



University  
of Glasgow | School of Physics  
& Astronomy

## School Handbook

Information for new staff and postgraduate students

**January 2022**

# CONTENTS

<b>WELCOME BY THE HEAD OF SCHOOL</b> .....	<b>3</b>
<b>1. GENERAL INFORMATION</b> .....	<b>4</b>
<b>PROCEDURES ON ARRIVAL</b> .....	<b>4</b>
<b>SCHOOL CONTACT NAMES</b> .....	<b>5</b>
<b>SICKNESS ABSENCE MANAGEMENT SUMMARY</b> .....	<b>6</b>
<b>MISCELLANEOUS</b> .....	<b>7</b>
<i>Car Parking</i> .....	7
<i>Common Room</i> .....	7
<i>Computing Facilities</i> .....	7
<i>Disclosure</i> .....	7
<i>Email</i> .....	7
<i>Equality &amp; Diversity Officers</i> .....	8
<i>Financial Arrangements</i> .....	8
<i>Flexible Working</i> .....	9
<i>Harassment</i> .....	9
<i>Induction</i> .....	9
<i>Maternity/Paternity/Adoption/Parental/Caring Leave</i> .....	10
<i>Meeting Rooms</i> .....	10
<i>Mental Health</i> .....	10
<i>National Insurance Number</i> .....	10
<i>Photocopying</i> .....	11
<i>Printing</i> .....	11
<i>Resignation/Retirement</i> .....	11
<i>School Administrators</i> .....	11
<i>School Reading Room</i> .....	11
<i>Social Committee</i> .....	12
<i>Stores/Accounts</i> .....	12
<i>Telephone System</i> .....	12
<i>Travel Insurance</i> .....	13
<i>University Library</i> .....	13
<i>....And Finally</i> .....	13
<b>2. POSTGRADUATE STUDENTS</b> .....	<b>14</b>
<b>GRADUATE SCHOOL OF PHYSICS AND ASTRONOMY</b> .....	<b>14</b>
<b>SCIENCE &amp; ENGINEERING GRADUATE SCHOOL</b> .....	<b>14</b>
<b>SUPA GRADUATE SCHOOL</b> .....	<b>14</b>
<b>WHERE TO FIND GRADUATE SCHOOL-RELATED INFORMATION</b> .....	<b>14</b>
<b>SECOND SUPERVISORS</b> .....	<b>15</b>
<b>GRADUATE SCHOOL RESEARCH TRAINING COURSE</b> .....	<b>15</b>
<b>DEMONSTRATING (EXTENDED WORKFORCE)</b> .....	<b>15</b>
<b>RESEARCH PROGRESS REPORTS</b> .....	<b>16</b>
<b>POSTGRADUATE COMMITTEE</b> .....	<b>16</b>
<b>3. TRAVEL SUPPORT</b> .....	<b>17</b>
<b>RESEARCH FELLOWS AND RESEARCH ASSISTANTS</b> .....	<b>17</b>
<b>RESEARCH STUDENTS</b> .....	<b>17</b>
<i>Notes I (for Research Students)</i> .....	18
<i>Notes II (for Research Fellows and Research Assistants)</i> .....	19

Annex 1: School Management Chart

## WELCOME BY THE HEAD OF SCHOOL

Welcome to the School of Physics and Astronomy at the University of Glasgow. We are interested in everything from the very small (sub-atomic particles) to the very large (the universe) and everything in between.

Our world-leading research allows us to be key partners in international collaborations of scientists, which results in ground breaking discoveries such as the Higgs boson and gravitational waves.

We study the puzzling behaviour of quantum systems, and develop powerful new devices for characterising the world around us. Our excitement about curiosity-driven and applied research informs teaching programmes, and offers a large choice of projects for postgraduate research.

Whether you are collaborating in research, studying as an undergraduate or postgraduate, or just visiting, we look forward to working with you.

A handwritten signature in black ink, appearing to read 'Dave Ireland', written in a cursive style.

**Prof. Dave Ireland, Head of School**

# 1. GENERAL INFORMATION

## PROCEDURES ON ARRIVAL

### ***Forms to complete:***

Safety form to **Mr J Marshall**. Please contact: [John.Marshall@glasgow.ac.uk](mailto:John.Marshall@glasgow.ac.uk)  
Kelvin Building: Room 608 and extension 4152

Please contact your Research Group Administrator for email account set-up and general forms (see page 6 for contact details)

### ***Obtain:***

Room key from **Mr J Marshall**

Swipe card for out-of-hours admission to Kelvin Building (if desired) from **Mr J Marshall**.

School Safety Regulations from **Mr J Marshall**

University ID card from Human Resources (members of staff only)

*(The staff identity card can be used to gain access to the Library and the Sport and Recreation Service. Members of staff requiring a new or replacement identity card should go to the Library, **Monday to Friday between 9.30am and 4.30pm** and **Saturday and Sunday between 1.30pm and 4.30pm** (Saturday only outwith the semesters). Please note that you will be required to provide Library staff with confirmation of your staff number, if you require assistance with this information please contact the HR Recruitment Team on **0141 330 3848**. Identity cards for honorary/visiting status can also be obtained from the University of Glasgow Library.*

***Ensure:*** You notify your room and phone number to Ms J Foxall (Room 508)

## SCHOOL CONTACT NAMES

Position	Name	Rm	Ext
Head of School	Prof Dave Ireland	509	2223
P.A. to Head of School & HoSA	Ms Jane Foxall	508	4709
Head of School Administration	Mrs Angela Eden ( <a href="mailto:phas-headofadmin@glasgow.ac.uk">phas-headofadmin@glasgow.ac.uk</a> )	504	4452
Project Coordinators	Ms Meg MacDonald	234f	7493
	Mr Andrew Wilson	234f	3720
Research Administrator	Ms Lesley McGown	234f	3033
Accounts	Ms Tanya Furniss	117	5879
Financial Transactions Hub Supervisor	Mr Alan Bowman	117	5937
Stores Operative	Mr David Truesdale	117	6400
Stores-person & Handyperson	Mr Iain Telfer	117	6400
Research & Teaching Administrators	Ms Jenny Anderson (IGR)	353	3340
	Ms Karen Hegyi (IGR)	353	4942
	Ms Lindsay Brand (A&A, NPE, QT)	508	tbc
	Ms Lucy Murray (MCMP, OPT, IC, XL)	317	4707
Research & PGR Support Administrator	Ms Jill Borland (PPE, PPT)	508	4702
GridPP & PPE Administrator	Ms Karen Harron	477	8569
Learning & Teaching Administrator	Ms Lynne Stewart	515b	4288
Teaching Support Administrator	Mr Tom Rielly	515b	4288
Teaching Support Admin Assistant	Ms Syrah Sarwar	515b	4288
Teaching Support Admin Assistant	Ms Fay Pennington	515b	4288
Student Support Officer	Ms Mara Dougall	515b	4288
Head of Technical Services	Mr Graham Tobasnick (Joseph Black office)	A4-22	2841
Technical Manager	Mr John Marshall	608	4152
Janitors	Mr Ian Fyfe & Mr Peter MacMillan	Hall	4465
Accommodation Officer	Dr Damien McGrouther	315	5580
School Librarian	Prof Declan Diver	606	5686
Chair of Safety Committee	Prof Declan Diver	606	5686
Chair of Research & Strategy Committee	Prof Dave Ireland	509	4712
Director of Research	Prof Daniele Faccio	517	2223
Research Coordinator & Impact Champion	Prof Andy Harvey	234b	8606
Convenor of Learning & Teaching & Chair of Teaching Committee	Prof Stephen McVitie	453	4153
Head of P&A Graduate School	Prof Christoph Englert	534	5900
Chair of Recruitment & Retention Committee	Dr David Miller	535	4926
Chair of Juno Committee	Dr Sarah Croke	528	4717

## SICKNESS ABSENCE MANAGEMENT SUMMARY

When absent from work due to sickness or accident, members of staff are required to comply with the undernoted notification and certification procedures, compliance with which is a requirement for entitlement to and payment of Statutory Sick Pay and Occupational Sick Pay, if appropriate.

### ***Notification Procedure***

When an employee is unable to attend work, they should notify their manager or nominated representative directly (***check with your Group Administrator to confirm who the nominated representative is for your area***), as soon as possible but no later than half an hour after their normal starting time. Where an absence is not related to ill health the employee should discuss with their manager whether an appropriate form of leave is available. Details of the reason for absence and the approximate duration should be given.

Employees should report their absence personally by telephone, wherever possible. It is acceptable to leave a voice message, during working hours, only where a line manager is unobtainable. Where this occurs, employees should try to make contact at a later time, or leave details of a suitable time for their manager to return their call.

If the absence results from an injury sustained at work, or is due to sickness that the member of staff considers may be caused by some aspect of their work, they must notify their nominated representative that the absence may be work-related. The nominated representative should ensure that work-related occurrences are reported to Safety and Environmental Protection Services within 5 days of the beginning of the period of absence via the existing incident reporting system. As the University is legally obliged to report certain work-related absences to the regulatory authorities within given time limits, it is important that this information is provided promptly.

If the illness persists for several days, the member of staff should contact the nominated representative no later than the fourth day to confirm their continuing absence. When a member of staff's absence is of a longer duration they should maintain contact at the time of submitting medical certificates or at least monthly. Members of staff who have indicated a possible return date from sickness absence should inform the nominated representative of any changes to this date, supported by a further medical certificate.

### ***Certification Procedure***

Where a member of staff is absent for any period, on return to work they will be required by their nominated representative to have a short Return to Work meeting with their Line Manager to provide confirmation of the dates and reasons for the sickness absence.

Absences continuing beyond 7 calendar days must be covered by appropriate medical certification (typically a 'Fit Note' from a GP but this may also be an appropriate hospital certificate). Absences under 7 days should be recorded in Core and agreed by the employee on their return.

Employee absence certification should be sent to line managers in good time, ensuring that the full period of absence is covered without any gaps. Anticipated delays should be communicated in advance. Unjustifiable delays in submitting medical fit notes, or unauthorised gaps in cover, may result in sick pay being stopped or suspended until appropriate certification is received. Unless otherwise agreed due to exceptional circumstances, continued uncertified absence will be treated as an unauthorised absence and will normally be managed in accordance with the University's Disciplinary Procedure. Managers should seek advice from their local HR Team in these circumstances.

Where a member of staff has submitted an open-ended Fit Note/hospital certificate, the member of staff must obtain a final Fit Note/hospital certificate stating that they are fit to resume duties before returning to work.

## MISCELLANEOUS

### ***Car Parking***

Car parking within the University grounds is subject to control. The University runs a Parking Permit Scheme to manage vehicles on University sites and allocate car parking permits.

Information on all aspects of parking and alternative travel modes can be found here: <https://www.gla.ac.uk/myglasgow/sustainability/travel/cartravel/parkingattheuniversity/>

### ***Common Room***

There is a Common Room on level 4 (R.470). It provides an opportunity for staff and students in different research groups to meet with each other. It contains a drinks machine and many make use of the room at lunchtime and coffee breaks. Information relevant to the whole School is displayed there whilst information relevant to your group is displayed on noticeboards near where you work. Mobile phones must not be used in the Common Room.

### ***Computing Facilities***

There are open-access clusters of PCs in Rooms 320, 320a and 333. There are also a wide variety of other machines in the research groups. Consult your Supervisor or Research Group Leader for information.

The University has issued a Student IT Handbook, mainly directed at undergraduates, which gives information about University facilities. You can pick up computer information booklets from Computer Services, James Watt Building.

### ***Disclosure***

Under the requirements of the Disclosure Scotland Policy, successful applicants for research studentships and research positions may be required to undergo a Disclosure check through Disclosure Scotland prior to appointment. This check is necessary to ensure that the University of Glasgow fulfils its legal duties under the Act.

The University will make a Disclosure application to Disclosure Scotland, which will reveal any past criminal convictions (spent or unspent) or inclusion on the Disqualified From Working with Children List. Any non-conviction information held locally by the police may also be disclosed should this be considered relevant to the position.

Please note it is a criminal offence to apply for a childcare position if you are on the Disqualified From Working with Children List.

### ***Personal Relationships Policy***

Staff are **required** to disclose any type of close personal relationship with a student, or any type of personal relationship with another member of staff, which could be perceived as presenting a conflict of interest to the University.

<https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/prp/>

Any disclosures should be sent to **head-physics-school@glasgow.ac.uk**.

## **Email**

On arrival, please contact your Group Administrator to arrange for IT Services to set-up a GUID (Glasgow Unique Identifier) for you. This gives you a user ID and password which can be used to access most of the IT resources you will need during your time here and will also enable the set-up of your email account.

For information on the email distribution lists used within the School, please contact your Group Administrator for information on the lists available, what ones you should be added to and how to organise these additions.

Please Note: Email is the standard mode of circulating information within the School, **so please read your email regularly.**

## **Equality & Diversity Officers**

The School currently has two Equality & Diversity Officers, **Mrs Angela Eden (phas-headofadmin@glasgow.ac.uk)** and **Dr Eric Yao (eric.yao@glasgow.ac.uk)** Part of the officers' role is to provide a confidential service of advice and guidance to staff and students regarding issues such as harassment or discrimination. If you would like to speak to Angela or Eric in confidence, please do not hesitate to contact them using the details above. For more information on Equality & Diversity, please see: <http://www.gla.ac.uk/schools/physics/equality/>

## **Financial Arrangements**

### **Advances**

Applications for **staff (including Research Assistants)** business advances can be made by completing the Advance Expense Request form available on the Finance Office web page. Advances can be paid by cheque or through the Payroll system. The completed forms should be submitted to your group administrator for checking prior to being sent to the Finance Office for processing. Please note that all receipts **MUST** be retained for reconciliation purposes and that reconciliation of all advances **MUST** be completed within two months of the advance having been given.

Unfortunately, we are no longer able to request student advances. Any students who will face financial hardship because of this should raise the issue with their supervisor(s).

**Advances cannot be arranged overnight. Please allow as much time as possible for processing. All requests for staff advances must be authorised by the Head of College.**

**Please note that individuals can only claim expenses that have been incurred by themselves**

### **Expense Claims**

Only travel, subsistence and related expenditure, expenses incurred in business entertaining, car mileage claims and business telephone expenses can be claimed via the expenses reimbursement system.

All other expenditure must be made via the University External Purchase Order and School Purchasing Card systems.

**Staff:** Please submit your claims via the 'Expenses' section on the 'Employee Dashboard' on CORE ([https://hrportal.mis.gla.ac.uk/pls/coreportal\\_live/cp\\_por\\_public\\_main\\_page.display\\_login\\_page](https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page)). Note that all members of staff who use their own car for business are required to add their car and insurance details to CORE to confirm that they are appropriately insured before they can claim mileage allowance.

An Expenses Guide is available within the 'Expenses' section of the 'Administrator Dashboard' on CORE. The guide is updated regularly, but if you cannot find the answer to your query, please contact your Group Administrator for advice.

**Please note that all staff expense claims must be submitted within three months of receipt. The CORE system will not allow any claims outwith this period to be submitted.**

Please refer to the University's expenses claim policy for full details of what is and isn't allowable: <http://www.gla.ac.uk/services/finance/payandpensions/expensesprocedures/>

**Students:** Please use the Students' Expenses Claim form for expenses incurred. This can be downloaded from the Finance Office web page.

Students may apply for travel support (Section 3), the application forms for which are available from your group administrator.

**Demonstrating:** Demonstrators who will be working regularly throughout the academic session will be given a contract as a member of our Extended Workforce. If the work that you will be doing is not contracted, then you will require to be registered as a casual worker. Angela Eden (R504) can arrange this. (more info on page 15)

All demonstrators (whether employed on a Casual Worker or Extended Workforce basis) should claim for their hours **each month** and not wait until the end of the semester. Employees should upload their hours to Core online; instructions on how to do so are available via the following link: [http://www.gla.ac.uk/media/media\\_450402\\_en.pdf](http://www.gla.ac.uk/media/media_450402_en.pdf).

Information on payroll deadlines is available via the following link: <https://www.gla.ac.uk/myglasgow/payandpensions/payroll/payrolldeadlines/>

**All claims for payment should be submitted monthly. Failure to do so might lead to payment being withheld as approval for late payments will need to be sought from the Head of College Finance by the School on your behalf.**

### ***Flexible Working***

Information regarding University policy on flexible working can be found on the Human Resources web pages here: <http://www.gla.ac.uk/services/humanresources/all/worklife/flexibleworking/>

### ***Harassment***

Any act of harassment, discrimination, victimisation or bullying may be *prima facie* grounds for disciplinary proceedings, which may give rise to dismissal. It is the responsibility of the appropriate Head of School, in consultation with the appropriate Human Resources Manager, after being advised of an alleged incident, to investigate fairly, in confidence and without prejudice, the details of such a complaint. Further information regarding University policy on harassment i.e. the Dignity at Work & Study policy and procedure, can be found on the Human Resources web pages at: <http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/>

### ***Induction***

New academic staff normally undertake extensive training as part of the probationary requirements of the University. There are School and College induction meetings for new graduate students usually in early October. Incoming research staff are asked to attend the following courses which are run as part of the Graduate School Induction Course:

- (a) **Compulsory** (unless already taken at Glasgow)
- Laboratory Demonstration Module (3 x 2 hours)
  - First Aid Module (4 hours)

Radiation Protection (10 hours): for persons who will work with radioactive sources or particle beams

- (b) **Optional**
- Computing Module (up to 16 hours)
  - The Glasgow context; word processing; Powerpoint; Excel; minitab
  - Library Module (7 hours)
  - Information searching
  - Communication Skills (3 hours)

## ***Maternity/Paternity/Adoption/Parental/Caring Leave***

The School has been commended by the Institute of Physics for its family-friendly nature. For example, the School holds the status of “Juno Champion”, awarded by the Institute of Physics, and “Athena Swan” Silver: these awards recognise our efforts to address the under-representation of women in physics higher education, and more generally to support the careers and development of all of our students and staff – all of whom we expect will cultivate ethical working practices and an environment of mutual respect and support.

The University makes provision for Maternity/Paternity/Adoption/Parental/Caring Leave under the Human Resources policies in these areas. Further information regarding University policy in these areas can be found on the Human Resources web pages at:

<http://www.gla.ac.uk/services/humanresources/all/worklife/leave/matpol/>

<http://www.gla.ac.uk/services/humanresources/all/worklife/leave/>

Please note that Room 531 is currently designated as a Parent and Child room, with rocking chair, sofa, fridge, changing unit, toy box and some toddler books. If your standard room key doesn't open this door, then a key can be found with the janitors. The room is available to all building users who might have occasion to use it.

## ***Meeting Rooms***

### **View Room Availability**

- Log-in to MyGlasgow: <https://www.gla.ac.uk/myglasgow/staff/>
- Click on **'Timetables and Room Booking'**, then click on *Timetable Viewer*. This will direct you to a calendar which gives you oversight of all of the current bookings.
- In the **“Search”** section you can select the Kelvin Building, and rooms **255, 320, 333** or **506** to see all of the bookings already confirmed in these rooms.
- Once you have checked the availability of your required time slot, you can create a booking.

### **Submit Room Booking Request**

- Select the **'Booking'** tab and click on *'Make a Booking Request'*.
- In the **“In this Location”** section, select the Gilmore Campus, Kelvin Building, and then either room 255, 320, 333 or 506, depending on what you require. Then in the **“Available at this time”** section you can fill in the details for the date and time that you require.

- Click **search** and then on the following page, click '*Select Time Slot*'. This will open a calendar view of your booking which you can use to double check the time you have selected. Then click '*Next*', add in a description of your event and the number of people that will attending.
- Once you have completed all the fields, click '**Finish**' to submit your booking request. Your request will be sent for approval to all the Local Space Managers and approved or rejected in due course.

If you want to book one of the **KB labs**, you can check the availability as per instructions above and then contact **Tom Queen** to make the booking.

If you want to book a lecture theatre for a teaching event, please contact [phas-teachingsupport@glasgow.ac.uk](mailto:phas-teachingsupport@glasgow.ac.uk)

## ***Mental Health***

Whether you work or study at the university, you may experience personal and emotional issues that impact on your academic work or studies, as well as your enjoyment of university life.

Should this situation arise, the following staff members are certified Mental Health First Aiders:

Mr Paul Agnew (R. 148)

Ms Teresa Gonzaga (Cleaning Services, Kelvin Building)

Mr Stephen Craig (R.203)

Mr Tom Queen (R.319)

Please visit <https://www.gla.ac.uk/myglasgow/health/> and click on subheading '**Contact Details for Mental Health First Aiders**' to find a list of the university's list of qualified Mental Health First Aiders

**Information on further support available can be found here:**

<https://www.gla.ac.uk/myglasgow/unite/whoweare/mentalhealthfirstaiders/>

<https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/students/mentalhealth/>

## ***National Insurance Number***

A National Insurance (N.I.) number is a number used in the UK in the administration of the National Insurance or social security system. You pay National Insurance contributions to qualify for certain benefits including the State Pension. National Insurance will be deducted from your pay if you're 16 or over, an employee earning over £155 a week or self-employed and making a profit of £5,965 or more a year.

If you're moving to the UK, you can only apply for an NI number once you have arrived in the country. You must have the right to work or study in the UK to get a number and you can only apply over the telephone. Please note that the application process takes several weeks to complete.

For further information, please see the following links:

<https://www.gla.ac.uk/explore/glasgowwelcome/visitingglasgow/relocatingtoglasgow/obtaininganationalinsurancenumber/>

<https://www.gov.uk/apply-national-insurance-number>

## ***Photocopying***

The main School photocopier is to be found in R.320. To use it you will need to swipe your staff card or enter your GUID manually. Presently, the photocopying costs are charged to the School against each GUID.

## **Printing**

The Pull Printing facility is currently in operation throughout the School. Please contact your group administrator for the location of your nearest printer. General information on the Pull Print facility can be found here:

<https://www.gla.ac.uk/schools/education/informationforstaffresearchstudents/pullprinting/>

## **Resignation/Retirement Procedure**

If it is your intention to resign or retire you should inform this (including the effective date) in writing to the Head of School, with a copy sent to the Head of School Administration. General enquiries relating to the resignation/retirement procedures should be directed to the Head of School Administration in the first instance.

## **School Administrators**

The Administrators are the link between the School and other central offices.

- Enquiries relating to Human Resource issues, including staff recruitment, salaries and non-research financial accounts, should be referred to Angela Eden (R.504) in the first instance.
- If you require assistance with research matters (funding, grants etc.), please contact our Research Support Team ([cose-researchoffice@glasgow.ac.uk](mailto:cose-researchoffice@glasgow.ac.uk)) comprising Project Coordinator Meg MacDonald (supporting A&A, IGR, NPE, PPE, PPT, QT, XL) and Andrew Wilson (supporting IC, MCMP, OPT) with Research Administrator Lesley McGown. All 3 staff members are located in R.234f. While the team shares responsibility for supporting the School's entire research portfolio, each Project Coordinator has primary responsibility for a subset of our Research Groups as indicated above.
- For matters regarding Agresso Web Requisitioning or expenses/advance claims, please contact Tanya Furniss (R.117).

## **School Reading Room**

The School Reading Room (R.255) is a lending and reference library for School staff and postgraduate members only. It holds over 5,000 research books and has back copies of a wide range of journal titles. Current periodicals are Science, Nature and New Scientist. The catalogue is fully electronic, and searchable from the school web pages. Any member of the School whose name appears on the School telephone list may use the Reading Room.

**Please note that the room must be kept locked when unattended.**

Members of other Schools may use the Reading Room by arrangement with Tom Queen (R.319) or the Research Group Administrators.

An electronic lending system is in place in the Reading Room: please scan the books you wish to borrow against your library identity. Periodicals must be signed out. Instructions on how to use the software are displayed in the room itself.

Books from the Physics Collection and the Astronomy Collection are arranged on the shelves according to subject area, first author's surname and year of publication.

## **Social Committee**

Formed in 2018, the School of Physics and Astronomy Social Committee organises social events throughout the year for all School staff and students.

The current members of the Social Committee are: Peter Murray (R.465) Jenny Anderson (R.353) Dan Protopopescu (R.483) and Karl Toland (327A)

For further information and an Events Calendar, please see;  
<http://www.physics.gla.ac.uk/social/index.php?show=calendar>

## **Stores/Accounts**

Accounts - R.117	Mon-Fri opening hours	9.00am – 5.00pm
Stores – R.117	Mon-Fri opening hours	8.00am – 4.00pm

The University has strict purchasing policies and procedures, which must be adhered to. The University is currently contracted to Clarity Travel Management (all travel within the UK) and Selective Travel Management (all travel out-with the UK) and should be the first point of contact your group administrator arranges travel for you.

There may be occasions on which, for example, the travel companies are unable to meet a special web fare (for example: low-cost airlines). If this is the case, (you may be called upon for proof), travel can be booked on the web by means of the School purchasing card through your group administrator or the Accounts Office in R.117 (please check local purchasing card arrangements with your group administrator).

Please note that all general enquiries regarding finance should be forwarded to Mr Alan Bowman (R.117) or Ms Tanya Furniss (R.117).

Enquiries regarding Stores, orders or deliveries should be forwarded to Ms Agnes Garrett (R.117). Mr Iain Telfer (R.117) can assist with Handyman/Stores enquiries.

## **Telephone System**

The total cost of telephone usage is considerable. Please use restraint in telephoning and restrict calls to cheap rate periods as far as is practicable. Calls should not be made to mobile telephones if other means of contact are available (itemised mobile charges are highlighted in the monthly statement to Schools). Overseas calls by research students must be approved by the Research Group Leader and be as short as possible (itemised overseas calls are also highlighted in the monthly statement to Schools). Remember that emails are much cheaper than phone calls, and other teleconference or videoconference software such as skype may also be a suitable alternative. The use of the University telephone system for private calls, whether incoming or outgoing, should be kept to the absolute minimum.

Problems with the telephone system or requests to update access should be notified to John Marshall and copied to Angela Eden, via your Research Group Leader.

## **Travel Insurance**

All employed/retired staff and postgraduate students within the School, who are traveling on University business, must contact their group administrator prior to their trip to arrange travel insurance. All trips involving an overnight stay and/or air travel are eligible for cover. Please contact your group administrator for further information.

## ***University Library***

The main University Library (GUL) is the chief repository of books and periodicals. (Note that the Chemistry section of GUL is housed in the School of Chemistry.) GUL can obtain any book or periodical not available from the National Central Library. You need a staff card or matriculation card to get in.

## ***..... And Finally***

When leaving the School, please call at the School Office (R.508) and leave details of your new appointment and a forwarding address. Remember to return keys, your swipe card, library books, theses and any other items on loan from the School.

## 2. POSTGRADUATE STUDENTS

### GRADUATE SCHOOL OF PHYSICS AND ASTRONOMY

For more info, please see:

<http://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduateresearchstudy/> or

<http://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduatetaughtstudy/#!/schoolofphysics&astronomy>

Convenor & SUPA Graduate School Representative	Prof Christoph Englert
Recruitment/Marketing	
Postgraduate & Postdoctoral Training	
Deputy Convenor	Prof Eduard Kontar
Postgraduate Mentor	tbc
Postgraduate Admissions	Dr Ian MacLaren
Travel Fund Coordinator	Dr Eric Oelker
Postgraduate Progression	Dr Phillip Litchfield
PGT Liaison	Dr Andy Buckley
CDT Liaison	Prof Andy Harvey
Graduate School Administrator	Ms Jill Borland
Finance & Administration	Mrs Angela Eden

The Postgraduate Research Student Representative is Narenraju Nagarajan  
(n.nagarajan.1@research.gla.ac.uk)

The main function of the Graduate School is to recruit postgraduate students and then oversee their progress. It is a component of the:

### SCIENCE & ENGINEERING GRADUATE SCHOOL

Head	Prof Richard Hartley (Chemistry)
Administrator	Ms Heather Lambie (Boyd Orr Building)

### SUPA GRADUATE SCHOOL

All postgraduate research students in the School are automatically part of the SUPA graduate school, a pan-Scotland initiative which provides postgraduate education and training to Scottish physicists. The SUPA Graduate School Coordinator role is shared between Vicky Ingram and Linda Hadfield, please email [coordinator@supa.ac.uk](mailto:coordinator@supa.ac.uk) for information.

### WHERE TO FIND GRADUATE SCHOOL-RELATED INFORMATION

The primary source of information related to graduate school topics is the Physics and Astronomy graduate school Moodle page: <http://moodle2.gla.ac.uk/course/view.php?id=7492>. The primary communication channel for graduate school-related information is the corresponding Moodle news forum. Self-enrolment is possible with key "pgrmoodle".

In addition, there are useful information sources held more centrally by either the University or the

College of Science and Engineering. The COSE PGR Code of Practice ( [https://www.gla.ac.uk/media/Media\\_760785\\_smxx.pdf](https://www.gla.ac.uk/media/Media_760785_smxx.pdf) ) gives a condensed overview of postgraduate students as well as the duties of supervisors. Policies, regulations and forms relevant to graduate study can be found on the webpage of the College of Science and Engineering Graduate School: (<http://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduateresearchstudy/>)

SUPA-related information can be found on the SUPA graduate school webpage: [http://www.supa.ac.uk/graduate\\_school/graduate\\_school.htm](http://www.supa.ac.uk/graduate_school/graduate_school.htm).

## SECOND SUPERVISORS

The School will also assign you a Second Supervisor with whom you are encouraged to discuss your work, and to whom you should turn if your Supervisor is absent. **Every PGR students is required to have a Second Supervisor.** Once a year the Second Supervisor (**together with the Supervisor**) makes a written report based on discussions with the student. You should take this as a good opportunity to discuss your progress.

## GRADUATE SCHOOL RESEARCH TRAINING COURSE

The University and SUPA have introduced a variety of formal training courses for postgraduate students, covering advanced topics in physics and also generic, transferable skills that are geared towards enhancing future employment prospects. The latter include aspects such as communication, presentation and writing skills, computing, research project management and entrepreneurial skills and extend to off-campus residential courses; they tend to be popular and must be booked in advance.

All new research students are required to gain credited by attending these courses and a training log must be submitted each year alongside your annual research progress report. Further details may also be found on the Postgraduate Research Student Moodle pages and also through the webpages of the SUPA Graduate School and the College of Science and Engineering Graduate School.

New students must, at an early stage, consult with their supervisor to agree a programme of lectures and training courses to take. They will be expected to complete the courses agreed with their supervisors, who will be asked to confirm that they are satisfied with the student's attendance at the end of each year of study. Prof Englert is the School representative on the SUPA Graduate School Board.

Attendance at the general School Colloquia on Wednesday afternoons is also an important part of everyone's postgraduate training and is compulsory. These colloquia are advertised by email and on the School website (click on "Colloquia"). We expect each first-year student to provide a short summary of each School Colloquium they have attended, with an attendance record of at least 70%, unless the student is working abroad or involved in laboratory demonstration. Most research groups will also hold more specialised seminars, advertised on individual group websites. You should consult your supervisor in early October for advice on which of these lectures and seminars are relevant to your work. Students must take the courses assigned by their supervisor. Participation in courses and assessment is normally required for continuation into 2nd year.

## DEMONSTRATING (EXTENDED WORKFORCE)

Demonstrating duties of up to six hours weekly are allocated by the Convenor of Learning and Teaching. It is presently the case that postgraduate students are paid for carrying out these duties, which therefore provide both useful teaching experience and money. The University requires all lab demonstrators to be trained. A training session will be organised by the Head of the lab you will be working in. You must also attend the general Graduate Teaching Assistants (GTA) course provided by the Learning and Teaching Centre. More details can be found at:

<http://www.gla.ac.uk/myglasgow/leads/staff/gtas/>. You should sign up for this course as soon as practicable after you start your studies.

Full time PhD students are normally expected to demonstrate in, at least, 5 semesters during their careers. Demonstrating normally starts in the 2nd semester. Exceptions are made for those on extended long-term attachments abroad.

PhD students will normally be issued a contract as part of the “extended workforce” of the University of Glasgow. The contract will state the minimum (i.e. guaranteed) number of hours of work appropriate for the duties that are allocated. This normally covers the time spent in the lab(s) teaching students. The contracts are flexible and do not themselves limit the number of hours of work that we may request to be carried out. As well as face to face teaching, payments will be made for training within the School that the lab head may require you to attend (there is no payment for the GTA course, however), for marking, and for any other duties requested by the lab head, up to a total of 132 hours over the session (i.e. 6 hours per week on average over 22 teaching weeks).

Payments for demonstrating will be claimed using an online form each month. The lab heads will check and approve the claims online, and approved payments will be made to nominated bank accounts. The rate of pay is currently set at the lowest point on Grade 5 of the University salary scale, converted to an hourly rate in line with UK employment legislation. To avoid tax being deducted, tax exemption forms should be completed at the start of each session, new PhD students will also be asked to supply “right to work” documentation before contracts are issued. Help and advice regarding contracts or payments will be available in the first instance from Angela Eden.

## **RESEARCH PROGRESS REPORTS**

First, second, and third year research students are required to submit research reports at the beginning of May each year. These reports, which should be discussed in advance with your Supervisor, give you the opportunity to consider your progress and formulate plans for future work. It also allows problems to be identified at an early stage and gives the School the opportunity to check that you are making good progress. Detailed notes, and submission dates, will be sent to you nearer the time. Mini-vivas will be held during May and June to review the progress. This is a further opportunity for identifying problems. In third year, you will be asked to submit a thesis plan, together with your report. Near the end of your third year, normally in May/June, you will be asked to give a short talk to the School on your research. As well as being a good opportunity to practice your presentation skills, this has the important purpose of informing the School as a whole, about your research.

## **POSTGRADUATE COMMITTEE**

There are two research students who represent the interests of research students on the School Graduate Committee and who provide feedback to the student representative on the College Graduate School Board. The representatives are encouraged to act as a channel between the postgraduate student body and the School Graduate Committee, should any issues arise which are of particular concern to postgraduate students (although of course students may still approach a member of the Graduate School individually if they have a problem which they wish to discuss). Examples of relevant issues are: providing student feedback on School or College training courses (including proposing topics for future courses); updating students on changes in University, STFC or EPSRC policy; discussing arrangements for postgraduate demonstrating in the School.

### **3. TRAVEL SUPPORT**

Advance approval is needed if School support is required.

#### ***WARNING: FINANCIAL PROCEDURES TAKE TIME - PLAN AHEAD***

You must follow the purchasing procedures for travel tickets listed in the section **STORES/ACCOUNTS** on page 13.

Keep photocopies of all claims, promises of support *etc.* Receipts are required for all expenditure.

### **RESEARCH FELLOWS and RESEARCH ASSISTANTS**

Discuss travel plans with your Research Group Leader or the Principal Investigator on the grant that funds you as early as possible. Funding is organised *via* the Research Group Leader. (See NOTES II.)

### **RESEARCH STUDENTS**

Discuss your plans with your Supervisor and read the following NOTES I. The School issues a call each year, usually in February, for students to apply for support under the Charles Lindie Mitchell and Lord Kelvin travel scholarship schemes. Research Council (EPSRC/STFC) funded studentships also provide funds for travel to conferences and summer schools. To access these funds, RCUK funded students should apply to Dr Sarah Croke on the form "Application for Postgraduate Student Conference and Summer School Support Grants" available from the PGR Moodle page. Outside of these funding sources, student travel may be supported by Research Group funds, where possible: students should discuss this with their Research Group Leader.

## **Notes I (for Research Students)**

1. For travel arrangements, students should consult with the administrator of their research group.
  2. Research students travelling on University business (including conferences) are covered by the University insurance scheme but must provide details of their business, via the group administrator, before leaving Glasgow.
  3. **Arrangements for payment should be made through the School.** Travel can be arranged in advance by external purchase order or by school purchasing card.
  4. Lord Kelvin travel fund and Charles Lindie Mitchell Bequest: PhD students may apply for travel support to the Lord Kelvin Fund and the Charles Lindie Mitchell Bequest. The School issues an annual call for travel proposals from PhD students for support from these funds, which is usually sent by email in February with a closing date of early March each year. Proposals should be in the region of £500-£3000 and can be used to attend and present at a conference, or to support a visit to another institute to carry out research. Preference is given to non-RCUK students who do not have access to other sources of travel funds, but all students with a suitable proposal are encouraged to apply. Students supported by the funds are known as Lord Kelvin scholars or as Charles Lindie Mitchell scholars, and in each case are required to submit a short report on how the funds were used after their return to Glasgow.
  5. Apply to the Barber Fund of the Institute of Physics, subject groups of the IoP, or any appropriate source for additional funding. Note that this must be done several months in advance. Non-application for additional support will be taken into account in the sum awarded. IoP Conferences often offer lower registration fees to student members of the Institute. Student membership of the IoP will be assumed in calculating the award. Additional funds for helping with care can be applied for through the IoP at the following web address: [http://www.iop.org/about/grants/carers/page\\_56789.html](http://www.iop.org/about/grants/carers/page_56789.html)
- For RCUK funded students:**
6. Research Council funded students can expect Conference and School Support at the level of £550 per year or approximately £1925 over the course of 3.5 years. It is expected that this will fund all or part of their attendance at a conference, with any balance of funding required being supplied through the research group.
  7. In order to avoid unnecessary delay, sections 1, 2 and 3 of the application form should be completed and, after signature, given to your Supervisor for his/her comments. The form is then passed to Dr Sarah Croke, for approval.
  8. Applications must be submitted a minimum of **one month in advance** of the proposed conference. More notice is always helpful. For Section 3, ensure you have realistic total costings for your Conference/ School. In the "Comments" section give details of student reductions in travel and registration fees, and anything else of relevance. Note that expenses for "fieldwork" at CERN or other like institutions are not covered by this form and are arranged directly through research groups.
  9. Although separate claims may not be made direct to the Research Councils for additional support for attending conferences in the UK or overseas, STFC do allow students **attending Schools overseas** to make a supplementary claim. Those wishing to attend such a School **must** make such a claim and report the amount requested in the "other support" box. This does not apply to EPSRC students, or in either case for Schools in the UK. If you are unsure if a particular meeting counts as a conference or a school, ask your supervisor for advice.

## ***Notes II (for Academic and Research Staff)***

1. Discuss with your Research Group Leader, **a minimum of one month in advance**, the proposed conference or research visit. More notice is always helpful.
2. Staff travelling on University business (including Conferences) are covered by the University insurance scheme. Staff should arrange insurance via their Group Administrator **at least two weeks before departure**. A cover note will be provided and emailed in advance of the trip. No claim for insurance fees paid under any other scheme will be accepted.
3. Travel requests **MUST** be directed to the Group Administrator in the first instance, especially when a contribution to travel is made from University funds. However, see also **STORES/ACCOUNTS** on page 12.
4. Travel can be arranged by school purchasing card or external purchase order. Cash advances can also be arranged but as much notice as possible should be given. For further details, please contact your Group Administrator.
5. Reconciliation of advances must be made within two months of the advance being given. All claims for University funds **must be supported by receipts and sufficient itemisation to enable the account to be audited**. If in doubt about what will be required, consult your Group Administrator or Tanya Furniss (R.117). Any claims submitted without receipts must obtain College authorisation before being submitted to Finance Office for payment.

