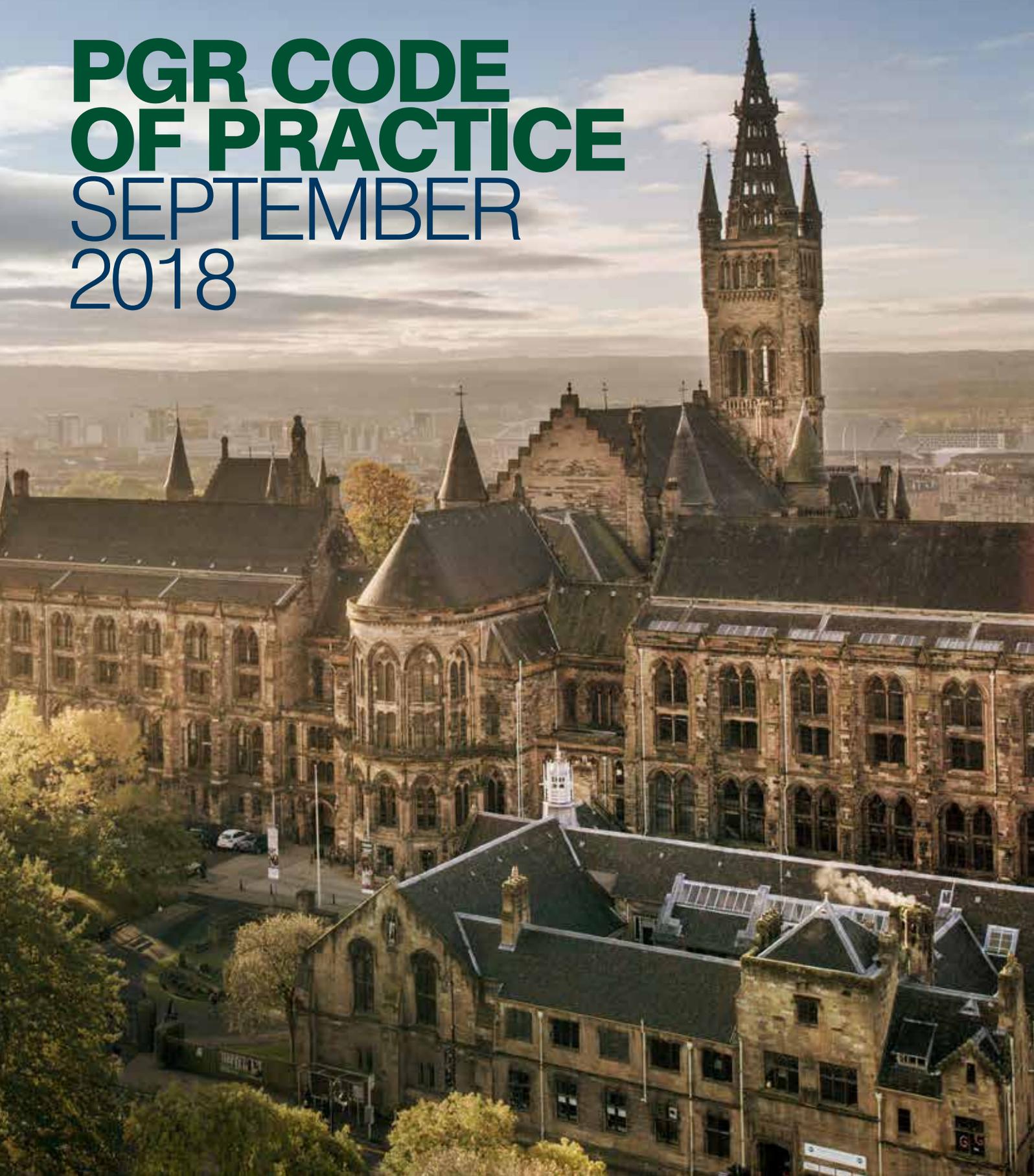# PGR CODE
OF PRACTICE
SEPTEMBER 2018

Glossary of Terms

Calendar: The regulations governing study at the University of Glasgow.

Documentary appendices: Documentary appendices refer to information submitted with your thesis but which does not form part of your thesis. An example might be a rare or obscure text necessary for an examiner to effectively understand your work.

Extension: Following the completion of the student's research period, an extension refers to any amendment to the deadline for a student's submission. Extensions require prior approval by the Graduate School Board or designate and will only be granted in exceptional circumstances.

Graduate School: Within a College, the Graduate School's function is to implement strategy, policy and practice in relation to postgraduate students. It is led by the Dean of Graduate Studies.

Graduate School Board: Within a College, the Graduate School Board is accountable to the College Management Group for policy, procedures and practice in relation to the Graduate School.

Intellectual property: Intellectual property (IP) refers to original work (e.g. the results of a program of research) which can be treated as an asset or physical property. Intellectual property rights fall principally into four main areas: copyright, trademark, design rights and patent, but other forms of IP exist, and all forms of IP are covered by University policy.

Oral examination: Also known as the *viva voce*, this refers to the oral examination in which a student defends his/her thesis in front of a Committee of Examiners to determine the outcome of their study.

Primary Supervisor: A member of the academic staff of the University with an appropriate level of qualification and experience (see Section 5 of this Code) who is appointed to supervise a postgraduate research student. As part of the supervisory team, the Primary Supervisor will have primary responsibility for supervision of the student. Even in cases where supervision is shared equally, one supervisor should be designated as the primary supervisor and this should be made clear to the student.

Research Degree / Higher Degree by Research: Any higher degree offered by the University of Glasgow involving a substantial research period and production of a thesis for examination.

Research Period: The research period is the period in which the student is registered for their research degree as a full or part time student and during which they are actively conducting their research. Each research degree has its own prescribed time limit for completion set out in the degree regulations within the University Calendar. A student is generally expected to submit their thesis within this period. Please see paragraph 9.14 for indicative minimum and maximum programme durations.

Research 'Furth of Glasgow': Policy relating to students on placement during their research degree and/or conducting research at sites other than those owned and governed by the University of Glasgow.

Second Supervisor: A member of the academic staff of the University appointed to supervise a postgraduate research student but who does not have primary responsibility for the student. As part of the supervisory team, the second supervisor may provide independent advice and support, bring subject expertise to the team, provide support if the primary supervisor is absent for a period and may in some cases provide pastoral support. Second supervisors may also be referred to as joint supervisors or co-supervisors.

Student Contract: The Student Contract is a legally binding agreement between you and the University of Glasgow. You will be required to "sign up" to it online each year as part of your academic registration. The Student Contract sets out your rights and obligations as well as the University's rights and obligations.

Suspension: An interruption of study. Suspensions should be rare and must be approved in advance by the relevant Graduate School Board or designate. Periods of suspension are taken into account when calculating a student's funding end date and submission date.

Thesis Pending: A period of registration on a 'thesis pending' status with a reduced fee may be granted following the research period if this is approved by the relevant Graduate School and the student requires additional time to complete the writing of their thesis. This period, along with the research period, may not normally exceed the maximum period of study for the programme (see paragraph 9.14).

Contents

1.   Introduction

1.1.   Research students make a vital contribution to any research-led institution's research culture and international reputation.

1.2.   The University of Glasgow aims to provide the highest quality of provision and support for its postgraduate research students at all stages in their career.

1.3.   This Code of Practice (the Code) sets out the University's expectations for institution-wide standards relating to all its postgraduate research provision, and outlines the responsibilities of all parties involved in this provision, including students and their supervisors. It should be read in conjunction with other relevant University policies, including:

> 1.3.1.   The University of Glasgow's published Calendar regulations for research degrees
> 1.3.2.   The 'Guidance Notes for the Degree of Doctor of Philosophy by Research' which accompany the Calendar
> 1.3.3.   The University of Glasgow's research policies, including the Code of Good Practice in Research and Good Management of Research Data Policy
> 1.3.4.   The University of Glasgow's Intellectual Property and Commercialisation policy
> 1.3.5.   The University of Glasgow's Strategy
> 1.3.6.   The Student Contract (https://www.gla.ac.uk/myglasgow/senateoffice/studentcontract/)

Students are urged to make themselves aware of these and other relevant policies on the Senate Office website (https://www.gla.ac.uk/myglasgow/senateoffice/), the University's research policies web page (https://www.gla.ac.uk/research/strategy/ourpolicies/) and their Graduate School, School and/or Research Institute web pages.

1.4.   The Code aligns with the UK Quality Code for Higher Education produced by the Quality Assurance Agency for the assurance of academic quality and standards in higher education.

1.5.   Students have a responsibility to make themselves aware of current and ongoing policy changes arising from funders at regional, national and international level which affect the conduct of research and/or the commercialisation, dissemination or publication of research results or findings. These might include:

> 1.5.1.   The Concordat to Support Research Integrity
> 1.5.2.   Concordat on Open Research Data
> 1.5.3.   Concordat for Engaging the Public with Research
> 1.5.4.   The UKRI Common Principles on Data Policy
> 1.5.5.   The UKRI Open Access Policy

Local supplements to the Code

1.6.   This code is designed as an overall framework. The University's academic Schools and Research Institutes are organised into Colleges, which each have a Graduate School for postgraduate research and postgraduate taught study. Colleges have responsibility for the admission, supervision, training, progression and examination of postgraduate research students. Students should consult their College postgraduate information documentation for details of specific, local arrangements.

Research degrees to which this Code applies

1.7.   This Code is applicable to all University of Glasgow research degrees, details of which can be found within the University Calendar.

1.8.   ***All students must confirm that they have read and understood this Code at the point of registering at the University for a postgraduate research degree.***

1.9.   ***University staff shall use this Code (supplemented by any local codes or arrangements) as a reference when supervising, undertaking, reviewing and enhancing their management of postgraduate research.***

2.   Admissions

2.1.   The postgraduate research (PGR) student population at the University of Glasgow makes an important contribution to the realisation of the University's Strategy, which sets out the University's aim to be a world-class, world changing university. The University seeks to create an environment in which inspiring researchers create world-changing impact.

2.2.   Whether and how well these targets are met is dependent on the staff dealing with postgraduate research admissions in the University's Colleges, Schools and Research Institutes. A significant body of knowledge and expertise on admissions processes and good practice resides with these members of staff. This Code of Practice draws on this knowledge to set out the University's standards in the admission and registration of postgraduate research students.

2.3.   The entities and individuals identified in this Code may not carry out the admissions process but have overall responsibility to ensure that the institutional standards relating to PGR admissions are maintained.

Factors influencing a decision on admission

Candidate entry qualifications

2.4.   The College Graduate School has overall responsibility for the initial assessment of the suitability of a candidate for postgraduate research study, through evaluation of academic qualifications, referees' reports, 'English as a Foreign Language' qualifications, interviews, or other mechanisms as are appropriate to the subject of study and/or the candidate concerned. Any requirement to attend interviews or other assessment procedures will be communicated in good time to the candidates (or if part of the standard assessment, will be identified as part of the entry requirement).

2.5.   Postgraduate research entry requirements are published on the University website. Graduate Schools with specific additional entry requirements shall publicise these clearly on their websites. Graduate Schools are responsible for ensuring that all staff involved in making an academic decision on qualification for entry are aware of both the institutional and discipline specific entry requirements governing admission of postgraduate research students.

2.6.   The University expects that all postgraduate research applicants shall normally possess one or more of the following:

      2.6.1.   First or Second Class Honours Degree or equivalent qualification (2:1 in the case of UK Research Council supported students).

      2.6.2.   Masters qualification or equivalent.

      2.6.3.   Evidence of prior learning, if the destination Graduate School is willing to consider accreditation of prior learning (APL) or accreditation of prior experiential learning (APEL).

2.7.   Candidates whose first language is not English must show evidence of the appropriate competence in English. Requirements are stipulated by the Graduate School via their publications and websites.

2.8.   Where the equivalence or quality of the awarding body for international candidates' qualifications is not known, staff shall refer to the Admissions Department for further information and advice.

Documentation

2.9.   A PGR application is only complete and can only progress to offer stage if it includes the following:

      2.9.1.   2 references either on headed notepaper or email - at least one academic and at least one from the most recent employer or institution;

      2.9.2.   degree transcripts (with an English translation if appropriate); and

      2.9.3.   proof of English language proficiency (if English is not the applicant's first language or language of instruction).

2.10.   Potential supervisors and academic staff involved in admissions decisions can consider applications while incomplete but cannot progress these to the offer stage.

Academic supervision capacity

2.11. A person within the College, School or Research Institute will be identified to be responsible for the recommendation to admit a student to postgraduate research study. This recommendation will only be made after consultation with potential supervisors, taking into account supervisory load, and with the agreement of the Head of School/Research Institute or their delegate, who sets the maximum numbers of students a supervisor can support at one time within a particular discipline, and approves any recommendation to admit.

2.12. The detailed requirements for a programme of work frequently cannot be specified in advance but, in making a recommendation to admit, the person responsible within the College Graduate School shall take account of the following points:

2.12.1. whether, on the information available, the proposed programme of work is appropriate for the intended degree;

2.12.2. whether it might reasonably be expected that the proposed programme of work could be completed within the timescale to be designated for it;

2.12.3. whether, in so far as can be predicted, the appropriate necessary resources (e.g. library, computing, laboratory facilities, technical assistance) will be available;

2.12.4. whether it is expected that appropriate supervision can be provided (including consideration of the quality of research being carried out in the relevant discipline);

2.12.5. whether supervision can be effectively maintained throughout the research period, including:

2.12.5.1. during any periods of study leave for the primary supervisor,

2.12.5.2. time spent furth of Glasgow by the student, or

2.12.5.3. where the student intends to be located a significant distance away from Glasgow, permanently or for a long period, such that it may adversely affect the supervisor's ability to support them or the student's ability to benefit from training opportunities, seminar participation, library facilities or other resources.

2.13. Where appropriate these decisions shall be made following further contact with the applicant, either by phone, email or in person.

2.14. Where a student's research is interdisciplinary and therefore requires their supervisory team to come from more than one College, School or Research Institute within the University, one School or Research Institute must be designated as having the primary responsibility for supervision of the student and one College must have primary responsibility for administration of the Degree.

Academic Profile

2.15. All applications for postgraduate research must be considered for admission regardless of funding, purely based on academic profile. This ensures that the admissions process is equitable and transparent. For these reasons, all admissions decisions must involve at least two members of University staff, one of whom shall represent the College Graduate School.

Visa Considerations - International Students

2.16. An applicant is generally defined as an 'International applicant' if they are not ordinarily resident in the UK or EU. 'Ordinarily resident' refers to someone who has been living in the UK for three years not for the purpose of study. Queries about visas and tuition status should be addressed to the International Student Support Team.

2.17. Any student who is a national of a country outside the EEA (European Economic Area) or Switzerland and coming to the UK for longer than 6 months must obtain Entry Clearance as a Tier 4 (General) student before travelling to the UK. Students must obtain Entry Clearance from their home country, or the country in which they are normally resident.

2.18. The International Office and the International Student Support Team are responsible for providing further information on student visa requirements and other advice for international students.

The admissions process

Initial contact

2.19. The Admissions Office provides a service to the College Graduate Schools and is responsible for efficiently co-ordinating responses to applications and enquiries. They are therefore also responsible for ensuring that their procedures for this purpose are clear, well publicised to relevant staff and well maintained in the light of developments affecting application and admission.

2.20. There are multiple points of entry to the University for initial enquiries and applications from potential postgraduate research students. In many cases applicants will seek contact with an academic member of staff in whose research the applicant has an interest, while some will begin an application immediately and come to the attention of the Graduate School administration. Others may contact a central University service for information.

2.21. All University staff receiving enquiries and applications for postgraduate research shall promptly notify the Admissions Department to enable efficient co-ordination and tracking.

2.22. Where academic members of staff receiving the enquiry do not think that they are the appropriate point of contact for the enquiry they shall refer the enquiry to the Admissions Department. This may include enquiries about:

  2.22.1. scholarship funding, registration, council tax or other non-academic matters; or
  2.22.2. if another academic colleague (e.g. Postgraduate Convenor; academic staff in another College/School) would be better placed to respond to an enquiry or application.

2.23. Academic staff shall bear in mind that where a potential student's research interests do not fit well with their expertise, the student might well be better supervised by another College.

2.24. Staff have an obligation to ensure that, as far as possible, students are provided with support and guidance to choose a programme that is right for them.

2.25. Only online applications will be accepted for admission to the University.

Response times

2.26. To ensure a positive experience for all prospective PGR students, the University will endeavour to ensure that:

  2.26.1. all enquiries receive acknowledgement promptly and at least within 5 working days;
  2.26.2. all applications receive a response within 2 weeks of submission; and
  2.26.3. the maximum period between application and decision is no longer than 4 weeks in total, contingent on submission of the necessary documentation to make the decision.

Communication during the application process

2.27. The Admissions Department is responsible for ensuring that applicants are made aware of what to expect from the University postgraduate research admissions process, including:

  2.27.1. how long they can expect to wait for a decision;
  2.27.2. reminders about outstanding documentation and information required to make decisions; and
  2.27.3. applicants' responsibilities in relation to:

    2.27.3.1. obtaining qualifications necessary for admission (e.g. English competency);
    2.27.3.2. research project proposals, where this is a requirement of the discipline;
    2.27.3.3. visas;
    2.27.3.4. obtaining funding for their study;
    2.27.3.5. attendance monitoring;
    2.27.3.6. obtaining accommodation in Glasgow.

2.28. The Admissions Department has responsibility for providing prospective PGR students with advice on completion of the application if required.

2.29. The Admissions Department is also responsible for advising applicants on possible sources of funding and the application procedures.

2.30. Successful applicants may be sent a:

    2.30.1. ***Conditional offer:*** Where the offer is dependent on certain criteria being met. These conditions will be clearly stated in the offer letter and may include:

        2.30.1.1. that the anticipated degree results are achieved;
        2.30.1.2. that the required English proficiency is achieved (where applicable);

    2.30.2. ***Unconditional Offer:*** will only be issued if all requirements have been met.

Offer letter and Admissions Pack

2.31. The following will be contained either in the offer letter to the candidate or as part of an admissions pack which the candidate shall receive on or prior to registration:

    2.31.1. clear notification of the status of the offer: conditional or unconditional and any academic or other conditions attached to the offer;
    2.31.2. name of the research programme for which the offer is being made and a brief description of the research proposal;
    2.31.3. the JACS code relevant to the intended research study;
    2.31.4. indication of whether the programme requires ATAS clearance or not;
    2.31.5. the start date and anticipated duration of the programme;
    2.31.6. expected tuition fees, including any additional compulsory costs or extra charges;
    2.31.7. the date of registration. If not known at the time the offer letter is issued, the College or Graduate School will communicate this information to the student as soon as possible;
    2.31.8. any requirements the University places on the student, for example attendance, progress reports, contact with supervisors;
    2.31.9. names of the primary supervisor and second supervisor (Note: these may not always be known at this stage, but will be communicated to the student before registration);
    2.31.10. references to the University's regulations, for example:

        2.31.10.1. the research degree regulations contained within the University Calendar;
        2.31.10.2. University Statement on Plagiarism;
        2.31.10.3. Code of Practice on Unacceptable Behaviour;
        2.31.10.4. Student Conduct, Academic Appeals and Complaints;
        2.31.10.5. Health, Safety and Wellbeing Policy;
        2.31.10.6. PGR Code of Practice (including any local variations);
        2.31.10.7. University research policies such as the Code of Good Practice in Research;
        2.31.10.8. research student handbook, sources of funding and other relevant information for a research degree programme;
    2.31.11. details of the funder, if the University administers the funding to the student;
    2.31.12. any opportunities to undertake teaching or demonstrating duties;
    2.31.13. practical information concerning accommodation, financial and travel information;
    2.31.14. information on any University and College or Graduate School Welcome, Orientation or Induction programmes or sessions.

2.32. The Graduate School, together with the designated supervisor and the Admissions Department, is responsible for maintaining contact with applicants during the period between initial application and registration at the University.

Induction

2.33. Induction for new research students is provided by Graduate Schools, Schools and/or relevant subject groups. All new research students are required to attend induction(s). The Recruitment and International Office also provides an institution-wide induction for international students.

2.34. Induction shall include:

    2.34.1.   introduction to relevant administrative and academic staff within the College and to relevant University Services;

    2.34.2.   introduction to the Code of Practice for Postgraduate Research Degrees and other relevant policies and codes such as:

        2.34.2.1. research policies, including research misconduct;
        2.34.2.2. University Calendar and academic policies;
        2.34.2.3. other relevant sources of information;

    2.34.3.   an opportunity to meet and network with new and current postgraduate research students;

    2.34.4.   introduction to managing a research degree effectively including information on personal and professional development.

Admissions Roles and responsibilities at a glance

2.35. The Admissions Department

    2.35.1.   Efficiently co-ordinates responses and decisions to applications and enquiries.
    2.35.2.   Ensures prompt response in accordance with the University's expected response times to enquiries and applications.
    2.35.3.   Ensures a fair and transparent approach is adopted re international academic equivalencies.
    2.35.4.   Notifies and reminds applicants of missing documentation or further information required for an admission decision.
    2.35.5.   Issues offer letter or decline letter as appropriate including all the necessary information for an offer.
    2.35.6.   If requested, provides feedback to applicants on reasons for non-admission.
    2.35.7.   Maintains contact with applicants during the waiting period.
    2.35.8.   Issues CAS letters and informs students on attendance monitoring requirements.
    2.35.9.   Ensures that procedures are clear, well publicised to relevant staff and well maintained.
    2.35.10. Working with the International Student Support Team, provides advice on visa and immigration considerations for international students.

2.36. The College Graduate School

    2.36.1.   Ensures that information on websites is up-to-date, in plain English and clearly accessible.
    2.36.2.   Ensures robust and up to date procedures for the efficient co-ordination of admissions processes under their responsibility and which are communicated to all relevant staff.
    2.36.3.   Ensures all staff involved in making an academic decision on qualification for entry are aware of both institutional and discipline-specific entry requirements.
    2.36.4.   Co-ordinates academic response to enquiries/applications (especially where one or more Schools or Colleges are involved).
    2.36.5.   Designates administrative and supervisory lead College/School/Research Institute for interdisciplinary research candidates prior to making an offer.
    2.36.6.   Provides advice to applicants on sources of funding, information about studying and living and Glasgow, registration procedures, visa considerations etc.

2.37. The student

    2.37.1.   Makes an application to the University using the online application system.
    2.37.2.   Contacts with academic members of staff as appropriate to discuss research interests.
    2.37.3.   Provides all documentation necessary for a complete application.
    2.37.4.   Contacts the Admissions Department for administrative aspects of the application process.
    2.37.5.   Obtains all necessary ATAS, visa and immigration clearances for entry to the UK for study purposes.
    2.37.6.   Fulfils any outstanding conditions of offer (e.g. language proficiency).
    2.37.7.   Arranges own travel, accommodation and living arrangements in Glasgow.
    2.37.8.   Responds promptly to offer letters.

2.38. The supervisor

      2.38.1.   Ensures that all applications/enquiries received directly are notified to the Admissions Department

      2.38.2.   Considers all applications/enquiries on their academic merits regardless of funding.

      2.38.3.   Confirms acceptance or otherwise to supervise an applicant.

      2.38.4.   Contacts potential applicant where appropriate to clarify the proposed programme of research.

      2.38.5.   Maintains contact with an applicant where an offer of admission has been made or during the waiting period.

2.39. The Head of School/Research Institute Director or designate

      2.39.1.   Sets the maximum numbers of students a supervisor can support at one time by discipline.

      2.39.2.   Manages School/Research Institute supervisory workload.

      2.39.3.   Signs off decision to admit recommended by two members of staff.

3.   Registration

3.1.   All students who have accepted a place at the University and agreed a start date for their studies must register at the University for every year they are present and arrange the payment of fees.

3.2.   Registration is conducted via the online student records system, MyCampus. The Graduate Schools will provide students with information about completing registration and any requirements to attend in person. In order to register, the student must provide all the documentation required. Further information is available from the Registry web page.

3.3.   Before registration, the student should keep the Graduate School informed of any changes of address during the admissions process so that they receive relevant information in a timely fashion. Thereafter it is the student's responsibility to update this on MyCampus (see Section 4: Student Records Management).

3.4.   Students must register at the beginning of every year of study, including periods when the student is studying/working away from the University. Registration is dependent on satisfactory progress, approved by the student's host Graduate School.

4.   Student Records Management

Information about Students

4.1.   The University is required to keep up to date and accurate records of all postgraduate research students. When accepting a place at the University a student agrees to share their information with the University, its staff and relevant third parties.

4.2.   Students should familiarise themselves with the University's Student Privacy Notice that details how, why, and on what basis the University processes personal information as well as what students' rights and responsibilities are in relation to this.

4.3.   Reasons for maintaining student records include:

      4.3.1.   facilitating contact with registered students from time to time with relevant information and to fulfil academic and administrative requirements;

      4.3.2.   ensuring scholarship payments are made promptly and in line with any change of status;

      4.3.3.   fulfilling commitments to funding bodies, sponsors and regulatory authorities to provide up to date and accurate information on postgraduate research activity, completion rates, funding information, etc; and

      4.3.4.   compiling management information so that the University can monitor its performance;

4.4.   Graduate Schools are responsible for updating the information held by the University for each student. To facilitate this, students should ensure their personal information is kept up to date with the Graduate School Office and on the University's student records facility (MyCampus) once registered at the University.

4.5.   Schools or Graduate Schools may make University contact information for PGR students available on their websites. Students, however, may request that this information is not publicised by contacting their Graduate School Office. Students may also request at any time that information, once publicised, be removed from these websites. This information is made available to foster contact and community among PGR students as well as assist students in beginning to build a professional profile online.

Data Protection

4.6.   The University will only use students' personal data in accordance with its duties under the General Data Protection Regulation. The University Calendar and the Student Privacy Notice contain information about how student data are used.

Disability

4.7.   The student is responsible for ensuring that the relevant Graduate School is informed of any disability that may be significant to the individual or to his/her research degree so that appropriate support may be put in place if this is required.

4.8.   Graduate Schools will ensure that applicants with disclosed disabilities are provided with details about the Disability Service ahead of registration so that the necessary arrangements for supporting their study can be made.

Ethnicity

4.9.   The University collects data on the ethnic backgrounds of its student body. This is done for monitoring purposes so that the University can ensure that it fulfils its legal duty to promote equality on campus.

4.10.   Students may seek further information regarding equality monitoring from the University's Equality and Diversity Unit.

5.   Supervision

5.1.   All postgraduate students are responsible for the planning, development, progression, and completion of their degree. Key to success in a research degree, however, is the advice and guidance, both generic and research specific, that a student receives from the University's academic staff. All research students are therefore assigned a supervisory team to oversee their research.

The supervisory team

5.2.   The Graduate School is responsible for ensuring that there is a supervisory team in place for each student, consisting of at least a primary and a secondary supervisor. Considerations for selecting supervisors may include:

> 5.2.1.   Primary supervisors are normally required to have an equivalent or higher level of qualification than the qualification being undertaken by the supervised student. Supervision by individuals without the required level of qualification is subject to ratification by the Graduate School Board.
>
> 5.2.2.   Supervisors will normally be a member of the academic staff of the University.
>
> 5.2.3.   Other individuals, such as Honorary or Affiliate members of staff, may act as supervisors subject to ratification by the Graduate School Board. These individuals are only permitted to supervise higher degree students in the capacity of a secondary supervisor. The rationale for appointing someone who is not a member of staff as a secondary supervisor should be made clear to the Graduate School Board.
>
> 5.2.4.   Where the nominated primary supervisor is a probationary lecturer or a member of staff supervising a student for the first time, the secondary supervisor shall normally

be an experienced member of the academic staff of the University and will have joint responsibilities.

5.2.5. At least one member of the supervisory team will be currently engaged in research in the relevant discipline(s).

5.2.6. Supervisory and other workloads: Workloads are set and agreed at either School, Institute, Graduate School or College level as appropriate, with consideration given to the maximum number of students it is appropriate for staff to supervise in particular disciplines.

5.3. Students must be made aware of the responsibilities of each supervisor within the team so that they know whom to approach for appropriate advice.

5.4. Students must also be informed of the responsibilities of the Graduate School, School or Research Institute hosting them, so that they know whom to approach for appropriate advice.

5.5. Where a student's research is interdisciplinary and therefore requires their supervisory team to come from more than one School or Research Institute within the University, one School or Research Institute must be designated as having the primary responsibility for supervision of the student and one College must have primary responsibility for administration of the Degree.

Responsibilities of the supervisory team

5.6. The roles and responsibilities of the members of the supervisory team may vary across the Graduate Schools; however, each Graduate School will ensure that supervisory teams assume the following responsibilities and that these are made clear to the student and to the members of the supervisory team:

5.6.1. acquiring and maintaining the necessary supervisory expertise, including periodic attendance at supervisor development sessions as required;

5.6.2. giving guidance about the nature of research and the standard expected, the planning of the research programme, appropriate literature and sources, attendance at taught classes and seminar programmes, requisite techniques (including arranging for instruction where necessary) and the ethos of research;

5.6.3. being available to the student if they need advice;

5.6.4. requesting written work as appropriate, and returning such work with constructive criticism and in reasonable time;

5.6.5. giving advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time;

5.6.6. ensuring that the student is made aware of any inadequacy of progress or of standards of work below that generally expected as soon as the issue arises;

5.6.7. ensuring a written record of all meetings where concerns with the nature of supervision, or the student's progress or behaviour are discussed is kept and ensuring that both the student and supervisor agree this record;

5.6.8. participating in the annual progress review process;

5.6.9. helping the student to interact with others working in the field of research, for example, encouraging the student to attend relevant conferences, supporting him/her in seeking funding for such events; and, where appropriate, to submit conference papers and articles to refereed journals;

5.6.10. ensuring that the student undertakes appropriate subject-specific and generic training, by making training opportunities known to the student, and by giving advice on how to devise a Personal Development Plan (Note: this advice may be given by the Graduate School rather than the supervisory team – students should check local arrangements with their Graduate School);

5.6.11. supporting the student in their training, including ensuring adequate time is set aside for training and for the incorporation of new skills and knowledge into their work;

5.6.12. where students' first language is not English, advising on the availability of advanced language training, and supporting the student in his/her language training;

5.6.13. ensuring that the student is aware of the University's regulations and policies on research degrees; research misconduct including plagiarism; research data management; complaints; appeals; discipline; relevant College ethics policies; health and safety regulations; the University's research policies; IP and Commercialisation policy; research student handbook; sources of funding and other relevant information for a research degree programme;

5.6.14. arranging appropriate opportunities for the student to practise communication skills, for example seminar presentations;

5.6.15. ensuring that the student is aware of institutional-level sources of advice, including careers guidance, health and safety legislation and equal opportunities policy;

5.6.16. providing pastoral support and/or referring the student to other sources of such support, including student advisers (or equivalent), Graduate School staff and others within the student's academic community;

5.6.17. ensuring undocumented absences are reported in accordance with the University's Absence Policy and/or to the Graduate Schools in order to comply with any attendance monitoring for students on Tier 4 visas (as required locally).

Supervisor Training

5.7. Training for PhD supervisory staff is provided through formal training workshops, personal development, mentoring, staff development courses and through engagement with Graduate School Boards and committees.

5.8. Formal Supervisor training workshops are organised by Graduate Schools and will be offered to staff at least twice a year. For local arrangements, please contact the College Graduate School.

5.9. Supervisor training workshop attendance is compulsory for new PhD supervisors, and all supervisors (including Honorary or Affiliate staff) must attend a supervisor training workshop at least once every five years. Staff must also participate in required Research Integrity training which may form part of or be in addition to supervisor training workshops. Staff attendance is monitored by the College Graduate School Office. Each year there will be at least one session suitable for all staff and at least one session specifically for less experienced or intending supervisors.

5.10. The Graduate School is entitled to prevent allocation of new PhD students to any supervisor who has not completed at least one supervisor training workshop within the last five years.

Changes to the supervisory team

5.11. Supervisory teams are set up on the premise that they will remain the same throughout a student's research programme. Sometimes, however, it is necessary for a supervisor to change, for example, if a member of the team leaves the University.

5.12. If a supervisor is going to be absent for an extended period, or plans to leave the University's employment, he/she and/or the Head of School/Research Institute Director shall inform the Graduate School as soon as possible.

5.13. The Graduate School is responsible for ensuring supervisory continuity to the student. Any replacement supervisors appointed shall, as far as is possible, be able to provide the same level and quality of support as the previous supervisor. In the case of students where supervision spans more than one college, it will be the lead College Graduate School that has responsibility for overseeing the continuity of supervision.

5.14. Probationary staff or those with limited supervisory experience will not normally be appointed as replacement supervisors in cases where there have been difficulties with supervision or student progress.

5.15. Any changes in role or remit of the supervisory team shall also, if possible, be discussed with the student in advance of the change taking place.

Short periods of research at external organisations (normally less than 12 months)

5.16. There may be situations where a student would like to carry out research at an external organisation for a short period of time during their research. Such organisations must be approved by the appropriate Graduate School Board, according to the University's Policy for "Research Furth of Glasgow". This is normally agreed for periods of less than 12 months.

5.17. The distinction between 'Research Furth of Glasgow' and a 'Split Site PhD' (see next section) is related to the formality of the relationship between the institutions and the support and training required for the student as well as the duration of a student's period away from Glasgow. Graduate

Schools will consider what level of partnership with external institutions is required, taking into account the aims and requirements of their students' research and their duty of care for their students.

5.18. Any student subject to Visa restrictions must consult with the Graduate School in advance of embarking on Research Furth of Glasgow, to ensure compliance with UKVI regulations.

5.19. Whilst at an external organisation for the purposes of research, students are required to adhere to the relevant regulations of that body. The extent to which the external organisation's regulations apply to the research student shall be clearly established with the University of Glasgow.

5.20. University of Glasgow supervisors shall identify a designated contact person at the external organisation, whether a resident supervisor, or other responsible member of staff, prior to the student departing on placement and ensure that the student is aware of the designated contact person.

Extended periods of research at external organisations (normally more than 12 months)

5.21. There may be situations where a student will undertake research at an external organisation for an extended period of time and under a formal arrangement between the University of Glasgow and a partner institution. An 'extended period' would normally be considered to be a continuous or discontinuous period of more than 12 months during a student's degree programme.

5.22. The extended nature of the arrangement with a student (or students) and a partner institution would normally be considered a 'split site' PhD and should be subject to a detailed legal agreement between the University and any partner institution. Where such arrangements are put in place, consideration should be given as to whether a University-wide or College-level arrangement is more appropriate and the appropriate consultation undertaken.

5.23. Any student intending to register on a split-site PhD programme who is subject to UK Visa restrictions must consult with the Graduate School in advance of commencing their programme to ensure compliance with relevant government regulations.

5.24. Whilst at an external organisation for the purposes of research, students are required to adhere to the relevant regulations of that body. However, any award made by the University of Glasgow will be subject to the relevant policies, Calendar regulations and Codes of Practice of the University of Glasgow. Any deviations or exceptions to this will be explicitly detailed in the agreement governing the arrangement and should be subject to appropriate scrutiny by relevant College level and central University Committees.

5.25. Standards for induction, supervisory support, progress monitoring and training should be carefully observed in setting out any agreement under which students will spend extended periods away from Glasgow. While students will have at minimum a primary supervisor at Glasgow, students should have supervisory support at both institutions and supervisors should work together as a supervisory team.

5.26. At the outset of an individual student's programme, specific agreement should be made as to the periods of residence at Glasgow or elsewhere.

5.27. Students should be made aware of relevant contact points, both administrative and supervisory, at both institutions. Supervisors are responsible for ensuring that students have been provided with this information.

Registration Status

5.28. Where students undertake research at an external organisation of any duration and their registration status changes, for example, if the student suspends their study, the University, through the Graduate School, reserves the right to inform the external organisation of this change. Students shall be made aware of this and consider any implications this might have for their research ahead of any change in registration status.

Students learning or working 'at a distance'

5.29. Students whose place of tenure is sufficiently far away from Glasgow such that they may have difficulty maintaining adequate contact with their supervisory team or participating in the training requirements or other aspects of the life of the University have a responsibility to make this situation

known to their supervisor and their Graduate School. The student and their supervisory team need to fully consider this in agreeing arrangements for support, supervision and training on an ongoing basis.

5.30. Students located at a distance from Glasgow need to consider their compliance with the terms and conditions of their funding arrangements. Some funders specifically caution against living further away from their institutions than a 'reasonable travel time' (except for short periods) feeling that doing so could potentially lead to isolation and an adverse impact on their experience as a student.

6.   Training and Development

6.1.   The University aims to support all postgraduate research students in obtaining a broad set of skills during their research degree studies to enhance their personal, professional and career development. Through Vitae, the Research Councils have provided a Researcher Development Statement and Framework which details the types of skills which postgraduate researchers are expected to develop during their research degree. This provides a useful point of reference when reflecting on both specific and generic training and development needs and can be found on the Vitae website.

6.2.   Graduate Schools shall support students to develop the skills they require to become effective researchers and to enhance their employability and assist their career progress after completion of their degree. These skills will be developed throughout the research period.

Training Needs Analysis and Personal Development Planning

6.3.   Graduate Schools are responsible for promoting training needs analysis (TNA) and personal development planning (PDP) and ensuring that all research students have the opportunity to review their ongoing skills development and training needs in conjunction with their supervisors. Heads of Schools/Research Institute Directors or the equivalent are responsible for promoting these processes to supervisors and students.

6.4.   TNA forms part of PDP and aims to enable the student to:

      6.4.1.   recognise and reflect on the skills he/she has already developed;
      6.4.2.   identify skills he/she would like to develop and enhance; and
      6.4.3.   plan training and development activity which will benefit him/her during his/her research period and for his/her future career.

6.5.   The following considerations apply to PDP:

      6.5.1.   each student's training and development needs will be unique to him/her and shall be explored with his/her supervisor(s) regularly during his/her programme of research;
      6.5.2.   it is suggested that students refer to the Researcher Development Statement and Framework (see 6.1) to support their reflection on skills development;
      6.5.3.   students shall review the plan regularly with advice from their supervisors, and update it as necessary so that it remains relevant for the duration of the research period; and
      6.5.4.   the student's annual progress review shall include a review of the student's PDP and reference shall be made to the PDP in the annual progress report.

Training Provision

6.6.   Graduate Schools will advise students about which courses are required, such as courses related to health and safety or research integrity training.

6.7.   It is recommended that a period equivalent to two weeks per year should be dedicated to under-taking training and development. Heads of Schools/Research Institute Directors or equivalent are responsible for ensuring staff and supervisors are aware of training opportunities available, both within and without the University and for supporting students' attendance at appropriate events.

6.8.   Postgraduate research student training takes various forms including, but not limited to: seminars, workshops, residential training courses, self-study, public engagement / communication of research, enterprise related activity, accredited courses through which research students can obtain an additional qualification, graduate teaching/tutoring etc.

6.9. Training is available from many sources:

  6.9.1. All Graduate Schools have a programme of training courses which they offer to all research students they host, covering the skills areas outlined in the Researcher Development Statement. It is the responsibility of the Graduate School to decide which elements of a research student's training shall be compulsory. This will depend on the student's research topic, the student's own training needs and career plans, and advice from Research Councils and other funding bodies.

  6.9.2. Generic training and cross-University training events are also provided through the Researcher Development Programme coordinated by Research and Innovation Services.

  6.9.3. The University's Careers Service offers dedicated guidance and workshops to support postgraduate research students in their career development.

  6.9.4. The University's Learning Enhancement and Academic Development Service (LEADS) provides training for research students who have been offered an opportunity to take on a teaching or demonstrating role as well as support for improving writing skills.

  6.9.5. External sources of training may also be relevant to some students. If a student identifies an external training opportunity which they consider is relevant to them, they shall obtain the support of their supervisor(s). Where the training is for a transferable (or generic) skill, funding may be available through the Graduate School subject to budgetary limitations.

6.10. The providers of training are required to review their provision regularly in the light of feedback from tutors, participants and other relevant staff to ensure that it meets the needs of students and is of satisfactory quality.

Graduate Teaching Opportunities

6.11. Part-time teaching assistantships or tutoring/demonstration positions may be available. These are not compulsory and opportunities are subject to availability. In all cases, Senate requires students employed in these roles to undergo the specific training offered by the Learning Enhancement and Academic Development Service (see 6.9.4).

6.12. Students shall also agree with their supervisor(s) the maximum amount of time they can dedicate to these duties. In general, duties shall not normally involve more than twelve weeks' work per year and shall not exceed six hours per week or the recognised working limits for international students if lower. Additionally, students shall ensure they comply with any terms and conditions of funding when undertaking teaching duties.

6.13. Exceptions to this may be appropriate if approved by the supervisor and Graduate School. However, any exception shall take account of the student's required time commitments for his/her programme of research and shall not jeopardise the student's ability to progress and complete his/her degree.

6.14. Students shall receive ongoing mentoring from appropriately experienced academic staff to support their teaching role, since this is primarily a developmental opportunity for the student.

6.15. The supervisor/School/Research Institute and Graduate School shall review the teaching duties of a postgraduate student if there are concerns about his/her progress.

7. Student Wellbeing

7.1. The University takes very seriously its duty of care for postgraduate researchers. This includes a desire to make sure that:

  7.1.1. students look after their own wellbeing and are encouraged and enabled to do so;
  7.1.2. students are supported to develop skills and tools to support their own wellbeing;
  7.1.3. students are able to seek appropriate assistance where required;
  7.1.4. staff responsible for supporting the student experience should be duly sympathetic and informed of where students might seek assistance.

7.2. The University has several policies in place such as the Absence Policy, the Student Mental Health Policy and the Fitness to Study Procedure which set out the University's commitments to supporting students on a path to success and providing a stigma-free atmosphere.

7.3. Positive relationships between students and supervisors are key to a high-quality student experience. While supervision is often seen as mainly intellectual guidance, supervisors have a responsibility to be supportive of students and inform themselves about relevant support mechanisms or services that they might engage with or direct students to.

7.4. Students sometimes do not wish their supervisors to know that they are struggling with anything that impacts their studies. However, where a supervisor is informed of any ongoing illness or other circumstances that affect a student's performance, they are better able to support students and make sure that any mitigating circumstances are accounted for appropriately.

7.5. If students would feel more comfortable speaking to someone other than their supervisor, they are advised to approach PG Convenors in their Schools or Institutes, their Advisor of Study where this role exists, or staff in their Graduate Schools. There may also be other staff or colleagues that students feel comfortable speaking to and students are encouraged to reach out for support rather than suffer in silence.

7.6. There are several Services within the University through which students may seek assistance and support, including:

      7.6.1.   Counselling and Psychological Services;
      7.6.2.   Disability Services;
      7.6.3.   Equality and Diversity Unit;
      7.6.4.   Interfaith Chaplaincy;
      7.6.5.   International Student Support;
      7.6.6.   Sport;
      7.6.7.   SRC Advice Centre;
      7.6.8.   Student Services Enquiry Team.

Graduate Schools and Research & Innovation Services provide a range of training opportunities for students and include in training programmes, short courses, and activities to support and encourage wellbeing.

7.7. Students should record short periods of absences from their studies, e.g. a short period of illness, in MyCampus as detailed in the Absence Policy to have an ongoing record of any negative impacts on their ability to fully participate in their studies. While students sometimes resist this so that they don't seem like they are struggling, a thorough absence record can, for example, support requests for extensions or a case for a change in status from full time to part time.

7.8. Where students are experiencing periods of mental or physical ill health or are experiencing any issues or pressures that affect their ability to fully participate in their studies, they are encouraged to seek appropriate support and, where needed, a period of leave from their studies. Students may request leaves of absence (suspensions of study) or extensions as detailed in Section 8 of this Code. Periods of suspension or extension are not granted retrospectively, e.g. on return to study, except where this was unavoidable.

7.9. Students who are in receipt of scholarship funding to support their studies should be mindful of any terms and conditions of their funding and how a period of absence might affect stipendiary or other payments. The University is unable to continue stipend payments outwith the 13-week period set out in the Absence policy unless individual funders makes specific provision for this. Students should seek advice from their Graduate School and/or the Student Services Enquiry Team who may be able to direct them to hardship or emergency funding, where this is available.

8.   Research Progress

The student's responsibilities

8.1.   In order to work towards his/her research degree qualification, the student is responsible for his/her programme of research, collecting data and developing and completing their thesis. The supervisory team is there to provide guidance, but not leadership, in the development of the student's thesis.

8.2.   The student is responsible for developing and agreeing a detailed, realistic and time-bound research plan, which may evolve with time in conjunction with his/her supervisory team. This plan is crucial to the success of a research degree. It shall contain specific milestones such as:

      8.2.1.   initial literature review completion;
      8.2.2.   data collection or research completion;
      8.2.3.   setting out of the 'solution' or framing of the argument; and
      8.2.4.   written thesis completion and submission.

8.3.   The student shall also agree with the supervisory team:

      8.3.1.   the frequency and timing of supervision meetings;
      8.3.2.   the level and nature of supervision required;
      8.3.3.   the resources required - what is essential, what is available, what can reasonably be expected; the format and structure of the thesis, referring to University and College guidance (see section 9 below); and
      8.3.4.   the time commitments of the student and the supervisory team.

8.4.   The student shall ensure that he/she understands his/her obligations and rights in relation to:

      8.4.1.   ethics policies and issues governing his/her research programme (see the University's research policies including that on good research practice, student conduct and relevant College Ethics policies);
      8.4.2.   intellectual property rights;
      8.4.3.   University and School/Research Institute health and safety requirements; and
      8.4.4.   any funder terms and conditions;
      8.4.5.   research integrity and good research practice.

8.5.   It is the student's responsibility to maintain momentum and progress towards completion of the agreed work plan. This will include:

      8.5.1.   presenting written material regularly as required in sufficient time to allow for reading comments and discussion at each stage in the plan;
      8.5.2.   maintaining regular contact with the supervisory team and/or relevant Graduate School member of staff, including notification of periods of absence for reasons such as illness (providing medical certificates where necessary). Please see the University's Absence policy for further information;
      8.5.3.   ensuring that he/she understands supervisory guidance and takes the initiative to resolve any lack of clarity or misunderstanding;
      8.5.4.   maintaining a record of meetings and guidance provided by supervisors and agreeing these formally with supervisor(s) in the event that any misunderstandings arise;
      8.5.5.   providing annually, and on request, a progress report including estimated date of submission; and
      8.5.6.   deciding when to submit the thesis, considering advice from the supervisory team and College and University guidelines and requirements.

Annual Leave

8.6.   Postgraduate Research Students are entitled to take a maximum of eight weeks annual leave, including public holidays. Please see local School/Institute or College guidance to confirm annual leave procedures.

8.7.   Annual leave may be taken in accordance with the student's funder or employer's regulations and in line with any visa requirements or restrictions with which the student must comply:

      8.7.1.   Funder, visa or employer terms and conditions overrule University Policy regarding periods of leave. By accepting a studentship/employment/visa, the student is agreeing to these specific terms and conditions if they differ from University policy.

      8.7.2.   Students wishing to request annual leave must always refer to their funder/employer/visa terms and conditions in the first instance and contact their Graduate School Office if further clarification is required.

      8.7.3.   Students subject to visa restrictions must inform the Graduate School office or their School Postgraduate Administrator of the dates of absence once a period of annual leave is agreed with the supervisor.

8.8.   Students should be aware that they may experience workload requirements which make taking annual leave impractical at certain times. Students should discuss their leave requirements with their Supervisor.

8.9.   Should the situation arise where a period of annual leave cannot be agreed with between the student and supervisor, the student should contact their School or Institute Postgraduate Convenor. Should the situation remain unresolved the issue should be brought to the attention of the Graduate School office and the Dean of Graduate Studies.

8.10. Should a supervisor believe the student is taking annual leave well in excess of the maximum entitlement, this should be brought to the attention of the Graduate School office or the School Postgraduate Administrator, or can be addressed during the annual progress review.

Progress Reporting

8.11. The Head of School/Research Institute Director or equivalent is responsible for monitoring the welfare and progress of all postgraduate research students in the School/Research Institute in consultation with the supervisory team and for taking appropriate action where issues arise or where progress appears to be unsatisfactory, including a review of supervisory arrangements if necessary.

8.12. All postgraduate research students must contribute to a formal progress review which takes place at least once a year. The process, the detail of which may vary between Colleges, is outlined below:

      8.12.1.   Ahead of any formal review meeting, the student must complete a progress review report which outlines progress made to date and objectives for the coming year.

      8.12.2.   The student must also submit a piece of work, the requirements for which will vary by discipline and year of study. Details of the requirements are available from the relevant Graduate School.

      8.12.3.   The supervisory team completes his/her part of the progress review form providing assessment of the student's progress and recommendations as to the student's future registration.

      8.12.4.   The student and supervisory team submit the form and the student's work together as the basis for the progress review meeting to the Graduate School or designated School or Research Institute PGR contact.

      8.12.5.   The Graduate School has responsibility for the review meeting but may delegate this to the School / Research Institute PGR contacts who will assign review panel members and distribute the paperwork.

      8.12.6.   In addition to the student, who will present their work, the progress review meeting will normally be attended by a Panel Convenor and at least one member of academic staff who is not involved in the day to day supervision of the student. Practice varies between disciplines as to whether a student's supervisor would normally be present at progress review meetings. The views of individual students should be considered as to whether a supervisor is present or not and students should always have an opportunity to speak candidly without the presence of supervisors during the process.

Concerns with progress

8.13. Where the Annual Progress Review Panel believes that a student's progress is unsatisfactory and that the student should not be permitted re-admission to a subsequent year of research study, they shall consult with the student and the supervisory team before submitting a recommendation not to re-admit.

8.14. Where, after consultation, the Annual Progress Review Panel's view is unchanged on recommendation not to re-admit, the Graduate School will submit full details of the circumstances, signed off by the Head of School/Research Institute Director or equivalent, to the relevant Graduate School Board, which will make the final decision on re-admission.

8.15. In addition, if at any time the supervisory team is of the opinion that the student is unlikely to achieve the degree for which he/she is registered, the student and the Convenor of the Graduate School Board shall be notified without delay. All parties shall agree a written record of the discussions and their outcome.

8.16. In situations where the Annual Progress Review Panel and the Head of School/Research Institute Director or equivalent disagree on whether the student's progress is satisfactory, no recommendation or decision shall be made regarding re-admission without prior consultation with the supervisory team. The Graduate School Board is responsible for making a final decision on readmission.

8.17. The University has a duty to maintain and enhance the quality of provision for students and to provide an effective system for handling appeals and complaints. An appeal is defined as a request for a review of a decision by an academic body charged with making judgements concerning student progression, assessment or awards. The Code of Procedure for Appeals to the College and/or the Senate may be obtained from the Clerk of Senate on request or viewed in the section entitled "Code of Procedure for Appeals by Students against Academic Decisions" in the 'University Fees and General Information' section of the online University Calendar.

Resolving problems

8.18. If a student feels that his/her work is not proceeding satisfactorily for reasons out with his/her control, he/she shall discuss their problems with a member of his/her supervisory team in the first instance.

8.19. If the problem cannot be resolved at that level, he/she shall consult the Postgraduate Convenor, Head of School/Research Institute Director, Adviser of Studies or equivalent. The student can also consult the SRC Advice Centre.

8.20. If the issue remains unresolved, students can also consult the Dean of Graduate Studies. Where a problem is referred for resolution beyond the supervisory team, signed and dated copies of all written records relating to the problem shall be forwarded to the Graduate School Office.

Suspending study

8.21. The research leading up to a research degree should be undertaken in one period of continuous study, commencing and completing on the dates agreed at initial admission to postgraduate research study. There are however exceptional circumstances under which a student may legitimately require an interruption to study or a suspension of his/her studies during the research period. For example, a student may apply to suspend his/her studies if he/she is suffering from ill-health, experiencing a family emergency, or taking maternity/maternity support/shared parental/adoption leave.

8.22. If a student wishes to suspend study, he/she must consult his/her supervisory team, and if approved, they shall seek the permission of the relevant Graduate School Board via the Dean of Graduate Studies or designate. Applications for suspension are dealt with on a case-by-case basis and are subject to satisfactory progress thus far.

8.23. The student must demonstrate that he/she has the approval for suspending study from any relevant sponsors/funders. Most funders will not approve retrospective requests for suspensions. Students must inform their supervisors and the relevant Graduate School Office of any requests for a suspension as soon as is practicable. Students should be aware that relevant funder guidelines and visa restrictions will take primacy over University regulations.

8.24. International students (from countries outside the European Economic Area) are not normally eligible for suspensions due to visa restrictions. In the event that an international student's visa allows him/her to suspend study, the student must return to his/her home country for the full period of suspension.

8.25. The Dean of Graduate Studies or designate shall inform the relevant administration if a suspension is approved, who in turn will ensure that the student's fee and any paid maintenance grant (if applicable)

is also suspended accordingly. The end date of a student's research period will be amended according to any period of suspension granted.

8.26. Graduate Schools should confirm details of the agreed period of suspension, including agreed start and end dates, in writing to the student. If an application for suspension is denied by the University, supervisors shall inform the student of the reason(s) and advise accordingly.

8.27. A single period of suspension cannot extend beyond 12 months. Beyond this original 12-month period, a second period of suspension (also only up to 12 months) will only be considered in exceptional circumstances. Students must provide appropriate documentation to support any such requests.

8.28. Students whose registrations are suspended for a period in excess of 2 years (whether approved or not) will automatically be withdrawn from the Programme of Study and will be contacted informing them of this. They will also be informed of the process for re-admission.

8.29. Students should refer to the University's Maternity, Maternity Support and Adoption Leave policy (available on the Senate Office website) if this is relevant to their request for a period of suspension. Students should be aware that relevant funder guidelines and visa restrictions will take primacy over University regulations.

8.30. During a period of suspension, the student shall maintain regular contact with their supervisor(s) and the Graduate School, providing updated information (e.g. medical certificates) on his/her status and intended return date. The student and the Graduate School may agree what constitutes 'regular contact'. However, it would be expected that students would not remain out of contact for more than 60 days at a time unless otherwise agreed.

8.31. Students should confirm their date of return in writing to the Graduate School and to their supervisors. The supervisory team will be asked to confirm that the student has re-engaged with their studies. If students have been on a suspension on medical grounds, they may be asked to provide evidence of their fitness to return. Students will be required to undertake any informal or formal assessments or reviews of progress that are appropriate or which were missed during their absence upon their return, details of which should be confirmed in writing by the Graduate School.

8.32. It is also expected that students would not pass the end date of their agreed period of suspension without contacting the Graduate School. Students should notify the Graduate School as soon as practicable, before the end of the agreed period of suspension, if they wish to request an additional period of suspension.

8.33. A student can only apply for a suspension of study during his/her research period. If a student wishes to amend their submission deadline following completion of his/her research period, there are separate procedures for this, outlined in Section 8.

9.   Submission and Final Examination

9.1. This section should be read and understood in conjunction with the University Calendar and the accompanying 'Guidance Notes for the Degree of Doctor of Philosophy by Research' for information about assessment processes.

Thesis structure and guidance

9.2. A fundamental principle governing research degrees is that a thesis shall be the student's own work. The student and his/her supervisory team must therefore establish a clear understanding of the supervisors' responsibilities in relation to the student's written submissions at an early stage in the research period. The understanding must accord with any University, College and School/Research Institute guidelines (of which the student shall be made aware) and must cover the nature of guidance or comment the supervisor will offer.

9.3. A student should agree with his/her supervisor the structure for his/her thesis as early as possible in the research period and ensure that he/she understands the expectations regarding thesis standards and formats.

9.4. Where a student would like to submit their thesis in an alternative format, such as a thesis containing one or more journal articles as submitted to a journal or as published, and this is permitted by their Graduate School, they should seek permission for this from their supervisor as early as possible during their period of study. Journal format theses are currently only permissible in the Colleges of Medical, Veterinary and Life Sciences and Science and Engineering. Students in other Colleges with queries about this should contact the Dean of Graduate Studies in their College.

9.5. Students should be mindful that while publishing in peer reviewed journal may be an indicator of the quality of the work as regards specific journals, this is no guarantee of success in an examination context.

9.6. The format of the thesis has no bearing on the requirements for originality, criticality and the student's own contribution to knowledge in the discipline or requirements for minimum or maximum word counts. Therefore, where students submit a thesis containing work that has been previously published or is in the process of being published, they must address the following within their thesis:
- 9.6.1. a justification for considering the body of work presented as a coherent whole or for the contribution of particular pieces of work to this whole;
- 9.6.2. an explicit statement as to what their contribution has been where others have been involved in the work or where there are named co-authors. Students are expected to have made the primary contribution to any work presented within a thesis;
- 9.6.3. an elaboration, if needed, to address any gaps in a published piece, e.g. to be clear about research design or methods used or present supplementary data;
- 9.6.4. confirmation that permission has been obtained from a publisher where this is required, e.g. to ensure that the copyright of the publisher has not been violated;
- 9.6.5. provision of clear formatting to ensure that examiners are able to follow the structure and content of the thesis despite the existence of chapters that may be formatted according to a published version.

9.7. Graduate Schools will provide guidance/training on formatting, structuring and writing a thesis. All students are recommended to familiarise themselves with the expectations placed upon them regarding thesis completion and undertake relevant training. Graduate Schools will also provide or promote available guidance on the administrative process for submission and examination including information on thesis development, timescales and procedures for submission and examination protocols. Additional guidance can be found via Enlighten:Theses, the University's online repository.

9.8. Students must ensure that all work submitted for examination is entirely their own and are required to submit a 'Declaration of Originality' to this effect when submitting their thesis. Proof-reading one's own work is an important writing skill and students are therefore encouraged to do this. However, there may be times that students would consider engaging the services of a proof-reader. While the use of a proof-reader is broadly permitted, students and supervisors should be clear about what a proof-reader can and cannot do. Students have sole responsibility for the work they submit and therefore should review very carefully any changes suggested by a proof-reader.

9.9. Proof-readers may assist with the identification of typographical, spelling and punctuation errors; formatting and layout errors such as page numbering or line spacing; and/or grammatical and syntactical errors. Proof-readers may not add, edit, re-write, rearrange or restructure content; alter the content or meaning of the work; undertake fact-checking or data checking or correction; undertake translation of any work into English; and/or edit content so as to comply with word limits.

9.10. Students should make themselves aware of the regulations in the University Calendar that apply to their specific programme which detail the minimum and maximum numbers of words for the thesis. For example, for a PhD the thesis should be a minimum of 70,000 and a maximum of 100,000 words including references, bibliography and appendices in the Colleges of Arts and of Social Sciences. In the Colleges of Medical, Veterinary and Life Sciences and of Science and Engineering, the thesis for a PhD has no minimum and should be a maximum of 80,000 words, excluding references, bibliography and appendices.

9.11. In addition to hard copies of the thesis, all students are required to submit an electronic copy of their thesis (the final, corrected version of the thesis after examination) through the Library's e-thesis submission website. In order to enhance the visibility of the University's research, this version will normally be made available through the University's on-line repository, Enlighten and through the British Library online.

9.12. Submission and publication of a final thesis (both in hard and electronic copy) is in accordance with the Freedom of Information (Scotland) Act 2002. For further information, please see the Library's thesis website, which contains guidance about the implications of publication and situations when restricting access to a thesis for a time is appropriate under the Act. When considering access to the final thesis, supervisors and students shall refer to the requirements of any funding providers. The Graduate School will consider any proposed case for restricted access and will notify the student of the final decision.

Time permitted for submission

9.13. Each research degree has its own prescribed time limit for completion set out in the degree regulations within the University Calendar. In accordance with these time limits, it is the student's responsibility to decide on a final submission date taking into account advice from the supervisory team and University guidelines and requirements. A student's research plan shall project a submission date and this date shall be reviewed and amended at each annual review and reporting stage.

9.14. University of Glasgow (indicative) study period durations (in months) for Research Degrees.

Degree	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
PhD	36	48	60	96
EngD	48	60	N/a	N/a
EdD	N/a	N/a	48	72
DClin Dent	36	48	60	72
DCLin Psy	36	48	60	72
DDS	24	48	48	72
DFA	36	48	60	72
MD	24	48	48	72
MFA	24	36	48	60
MLitt (R)	24	36	36	48
MRes (R)	12	24	24	36
MMus (R)	12	24	24	36
MSc (R)	12	24	24	36
MSci (R)	12	24	24	36
MPhil (R)	12	24	24	36
LLM (R)	12	24	24	36

9.15. Students should also refer to College handbooks for information or confirmation of the minimum and maximum allowable periods for completion of their specific degree programme. Students on part time programmes may be required to register beyond the minimum period, where appropriate to their progress and their level of participation. While part time study is at minimum 50% of full time, individual progress and participation may vary.

9.16. It is generally expected that a student will complete and submit his/her thesis by or close to the research period end date. However, by exception, degree submission time-limits allow the student to set a submission date beyond the end of the research period. If a student requires time additional to the research period for completion of the thesis, he/she will be registered at the University for a reduced fee with a 'thesis pending' status. Transfer to 'thesis pending' status is generally dependent on submission of a specific and time-bound plan for completion and must be agreed with the supervisory team and approved by the Graduate School Board.

9.17. Most funders have specific requirements about deadlines for submission. Funded students shall refer to, and take account of, relevant funder/sponsor requirements when planning a submission date.

9.18. At least three months ahead of his/her planned submission date, the student must complete an 'Intention to submit' form. The purpose of this form is to notify the Graduate School of the need to set up a Committee of Examiners. This form is signed by the primary supervisor and submitted to the Graduate School. The supervisor's signature is a confirmation that the thesis consists of the student's own work and complies with the regulations governing the degree and is not a comment on the quality of the student's work. For further information about the 'Intention to submit' process, please refer to

the Guidance Notes for the Degree of Doctor of Philosophy by Research, which accompany the Calendar.

Extensions to submission deadline

9.19. Research degrees will normally be completed according to the time limits set out in the table in point 8.11. Where the student has registered for a combination of full-time and part-time study, or where the Graduate School has approved suspension of study for a period of time, the maximum period of study permitted shall be equivalent to the duration for full and part-time study plus the approved period of suspension, adjusted proportionately.

9.20. If a student and his/her supervisor(s) perceive that the original submission date may not be achievable, they may, not later than 3 months prior to the planned submission date, apply for an extension to the deadline. An extension to a student's submission deadline may be granted subject to approval by the relevant Graduate School Board and in compliance with any funder terms and conditions. This may include a period of suspended study for reasons such as those noted in 7.21.

9.21. The Graduate School Board shall review all extension applications and if deemed reasonable, it may grant the student an extension. Extensions are not normally granted for a period in excess of 12 months. Only in exceptional circumstances will a second period of suspension or extension of 12 months be considered. Students must provide appropriate documentation to support any such requests. Students whose registrations are suspended for a period in excess of 2 years (whether approved or not) will automatically be withdrawn from the Programme of Study and will be contacted informing them of this. They will also be informed of the process for re-admission.

9.22. *Graduate School review process and criteria:* Applications for extension will be considered on a case by case basis. Eligible reasons for granting an extension include:

> 9.22.1. Ill health (accompanied by medical certification);
> 9.22.2. Death of a person with whom a close relationship can be demonstrated (e.g. immediate family member; spouse);
> 9.22.3. Delay to data gathering/analysis due to lack of operable equipment;
> 9.22.4. Dramatic change in circumstances (e.g. homelessness).

9.23. An extension cannot normally be granted on the grounds of employment.

9.24. The application should be written and submitted by the student and include:

> 9.24.1. an account of the reasons for the application;
> 9.24.2. a plan and timetable for the revised submission;
> 9.24.3. sufficient evidence to support the application (medical certificates, evidence of relationship); and
> 9.24.4. a letter of support from the primary supervisor.

9.25. The Graduate School shall inform the student in writing of the outcome of the application for extension with the reasons for the outcome and specifying revised submission dates if applicable.

Examination considerations

9.26. The Head of School/Research Institute Director or their nominee, in consultation with the primary supervisor, is responsible for nominating:

> 9.26.1. a Convener for the Committee of Examiners who has experience of examining research degrees; and
> 9.26.2. the internal and external examiners to the relevant Graduate School Board for approval.

9.27. Either the student or the Convener of the Committee of Examiners may request the attendance of the primary supervisor at the oral examination.

9.28. Further details of the examination process are available in the University Calendar and from the Graduate School.

9.29. In providing a report to the Committee of Examiners, examiners are asked to consider the following about the thesis:

    9.29.1.   Does the candidate show adequate knowledge in the field of study?
    9.29.2.   Does the candidate demonstrate independent critical ability?
    9.29.3.   Does the thesis make a distinct contribution to knowledge?
    9.29.4.   Is the candidate competent in the appropriate methods of recording research?
    9.29.5.   Does the candidate demonstrate ability in writing style and presentation?

9.30. Students should also refer to The Scottish Credit and Qualifications Framework which details the characteristics of achievement at SCQF Level 12 (Doctoral Degree).

9.31. Students are asked to confirm, when submitting their 'intention to submit form', that they have adhered to the University's Code of Good Practice in Research. Examiners are advised to note this and asked to highlight any issues in this regard in their reports.

Role of the Convener of the Committee of Examiners

9.32. The Convener of the Committee of Examiners, while having experience in examining research degrees, does not have examiner responsibilities. His/her responsibility is to facilitate a fair and smoothly run examination. Further information on the role of the Convener is available in the Guidance Notes for the Degree of Doctor of Philosophy by Research. The role involves:

    9.32.1.   fixing an examination date and time and liaising with the Graduate School on other administrative considerations;
    9.32.2.   informing the student of the date and time of the examination and the names of the examiners;
    9.32.3.   ensuring that the oral examination is conducted in a fair manner;
    9.32.4.   ensuring that the examination has a reasonable duration;
    9.32.5.   assisting the examiners to reach a consensus;
    9.32.6.   co-ordinating the completion of a joint report detailing the requirements for revision or resubmission; and
    9.32.7.   where appropriate, providing the student with a list of revisions/corrections required by the examiners.

9.33. Students must notify the Graduate School within two weeks of receiving a list of the examiners' names, if they have any concerns or suspect a conflict of interest with an appointed examiner. The membership of the Committee of Examiners will then be reviewed and, if deemed appropriate, amended. If the student subsequently lodges an appeal against the outcome of the examination in cases where the Committee membership has not been amended, pre-registered concerns will be taken into consideration during the appeal.

10. Intellectual Property

10.1. Intellectual property ('IP') rights grant creators or owners of a work certain controls over its use. Some rights require registration (e.g. patents), while others accrue automatically upon the work's creation (e.g. copyright). Students should familiarise themselves with University policies regarding IP (e.g. the university's Policy for Intellectual Property and Commercialisation) and data management and the role(s) that funders or other partners, including the University itself, might have.

10.2. By law students who are not employed by the University will own the rights to any IP they create during their study or research at the University. However, there are cases in which students will normally be required to assign their IP rights to the University or to a third party. Where these cases are likely to occur, supervisors and students should discuss this at the start of the student's research project or at the earliest possible opportunity to be clear about any expectations or obligations. These cases normally fall into the following categories:

    10.2.1.   where a student is being sponsored by a third party which requires that the student assign their IP rights to the University or to the sponsoring body as part of the terms and conditions of the funding;

      10.2.2.   where a student is working in an area where the University already has valuable IP and/or where arrangements are in place with other parties in relation to the results of collaborative or funded research, students will normally be required to assign their IP rights to the University;

      10.2.3.   where students create commercially valuable IP jointly with University employees, they will normally be required to assign their IP rights to the University;

Refusal to assign IP rights to the University in cases where this is required might mean that an individual could be prevented from working on certain projects in order to protect the University's interest in IP related to those projects.

10.3.   Any student who chooses to assign their IP to the University will be granted the same rights as any employee inventor as set out in the University's Intellectual Property and Commercialisation Policy. If the student is also an employee of the University, any IP created in the course of such employment will be governed by the terms of such employment.

10.4.   Regardless of ownership of the IP, in order to ensure compliance with its and its funders data management policies, the University requires access to all data generated using University resources and will retain the original data when a student leaves the University.

11. Research Data Management

11.1.   Research data are quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, interview or other methods. Data may be raw or primary (e.g. direct from measurement or collection) or derived from primary data for subsequent analysis or interpretation (e.g. cleaned up or as an extract from a larger data set).

11.2.   The University expects researchers to ensure that data of long-term value (for example, data that underpin a publication or thesis, or that will form the basis of a future funding application) will be securely held for a period of ten years after the completion of a research project, or for longer if specified by the research funder or sponsor. Regardless of whether they complete their studies, students must still ensure the appropriate and secure deposit of data collected in the course of their research when the project ends or they leave the institution.

11.3.   Regardless of the ownership of any IP, the University requires continued access to data of long-term value which has been generated using University resources if the member of staff or student leaves the University.

11.4.   Supervisors and students must familiarise themselves with the University's 'Good Management of Research Data Policy' and the 'Code of Good Practice in Research'. Support, guidance and training are available from the Research Data Management Team within the University Library.

11.5.   Students will be asked to prepare a data management plans (DMP) and undertake relevant training at an early point in their research programme.

11.6.   Students who are funded by external parties must familiarise themselves with their funders' requirements for managing and depositing their data according to these guidelines.

12. Publications arising from research

12.1.   The rights and responsibilities of supervisors in relation to publication of a student's research vary across Graduate Schools. In some cases the student's research is an individual, stand-alone piece of work, while in others, it is part of broader research activity involving teams of researchers, where publication may have wider implications. Students and supervisors shall familiarise themselves with any relevant Graduate School arrangements when considering publication.

12.2.   Supervisors and students must familiarise themselves with relevant University policies, including the Publications Policy, the Code of Good Practice in Research and Dealing with Allegations of

Misconduct in Research as they apply to publication of research findings, as well as any funder guidelines about open access to publications (such as the UKRI Policy on Open Access).

12.3. Supervisors and students must make themselves aware of any requirements for depositing publications in the University's publication management system 'Enlighten' and seek guidance from staff in the University Library for clarification of their responsibilities.

12.4. Where a sponsor or other external body has some rights to the Intellectual Property resulting from research, students and supervisors shall refer to any restrictions placed on publishing as set out in the terms of the contract between the sponsor, the student and the supervisor.

12.5. Where students wish to include their own previously published material in their thesis or feel that elements of their thesis may in the future be submitted as part of a publication, they must make themselves aware of any copyright issues that may arise. 'Enlighten:Theses', the University's online thesis repository, provides some guidance. Students are also encouraged to review the policies of publishers with regard to any publications related to their thesis.

12.6. Where appropriate, the contributions of both student and primary supervisor must be recognised.

12.7. Supervisors and the University have right of access to the results and other materials obtained by the student in the course of the work supervised.

12.8. Neither the student nor the supervisors shall publish the results of any research carried out by the student without ensuring mutual agreement to publish, irrespective of who generated the Intellectual Property. Neither party will unreasonably decline permission to publish, or delay publication. Any publication delay caused by the student or the supervisors can be referred to the Dean of Graduate Studies or Graduate School Board for adjudication.

12.9. The student shall keep the supervisor informed of his/her contact details following graduation from the University, in order that he/she can be contacted in the event that the supervisor wishes to seek any appropriate agreement on publication from the student's research.

12.10. The supervisor shall keep the student informed of his/her contact details if he/she leaves the University, in order that he/she can be contacted in the event that the student wishes to seek any appropriate agreement on publication from the student's research.

12.11. Where appropriate, the student and the supervisors shall agree on the names appearing as authors of any publication arising wholly or partly from the research. A persistent author identifier generated using ORCID is recommended for all the authors on the publication.

12.12. The primary supervisor has a duty to ensure that, where a student's work is worthy of publication, the student is encouraged and given an appropriate level of assistance to enable the work to be submitted for publication without unreasonable delay.

12.13. Any cases of dispute shall be referred to the Dean of Graduate Studies in the first instance.

13. Feedback and Review of Experience

13.1. The University values feedback from the postgraduate research community about the support and services it provides.

13.2. Graduate Schools and Heads of Schools/Research Institute Directors or their equivalents are responsible for ensuring unbiased, confidential feedback mechanisms exist and informing students about local arrangements. Students are required to take the initiative to familiarise themselves with these mechanisms and provide constructive feedback.

13.3. Appropriate College and University-wide committees are required to include postgraduate research representation. Details about representation can be found on relevant Graduate School websites. Students should make themselves aware of these opportunities by talking to Graduate School staff.

13.4. The University regularly evaluates its training provision and feedback is sought by various means. The University also conducts a biennial Postgraduate Research Experience Survey (PRES) and reports publicly on survey outcomes and actions arising.

13.5. Graduate Schools, in collaboration with Research and Innovation Services, are responsible for conducting regular reviews of the quality of the postgraduate research experience within the College through the internal Graduate School Review process. This review process and any action arising from review shall take account of any relevant feedback from postgraduate research students.

14. Roles and Responsibilities at a Glance

The Student

14.1. Registration and records management

    14.1.1. Before registration, inform Graduate School of any change of address or other details.
    14.1.2. Register with the University annually.
    14.1.3. Collect relevant documentation necessary to register, e.g. offer of admission, funding award letters.
    14.1.4. Ensure contact/personal information in MyCampus is up-to-date and accurate.
    14.1.5. Take time to read and understand the Student Contract and Student Privacy Notice provided by the University.

14.2. Wellbeing

    14.2.1. Students are urged to look after their own wellbeing, try to maintain a healthy work life balance and/or seek out support or assistance available from the University where needed.

14.3. Supervision and research progress

    14.3.1. With supervisors, develop and agree a detailed, realistic, time-bound, research plan for the research degree, including significant milestones and maintain progress towards its achievement.
    14.3.2. Maintain regular contact with primary supervisor as agreed.

14.4. Follow university policies regarding absences and periods of suspension, providing evidence as required, and maintaining contact with the primary supervisor and the Graduate School.

    14.4.1. Familiarise self with this Code of Practice and University and local, regional, national, and international policies governing research, as applicable.
    14.4.2. Present written material regularly as required to supervisors.
    14.4.3. Record formal minutes or notes of meetings with supervisor(s) and agree these as an accurate record of the discussions.
    14.4.4. Take initiative in clarifying and resolving any misunderstandings in communication with supervisors.
    14.4.5. Review progress with supervisory team, raising progress issues as appropriate.
    14.4.6. Participate fully in the annual progress review processes.
    14.4.7. Take responsibility for seeking resolution to unsatisfactory progress.
    14.4.8. Be aware of any responsibilities and procedures for undertaking research at external organisations, as appropriate.
    14.4.9. Adhere to any funder terms and conditions.

14.5. Training and development

    14.5.1. Conduct training needs analysis and draw up a personal development plan with supervisors.
    14.5.2. Undertake appropriate training as agreed with supervisors, including any mandatory training.
    14.5.3. Review/update personal development plans regularly to ensure continuing relevance.
    14.5.4. Undertake approximately two weeks per year training and development activity.

14.6. Submission and examination

     14.6.1. Ensure familiarity with University, Graduate School and funder terms and conditions regarding submission, examination, extensions etc.
     14.6.2. Seek advice from the supervisory team on standards specific to the individual thesis.
     14.6.3. Set an anticipated submission date in accordance with University requirements.
     14.6.4. Take the decision to submit following advice from the supervisory team and complete any 'intention to submit' processes prescribed by the Graduate School.
     14.6.5. Notify the Graduate School within two weeks of receiving a list of the Exam Committee members if a conflict of interest exists with an examiner.

14.7. Research Data Management

     14.7.1. Ensure familiarity with the University's and any funder's data management policies.
     14.7.2. Undertake Data Management training and create a data management plan.
     14.7.3. Securely store and appropriately deposit research data generated during the course of research.

14.8. Publications arising from research

     14.8.1. Ensure familiarity with Graduate School policies regarding the supervisor's rights and responsibilities when considering publication.
     14.8.2. Provide up-to-date contact details to the supervisor if subsequent publication is likely following graduation.
     14.8.3. Refer to the Dean of Graduate Studies or relevant Graduate School Board concerning any disagreements or delay relating to publication.
     14.8.4. Ensure familiarity with policies regarding data retention or open access to research.

14.9. Feedback and review

     14.9.1. Provide feedback as appropriate to enable the University to review and enhance its provision for postgraduate research students.

The Supervisor(s)

14.10. Student Wellbeing

     14.10.1. Staff are urged to inform themselves of resources or support mechanisms available within the University to support students who may need assistance with health or wellbeing matters.

     14.10.2. Staff are encouraged to be duly sympathetic to students experiencing health challenges and to promote a healthy work life balance to students.

14.11. Supervision and research progress

     14.11.1. Where appropriate or relevant, discuss the ownership or assignation of IP rights with students at an early stage in their programme.
     14.11.2. Review and provide guidance in the development of the student's research plan in terms of practicality, timescales and content.
     14.11.3. Agree the appropriate level of support for the student within reasonable limits and be available for scheduled meetings.
     14.11.4. Be clear in the provision of guidance and instruction.
     14.11.5. Provide timely and constructive feedback on written work, analysis and progress.
     14.11.6. Provide information on sources of research expertise, institutional administration and policy information etc.
     14.11.7. Ensure the student understands their obligations in terms of good research practice, ethics, and intellectual property.
     14.11.8. Maintain and develop supervisory skills through continuous professional development and any training required by Graduate Schools.
     14.11.9. Participate in the annual progress review processes with the student and prepare and agree a progress report.

14.11.10. Refer serious concerns about progress to the Dean of Graduate Studies or relevant Graduate School Board, providing necessary evidence.

14.11.11. Keep a written record of all meetings where concerns with the student's progress or behaviour are discussed and ensure the student agrees this record.

14.11.12. Provide effective pastoral care for the student including referral to other sources of support including student advisers, Graduate School staff and others within the academic community.

14.11.13. Establish a designated contact at any host institution a student attends on placement and ensure the student is aware of the contact.

14.12. Training and development

14.12.1. Provide advice and guidance on training needs analysis and develop a personal development plan, particularly in relation to research specific skills.

14.12.2. Provide relevant advice about training and career development opportunities

14.12.3. Encourage the student to attend appropriate training for around 2 weeks each year.

14.12.4. Monitor the student's training and development commitments to ensure these do not jeopardise progress and completion of the degree.

14.13. Submission and examination

14.13.1. Provide advice on realistic timescales for submission and examination.

14.13.2. Be familiar with University, Graduate School and funder terms and conditions regarding submission, examination, extensions etc. and ensure these are met.

14.13.3. Be familiar with, and promptly follow, procedures for announcing the intention to submit, examination, etc.

14.13.4. Be prepared to attend the oral examination if the student and/or Convener of the Examination Committee requests.

14.14. Research Data Management

14.14.1. Ensure familiarity with the University's and funders' data management policies.

14.14.2. Encourage and support students to create a data management plan and undertake any relevant training.

14.14.3. Ensure students are aware of requirements to securely store and appropriately deposit research data generated during the course of their research.

14.15. Publications arising from research

14.15.1. Ensure familiarity with supervisor rights and responsibilities in relation to publication of the student's research.

14.15.2. Ensure students are familiar with policies regarding data management and retention and open access to research.

14.15.3. Maintain contact with the student following graduation for publication purposes.

14.15.4. Refer to the Dean of Graduate Studies or relevant Graduate School Board concerning any disagreements or delay relating to publication.

The Graduate School

14.16. Registration and records management

14.16.1. Ensure the student has received all relevant documentation to allow them to register.

14.16.2. Provide the student with information about registration procedures.

14.16.3. Provide students who disclose a disability with information about the University Student Disability Service.

14.16.4. Update the student's record with all relevant details relating to the student's supervision, progress, registered degree and other relevant management information.

14.17. Wellbeing

14.17.1. Graduate Schools should communicate with staff and students about resources and support available regarding health and wellbeing and embed information about health and wellbeing in relevant training or resources.

14.18. Supervision and research progress

14.18.1. Ensure that supervisors regularly update their skills through training and development.
14.18.2. Ensure student placements are organised according to the 'Research Furth of Glasgow' or other relevant policies.
14.18.3. Inform external organisations where a student is undertaking research if there is a change in their registration status where appropriate.
14.18.4. Review postgraduate students' progress reports.
14.18.5. Provide advice and guidance to students and supervisors where serious concerns arise about progress.
14.18.6. Keep a record of annual progress reports.
14.18.7. Retain appropriate records of any progress files referred to the Graduate School.

14.19. Training and development

14.19.1. Promote and offer the opportunity to all postgraduate research students to undertake training needs analysis and personal development planning.
14.19.2. Provide advice and information about these processes to students and staff.
14.19.3. Provide a broad range of training opportunities with specific learning outcomes to postgraduate students.
14.19.4. Offer training places to students from other Graduate Schools where appropriate.

14.20. Submission and examination

14.20.1. Ensure relevant training and guidance on thesis writing and formatting is available.
14.20.2. Ensure procedures for submission, examination and recommendation are clear, well publicised and accessible.
14.20.3. Ensure all forms related to the examination process are dated, signed and retained.
14.20.4. Maintain a record of any concerns notified to the Graduate School ahead of the examination.
14.20.5. Be familiar with funder terms and conditions regarding submission, examination, extensions etc.

14.21. Publications arising from research

14.21.1. Facilitate the resolution of any disagreements or delays relating to publication.

14.22. Feedback and review

14.22.1. Ensure the existence and promotion of confidential feedback mechanisms for postgraduate research students.
14.22.2. Act and report on issues arising from feedback received.
14.22.3. Monitor and review the quality of the postgraduate research provision regularly.

Head of School/Research Institute Director or designate

14.23. Supervision and research progress

14.23.1. Monitor the progress of students through receipt of reports from the supervisory team.
14.23.2. Take appropriate action where progress appears to be unsatisfactory, including reviewing supervisory arrangements where necessary.
14.23.3. Report annually to the Graduate School Board on the progress of all students.
14.23.4. In consultation with the primary supervisor recommend whether the student should be re-admitted for the following session.
14.23.5. Ensure the Graduate School is notified of supervisor absences of longer than one month and the arrangements made to cover this.

14.24. Training and development

14.24.1. Promote the training and career development opportunities available through the Graduate School and other parts of the University.
14.24.2. Promote training needs analysis and personal development planning.
14.24.3. Ensure promotion of training opportunities to staff and students.

14.25. Submission and examination

> 14.25.1. Nominate the examination panel including the Convener to the relevant Graduate School Board following advice from the supervisory team.

Convener of the Committee of Examiners

14.26. Submission and examination

> 14.26.1. Fix an examination date and time.
> 14.26.2. Inform the student of the date and time of the examination and the names of the examiners.
> 14.26.3. Ensure that the student's supervisor attends the examination if requested to do so by the student or examiners.
> 14.26.4. Ensure that the oral examination is conducted in a fair manner.
> 14.26.5. Ensure that the examination has a reasonable duration.
> 14.26.6. Assist the examiners to reach a consensus.
> 14.26.7. Co-ordinate completion of a joint report detailing the requirements for revision or resubmission.
> 14.26.8. Provide the student with a list of revisions/corrections required by the examiners.

Training developers

14.27. Review and update training provision regularly based on feedback from tutors and participants.

14.28. Ensure training opportunities are advertised widely through induction, publications and websites.

15. Sources of Further Information

An online version of this Code of Practice can be found here:
https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/ and includes links to additional policies, regulations and information.

Students should make themselves aware of relevant institutional policies on the Senate Office website (http://www.gla.ac.uk/services/senateoffice/), the University's research policies web page (https://www.gla.ac.uk/research/strategy/ourpolicies/) and their Graduate School, School and/or Research Institute web pages.

Externally, students may also wish to consult UK Research and Innovation or individual Research Councils for further information on funder policies (http://www.ukri.org.uk) or the UK Quality Code for Higher Education: http://www.qaa.ac.uk/quality-code

Acknowledgements

The University's Postgraduate Research Code of Practice underwent major revision in 2008 with input from:

- Heads of Graduate School Forum
- Supervisors
- The Senate Office
- The Students Representative Council
- The University Equality and Diversity Unit
- Faculty PG Administrators

This Code is reviewed and updated annually by the Deans of Graduate Studies Committee.

If you have further comments on this Code of Practice, or wish to suggest an amendment for future revisions, please feel free to contact us: pgr@glasgow.ac.uk