CODE OF PRACTICE FOR PGR SUPERVISORS: MVM RESIDENCY PROGRAMME 2020

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INTRODUCTION

This guide overviews the roles and expectations of supervisors on the MVM residency programme and directs supervisors to the relevant resources where further information can be found.

MVM RESIDENCY PROGRAMMES BACKGROUND:

These are typically 4 year programmes integrating an MVM research degree (notionally equivalent to 12 months full time study) with a clinical, pathology or related-discipline European College training programme (or equivalent). The intended outcomes are:

1. Eligible to sit qualifying exams of the relevant European College (or equivalent) by the end of the 4-year programme.
2. Submission of thesis by the end-date of the programme with viva, if required, within 6 to 8 weeks (refer to section on Intention to Submit Form for further details).

Although the MVM is intended to be the equivalent of one full year of study, these are fully integrated 4-year programmes and classed as full-time postgraduate degree courses. As such, they must be completed (to the point of submission of thesis) within 4 years of the start date and they come under the same regulatory control as other full-time postgraduate research degrees (MSc, PhD etc.).

If you have an MVM residency programme that does not follow this standard model, you should discuss this with the PGR convenor prior to commencement of the programme to ensure that it is aligned with the appropriate degree programme and review processes.
KEY CONTACTS WITHIN THE SCHOOL OF VETERINARY MEDICINE:

These programmes sit within Postgraduate Research and are managed by the Graduate School. This is devolved to the School of Veterinary Medicine where key contacts are:

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGR Convenor</td>
<td>Dr Peter Hastie</td>
<td><a href="mailto:Peter.Hastie@glasgow.ac.uk">Peter.Hastie@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>PGR Convenor deputy</td>
<td>Dr Collette Britton</td>
<td><a href="mailto:Collette.Britton@glasgow.ac.uk">Collette.Britton@glasgow.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Prof Jo Morris</td>
<td><a href="mailto:Joanna.Morris@glasgow.ac.uk">Joanna.Morris@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>PGR administrator</td>
<td>Marie Henderson</td>
<td><a href="mailto:Marie.Henderson@glasgow.ac.uk">Marie.Henderson@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>MVLS Post Grad Office</td>
<td></td>
<td><a href="mailto:mvls-gradschool@glasgow.ac.uk">mvls-gradschool@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>PGR Student Representative</td>
<td>Lauren Black</td>
<td><a href="mailto:l.black.1@research.gla.ac.uk">l.black.1@research.gla.ac.uk</a></td>
</tr>
</tbody>
</table>

PGR Convenor: provides oversight and advice to both students and supervisors at all stages of the programme.

PGR Convenor deputies: support the convenor in this role and act on the convenor’s behalf when they are not present. The deputies have experience of supervision on clinical training programmes to facilitate integration with the MVM residency programme with the general PGR regulations that focus on research-focused degree programmes.

PGR administrator: responsible for administering the activities of the PGR convenor but also able to help direct enquiries or identify reference sources for matters relating to the supervision and administration of the research aspects of the MVM residency programmes.

MVLS PostGrad Office: general oversight of the MVM programmes, provides residents and supervisors with access to resources such as the PGR Den, and supports the thesis committee during the thesis review and outcome.

PGR Student Representatives: these are appointed from within the student body and represent PGR students at key committees and meetings such as the Staff-Student Liaison Committee. These people are good points of contact for you to raise issues, seek advice and feed back into the School about your programme of study. The PGR Student Representative will contact the student body as required. Details of the current student representatives can be found on the PGR noticeboards or from Marie.Henderson@glasgow.ac.uk.

ROLE OF SUPERVISORS

The supervisory requirement for the MVM residency programmes has two components:

1. supervision of the Masters project.
2. supervision of the clinical (or related) training programme.

Each student must have a minimum of two supervisors registered for review process. Both supervisors should be able to supervise completion of the Masters project. It is possible to appoint additional supervisors if either the primary or secondary supervisor is not able to independently supervise the Masters project but these will not contribute directly to review processes. Generally, the primary supervisor also acts as the primary supervisor on the clinical (or related) training programme of that resident.
**PRIMARY SUPERVISORS:**

- Typically have a higher degree at least at the level equivalent to Masters by Research.

**SECONDARY SUPERVISORS:**

- Any appropriately qualified member of staff that can directly supervise completion of the project.

If you find that the supervision you have put in place for a resident does not meet these requirements, please contact the PGR Convenor (preferably before the start of the programme) to ensure that suitable supervision is in place and, if necessary, to appoint a third supervisor.

**SUPERVISOR TRAINING REQUIREMENTS**

All supervisors must complete two elements of training:

1. **On-line Supervisors Training course:**
   - This is delivered through Moodle: [https://moodle.gla.ac.uk/course/view.php?id=10637](https://moodle.gla.ac.uk/course/view.php?id=10637)
   - To be completed (including passing on-line test) before starting PG supervision.
   - If you are not registered for this, please contact the MVLS Postgraduate School office (mvls-gradschool@glasgow.ac.uk)

2. **PGR Supervisors Training Workshop:**
   - To be completed as soon as possible and no later than 6 months after the start of supervision of a PGR student.
   - Require to undergo training in this workshop once every 5 years.
   - Contact mvls-gradschool@glasgow.ac.uk to book onto the next course or to check when your renewal is due.

**SUPERVISOR KEY RESPONSIBILITIES**

In acting as a PGR supervisor, you have key responsibilities to ensure the welfare and progression of the student in both their Masters project and clinical (or related) training programme. These include:

- Regular contact with student.
- Recording research meetings and action points with the student.
- Engaging with the 3 month and annual PGR review processes.
- Highlighting concerns of student progression and well-being to the PGR Convenor or their deputies.
- Ensuring that the student has scheduled time to complete their Masters project.
- Ensuring that the student has the resources required to progress through their programme.

**STUDENT INDUCTION**

On starting the programme, students are given an induction package by the graduate school that includes key activities to complete and directs them to a wide range of resources and information covering their programme. Despite this, students are often unfamiliar with the requirements of the programme and key information sources, particularly as relates to their Masters degree, the examination process for this, the review system and training and other requirements.

The primary supervisor should review the induction material with the student and ensure that they are aware of:
• **Centralised resources:**
  o MyGlasgow Student Portal: [https://www.gla.ac.uk/myglasgow/students/](https://www.gla.ac.uk/myglasgow/students/)
  o MyCampus for Registration
  o Graduate School website: [https://www.gla.ac.uk/colleges/mvls/graduateschool/](https://www.gla.ac.uk/colleges/mvls/graduateschool/)
  o Graduate School Induction programme.
  o Postgraduate Research Student Handbook: [https://www.gla.ac.uk/media/Media_549236_smxx.pdf](https://www.gla.ac.uk/media/Media_549236_smxx.pdf)
  o Postgraduate Research Training Handbook: [https://www.gla.ac.uk/media/Media_549238_smxx.pdf](https://www.gla.ac.uk/media/Media_549238_smxx.pdf)
  o PGR Den on-line resource center: this includes links to:
    ▪ MVLS Important Forms Page: [https://www.gla.ac.uk/colleges/mvls/graduateschool/currentpgrstudentinformation/pgrstudentforms/](https://www.gla.ac.uk/colleges/mvls/graduateschool/currentpgrstudentinformation/pgrstudentforms/)
    ▪ PGR Induction information
    ▪ Annual review process
    ▪ Procedures and Policies
    ▪ Thesis formatting guidelines: [http://theses.gla.ac.uk/format.html](http://theses.gla.ac.uk/format.html)

• **School resources:**
  o Supervisors (including contacts and specific responsibilities for the resident’s training)
  o School of Veterinary Medicine PGR contacts
  o PGR review processes.
  o MVM residency project outline (including timeline).
  o The requirements for the specialist college residency programme
  o Local work-place induction requirements:
    ▪ Checklist for PG supervisor 3-month review (see Appendix 1)
    ▪ Checklist for PGR Student 3-month review (see Appendix 2)

**MyGlasgow Student Portal**

MyGlasgow Student Portal provides centralized University links and services for all students including recording of absences etc.

**Registration via MyCampus**

To become a fully registered student of the University, students must register online:

- Students register every year before the start of the programme of study
- Registration is through MyCampus - the University's student information system which can be accessed through the MyGlasgow Student Portal
- Full details of how to log into MyCampus will be sent by email

[https://www.gla.ac.uk/myglasgow/registry/registration/](https://www.gla.ac.uk/myglasgow/registry/registration/)

If students are due to receive a stipend, UK bank account details must be added to My Campus
Graduate School Website:

This provides all the on-line resources describing the university’s policies and processes for PGR students and their supervisors and is the primary reference source. This can be accessed from the main University web page by following the links:

www.gla.ac.uk

Further information: colleges

College of MVLS

Graduate School

Direct link: https://www.gla.ac.uk/colleges/mvls/graduateschool/

Graduate school induction programme

1. Registration activities:

Supervisors must direct the students to the New Student registration pages on the graduate school web pages: https://www.gla.ac.uk/colleges/mvls/graduateschool/newstudentinformation/

2. Graduate School induction programme events:

The graduate school runs two induction programmes each year:

- October: main induction programme.
- February

There are a series of activities and courses that new PGR students must attend and the supervisor must facilitate the student in attending these. Most are held at the main campus. PGR students starting out with these time periods must complete the induction activities at the next induction period.

3. Council Tax Exemption:

- PGR students need to confirm their student status to ensure that they are exempt from council tax.
  
  Information is on the Graduate School website: https://www.gla.ac.uk/myglasgow/students/sset/counciltax/

Handbooks

- Postgraduate Research Student Handbook: all policies and information relating to research student projects updated annually: https://www.gla.ac.uk/media/Media_549236_smxx.pdf
- Postgraduate Research Training Handbook: all training courses and training needs document information: https://www.gla.ac.uk/media/Media_549238_smxx.pdf

PGR Den

This is an on-line resource within the University’s virtual learning environment (Moodle). It provides extensive resources for both residents and supervisors on aspects of the postgraduate research degree programmes including links to support structures available for students who may be experiencing difficulties with supervision, personal issues, finance or visa status.
1. Ensure you have access to the PGR Den:
2. Show your PG student how to access the PGR Den and highlight key elements including:
   - **PGR Journey**: PGR lingo, timeline and FAQs
   - **PGR Induction**: including induction week activities and dates
   - **Build Your Skills**: including data management, literature review and statistics
   - **Connect With Others**
   - **Support Services**

Access to the PGR Den is via Moodle (www.moodle.gla.ac.uk).

- Log on to moodle using your GUID and password.
- The PGR Den will be listed as a course on your Dashboard screen.
- If you or your student do not have access to the PGR Den, contact the MVLS Graduate Office (mvls-gradschool@glasgow.ac.uk) to request access.

There are two identical versions, one for students and one for staff. The staff version provides mirrored information but prevents supervisors from accessing student blogs and other activities to ensure that the postgraduate students have a private space in which to discuss their programmes with their peers.

Direct links:

- **PGR Den for students**
- **PGR Den for supervisors**: https://moodle.gla.ac.uk/course/view.php?id=10231

**CORE LINKS STUDENTS SHOULD BE MADE AWARE OF AT INDUCTION BY THEIR SUPERVISOR**

- [Council tax exemption](#)
- [Training Needs Assessment Form (MS Word)](#)
- [Researcher Development Log (MS Word)](#)
- [Data Management Plan Advice](#)
- [Thesis formatting guidelines](#) for all submitted written work.

**RESEARCH NOTEBOOK RECOMMENDATIONS**

Part of the data management plan should include a protocol for student notebook maintenance, review and archiving. Mary Donaldson from Research Data Management has produced a guide to good practice in research notebook maintenance: [https://edshare.gla.ac.uk/653/](https://edshare.gla.ac.uk/653/)

In addition, the University supports two electronic notebook options that enable researchers to archive material securely on-line and work collaboratively.

**Electronic Research Notebooks UofG One-Note:**
[https://www.gla.ac.uk/myglasgow/datamanagement/organisingyourdata/electronicresearchnotebooks/](https://www.gla.ac.uk/myglasgow/datamanagement/organisingyourdata/electronicresearchnotebooks/)

- Uses existing One-Note access to provide a basic electronic Notebook. This is intuitive and easy to use. It has been popular with undergraduate research students as it is easy to set up but it has some limitations.

**RSpace**: [https://rspace.gla.ac.uk/](https://rspace.gla.ac.uk/)
• This is a bespoke research notebook software which has comprehensive functionality. This is popular with full-time researchers but takes more time to get to grips with. You need to contact research.datamanagement@glasgow.ac.uk to get a registration for this site. There are a limited number of licences. Further information about this software can also be found at https://www.researchspace.com/

School of Veterinary Medicine PGR Contacts (see table above)

The supervisor must direct the resident to the PGR key contacts above and ensure the student understands that they can contact the PGR Convenor or deputies to discuss matters relating to their programme (including concerns over progress and problems with supervision) at any point during their programme.

PGR Review Processes

The supervisor should review the requirements of the PGR review processes (detailed in the following sections) and ensure that the student is aware of and can access information on:

• Three month review
• Annual Reviews
• Intention to Submit process
• Training needs document
• Research development log
• Extensions and submissions of study
• Late submission fee

PGR REVIEW PROCESSES

Each PGR student requires regular, formal reviews of which full details are available at https://www.mvls.gla.ac.uk/PGRPR/. Reviews are held with the PGR student, the PGR Convenor or their deputy, and another assessor not directly involved in the student’s programme. The aim of the review is to ensure that progress is being made and the student is being adequately supported. The review panel documentation and outcomes are recorded within the electronic management system PGR Progress Review System.

REVIEW PROCESS AND AGENDA:

Panel:

• PGR convenor/deputy or an alternative nominated member of staff
• Another assessor who is not directly involved in the PGR student’s supervision
• PGR student

Preparation

This is an initially student-led process. The Grad School will contact the student with a link to their electronic reporting form. The student completes their elements of the report summarizing progress and any issues with project or supervision they wish to share. They are also required to upload key documentation detailed below. Once their element is completed, the primary and secondary supervisors are sent links to complete their comments following review of the student’s responses. This is reviewed by the assessment panel in advance of the review meeting.
Students and supervisors are required to complete the required paperwork in a timely fashion, and **no less than 3 working days before the review meeting**, to ensure that the material can be reviewed. If this is not done, the meeting is likely to be postponed.

All annual reviews must be completed by **August** and are audited in September by the college. For students starting later in the year, if their 3 month review falls within the summer review period (June to August), this will be combined with their annual review for the year.

**Overview of process**

- Assessors review submitted documentation in advance of meeting
- Review panel scheduled for 20-minute time slot and follow this **agenda**:
  1. Assessors + PGR administrator discuss any issues identified in submitted documentation.
  2. Student joins panel and gives a Powerpoint presentation that includes:
     1. **General discussion**
        • Research project overview, progress to date, any issues or concerns.
        • Clinical (or equivalent) training programme progress, any issues or concerns
        • Opportunity for student to raise concerns over supervision, support or other matters.
        • Provisional panel decision on outcome of review (green, amber, red)
  3. Agreed action points and timing of next review.
  4. End of meeting.
- Report finalised and student required to sign off
- Review decision noted.

**Outcomes of the review:**

There are three possible review outcomes:

- **Green light**: student progresses.
- **Amber light**: a significant concern over progress has been raised. The likely outcome is that an interim review (e.g. after 3 months) will be arranged and a plan will be put in place by the student and supervisors to address the issues identified during the review. This plan must be approved by the PGR Convenor or their deputy.
- **Red light**: a substantial issue has been identified that is likely to prevent the postgraduate student from completing their programme. Dependent on the issue, this triggers an appropriate action that might include change of supervision, change of project, change of degree, Fitness to Study review, withdrawal from programme. The student cannot progress into the next academic year unless the issues arising are resolved satisfactorily.
3 MONTH: INITIAL REVIEW:

Timeline: must be completed within 2 to 3 months of starting.

Aim: ensure student and supervisor are engaging in the MVM programme and that no early issues have been identified.

Required documentation:

1. Training Needs Document:
   • This is a student-led, live document documenting the student’s perceived training requirements. As this is a live document, it should be regularly reviewed and updated. 
     https://www.gla.ac.uk/media/Media_637224_smxx.docx

2. Research Development Log:
   • This is a live document (it should be regularly reviewed and updated).
     https://www.gla.ac.uk/media/Media_438468_smxx.docx

3. Literature review outline following Thesis Template (MVM)
   • For clinical scholars, the minimum requirement is to produce a literature review outline following 
     the Thesis Guidelines (http://theses.gla.ac.uk/format.html) that should be populated with a 
     series of coherent headings and subheadings to demonstrate the structure of the subsequent 
     literature review. This concession is made as it is recognised that MVM students will be 
     combining a heavy clinical commitment within their integrated Masters programme and may not 
     be allocated study time to work on the literature review in the first few weeks of the residency.

4. Supervisor 3-month review checklist (see Appendix 1)
5. Student 3-month review checklist (see Appendix 1)

ANNUAL REVIEW PROCESS: JUNE TO AUGUST

Timeline: must be completed by the end of August each year for the student to progress.

Aim: review work in progress and ensure student is on track for submitting on time.

Required documentation:

- 3000 word updated research summary: (student)
  - This should reflect progress to date and may take the form of a literature review 
    (earlier years), thesis draft chapters or paper draft
  - this should follow the thesis formatting guidelines: http://theses.gla.ac.uk/format.html

- Data management plan: (student)
- PG Online Progress Report (student and supervisor)
- Training needs document (updated)
- Research development log (updated)
- Thesis plan (student): from year 2 on

Student presentation:

- This should be a PowerPoint presentation that is no longer than 10 minutes in length covering:
  - Summary of research progress, issues and successes to date.
  - Summary of residency progress where appropriate to date.
PREPARATION FOR COMPLETION OF PROGRAMME AND SUBMISSION OF THESIS

In the lead up to completion of the programme and submission of the theses, there are a number of things to consider.

- Intention to Submit Form
- Fees

INTENTION TO SUBMIT FORM

This must be completed and submitted 3 to 6 months in advance of submitting the thesis.

Timing of this submission is important as, regardless of the timeline of the project, the student will have no more than 6 months from completion of this to submission of the thesis.

- If the intention to submit form is submitted greater than 6 months before the end of the programme, the student must submit their thesis within 6 months of the date of the form being submitted.
- If the intention to submit form is submitted with less than 6 months before the original submission date from registration of the student, the latest that the thesis can be submitted is the original submission date from registration.

FEE STRUCTURE

The thesis submission fee has been scrapped for Masters and PhD programmes. There is, however, a late submission fee for students who do not submit by the end of their programme. If you think that the thesis will not be submitted on time, contact the PGR Convenor as a matter of urgency and see if you may be eligible to apply for an extension of studies to avoid paying this fee.

STUDENT ABSENCES, EXTENSIONS AND WITHDRAWALS

Any student absence or study away from the school for a period of more than 4 weeks must be highlighted to the PGR Convenor and discussed, whenever possible, in advance.

In considering extensions and suspension to studies, supervisors and students must ensure that they are compliant with the terms of their funding organization and the Home Office visas. For students on Tier 4 Visas, suspension of studies has major visa compliance implications and must be pro-actively managed.

All extensions and suspensions of studies are approved centrally by the Higher Degrees Committee and are not guaranteed to be supported. All suspensions and extensions of studies should be applied for either in advance of or during the period when it becomes apparent that they may be required. Retrospective applications may not be approved and jeopardise the student’s ability to complete their programme.
**RECORDING ANY ABSENCE**

Any absences must be recorded by the student on MyCampus and their supervisor must be informed. Absences of greater than 5 working days must be supported by a medical certificate or other support documentation.

**STUDY OFF CAMPUS: ‘RESEARCH FURTH OF GLASGOW’**

Any study off campus (including clinical training externships or research) for a period of more than 4 continuous weeks (or a total of greater than 1 year or discontinuous study off campus) must be approved by the PGR Convenor. An application must be made via the ‘Research Furth of Glasgow’ procedure. This is submitted to the PGR Convenor in the first instance but may be forwarded to the Graduate School Board for approval.

Further details are available through the Research Furth of Glasgow webpages:
https://www.gla.ac.uk/research/ourresearchenvironment/prs/mobilityandcollaborationopportunities/researchfurthofglasgow/researchfurthregulations/

- Application form: https://www.gla.ac.uk/media/Media_326813_smxx.doc
- Checklist: https://www.gla.ac.uk/media/Media_185024_smxx.doc

**EXTENSIONS**

Extensions to the thesis submission deadline may be granted in situation where a substantial issue has impacted on student progress but when a Suspension of Studies is not considered necessary. Examples of things that may be approved are on the Extension to Thesis Submission Form.

These should be applied for prospectively or at the time issues become apparent and may not be approved.

**Application form including links for further information:**

- https://www.gla.ac.uk/media/Media_561223_smxx.docx

**SUSPENSION OF STUDIES**

Suspension of studies may be granted in situations where the student cannot continue their studies for a period of time that may include ill health, parental leave or catastrophic project issues. Examples of things that may be approved are on the Suspension of Studies Form. Protracted suspensions risk triggering automatic removal from the programme.

These should be applied for prospectively or at the time issues become apparent and may not be approved. The student stipend should stop immediately although there is provision for 13 weeks of sickness payment and parental/ adoption leave support.

**Tier4** students granted suspension of studies must leave the country to be compliant with their visa regulations.

**Application form including links for further information:**

- https://www.gla.ac.uk/media/Media_606415_smxx.docx
EARLY WITHDRAWAL FROM THE PROGRAMME

There are no part time or foreshortened options for the 4-year integrated MVM programme. Early withdrawal from the programme before the end of the 4-year programme will prevent the student from graduating with a MVM degree and they may be required to repay some or all of their tuition fees. In some circumstances, the School may support a student in completing the MVM following early withdrawal but this must be discussed with PGR Convenor (for example, if a student is employed into a staff position at the University before the end of their programme).

PARENTAL LEAVE, CARER’S LEAVE AND OTHER POLICIES

Postgraduate students can request leave for a variety of personal reasons following the current University of Glasgow policies which can be found at:

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

If you feel you require leave for these purposes, please discuss with your Supervisor in the first instance and contact the PGR Administrator by e-mail. If you have a leave request that is not covered by the current University policy, this should be discussed with your Supervisor and brought to the attention of the PGR Convenor or their deputy.

EXAM PREPARATION GUIDELINES

MVM students undertaking clinical (or similar) defined training programmes as part of their 4 year integrated Masters programme are generally supported in examination preparation by consolidated periods of non-clinic based study time towards the end of their programme. This is not the equivalent of annual leave and should not be considered as such. During these periods, students must continue to engage with their programme of study, attend the workplace regularly and carry out other duties and roles in line with their programme descriptions.
**CPD ALLOWANCE FOR MVM STUDENTS**

MVM students have an annual budget of £1500.

Please contact Marie Henderson Marie.Henderson@glasgow.ac.uk for relevant forms or guidance before arranging/processing anything related to CPD funds.

This can be used for:

- CPD activities including travel, accommodation, conference fees and subsistence living costs following the University of Glasgow policy.
- Textbooks (up to a maximum of £400 per annum, during the first half of the programme)

All CPD fund allocations must be approved by the supervisor in advance of payment. Retrospective approval may not be granted.

All requisition forms and claims along with receipts should be submitted to Marie.Henderson@glasgow.ac.uk

**LINKS FOR DOCUMENTATION**

Overview page providing links to most important documentation:
https://www.gla.ac.uk/colleges/mvls/graduateschool/currentpgrstudentinformation/pgrstudentforms/
APPENDIX 1 3-MONTH REVIEW CHECKLIST FOR SUPERVISORS:

To be completed at induction and presented at 3 month review.

- Review project summary and give copy to student
- Introduce to supervisory team with contact information
- Confirm student has registered through MyCampus

With student present, get them to demonstrate they can access:
- MyGlasgow
- MyCampus
- Moodle
- PGR Den

Highlight to student:
- Postgraduate student induction period
- University thesis writing guidelines
- PGR Den
- PGR Review process
- Council Tax Exemption form
- Visa/ grant restrictions

Discuss:
- Training Needs Document
- Research Development Log
- Literature review
- 3-month review process
- Local induction processes
APPENDIX 2  3-MONTH REVIEW CHECKLIST FOR STUDENTS:

To be started during induction and presented at 3-month review:

Week 1 (complete; refer to School PGR Code of Practice)

☐ Review School PGR Code of Practice (MVM or PhD/MSc version as appropriate)
☐ Complete Registration via MyCampus on-line (check e-mail for details)
☐ Complete Council Tax Exemption
☐ Meet with primary and secondary supervisors
☐ Review project summary
☐ Complete local induction
☐ Review College PGR Induction Week and schedule time to attend at next opportunity

Familiarise with on-line PGR resources

☐ MyGlasgow
☐ MyCampus
☐ Moodle
☐ PGR Den

Prepare for 3-month review (refer to School Code of Practice):

☐ Training Needs Document
☐ Research Development Log
☐ Literature review (see guidance for MVM or PhD/MSc requirements)
☐ 3-month review process
☐ Local induction processes