

# Doctoral College

## Frequently Asked Questions

### ENROLMENT

#### **How do I enrol?**

Please enrol at <https://ssb.uws.ac.uk> and remember that **ALL STUDENTS** are **required** to enrol online **each academic year**. If you have any issues with enrolment, please contact [enrol@uws.ac.uk](mailto:enrol@uws.ac.uk). In order to enrol, at least 50% of your fees **must** be paid.

#### **When should I enrol?**

You **must** enrol at the beginning of each academic session.

#### **I can't enrol as I require a Fee Adjustment – what do I do?**

Don't worry, The Doctoral College will have been notified and we will make the Fee Adjustment and contact you once this has been actioned. We'll update this as quickly as we can.

### INDUCTION

#### **Will I be invited to an Induction Event?**

Induction Sessions are delivered by the Doctoral College in October, February and April of each year. Alternatively you can complete our online induction available on the Doctoral College Sway site <https://sway.office.com/s/xblseSznJqZj1xrx>. Attendance at induction sessions is essential to allow you to gain the information about your programme of study and UWS processes and procedures. They also offer an opportunity to meet other research students and chat with Doctoral College staff who will happily answer our questions. Furthermore, each academic School will organise an induction session to brief students on School specific information and student responsibilities.

### DATA COLLECTION

#### **Is there a limit to Data Collection time?**

There is no limit to your Data Collection time. Please note, if you are a Tier 4 visa holder, visa guidelines apply for any travel out with the UK. Due to COVID-19 pandemic, In Term 1 of 2020/21 academic year, all outward mobility is strongly discouraged.

#### **Can I get funding for my research costs incurred in data collection, can I apply for a grant?**

There are some scholarships you can apply for outside UWS which offer financial support for doctoral degrees. We would recommend looking at our Funding and Advice page and the Alternative Guide to Postgraduate Funding.

<https://www.uws.ac.uk/money-fees-funding/other-financial-support/alternative-trusts-scholarships/>

We also strongly encourage students to regularly check updates from the UK Council for International Student Affairs (UKCISA): <https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Coronavirus-Covid-19-info-for-international-students>

#### **Can I combine my Annual Leave with Data Collection?**

If you are a Tier 4 Visa holder you cannot be out of the UK for longer than 60 days, therefore, you cannot combine your Annual Leave with Data Collection. All students are protected by University insurance while collecting data and while on annual leave personal insurance will apply, for this reason the two cannot be combined.

### PROGRESSION REPORTS & FORMS

#### **Why do I need to submit Progress Reports?**

Completing your Progress Reports (6-month and 12-month reports) will ensure that any potential problems or specific needs you may have are highlighted at an early stage. The reports will also help you to reflect on your progress and to meet targets, leading to successful on-time completion. Progress reports must be completed jointly with your Lead Supervisor, Second Supervisor (plus Additional Supervisors if applicable) and your Assessor, and submitted via PGR Platform by all students.

#### **Which Reports to do I have to submit?**

**Monthly Report (Tier 4 Students only)** - To comply with UKVI Tier 4 Visa attendance monitoring you **must** ensure compliance and completeness of forms on MyPGR Platform each month. We are required to report non-attendance and/or non-progression to UKVI and failure to complete the forms may result in the University losing the trusted status license with serious implications for all international students across the University.

**6-Month Report** – To assess early progress and to identify any problems which might impact on continuation of your studies.

**12-Month (Annual) Report** - This must be held in each year of research study with an accompanying piece of written work (Annual Report, 1500-2500 words), in which you detail progress against specific milestones. Your Assessor will oversee and discuss your progress at your Annual Report meeting, which should also be attended by your supervisory team.

Your Assessor will then complete their **Assessor Report** where they confirm whether you are making progress with your studies commensurate with the level of the degree and regarding the likelihood of submission within the maximum period of registration. Further details on the structure and required areas to be addressed in the Reports can be found at Appendix X & Y in the [Doctoral College Code of Practice Booklet](#)

#### ***When do I need to submit my Progress Reports?***

You can find out when reports are due by checking your timeline or milestones in My PGR Platform on your Progression Page. The system will also send a reminder to your registered studentmail address before the due date.

#### ***How do I complete my monthly report form – Tier 4 students only?***

The form should be completed with your Lead Supervisor during one of your regular meetings. If you are unable to complete it at your monthly meeting, then complete the form within 2 weeks of the meeting. You should then **'Save and Notify'** to pass the form to your Supervisor for them to add their comments. The form can then be 'Submitted' and both student and Lead Supervisor should **'Authorise'**. **Note that you will not be able to submit an incomplete form – all fields must be complete.**

#### ***How do I complete my Annual Report form?***

All students must complete 6 monthly and Annual Report forms. Ideally this should be completed with your Lead Supervisor. If you are unable to complete it at your monthly meeting, then complete the form no later than 3 weeks after the meeting. You should then **'Save and Notify'** to pass the form to your Supervisor for them to add their comments. The form can then be 'Submitted' and student, Lead Supervisor and 2<sup>nd</sup> Supervisor should **'Authorise'**. Your Assessor will complete their report around the same time. For MPhil/PhD you are required to attach your written report to this form. **Note that you will not be able to submit an incomplete form – all fields must be complete.**

#### ***Are there guidelines to help me complete any forms?***

Guidance on how to complete all MyPGR forms is available below:

[My PGR Platform Guidance](#)

### **TRANSFER EVENT**

#### ***Will I need to have a Transfer Event?***

Students who are registered as MPhil/PhD need to transfer their registration to PhD. You should be aware that progression to registration for PhD is an academic assessment based on the progress and quality of the research, and whether it is likely to make a significant contribution to knowledge.

#### ***When will I have my Transfer Event?***

Full-time students registered for MPhil/PhD study are required to undertake a transfer review event at 12-18 months. For part-time students the event should be held at 24-36 months.

#### ***What does the Transfer Event involve?***

Your Lead Supervisor will make the arrangements for your Transfer Event. You should liaise with them for guidance on what is required from you. The event will consist of a 15-minute presentation and its purpose is to ensure the continuing viability and originality of your research project and that you are capable of completing a PhD. You will need to submit your Transfer Report via PGR Platform at least 7 days in advance of the event.

#### ***What should I include in my Transfer Event Report?***

The report should be *20-40 pages plus appendices (double spaced text) – as agreed with Lead Supervisor and has to include the following headings:*

1. *Statement to demonstrate understanding of the research problem (e.g. problem statement; approx. 2-3 pages);*
2. *Chapter of the report to demonstrate familiarity and awareness of relevant literature (e.g. literature review; approx. 10-15 pages);*
3. *Chapter on methods (approx. 4-15 pages);*  
Preliminary or pilot investigations/experiments (approx. 4-7 pages plus appendices of up to 15 pages).

### **Who will be present at my Transfer Event?**

The Transfer Event can be compared to a mini viva voce examination, giving you an opportunity to present your research findings to an audience consisting of the assessor, your supervisory team, other students and external persons (if relevant).

### **What happens after my Transfer Event?**

While most students progress to PhD after this assessment, your Assessor may evaluate and decide that your academic progress is not at the Doctoral level but commensurate with the requirement of the MPhil degree only or that further development of the research is necessary before a decision can be made. You can also decide at this point if you want to aim expressly for the MPhil degree.

Your Assessor is required to select one of the following options:

- The student has made sufficient progress for PhD registration. The registration should be changed to PhD.
- The student has made insufficient progress for PhD registration and the student should be registered for and write up for MPhil submission only.
- Re-examination within 3 months.
- Current progress is inadequate for MPhil registration. Registration will be withdrawn.

Further details on the Transfer Event Assessors Report can be found at Appendix Z in the [Doctoral College Code of Practice Booklet](#)

## **ANNUAL LEAVE**

### **How much Annual Leave can I take?**

Research students engage with their studies all year, not just during term time, however research students are entitled to 6 weeks of Annual Leave **each academic year** (1<sup>st</sup> October to 30<sup>th</sup> September) which is granted at the discretion of your Lead Supervisor. You are also entitled to all University holidays. Please refer to the UWS website for details of University holidays. Unless absolutely necessary annual Leave should not be taken during term time.

### **How do I apply for Annual Leave – Tier 4 students only?**

Due to UKVI Requirements you must complete a Change of Circumstance form to apply for Annual Leave. The form has to be signed by your Lead Supervisor electronically. [Click here](#) for the Change of Circumstances form. You **must** submit your request for Annual Leave at least **2 weeks** prior to the start date. Requests received less than 14 days prior to start date may not be approved. **Please note that completion of monthly reports is also the key condition for having your annual leave authorised if you are a tier 4 visa holder.**

### **How do I apply for Annual Leave – UK/EU students?**

Supervisory team needs to be aware of your whereabouts so you **must** agree your Annual Leave with your Lead Supervisor in writing electronically (e-mail), but there is no need to complete any forms.

### **What if I need more than 6 weeks?**

All Doctoral students are entitled to 6 weeks Annual Leave only. If you feel that you need to be away from your studies for longer than 6 weeks then please discuss this with your Lead Supervisor – you may need to investigate requesting a period of Interruption. Annual Leave will not affect your expected end date.

## **THESIS SUBMISSION & VIVA**

### **Who arranges my Viva?**

Your Viva is arranged by your Lead Supervisor with the support of your School. They will source your independent examiners, arrange a date and book the rooms.

### **What happens when I'm ready to submit my thesis?**

Your Supervisor will complete a TEA (Exam Arrangement) form [Submission & Viva Forms](#), including the details of your examination team. Both you and your Supervisor are required to confirm accuracy of information by signing this form. The form is then submitted to your School for academic authorisation and they will then submit it to the Doctoral College for final authorisation from the Vice Principal, Research, Innovation & Enterprise (academic and procedural authorisation).

Once all authorisations are received, we will return the TEA form to you and ask you to include this with your thesis, along with your RTS (Thesis Submission) form [Submission & Viva Forms](#) Note: We will accept your thesis with only an RTS form, however it is preferable to have both forms completed and attached when submitting your thesis. This will enable any changes to be appropriately recorded.

You should submit a pre viva copy of your thesis to <https://moodle.uws.ac.uk/mod/turnitintooltwo/view.php?id=198060>

Two (2) hard copies of your thesis have to be submitted to the Doctoral College for submission to the examiners. These copies MUST include an RTS (Thesis Submission Form) [Submission & Viva Forms](#) and preferably also an authorised copy of your fully authorised TEA form. **During the period of the Coronavirus outbreak – please note that we require a PDF copy only, this should be emailed to [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) with your completed RTS and TEA form.**

You can request UWS Printing Services to print your thesis:  
<https://www.uws.ac.uk/current-students/it-printing/printing/>

**IMPORTANT NOTE:** The Doctoral College will send your thesis to your examiners for review only once all authorised paperwork has been received.

#### ***Who attends my Viva?***

You will normally have one External Examiner and one Internal Examiner, along with an independent and non-examining Chair (arrangements may vary depending on the experience of your Examiners). The Chair will oversee the Viva to ensure it is conducted fairly and in accordance with the University regulations, collating the required paperwork for submission to the Doctoral College.

#### ***Will I know the outcome of my Viva on the day?***

When they reach an agreement, the examiners confirm the joint recommendation at the end of your Viva, after a short period of discussion, outwith the Viva exam.

#### ***Will I get a letter telling me the outcome of my Viva?***

You will normally receive a letter from the Doctoral College by email within 3 working days of your Viva to confirm the outcome and should this be applicable, your resubmission date.

#### ***Who will supply my correction list?***

The list of corrections in addition to the short report at the end of the Viva will be supplied by your Internal Examiner.

#### ***Can I have a Viva by VC?***

Your Viva will most often take place with all parties physically present on campus. Occasionally, due to justifiable reasons, all parties may attend via VC. In normal circumstances, it is very unusual for a Viva to take place with the student attending via VC and when this is unavoidable due to medical and/or other reasons preventing you to be on campus, you should approach your Lead Supervisor to seek permission from the Vice-Principal, Research, Innovation & Engagement.

**NOTE: During the period of the Corona Virus outbreak – the guidelines relating to remote Viva have been amended and all students will have the option to complete remotely (please discussed all aspects of these arrangements with your Lead Supervisor).**

### **EXTENSIONS**

#### ***What is the maximum period I can extend my studies?***

The maximum period of time you can extend your studies by is 12 months.

#### ***I'm due to submit my thesis within the next few weeks but I'm not ready – can I have an extension?***

Unfortunately, any extensions past the maximum period of registration will rarely be granted, except where there are serious extenuating circumstances. You should make urgent arrangements to meet with your Lead Supervisor to discuss your submission and make every attempt to submit by your expected end date, otherwise your thesis may not be accepted.

#### ***How do I request an extension?***

You must firstly discuss any request for extension with your Lead Supervisor. If your Supervisor agrees that this is the best course of action for you, then you must email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) to request an Extension to Registration form is added to your Progression Page on My PGR Platform. Once the form is added to your page, you should complete it fully. The form must be 'Submitted' to open the authorising boxes and passed on to your authorisers. **Please note that any period of extension cannot take place until all authorisations have been received and student administration have updated our systems to reflect your new end date.**

#### ***When can I apply for an extension?***

You can apply for an extension in the last few months of your course (prior to your Viva). You will not be granted any extension which exceeds the maximum period of registration unless you have very exceptional circumstances along with evidence in writing to support your request. To request an extension, you must email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) to request an Extension to Registration form is added to your My PGR Progression page.

### **INTERRUPTIONS**

#### ***How long can I take a period of Interruption for?***

The maximum period of time you can take away from your studies is 12 months.

### ***Who is eligible for an Interruption?***

All students are eligible to apply for an interruption prior to their Viva taking place. You can interrupt your studies for up to 12 months, effectively pausing your time.

### ***How do I apply for an Interruption?***

To apply for any period of Interruption, you should discuss with your Lead Supervisor to ensure that this is the best option for you. If you decide to proceed with your application, then you should email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) to request a Modification to Registration form to be added to your MyPGR. This will show in the 'Other Forms' section at the bottom of your Progression Page. You should complete the form with full details of your request, then use the 'Submit' button at the bottom of the form to open your authorising boxes. You should then select 'Notify' to pass the form to your supervisor for authorisation. Your supervisor will, in turn, forward the form to your School for academic approval and finally the form will be reviewed by the Vice Principal, Research, Innovation and Enterprise (academic and procedural approval). If all parties are happy to authorise your request, then your record will be updated to include the period of interruption.

**NOTE: Any period of interruption is not approved until all authorisations have been received and your student record updated to reflect the change. It is your responsibility to taking a period of interruption only after all authorising signatures are received.**

### ***Can I Interrupt after my Viva?***

No – as you have completed your studies. The deadline for corrections is determined by the internal examiner (minor/major) or both examiners in case you are asked to resubmit for re-examination.

## **CHANGE OF STUDY MODE**

### ***How do I request a change to my study mode i.e. full time to part time/move to distance learning?***

You should first discuss the change request with your Lead Supervisor. If they are happy to support your request, then you should email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) requesting a Modification to Registration form to be added to your Progression Page on MyPGR. This will show in the 'Other Forms' section at the bottom of your Progression Page. You should complete the form with full details of your request, then use the 'Submit' button at the bottom of the form to open your authorising boxes. You should then select 'Notify' to pass the form to your supervisor for authorisation. Your supervisor will, in turn, forward the form to your School for academic authorisation and finally the form will be reviewed by the Vice Principal, Research, Innovation & Engagement (academic and procedural authorisation). If all parties are happy to authorise your request, then your mode of study records will be updated.

**NOTE: Any request to change your study mode is not approved until all authorisations have been received and your student record updated to reflect the change.**

## **POST VIVA CORRECTIONS**

### ***Who do I submit my corrected thesis to?***

You should submit your corrected thesis to your Internal Examiner (unless instructed otherwise). They will review the thesis within the advised timeframe and forward a CMC form (Completion of Corrections form) to the Doctoral College to advise they are happy with the changes made and that the award can be granted. The CMC form is passed to the Vice-Principal, Research, Innovation & Engagement for final authorisation and granting of award on behalf of the Doctoral College Board.

### ***Will I receive a letter telling me my changes are accepted?***

You will receive an Award Letter by email confirming your award has been granted and that your details will be passed to Student Administration to include in the next suitable Graduation ceremony for the conferment of your degree.

## **GRADUATION**

### ***How do I get included in Graduation and how do I register?***

Around 6 weeks before Graduation, the Doctoral College will supply a list to Student Administration identifying all PGR students who have been granted an award and who are eligible to Graduate. Student Administration will then contact you to invite you to a suitable ceremony. Further information relating to Graduation is available [here](#)

**NOTE: All students who are due to graduate must be enrolled at the time of graduation. If you are not enrolled, you will be contacted and asked to enrol prior to the ceremony – this also applies to in-absentia graduation**

## **TIER 4 VISA**

Please click the link below to view the Tier 4 Visa Guide:

<https://www.uws.ac.uk/international/visas-immigration-atas/>

If you have specific queries relating to a Tier 4 visa, you should contact [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk)

## **CAS**

### ***How do I apply for a new CAS?***

To apply for a new CAS you must complete the CAS Application Form and submit all documentation to [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) Not supplying all required documentation will severely delay the application process so please ensure that you submit your CAS Application with

**ALL** required paperwork. Incomplete applications will be returned. Please submit your CAS application **6 weeks before your current visa expires**. Once all documents are submitted, it can take up to 10 working days for your CAS to be issued. Please contact [casrequest@uws.ac.uk](mailto:casrequest@uws.ac.uk) if you have any queries relating to a CAS which is being processed.

### **DES (Doctoral Extension Scheme)**

Please use the link below to view the DES Guidelines and application form:

<https://www.uws.ac.uk/media/5391/doctorate-extension-scheme-des-leaflet-july-2019.pdf>

**You can only apply for DES after your viva, and once you have submitted your corrected thesis to your nominated examiner for final review.**

### **STATUS LETTER**

#### **How do I get a Status Letter?**

Please email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) requesting a Status Letter – mark in the Heading ‘Status Letter Request’. Once we receive your email request, we may need up to 5 working days to send the Status Letter.

### **COUNCIL TAX**

#### **What do I need to get a Council Tax Reduction?**

Your local council will generally accept a Status Letter. Please email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) requesting a Status Letter – mark in the Heading ‘Status Letter Request’. This may take up to 5 working days. The Status Letter can be supplied to your local council as evidence of your student status.

#### **Can I get a Council Tax reduction if I’m part time?**

You should contact your local council to check, but normally only full-time students would be eligible for a Council Tax reduction.

#### **Can I get a Council Tax reduction if I’m on DES?**

You should contact your local council to confirm. We can supply you with a Status Letter but this will clearly state that your period of study has ended and that you are now on the Doctoral Extension Scheme.

### **EVENTS**

#### **How do I register for Doctoral College Events and Training & Development Sessions?**

To register for our training and development sessions please use the University of the West of Scotland Doctoral College [Eventbrite](#) page. Please check this regularly for updates at <http://uwsdc.eventbrite.com/>

*We also send regular email updates about upcoming sessions to student email addresses. Please also remember to check the [PGR Moodle Site](#) for regular updates and announcements*

### **FINANCE HOLDS**

#### **How do I get a Finance Hold removed?**

You must contact [AccountsReceivable@uws.ac.uk](mailto:AccountsReceivable@uws.ac.uk) to discuss the removal of any Finance Hold on your account.

### **BANK ACCOUNT**

#### **How do I get a 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. Email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) to request a Status Letter, please ensure you mark ‘Status Letter Request’ in the heading.

### **STIPEND RECIPIENTS**

#### **When will I get payment for a Stipend?**

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

### **COMPLAINTS AND APPEALS**

#### **How do I make a complaint?**

Please use this link:

<https://www.uws.ac.uk/current-students/supporting-your-studies/complaints/>

#### **How do I appeal?**

Please use this link:

<https://www.uws.ac.uk/current-students/supporting-your-studies/exams-assessment-appeals/academic-appeals-extenuating-circumstances/>



### **What is the difference between a complaint and an appeal?**

An appeal can be submitted by a UWS student against the following decisions:

- The Senate Disciplinary Committee
- A Fitness to Practise Committee
- Research Examiners
- A School Assessment Board (SAB)
- A School Board of Examiners (SBE)
- A School Panel (for engagement/attendance)
- A Plagiarism Panel
- Any other Committee, Board or Panel of the University that is charged with the decisions on student engagement, assessment, progression, awards, withdrawal from programme and student disciplinary cases.

A complaint is an expression of a specific concern about matters that affect the quality of a student's learning experience. A copy of the University's Complaints Handling Procedure is available via the following link: <https://www.uws.ac.uk/current-students/supporting-your-studies/complaints/> If you are not sure whether your concern should be considered as an appeal or as a complaint, you can contact [appeals@uws.ac.uk](mailto:appeals@uws.ac.uk) for advice.

### **COUNSELLING AND SUPPORT**

#### **What support is available for me during difficult times?**

We are here to support our students throughout their journey at UWS. While postgraduate research studies are challenging, there may be times when you cannot cope on your own. Please do not feel isolated and if you need to talk to someone, support is available at <https://www.uws.ac.uk/university-life/student-support-wellbeing/>

If you would like to make an appointment with one of the counselling team members, please email [hub@uws.ac.uk](mailto:hub@uws.ac.uk) and they will make an appointment for you.

The University has arranged for access to [SilverCloud](#) for all staff and students. This web based resource has excellent sleep, stress and resilience courses as well as specific content to help you navigate Covid-19. You can sign up to SilverCloud [here](#).

### **DROP IN SESSIONS**

#### **When are the Doctoral College Paisley Campus Drop In Sessions?**

<b>Tuesday</b>	<b>10.00-12.00/13:00-15:00</b>
<b>Thursday</b>	<b>10.00-12.00/13:00-15:00</b>

Please note that during the covid-19 lockdown, appointments should be made for video conference calls by emailing [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk)

If you are unable to attend an on-campus drop-in, please email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) for a video conference call.

#### **When are the London Campus Drop In Sessions?**

Drop in Sessions available 1-2pm on Tuesdays and Thursday. You can contact [london@uws.ac.uk](mailto:london@uws.ac.uk) for further information.

#### **When are International Advice Drop In Sessions?**

Quick Questions runs from 1-2pm most weekdays during term-time in Paisley campus. You can contact [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk) for further information

### **CONTACT US**

#### **What is the best way to contact the Doctoral College?**

The best way to contact us is by emailing [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk). We will respond to your enquiry as quickly as we can, however at busy times, please note it may take up to 5 working days to receive a response. Hopefully most queries are, however, answered in our FAQ's.

For further information relating to contact during the Covid 19 outbreak – please refer to 'Covid 19' section below

### **COVID 19**

#### **How will the Doctoral College support me during the Covid 19 outbreak?**

During this very difficult time we hope that everyone is safe and well and managing to cope with the lockdown. The Doctoral College will still be offering telephone drop-ins and support through the PGR inbox ([PGR@uws.ac.uk](mailto:PGR@uws.ac.uk)) for all students & staff. You can contact a member of the Doctoral College Team or request a video call by emailing [PGR@uws.ac.uk](mailto:PGR@uws.ac.uk)

Please be assured that the Doctoral College will approve additional time for any student directly affected by Covid-19 or the current restrictions. Any student unable to complete work remotely should consider interrupting their studies, but if possible we encourage you to continue writing and analysing data and to note in the next progress report if data collection was disrupted by the pandemic. This will ensure the delay is recorded should you have to apply for an extension at a later date. Every student will be facing different challenges during these difficult times so we will consider the requests on a case-by-case basis to ensure we respond in the most appropriate way possible.

In June 2020, the Scottish Government has announced the additional support available to PhD students. To align our approach with the funding bodies (e.g. UKRI stipend support) and where possible approaches taken by other Universities in Scotland, UWS support in the form of extension of time, interruption of studies and additional funding support, is to be made available for all enrolled PhD students in Scotland.

While all enrolled postgraduate research students can apply for extension of time and interruption of studies, the additional support by the Scottish Government is to assist enrolled PhD students whose studies are affected by COVID-19.

### **Principles**

Our principles to support PhD students are based on the guidance from UKRI, UKCGE, and other bodies and aligned with the Higher Education sector. The University is thus committed to:

- Support students in completing their research projects to a doctoral level.
- Ensure the quality of their research and the standard required for the research degree to be awarded.
- Protect mental health and wellbeing of students.
- Treat all students fairly, using flexible and inclusive processes that recognise the impact of the pandemic on individual personal circumstances of students.
- Publish and implement the criteria for extensions consistently.
- Implement a procedure with minimal burden on students.
- Provide support mechanisms that do not compromise a student's funding source.

### **Eligibility for extension of time, interruption of studies and funding**

All postgraduate research students are eligible to request extension of time, interruption of studies and, if funded students in Scotland, funding extension if significantly affected by the COVID-19 pandemic.

**Extension of time:** The extension of time applies when COVID-19 disruptions lead to adjustments of originally planned studies, requiring additional time in order to recover the research plan.

**Procedure:** Enrolled students should submit requests for the extension of time through MyPGR Platform, explaining in detail the applicable eligible circumstances. Email [PGR@uws.ac.uk](mailto:PGR@uws.ac.uk) to request and extension to registration form.

**Interruption of studies:** The interruption of studies applies when, due to COVID-19 disruptions, the studies and studentship funding have to be completely stopped and restarted at a later date.

**Procedure:** Enrolled students should submit requests for the interruption of studies through My PGR Platform, explaining in detail the applicable eligible circumstances. Email [PGR@uws.ac.uk](mailto:PGR@uws.ac.uk) to request and interruption to registration form.

**Funding extension:** The funding extension applies to enrolled UWS-funded postgraduate research students in Scotland who have applied for the extension of time due to COVID-19 disruptions.

All postgraduate research students in Scotland who receive a UWS studentship and are within the normal period of registration and whose studies have been significantly disrupted by COVID-19, are eligible to apply for an extension of funding in addition to the extension of time.

**Procedure:** Enrolled students should submit requests for the funding extension jointly with their request for the extension of time through My PGR Platform, explaining in detail the applicable eligible circumstances. Email [PGR@uws.ac.uk](mailto:PGR@uws.ac.uk) to request and extension to registration form.

### **Financial relief and additional funding support**

All students requiring additional financial support should first review other financial support information and COVID-19 related information on UWS website and for any further information contact the funding advice team ([fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk)).

**Financial relief:** Additional support announced by the Scottish Government in June 2020 has enabled us to offer enrolled PhD students to apply for financial relief subject to COVID-19 PhD Hardship Fund Criteria (including self-funded students).

**Procedure:** Enrolled students should submit the completed application for the financial relief to [PGR@uws.ac.uk](mailto:PGR@uws.ac.uk)



Please read the Covid-19 PhD support procedure in full [here](#) before applying.

#### **OTHER USEFUL CONTACTS**

##### ***How do I contact International Advice?***

You can contact International Advice at [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk)

##### ***How do I contact Student Administration?***

You can contact Student Administration at [hub@uws.ac.uk](mailto:hub@uws.ac.uk)

##### ***How do I contact my School PGR Coordinator?***

School of Business & Creative Industries - School PGR Coordinator: Dr. Abeer Hassan ([Abeer.Hassan@uws.ac.uk](mailto:Abeer.Hassan@uws.ac.uk)), Professorial Lead (PGR) School(s) of ESS and BCI: Prof. David McGillivray ([david.mcgillivray@uws.ac.uk](mailto:david.mcgillivray@uws.ac.uk))

School of Education & Social Sciences - School PGR Coordinator: Dr. Yonah Matemba ([Yonah.Matemba@uws.ac.uk](mailto:Yonah.Matemba@uws.ac.uk)), Professorial Lead (PGR) School(s) of ESS and BCI: Prof. David McGillivray ([david.mcgillivray@uws.ac.uk](mailto:david.mcgillivray@uws.ac.uk))

School of Computing, Engineering & Physical Sciences - School PGR Coordinator: Dr. John Hughes ([John.Hughes@uws.ac.uk](mailto:John.Hughes@uws.ac.uk)), School PGR Coordinator (Computing): Dr. David Ndizi ([david.ndizi@uws.ac.uk](mailto:david.ndizi@uws.ac.uk))

School of Health & Life Sciences - School PGR Coordinator: Dr. Beverley Young ([Beverley.Young@uws.ac.uk](mailto:Beverley.Young@uws.ac.uk))

##### ***How do I contact Finance?***

You can contact Finance at [accountsreceivable@uws.ac.uk](mailto:accountsreceivable@uws.ac.uk)

##### ***How do I contact Printing Services?***

You can request UWS Printing Services to print your thesis:-

<https://www.uws.ac.uk/current-students/it-printing/printing/>

##### ***How do I contact ICT Helpdesk?***

You can contact Helpdesk at [helpdesk@uws.ac.uk](mailto:helpdesk@uws.ac.uk) or Ext 3999