



University  
of Glasgow

# Student Handbook 2022 - 2023



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# Mission Statement

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

Our mission encompasses the following:

- Our vision is to be a centre of world class interdisciplinary teaching, research and lifelong learning.
- Our areas of specialism include: culture, environment, health and social issues, ethics and education.
- Our objective is to become an internationally recognised School that reaches the highest academic standards and also serves the social and economic regeneration of the region in which we are located.

# Staff Information

Courses offered at the School of Interdisciplinary Studies, Dumfries Campus, are developed and supervised by a variety of academic staff. Courses have one or more lecturer or university teacher. The lecturer responsible for administering a course is the convenor.

The convenor of a degree programme is the Programme Convenor. All courses and programme are directed and taught by staff in Dumfries.

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

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

If you wish to see the Head of School, you should make an appointment by contacting: [Claire.Biggar@glasgow.ac.uk](mailto:Claire.Biggar@glasgow.ac.uk)

Please see:  
[glasgow.ac.uk/schools/interdisciplinary/staff/](http://glasgow.ac.uk/schools/interdisciplinary/staff/) for contact details for all staff or scan the QR Code here:



# About the School of Interdisciplinary Studies

The University of Glasgow in Dumfries is located on the Crichton Campus and housed in the Rutherford McCowan Building; a beautifully refurbished Victorian building, located within 85 acres of parkland and gardens in the historic town of Dumfries, in South West Scotland. We share the campus with the University of the West of Scotland, Scotland's Rural University College (SRUC) and Dumfries and Galloway College, as well as over 90 other businesses and organisations.

Facilities include a purpose-built library and networked IT suites, student support services, gym, swimming pool, spa, hotel, sports and recreation facilities, on-site coffee shops, and restaurants.

## Useful Weblinks

**The University of Glasgow School of Interdisciplinary Studies:**

<http://www.gla.ac.uk/schools/interdisciplinary>

### **MyGlasgow**

Access to your MyCampus student record, email, Moodle, etc:

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

**University of Glasgow website:**

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

**University of Glasgow Registry:**

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

**University Session Dates:**

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

**Crichton University Students' Association (CUCSA) website:**

[www.cucsa.org.uk/](http://www.cucsa.org.uk/)

# Student Communication

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

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

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

You can also follow us on our social media channels, for news and events:



**@UofGDumfries**

# School Office Information

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

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

Please note that students should contact teaching and academic staff directly to make appointments, not via the School Office.

School Office opening times:

Monday:	10:00am - 4:00pm
Tuesday:	10:00am - 4:00pm
Wednesday:	10:00am - 4:00pm
Thursday:	10:00am - 4:00pm
Friday:	10:00am - 4:00pm

Weekends:       CLOSED

## Session Dates

Session dates are available from the Senate webpages:

<https://www.gla.ac.uk/myglasgow/senateoffice/sessiondates/>

# Building Information

## Building Opening Hours and Contacts

Rutherford McCowan Building

Monday:	8:00am - 9:00pm
Tuesday:	8:00am - 9:00pm
Wednesday:	8:00am - 9:00pm
Thursday:	8:00am - 9:00pm
Friday:	8:00am - 5:30pm
Saturday:	10:00am - 2.00pm
Sunday:	CLOSED

Opening times may vary on public holidays or outwith semester dates; please consult the School Office for clarification of opening times on these dates. All queries regarding the University Buildings or room bookings should be directed to the School Office:

Email: [Dumfries-facilities@glasgow.ac.uk](mailto:Dumfries-facilities@glasgow.ac.uk)

Telephone: +44 (0)1387 702060

## Parking

All parking throughout our campus is free for all. The accessible parking spaces adjacent to the Rutherford McCowan building are for:

- Disabled parking
- Temporary loading/unloading from vehicles
- Deliveries
- Cars displaying blue badges

# Café Rutherford

We are delighted to welcome you to Café Rutherford, based in the Rutherford McCowan Building on our campus!

The perfect place for lunch, a coffee or snack - with fresh food and a welcoming atmosphere.

Opening Times:

Monday: 8:30am - 3:00pm

Tuesday: 8:30am - 3:00pm

Wednesday: 8:30am - 3:00pm

Thursday: 8:30am - 3:00pm

Friday: 8:30am - 3:00pm

Weekend: CLOSED

## Menu

We have lots of tasty options for you to choose from such as breakfast rolls, filled rolls, pies, sandwiches and paninis, traybakes and sweet treats, homemade soup, and jacket potatoes - check out our menu boards for fresh daily specials as well! We also have teas, coffees, and hot drinks as well as a selection of cold drinks.

## Pre-Order Collection Service

We are excited to now offer a Pre-Order Collection Service to all staff and students! Simply collect a form from the Café Rutherford counter, select your order and time for collection, and your order will be ready and waiting for you whenever you choose!

### Contact us:

Tel: +44 (0) 1387 702147

Email: [dumfries-admin@glasgow.ac.uk](mailto:dumfries-admin@glasgow.ac.uk)

# IT Services and Support

IT services can be contacted as follows:

Tel: +44 (0)141 330 4800

HelpDesk: [www.glasgow.ac.uk/myglasgow/it/helpdesk/](http://www.glasgow.ac.uk/myglasgow/it/helpdesk/)

## IT Access

There are various locations to access or use a computer on the Dumfries Campus. Computer and printing facilities are provided in the library and there are dedicated student PCs and printing facilities in other buildings:

- Rutherford McCowan Building (Room 247/8)
- Maxwell House (Postgraduate students only, M17)
- The Library, Dumfries and Galloway College

We also have a Laptop Loan service coming soon, the hub for which is based in Café Rutherford.

When the IT labs are not in use for teaching, they are classed as open access and are available during building opening hours.

As a registered student of the University of Glasgow, you have access to the Common Student Computing environment, which means that you will be able to find a familiar IT environment that includes your own network storage (home drive), internet and email.

# The Crichton Library

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

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

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

The Library holds books, journals, and audio-visual material to support all courses taught at the School of Interdisciplinary Studies.

The standard loan period is four weeks. Most library materials can be borrowed, with the exception of journals and reference items.

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

## **The Crichton Library**

Dumfries & Galloway College Building  
Bankend Road  
Dumfries  
DG1 4FD

Tel: +44 (0) 1387 734000

# University of Glasgow Library

## Gilmorehill Campus, Glasgow

In addition to the Crichton Library, you can also use the University of Glasgow Library at Gilmorehill; your Glasgow student ID card is also your Glasgow library card.

Details of all materials held at Gilmorehill are available online via the Glasgow University Library webpages at:

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

If you have difficulty locating the material you require, or have any enquiries about library services, please contact a member of the library staff at either the Crichton Library or University of Glasgow Library.

### **University of Glasgow Library**

Hillhead Street

Glasgow

G12 8QE

Email: [library@glasgow.ac.uk](mailto:library@glasgow.ac.uk)

Telephone: 0141 330 6704

Follow them on [Facebook](#) , [Twitter](#) and [Instagram](#)

# Getting Started

## Registration

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

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

### Stage 1: Academic Registration

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

### Stage 2: Financial Registration

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

## Support and Advice

Webpages and Information:

<https://www.gla.ac.uk/myglasgow/registry/registration>

The Advising & Student Support Team – for questions about course choices:

Email: [inter-ugadviser@glasgow.ac.uk](mailto:inter-ugadviser@glasgow.ac.uk) for Undergraduate enquiries

Email: [inter-pgtadviser@glasgow.ac.uk](mailto:inter-pgtadviser@glasgow.ac.uk) for Postgraduate enquiries

## Enrolment

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

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

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

To see the courses required for your programme, please visit our programme pages online:

- <https://www.gla.ac.uk/schools/interdisciplinary/undergraduate/>
- <https://www.gla.ac.uk/schools/interdisciplinary/postgraduate/>

To complete the enrolment process, you should follow the steps outlined in the University enrolment pages:

<https://www.gla.ac.uk/schools/interdisciplinary/enrolment/>

## Timetable

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

To view your timetable go to:

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

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

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

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

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

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

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

<https://www.gla.ac.uk/myglasgow/students/support/>

# Student Support

## Advisers of Studies and their Role

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

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

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

Undergraduate students should make appointments with your Adviser by contacting the Advising officer via [inter-ugadviser@glasgow.ac.uk](mailto:inter-ugadviser@glasgow.ac.uk)

For Postgraduate appointments, please email [inter-pgtadviser@glasgow.ac.uk](mailto:inter-pgtadviser@glasgow.ac.uk)

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

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

# Student Support

## Advisers of Studies

- Dr Michele Vincent (Chief Adviser of Studies)
- Dr Natalie Welden (Deputy Chief Adviser)
  
- Dr Karen Boese
- Dr Michelle Bloor
- Dr David Borthwick
- Mr David Clelland
- Dr Benjamin Franks
- Dr Steven Gillespie
- Dr Stuart Hanscomb
- Dr Lizanne Henderson
- Dr Alistair Hunter
- Dr Ralph Jessop
- Dr Jeremy Law
  
- Dr David Lundie
- Dr Donald MacLeod
- Mr Carlo Rinaldi
- Dr Naomi Richards
- Professor Patrizia Riganti
- Mr Stephen Scholes
- Dr Shaista Shirazi
- Dr Sarwar Sohel
- Dr Guillaume Tiberghien
- Dr John Shi

Contact details for the Campus Academic Advisers are available at:  
<https://www.gla.ac.uk/schools/interdisciplinary/staff/>

International students can also access the International Student Advisers at Gilmorehill. The International Student Support Team are available at:

International Student Support, Level 2, Fraser Building,  
65 Hillhead Street, Glasgow, G12 8QQ

+44 (0) 141 330 2912 / [internationalstudentsupport@glasgow.ac.uk](mailto:internationalstudentsupport@glasgow.ac.uk)

## Ivanti Helpdesk

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

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

# Student Support

## Student Services

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

The following services can be accessed:

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

Visit our Student Support Services page:

<https://www.gla.ac.uk/schools/interdisciplinary/studentsupport/>

### **Student Support Officer & Disability Coordinator:**

Tariq Jankiewicz

Rutherford McCowan Building Room 106

Tel: +44 (0) 1387 702 135

Email : [socsci-studentsupport@glasgow.ac.uk](mailto:socsci-studentsupport@glasgow.ac.uk)

You can also book an appointment via your MyGlasgow page.

# Student Support

## Students with Disabilities

The University of Glasgow, Dumfries Campus is committed to providing an accessible environment to all disabled students and visitors. Contact the Disability Service by email:

[socsci-studentsupport@glasgow.ac.uk](mailto:socsci-studentsupport@glasgow.ac.uk)

Information on support and policies can be found here:

School of Interdisciplinary Studies information:

<https://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/student-services/>

University of Glasgow Disability Policy and Procedures:

<https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/app-d/>

## Accessibility Statement

The University of Glasgow Accessibility Statement can be found at: <https://www.gla.ac.uk/explore/accessibility/> Accessibility questions in relation to the Dumfries Campus should be directed through the School office team by e-mailing [Dumfries-Admin@glasgow.ac.uk](mailto:Dumfries-Admin@glasgow.ac.uk). Should you require a Personal Evacuation Plan, please contact your Adviser of Studies.

## University Equality Statement

The University of Glasgow is committed to promoting equality in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment.

For more information see:

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

# Student Support

## Council Tax Student Exemption

As well as Undergraduate Students, full time Postgraduate Taught and Research Students may also be eligible for Council Tax Exemption.

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

[Dumfries and Galloway Council Website](#)

Please find above the link to the D&G Council website, where you will find a downloadable application form to claim Council Tax exemption.

Please complete parts A & C of this form and also please ensure that your term time address on MyCampus matches the address completed on the form.

Once you have completed and checked the form send it to the follow email address [using\\_your student\\_email\\_account](#):

[dumfries-admin@glasgow.ac.uk](mailto:dumfries-admin@glasgow.ac.uk)

An administrator will complete part B and send to Dumfries & Galloway Council and you will be copied into this email for notification.

# International Studies

## Main Contact:

- **Dr David Lundie (Student Mobility Coordinator)**
- **Dr Jeremy Law (School International Lead)**

A period of study or work abroad enhances both your student experience and your employment prospects and you are strongly encouraged to consider it as part of your undergraduate degree programme. Visit:

<https://www.gla.ac.uk/myglasgow/students/goabroad/>

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

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

# International Studies

## Study Abroad

You can spend a semester or year on exchange which means you 'swap places' with a student at one of our partner universities. These opportunities are open to both undergraduate and post-graduate students.

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

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

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

Full details on the GoAbroad programme, where you can go and the application process can be found here:

<https://www.gla.ac.uk/myglasgow/students/goabroad/>

# Coursework Information

## Academic Writing Skills Programme

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

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

**Therefore we require all new undergraduates to undertake a diagnostic online writing exercise at the start of Semester 1**

Details will be sent to your student email accounts. We will then send you feedback on the exercise to your student email account.

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

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

**For further information visit the [AWSP Website](#) or contact Dr Michèle Vincent.**

# Coursework Information

## Submission of Coursework

How your coursework is submitted will depend upon your course convenor, but for general coursework submission information please see the section in [School and University Policies](#).

## Marking Criteria

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

Grade related criteria can be viewed here:

<https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/collegeofassessment/>

## Class Attendance, Illness and Absence

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

Details on the University Absence and Good Cause process can be found here:

<https://www.gla.ac.uk/myglasgow/senateoffice/policies/assessment/goodcausefaqs/>

# Coursework Information

## Plagiarism

The first step to avoiding plagiarism is to understand what it is.

See: [www.gla.ac.uk/myglasgow/senateoffice/studentcodes/plagiarism/](http://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/plagiarism/)

The University Plagiarism Statement section 31.3 states:

The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Plagiarism is a serious academic offence. Work may be considered to be plagiarised if it consists of:

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

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately.

Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism.

# Coursework Information

## How to Avoid Plagiarism

### 1. Acknowledging your sources

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

### 2. Use of direct quotations

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

### 3. A Close Paraphrase

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

### 4. An Unacknowledged Summary of a Source

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

### 5. Direct Copying or Transcription

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

# Coursework Information

## Submission of Assignments

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

## Deadlines, Penalties and Extensions

All work should be submitted before the deadline. University of Glasgow policy stipulates that essays submitted after the deadline will be penalised two secondary grade bands per day for a maximum of 5 days. Thereafter a mark of Zero will be given. You can find more information on our [website here](#).

## Examinations

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

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

# Coursework Information

## Good Cause

If illness or comparable circumstances prevent you from submitting coursework on time or prevent your attending lectures or tutorials, or if you believe that your performance in any element of coursework has been adversely affected by illness or comparable circumstances, you should notify the course convenor or lecturer and Adviser of Studies as soon as possible and supply appropriate information in due course. The good Cause form can be found in the Student Centre section of My Campus.

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

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

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

# Coursework Information

## MV

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

## CW

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

## CR

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

## 07

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

## ZZ

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

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

# Coursework Information

## Appeals

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

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

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

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

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

For Advice on Appeals Procedures:

- **Rosalind Wright (Learning & Teaching Co-ordinator)**
  - Rosalind.Wright@glasgow.ac.uk
- **Students' Representative Council (SRC) Advice Centre**
  - [www.gla.ac.uk/myglasgow/studentsrepresentativecouncil/](http://www.gla.ac.uk/myglasgow/studentsrepresentativecouncil/)

# Student Information

## Code of Student Conduct

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

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

## Withdrawing from Study

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

Withdrawing from study can have financial implications, or visa implications, and the A&SST can help you to make sure that your record is in order before you leave and also that you have the information you need to enable you to return to study, with the minimum of difficulty

## School and University Policies

We strongly encourage you to visit our Policy webpages, where you can find our University and School Policies:

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

# Graduate Attributes & Personal Development

Throughout your time at university you will hear quite a lot about 'graduate attributes' and 'personal development planning' (PDP).

## Graduate Attributes

Graduate attributes are defined as:

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

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

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

## Personal Development Planning

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

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

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

Further information on PDP can be found at:

<https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentssupport/personaldevelopmentplanning/>

# Dumfries Information

## University Accommodation

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

- **Dumfries Hall**
  - Consists of self-contained flats with en-suite single study rooms.
- **Laurieknowe Hall**
  - Much like a student house and has 7 single en-suite bedrooms.
- **Brook House**
  - Has 13 single, en-suite study bedrooms.

For information regarding the application process please go to the Accommodation Services webpages:

<https://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/accommodation/>

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

## Private Accommodation

Private rented accommodation is also available in Dumfries.

The University of Glasgow cannot recommend any particular landlord or advertiser but have provided some information on private landlords in the Dumfries area. Please visit:

<https://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/accommodation/#privaterentalaccommodationindumfries>

# Dumfries Information

## Medical Services

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

Shortly after you arrive in Dumfries, you must register with a doctor or GP near your accommodation. Please do not wait until you are ill.

The National Health Service has a policy of immunising against Meningitis C and we would recommend that all students who have not been vaccinated make arrangements to have this done before leaving home or shortly after arrival in the UK.

## Eye Treatment

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

## Dental Treatment

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

Please note that you must be registered with a doctor before being treated by a dentist under the National Health Service.

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

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

<https://www.mygov.scot/register-with-dentist/emergencies/>

# Dumfries Information

## Religion

The following is a list of available places for worship in Dumfries:

### **Church of Scotland**

- Troqueer Parish Church; [Website](#); [Facebook](#)
- St Michaels and South Parish Church, St Michaels Street

### **Episcopal**

All Saints Scottish Episcopal Church, Ashgrove Terrace, Lockerbie

### **Roman Catholic**

St Andrew's, Brooke Street, Dumfries

### **Baptist**

Gillbrae Road, Dumfries

<https://www.dbcc.co.uk/>

### **BaHai**

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

Contact Tel: 01387 249 264

### **Christian Brethren**

Bethany Hall, Buccleuch Street, Dumfries

### **Muslim**

Dumfries Mosque, Annan Road, Dumfries

Details of further religious organisations in Dumfries and Galloway can be found at:

<https://info.dumgal.gov.uk/clubsandorganisations>

# Dumfries Information

## Transport - Buses

There are two bus companies in Dumfries: Stagecoach and Houston. The buses which serve the Crichton Campus are operated by Stagecoach and run regularly to and from the campus. Timetables are available at all the bus stops on the Crichton site. The main Dumfries bus stance is situated on the Whitesands near the river, where timetables for all buses are available. Full information about public transport in Dumfries can be found at:

<https://www.dumgal.gov.uk/article/15227/Public-transport>

## Transport - Trains

There are two stations in Glasgow – Queen Street and Central Station – and one in Dumfries. With a Student Railcard (available from a train station), you will be entitled to fare reductions on most journeys.

Railcard: <https://www.16-25railcard.co.uk/>

Visit: <https://www.scotrail.co.uk/plan-your-journey/stations-and-facilities/dmf>

## Places of Interest

You will find that there are lots of places of interest and things to do in Scotland. Information specifically about the Dumfries and Galloway area can be found at:

- <https://www.visitscotland.com/destinations-maps/dumfries-galloway/>
- <https://www.visitscotland.com/info/towns-villages/dumfries-galloway-p244341>

# Dumfries Information

## Sport and Leisure

Dumfries and Galloway College building has a number of sport and leisure facilities available to students. The gym at the college is free for students to use. Please ask at the College reception for details.

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

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

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

## Shopping and Services

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

## Dumfries Supermarkets

### **Morrisons**

Brooms Road, Dumfries, DG1 2SH

### **Tesco Extra**

Cuckoo Bridge Retail Park,  
Glasgow Road, Dumfries, DG2 9BF

### **Tesco Peel Centre**

Lockerbie Road,  
Dumfries, DG1 3PF

### **Aldi**

- Annan Road,  
Dumfries, DG1 3HB
- Glasgow Road,  
Dumfries DG2 0NW

### **Lidl**

Brooms Road  
Dumfries, DG1 2DZ

# CUCSA

## Crichton University Campus Students Association

CUCSA is run by a committee who are elected by the students at the Crichton campus. Elections are held annually, in autumn, and committee members are elected for a term of 12 months.

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

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

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

Follow on Facebook at: <https://www.facebook.com/CUniCSA/>

Follow on Instagram at: <https://www.instagram.com/cucsagram/>

Follow on Twitter: <https://twitter.com/tweetCUCSA>



# Postgraduate Information

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

- **Dr Naomi Richards**

Director of Postgraduate Research

[Naomi.Richards@glasgow.ac.uk](mailto:Naomi.Richards@glasgow.ac.uk)

- **Dr Stuart Hanscomb**

Director of Taught Postgraduate Programmes

[Stuart.Hanscomb@glasgow.ac.uk](mailto:Stuart.Hanscomb@glasgow.ac.uk)

- **Laura Davidson**

Academic and Student Adviser Manager

[inter-pgtadviser@glasgow.ac.uk](mailto:inter-pgtadviser@glasgow.ac.uk)

## Postgraduate Hub

Postgraduate students have access to the Postgraduate Hub, on the top floor of Maxwell House.

This is a common area with desks, seating areas, computer equipment, small kitchen and toilets, exclusively for our Postgraduate students.

## Postgraduate Research Profiles

You can find our Postgraduate Research student profiles on our website:

<https://www.gla.ac.uk/schools/interdisciplinary/postgraduateresearch/students/>

Please contact the School's Principal Web Publisher via [dumfries-comms@glasgow.ac.uk](mailto:dumfries-comms@glasgow.ac.uk) if you need assistance with your profile.

# Postgraduate Information

## Research Training

Training opportunities for PGR Students can be found on the Graduate School Website:

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

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

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

## Conferences and Research Seminars

### **Dumfries Campus**

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

### **Gilmorehill Campus, Glasgow**

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

# Postgraduate Information

## Funding for Travel to Training Courses at Glasgow Gilmorehill Campus

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

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

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

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

## Code of Practice

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

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

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

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

The University of Glasgow  
School of Interdisciplinary Studies  
Rutherford/McCowan Building  
Bankend Road  
Dumfries  
DG1 4ZL

Tel: +44 (0) 1387 702001

Email: [dumfries-admin@glasgow.ac.uk](mailto:dumfries-admin@glasgow.ac.uk)

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