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

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

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

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

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

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

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

Professor Justin Hargreaves, Head of School, School of Chemistry, Room A4-25
1.0 UNIVERSITY OF GLASGOW AND COLLEGE OF SCIENCE AND ENGINEERING POSTGRADUATE CODE OF PRACTICE

1.1 Introduction to the Code of Practice

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

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

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

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

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

1.2 College Postgraduate Code of Practice

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

https://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduateresearchstudy/policiesandprocedures/

1.3 Contacts at the College of Science and Engineering Graduate School

Most matters are dealt with at a School level. The Chemistry Grad School Administrator, Leanne Scott, is responsible for all administrative tasks relating to PGR study from registration, financial aid, training requirements to thesis submission.
This should be your first point of contact for all PGR queries chem-gradschool@glasgow.ac.uk

be-m-gradschool@glasgow.ac.uk
However, where there is an administrative matter that must be handled at College level, your point of contact is: Heather Lambie (Heather.Lambie@glasgow.ac.uk). The College offices are located at R312 Level 3, Boyd Orr Building, Glasgow G12 8QQ

The Head of the School of Chemistry Graduate School is Professor Ross Forgan and the most senior member responsible for postgraduate study in the College is the Dean of Graduate Studies, Prof Richard Hartley
2.0 SCHOOL OF CHEMISTRY’S POSTGRADUATE RESEARCH TRAINING PROGRAMME

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

The following people will be involved in your training.

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

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

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

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

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

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

2.1 Formal Requirements

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

- Complete the postgraduate safety-training programme satisfactorily and, if appropriate, the radiation protection course, and complete a COSHH form
- Adhere to the safety regulations
- Organise and secure data, including maintaining a laboratory notebook, which constitutes the primary record of research activities, available for
inspection by supervisors and Section Head when required

- Attend courses required by the College Graduate School
- Complete appropriate practical experience courses
- Attend and be assessed on School of Chemistry postgraduate lecture courses
- Attend School and other specified colloquia
- Participate in postgraduate/sectional research seminars
- Produce regular research reports as set out below
- Undergo oral examinations towards the end of years 1, 2 and 3

2.1.1 Safety in the School of Chemistry

(i) Postgraduate Safety Training Programme

This 2-hour on-line course will be followed by a written examination. This course is compulsory for all students and the course examination must be passed prior to commencement of any practical work. 
[https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/safety/](https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/safety/)

(ii) Radiation Protection Course

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

(iii) Risk assessment forms

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

2.1.2 Safety when you are working away from Glasgow

(i) Fieldwork

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

(ii) Furth of Glasgow

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

All students intending to undertake a placement or visit to another institution should first consult the Furth of Glasgow regulations at:

http://www.gla.ac.uk/services/postgraduateresearch/mobilityandcollaborationopportunities/researchfurthofglasgow/

2.1.3 Data management and lab notebook

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

https://www.gla.ac.uk/myglasgow/datamanagement/

If you have data management issues, then first talk to your supervisor. More help can be found from the University:
You must record experiments at the time they are conducted in a laboratory notebook.

Your supervisor will provide guidance on the exact format for this. However, here are some general points:

- Date all experiments and number them in a way that allows cross-referencing with electronic data, spectra etc.
- Always write in permanent ink, and if you make a mistake, cross it out with a single line so that the original text can still be seen.
- Record accurately weights and other measurements, at least to the number of significant figures required for reporting data in leading international journals.
- Record in detail, you may find you need these details later.

2.1.4 College of Science & Engineering Graduate School Courses

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

All postgraduates should frequently check the following website for updates:

http://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduatere
esearchstudy/doctoralresearchtraining/

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

http://www.gla.ac.uk/students/researcherdevelopment/

2.1.5 Practical Experience Courses

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

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

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

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

2.1.7  School/WestCHEM Colloquia

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

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

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

2.1.8  Postgraduate Seminars

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

2.1.9 Research Reports

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

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

You must also upload a data management plan and then you and your supervisor will complete the online progression review form on MyCampus, which includes a record of your training activities.

To complete progression, you must fill out your review form and upload all documents, then submit these for checking by your supervisor, who will subsequently fill out their sections and submit. You must finally approve the full submission, including your supervisor’s comments, by 12 noon on 1st May 2022 (if your start date is September-December).

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

Format and Schedule of the Reports

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

First year students:
Detailed introduction; discussion of progress so far; full experimental section, references, appendix, Gantt chart detailing work to be done over the next 12 months.
Second year students:
Update of literature and detailed discussion of progress following on from first year report; full experimental of work carried out following on from first year report, references, Gantt chart detailing work to be done over next 12 months.

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

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

http://en.wikipedia.org/wiki/Gantt_chart
http://www.ganttchart.com/Examples.html
http://www.youtube.com/watch?v=jYn_O9OvCr0

2.1.10 End of year oral examinations

All 1st, 2nd and possibly 3rd year postgraduate students will be formally interviewed by one of the Academic Line Managers, who may seek the assistance of an appropriate internal examiner. This interview will be based on: (a) research report(s); (b) postgraduate courses attended; (c) material from seminars and School colloquia; (d) general scientific background and context of the research. Laboratory notebooks and relevant lecture notes should be brought into this examination.

Students whose performance in the oral examination is deemed unsatisfactory will be required to undertake remedial work on which they will be subsequently examined or, in extreme cases, be required to terminate their research studies. Please note: Academic Line Managers are always available throughout the year for informal and confidential discussions regarding progress or other matters. Students who have concerns should contact the relevant Academic Line Manager as soon as possible.

2.2 Reporting & monitoring timetable

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

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

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

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

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

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

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

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

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

2.3 Annual Report to Head of School/Head of Graduate School

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

2.4 Submission of Thesis and Final Oral Examination

All students should normally complete their practical work by the end of March in their final year and thesis writing should be well advanced by then. The thesis MUST be submitted within four years of starting their PhD. [https://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduate researchstudy/submitthesis/](https://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduate researchstudy/submitthesis/). It should be noted that students requiring access to School facilities beyond the end of their final year will be required by
the University to matriculate and pay the appropriate "writing-up" fee. As the name implies, this is only intended to allow students to have access to facilities for the purpose of writing their thesis. Under no circumstances will any student in this category be permitted to carry out additional practical work. If further practical work is necessary, the explicit permission of the Head of School/Head of Graduate School must be obtained, and an appropriate fee paid to the University.

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

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

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

3.1 University Graduate Teaching Demonstrator Training

Senate requires that all new Demonstrators undergo training to aid them in their teaching duties. Information can be accessed at Senate Regulations.

The Learning and Teaching Centre is responsible for 50% of the training required with the remaining 50% being provided by the School of Chemistry.

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

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

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

https://www.gla.ac.uk/myglasgow/leads/staff/qtas/

3.2 Demonstrator Training in the School of Chemistry

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

You MUST attend the demonstrators training.

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

You will then receive your contract from HR by email, which states the number of allocated hours. You must not enter the lab to demonstrate if you have not
received and returned your contract. After demonstrating, you should submit an online timesheet for your hours. You should complete online timesheets as soon as possible after demonstrating and at least 5 working days before the payroll deadline. Timesheets submitted 2 months after the date of demonstrating will not be accepted. You will be reminded monthly about the deadlines.

Instructions on how to complete the online timesheet is available at [http://www.gla.ac.uk/media/media_450402_en.pdf](http://www.gla.ac.uk/media/media_450402_en.pdf)

The School provides cotton lab coats, which must be worn when demonstrating.
4.0 INTERNATIONAL STUDENTS

4.1 Student Visas

All student visa holders will be given two copies of a document detailing their responsibilities to remain compliant with their visas. Both copies should be signed, and one signed copy returned to chem-gradschool@glasgow.ac.uk. Monitoring and attendance guidance will be provided to individuals.

4.2 Support for International Students

International Student Support is a dedicated team of advisors who are here to guide all our international students through their student journey here at Glasgow. From Visas and Immigration to Welcome and Orientation events we offer a wide and immersive service to ensure that you have an excellent student experience.

https://www.gla.ac.uk/international/support/
5.0 HEALTH AND WELL-BEING

For specific information related to COVID-19, please see Section 8.0.

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

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

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

GP and health services in the Fraser building Barclay medical centre
http://www.universitybarclay.com/

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

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

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

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

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

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

5.1 School of Chemistry Health & Well-being

The University of Glasgow has a number of staff trained as mental health first-aiders, this includes staff based in the School of Chemistry. Details can be found at https://www.gla.ac.uk/media/Media_613890_smxx.pdf

They are available for anyone in the School of Chemistry to speak to about any mental health issues which may be affecting you during your time here at the University of Glasgow, including but not limited to:
• Suicide
• Depression
- Anxiety
- Alcohol and drugs
- Psychosis

Further information is available on the School's Athena SWAN website: https://www.gla.ac.uk/schools/chemistry/abouttheschool/athenaswan/mentalhealth/

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

There are several meetings which all new PGR students based in the School of Chemistry must attend. (These will be conducted via Zoom)

6.1 **School of Chemistry Graduate School Induction**

4th October 2021

6.2 **Graduate School: Science and Engineering Induction**

1st October 2021

6.3 **Postgraduate Safety Training Programme**

6th October 2021

John Liddel, Graham Tobasnick, Philip Roger

6.4 **Chemistry Demonstrators’ Training**

15th October 2021 at 9:30am
https://uofglasgow.zoom.us/j/94952536283?pwd=S0tzdWRPZUd6VCszRDcrQjIxJXJCQT09

Meeting ID: 949 5253 6283
Passcode: 406634

Dr Smita Odedra.

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

6.5 **Agresso Training**

28th & 29th October 2021

Please check with your supervisor before registering. You are only required to attend training if you will be ordering goods.

Please note that you will not be able to access Agresso or place orders without having a staff ID. To obtain this you must submit a completed Agresso application form to bems-gradschool@glasgow.ac.uk 24hrs prior to training. You will need your GUID and GUID password in order to access the system.

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

6.6 Lecture Recording

Please note that this information is subject to change as a consequence of COVID-19 restrictions on gatherings. Currently, lectures are scheduled to be delivered online for semester one.

6.6.1 Official University Recordings

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

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

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

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

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

6.6.2 Student recordings

When can I record a lecture?
If an official University recording of a lecture will not be available, students will normally be permitted to make an audio recording for their own personal use. The staff member delivering the lecture will have the final say on whether this is permitted but the policy

Why am I likely to be refused permission to record a lecture?
There is not an exhaustive list of reasons, but these might include:
• The fact that an official University recording will be available
• Where the lecture is likely to contain lots of spoken interaction between students, some of whom may not be comfortable having their voices recorded
• Where the lecture includes sensitive content
• Where the lecture is being delivered by a visiting lecturer who is not bound by the University’s policy

Will I be notified in advance if a lecture won’t be being recorded by the University?
Yes, via email or Moodle at the earliest opportunity.

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

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

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

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

6.7 Keys & Access
Keys/fobs will only be issued after the completion of the following forms: door access form –
https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/adminresources/

safety induction form –
https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/safety/

Provision of keys is arranged by contacting keys@chem.gla.ac.uk

Deposits for fob keys and keys are made through MyCampus. Deposits will only be returned when fob keys/keys are handed back before you permanently leave the school. You must inform keys@chem.gla.ac.uk the week of your departure – do not expect monies to be paid on the day you leave; you must give at least 24 hours’ notice for monies to be returned. No deposits will be paid later. You will be contacted as to where and when you can collect your fob/keys.
If fob keys/keys are not returned before you leave the Joseph Black building – you will forfeit your deposit money so, please make sure you return them before you leave.

Fob keys/keys must be returned on the dates you have given on your original form - unless you have made another arrangement with this office. If no arrangement has been made and the date has passed - your key access will be cancelled; this will block you from entry to the building after hours.

6.8 Travel

6.8.1 General Travel

Arrangements for all travel (e.g. to conferences, training purposes or collaborative visits) can be made by contacting the Accounts Team on chem-accounts@glasgow.ac.uk. Normally, a project code from your supervisor will be required to charge this appropriately.

It is always advisable to ensure that appropriate travel insurance is arranged at the same time as any travel and the following link provides all relevant information:
https://www.gla.ac.uk/myglasgow/insurance/travelinsurance/studenttravelinsurance/

Please note that additional risk assessments are required for work-related travel during global COVID-19 restrictions, and that only ESSENTIAL travel is permitted at the time of writing. This will be subject to change.

6.8.2 Travel Awards

Internal Bursaries

A number of travel awards are available and applications for these are usually sought in December each year. Information will be circulated when they are available. The School Finance Office (chem-accounts@glasgow.ac.uk) can arrange to book travel and accommodation.

Awards from External Agencies

Please advise the TRM team (cose-researchoffice@glasgow.ac.uk) before you apply for any external funding, regardless of the value. This may include schemes like an RSC Research Mobility Grant. This will allow them to provide guidance on how best to deal with the application and reduce the chance of any unnecessary personal costs being incurred.
7.0 STUDENT LEARNING DEVELOPMENT

Maximise your academic abilities!

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

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

University of Glasgow: Postgraduate Courses 2021-2022

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Lecturer</th>
<th>Code</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistical Mechanics &amp; Reaction Dynamics</td>
<td>Dr Docherty</td>
<td>p5m</td>
<td>1</td>
</tr>
<tr>
<td>Theoretical &amp; Computational Chemistry</td>
<td>Dr Senn</td>
<td>p6m</td>
<td>1</td>
</tr>
<tr>
<td>Organic Supramolecular Chemistry</td>
<td>Prof Adams</td>
<td>S2-o</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry of the f-Block</td>
<td>Dr Price</td>
<td>i6m</td>
<td>1</td>
</tr>
<tr>
<td>Organicmetallics in Synthesis</td>
<td>Dr France</td>
<td>S1-o</td>
<td>1</td>
</tr>
<tr>
<td>Molecular Magnetism</td>
<td>Prof Murrie</td>
<td>S3-i</td>
<td>1</td>
</tr>
<tr>
<td>Electrochemistry for a Sustainable Future</td>
<td>Dr Symes</td>
<td>S4-i</td>
<td>1</td>
</tr>
<tr>
<td>Surface Structure &amp; Spectroscopy</td>
<td>Dr Karimullah</td>
<td>S5-p</td>
<td>1</td>
</tr>
<tr>
<td>Dynamics of Molecular Clusters and Fluids</td>
<td>Prof Wynne</td>
<td>S6-p</td>
<td>1</td>
</tr>
<tr>
<td>Chemical Biology</td>
<td>Prof Hartley</td>
<td>M4o</td>
<td>1</td>
</tr>
<tr>
<td>Organic Materials</td>
<td>Dr Draper</td>
<td>06m</td>
<td>1</td>
</tr>
<tr>
<td>Synthetic Challenges</td>
<td>Dr Prunet / Dr Boyer</td>
<td>P1</td>
<td>2</td>
</tr>
<tr>
<td>Computational Chemistry for Synthetic Chemists</td>
<td>Dr Bucher</td>
<td>P4</td>
<td>1</td>
</tr>
</tbody>
</table>

Timetable for the above courses can be found on Moodle.
8.0 COVID-19 AND YOUR PHD

Obviously COVID-19 has caused significant disruption to university life. How this will affect your PhD will depend on your research group, and depend on the latest Scottish government guidelines, which can be accessed at:


The University of Glasgow has compiled guidance for staff and students at the link below:

https://www.gla.ac.uk/myglasgow/news/coronavirus/faqs/

If at any point you develop symptoms, however mild, you must stay at home and arrange a test. Please follow current guidelines as these may have changed by the time you read this document. Up to date guidance on what to do if you have symptoms can be found at the link below:

https://www.gla.ac.uk/myglasgow/coronavirus/testing/

Information on the COVID-19 vaccination program in Scotland is given below:

https://www.nhsinform.scot/covid-19-vaccine