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Mission Statement

The School of Interdisciplinary Studies brings high quality research and teaching to students in the southwest of Scotland. We offer undergraduate, postgraduate and research programmes, and are part of the University's College of Social Sciences.

Our mission encompasses the following:

- Our vision is to be a centre of world class interdisciplinary teaching, research and lifelong learning.

- Our areas of specialism include: culture, environment, health and social issues, ethics and education.

- Our objective is to become an internationally recognised School that reaches the highest academic standards and also serves the social and economic regeneration of the region in which we are located.
Courses offered at the University of Glasgow, Dumfries Campus, are developed and supervised by a variety of academic staff. Courses have one or more lecturer or university teacher. The lecturer responsible for administering a course is the convenor.

The convenor of a degree programme is the Programme Convenor. These staff members are usually University of Glasgow College members based at the Campus itself. Some lectures are also supported from the main campus of the university (at Gilmorehill, in Glasgow) via the fibre-optic video conferencing link, and others by visiting lecturers to the Dumfries Campus.

Teaching support for courses, seminars, tutorials, workshops and labs is provided by course lecturers, university teachers and tutors.

All academic staff operate on a system of drop-in office hours or by appointment and can be contacted via telephone or email. Messages can also be left in their pigeonholes in the School Office.

If you wish to see the Head of School, you should make an appointment through her Personal Assistant, Elaine Siddique: Elaine.Siddique@glasgow.ac.uk
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About the School of Interdisciplinary Studies

The University of Glasgow in Dumfries is located on the Crichton Campus and housed in the Rutherford/McCowan Building, a beautifully refurbished Victorian building, located within 85 acres of parkland and gardens in the historic town of Dumfries, in South West Scotland. We share the campus with the University of the West of Scotland, Scotland’s Rural University College (SRUC) and Dumfries and Galloway College.

Facilities include a purpose-built library and networked IT suites complete with multi-lingual word processing and language learning programmes. There are good student support services, some sports and recreation facilities, on-site coffee shops, and restaurants close-by.

Useful Weblinks

The University of Glasgow School of Interdisciplinary Studies: http://www.gla.ac.uk/schools/interdisciplinary

MyGlasgow; giving access to your MyCampus student record, Webmail, Moodle, and other useful information: http://www.gla.ac.uk/students/myglasgow/

University of Glasgow main website: http://www.gla.ac.uk

University of Glasgow Registry http://www.gla.ac.uk/services/registry/

University Session Dates: https://www.gla.ac.uk/myglasgow/senateoffice/sessiondates/

Crichton University Students’ Association website: http://www.cucsa.org.uk/
There are various ways in which you will receive information from the University. There are noticeboards located throughout the Rutherford/McCowan Building and you will also receive notification of events, meetings, important information etc. via your student email and on the Dumfries Community Moodle Site, so please ensure that you check it regularly, or set up a redirect to your personal email.

Please ensure that your MyCampus record contains the most up to date information; out-dated or incorrect details may result in delayed communication.

There is a computer screen in the foyer area of Rutherford/McCowan—this is updated with important campus, university and student information and news.

Each course has a number of dedicated Moodle pages. You should visit these regularly to keep informed about your courses, and access the learning resources.
School Office Information

The School Office is the primary contact for various matters relating to current students. School Office staff can:

- Deal with general enquiries;
- Distribute forms for Council Tax exemption, certification letters;
- Note attendance difficulties/absences;
- Complete Council tax exemption forms;
- Transmit messages;
- Make appointments with Advisers.

Please note that students should contact other staff directly to make appointments, NOT via the School Office.

Coursework is posted into the essay box which is located outside the School Office. Completed coursework can be collected from the School Office between the hours of 10:15am - 11.15am and 2.15pm - 3.45pm.

School Office opening times:

- Monday: 10:00am - 16:00pm
- Tuesday: 10:00am - 16:00pm
- Wednesday: 10:00am - 16:00pm
- Thursday: 10:00am - 16:00pm
- Friday: 10:00am - 16:00pm
- Weekends CLOSED
School Office Information

Session Dates and Timetable
Session dates are available from the Senate webpages using the following link:
https://www.gla.ac.uk/myglasgow/senateoffice/sessiondates/

Academic Timetable
Your timetable will be automatically created in MyCampus when you enrol on classes. If you change any of your enrolments or the times/dates of your classes change, your timetable will be updated. Your timetable will show the class, the type of class and the location of the class. You can find your timetable in the Enrol tab or directly from your Student Centre in MyCampus.

Parking
Please note: The parking spaces adjacent to the Rutherford/McCowan building are for:
- Disabled parking
- Temporary loading/unloading from vehicles;
- Deliveries
- Cars displaying blue badges are entitled to park in these spaces

Students who do not hold blue badges but who have a temporary requirement to park in them should provide appropriate medical evidence to their Advising Officer, who will recommend the issuing of a temporary permit. A log is kept, detailing cars illegally parked and owners will be considered in breach of discipline.
School Office Information

Building Opening Hours and Contacts

Rutherford/McCowen Building (as of 14th September 2020)

<table>
<thead>
<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
<td>8:00am - 6:00pm</td>
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<tr>
<td>Tuesday</td>
<td>8:00am - 6:00pm</td>
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<tr>
<td>Wednesday</td>
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</tr>
<tr>
<td>Friday</td>
<td>8:00am - 6:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
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Opening times may vary on public holidays or outwith semester dates; please consult the School Office for clarification of opening times on these dates. All queries regarding the University Buildings or room bookings should be directed to the Estates Administrator:

**Gillian Watters**
Office: Room E17, Dudgeon House
Telephone: +44 (0)1387 345841

**IT Services and Support**

IT services at Dumfries campus are supported by UWS. The IT helpdesk can be contacted as follows:

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

If required the local IT team is located in Room E15 Dudgeon Building.
Registration for new UG students will open on MyCampus on Monday 17th August 2020, and for PGT students on Wednesday 5th August 2020.

All students admitted to the University are sent an ‘Access to your Student Account’ email notifying you when you are able to begin registration and enrolment via MyCampus. This email includes your Glasgow Unique Identifier (GUID), temporary password and details of how to access your student account, as well as links to support and guidance materials and contacts.

If you have not yet received your ‘Access to your Student Account’ email by the start of Freshers’ week on Monday 14th September 2020 please complete the online Help and Support Form.

Remember: you can also access MyCampus through the link for Current Students at the bottom of most University Web pages, which leads to MyGlasgow students.

There are two stages to registration and you must complete both:

**Stage 1: Academic Registration**
You will need to check that your degree programme/plan details are correct (for clarity: your degree is MA/MSc etc., update personal information, ensuring email and postal addresses are current,) and upload a digital, passport-style photograph for use on your Student ID card.

**Stage 2: Financial Registration**
You will need to provide details about how you will pay your tuition fees. Financial Registration requires you to: Pay your fees in full, or complete a Direct Debit agreement to pay your fees in instalments, or provide details of an external sponsor or scholarship (including SAAS or SLC) that will pay fees on your behalf. You may be required to scan/upload a digital copy of your sponsor’s award letter into MyCampus.
Checklist to Complete MyCampus Online Registration

- Your Registration Email with your GUID number, temporary password and links to guidance materials

- A digital, passport-style photograph

- If you are sponsored (including SAAS, etc) you will require your sponsor letter with your personal reference number

- If you are personally liable to pay all or part of your tuition fees you will
  - (a) need to make payment in full (using a debit or credit card)
  OR
  - (b) know your UK bank details to set up a Direct Debit instruction to pay your fees in instalments

- International students with Tier 4 visas only will be required to attend a Tier 4 'check-in' event organised by Registry before the start of studies to complete registration. Failure to attend this event will mean that you are not fully registered and your access to University facilities will be restricted – see the following link for further information:
  [http://www.gla.ac.uk/services/registry/tier4/checkins/](http://www.gla.ac.uk/services/registry/tier4/checkins/)

Registration Support and Advice

The Registry web pages – follow the guidelines and watch the online videos:
[https://www.gla.ac.uk/myglasgow/registry/registration/help/](https://www.gla.ac.uk/myglasgow/registry/registration/help/)

The Advising & Student Support Team – for questions about course choices:
Email: [inter-ugadviser@glasgow.ac.uk](mailto:inter-ugadviser@glasgow.ac.uk) for Undergraduate enquiries
Email: [inter-pgtadviser@glasgow.ac.uk](mailto:inter-pgtadviser@glasgow.ac.uk) for Postgraduate enquiries.
Enrolment

Enrolment in courses and classes will only be available to you following successful completion of academic and financial registration. Most subjects will have a variety of classes and they can have several different types: lectures, tutorials, seminars, labs, workshops.

We expect you to enrol in your classes, before you come to Glasgow, following the guidance in MyCampus.

All new students will be sent an email with the date and time for a drop in session with the Advising Officer where any queries on your MyCampus enrolment will be addressed.

Both new and continuing students will receive an email from the Advising Officer with details of your appointment with your Adviser of Studies. You should come prepared for your meeting with a Senior Adviser of Studies and have completed online registration.

Self-Service Enrolment

Enrolment is the process for selecting courses in line with your plan requirements. Your plan is the main subject/s that you applied to study in first year: for example, Economics & Politics, or Management & History. Places in classes will be available on a first-come-first-served basis so early enrolment is recommended.

During the process of enrolling in your classes in MyCampus, you must use “My Requirements” in order to see the approved courses which meet the requirements for your plan. The self-service enrolment guides are easy to follow, from the Registry web pages, look for the “Self-service step-by-step” heading.
**Add/Drop Period**

After you have enrolled on all your courses, you are still able to swap or drop courses/classes and select other course/class options up until 12 October 2020.

The Advising team check the records of all students during the first two weeks of teaching to ensure they are on approved curricula.

We would recommend that in smaller, popular classes, you don’t drop the class until you know you have a place in another class that you want.

**Drop a Class**

Drop a class: To make this change go to **MyGlasgow > MyCampus > My Enrolments and select Drop Courses.**

**Swap a Class**

Swap a class section: For example to swap a tutorial time to another time, while remaining in a lecture go to **MyGlasgow> MyCampus > My Enrolments and select Swap Courses.**

If the lecture is the enrolment section (the first part you have to complete to enrol) then keep the same lecture code and choose another tutorial. If you had to enrol in a tutorial or lab as the enrolment section, then that this the part two swap, leaving the lecture unchanged.

Remember, you must be enrolled for the correct number of credits for the year (120 credits for fulltime students) so if you drop a course you must then enrol on an alternative course and ensure that your credits for the year still total to 120 credits – and that you are meeting your programme and plan requirements.
**Timetable**

Your timetable will be automatically created in MyCampus as you enrol on classes. If you change any of your courses or the times/dates of your classes change your timetable will be updated. Your timetable will show the class, the type of class and the location of the class.

To view your timetable go to:

**MyGlasgow > MyCampus > Student Center > MyEnrolments**

Please remember to drop courses you have decided against from your MyChoices, when you have decided not to take them. This will make it easier to see what you have actually enrolled on (green) in your timetable. If a course remains in your MyChoices but you are not enrolled – it will appear coloured in blue in your timetable.

Support will be provided throughout the registration and enrolment period. Guidance and FAQs are available online to help you to navigate the enrolment process in MyCampus. This support and guidance material can be found at your MyGlasgow portal at:

[www.glasgow.ac.uk/students/myglasgow](http://www.glasgow.ac.uk/students/myglasgow)

MyCampus also provides guidance to help you select a suitable curriculum for your Academic Level and Academic Plan. The 'My Requirements' tab describes overall course, grade and credit requirements.

For further assistance or specific queries relating to registration you can use Online Help and Support Form – fill in this form if:

- you are not able to log into MyCampus
- you have not received your Account Access Notification
- you are not taking up your place
- you would like to defer your offer
- you already have an existing GUID (Glasgow University Identity)

[https://www.gla.ac.uk/myglasgow/students/support/](https://www.gla.ac.uk/myglasgow/students/support/)
Meeting Your Adviser of Studies

All new and continuing students meet with their Adviser of Studies during the first few weeks of term. You will receive an email from the Advising Officer with details on your induction week activities, advising appointment and MyCampus drop in session (see later section for details).

IT Access

All labs and most teaching rooms are fitted with a black handset that will directly connect you to the helpdesk, if you have difficulties please this to get in contact. There are various locations to access or use a computer on the Dumfries Campus. Computer and printing facilities are provided in the library and there are dedicated student PCs and printing facilities in other buildings: Rutherford/McCowan (Rooms 245 and 247/8), Dudgeon (Rooms W1 and W13) and Browne (B203).

When the IT labs are not in use for teaching, they are classed as open access and are available during building opening hours. A timetable will be posted outside the labs at the beginning of the semester.

As a registered student of the University of Glasgow in Dumfries, you have access to the Common Student Computing environment, which means that you will be able to find a familiar IT environment that includes your own network storage (home drive), internet and email. Please note that as Dumfries Campus operates on a University of the West of Scotland network there are a few differences to the IT setup from the standard UOG service.

The standard student log-in for the UWS network here at Dumfries is; Username: your student number with a ‘G’ at the front, and the first letter of your surname at the end i.e. G0012345W
Password: your date of birth i.e. ddmmyy – Please note this is your initial password which you will be asked to change on first log in.

If you have difficulty please contact the helpdesk directly. The helpdesk is available either from one of the black handsets in the rooms or by dialling 0141 848 3999 – please ensure you let the operator know you’re a UOG student and at Dumfries Campus.
Wireless Access
Wireless is fully operational for students and staff, covering both the Rutherford/McCowan, Dudgeon, Browne and Maxwell buildings. Specific setup information can be found at: http://www.gla.ac.uk/services/it/mobile/

Print credits can be purchased at the library desk or from the print credit machine located in the room, W13 Dudgeon House. Full instructions for use of this machine are located on the wall beside it.

Please note, do not use the University of Glasgow online print credit facility as our Dumfries campus printers are on the UWS system. The correct link for the UWS online print credit system is: https://epayments.uws.ac.uk/open/

Additional note: The print credit machine will NOT give change, so exact amounts must be used. Please do not ask the coffee bar staff to change notes for coins.

Use of Swipe Card in Print Credit Machine
You will notice on the front of the machine a swipe card slot - this is NOT to be used with credit/debit cards, but will allow you to associate a card with a ‘mag’ strip with your account.
You can do this by logging in then swiping your chosen card - e.g. Tesco Clubcard (you will not earn points!) - then press finish. The next time you come to credit your print account, all you will have to do is swipe your chosen associated card and you will be logged in.

MOODLE
The University uses Web-based Virtual Learning Environments (VLEs) to assist learning on many courses and the most widely used University VLE is Moodle. For courses where Moodle is used you will be able to login from either the College Web site or the central University Moodle Web page using your GUID and password. The system can be accessed from anywhere on or off campus. Once you enrol in a course it will normally take 24 hours for your access to that Moodle site to become active. More information about Moodle: https://www.gla.ac.uk/myglasgow/moodle/
The Crichton Library

Welcome

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

Full information about the Crichton Library and its services see:
http://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/library/

The Crichton Library holds the collections of the Crichton Campus’s three partner institutions: University of Glasgow, University of the West of Scotland, and Dumfries and Galloway College and provides library services for all students and staff on the Campus.

The Library holds books, journals and audio-visual material to support all courses taught at Dumfries Campus. The standard loan period is four weeks. Most library materials can be borrowed, with the exception of journals and reference items.

To borrow from the Crichton Library you will need a separate library card. You can apply for one at the Library Service Desk. You will need to produce your Glasgow student ID card to confirm membership, and then Library staff will guide you through a simple registration procedure.
The Crichton Library exists to provide library services to all staff and students on the Crichton Campus.

We aim to:

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

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

- Have your Library card with you when you want to borrow items
- Be responsible for all items borrowed on your account
- Treat other students and staff with courtesy and respect
- Eat and drink in designated areas of the Library
- Show respect for the surroundings by leaving study areas clean and tidy and putting litter in the bins provided
- Observe the noise restrictions in designated areas of the Library.
In addition to the Crichton Library, you can also use the Glasgow University Library at Gilmorehill. You can do this in person, or by requesting items via the postal loan system. Your Glasgow student ID card is also your Glasgow library card.

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

If you have difficulty locating the material you require, or have any enquiries about library services, please contact a member of the library staff. You can contact them by phone: 01387 345850, or by email: LibraryDumfries@uws.ac.uk

In addition Students should take note of the Crichton Library Charter which outlines the services that the campus library aims to provide, and the responsibilities that fall upon each individual student.
Quality Assurance and Enhancement

Information about Quality Assurance and Enhancement is available on the following webpage:
https://www.gla.ac.uk/myglasgow/senateoffice/qua/

Links to the University's key QA & E processes are provided below:

Annual Monitoring:
http://www.gla.ac.uk/services/senateoffice/qua/annualmonitoring/

Periodic Subject Review:
http://www.gla.ac.uk/services/senateoffice/qua/periodicsubjectreview/

External Examiners:
http://www.gla.ac.uk/services/senateoffice/qua/externalexaminers/

Programme Design and Approval:
http://www.gla.ac.uk/services/senateoffice/qua/progdesignapproval/

Student Feedback:
http://www.gla.ac.uk/myglasgow/students/feedback/changes/

Student Representation:
https://www.gla.ac.uk/myglasgow/senateoffice/qua/studentengagement/studentrepresentationmyclassreps/
Student Support

Advisers of Studies and their Role

You will normally be assigned an Adviser of Studies before you arrive on campus and will have at least one scheduled meeting with them during the academic session, and at other times as required.

Your Adviser will be a member of the University's academic community who is primarily responsible for supporting, advising and helping you, with a view to enhancing your learning experience and professional development. They will oversee and support your progress as a student and should be your first port of call in the event of any difficulties, whether these are related to your academic life or personal concerns.

Your Adviser can either deal with your problems personally or direct you to the most suitable form of assistance. Please let your Adviser know if you experience any health difficulties, family or personal problems, especially if these are likely to affect your attendance at classes or examinations.

Undergraduate students should make appointments with your Adviser by contacting the Advising officer via inter-ugadviser@glasgow.ac.uk

For Postgraduate appointments, please email inter-pgtadviser@glasgow.ac.uk

For specific course-related problems, the first person to see should be the relevant lecturer or convenor.

The Advising Officer will be your first point of contact for any MyCampus enquiries. Contact as above.
Student Support

Advisers of Studies

- Dr Bethan Wood (Chief Adviser of Studies)
- Dr David Borthwick
- Dr Katarzyna Borkowska
- Dr Benjamin Franks
- Dr Steven Gillespie
- Dr Stuart Hanscomb
- Dr Lianne Henderson
- Dr Alistair Hunter
- Dr Ralph Jessop
- Dr Jeremy Law
- Dr David Lundie
- Dr Donald MacLeod
- Mr Carlo Rinaldi
- Mr Stephen Scholes
- Dr Michele Vincent
- Dr Natalie Welden

Contact details for the Campus Academic Advisers are available in Staff Information and Contacts.

International students can also access the International Student Advisers at Gilmorehill. The International Student Support Team are available at:
International Student Support, Level 2, Fraser Building,
65 Hillhead Street, Glasgow, G12 8QQ
+44 (0) 141 330 2912
internationalstudentsupport@glasgow.ac.uk

Ivanti

Ivanti Service Manager is the Enterprise Service Management System (ESMS). It provides and tracks service and incident requests within the university. Ivanti is a web-based system that makes it suitable for the whole university to use to provide a one stop support system for staff and students. Please see:
https://www.gla.ac.uk/myglasgow/students/
Student Support

Student Services

Throughout your student journey, there are student support services here to offer specialist advice & guidance. We are here to support your development, well-being, and encourage you to gain skills that will help you achieve success.

The following services can be accessed via the Student Services Officer:

- Academic Skills (LEADS) – advice and guidance on reading and writing skills, critical thinking, preparing for exams and referencing.
- Career Development – help with career planning, graduate recruitment, work placements, part-time work, summer jobs and volunteering.
- Counselling and Psychological Service: Confidential support to help you address issues that are affecting your emotional well-being.
- Disability Support: support if you have a disability or specific learning difficulty.
- Student funding and money advice.
- Accommodation
- Health & Wellbeing; Good Cause Claims.

Student Support Officer & Disability Co-ordinator:

Tariq Jankiewicz
Rutherford McCowan Building Room 106
Tel: +44 (0) 1387 702 135
Email: Inter-studentsupport@glasgow.ac.uk

You can also book an appointment via your MyGlasgow page.
Student Support

Students with Disabilities

The University of Glasgow, Dumfries Campus is committed to providing an accessible environment to all disabled students and visitors. Contact the Disability Service by email: Inter-studentsupport@glasgow.ac.uk

Information on support and policies can be found here:
School of Interdisciplinary Studies information: https://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/studentservices/

University of Glasgow Disability Policy and Procedures: https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/app-d/

If you believe you have a disability, please complete the Disability Declaration Form and return it to University Student Services; the forms can be downloaded from: https://www.gla.ac.uk/myglasgow/disability/contact/register/ or picked up at Student Services. You will then be invited to meet with a Disability Adviser who will discuss with you any requirements you have.

Accessibility Statement

The University of Glasgow Accessibility Statement can be found at: https://www.gla.ac.uk/explore/accessibility/

Accessibility questions in relation to the Dumfries Campus should be directed to the Operations Manager, Geraldine Joshi. Should you require a Personal Evacuation Plan, please contact your Adviser of Studies.
Student Support

University Equality Statement

The University of Glasgow is committed to promoting equality in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment. For more information see:
https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/

Spiritual Care

The Campus has an Interfaith Chaplain: Rev. Dr Maurice Bond
Tel: 01387 253849
Email: mauricebond399@btinternet.com
A space of contemplation is available for all students on campus:
Room 2087, Dumfries & Galloway College Building

Council Tax

As well as Undergraduate Students, Full time Postgraduate Taught and Research Students may also be eligible for Council Tax Exemption. You should ask your Council how you apply for this and find more details at:
https://www.gov.uk/council-tax/discounts-for-full-time-students

Dumfries and Galloway Council Tax Exemption forms are available at the School Office at Dumfries Campus.

The definition of full time for Council Tax purposes is slightly different to the enrolment definition of full time, so if you are a part-time student, check the regulations for Council Tax exemption to see if you are studying sufficient hours to qualify. The forms are completed at the University of Glasgow School Office in Rutherford/McCowan.
Student Support

Money Matters - Student Financial Aid

We know that money matters can be a concern for you and your family while you are at university. These pages offer a brief guide to the assistance the University of Glasgow, Dumfries Campus can provide you with and where you should go for further advice. You are welcome to arrange an appointment, to call into the University Student Services where our staff can help you or, alternatively, you can visit the University of Glasgow Registry website for more detailed information:

https://www.gla.ac.uk/myglasgow/registry/finance/

Managing Your Money

You may need to revise your budget and assess your outgoings when you start studying. For additional resources and information on money management and budgeting visit:

https://www.gla.ac.uk/myglasgow/registry/finance/

You will also find a lot of useful tools and resources for minimising your outgoings and saving money at:

https://www.moneysavingexpert.com/students/
https://www.moneyadviseservice.org.uk/en

There is also a useful budgeting advice for International students at:
https://study-uk.britishcouncil.org/moving-uk/money-budgeting
Student Support

Fees and Student Loans (Full-Time Students)

I’m from Scotland

The Student Awards Agency for Scotland (SAAS) is the source for information on applying for tuition fee payment and your Young Persons’ Bursary and Student Loan entitlement. Full-time students apply on-line at the website www.saas.gov.uk or Tel: +44 (0)300 555 0505

I’m from England

For information about applying for tuition fee payment and any maintenance grant and student loan entitlement visit: https://www.gov.uk/get-undergraduate-student-loan

I’m from Wales

Your Local Education Authority can provide information about tuition fee payment and any maintenance grants and loans you are entitled to. www.studentfinancewales.co.uk or Tel: +44 (0)845 602 8845

I’m from Northern Ireland

Information about tuition fees and any maintenance grant and loan entitlement is available from your Education and Library Board. www.studentfinanceni.co.uk or Tel: +44 (0)845 600 0662

Students who are experiencing difficulties with their finances should visit: https://www.gla.ac.uk/myglasgow/registry/finance/funds/
Student Support

Discretionary and Childcare Fund

The funds exist to assist undergraduate and postgraduate students currently facing or expecting to face financial difficulty at some point in the academic session, and provide means tested, needs-related and non-repayable awards to full and part time students.

In order to apply for a grant from the Discretionary or Childcare Funds you must:

- Be a full-time or part-time UK Home undergraduate or postgraduate student
- Be in receipt of your full student loan entitlement (if eligible)
- Fall into one of the categories below:

Eligibility Categories:
- Discretionary Funds
- Accommodation Costs
- With Children and/or Informal Childcare Costs
- Disability
- Mature/Independent Student Premium
- Students on part-time undergraduate degree programmes

Childcare Fund

Registered/Formal Childcare Costs

Grants can be made towards registered or formal childcare costs which are not covered from ANY other source for undergraduate students in receipt of SAAS tuition fee funding.

Full information can be found at: https://www.gla.ac.uk/myglasgow/registry/finance/funds/
Student Support

Crisis Loan Full-Time and Part-Time Students)
This is an immediate limited loan, normally up to £250, available to registered students in an emergency. Restrictions apply. Speak to the Student Support Officer in Rutherford McCowan R106.
Email: inter-studentsupport@glasgow.ac.uk

SAAS Part-Time Fee Grant (Part-Time Students)
Anyone over 18 and living in Scotland can apply for help with tuition fees. To be eligible applicants must have a personal income of £25,000 a year or less and be studying at least 30 credits within an academic year on a higher education qualification course. Undergraduate and postgraduate students, who are studying a taught course, can apply.
Further information from:
https://www.saas.gov.uk/part-time

Professional and Career Development Loans
(Up to 2 Years Studying)
A Professional and Career Development Loan is a bank loan to help you gain the experience, training and qualifications you need to improve your job skills. For more information visit:
https://www.gov.uk/career-development-loans

Other Funds for Dumfries Students
There are some specific Trust Funds available for postgraduate and undergraduate students studying at Dumfries Campus, supported by the Holywood Trust and Crichton Foundation.
  - The Holywood Trust
    ○ https://www.holywood-trust.org.uk/
  - Crichton Foundation
    ○ https://www.crichtonfoundation.org/students/
Student Support

Funding your Postgraduate Studies
The funding available for Postgraduate level study is dependent on:
- Your nationality – are you international, EU, Scottish or Rest of UK?
- The type of course – is it a taught or research degree?
- Whether you wish to study on a full time or part time basis
- The subject you are studying

Organising your finances in good time can help you plan effectively and allows you to focus on your studies. This information leaflet is intended to give you signposts that may help you find sources of postgraduate funding.

It is your responsibility to establish your source(s) of financial support, and we are here to help you. Remember that you will need to consider both your tuition fees and your living costs. Eligibility criteria can vary and some funds are competitive.

Tuition fees and funding:
https://www.gla.ac.uk/postgraduate/feesandfunding/

Scholarship eligibility:
https://www.gla.ac.uk/scholarships/

Discretionary and childcare funds:
https://www.gla.ac.uk/myglasgow/registry/finance/funds/

Glasgow Alumni Scholarship
A 10% fee reduction is available to Glasgow graduates. Full details are available on the Glasgow scholarships pages:
https://www.gla.ac.uk/scholarships/
Student Support

Other Sources of Funding

Professional Career Development Loans
Professional and Career Development Loans are bank loans to pay for courses and training that help with your career or help get you into work. You may be able to borrow between £300 and £10,000.

Loans are usually offered at a reduced interest rate and the government pays interest while you’re studying. For more information, including details about how the scheme works and how to apply, please visit: https://www.gov.uk/career-development-loans.

Employer Sponsorship
You may wish to discuss your desire to study with your employer. If this forms part of your professional development, they may be able to contribute towards the cost.

Trust Funds & Scholarships
Searching for suitable trusts or scholarships that can support your studies is all about research so it is important you give yourself the time to do this if you hope to be successful in securing funding. University of Glasgow students can use the Scholarship search: https://www.gla.ac.uk/scholarships/
A period of study or work abroad enhances both your student experience and your employment prospects and you are strongly encouraged to consider it as part of your undergraduate degree programme. Visit: https://www.gla.ac.uk/myglasgow/students/goabroad/

Note that a School International Opportunities Information Session is held every year early in Semester 1 – look out for the email notification.

Also note that you can get more detailed, up-to-date information on study abroad options by attending the University's Study Abroad Fair, generally held at main campus in the middle of Semester 1.

Even if you cannot attend, it is a good idea to register for the event, since you will then receive updates and be able to access blogs and participate in online discussions with student ambassadors who have experienced study abroad.

International Studies

Main Contacts:

- Dr Jane Cavani (School International Lead)
- Dr Jeremy Law (Student Mobility Coordinator)
International Studies

Study Abroad

Normally study abroad can be undertaken in Year 2 or Year 3 of your undergraduate degree programme. Do remember that the study overseas counts as part of your University of Glasgow degree, and must be carefully planned to fit in with your programme of study. You will therefore initially need to discuss the possibility of an exchange with both your Programme Convenor and your Adviser of Studies.

Please also note that, unfortunately, in some subjects at some levels it is simply not possible to find a suitable exchange. Each degree programme has different requirements, and so before taking a decision you must check exactly what will be required in order to have the work overseas recognised by the University of Glasgow.

Overseas study can be undertaken outside of Europe, e.g. the United States, Canada, Australia, South America, etc. with one of the University-level international exchange partners, or our School-level partner:

- **Northland College, Wisconsin USA,**
  Suitable for all UG degree programmes. See: https://www.northland.edu/

OR it can be undertaken within the European Union with one of our School level partners:

- **Amsterdam University College in the Netherlands,**
  Specifically for Environmental Science & Sustainability and Health & Social Sector Leadership students. All courses are taught through English. Note that students must have completed at least three semesters of study and have achieved a B3 average to be considered. See https://www.auc.nl/admissions-aid/info-for-exchange-students/exchange-students.html

- **Mainz University in Germany.**
  Here a more limited number of courses are taught through English. See: https://www.studying.uni-mainz.de/application-and-admission/
GoAbroad applications are accepted for Semester 2 of Year 2 or for full year, Semester 1 or Semester 2.

It is a competitive process, and successful applications are dependent on good academic results, a well-written supporting statement and adequate financial support (i.e. proving that you can afford to get there, live there and get back!).

As a student applicant, you are responsible for identifying the host institutions you want to apply to – you must list three on the application form - and which courses you would take there, as approved by your Programme Convenor and the Student Mobility Coordinator. You must then complete and submit the online application form and all supporting documents by the deadline at the end of Semester 1.

Please note that in addition, a limited number of Semester 2 ‘clearing’ places are usually released late each year, with an application deadline in July. However there is no guarantee that such places will become available at the institution you may be interested in.

Full details on the GoAbroad programme, where you can go and the application process can be found here: https://www.gla.ac.uk/myglasgow/students/goabroad/
International Studies

Overseas Work Placements

Undergraduate Placement Opportunities

In addition, there are an increasing number of options for undergraduate international work experience placements:

- Optional 4-week International School Experience placement in Berlin International School nursery and primary sections are available to successful Year 3 or Year 4 MA Primary Education applicants. On successful completion the placement is recorded on your transcript. See: https://www.berlin-international-school.de/

- Accredited Year 3 60-credit work placements are available to BSc Environmental Science & Sustainability or MA Health & Social Sector Leadership students. NB: If the placement is undertaken within the EU then students may apply for an Erasmus+ traineeship grant. See: https://www.gla.ac.uk/myglasgow/students/goabroad/erasmuseuropeanwork/

In each case the relevant Programme and Placement Convenors can provide more detailed information.

Postgraduate Placement Opportunities

There are a number of postgraduate Placement opportunities for students on the following programmes: MSc Tourism, Heritage and Development, MSc Tourism, Heritage and Sustainability, and MSc Management and Sustainable Tourism. Again these may be undertaken overseas. Please talk to the relevant Programme Convenor in the first instance if you wish to pursue this opportunity.
Coursework Information

Academic Writing Skills Online Exercise and Course

Academic Writing is the means by which most of your assessments will take place at University. It will be your main method of communicating your ideas, the work you have done, and the progress you have made to your tutors. It will need to convey complex, abstract, detailed, and accurate concepts and arguments.

Experience has taught us that everyone, from first year undergraduates to experienced academics, can benefit from reflection on their writing skills. We also understand that first year students are often worried about writing essays at University standard. We want therefore to offer you advice, some pointers and support before you have to write an assessed essay which counts towards your final course grades.

Therefore we require all new undergraduates to undertake a diagnostic online writing exercise, by the end of Week 1 (details of which will be sent to your student email accounts). We will then send you feedback on the exercise to your student email account.

Should you fail to reach the required standard, we will then require you to attend a short series of classes designed to raise important issues within your academic writing and further your understanding of them before you have to write an assessed piece of coursework.

We ask that you please understand that this course is designed to help you improve your academic attainment, and that you therefore engage with it fully.

For further information contact: Dr Michele Vincent
Coursework Information

Submission of Coursework
How your coursework is submitted will depend upon your course convenor, but for general coursework submission information please see the section in School and University Policies.

Marking Criteria
Your coursework will be graded according to accepted academic norms. It is important for you to understand how staff assess the merits of your work. Staff use grade-related criteria to guide them in their marking and to ensure that there is consistency between markers. The criteria for each grade level are average or ideal criteria. Inevitably, each script will display a mixture of characteristics from more than one level; markers will identify the level of best fit. External examiners then confirm these marks for each subject at the end of the course. Grade related criteria can be viewed here: https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/codeofassessment/

Class Attendance, Illness and Absence
It is required that you attend all classes. If you are ill or cannot make a class for some reason, you should contact the course convenor and let them know. If the reason for your absence means that you are likely to miss more than one class, you should contact your Advisor of Studies who will advise about getting a ‘good cause’ exemption.

Details on the University Absence and Good Cause process can be found here: https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/goodcausefaqs/
The first step to avoiding plagiarism is to understand what it is. See: www.gla.ac.uk/myglasgow/senateoffice/studentcodes/plagiarism/

The University Plagiarism Statement section 31.3 states:
The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

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

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

**Plagiarism Quiz**

To check your understanding, Indiana University hosts a useful quiz that asks you whether examples of text are plagiarised, and why. We strongly recommend that you take the test. See: https://plagiarism.iu.edu/index.html

Support from Student Services can be provided to help you develop your writing skills – it is up to you to take action to receive assistance.
Coursework Information

Plagiarism

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

- Copying text from the source without using quotation marks and/or not citing the source in the text.
- Paraphrasing text by changing only some words from the original so that the text includes several phrases/sentences that are copied word-for-word yet does not have quotation marks.
- Paraphrasing/summarising material but not providing a citation – if you are not expressing your own argument/opinion or providing your findings or data, you should cite your source.

How to Avoid Plagiarism

1. Acknowledging your sources

Effective acknowledgement of your sources by using quotation marks and references will allow you to avoid plagiarism. This rule applies to all secondary sources, i.e. published or unpublished material produced by others, and includes books, journal articles, newspaper items and all types of information derived from the internet.

2. Use of direct quotations

Quotations should be used to illustrate rather than to express your argument and should either be placed in quotations marks (“…””) or, in the case of longer quotations, indented as a separate paragraph.

The quotation should be followed by the source in brackets, i.e. (Smith 2005, p. 125). The full reference should be listed in your reference list at the end of the assessment. It is important when note-taking to identify clearly when you have written down a quotation in case you forget this when it comes to using your notes for writing the assessment.
Coursework Information

How to Avoid Plagiarism

3. A Close Paraphrase
It is insufficient simply to change a few words in a sentence or paragraph or to restructure material to avoid plagiarism. If you do not present the ideas/arguments of your source fully in your own words, you should be quoting and using the rules outlined above.

4. An Unacknowledged Summary of a Source
Again, you may not present the ideas/arguments of others without acknowledgment and so a reference in the relevant section of your assessment is needed.

5. Direct Copying or Transcription
You may not simply reproduce material from other sources and present it as your own. While your dissertation/scientific report may contain some primary work, i.e. your own interpretation of primary or raw data, your coursework will generally be based on secondary sources and so you should expect to include references to these throughout the text. Care must be taken when note-taking to ensure you always keep details of your sources.
Coursework Information

Submission of Coursework
How your coursework is submitted will depend upon your course convenor, but for general coursework submission information please see the section in School and University Policies.

Marking Criteria
Your course work will be graded according to accepted academic norms. It is important for you to understand how staff assess the merits of your work. Staff use grade-related criteria to guide them in their marking and to ensure that there is consistency between markers. The criteria for each grade level are average or ideal criteria. Inevitably, each script will display a mixture of characteristics from more than one level; markers will identify the level of best fit. External examiners then confirm these marks for each subject at the end of the course. Grade related criteria can be viewed here: https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/co deofassessment/

Class Attendance, Illness and Absence
It is required that you attend all classes. If you are ill or cannot make a class for some reason, you should contact the course convenor and let them know. If the reason for your absence means that you are likely to miss more than one class, you should contact your Advisor of Studies who will advise about getting a ‘good cause’ exemption.

Details on the University Absence and Good Cause process can be found here: https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/go odcausefaqs/
Coursework Information

Submission of Assignments

All assignments need to be submitted electronically on your course Moodle page before the deadline. This is so that they can be checked by the plagiarism software TURNITIN (see Plagiarism section). Some lecturers also mark assignments electronically. Some course convenors also require you to submit hard copies of your assignments to the School Office on or before the deadline. If hard copies are required, this will be clearly stated in the course handbook.

Deadlines, Penalties and Extensions

All work should be submitted before the deadline. University of Glasgow policy stipulates that essays submitted after the deadline will be penalised TWO SECONDARY BANDs per day for a maximum of 5 days. Thereafter a mark of ZERO will be given.

Examinations

Examinations at the University of Glasgow in Dumfries follow strict procedures and are overseen by external examiners on a course-by-course basis. Some courses will have one or more formative exams (i.e. exams which do not count toward your final grade) during the course. Nearly all courses will have a final summative examination (i.e. an examination contributing toward your final grade). The final examination dates will be announced in the first few weeks of semester, and normally cannot be changed.

Note that attendance at formal assessments is mandatory. A doctor's note is required to explain an absence. If a student has missed a summative exam for medical or compassionate reasons or has gained a grade of E or lower or CW, he/she may sit the examination in the next available examination diet (normally August of the current session).

Any queries concerning the examination procedure should be directed to the Examinations Officer.
Coursework Information

Unexplained Absence and Missing Course Work

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

Students must complete a MyCampus absence report for any significant absence from the University. Supporting documentary evidence will be required and should be scanned electronically and linked to the MyCampus absence report.

Detailed information on the University’s Absence Policy can be found on the Senate Office webpages:
https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentsupport/absencepolicy/

If you have missed a class, you are required to contact the relevant Programme Administrator.

A significant absence, should also be reported on the MyCampus system.

A significant absence can be defined as one which impacts on your ability to achieve any of the following:

- to fulfil the normal 75% attendance requirement for courses (80% for education courses)
- to submit assignments on time
- to sit an examination.
If illness or comparable circumstances prevent you from submitting coursework on time or prevent your attending lectures or tutorials, or if you believe that your performance in any element of coursework has been adversely affected by illness or comparable circumstances, you should notify the course convenor or lecturer and Adviser of Studies as soon as possible and supply appropriate documentation in due course. The good Cause form can be found in the Student Centre section of My Campus.

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

Similar rules apply to comparable circumstances such as bereavement; in all cases, the onus is on you to provide documentary evidence of the event, and of how it affected your performance. If you are ill at the time of the Final Exam, you must arrange for the course convenor or lecturer to be notified immediately. Do not wait until your course or degree result is announced.

If you have not been awarded credits for a course, a variety of other results are used. Please see next page for explanations.
Coursework Information

MV
MV means a medical/compassionate absence. You will then be allowed to complete the course at the resit diet without the result being capped in any way, i.e. you will be able to receive the full range of results and associated grade points.

CW
CW means that you have not completed some part of the assessment (exam, laboratory report etc.) but can still do so before the next academic year. Contact the lecturer if you are in doubt as to what you need to do.

CR
CR means that you have not completed some compulsory element of the course (attended laboratories etc.) and it is not possible to remedy this in the current academic year. You cannot change CR by taking a resit exam; you would need to repeat the course and the progress committee may not permit this. Contact the lecturer if you are in doubt as to why you were refused credit for a course.

07
07 means a deferred result – we have not been able to give you a grade at the usual time. The reasons range from study abroad to plagiarism so please ask if this is unexpected.

ZZ
ZZ means that you are a debtor. You cannot see your results until the debt has been cleared.

Each grade also has an aggregation score on a scale from 0–22. These are used to calculate your average performance, which is needed to check your progress and for graduation.
Coursework Information

Appeals

There is an Appeals Procedure for any student who might wish to appeal against an academic decision, e.g. appeal against a grade awarded for an assessment/examination or refusal of entry to Honours. See: www.gla.ac.uk/myglasgow/senateoffice/studentcodes/academicappealsstudents/

Details and deadlines for the Code of Procedure for Appeals by Students against Academic Decisions and the Code of Procedure for Appeals to a College Appeals Committee can be found here: https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2019-20/feesandgeneral

You must notify your intention to appeal to College’s Head of Academic and Student Administration within 10 working days of receipt of the result or decision that you wish to appeal against.

The College Appeals Committee can consider an appeal against a decision of an academic body only on the three following grounds:

- Unfair or defective procedure
- A failure to take account of medical or other adverse personal circumstances
- There are relevant medical or other adverse personal circumstances which for good reason have not previously been presented.

For Advice on Appeals Procedures:

- **Rosalind Wright (Learning & Teaching Co-ordinator)**
  - Rosalind.wright@glasgow.ac.uk
- **Students’ Representative Council (SRC) Advice Centre**
  - www.gla.ac.uk/myglasgow/studentsrepresentativecouncil/
Coursework Information

Code of Student Conduct
The Senate Office oversees academic policy, strategy and regulations. The University has a Code of Student Conduct, which includes powers to deal with general matters of inappropriate behaviour by students, which includes plagiarism.

https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/studentconductstudents/

Withdrawing from Study
If you are considering withdrawing, or temporarily withdrawing from study, for any reason, it is very important that you get advice from your Adviser of Studies or the Chief Adviser.

Withdrawing from study can have financial implications, or visa implications, and the A&SST can help you to make sure that your record is in order before you leave and also that you have the information you need to enable you to return to study, with the minimum of difficulty.
Throughout your time at university you will hear quite a lot about ‘graduate attributes’ and ‘personal development planning’ (PDP).

**Graduate Attributes**

Graduate attributes are defined as:

The academic abilities, personal qualities and transferable skills which all students will have the opportunity to develop as part of their University of Glasgow experience.

A further very useful reference for Graduate Attributes is the University of Glasgow’s webpage:

https://www.gla.ac.uk/myglasgow/students/attributes/

**Personal Development Planning**

The University of Glasgow defines personal development planning (PDP) as:

A structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development.

In your annual meeting with your Adviser of Studies, you will be given the opportunity to discuss your personal development. We recommend that you make the most of this opportunity by preparing in advance any ideas, questions and concerns you have about educational and career issues, and other aspects of your future planning.

Further information on PDP can be found at:

https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentsupport/personaldevelopmentplanning/
A full list and up-to-date details of University policies and procedures is available from the Senate Office:

**www.gla.ac.uk/myglasgow/senateoffice**

Please familiarise yourself with these documents.

- **Plagiarism:**
  - [https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/studentconductstaff/](https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/studentconductstaff/)

- **Turnitin (anti-plagiarism software):**
  - [https://www.gla.ac.uk/myglasgow/leads/students/plagiarism/usingturnitin/](https://www.gla.ac.uk/myglasgow/leads/students/plagiarism/usingturnitin/)

- **Academic Programme Policies**
  - [https://www.gla.ac.uk/myglasgow/senateoffice/](https://www.gla.ac.uk/myglasgow/senateoffice/)

- **Assessment Policies**
  - [https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/](https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/)

- **Code of Assessment**
  - [https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/codeofassessment/](https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/codeofassessment/)

- **Student Policies**
  - [https://www.gla.ac.uk/myglasgow/senateoffice/policies/](https://www.gla.ac.uk/myglasgow/senateoffice/policies/)

- **Student Absence Policy**
  - [https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentsupport/absencepolicy/](https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentsupport/absencepolicy/)

- **Programme Regulations**
  - [https://www.gla.ac.uk/myglasgow/senateoffice/policies/regulationsandguidelines/genericundergraduate regulates/](https://www.gla.ac.uk/myglasgow/senateoffice/policies/regulationsandguidelines/genericundergraduate regulates/)

- **Learning and Teaching Principles Strategy**
  - [https://www.gla.ac.uk/explore/strategy/purpose/teaching/](https://www.gla.ac.uk/explore/strategy/purpose/teaching/)
School and University Policies

Equal Opportunities for All

The University of Glasgow School of Interdisciplinary Studies is committed to a working and learning environment that is free of discrimination. All members of the University are responsible for helping to ensure that you do not suffer any form of sexual or racial harassment, and that you are encouraged and supported in any legitimate complaint.

Misuse of Computer Facilities

The regulations and code of conduct for the use of information technology facilities in the University of Glasgow can be found at: https://www.gla.ac.uk/myglasgow/it/policy/codeofconduct/

Violation of these rules will be treated as a breach of University Regulations, and reported to the Senate Assessor for Discipline.

The Joint Academic Network is for educational use only. Among the usages specifically prohibited are any actions that: invade the privacy of, or harass, other computer users; access illegal information; or computer usage intended for commercial gain. Students may not use email to advertise private services or to broadcast messages. These rules also apply to network access from student residences.

Mobile Telephones

Telephones, pagers and similar signalling devices must be turned off in the library and all lecture and tutorial rooms at all times. Interruption of a class may lead to the student's expulsion for the remainder of the class period.
School and University Policies

Safety

The University of Glasgow, School of Interdisciplinary Studies adheres to the Statement of Safety Policy published by the University of Glasgow. Students are encouraged to adopt an attitude of mind that accepts good safety practice as normal and to familiarise themselves with the location of all emergency exits and first aid facilities. Fire drills will be carried out periodically. In the event of an emergency, students should vacate the building as quickly as possible and once outside should move well away from the front of the building to allow others to exit safely. A Personal Evacuation Plan will be drafted for individuals where appropriate and should be used in the event of an emergency.

Smoking

The University of Glasgow operates a code of practice that prohibits smoking within its premises apart from smoking in the designated non-enclosed smoking areas. You will be bound by this regulation.

The Student Record

The University of Glasgow maintains your student record, examination results and other formal data. However, each student is responsible for ensuring that their personal details are correct. Certain changes (Personal Details) can be implemented via the MyCampus portal.
Ongoing informal feedback is strongly encouraged to help develop and improve the degree programmes. In addition, a standard evaluation questionnaire will be issued to all students at the end of each course to seek their views. It is important that any criticism is substantiated with an explanation of why this score/comment was given - this will help the course convenor understand why certain scores are given. Comments regarding courses may also be directed to the Staff Student Liaison Committee.

Student representation on such committees is critical to the process. Student representatives may volunteer at the beginning of each academic session.

You may also stand for election to become executive members of the Crichton University Campus Students’ Association or officers of the Student Representative Council (SRC).
**Dumfries Information**

**University Accommodation**

The University has 3 self-catering Halls of Residence in Dumfries:

- **Dumfries Hall**
  - Consists of self-contained flats with en-suite single study rooms.

- **Laurieknowe Hall**
  - Much like a student house and has 7 single en-suite bedrooms.

- **Brook House**
  - Has 13 single, en-suite study bedrooms.

For information regarding the application process please go to the Accommodation Services webpages:
[https://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/accommodation/](https://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/accommodation/)

Please remember that in signing a lease or contract for accommodation you are signing a legally binding document and will be bound by the conditions for the length of that contract, which include payment for residence fees from the “start date” until the “end date”. If you wish to move out of your residence you will continue to be liable for residence fees until a replacement student is found to take your room.

**Private Accommodation**

Private rented accommodation is also available in Dumfries. Rental lists are held with the Dumfries Solicitors Property Centre which can be contacted on [info@dgspc.co.uk](mailto:info@dgspc.co.uk)

The University also holds some details of other accommodation available. This accommodation is not inspected or approved by the University however we can supply you with the details. Contact [dumfries-admin@glasgow.ac.uk](mailto:dumfries-admin@glasgow.ac.uk) for further information.
Dumfries Information

Landlord License

All landlords letting properties in the private sector must be registered with the local council. You can check if your landlord is registered online:  https://www.landlordregistrationscotland.gov.uk/search
Or contact:
Dumfries and Galloway Council,
Landlord Registration, Dumfries, DG1 2AD,
Tel: 030 33 33 3000
Email: contact@dumgal.gov.uk

House in Multiple Occupation

You may be living in what is called an HMO – a house in multiple occupation. This is a house or flat which is occupied by three or more unrelated people, using shared facilities. All HMOs have to be licensed with the local council (Glasgow City Council for properties in Glasgow; Dumfries and Galloway Council for house in Dumfries).

Private Accommodation

For a landlord to operate a HMO, the property must be licensed with the local council. The licensing conditions are strict, regulations are in place to protect tenants and ensure that the property is safe for habitation. The licence should be displayed prominently in the property. If you suspect a property is not registered (which is a criminal offence on the part of the landlord) or a landlord has breached the terms of the licence, you can get help from the Students' Representative Council's Advice Centre or directly from Dumfries and Galloway Council’s HMO Unit
Tel: 030 33 33 3000
Email: contact@dumgal.gov.uk
Dumfries Information

Medical Services

If you are a full-time student in Scotland, you will not have to pay NHS (National Health Service) medical charges. This means that consultations with a doctor and hospital treatment will not cost you anything. If your doctor issues you with a prescription for an item of medicine, you will not have to pay a charge to the dispensing chemist. In addition, if your income is very low, it may be possible to get help with any health costs. You should complete a HC1 form which can be obtained from your GP (General Practitioner).

Shortly after you arrive in Dumfries, you must register with a doctor or GP near your accommodation. Please do not wait until you are ill. The National Health Service has a policy of immunising against Meningitis C and we would recommend that all students who have not been vaccinated make arrangements to have this done before leaving home or shortly after arrival in the UK.

Eye Treatment

If you want to have your eyesight tested, make an appointment for a test with any qualified optician. If required, the optician will supply spectacles but the cost will depend on the type of frame and lenses you choose.

Dental Treatment

When making your first appointment with a dentist, you should first of all check that he/she will accept you as a patient under the National Health Service. Otherwise, you may be treated as a private patient, which will cost much more than the statutory National Health Service charge. Please note that you must be registered with a doctor before being treated by a dentist under the National Health Service.

https://www.mygov.scot/register-with-dentist/

For dental emergencies, if you are not registered with a dentist, you should phone 0845 602 6417 between 8am and 6pm.

https://www.mygov.scot/register-with-dentist/emergencies/
The following is a list of available places for worship in Dumfries:

**Episcopal**
All Saints Scottish Episcopal Church, Ashgrove Terrace, Lockerbie

**Roman Catholic**
St Andrew’s, Brooke Street, Dumfries

**Baptist**
Gillbrae Road, Dumfries
[https://www.dbcc.co.uk/](https://www.dbcc.co.uk/)

**Baha’i**
[https://www.facebook.com/BahaiCommunityOfDumfriesAndGalloway](https://www.facebook.com/BahaiCommunityOfDumfriesAndGalloway)
Contact Tel: 01387 249 264

**Christian Brethren**
Bethany Hall, Buccleuch Street, Dumfries

**Muslim**
Dumfries Mosque, Annan Road, Dumfries

**Church of Scotland**
St Michaels and South Parish Church, St Michaels Street, Dumfries

Details of further religious organisations in Dumfries can be found at:
[https://info.dumgal.gov.uk/clubsandorganisations](https://info.dumgal.gov.uk/clubsandorganisations)
There are two bus companies in Dumfries: Stagecoach and Houston. The buses which serve the Crichton Campus are operated by Stagecoach and run regularly to and from the campus. Timetables are available at all the bus stops on the Crichton site. The main Dumfries bus stance is situated on the Whitesands near the river, where timetables for all buses are available. Full information about public transport in Dumfries can be found at:
https://www.dumgal.gov.uk/article/15227/Public-transport

There are two stations in Glasgow – Queen Street and Central Station – and one in Dumfries. With a Student Railcard (available from a train station), you will be entitled to fare reductions on most journeys.
https://www.16-25railcard.co.uk/
If you have any timetable or ticket enquiries, telephone National Rail Enquiries on
08457 48 49 50
or visit: https://www.nationalrail.co.uk/

You will find that there are lots of places of interest and things to do in Scotland.
Information specifically about the Dumfries and Galloway area can be found at:
• https://www.visitscotland.com/destinations-maps/dumfries-galloway/
• https://www.visitscotland.com/info/towns-villages/dumfries-galloway-p244341
Dumfries Information

Sport and Leisure

Dumfries and Galloway College building has a number of sport and leisure facilities available to students. Please ask at the College reception for details.

Ice skating/Ice hockey/Curling is available at the Dumfries Ice Bowl or Lockerbie Ice Rink.

DG1 Sports facility is available in town for swimming/gym access etc: https://www.dg1leisure.co.uk/

For further information about all sports and recreation in Dumfries and Galloway see: https://info.dumgal.gov.uk/clubsandorganisations

Shopping and Services

Dumfries has a small town centre with a good range of shops, banks and cafés. For larger shopping centres, Glasgow is 1½ hours away by train and Carlisle 45 minutes

Dumfries Supermarkets

**Morrisons**
Brooms Road, Dumfries, DG1 2SH

**Tesco Extra**
Cuckoo Bridge Retail Park,
Glasgow Road, Dumfries, DG2 9BF

**Tesco Peel Centre**
Lockerbie Road,
Dumfries, DG1 3PF

**Aldi**
Annan Road
Dumfries, DG1 3HB

**Tesco Peel Centre**
Glasgow Road
Dumfries, DG2 0NW.

**Lidl**
Brooms Road
Dumfries, DG1 2DZ
Student life at the Dumfries Campus is growing, with clubs covering everything from football to film (with frisbee in-between!)

As well as supporting the clubs and societies that are currently running, we want to encourage you to get involved in shaping the development of new ones.

If you can’t find what you want among our existing activities, we may be able to help you with the finance and organisation you need to set up a club that matches your interests.

Check CUCSA for more details: [www.cucsa.org.uk](http://www.cucsa.org.uk)

Follow on Facebook at: [https://www.facebook.com/CUniCSA/](https://www.facebook.com/CUniCSA/)
Postgraduate Information

In addition to your programme convenor, the principal contacts for postgraduate students are:

- **Dr Naomi Richards**
  Director of Postgraduate Research
  Naomi.Richards@glasgow.ac.uk

- **Dr David Borthwick**
  Director of Taught Postgraduate Programmes
  David.Borthwick@glasgow.ac.uk

- **Laura Davidson**
  Academic and Student Adviser Manager
  inter-pgtadviser@glasgow.ac.uk

Research Strengths

Academic staff at the School of Interdisciplinary Studies are research active over a wide range of disciplines and subject areas. Current research strengths may be summarised as follows:

- Cultural history
- Historical and philosophical studies of science and technology
- Ecology and environmental stewardship
- Health policy
- Modern languages; twentieth century French literature and politics
- Political philosophy and ethics
- Philosophy of psychology; existentialism
- Scottish history and literature
- End of life studies
- Ecocriticism and ecopoetics
- Folklore and cultural studies
- Sociology and anthropology of tourism
- English literature, philosophy, and intellectual history
Postgraduate Information

Research Centres

End of Life Studies
The Glasgow End of Life Studies Group is an internationally renowned research group that conducts research into palliative care and end of life issues in Scotland, internationally and worldwide, with the aim of promoting global improvement. Based at the Dumfries Campus, members of this Group are interdisciplinary academics and students from the University of Glasgow and our research partners. The main research project ‘Global Interventions at the End of Life – social, comparative and historical analysis to promote global improvement’ was a five year study which began in 2015, funded by the Wellcome Trust and led by our founder Professor David Clark OBE. The Group is now led by Director Dr Naomi Richards. Find out more here: https://www.gla.ac.uk/endoflifestudies/

Crichton Institute
The Crichton Institute is all about the local universities and colleges in the region working together for the region’s development, while making sure it is recognised both nationally and internationally. For information see: http://crichtoninstitute.co.uk/

Andy Goldsworthy Digital Archive
Documents the works of landscape artist Andy Goldsworthy. The archive is housed at the Dumfries Campus. https://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/library/andygoldsworthydigitalarchive/
Postgraduate Information

Resources

Graduate study space in the Rutherford/McCowan Building is available in room 163—this is a designated study room for the research and taught postgraduate students. If you wish to make use of this room, please apply to Gillian Watters (01387 345841) for the keypad code. There is a Senior Common Room on the ground floor of Rutherford/McCowan which is available to all postgraduate students and staff.

Research Training

Training opportunities for PGR Students can be found on the Graduate School Website:
https://www.gla.ac.uk/colleges/socialsciences/graduateschool/

with local training in Dumfries to be confirmed by the Director of Postgraduate Research. Research training at Glasgow is designed to enhance graduate students' research and professional skills, meet their training needs and requirements, as well as encourage and provide support for individual and collective research activities and initiatives.

It is expected that Research Postgraduates in particular will attend a range of suitable training opportunities each year which contribute to their professional development. Postgraduate Research Students should note that they can select research training courses from any College Graduate School within the University, not only those provided by the College of Social Sciences.
Postgraduate Information

Funding for Travel to Training Courses at Glasgow Gilmorehill Campus

Funding is available to cover the travel costs of Dumfries research students attending training seminars at Gilmorehill.

https://www.gla.ac.uk/myglasgow/registry/finance/funds/

Students are required to apply in writing to Alan McConnell (Financial Aid Manager) at alan.mcconnell@glasgow.ac.uk in the College Office in the first instance.

Some workshops and training seminars will take place at the Dumfries Campus. These courses will be mainly generic in nature, covering themes common to all research Students; further details will be issued at induction.

Conferences and Research Seminars

Dumfries Campus
Postgraduates are encouraged to present seminar and conference papers during their period of study. The Senior Research Seminar offers opportunities to present work in progress. Funds are available towards attendance and travel to conferences. These funds are administrated by the School’s Research Committee.

Gilmorehill Campus (Glasgow)
Several Schools on the Main Campus run in-house seminar series aimed at academic staff and postgraduate students. Consult with the relevant School to find out more.
Postgraduate Information

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

Code of Practice

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

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

The full rules and regulations of academic study for all programmes are described in the University of Glasgow Calendar 2019-2020 available at:

https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/

The Postgraduate Adviser and PGR Director will:

- advise generally on College/School issues
- monitor your progress on behalf of the College
- change the status of your degree programme (or facilitate extra time or suspension etc.)
- deal with problems which your supervisor is unable to solve.

The Postgraduate Adviser does not act as a supervisor of work.
FAQ's

Where is the Advising Officer located?

The advising officer is in room 119 Rutherford/ McCowan. Once you arrive at the School Office please let them know that you want to see the advising officer.
Please note that first contact should generally be made by emailing inter-ugadvisor@glasgow.ac.uk.

Who is my Adviser of Studies?

For new students, the name and contact details of your Adviser will show in your MyCampus Student Centre, after the end of the second week of teaching (this year, week beginning 8th October).

How do I make an appointment to see my Adviser of Studies?

By emailing inter-ugadvisor@glasgow.ac.uk in the first instance. The advising officer will triage your email and be able to help you with most queries that you have regarding curriculum choice.
Should you require an appointment with your adviser, this will be arranged via the advising officer. Most Advisers have a set weekly advising period (usually an hour or so). If you make an appointment and then find you cannot attend, please let the advising officer know so that another student may benefit from the time.

Where can I find more information on courses?

Information is available from your Student Centre in MyCampus, the Course Catalogue, School or Subject web pages (and once you enrol on a course from the course Moodle). Use the search facility on the University web pages to find what you’re looking for.
https://www.gla.ac.uk/coursecatalogue/
FAQ's

Where is the Student Services Team?
Room 106, Ground Floor, Rutherford McCowan Building.

I’m having a problem completing registration, where can I get help?
The best information is on the Registry web pages, along with step by step guides and videos.
https://www.gla.ac.uk/myglasgow/registry/registration/

I think I’m exempt from Council Tax - what do I do?
This is a service provided by the School Office – the relevant paperwork is on the lectern outside the school office. The School Office is on the Ground Floor, Rutherford McCowan Building.

I’m finding it hard financially, is there help available?
Yes – the University has various funds (often referred to as Financial Aid), that you can potentially access. Information about the funds is on the Registry Financial Aid pages:
https://www.gla.ac.uk/myglasgow/registry/finance/funds/
Talk to the student services advisor to discuss things that can help:
inter-studentsupport@glasgow.ac.uk

What should I do if I have personal problems?
Who can I ask for help?
The University offers a wide range of support services – the Student Counselling and Advisery service and the Chaplaincy, among others. The Advising officer can help you find the right place for help, contact
inter-ugadvisor@glasgow.ac.uk
I am not getting good marks for my assignments or class tests. What should I do?

The Learning Enhancement and Academic Development Services (LEADS) is available to support students who may be having trouble with their studies: https://www.gla.ac.uk/myglasgow/leads/students/
The Learning and Developing Officer Dumfries campus can be contacted through the Student Services team at inter-studentsupport@glasgow.ac.uk for one-to-one appointments.

I would like to talk to someone about how to increase my chances of employment after University?

Visit: https://www.gla.ac.uk/myglasgow/careers/
The Careers Adviser on the Dumfries campus can advise on any aspect of employability/careers. Appointments are available and can be arranged via the Student Services team: inter-studentsupport@glasgow.ac.uk.

Who can I talk to about my disability?

Visit: https://www.gla.ac.uk/myglasgow/disability/

Your advisor of studies can make you aware of the services available to help you during your time at the University. The Disability adviser on the Dumfries campus will be able to discuss this with you confidentially, and advise of any reasonable adjustments that can be made to help you.

Appointments are available and contact is via the Student Services team: inter-studentsupport@glasgow.ac.uk
FAQ's

I have been absent from a number of classes. What should I do?

The University has an absence and good cause policy, see:

- [https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentsupport/absencepolicy/](https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentsupport/absencepolicy/)
- [https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/goodcausefaqs/](https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/goodcausefaqs/)
- [https://www.gla.ac.uk/media/Media_425478_smxx.pdf](https://www.gla.ac.uk/media/Media_425478_smxx.pdf)

It is important that you report any significant period of absence to the University so that this can be taken into account by the Board of Examiners. You should note that there are timelines that should be followed in all cases (detailed via the above links).

I am not happy with the Board of Examiners decision. What can I do?

If you are unhappy with the decision of the Board of Examiners, you have the right to appeal. Details of the appeals process can be found here:

[https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/academicappealsstudents/](https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/academicappealsstudents/)

In the first instance, any issues should be raised with the advising officer: [inter-ugadvisor@glasgow.ac.uk](mailto:inter-ugadvisor@glasgow.ac.uk)

Please note, under no circumstances can appeals be made on academic judgement.