A4-08,
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1.0 University of Glasgow & College Postgraduate Code of Practice.

1.1 Introduction to the Code of Practice

The University of Glasgow recognises that research students make a vital contribution to our institution’s research output, culture and international reputation as a competitive, research-led university.

It is important to us, therefore, that postgraduate research students:

1. Receive the highest quality of support from University staff;
2. Have access to the correct information to facilitate the satisfactory completion of their research;
3. Carry out their responsibilities appropriately; and
4. Be aware of the roles and responsibilities of their supervisors and other University staff.

The University has agreed that some aspects of a postgraduate research student’s experience are common across all disciplines. The University’s Graduate Schools have therefore developed a Code of Practice for Postgraduate Research Degrees, which sets out guidelines to students and staff about the most effective practice for each stage in a postgraduate student’s life. These are the expected standards that all staff and students should maintain. Details of the code of practice can be found here:

https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/

1.2 College Postgraduate Code of Practice:

The University Code of Practice is more specifically for students of the College of Science and Engineering in our College Code of Practice.

1.3 Contacts at the College of Science and Engineering Graduate School

Most matters are dealt with at a School level (see 2.0). However, where there is an administrative matter that has to be handled at College level, your first point of contact is: Heather Lambie (Heather.Lambie@glasgow.ac.uk, Tel: 0141 330 4338)

The College offices are located at R312 Level 3, Boyd Orr Building, Glasgow G12 8QQ

The most senior member responsible for postgraduate matters in the College is the Dean of Graduate Studies: Prof Richard Hartley
2.0 School of Chemistry’s Postgraduate Research Training Programme

Discovering something new can be one of life’s most satisfying experiences, as we hope you will find out for yourself in the course of your postgraduate research here. In addition, your PhD studies should provide training in research and the associated professional skills that will prepare you for your subsequent career. The postgraduate research-training programme is designed to help you achieve this preparation.

The following people will be involved in your training.

Supervisor(s): Responsible for overall planning and day-to-day management of the project, general advice on professional, ethical and safety matters.

Second supervisor: Responsible for overview and feedback on progress. Also responsible for safety and managerial issues in the absence of the first supervisor (unless alternative arrangements have been made in writing).

Section Head: Responsible for monitoring progress, research reports, annual oral examinations, disciplinary matters, etc. The person to go to first in cases of dispute or difficulties when they cannot be resolved with your supervisor.

Head of PG School: Responsible for coordinating the training programme and progression.

Head of School: Ultimately responsible for health and safety, discipline, and course progression.

Useful information and contact details for your supervisor can be found at http://www.gla.ac.uk/schools/chemistry/
2.1 Formal Requirements

Before commencing any practical work, all postgraduate research students in the School of Chemistry are required to:

(i) Complete the postgraduate safety-training programme satisfactorily and, if appropriate, the radiation protection course, and complete a COSHH form.
(ii) Adhere to the safety regulations;
(iii) Organise and secure data, including maintaining a laboratory notebook, which constitutes the primary record of research activities, available for inspection by supervisors and Section Head when required;
(iv) Attend courses required by the College Graduate School;
(v) Complete appropriate practical experience courses;
(vi) Attend and be assessed on School of Chemistry postgraduate lecture courses;
(vii) Attend School and other specified colloquia;
(viii) Participate in postgraduate/sectional research seminars;
(ix) Produce regular research reports as set out below;
(x) Undergo oral examinations towards the end of years 1 and 2. Details of these are given in the following pages.
(i) and (ii) Safety in the School of Chemistry

Postgraduate Safety Training Programme

This 2-hour course will be given by Mr Graham Tobasnick, followed by a written examination. This course is compulsory for all students and the course examination has to be passed prior to commencement of any practical work. The timetable is given in the appendix of this document. For safety manuals etc. see:

https://www.gla.ac.uk/schools/chemistry/local/safety/

Radiation Protection Course

This course is compulsory only for postgraduate students who intend to become "classified" radiation workers, as advised by their supervisor; all other radiation workers are strongly advised to attend as well. This course is run by the Scottish Universities Research and Reactor Centre and the University of Glasgow Radiation Protection Service. Details of times and places are given in the appendix. The results of the examination are not published but successful candidates are awarded a certificate indicating that they have attained a satisfactory standard. In the event of failure, another opportunity to take the examination is provided a few weeks after the original examination. This course counts for 1 credit (see below).

Risk assessment forms

All postgraduates will be given a School safety manual, which must be read and retained for consultation during their studies. Under the Control of Substances Hazardous to Health (COSHH) Act, it is a legal requirement placed on all research workers to make a risk assessment of all their planned procedures and detailing those substances hazardous to health which are in use in their project at any given time. Risk assessment forms can be downloaded from the “Safety” page of the School of Chemistry website https://www.gla.ac.uk/schools/chemistry/local/safety/ where you will also find details about on-line submission (to come) and other administrative procedures. Forms must list all substances, or classes of substances, likely to be used, and must be updated before any unlisted substance is used or new operational procedures are initiated. Since the School is legally required to file a copy of each form, these updates must be copied to the School secretary responsible, or his/her depute (Arlene Sloan) as appropriate. [Please note that for on-line submissions (where available) filing of such updates is automatic. However, for legal reasons, one signed hard copy of the updated risk assessment must be posted in the research laboratory, as described in the safety manual.]
Safety when you are working away from Glasgow

Fieldwork

All postgraduates (and their supervisors) involved in fieldwork must complete an appropriate risk assessment before any such work is undertaken. Some advice on “Safety in Fieldwork” is available on the SEPS website (http://www.gla.ac.uk/services/seps/) . The appropriate form can be downloaded from the School’s website.

Furth of Glasgow.

The University of Glasgow has a responsibility to ensure that there are satisfactory arrangements in place, in terms of facilities, supervision and health and safety, and insurance to cover and support its students while they are on placement at other institutions.

All students intending to undertake a placement or visit to another institution should first consult the Furth of Glasgow regulations at: http://www.gla.ac.uk/services/postgraduate/research/mobilityandcollaborationopportunities/researchfurthofglasgow/

(iii) Data management and lab notebook

It is your responsibility to keep your data well-organized and secure, and guidance on group practice with respect to this will be provided by your supervisor. More generally, you should look at the University’s Data Management support and guidance:

http://www.gla.ac.uk/services/datamanagement

If you have data management issues, then first talk to your supervisor. More help can be found from the University:

http://www.gla.ac.uk/services/datamanagement/whocanhelp/

You must record experiments at the time they are conducted in a laboratory notebook. Your supervisor will provide guidance on the exact format for this. However, here are some general points:

- Date all experiments and number them in a way that allows cross-referencing with electronic data, spectra etc.
Always write in permanent ink, and if you make a mistake, cross it out with a single line so that the original text can still be seen.

- Record accurately weights and other measurements, at least to the number of significant figures required for reporting data in leading international journals.
- Record in detail; you may find you need these details later.

**(iv) College of Science & Engineering Graduate School Courses**

The College of Science and Engineering require you to attend College and University level courses as well as those organised within the School of Chemistry.

All postgraduates should frequently check the following website for updates:

[http://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduateresearchstudy/docotralresearchtraining/](http://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduateresearchstudy/docotralresearchtraining/)

All postgraduate students need to develop more general skills than those associated with their research areas alone. To help you monitor your progress on this you must complete a Training Needs Analysis form at the end of each year of study as part of the progression process. This can be found through a link from the above College website and is explained here: [http://www.gla.ac.uk/students/researcherdevelopment/](http://www.gla.ac.uk/students/researcherdevelopment/)

**(v) Practical Experience Courses**

These courses are intended to allow postgraduate students to gain "hands-on" experience in the use of advanced equipment relevant to their own research and general development. Students should discuss with their supervisors which courses are appropriate. Specialist training is available in techniques such as fluorescence, IR, NMR and UV spectroscopy, X-ray crystallography, mass spectrometry, microcalorimetry and thermogravimetric analysis, by special arrangement with the appropriate staff member, who will be identified by the student's supervisor.
(vi) Postgraduate Lecture Courses

During the first 2 years, all students must obtain at least 14 credits (4 credits must be from School of Chemistry). Eight credits must be completed in first year, with the remaining six credits done in second year. The list of School of Chemistry courses and credits are available in Appendix 1. A credit is awarded for satisfactory attendance at a course of workshops or lectures and successful completion of an assessment exercise based on the course material.

Note that School of Chemistry credits are not awarded for the College courses (apart from the Radiation Protection Course); the safety-training course or practical experience courses (unless it is a timetabled assessed course, available to all members of the school).

Postgraduate courses should be chosen from those detailed in the appendix. These include some undergraduate courses and some courses from the University of Strathclyde. University of Glasgow graduates will not receive credit for a course that was part of their undergraduate degree (you cannot receive credit for the same course twice for two different degrees). Students wishing to undertake courses with Computing Services or postgraduate lecture courses outside the school may do so with the approval of their supervisor and the appropriate Head of Section. In exceptional circumstances, other final year undergraduate courses may be taken with the approval of the postgraduate student’s supervisor and the Head of Section.

(vii) School/WestCHEM Colloquia

Postgraduate students are required to attend School (and other) colloquia on topics appropriate for both their specific interests and general background as part of their professional training. A list of these is continually updated and can be found here:

http://www.chem.gla.ac.uk/school/events/

Section Heads may give guidance on which colloquia should be attended and this will be monitored and assessed by Section Heads as part of the annual oral examination. In order to assist with the revision of these colloquia all postgraduates will be required to write a short paragraph describing the main points of each colloquium they have attended. A list of colloquium attended and a summary paragraph for each one should be appended to the May report (see below) each year.
(viii) Postgraduate Seminars

Each section will have its own regular series of sectional seminars and other activities at which attendance and participation by postgraduate students is mandatory. This will include regular talks or other presentations by postgraduate students - Section Heads will provide specific details. Each postgraduate student must give a talk on their own research during their first and second years, which will often be incorporated into these sectional seminars.

Towards the end of the final year, each PhD student will give a seminar based on their own research, expected to be part of a WestCHEM Postgraduate Symposium or other event.

(ix) Research Reports

Each research student is required to report on their research to the appropriate Head of Section, on a regular basis as detailed below. These reports together with the accompanying oral examinations in first and second years are designed to:

a) Develop written and oral communication skills,
b) Establish professional standards for the acquisition and reporting of experimental data,
c) Adopt a sense of accountability,
d) Provide guidance and continuous self-assessment,
e) Practice the formulation of achievable objectives and critical assessment of progress,
f) Assist in efficient time management ensuring a timely preparation for the thesis.

You and your supervisor must also complete an Annual Progression Review form and submit this with the report. You must also submit a Training Needs Analysis form.

You must submit TWO copies of your Research Report, signed Annual Progression Review Form, and Training Needs Analysis form to the Teaching Office by 12 noon on 1st May 2020 (if your start date is September-December) and upload a copy on to Moodle at the same time.

If your start date is January-April, you submit by 12 noon on 1st September and if it is May-August then you submit by 12 noon on the first working day after 1st January of the following year.

Format and Schedule of the Reports

The format of reports may vary slightly in different sections depending on the nature of the project, and Section Heads will provide guidance where necessary (some students will be required to write regular reports for industrial sponsors, etc.; duplication of effort is not expected in such circumstances). Unless stated otherwise, the reports are intended to be
accounts (typically 20-30 pages plus experimental details where appropriate) of the research carried out according to the following outline schedule and timetable.

**First year students:**
Detailed introduction; discussion of progress so far; full experimental section, references, appendix, Gantt chart detailing work to be done over the next 12 months.

**Second year students:**
Update of literature since first year report, detailed discussion of progress since first year report; full experimental for work carried out since first year report, references, Gantt chart detailing work to be done over next 12 months.

**Third year students:**
Two-page update of research since second year report. Thesis plan detailing thesis chapter titles and a brief one-paragraph summary of what will be included in each chapter. Gantt chart detailing work to be done over the next 6 months.

**Format of first year and second year report:**
11 Point Arial, 2 cm margins. No more than 20-30 pages (not including Appendix). Reports longer than this will be returned. A list of all postgraduate lecture courses, and School seminars attended should be supplied in the Appendix. The appendix should also contain relevant spectroscopic details (e.g. NMR spectra, crystallographic data etc.). For details relating to Gantt charts, please see:

http://en.wikipedia.org/wiki/Gantt_chart;

http://www.ganttchart.com/Examples.html;

http://www.youtube.com/watch?v=jYn_090vCr0

**(x) End of year oral examinations**

All 1st, 2nd and possibly 3rd year postgraduate students will be formally interviewed by one of the Academic Line Managers, who may seek the assistance of an appropriate internal examiner. This interview will be based on: (a) research report(s); (b) postgraduate courses attended; (c) material from seminars and School colloquia; (d) general scientific background and context of the research. Laboratory notebooks and relevant lecture notes should be brought into this examination. Students whose performance in the oral examination is deemed unsatisfactory will be required to undertake remedial work on which they will be subsequently examined or, in extreme cases, be required to terminate their research studies. Please note: Academic Line Managers are available at all times throughout the year for informal and confidential discussions regarding progress or other matters. Students who have particular concerns should contact the relevant Academic Line Manager as soon as possible.
2.2 Reporting & monitoring timetable

Year One: 1st May
First year progress report. Including: a detailed literature review and project background and progress to date. The report will be for the basis of the Progression Viva. The report to be submitted by *1st May*.

May-June
Formal first year Viva with Head of Section + 2nd Supervisor. To be complete by *30th June*.

June-August
Formal Progression through Supervisor/Student reports. Approval by Head of Section/Graduate School.

Year Two: 1st May
Second year progress report, focusing upon the progress made and new literature published after the submission of the first year report. The report to be submitted by *1st May*.

May-June
Formal second year Viva with Head of Section 2nd Supervisor. To be complete by *30th June*.

June-August
Formal Progression through Supervisor/Student reports. Approval by Head of Section/Graduate School.

Year Three: 1st May
Two-page report focusing on progress made since 2nd year report. Thesis Plan, agreed with supervisor, evaluated by second supervisor.

May/June
Throughout the three-year period, students will be actively encouraged to:

(i) Present their research (talks and posters) at internal and external meetings;
(ii) Help draft research publications and review articles;
(iii) Participate in transferable skills and postgraduate training courses.
(iv) Annual Oral Examination
2.3 Annual Report to Head of School/Head of Graduate School

In accordance with College policy on postgraduate student progress and supervision, supervisors will agree with Academic Line Managers on a written report to the Head of School/Head of Graduate School and to the student on the performance of each postgraduate in their annual examination and on the content of their research reports or poster. Students must sign this report to show they have seen and read it.

2.4 Submission of Thesis and Final Oral Examination

All students should normally complete their practical work by the end of March in their final year and thesis writing should be well advanced by then. Thesis MUST be submitted within four years of starting their PhD. It should be noted that any students requiring access to School facilities beyond the end of their final year will be required by the University to matriculate and pay the appropriate "writing-up" fee. As the name implies, this is only intended to allow students to have access to facilities for the purpose of writing their thesis.

Under no circumstances will any student in this category be permitted to carry out additional practical work. If further practical work is necessary, the explicit permission of the Head of School/Head of Graduate School must be obtained, and an appropriate fee paid to the University.

As required by Senate, the final oral examination will be carried out by a nominated external examiner together with an internal examiner who is not the student's supervisor.

The supervisor will not normally be present at this examination but will be available for consultation if required. At the prior request of the examiners, students may be asked to produce, at the oral examination, their laboratory notebooks, spectra, reference samples of key compounds, computer outputs, copies of published papers, etc. which have been obtained during the course of their research. Notebooks, spectra, compounds prepared, and computer outputs remain the property of the School, and will normally be handed to the supervisor following the oral examination.
3.0 Demonstrating to undergraduates

In order to become a laboratory demonstrator, you must be trained both by the University (3.1) and the School of Chemistry (3.2).

3.1 University Graduate Teaching Assistant / Demonstrator Training

Senate requires that all new GTAs (Graduate Teaching Assistants, Tutors and Laboratory Demonstrators) undergo training to aid them in their teaching duties. Information can be accessed at Senate Regulations.

The Learning and Teaching Centre (previously Teaching and Learning Service) is responsible for half of this training (the GTA’s own School or College is responsible for the other half).

The training provided by the Learning and Teaching Centre aims to:

- provide a brief introduction to teaching and learning at the University of Glasgow and the role GTAs play in the learning of the University’s undergraduates
- develop among GTAs, an insight into how their students learn
- provide GTAs with an opportunity to develop effective ways to facilitate the learning of their students
- encourage GTAs to reflect upon their teaching practices

Information from the Learning and Teaching Centre including training booking and training materials can be accessed from this webpage:

http://www.gla.ac.uk/services/learningteaching/events/

3.2 Demonstrator Training in the School of Chemistry

Since all postgraduate students will be demonstrating to undergraduates in the appropriate inorganic, organic or physical laboratories at some stage in their short postgraduate career, all postgraduate research students have to attend the Chemistry Demonstrators’ Training. This is a specialized session in collaboration with the Teaching and Learning Service (TLS), and will be run by Dr Smita Odedra (Smita.Odedra@glasgow.ac.uk).

You MUST attend the demonstrators training.

You should inform your interest to demonstrate to Angela Woolton (angela.woolton@glasgow.ac.uk) and she will inform you of the number of hours that will be allocated to you to demonstrate in the labs. If you make any changes to this, e.g. swap with another student; please provide details to pg-enquiries@chem.gla.ac.uk immediately.

You will then receive your contract and have been allocated a number of hours you will be able to demonstrate. You should then submit an online timesheet for your hours. You should complete online timesheet at least 5 working days before the payroll deadline.
Instruction on how to complete the online timesheet is available at http://www.gla.ac.uk/media/media_450402_en.pdf

The School provides cotton lab coats, which must be worn when demonstrating. These are of a brightly coloured material to ensure you are visible during the labs and these are available from the Teaching Support Office A4-30 who will advise collection times. They should be returned at the end of the session. Any lab coats required as part of your research activity are available from Stores, but these should be purchased using the on-line requisitioning system.

4.0 International Students

4.1 Tier 4 Visas

All Tier 4 visa holders will be given two copies of a document detailing their responsibilities to remain compliant with their visas. Both copies should be signed, and one signed copy returned to Teaching Support Office A4-30. Monitoring and attendance guidance will be provided to individuals.

4.2 Support for International Students

International student support has a website with lots of information: http://www.gla.ac.uk/international/support/
5.0 Health and Well-being

Your health and well-being are important to us and a full list of University Services can be found at: https://www.gla.ac.uk/subjects/healthwellbeing/

The University has a gym: http://www.gla.ac.uk/services/sport/

There are many societies with which you can be involved at the University. Among these is a chemistry society, which is called the Alchemists: http://www.chem.gla.ac.uk/alchemist/services.html

GP and health services in the Fraser building (sign up before you get the flu!) Barclay medical centre http://www.universitybarclay.com/

Disability services is at 65 South Park Avenue http://www.gla.ac.uk/services/disability/

The Chaplaincy website gives details of Religions and some Places of Worship http://www.gla.ac.uk/services/chaplaincy/

SRC have a student advice centre for general inquiries (anything from flats and landlord trouble to helping with official complaints) http://www.glasgowstudent.net/advice/

Counseling and Psychological Services do drop-in sessions and are very nice: http://www.gla.ac.uk/services/counselling/

SRC operate the nightline (anonymous phone helpline every night form 7pm to 7am). The volunteers are trained to refer people to the help they need or just listen to people. 0141 334 9516, http://www.gunightline.org/listening/

SRC also have an instant messaging service and are contactable via email asknightline@glasgowstudent.net

5.1 School of Chemistry Health & Well-being

The School of Chemistry currently has five members of staff who are qualified as mental health first-aiders. They are available for anyone in the School of Chemistry to speak to about any mental health issues which may be affecting you during your time here at the University of Glasgow, including but not limited to:

- Suicide
- Depression
- Anxiety
- Alcohol and drugs
- Psychosis

Please feel free to get in touch with any of the following mental health first aiders if you would like to talk about any issues which may be affecting you:
- Miss Deborah Cleary (Connolly/Speakman lab, teaching technician)
- Miss Jessica Walker (Cullen lab, teaching technician)
- Miss Lucy Wilson (Connolly/Speakman lab, modern apprentice/teaching technician)
- Mrs Angela Woolton (A4-27, learning and teaching administrator)
- Dr Holly Yu (C5-08/C5-09, research technician)

The School Welfare Officer for Postgraduate Students is Dr Joëlle Prunet. You can seek confidential advice/consultation from her about non-scientific issues. Tel: 0141 330 8774, email Joelle.Prunet@glasgow.ac.uk

6.0 Compulsory Introductory Meetings

6.1 Chemistry Graduate School

1 October 2019

Joseph Black Building

Conference Room, Room A4-41a

11:00: Introductory Meeting from Head of School – Prof Graeme Cooke

11:10: Introduction and Welcome to the College and Introductory Training Programme – Professor Ross Forgan

12:00: IT Induction – Mr. Stuart Mackay

12:30: Spectroscopy Seminar - Dr David Adams & Mr. Jim Tweedie

15:00: Alchemists Talk & Mixer
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<th>Time</th>
<th>Event</th>
<th>Presenter</th>
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<td>11.15</td>
<td>The Graduate School Welcome</td>
<td>Professor Richard Hartley</td>
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<td>11.25</td>
<td>Ice Breaker Activity</td>
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<td>11.55</td>
<td>PhD Study and How to Succeed</td>
<td>Professor Richard Hartley</td>
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<td>PhD Student</td>
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<td>12.30</td>
<td>Doctoral Researcher Training</td>
<td>Richard Marshall</td>
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<td>12.40</td>
<td>Lunch</td>
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<td>13.30</td>
<td>Useful Information</td>
<td>Heather Lambie</td>
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<td>13.40</td>
<td>The Importance of Public Engagement</td>
<td>Yalinu Poya, PhD Student</td>
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<td>14.05</td>
<td>PhD Study ++</td>
<td>Various</td>
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<td>Pint of Science</td>
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<td>Mobility Funding</td>
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<td>Placements</td>
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<td>14.45</td>
<td>Student Representative Council</td>
<td>VP Education</td>
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<td>15.00</td>
<td>Research Treasure Hunt</td>
<td>Student Team Leaders</td>
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<td>(Hidden UofG Treasures!)</td>
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<td>17.00-</td>
<td>Drinks Reception, Hillhead Bookclub (optional) &amp; Treasure Hunt Prize Giving</td>
<td>Student Team Leaders</td>
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6.3 Fire Safety Talk

Mr Jim Tweedie (Jim.Tweedie@glasgow.ac.uk)

Talk: Wednesday 2nd October 2019 @ 09:30am – 10:30am
Room 222, West Medical Building

6.4 Postgraduate Safety Training Programme

Mr Graham Tobasnick (Graham.Tobasnick@glasgow.ac.uk)

Lectures: Wednesday 2nd October 2019 @ 10.30am-12.30pm
Room 222, West Medical Building

Safety Examination: Thursday 3rd October 2019 @ 10.00am-12.00pm
Room 222, West Medical Building

6.5 Chemistry Demonstrators’ Training

Monday 7th October 2019 @ 09:30am - 12:30pm
Room 257, Wolfson Building Hugh Fraser Rm 257

If you are unable to attend the Chemistry Demonstrators’ Training, please contact Smita Odedra (smita.odedra@glasgow.ac.uk).

6.6 Agresso Training

To order goods, the School of Chemistry operates a web requisitioning system (named Agresso), which means that orders are placed on-line.

You must have undertaken appropriate training, which is provided by the University of Glasgow Finance Office before you will be given access to Agresso. You should also advise them of specific projects which you would like access to (supervisors will provide this to students). Please contact melanie.mcevoy@glasgow.ac.uk with your preferred date/time.

The training dates for Chemistry PGR students are:

Thursday 10th October 2019 10:00 – 12:00 in Room 1022, Library
Thursday 10th October 2019 14:00 – 16:00 in Room 1022, Library
Thursday 24th October 2019 10:00 – 12:00 in Room 1022, Library
Thursday 24th October 2019 14:00 – 16:00 in Room 1022, Library

Please note that you will not be able to access Agresso or place orders without having a staff ID. To obtain this you must submit a completed Agresso application form to the teaching office, room A4-30. You will need your GUID and GUID password in order to access the system.
6.7 Lecture Recording Policy – Student Guidelines

**Official University recordings**

**What will the University do?**

At present, the lecture recording policy does not require that all lectures are recorded by the University as standard. Instead University staffs are encouraged to make use of the lecture recording technology available and in turn make the recordings accessible to students.

The policy requires that if a lecture is to be recorded, the staff member must make students aware of this fact at the beginning of the lecture. In addition, the staff member has the discretion to pause recording at any time, or subsequently edit a lecture recording, for example if sensitive material is being taught or if a student does not want their contribution recorded.

**Who can see the official recordings?**

Lecture recordings made by the University will normally only be made available to students enrolled on the relevant course although the University reserves the right to make them more widely available if they wish.

**What can I do with the official recordings?**

Official recordings made by the University are for your own personal use and you should under no circumstances distribute these except among class mates (see below). This includes uploading them to social media sites, YouTube, Course Hero and other unauthorised websites. Contravention of this policy could lead to the University taking disciplinary action against you under the University Student Code of Conduct, or in the more severe cases even take legal action against you.

**What if I don’t want what I say to be recorded?**

If you are informed that an official University recording will be made, and you don’t wish to be recorded you should notify the lecturer before the lecture begins and ask them to pause/edit the recording as required.

**Student recordings**

**When can I record a lecture?**

If an official University recording of a lecture will not be available, students will normally be permitted to make an *audio* recording for their own personal use. The staff member delivering the lecture will have the final say on whether this is permitted but the policy states that no request will be refused without good reason.

If you are unsure if an official recording will be available, or if you will be permitted to make your own recording, you should contact the lecturer in advance of the lecture to check.
Why am I likely to be refused permission to record a lecture?

There is not an exhaustive list of reasons, but these might include:

- The fact that an official University recording will be available
- Where the lecture is likely to contain lots of spoken interaction between students, some of whom may not be comfortable having their voices recorded
- Where the lecture includes sensitive content
- Where the lecture is being delivered by a visiting lecturer who is not bound by the University’s policy

Will I be notified in advance if a lecture won’t be being recorded by the University?

Yes, via email or Moodle at the earliest opportunity.

What can I do with the recordings I make?

You should think of the audio recordings you make in the same way as lecture notes, these can be shared with anyone on your course, but you should not publish these online or you could be in breach of the University’s Code of Student Conduct and potentially subject to legal action.

The policy states that once the recording has served its purpose as a study aid it should be erased.

Will this policy affect disabled students?

If you are currently registered with the Disability Service as a disabled student, and have existing permission to record lectures, the policy will not affect your current arrangements. It is hoped that the introduction of the policy will reduce the potential for identifying students as disabled based solely on the fact that they are recording a lecture.

Read the lecture recording policy here: [http://www.gla.ac.uk/media/media_359179_en.pdf](http://www.gla.ac.uk/media/media_359179_en.pdf)

### 6.8 Keys & Access

Keys/fobs will only be issued after the completion of the ‘door access form’ and the safety induction form. Provision of keys is arranged by contacting keys@chem.gla.ac.uk or visiting room a4-04.

Deposits for fob keys and keys- monies will only be returned when fob keys/keys are handed back before you permanently leave the school. You must inform keys@chem.gla.ac.uk the week of your departure – do not expect monies to be paid on the day you leave, you must give at least 24 hours’ notice for monies to be returned. No deposits will be paid later.

If fob keys/keys are not returned before you leave the Joseph Black building – you will forfeit your deposit money so, please make sure you return them before you leave.
Fob keys/keys must be returned on the dates you have given on your original form - unless you have made another arrangement with this office. If no arrangement has been made and the date has passed - your key access will be cancelled; this will block you from entry to the building after hours.

6.9 Travel Awards

Awards from External Agencies (e.g. Travel Bursaries)

Please advise the TRM team (Andrew Wilson and Lesley McGown) before you apply for any external funding, regardless of the value. This may include schemes like an RSC Research Mobility Grant. This will allow them to provide guidance on how best to deal with the application and reduce the chance of any unnecessary personal costs being incurred.

7.0 Student Learning Development

Maximise your academic abilities!

Advisers in Student Learning Development (part of the Learning Enhancement and Academic Development Service (LEADS)) will help you throughout your University career with your academic skills. We work to enhance your learning experience and help you achieve your full academic potential.

- All students are welcome at our classes and small group sessions
- One-to-one consultations are available to discuss how to approach your studies
- College-specific guidance is offered on essay writing, exam preparation, dissertations and research
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- Dedicated International Writing Advisers for Undergraduate and Postgraduate Taught students provide bespoke classes and one-to-one consultations
- Dedicated classes and one-to-one consultations for postgraduate research students from our Postgraduate (Research) Writing Adviser
- Dedicated Royal Literary Fund Fellow Postgraduate Taught Writing Adviser provides one-to-one consultations
- Specialised guidance for mathematics and statistics courses.

Please find more information on [http://www.gla.ac.uk/services/sls/](http://www.gla.ac.uk/services/sls/)
University of Glasgow: Postgraduate Courses 2019 – 2020

All postgraduate students are required to inform the Administrator of the Chemistry Graduate School, of all courses which they intend to attend. This should be done via Moodle by Thursday 10th October 2019 stating the student’s name and matriculation number by submitting electronic form under Course Registration. Failure to comply might result in the partial or total loss of credits awarded for the postgraduate lecture courses in that particular year. It is helpful if students mark on their list the courses which you wish to attend but for which you do not necessarily need any assessment or credits.

For the courses listed below, details of the assessment procedures should be obtained from the lecturers concerned.

<table>
<thead>
<tr>
<th>Title</th>
<th>Lecturer(s)</th>
<th>Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistical Mechanics &amp; Reaction Dynamics</td>
<td>Dr Docherty</td>
<td>p5m</td>
<td>1</td>
</tr>
<tr>
<td>Theoretical &amp; Computational Chemistry</td>
<td>Dr Senn</td>
<td>p6m</td>
<td>1</td>
</tr>
<tr>
<td>Organic Supramolecular &amp; Materials Chemistry</td>
<td>Prof Cooke</td>
<td>S2-o</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry of the f-block</td>
<td>Dr Price</td>
<td>i6m</td>
<td>1</td>
</tr>
<tr>
<td>Organometallics in Synthesis</td>
<td>Dr France</td>
<td>S1-o</td>
<td>1</td>
</tr>
<tr>
<td>Retrosynthesis</td>
<td>Dr Prunet</td>
<td>o6m</td>
<td>1</td>
</tr>
<tr>
<td>Molecular Magnetism</td>
<td>Prof Murrie</td>
<td>S3-i</td>
<td>1</td>
</tr>
<tr>
<td>Electrochemistry for a Sustainable Future</td>
<td>Dr Symes</td>
<td>S4-i</td>
<td>1</td>
</tr>
<tr>
<td>Organic Electronics and Photonics</td>
<td>Prof Skabara</td>
<td>S5-p</td>
<td>1</td>
</tr>
<tr>
<td>Dynamics of Molecular Clusters and Fluids</td>
<td>Prof Wynne</td>
<td>S6-p</td>
<td>1</td>
</tr>
<tr>
<td>Synthetic Challenges</td>
<td>Dr J Prunet/Dr Alistair Boyer</td>
<td>P1</td>
<td>2</td>
</tr>
<tr>
<td>Practical Scientific Glassblowing for Chemists</td>
<td>Mr J Liddell</td>
<td>P3</td>
<td>1</td>
</tr>
<tr>
<td>Computational Chemistry for Synthetic Chemists</td>
<td>Dr G Bucher</td>
<td>P4</td>
<td>1</td>
</tr>
</tbody>
</table>

Timetable: Timetable for the above courses can be accessed on below link:

https://moodle.gla.ac.uk/course/view.php?id=4573