



School of Social & Political Sciences

Session 2019-2020

Postgraduate Research Student Handbook



Table of Contents

- 1. Introduction and Contacts 3
- 2. Key Contacts..... 3
- 3. Desk and Study Space 4
 - Fire Drills and Emergency Evacuations 6
- 4. Building / Office Keys 6
- 5. Common Areas 7
- 6. Enrolment..... 7
- 7. Health, Safety and Wellbeing..... 7
 - Counselling and Support Services 7
 - Disability Service.....7
 - International Student Handbook 8
 - Computer Use..... 8
 - General Housekeeping 8
 - First Aid 8
 - Accident Reporting 8
 - Fault Finding and Reporting 8
- 8. Information for Tier 4 Students 8
- 9. Supervisory Meetings 9
- 10. Training Needs Analysis 9
- 11. Research Training Support Grants 9
- 12. Fieldwork Support Fund..... 9
- 13. PGR Experience Fund9
- 14. Graduate Teaching Assistant (GTA) Work 10
- 15. Suspension, Extensions, Sickness and Leave of Absence Requests..... 10
- 16. Research Ethics 10
- 17. Progression and Submissions 10
- 18. Scholarships and Financial Aid Payments..... 11
- 19. PGR Student Representation 11
- 20. IT Equipment..... 11
 - PGR Web Profile Pages 11
 - PGR Moodle Site.....11
- 21. Email 11

22. Library	12
23. Mail, Photocopier and Supplies	12
Incoming / Outgoing Mail.....	12
Photocopier / Scanning / Printing.....	12
24. Room Bookings	12
25. General Contacts	12
• Office E-Mail Address.....	13
• Web Page.....	13
• Session Dates and Holidays.....	13
• School Communications.....	13
26. Getting Involved and Connecting with Others.....	13
27. Financial Aid.....	14

1. Introduction and Contacts

Welcome to the School of Social & Political Sciences. We hope that your experience as a PGR student in the School is a positive one. This Handbook provides key information to help you settle in and refer to throughout your postgraduate research studies. The guide provides generic information and also building specific information for 4 buildings: namely **Adam Smith Building, 25-29 Bute Gardens, Lilybank House and Ivy Lodge** depending on where you are located.

2. Key Contacts

Dr Mo Hume is the School of Social & Political Sciences PGR Convenor and her contact details are given below.

School–PGR Convenor	Dr Mo Hume	+44 (0) 141 330 4683 mo.hume@glasgow.ac.uk R1214 Level 12, Politics, Adam Smith Building
----------------------------	-------------------	--

PGR Administrator's contact details are given below.

PGR Administrator	Anna Yates	+44 (0) 141 330 1738 socpol-pgr-admin@glasgow.ac.uk PG Hub, Level 4/5, Adam Smith Building
--------------------------	-------------------	---

If you have any issues with your course your first point of contact should be a member of your supervisory team or your subject area PGR convenor as detailed below.

Subject Area	Convenor	Contact Details
Central and European Studies (CEES)	Dr Helen Hardman	+44 (0) 141 330 4487 Helen.Hardman@glasgow.ac.uk Room 406 8 Lilybank Gardens
Economic and social History (ESH)	Prof Neil Rollings	+44 (0) 141 330 6081 Neil.Rollings@glasgow.ac.uk Room 303, Lilybank House
Politics & International Relations	Prof Beatrice Heuser	+44 (0) 141 330 6196 Beatrice.Heuser@glasgow.ac.uk Adam Smith Building
Sociology	Dr Gareth Mulvey	+44 (0) 141 330 4065 Gareth.Mulvey@glasgow.ac.uk Room 1010, Adam Smith Building
Criminology	Dr Marguerite Schinkel	+44 (0) 141 330 8257 Marguerite.Schinkel@glasgow.ac.uk SCCJR, Ivy Lodge
Urban Studies	Prof Moira Munro	+44 (0) 141 330 4675 moira.munro@glasgow.ac.uk Room 203 Level 2, Urban Studies, 25 Bute Gardens

Communications & Engagement Officer	Linzi Crawford	+44 (0) 141 330 4267 Linzi.Crawford@glasgow.ac.uk Room 909, Adam Smith Building
--	-----------------------	--

3. Desk and Study space

Important Note: In general all full-time students will be allocated their own desk in a dedicated PGR space which is ideally close to their subject area for the first three years of study and during thesis pending. Students will be provided with their own dedicated desk until two weeks following submission of their soft bound thesis. Part-time students are allocated hot desk space. If you change from full-time to part-time, you will be asked to vacate your desk space and move to using a hot desk.

Adam Smith Building (ASB) is located at 40 Bute Gardens, and is on the south side of Great George Street at the top of the hill. It is largely occupied by School Administration, Politics and Sociology subject areas.

If your room is located in Adam Smith Building you will be issued with a key for your room as well as the entrance door to the building (near the Janitor's Office, room 212) in the event you need to enter or leave the building outwith normal opening hours.

Please ensure that you are careful to lock the door behind you and do not allow anyone else entry.

25-29 Bute Gardens, is situated on the west side of the Adam Smith Building and is largely occupied by Urban Studies subject area and the Institute for Health & Wellbeing.

You will be issued with a room key, soon after your arrival and a front storm door if you intend to work outwith normal working hours. At all other times the building is accessed either via number 25 or number 29 Bute Gardens, using the lock code on the inner front door. This code will be given to you on collection of your keys.

The building is open from 9am to 5pm Monday to Friday. Please note that 25-29 Bute Gardens is a terraced row with individual front entrances but internally all the buildings are linked. Toilets are located on the ground floor, at room 126, room 112 and upstairs in room 245 Bute Gardens.

You should leave the building by 9pm each weekday evening, as the building alarm is set by security, soon after this time. At week-ends you will need a key for the front storm door for numbers 25 or 29. One key should open both doors. Thereafter entry to the building is by using the lock code on the inside front door. Please ensure that you lock the door on entry or exit and do not allow building access to anyone else. There is no lift in 25-29 Bute Gardens properties.

Lilybank House, is located on the west side of Adam Smith Building, can be accessed from Bute Gardens and is largely occupied by Economic and Social History (ESH) subject area.

Soon after your arrival you will be issued with keys for the storm door, the glass front door and your office. This is an open building so you must take responsibility for the security of your possessions and should lock your office door when it is unoccupied. Janitorial staff will open the building around 8.00am daily and close the building at 5.00pm. Janitors will not set the alarm because staff or students are frequently still in the building after that time. The last person to leave an area switches off the lights to indicate that the area is empty. Anyone in the building after 5.00 pm must check to see if they are the last person to leave the building and if so they should set the alarm. The code for the alarm and instructions on setting the alarm will be given to you by the PGR Administrator, email: socpol-pgr-admin@glasgow.ac.uk

If you experience problems whilst attempting to set or unset the alarm, please call security on extension 4282.

Lilybank House has one lift which is accessible on Level 2 opposite room 206b to the right of the main foyer. The kitchen/common Room is room 107, located on Level 1, in the basement. Please ensure that you clean and tidy away dishes after using the facilities and ensure that out of date food is removed from the fridge. Students are expected to take it in turns to clean the fridge. You are welcome to use any of the appliances and utensils provided.

Toilets can be found on each level. Level 1 basement, opposite room 102 and to left of the kitchen area. Level 2, ground floor, in the main foyer opposite the front entrance and level 3 on the first floor, room 306 in a room cluster opposite the lift

Ivy Lodge, is located at 63 Gibson Street, and is primarily occupied by The Scottish Centre for Crime and Justice Research (Criminology) which sits within the Sociology subject area.

You will be issued with keys for your room and the front storm doors. The inner door and front office doors allow access via a key pad. These codes (including the main alarm code) will be given to you on collection of your keys from the PGR Administrator, email: socpol-pgr-admin@glasgow.ac.uk.

If you intend to work in the evening (after 6pm) or at week-ends, please ensure the storm doors are closed over. If you are last to leave the building, please ensure all lights are switched off, the alarm is set and the storm doors are locked and secured. Please ensure that you do not allow anyone else entry.

Adam Smith PG Hub, is located in the Adam Smith building on Level 4 and is occupied by the PGT and PGR Students, with many PGR students having their working space within the hub itself.

You will be issued with front door keys to the building, and please ensure doors are locked behind you if you are entering or leaving outside of core working hours.

There is a lock on the outside door of the hub which can be opened by using your Student Cards. If you are having trouble gaining access please contact the PGR Administrator, email: socpol-pgr-admin@glasgow.ac.uk

Fire Drills & Emergency Evacuations

Please familiarise yourself with any fire safety signage and procedures for each respective building. Exit the building immediately in the event of an alarm and make your way to the designated fire assembly point.

If you need help evacuating the building

If you need help to exit the building using the stairs you must make this known to your supervisor or one of the PG Admin team as soon as possible. Any special arrangements that need to be made should be planned and recorded in a Personal Emergency Evacuation Plan ([PEEP](#)). Completed PEEP forms should be sent to Jeane Bonner, jeane.bonner@glasgow.ac.uk, Health and Safety Co-ordinator.

In an emergency situation contact Central Services on the emergency numbers. (Ext 4444 Gilmorehill or Ext 2222 at Garscube site.

4. Building / Office Keys

For all key related enquiries, please contact the PGR Administrator, email: socpol-pgr-admin@glasgow.ac.uk or call 0141 330 1738.

All keys must be returned to the office on completion of your studies to avoid incurring a charge.

5. Common Areas

The Staff and PGR Common Room is located on the ground floor of Adam Smith Building in room 202 as well as a student common room, with vending machines for drinks and snacks at the end of the corridor. A communal PGR kitchen is also located on the ground floor, where student pigeon holes are located.

Within Bute Gardens there are number of small kitchens with a sink and microwave throughout the building, including room 111. Please note, there is a kitchen located within the staff room in room 115 and this is the only one which has a fridge. In Lilybank House there's a common room with kitchen facilities located in the basement.

Food and drinks can also be obtained in the Library Building, D11 on the Campus Map and opposite the Adam Smith Building. Catering is also available in the Fraser Building, E2 on the Campus Map and is on the east side of the Library. All of these facilities are less than 2 minutes walk from Adam Smith Building, 25-29 Bute Gardens and Lilybank House. For a full list of catering options please check the following web link:-

<http://www.gla.ac.uk/services/hospitality/eatingoncampus/>

6. Enrolment

Postgraduate Research Students can obtain ID cards from The Student Services Enquiry Team. Please use link below for further information:-

<http://www.gla.ac.uk/myglasgow/students/sset/idcards/>

[Please be reminded that you must enrol at the beginning of each academic year and that all of your outstanding fees and charges must be paid before you can register.](#)

7. Health, Safety & Wellbeing

Looking after your wellbeing during the PGR journey is very important. A PhD can be both a deeply enriching experience, but also a stressful one. As a School, we take PGR wellbeing seriously and provide support through a variety of formal and informal means.

The Health and Safety at Work Act 1974 along with other regulations and approved Codes of Practice secure the health, safety and wellbeing of the employees of the School of Social and Political Sciences as well as the wider University community. Your health, safety and wellbeing are important to the University during your time studying here and a number of web links on services and support available are given below

The Health, Safety and Wellbeing Policy Statement can be found on the following web pages:-

http://www.gla.ac.uk/media/media_502679_en.pdf

Further guidance and information can be found in these pages including lone working: -

<http://www.gla.ac.uk/services/health/>

Emergency contact information can be found at the following web link:-

<http://www.gla.ac.uk/myglasgow/staff/emergencyandcrisissupport/>

Counselling and Support Services

The University of Glasgow, Counselling and Psychological Services provides help and information for all students, you can see a qualified counsellor, browse the self-help guides available. Provide training for peer support and give access to workshops on Mindfulness and stress reduction.

Further Information can be found at <http://www.gla.ac.uk/services/counselling/> with additional links to Helpful Services.

Disability Services

If you have a disability, chronic medical or mental health condition, specific learning difficulties such as dyslexia, sensory impairments or access difficulties, we encourage you to disclose this so we can put appropriate support in

place. More information and details on how to register with Disability services are found here:

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

International Student Handbook

If you are an international student further information on Health Services can be found in the International Student Handbook: <http://www.gla.ac.uk/international/support/internationalstudenthandbook/>

Computer Use

You must familiarise yourselves with step-by-step guide to assessment of workstations: -

www.gla.ac.uk/media/media_245039_en.pdf

General Housekeeping

It is expected that all students will strive to keep their offices, the building corridors and common areas and approaches in a safe and tidy condition. Obstacles within corridors and on traffic routes create an obvious risk of trips and we must avoid these to ensure clear routes in the event of emergency evacuation.

First Aid

First aid boxes are kept at various locations within School buildings. We have several trained first aiders within the School. The names and telephone numbers of current First Aiders are displayed on first aid signage at various prominent locations within the buildings. Please familiarise yourself with the location of a first aid box and/or your nearest first aider in the event of an emergency.

Accident Reporting

Please report all accidents, incidents or near misses by using the following web link:-

<http://www.gla.ac.uk/services/seps/forms/>

Please send a copy of the completed form to Jeane Bonner, jeane.bonner@glasgow.ac.uk, Health and Safety Co-ordinator.

Fault Finding and Reporting

Any building or furniture faults for SS&PS students should be reported to the PGR Administrator, Anna Yates, email: socpol-pgr-admin@glasgow.ac.uk.

8. Information for Tier 4 International Students

The University is required by UK Visas & Immigration to monitor the attendance of all students studying on a Tier 4 student visa throughout the academic year. In addition to the scheduled Registry contact points, the School will undertake routine monitoring of attendance at supervision sessions. The University acts as the sponsor for Tier 4 visa-holders and needs to be able to show that students are in Glasgow and engaged in their studies. This is done through the completion of supervision forms (see below). **This is compulsory for Tier 4 students.**

Please note that due to regular changes to UK Visa & Immigration regulations, it's best that you look on the Graduate School webpages for up-to-date information:-

<https://www.gla.ac.uk/myglasgow/registry/tier4/responsibilities/#d.en.401689>

Further information can also be obtained from the Registry Office website by using the following link:-

<http://www.gla.ac.uk/services/registry/tier4/>

9. Supervisory Meetings

All PhD students should have routine meetings with their PhD supervisors, usually on a monthly basis. A completed supervisory form should be signed by supervisors and return to socpol-pgr-admin@glasgow.ac.uk

To download the respective supervisory form, please use the following link:-

www.gla.ac.uk/media/media_248411_en.docx

10. Training Needs Analysis

All first year students will be required to complete a training needs assessment log at their first or early supervision meeting in conjunction with their supervisors. This will be reviewed each year at the annual review in May. This, along with other useful documents, can be found on the Graduate School's website by following the link below:-

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

11. Research Training Support Grants (RTSG)

Some students will be in receipt of RTSG funding from their financial sponsor, such as the ESRC. These funds are managed by the SGSSS's online portal 'GradHub'. You should receive detailed information from the College Graduate School regarding the process of claiming these funds.

If your funding is not ESRC (or any other financial sponsor) funded then your funds are managed by the PGR Administrator and any claim forms, along with supporting receipts and supervisory authorisation, should be sent for processing to socpol-pgr-admin@glasgow.ac.uk. Please allow up to 2 weeks for processing as accounts payable only run payments once per week.

To download the respective Student Expenses Claim form, please use the following link:-

<http://www.gla.ac.uk/services/finance/downloadaform/>

12. Fieldwork Support Fund

Postgraduate research students in the Schools can apply to this fund for support with conference and fieldwork costs. The overall ceiling for a student is £500 per academic year. Once the fund has been allocated in a given year then no further applications will be reviewed.

This fund is for PhD students who do not hold an existing research and training support grant and who are in the 1st, 2nd or 3rd years of a full-time PhD programme (or equivalent for part-time students). Depending on the allocation of funds in a given year, funds may become available for a wider group of students (for example, those in the thesis-pending year)

For further information on how to apply and to download an application form, please use the following link:-

<http://www.gla.ac.uk/schools/socialpolitical/studentinfo/conferencefieldworksupportfund/>

13. PGR Experience Fund

The School has allocated a pot of money to a PGR 'experience fund'. The aim of this is 'to promote a strong and integrated PGR culture within and across the School'. Some of this money is for subject specific activities, but PGR led activities across the school are also encouraged. Ideas for these might include (but are not restricted to): writing workshops, specific methods training, a master class with an invited speaker, research group/forum related activities, activities to promote wellbeing etc. Groups of PGRs are invited to 'bid' for funding (max £400 for any one event).

Previously funded activities include yoga, mountain climbing and writing workshops. Please email Mo Hume (Mo.Hume@glasgow.ac.uk) with ideas for activities.

14. Graduate Teaching Assistant (GTA) Work

Each academic year the School engages a large number of its PhD students as Graduate Teaching Assistants to support the teaching of pre-honours courses. PhD students going into second and third year of study (or part-time equivalent) are invited to apply for GTA work, which serves to provide students with excellent opportunities to develop their teaching skills and experience.

The recruitment, selection and allocation of GTAs for the forthcoming academic year is usually held in June/July and information about the GTA work opportunities will be circulated to all PGRs closer to the time.

GTA work is undertaken in addition to a student's doctoral studies and GTAs are formally contracted for this work.

15. Suspension, Extensions, Sickness and Leave of Absence Requests

All students are required to complete the relevant form for the respective leave they wish to request. The form should be completed and signed by your supervisor and the PGR Director. To download a form, please use the following link:-

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

Once the form has been completed and signed, then a copy must be sent to the Graduate School gradschool.socsci@glasgow.ac.uk and the PGR Administrator socpol-pgradmin@glasgow.ac.uk for processing.

*Please note that extensions to study are not granted automatically and should be accompanied by appropriate evidence.

16. Research Ethics

You must secure ethical approval for any research being carried out by the end of your first year. The College Research website <http://www.gla.ac.uk/colleges/socialsciences/students/ethics/> provides guidance on the review process and who to contact about your application.

This guidance applies to all staff and students in the College of Social Sciences undertaking research in their capacity as members of the University of Glasgow.

17. Progression and Submissions

Annual Progress Reviews (APRs) are carried out once a year with your Supervisor(s) to check the progress on your thesis and to confirm enrolment into the next academic year. These forms are sent to the College Office by the School for processing.

Students progressing into their Thesis Pending year will be required to submit a Review Form and Completion Plan to be approved by their Supervisor(s) and submitted to the College Office and the School for processing.

Further information and a copy of the relevant forms can be found by using the following link:-

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

18. Scholarships and Financial Aid Payments

If you have any issue regarding your scholarship or financial aid payments, please refer to the Graduate School gradschool.socsci@glasgow.ac.uk and ensure your bank details are updated on MyCampus accordingly.

19. PGR Student Representation

The PGR Committee meets twice a term to discuss and address relevant matters affecting the PGR community. This Committee is primarily made up of Subject Convenors, Head of School Administration, PGR Administrator and PGR Student Representatives for all subject areas.

The School will request and welcome nominations for PGR Student Reps, who will sit on the respective Staff/Student Liaison Committees, and also on the School PGR Committee.

20. IT Equipment & Facilities

Your desk should have the required level of IT equipment for your time at the University. If there are any problems with the equipment, you should contact IT Helpdesk by submitting a support call electronically to the IT Helpdesk: <http://www.gla.ac.uk/services/it/helpdesk/> or call extension 4800. Please ensure that you add on the time that you are available to help IT staff to schedule a visit.

IT Services web page offer research students information on email, Webmail, mobile devices, software, research computing, wireless and more by using the following link:-

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

PGR Web Profile Pages

We encourage all PGR students to set up profile pages as these are excellent promotional tools for you and for the School.

We must have your explicit permission before we can publish any information about you online. This is given via completion of a Web Consent Form. Any information you wish to add or amend to your profile page should be done by completing a Student Profile Form. All forms should be returned to the PGR Administrator, email: socpol-pgr-admin@glasgow.ac.uk for processing. Further information and forms can be accessed by using the following link:-

<http://www.gla.ac.uk/schools/socialpolitical/studentinfo/profilepages/>

PGR Moodle Site

A Moodle site has been set up for the PGR community to access important information and documents. You will be advised of any current uploads, however you're free to check the site for updates at any time by using the following link:-

<http://moodle2.gla.ac.uk/course/view.php?id=6361>

21. Email

All e-mail messages will be sent to your official university e-mail address. It is your responsibility to check this regularly. Details about the e-mail system at the University are given here: <http://www.gla.ac.uk/services/it/forstudents>.

22. Library

Your GUID card gives you access to University Libraries. The main library is located opposite the Adam Smith Building.

23. Mail, Photocopier and Supplies

Incoming / Outgoing Mail

Please familiarise yourself with your local arrangement for outgoing and incoming mail with your local subject Administrator.

Photocopier / Scanning / Printing

Multi-Functional Devices (MFDs) are located in various rooms throughout each respective building. Please see your subject Administrator to be advised of the device located closest to your office / work station. Please use the link below for further information on how to access pull printing and the location of the machines.

<http://www.gla.ac.uk/schools/socialpolitical/staffinfo/printers/>

The MFDs are operated by scanning your University of Glasgow ID card or logging in with your GUID and password. These machines allow you to print, scan and photocopy at no cost.

Paper is stored in the MFD rooms but if supplies run low, e.g. fewer than five boxes, please contact the Purchasing Officer, Susan Rodger, e-mail socsci-purchasing@glasgow.ac.uk. The following link provides further information on the University's waste minimisation and recycling policy.

http://www.gla.ac.uk/media/media_142657_en.pdf

24. Room Bookings

If you would like to book a room for a meeting etc. on campus please contact the PGR Administrator email: socpol-pgr-admin@glasgow.ac.uk.

25. General Contacts

To find a member of staff quickly go to University staff list and search by surname: -

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

The School of Social and Political Sciences is part of the College of Social Sciences. The College Graduate School office is based at:-

College of Social Sciences, University of Glasgow
College Student Support and Graduate School Office
Room 104, Florentine House, 53 Hillhead Street
Glasgow G12 8QF

Tel: +44 (0) 141 330 1990

Please contact the Graduate School should you have any queries regarding academic regulations and your degree.

Office Email Address:-

gradschool.socsci@glasgow.ac.uk

Web Page:-

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

Session Dates and Holidays

These can be found on this web link: - http://www.gla.ac.uk/media/media_512452_en.pdf

School Communications

The Communications and Engagement Officer for the School is Linzi Crawford (Linzi.Crawford@glasgow.ac.uk). When organising events, you are required to liaise with the Communications & Engagement officer for appropriate advice and support. Linzi is here to support and advise you with sharing your research with a wider audience, and creating/maintaining webpages relating to research groups or events. If engaging with external media in relation to your research it is recommended that you seek advice on this prior to presenting. Please follow the School social media channels and feel free to share your experiences and achievements via social media or with Linzi directly.

26. Getting Involved and Connecting with others

There are many ways PGR students can meet and connect with other PGR students, staff, alumni and experts. In particular, students, who are away from home can benefit from making new and interesting connections and some new friends. It is important to have a good study-life balance and this can make your time here at the School of Social and Political Sciences a happy and memorable experience.

Here are just a few ideas

Social Media

<https://www.facebook.com/UofGSocSci/>



<https://twitter.com/UofGSPS>

<https://twitter.com/UofGlasgow>



<https://www.instagram.com/uofgsp/>

The Network is Glasgow University's exclusive online professional networking site for alumni and students

<http://www.gla.ac.uk/services/careers/thenetwork/>

Blogs

<http://researcherdevelopment.academicblogs.co.uk/>

Societies & Clubs

<https://www.glasgowstudent.net/clubs/>

<http://www.gla.ac.uk/schools/socialpolitical/studentinfo/studentsocieties/>

Ethnography Research Group

<http://www.gla.ac.uk/schools/socialpolitical/research/groups/ethnography/>

27. Financial Aid

The [University of Glasgow Financial Aid Team](#) offers financial support to registered students who are experiencing financial difficulties or hardship during the course of their studies.

[SAAS HEI Discretionary and Childcare Funds](#)

Government funding available via the University to home UK undergraduates and postgraduates who have received their full Student Loans Company (SLC) loan entitlement (when eligible).

Provides support across the academic session under several categories: accommodation; childcare; disability; mature student.

Students who live with their parent(s) are ineligible for funding.

Funding does not cover tuition fees and is not intended as a primary source of income.

Applicants must demonstrate clear hardship i.e. a monthly shortfall between income and expenditure across the academic session, in order to be considered.

Applicants must also take reasonable steps to reduce outgoings before submitting an application e.g. reducing budget for socialising; food budget; club memberships etc.

[University Hardship Fund](#)

University funds available to part-time and full-time registered students.

Students should exhaust all other resources available to them before submitting an application e.g. personal loans, overdraft etc.

The fund will not provide ongoing support to any single individual. Payments can be made as a loan and/or a grant.

International students should refer to the International Student Support team before completing an application.

[Crisis Loans](#)

Cash loans of up to £200 available from the Financial Aid Team, Level 2 Fraser Building, 2-4pm Monday-Friday.

Loans are available to cover one-off unexpected hardship e.g. excessive bill, delayed/reduced payment from employment etc.

Full information on eligibility and application processes is available via the links above. If you have any questions regarding any of the funds please contact the Financial Aid Team – reg.finaid@admin.gla.ac.uk