UWS Doctoral College

Handbook
2025/26

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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 as you begin your postgraduate research experience. Embarking on postgraduate research is both a challenging and rewarding endeavour. It demands curiosity, dedication, and resilience, but it also offers you the opportunity to contribute original knowledge to your field and make a meaningful impact on the world.

UWS is committed to a distinctive approach to our research and innovation. We are proud to work within a culture of curiosity and we share with a particular focus on mapping our contributions to the United Nations' Sustainable Development Goals. We also offer a truly international experience with more than 500 postgraduate research students from all over the world. The University has a vibrant community of research institutes, centres and groups organised across four academic Schools. 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. As well as your School, all postgraduate research students are part of the Doctoral College, created to facilitate a collegiate research environment and support the progression and development of postgraduate research students.

We want to make your research experience a rewarding one and we are committed to providing a supportive environment that will enable you to conduct high quality postgraduate research. There are a wide range of opportunities to develop your skills and build your networks through your School, our Research Institutes Centres and Groups, the Doctoral College and wider university. I encourage you to make the most of the opportunities available to you to develop yourself as a researcher, acquiring the skills needed for your current project as well as your longer-term career aims and ambitions. Critical to your success in completing your research degree is taking the responsibility for engaing with your supervisory team - they are here to help you achieve your academic ambitions.

This Handbook is designed to provide an overview of information and resources to support you in your life as a postgraduate research (PGR) student. It should be read in conjunction with the Doctoral College Code of Practice, which provides detailed information regarding progression requirements for students and essential information for students, supervisors and examiners. You will also receive School-specific information relating to postgraduate research student life at your School induction.

Finally, your time at UWS will present you with multiple opportunities and we would encourage you to make the most of your network of colleagues, fellow students and partners that sit around your own specific research activities. Your success is our success and we are here to support you so that your time at UWS is enjoyable and rewarding, equipping you for your future roles in academia and beyond.

Yours Sincerely,

Professor Robert MacIntosh
Interim Deputy Vice-Chancellor and Pro Vice-Chancellor
(Research & Innovation)

Research Student 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 postgraduate research programmed 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 Doctoral College Code of Practice, available online at **UWS Policies, Procedures and Guidance**. All progression monitoring is completed via **Skillsforge**.

Induction
Induction sessions are delivered by the Doctoral College in October, February, April and June of each year. In person Inductions will take place In October of each year, and students who have joined since the previous October are very welcome to attend these to complement their online Induction.

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

PGR Community
At UWS we are committed to building a supportive PGR community. To this end, the Doctoral College runs several initiatives to support those provided by Schools. The PGR MS Teams channel is a forum for Doctoral College staff to share Information with the PGR community, but also for PGR students to connect with each other and to store useful resources. Monthly online coffee mornings are also hosted through the MS Teams channel and provide opportunities for students to catch up and share good practice and information. The annual UWS Research Festival includes a dedicated PGR day. This is a highlight for the PGR community and provides opportunity for students to showcase their work and connect across disciplinary boundaries. PGR Connections is a student-led research community that puts on events and seminars throughout the year.

PGR Representation

Each summer the Student Union will hold elections for PGR representatives on the following university committees: the Doctoral College Board, Research and Innovation Committee and Senate. These are fantastic opportunities to learn about university governance, develop your skills and make a contribution to the university.

PGR Networks beyond UWS

PGR Students are encouraged to build their research networks beyond the university during their studies. In Scotland, there are four main disciplinary networks that provide a wide range of events, training and networking opportunities for students undertaking PGR study in Scotland, including:

Scottish Graduate School of Social Sciences (SGGGS)

Scottish Graduate School for Arts and Humanities (SGSAH)

Scottish Universities Physics Alliance (SUPA)

Scottish Universities Life Sciences Alliance (SULSA)

PGR staff: roles and responsibilities

Lead Supervisor: all students have a lead supervisor. This is your primary point of contact for all aspects of your research and studies, and you will be based in the same School as your lead supervisor. Full-time students should meet with their supervisor monthly (and every two months for part-time students) and submit a supervision report on Skillsforge.

Supervisory team: all students will have one or two other supervisors who will contribute to your work. All supervisory teams include research-active staff, experienced in PGR supervision.

Assessor: all students will be allocated an assessor. The assessor's role is to provide an impartial assessment of your work at key milestones.

PGR coordinator: Each division has a PGR coordinator. This is an academic member of staff who has responsibility for overseeing PGR study from admission to examination in the division. Students may seek advice from PGR coordinators for difficulties or queries not resolved by speaking to the supervisory team.

Doctoral College team: The Doctoral College is responsible for administrative matters related to the student journey and for the researcher development programme. The team can be contacted on: pgr@uws.ac.uk.

PGR Milestones

All PGR students will have a timeline of key milestones listed under the 'milestones' tab in Skillsforge. The below illustration is for a full time PhD student. The timeline will be adjusted for part-time students or those on other PGR programmes. These milestones provide a structure to support your progression through your research degree, at UWS and support timely completion of programmes of study. All students should familiarize themselves with their timeline and upcoming milestones. Detailed information about progression monitoring and the requirements of each milestone is available in the Doctoral College Code of Practice.

Timeline: Start Date — 2023; 6 Month Review — 2024; Annual Review — 2024; Annual Review — 2025; Transfer Event — 2026; Intention to Submit — 2026; Expected Thesis Submission — 2027; Max Registration — 2027

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 provide you with as smooth a start of your studies as possible.

Starting date
Please make sure to be here on the starting date given to you in your offer letter. 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 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 your University account. If in doubt, please contact your Lead Supervisor to discuss.

Doctoral College support
The Doctoral College team are available for online or in person appointments. Please contact the team via email on pgr@uws.ac.uk.

Important Information for 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 supervision report 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. Tier 4 students must complete a Change of Circumstance form to cover any periods away from their studies or the university such as annual leave, medical leave or overseas fieldwork. More information and the form can be obtained by emailing pgr@uws.ac.uk. Students may only work beyond the normal allowance of 20hrs a week during approved, annual leave, whilst awaiting the viva examination (with permission) or after the award has been confirmed.

International advice
If you wish to speak to an International Student Adviser regarding your visa and immigration status, contact the Hub team on 0141 848 3800 or hub@uws.ac.uk to book an appointment.

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 of your student status. This is called a status letter at UWS and can be requested by emailing pgr@uws.ac.uk

Credit check UK
Please note that a 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.

Student Responsibilities

The thesis is a major contribution to the existing knowledge in your disciplinary area, and as 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 and ethics.

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 led by Doctoral College are available to book via Skillsforge, with wider opportunities shared via the PGR MS Teams site.

6. You are expected to attend induction and encouraged to attend 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 as soon as possible. If you have booked an event via Skillsforge, cancelling will make the space available to a fellow PGR on the waitlist.

7. Research studies can lead to isolation so please engage with other research students, the Doctoral College and staff across the University.

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, ensure all your information is up to date, that progress reports and milestones are completed on time, and to view development opportunities available to you.

9. Prepare for the viva voce examination by attending training events, presenting papers and liaising with your supervisory team to prepare a mock viva voce.

10. Inform Hub@uws.ac.uk and your Lead Supervisor of any change in personal details, address or contact details.
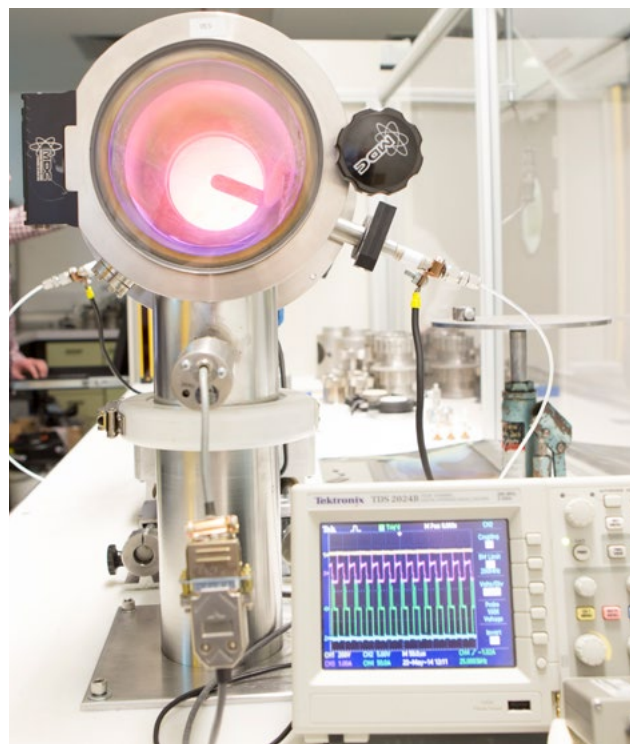
Doctoral College

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 fees. It is also responsible for the following

- Developing the postgraduate Researcher Development Programme (i.e. for postgraduate research students, supervisors, chairs, assessors and examiners).

- Supporting 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 Chairs and Examiners.

Advice and Guidance
The Doctoral College team are available to help with queries such as those relating to registration, student status or funding. The team can be contacted by email on pgr@uws.ac.uk. Online and in-person appointments are available to PGR Students by request.

Holidays
Commitment to your studies is the key requirement for success but everyone needs some respite from hard work. Postgraduate 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 or there may be cases when you need to interrupt your studies. There may be other changes in your circumstances. 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, primarily those pertaining to Research Degrees in Chapter 4 of the regulatory framework.. 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 authorisation 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 online **Doctoral College code of practice** is avaliable and should be read in conjunction with this handbook for further information for students and supervisors regarding PGR student progression and examination processes.

Complaints

Should students experience any problems during their studies they should try to resolve them with the relevant School or professional service department, but where they are not satisfied with the resolution, a complaint can be submitted through the **UWS complaints process**.

Researcher Development

At UWS, we aspire to develop future graduates with the skills and expertise to make impactful and innovative contributions in a wide range of sectors.. It is important that your experience as a PGR at UWS supports you in this journey, enriching and facilitating opportunities for you to grow as a researcher. Our PGR Researcher Development programme is managed by the Doctoral College in close alignment with Schools and University professional services to support your research development. We combine expertise from within UWS and in collaboration with our partners across the public, private and 3rd sectors to support you to explore your research across interdisciplinary contexts.

We have established a range of engagement opportunities, from courses to peer-led networks, that aim to support the development of your studies and enhance employability. Our PGR Development programme is designed with collegiality in mind, supporting students and staff undertaking cutting-edge research to thrive within a positive research environment.

The Researcher Development Programme is available for PGRs to book via Skillsforge. The programme is complimented by opportunities in schools, UWS research groupings, and through networks such as the Scottish Graduate Schools.

All research students are expected to engage in the UWS PGR Researcher Development programme, during which you will gain a range of valuable skills in addition to the in-depth knowledge and understanding you bring through your research. Personal and Professional skills development has a critical part to play in 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 engaging in the UWS PGR Researcher Development programme, it can support your professional and personal development. However, it's not just about the skills you enhance, it's about how you are connected to and respected within your research practice while with us, which is why there are a range of networking and social opportunities to engage in as part of the PGR Development programme, such as our annual UWS Research Festival and regular coffee morning sessions, alongside opportunities facilitated across our UWS research Institutes, Centres and Groups.

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.

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).

At UWS, the Vitae Researcher Development Framework (RDF) informs our programme. The framework is a useful resource to help you consider your development priorities and strengths throughout your studies, and can be used to aid ongoing discussion about planning your development activities with your Supervisory team.
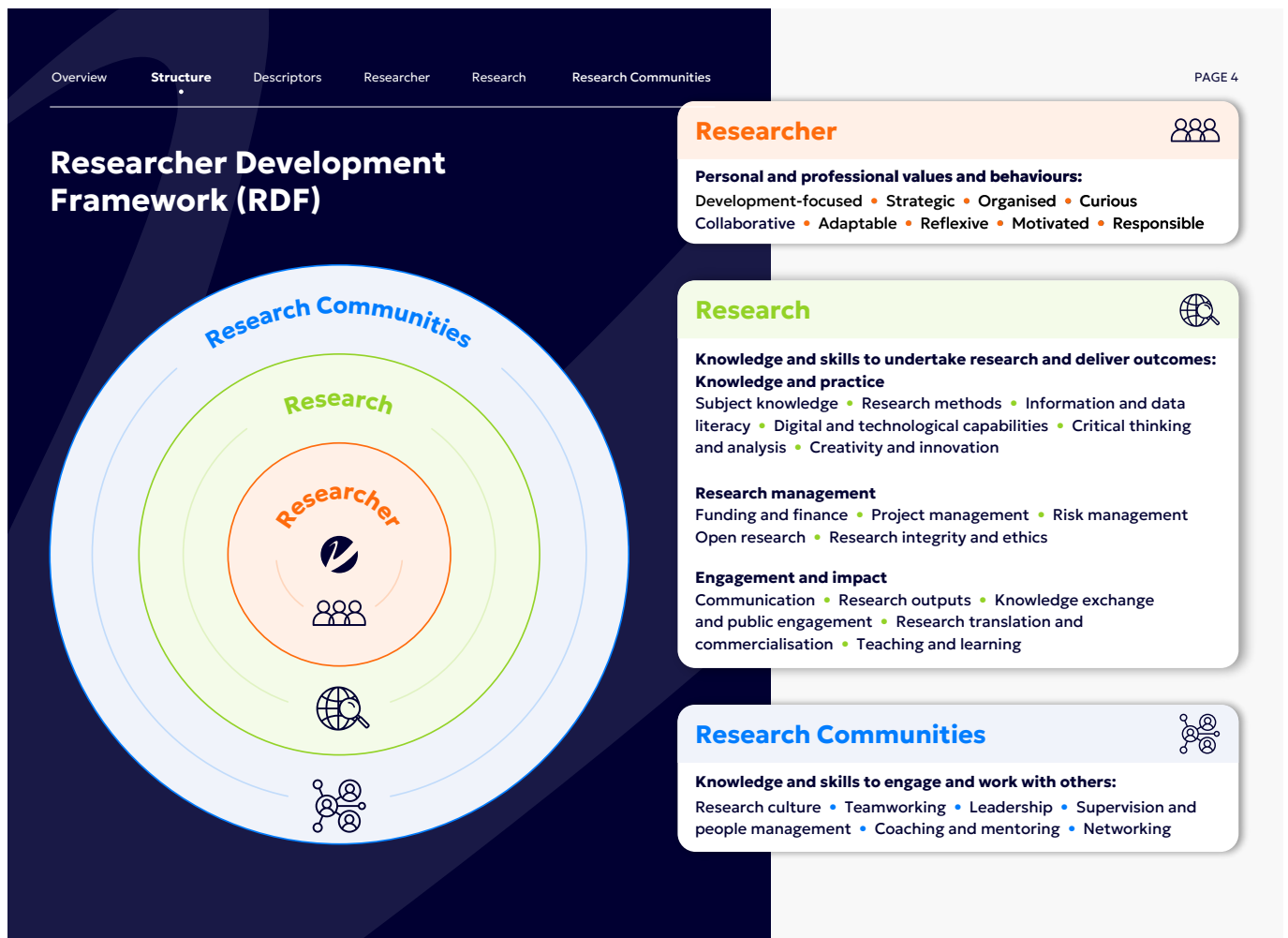
Researcher Development Framework (RDF)

Research Communities

Research

Researcher

Researcher

Personal and professional values and behaviours:
Development-focused • Strategic • Organised • Curious Collaborative • Adaptable • Reflexive • Motivated • Responsible

Research

Knowledge and skills to undertake research and deliver outcomes:
Knowledge and practice
Subject knowledge • Research methods • Information and data literacy • Digital and technological capabilities • Critical thinking and analysis • Creativity and innovation

Research management
Funding and finance • Project management • Risk management Open research • Research integrity and ethics

Engagement and impact
Communication • Research outputs • Knowledge exchange and public engagement • Research translation and commercialisation • Teaching and learning

Research Communities

Knowledge and skills to engage and work with others:
Research culture • Teamworking • Leadership • Supervision and people management • Coaching and mentoring • Networking

Figure 1: Vitae Researcher Development Framework

Academic Resources and Support

Help and advice with your studies
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.

School research funding/conference attendance
Students can apply for funding to support researcher development expenses such as attending a conference to present a paper. A maximum of £1000 is available per PhD student during the normal duration of study. These funds are managed by Schools and the way these funds are used may differ across the schools. It is advisable that students check local arrangements in their School.

Academic Skills and Careers Service
The Academic Skills and Careers Service (https://uws.careercentre.me/Members) at UWS offers self-help information and resources, in-class workshops and one-to-one appointments. The Academic Skills team can provide advice on issues including academic writing, referencing, critical thinking and time management. Careers Advisors can provide advice and support to PGR students planning academic or non-academic careers. Both teams run a wide range of events throughout the year.

The Library
Information regarding the wide range of library resources and services available to researchers can be found on the UWS Library website (https://www.uws.ac.uk/library). 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.

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.

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. Certainsubject 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
EndNote
EndNote Online

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

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 a formal application to the School Academic Integrity and Ethics Committee (SAIEC) for approval. 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 SAIEC 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 SAIEC and are 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 Academic Integrity and 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 .

Student Support and Wellbeing

At UWS, we are committed to ensuring that every student gets the most out of their university experience, regardless of their personal circumstances or background. There is a wide range of support available to ensure that all students fulfil their potential, achieve their goals, and enjoy their time at UWS. PGR students may experience challenging personal circumstances during their studies, where this is the case, we recommend that students seek support from Student Services.

The Student Hub acts as a first point of contact for Student Services and advice. The Hub can be contacted on hub@uws.ac.uk. Student Hubs avaliable on every Scottish Campus, and are open Monday to Friday during the following times:

Ayr Campus – 09.30 – 16.00

Dumfries Campus – 09.00 – 16.30

Lanarkshire Campus – 09.00 – 16.00

Paisley Campus – 09.00 – 17.00

UWS provides the following services, all of which can be accessed through the Student Hub. More Information about support offered can also be found on the **Hub webpages**.
- Academic Skills
- Careers
- Counselling and Wellbeing
- Disability Support
- Funding and Advice
- International Student Support
- Multi-faith Chaplaincy
- Support for Carers, Care Experienced and Estranged Students

UWS is committed to providing a supportive environment for all students. Where students require reasonable adjustments to support their studies due to a disability or a long-term medical condition, disabilityservice@uws.ac.uk can be contacted to access support and request adjustments. PGR students may also discuss their needs with their Lead Supervisor.

SafeZone App
The safety and wellbeing of students and staff is our top priority at UWS. We have introduced a new free smartphone app that promotes staff and student safety across all of our campuses.

SafeZone enables users to call for help and assistance when they need it most, giving you fast access to security whenever and wherever you are on campus, and allows the University to send notifications to users, e.g. in the event of severe weather or building closure. SafeZone also allows you to easily check in and share your location on campus – helping with any contact tracing efforts on campus.

The main features of the app are:
- Emergency alert – if you, or another person nearby, find themselves in a situation where their personal safety is threatened.
- First Aid alert – if you or another person nearby needs medical assistance.

Available to download from the App Store or Google Play.

Student Administration and Procedures

Finance
Current and prospective students can access finance information and guidance through the Funding and Advice Team:https://www.uws.ac.uk/money-fees-funding/funding-and-advice-team. 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 (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.

Information Technology (IT)
Should you have any problems with your PC, email or internet services on campus, the IT 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. 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 important information.

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.

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
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**.

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. Further information on thesis submission and examination arrangements is also available in the Doctoral College Code of Practice.

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.

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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