

UNIVERSITY OF THE
WEST of SCOTLAND

UWS

Doctoral
College

Handbook

2023/24



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Welcome

Dear Postgraduate Research Students,

First and foremost, it is my pleasure to welcome you to the University of the West of Scotland. You have begun your postgraduate research journey at one of Scotland's most innovative modern universities with origins dating back to 1897. I am delighted that through your studies you want to make a lasting societal contribution. Notable researchers who worked at our University and made a global impact:

- Lewis Fry Richardson, a pioneer of modern mathematical techniques of weather forecasting, who was Principal of the Paisley Technical College, now the University of the West of Scotland from 1929 to 1940.
- George Y. Haig who was a lecturer in Physics at Paisley Technical College and who developed a so-called Haig Mount (or more frequently called Scotch Mount) for photographing star fields and comets – now being used by amateur astronomers worldwide.
- Shamshad Akhtar Detho, development economist, diplomat and intellectual who serves as the Under-Secretary General of the United Nations as the head of UNESCAP. Prior to that, she served as the 14th Governor of the State Bank of Pakistan, the first woman to assume this position. She also served as a senior adviser to Secretary-General of the United Nations Ban
- Ki-moon and the vice-President at the World Bank. Shamshad completed her PhD at UWS (then University of Paisley) in 1980.
- Prof. Fiona Henriquez, expert in Parasitology and host-pathogen interactions within UWS School of Health & Life Sciences. Fiona's work in this area has led to 31 peer-reviewed publications, funding from both industry and charity funding bodies and world-wide collaborations with other academics, NHS and industry (UK, USA, Spain, Brazil and Italy).

UWS offers a truly international experience with more than 800 postgraduate research students from all over the world. The University has a vibrant community of research institutes, centres and groups. You will be aligned with one of them, helping you to co-create a highly desirable research environment through regular interactions with staff and students.

We believe that global challenges require interdisciplinary research and entrepreneurially minded researchers. The University therefore organises courses, research seminars, competitions, conferences and other events to encourage postgraduate research students to transcend the boundaries of their core research area and develop the necessary skills for interdisciplinary research. This will enable you to develop impactful research outputs, effectively present your work to a variety of different audiences and maximise your employability.

We want to make your research journey a rewarding experience and we are committed to providing a supportive environment that will enable you to conduct high quality postgraduate research. Regular communication with your supervisory team is a key requirement for successful progression and timely completion, and the Code of Practice is here to provide essential information to assist you, your Supervisors and Examiners.

Finally, make the most of the excitement and challenges of your research journey as it is of paramount importance to us that your time at UWS is an enjoyable one, equipping you for the future key roles in academia and beyond.



Professor Milan Radosavljevic
Vice-Principal Research, Innovation & Engagement

Research Student Life

Studying with us will have a transformational influence on your life. Postgraduate research is challenging but also incredibly rewarding. We are here to help you along the way and achieve your dreams. As one of the first steps when joining the University, it is important to familiarise yourself with the study and administration arrangements for your research degree. This will enable you to fully understand the process, reporting mechanisms and relationship with your supervisors. These arrangements are detailed in the Doctoral College Code of Practice which should be read in conjunction with this handbook.

The successful conclusion of a higher degree research programme will depend ultimately on your commitment and dedication. Students embarking on research projects must be determined to succeed, particularly when entering new and unknown areas of enquiry, which will lead to the creation of new knowledge. The thesis will represent your contribution to independent and original research and you have responsibility for the conduct and completion of the research project that will underpin the thesis content.

You are required to enrol every year until your degree is conferred by Senate. Self-funded students are required to pay fees in order to enrol. If you are sponsored then you are required to provide a letter from your sponsor to confirm this. Please remember that not enrolling means that you will not be a registered student of UWS and therefore you will not be able to use School or University facilities; you will also not be eligible to submit your thesis for examination or continue your research programme. Also, please keep track of your progression requirements. Students who have not submitted progressions reports and have not made satisfactory progress will not be eligible to enrol for the academic year and will be deregistered (see the Code of Practice, available on the [UWS Doctoral College Web Page](#)).

Induction

Induction sessions are delivered by the Doctoral College in October, February, April and June of each year.

Each academic School will organise an induction session to brief students on School-specific information and student responsibilities.



International Students

Life as an international student in a new environment can be a challenge so the following guidance has been co-created with our existing international students to get you to as smooth a start of your studies as possible.

Starting date

Please make sure to be here on the starting date given to you by the Doctoral College. If you cannot make it (or you have not received a date yet), make sure to let the Doctoral College know!

Stipend recipients

If you are fully funded by a sponsor, your stipend will most probably be paid in arrears on the 28th of each month, starting 4 weeks from your starting date. The same applies to Home/EU students who receive competitive UWS studentships.

Workspace and accounts

Please contact your Lead Supervisor 2 weeks prior to your arrival to confirm that your workspace is ready and that you have received details of the University account. If in doubt, please contact your Lead Supervisor to discuss.

Doctoral College support

The Doctoral College are available for drop-ins without an appointment at various times each week. These drop-in sessions take place both on campus and online – watch out for email notifications detailing dates and times of all drop-in sessions. If you need to meet with a member of the team outside drop-in hours, please contact PGR@uws.ac.uk to book an appointment. Please check the frequently answered questions section (Appendix 3 of this handbook) for additional guidance.

International Advice

If you wish to speak to an International Student Adviser regarding your visa and immigration, please book a 10-min slot for one of our Q & A drop in sessions (Mondays, Thursdays and Fridays from 1.30pm - 2.30pm via Microsoft Teams), which you can book an by visiting our [dedicated bookings page](#), or contact the Hub team on 0141 848 3800 to book a 30-min appointment.

Settling in the UK

Our team of University Resident Advisors are on site 24 hours, 7 days a week providing residents with a safe environment to live, learn and relax. This is the most straightforward way to secure accommodation prior to your start date. Once settled in the UK, students sometimes choose to rent private accommodation. Private rental often requires you to have a UK telephone number and a confirmation of your income from the University (if in doubt, please contact the Doctoral College). This information and the UK bank account details are also required if you need to register with utilities suppliers (i.e. gas, electricity).

Bank account

To get a bank account, you normally need to have an address, a UK telephone number, and a confirmation letter from the University. This is called a Status Letter and this can be requested by emailing pgr@uws.ac.uk

Credit check UK

Please note that credit check is needed to open a bank account, rent an apartment, or get a phone subscription. If you have not lived in the UK before, your credit score will most likely be low, and you will not be able to obtain credit and subscriptions. You can, however, get a bank account and a pre-paid telephone number without credit. We therefore recommend that you [apply for the University accommodation](#).

Student Responsibilities

The thesis is a major contribution to the existing knowledge in the field, and it needs to demonstrate independent and original research undertaken by the student; you will therefore have primary responsibility for your research project and timetable.

The following are key responsibilities:

1. All students must adhere to all university regulations and general policies including UKVI Attendance Monitoring and any visa regulations (where appropriate), progression requirements, Health and Safety, Information & Communication Technologies, security, good research practice, ethics, etc.

Meet your Lead Supervisor and the supervisory team regularly as this is really the key requirement for successful progression. You will be expected to meet with your supervisors at least one each month and this should be recorded on our progression monitoring system, [Skillsforge](#). This record of ongoing discussions, feedback, meetings and presentations will be reviewed by your Assessor at your Transfer Event (if applicable) and Annual Reviews:

- Submit written work as appropriate, within an agreed timescale, to members of the supervisory team
 - Prepare topics to discuss with the Lead Supervisor or members of the supervisory team in advance of a meeting;
 - Discuss the type of guidance that is most appropriate and arrange a programme of meetings;
 - Take the initiative in raising issues and concerns as soon as they arise – any issues can be highlighted at your monthly meeting in Skillsforge.
 - Prepare a plan and timetable for the research and writing; this is your research, so you must take personal responsibility for adhering to this plan.
2. In consultation with the supervisory team, please ensure that the research proposal is submitted as necessary to the relevant School Ethics Committee for approval (they will advise if the proposal needs to be submitted to the University Research Ethics Committee and to any relevant professional ethical committee).
 3. Please consult your supervisory team and ensure that the research proposal is in line with the guidelines and procedures on Academic and Research Misconduct (NOTE: final thesis needs to be checked for plagiarism using Turnitin tool).
 4. Many of our students use laboratory facilities where strict Health & Safety rules apply so please ensure health and safety requirements are observed (NOTE: Health & Safety training sessions you will be invited to are mostly compulsory so please respond immediately).
 5. Take time to focus on your academic, career and personal development and with the support of your supervisory team and Doctoral College, shape your bespoke researcher development programme during your studies. PGR Training and Development opportunities will be advertised on the PGR Students Teams page.
 6. Speaking of training, please attend induction and other training events, research seminars and events organised by the University that you will be invited to. If you register, but find you are unable to attend, please let us know at least 2 hours prior to the event.
 7. Research studies can lead to isolation so please engage with other research students, the Doctoral College and staff across the University (NOTE: we will regularly organise social and wellbeing events to enable you to relax and interact with your peers, staff and external visitors).
 8. Your progression will be monitored through Skillsforge so please log in to the platform a minimum of once per month and ensure all of your information is up to date and that progress reports and milestones are completed on time (NOTE: students who have outstanding reports and who are not making satisfactory progress or engaging with their studies may be withdrawn from their programme of studies).

9. Please ensure that submissions of initial applications and transfer requests (from MPhil to PhD as appropriate) are made within the appropriate timescale.
10. Prepare for the viva voce examination by attending training events, presenting papers and liaising with the supervisory team to prepare a mock viva voce.
11. Inform Hub@uws.ac.uk and your Lead Supervisor of any change in personal details, address or contact details.



Doctoral College

The Doctoral College has been introduced to help create a collegiate and supportive environment. It is responsible for administrative matters relating to the research student journey (from admission to award) and for maintaining research student files. It is also responsible for the following:

- Developing the postgraduate research related training programme (i.e. for research students, supervisors, chairs, assessors and examiners).
- Supporting the recruitment and managing enrolment and progression of research students
- Monitoring student engagement and compliance with UKVI requirements (international students)
- Providing support to the Doctoral College Board.
- Providing students with status letters for their bank, landlord and for Council Tax exemption
- Ensuring that the Research Regulations remain up-to-date and reflective of practice/policy development
- Approving examination arrangements and providing guidance to independent non-examining Chair and Examiners.

Holidays

Commitment to your studies is the key requirement for success but everyone needs some respite from hard work and research students may take a maximum annual holiday of 6 weeks per year plus agreed public holidays. This leave should normally be taken out with term time and always with the prior agreement of the Lead Supervisor. Please request authorisation of annual leave from your Lead Supervisor. International students must complete a Change of Circumstance form for all periods of annual leave.

Changes

We appreciate that your circumstances may change during the studies. You may be recruited by an external organisation, which will result in the change of mode of study from full-time to part-time or part-time by distance learning and there may be changes in supervisory arrangements but there are also rare cases when you need to interrupt your studies. There may be other changes in your circumstances as well and whatever these changes are, please make sure that you first and foremost discuss them with your Lead Supervisor. In the broad sense, the changes include:

- Mode of study
- Change of supervisory arrangements
- Interruption to registration

These changes will most probably result in the modification of your registration. To apply for any change to your registration, please apply via Skillsforge by completion of your application in the Degree Management section.

- Research students and research programmes are governed by the University's Regulations pertaining to Research Degrees (Chapter 4) so please read this section prior to submitting the request.
- To submit the request, please populate the required form and submit it for approval through Skillsforge. Your application will then be progressed for review and authorisations by your Lead Supervisor, your School and finally the Doctoral College. No change to your registration is authorised until all authorising signatures are received.
- Please present a case for change in as much detail as possible and note that the change is not an automatic right (i.e. approval will be granted only if the case is appropriately justified and supported with any available documentary evidence).

Code of Practice

The Doctoral College code of practice is available in PDF format from the Doctoral College (PGR@uws.ac.uk)

Resources and support at UWS

Student Rights at UWS are outlined in Appendix 2.

The Library

Information regarding the wide range of library resources and services available to researchers can be found on the UWS Library website. The website can be accessed on or off campus and gives access to the library catalogue, as well as online resources and a range of useful guides. [Library | UWS | University of the West of Scotland](#).

The Subject Librarians will be your main library contacts. They are specialists in the literature and resources of their subject area and can help you make the most effective use of library services. Individual and/or small group tutorials can be arranged, covering topics such as accessing online databases and journals; Reference Management Software (EndNote); Document delivery methods; Journal Ranking tools and other topics. To speak to your subject librarian, call in to the campus library or email library@uws.ac.uk. UWS Library is a member of the SCONUL Access Scheme, which allows research students to use other university libraries in the UK and Ireland. More information is available at <https://www.sconul.ac.uk/sconul-access>.

UWS Library offers an Inter-library Loan Service, giving access to material that is not usually held in our collections. This usually happens when a book, conference paper, journal article or thesis is required for research purposes. Please submit the request form to a campus library for each item separately. Requests can be submitted to any of the campus library Service Desks or by email. [Welcome - UWS Library - Library Guides at University of the West of Scotland](#).

Information Technology and Digital Services (ITDS)

Should you have any problems with your PC, email or internet services on campus, the ITDS Service Centre is your first point of contact (call 3999 or email helpdesk@uws.ac.uk). They will log a fault for you and arrange support to find a solution. You will have to provide your Banner ID card or be prepared to provide additional information for security purposes if you do not have your Banner ID card with you. Fault logs are recorded as High, Medium or Low priority.

Student Email

All students receive a student email account, which is activated on enrolment. Your user ID is bannerID@studentmail.uws.ac.uk and your password will initially be set as UWS and your date of birth as a 6-digit number (eg. uwsddmmyy). You will miss important communications from The University if you do not check your student email. Please ensure you forward emails from your student email account to your staff/personal email to avoid missing out on important announcements and emails related to fees, progress and training.

Finance

Current and prospective students can access finance information and guidance through the Funding and Advice Team, Money, Fees & Funding (uws.ac.uk). The team of advisors work across all campuses; the reception for the finance service is provided through the Student Link. If you have a question and can't find the answer online (or want clarification on any money issue), email the team at fundingadvice@uws.ac.uk. Alternatively, you can get in touch by phone, drop in and/or appointments. For all contact information and drop-in session times, see the above webpage.

Council Tax Exemption

Council Tax exemption forms can be obtained from your local council office and submitted to the Doctoral College to be signed and stamped. Students who have reached the end of their period of registration and are designated as 'completing students' will no longer pay university fees or receive funding. At this stage, students will have the option to register as part-time and will not be automatically eligible for Council Tax exemption.

Any further discounts or exemptions from Council Tax are determined by the relevant local authority and will depend on employment status.

Debt Policy

Students experiencing financial difficulties in repaying their university debts have to immediately contact the Finance Office to discuss their account. Depending on the circumstances, we may be able to arrange a mutually agreeable payment plan.

This is a last resort but in the event of non-payment, the University reserves the right to:

- Withhold the issuing of Degree, Diploma and all other course completion parchments and letter.
- Prevent registration for continuation of programmes.
- Exclude students from University facilities (ie. Moodle, Library, Sports Centre, etc.)
- Take legal action where deemed necessary.
- Evict students from residences/flat (for accommodation fee debts only).
- Prevent registration for end-of-semester examinations or withhold examination results.
- The University also has the right to refuse credit facilities to students who, in previous years, defaulted on their instalment dates.

For advice and guidance on debt issues, you can contact the Funding and Advice Team but please be aware that they can only offer guidance and cannot organise payment plans.

Conference attendance

Students can apply for funding towards the cost of attending and presenting at a conference. A maximum £1000 per PhD student will be available centrally from Schools over the first 3 years of the student's studies to support attendance at a conference to present a paper.

International Student Services

The University's International Student Advisors can assist international students with visa and immigration matters; queries on funding and student support; student hardship and working in the UK; and general welfare issues. The International Student Advisors are located in Student Services.

International students are also advised to visit the website for further information – Money, Fees & Funding (uws.ac.uk).

Important Information for Non- EEA / Student Route VISA /Tier 4 Students

As part of the University's reporting obligations to the UK Home Office Visas and Immigration, all international students (non-EEA) are required to complete a Monthly Attendance Monitoring Form through Skillsforge. The University is required to report students who fail to inform us of their attendance and engagement with their studies to the UK Border Agency. Therefore, please make sure to engage with your supervisors and the Doctoral College if you are facing any difficulties so we can help you.

Graduate Route VISA.

The Home Office has altered the post-study offer for Postgraduate Research students with the Graduate Route VISA. For information regarding this, please contact International Advice via Hub@uws.ac.uk

Health & Safety (H&S)

Once enrolled as a student of the University, all students are formally covered by the University's insurance policies regarding matters of Health & Safety (H&S). However, it is important always to take due care and all students should attend the Safety course offered as part of the Training and Induction Programme as well as other appropriate H&S training. This is particularly important in laboratory-based subjects where the control measures contained within risk assessments and the detailed guidance of supervisors and technicians should always be followed.

'Information for Students' (available from Student Administration on request) contains general health and safety guidelines for all students. School guidelines and University Health and Safety policies will highlight aspects of work that may need special attention from a health and safety viewpoint.

Intellectual Property

The approach of the University to Intellectual Property is set out in our Exploitation of Intellectual Property Procedure. Students should make sure that they read this and speak to their Lead Supervisor if there is anything that is not clear.

Students are reminded that when carrying out research or preparing a thesis or dissertation, they may obtain or have access to information which the

University has an obligation or need to keep confidential. Students should make sure that they keep such information confidential and do not disclose or allow the disclosure of such information without the prior agreement of the University. If a student has any concerns about the use or disclosure of confidential information then they should speak to their Lead Supervisor

Ethics

All research projects or procedures carried out by research students and/or staff which involve human participants/material, personal data, animals or risk to the researcher must be evaluated for ethical approval. Initially, the Lead Supervisor and the student should consider the proposed project and identify if any of the criteria above apply. If they do the student should submit formal application to the School Ethics Committee. The Lead Supervisor must sign the application to say that they endorse it and agree to supervise the project as outlined in the application.

The School Ethics Committee may decide that the application should be referred to the University Academic Integrity and Ethics Committee for more detailed consideration. Ethical guidelines and forms for applying for ethical approval are available from the School Ethics Committees and published on the University website.

Basic guidelines

- Research students should ensure that projects using human subjects have 'informed consent' from potential participants.
- Consent must be voluntary and the participant must be competent to give consent.
- In most cases potential research participants must be given information sheets describing the nature of the project.
- Pressure must not be put on people to take part in research, and those who initially agree to participate must be free to withdraw at any time.
- Health research involving patients – or where samples are drawn from medical records – must have approval from either a health board or NHS Board research ethics committee. Students wishing to conduct research with patients must also obtain approval from the School Ethics Committee.
- For more information, please contact the ethics committee secretary for your school. Principles of good research practice are included in Appendix 1.

Student National Health Service (NHS) Research Passport

The purpose of a Research Passport is to allow non-NHS staff to obtain an Honorary Research Contract or Letter of Access in order to carry out research in the NHS. The Research Passport system establishes a common system of pre-engagement checks which conform to the standards required by all NHS bodies, so are therefore transferable across NHS Boards.

The Research Passport is for researchers who have no contractual arrangements with the NHS but who conduct research in the NHS which can impact on patient care. Postgraduate students who conduct research within the NHS but who are not part of a healthcare placement need to complete a Research Passport application. Details on how to apply are available from the Doctoral College by emailing PGR@uws.ac.uk.

Referencing

Referencing is the method used to acknowledge the work of others and has the following principal aims:

- To support your arguments with evidence. Referencing demonstrates that your own work is grounded in a body of existing research and has been developed through an examination of the relevant literature.
- Referencing is an important means by which you can credit other authors for research, ideas, arguments and other forms of intellectual property which are not your own. Not providing an acknowledgement when using the work of others is considered plagiarism. A reference must always be provided when using another author's intellectual property, whether you are paraphrasing (putting into your own words) or directly quoting from the source.
- Referencing shows those reading your work where they can access the original sources that you have used.

The standard referencing style at UWS is Cite Them Right Harvard, also known as CTR Harvard.

Certain subject disciplines, such as Law and Psychology, use different referencing styles:

Law uses OSCOLA (Oxford Standard for Citation of Legal Authorities)

Psychology uses APA (American Psychological Association)

Staff and students of the Scottish Baptist College use the Chicago Style of referencing. More information can be found in the UWS Library Referencing Guide.

Referencing Management Software, such as EndNote, Zotero and Mendelay is often used to help manage large numbers of references. Please note that the only product officially endorsed by UWS is EndNote. Library staff can help you to make effective use of this software but cannot provide assistance with other commercial, or freely available, products. More information is available from the UWS Library Guides to EndNote and EndNote Online.

When writing for publication, such as journal articles, for example, you must use the system that is recommended by the publisher.

Library Guides

Referencing: <https://uws-uk.libguides.com/referencing>

EndNote: <https://uws-uk.libguides.com/endnote>

EndNote Online: <https://uws-uk.libguides.com/EndNoteOnline>

Academic Librarians can help you with all aspects of Referencing. Please contact the Library for more information: library@uws.ac.uk

Alternatively, you can book an appointment: <https://uws-uk.libguides.com/Librarianappointments>

Help and Advice

If a student has concerns about any aspect of the research programme, they should discuss these with the Lead Supervisor or any member of the supervisory team. If this is not appropriate, please consult the school PGR Coordinator. If difficulties persist, please contact the Doctoral College – we are here to help. Whenever difficulties arise, it is essential that prompt resolution is sought.

In matters relating to registration, a student's status or funding, guidance may always be sought from the Doctoral College. Problems of a personal nature should be discussed with the University's Student Services. Student Services provides guidance, information and advice throughout your studies. They have a presence on all campuses or can be found via their website Supporting Your Health & Wellbeing | University of the West of Scotland (uws.ac.uk).

Doctoral Development

We understand that development and support leads to better studies and enhance employability, so we have established a range of development opportunities from courses to support groups. Our development is designed to maintain a collegiate research culture and support students and staff undertaking cutting-edge research.

Our PGR Development is managed by the Doctoral College in close alignment with Schools and University professional services, fostering strategic collaborations by combining expertise from within UWS' centres of excellence in health, society and sustainability, and external partner organisations (including the NHS, industry, third sector etc.).

Multidisciplinary approach, focusing on personal development, professional development, outputs and impact, is at the core of our PGR Development - which is aligned to the Vitae Researcher Development Framework. We aspire to develop the next generation of UWS graduates with the skills and expertise to create impact and drive innovation in a wide range of sectors.

All research students are expected to engage in the UWS PGR Development programme during which they will gain a range of valuable skills in addition to the in-depth knowledge and understanding of their research topic. Skills development has a critical part to play in their employability – it is well recognised that employers both within and outwith academia place great importance in, and recognise the value of, developed transferable skills in prospective employees. By planning, undertaking and engaging in the UWS PGR Development programme supports their professional and personal development and can significantly improve your employability.



Why do it?

The PGR Development programme is optional, but all PGRs are expected to identify development opportunities (with help from the Lead Supervisor) and engage with the development programme available. In addition to the optional activities listed in the table, other activities can be added in consultation with the postgraduate coordinator and the Doctoral College.

The Vitae Researcher Development Framework and the UWS Development programme therefore provide an opportunity for Schools and students to add subject specific elements if required. Students are expected to consult with their Lead Supervisors before undertaking any optional activities and should discuss their progress as part of progress reviews (i.e. supervisory meetings, 6-month review, annual review and transfer event). Activities should be recorded on Skillsforge and will be evidenced on the Higher Education Achievement Record (HEAR).

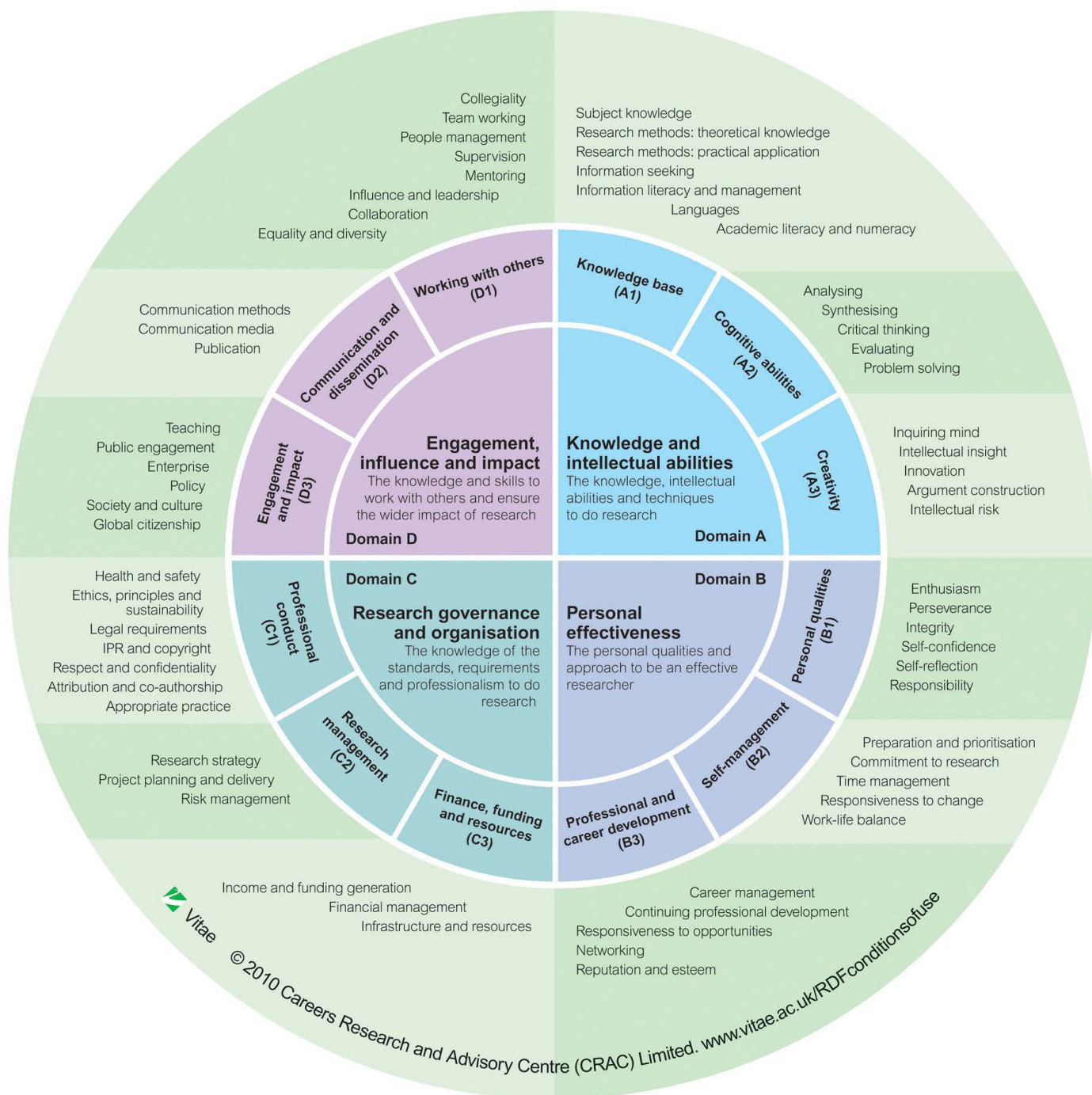


Figure 1: Vitae Researcher Development Framework

Behaviours, Interactions & Wellbeing

Doctoral College will foster collegiate and interdisciplinary postgraduate research environment with the main aim to generate societally impactful research and produce highly employable doctoral graduates of the future.

While some of our postgraduate research students begin their studies at the research masters level (e.g. MRes, MPhil), our goal is to help students progress to a doctoral level to increase the value add and improve employability.

Behaviours, Interactions and Wellbeing will represent the three key pillars underpinning the collegiate postgraduate research environment (see Figure 2).

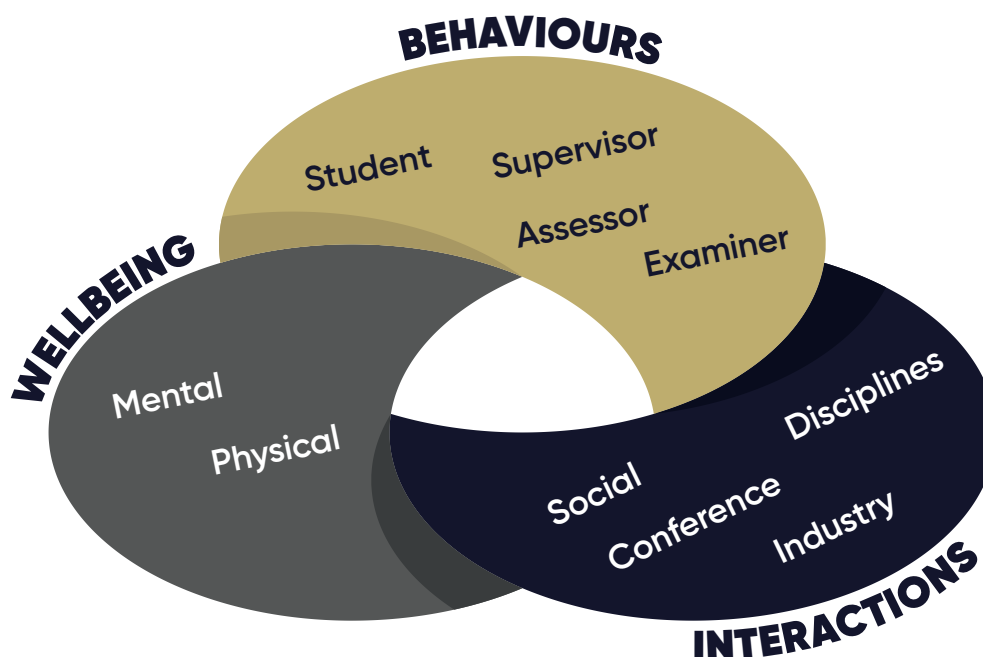


Figure 2: Doctoral College - creating a collegiate postgraduate research environment.

Behaviours

Doctoral College will develop and maintain systems and practices to instil Ethical practices and professional behaviours to ensure students progress with aim to successfully complete their studies and attract global employers. This will include events to demonstrate and embed behavioural traits of highly successful students, supervisors, assessors and examiners. The Doctoral College will help develop training programmes to address ethical challenges across discipline-specific and interdisciplinary research.

Interactions

During their postgraduate research studies, students need to interact with their peers across different disciplines, academic and industrial communities. Doctoral College will engage students at all campuses and partner institutions to jointly organise social events (e.g. international dinners), academic conferences, industry seminars and interdisciplinary gatherings with the aim to build and enhance social skills, confidence and promote UWS internationally as a Global University of choice known for creating a supporting and rewarding Research and Enterprise environment.

Wellbeing

Postgraduate research students face numerous challenges during their studies with sometimes negative impact on their wellbeing. Doctoral College, jointly with the University Student Services, SAUWS, Sports Centre and other stakeholders will develop and run a series of events, classes and activity sessions to maintain physical and mental wellbeing of our postgraduate research students.

Appendix 1

Principles of Good Research Practice

Confidence in research and scholarship requires that they be conducted according to core elements of research integrity.

- Honesty in the intentions of the work; in acknowledging the work of others; reporting all the findings; and in making valid interpretations and claims.
- Rigour in choosing and adhering to appropriate methods; in drawing conclusions; and in communicating the results.
- Transparency in declaring conflicts of interest; in reporting data collection methods; in the analysis and interpretation of data; and in making findings widely available, including to the general public.
- Respect and care for all participants in research and for the environment.

These principles apply to all discipline areas and to all aspects of research and scholarship including applications for funding and provision of peer review.

While recognising the need for researchers to protect their own research interests in the process of planning their research and obtaining their results, the University encourages researchers to be as open as possible in discussing their work with other researchers and with the public. Once results have been published, where appropriate, the university expects researchers to make available relevant data and materials to others on request. Good research practice includes the following aspects of behaviour:

- **Documenting results carefully and accurately**

Throughout their work, researchers are required to keep clear and accurate records of the research procedures followed and of the results obtained, including interim results. This is necessary not only as a means of demonstrating proper research practice, but also in case questions are subsequently asked about either the conduct of the research or the results obtained.

- **Securing and storing primary data**

Data generated in the course of research must be kept securely in paper or electronic form, as appropriate. The University expects such data to be securely held for a period of ten years after the completion of a research project, as required by several Research Councils.

Primary data produced at the University as the basis for publication should be stored at the University for a period at least as long as that required by any sponsor of the research. If the principal investigator subsequently moves to another position outwith the University these records will be retained by the University and will be available to the investigator to use. Under any circumstances, all confidentiality or legally binding agreements that undertaking the research – or are subsequently agreed in the event of commercialisation – will remain unaffected, all other things being equal.

Storage of primary data is essential for reproducibility, both internally and by external laboratories, and is therefore a sine non qua of good research. The loss of primary data is common to cases of research misconduct and justifies a prima facie assumption of dishonesty or negligence.

Data may be stored on removable storage where appropriate (such as USB drive or CDR) but it is important that data is retained at the University, even following relocation of principal investigators to other institutions, irrespective of statutory or professional obligations. In addition, the maintenance of laboratory notes is increasingly important for the protection of intellectual property.

Researchers should clearly record all research data and methodologies in bound notebooks with

sequentially numbered pages, or in an equivalent manner, as appropriate. Best practice indicates that entries should be made using indelible materials and be recorded and dated on the day the results were obtained. Corrections to entries should be noted clearly as such and must be dated and signed. No pages should be removed from the notebook, as this could raise doubts in inquirers' minds about the genuineness

of the documentation. These measures are very important in order to prove authenticity in the light of a legal challenge. A backup of records and software should also be taken and retained in secure storage, separate from the originals. The use of a suitable fireproof safe is recommended for this purpose, wherever possible.

It is recognised that not all research materials are in the form of printed text or computer software. The use of tape recording (sound and video) photographs and other machine-generated printouts also provide supporting material to some forms of research. Where these mediums are being used as part of the research records, the resultant documents and recordings should be clearly referenced in the research notebook with appropriate identification and reference numbers. If possible, the originals of these items should be affixed to the main notebook, but otherwise these should be maintained in a secure location together with the other supporting documentation. Copies should also be taken and stored with the other copy material.

In all aspects of research, the contributions of formal collaborators and all others who directly assist or indirectly support the research must be properly acknowledged. This applies to any circumstances in which statements about the research are made, including provision of information about the nature and process of the research, and in publishing the outcome. Failure to acknowledge the contributions of others is regarded as research misconduct. Conversely, collaborators and other contributors carry their share of responsibility for the research and its outcome. Guidelines on authorship are provided by the International Committee of Medical Journal Editors, agreed by over 400 journals (The Vancouver Group).

These guidelines state:

'All persons designated as authors should qualify for authorship. The order of authorship should be a joint decision of the co-authors. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based only on substantial contributions to (a) conception and design, or analysis and interpretation of data; and/or to (b) drafting the article or revising it critically for important intellectual content; and/or (c) final approval of the version to be published.' Inclusion in the list of authors on the basis of other associations with the work and not contributions to the work under the three conditions quoted above is to be employed with great care. When submitting the publication for consideration the researcher should be aware of the conventions of authorship in use by the chosen journal. In their statement on safeguarding good scientific practice, the Biotechnology and Biological Sciences Research Council (BBSRC) specifically state that they consider that 'the practice of honorary authorship is unacceptable'.

The ethical obligation to recognise the work of others who do not merit authorship can be realised via acknowledgements (i.e. of technical, financial, material or other support) or citation (to give due recognition to external sources of information and/or publications drawn on).

- Adhering to current legislation – e.g. for safety; obtaining permission to work with human subjects; reporting to appropriate bodies on use of animals, radioisotopes, dangerous pathogens etc.
- Demonstrating integrity, both by ensuring funding applications contain accurate information and in the usage of funds according to the funding bodies' specified terms.

Principal Investigators and those responsible within schools for authorising external applications are responsible for taking all reasonable measures to ensure accuracy of information included in funding applications.

Appendix 2

Student Rights at UWS

Student success is an institutional-wide commitment. The University is committed to:

- Working in partnership with students to enhance learning and teaching;
- providing clear, inclusive and accessible ways for our students to learn;
- providing all students with a chance to succeed and to do this we will ensure we have in place support and services for all of our students to have the opportunity to achieve success in their respective programmes;
- equipping our graduates with work-ready skills, knowledge and attributes that contribute to local, national and global economies (Universal, work-ready and successful); and
- ensuring fair, safe and consistent treatment for all students. As part of our commitment, the University will:
 - provide transparency, fairness and consistency in our admissions processes and practices and ensure that a quality service is given to all applicants; allocate a personal tutor to every student who will guide, support and challenge students during their learning journey;
 - facilitate access to information resources that provide content for our programmes of study that reflects current pedagogy, research and knowledge transfer activities and internationalisation
 - commit to recognition of prior learning and have in place a clear and efficient procedure whereby such learning can be recognised either for entry to a programme of study or where the learning is at the appropriate level for credit towards a specific programme of study;
 - commit to ensuring that students are given the opportunity to engage in work placement, apprenticeship, work-related, industrial engagement and placement assessed and credit rated as part of their qualification, and that arrangements to support to support and recognise such learning are in place;
 - ensure procedures are in place, to encourage supportive monitoring of student engagement and make sure it is clear to students what is expected of them during their time with us. The University will monitor and manage engagement within a supportive and pastoral environment to assist students in managing their welfare and academic progression;
 - provide a learning environment that encourages the active participation of all students;
 - provide and improve opportunities for student representation and participation in appropriate university committees;
 - facilitate authorised interruption to study for temporary absence from studies;
 - provide support for students with parental responsibilities and facilitating return to study;
 - provide a process to ensure that cases involving professional issues which affect competence, conduct and fitness to practise are dealt with fairly and transparently;
 - ensure there is a fair and transparent disciplinary procedure for dealing with student misconduct
 - to provide clear guidance on how to contact academic staff and professional support services and to signpost to relevant information in a timely manner;
 - communicate with students in plain English and in a timely manner.

Appendix 3

Frequently Asked Questions

1. Where do I get a status letter from for my bank/my landlord etc? Who signs my Council Tax exemption form?

The Doctoral College will provide status letters or endorse any forms.

2. Where can I find the progression forms?

You can find all progression forms by logging into Skillsforge at <https://skillsforge.uws.ac.uk/>

3. How do I arrange my transfer event?

Your Lead Supervisor will make the arrangements for transfer events. You will need to submit your transfer report seven days in advance of the event.

4. How do I view the schedule of training and book a place?

You can see a full list of all available training and support sessions and book to attend via the PGR Teams space. Please contact PGR@uws.ac.uk for further information.

5. I am ready to submit my thesis. Where do I find the guidelines about this?

In the Research Degree Regulations (Chapter 4) you can find detailed guidance on the format of the thesis. If it is your final submission you are required to submit an electronic copy only, hard copies of the final thesis are no longer required.

Draft submissions (Pre-VIVA) can be uploaded to Turnitin using the 'test your originality' link and final submissions can be uploaded using Aula - <https://uws.aula.education/>

PGR students can access a copy of British Standard recommendations for the presentation of theses and dissertations on the British Standards Online database which is available on the library's website: Library Guide - A Z Databases: British Standards Online - Library Guides at University of the West of Scotland (libguides.com)

6. I need to extend my Visa. How do I organise this?

Make an appointment well in advance of the expiry date with International Advice at The Hub. The Doctoral College will provide a status letter and CAS Application Pack on request.

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