



University-level study in the Highlands and Islands

Sustainability Studies

Post Graduate Student Handbook

Academic Year 2009-10

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1. INTRODUCTION

a) The UHI

The UHI Millennium Institute (UHI) is the only provider of higher education based in the Highlands and Islands of Scotland. This new and innovative institution has a unique structure with a federal collegiate structure of fifteen institutions. The multidisciplinary research activity on sustainability currently takes place at four members of the UHI network: Perth College, where the Centre for Mountain Studies (CMS) is based; Lews Castle College (LCC) in Stornoway; The Centre for Remote and Rural Studies in Inverness, established (originally as 'PolicyWeb') in 2004 and the Centre for Rural Health (CRH), which has operated as a collaborative venture between the University of Aberdeen and UHI since 2005. UHI's strategy is to build on research strengths, benefit from opportunities and innovations possible in our diverse region, and support new areas of potential to produce research that advances theory and methodology, and also influences policy and practice. It is proposed to gradually extend the experience of supervising research students in sustainability studies to the other Academic Partners over the next 3-5 years. In many cases, this will be done in partnership with the three sponsoring universities - Aberdeen, Edinburgh and Strathclyde - with which UHI is working to increase its research capacity in anticipation of attaining university title.

(see appendix 10 for contact details of current Sustainability Studies Academic Partners)

b) The Research Structure

Research Students at UHI are formally enrolled by the Research Office Team at the UHI Executive Office after being adopted and proposed by the hosting Academic Partner and approved by the Research Degrees Sub Committee. Students have local representation through the Research Committee of the host Academic Partner, and are also represented on the UHI Research Degrees Sub-Committee. The development of research strands and themes available for research students is a matter for discussion between approved host Academic Partners and the relevant UHI Faculty through the responsible Dean and the Faculty Network Committee.

2. ADMISSIONS AND ENTRY REQUIREMENTS

a) Entry Requirements for PhD/MPhil:

The normal entry requirement is an Honours degree (minimum 2:1) from a recognised UK degree-awarding body, or postgraduate diploma, or a professional qualification recognised as being equivalent to an Honours degree. Other qualifications or experience demonstrating that a candidate possesses appropriate knowledge and skills at Honours degree standard may be acceptable (e.g. a credible publication of research papers at the appropriate level). Any student who enrolls will be required to meet the admissions criteria for the programme.

b) Registration

All PhD/MPhil Sustainability Studies Students are required to register as UHI Millennium Institute students, and all training, supervision and mentoring will be delivered through the UHI Millennium Institute, or via Partner Academic Institutes as appropriate.

In addition, PhD and MPhil students are registered with the University of Aberdeen (UoA) for their research degrees. All students are required to complete the RD2 form which will be submitted by UHI to UoA. This form requires input from the student and each member of the proposed supervisory team and should be completed and submitted prior to starting study. Two passport-sized photos should be submitted along with the form. (please see Appendix 5 for further details)

UHI academic registry is responsible for a range of student and academic administrative functions that include the following with regard to research students:

- Registration of postgraduate research students
- Maintenance of student registration data in manual form and on SITS (computerised student records system)
- Monitoring of student progress, including changes to terms of study
- Organisation of the examination panel and liaison with the University of Aberdeen regarding student thesis submission
- Interpretation and advice on postgraduate regulatory issues

The UHI Executive Office contact for this is Gillian.MacLellan@uhi.ac.uk until Jan 2010 then Janis.Mackay@uhi.ac.uk
Tel: 01463 279241

c) Timescales

Full-time PhD students should aim to complete their degrees within three years, which is the period of most student awards, and certainly within four. Full-time MPhil students should aim to complete their degrees within two years. Completion times for part-time study will be more variable, depending on the degree and the amount of time that can be devoted to the research. The maximum periods of registration for part-time students are:

MPhil	6 years
PhD	8 years

These maximum periods should not be regarded as the norm. Students should work to completion within these periods.

d) Research Degrees Sub-Committee (RDSC)

The RDSC is responsible to the UHI Academic Council through the UHI Academic Standards and Quality Committee for overseeing the registration, support, progression and examination of research students.

The remit of RDSC is to:

1. To oversee the registration, progression and examination of research students
2. To consider the annual monitoring reports of research students
3. To monitor and review the UHI code of practice for research students
4. To receive reports on student complaints
5. To support training for staff in research supervision
6. To monitor and review research student support issues including induction and library, ICT and equipment access, and to receive reports on the student hardship fund
7. To consider and review strategies for recruiting and retaining research students with high potential.

e) Research Training Opportunities

Research Students are given a training needs analysis during their first month of study and thereafter are able to take advantage of student and staff development opportunities in their host Academic Partner or in other Academic Partners if appropriate. This might include training in field methods, IT training, SPSS or other statistical packages.

The UHI has been active in running training workshops for research students through the UK Grad scheme and Edinburgh Universities Effective Researcher programme.

There is an annual UHI research students' conference, held at a UHI Academic Partner, at which students can present papers/posters, attend training workshops, and socialise with other research students.

The UHI has a funding scheme to assist research students with travel, subsistence and conference fees so that they can attend academic conferences of relevance to their programme of study.

All students participate in the UHI research seminar series (networked by videoconference as well as being open to relevant local institutions and researchers)

in which students are expected to deliver a presentation, as well as to demonstrate other transferable skills that accompany their studies.

3. QUALITY ASSURANCE

a) How are the standards and quality of the programme evaluated and enhanced?

The management of research students adheres to the UHI postgraduate structured management framework. There are several aspects of this. The main contact is with the student's UHI supervisor, and following that, with the second supervisor, either from the UHI or, often, an external academic from another university. In some cases, a third supervisor may be appointed to cover a particular aspect of study or to enable this supervisor to gain experience in supervising as part of a competent team – under this system, the third supervisor is mentored by an experienced supervisor. The supervisors relate to the Research Committees in their own (and the student's) Academic Partner. These committees have direct membership links with the RDSC and the UHI Research Practitioners' Group. Each Academic Partner Research Committee also has a postgraduate student representative. Regular reports on the research student (six-monthly, annual, and probationary) are referred to the RDSC. Independent Third Party Monitoring of each individual research student is also referred to the RDSC. (see Appendix 1 – Code of Practice for Supervisors, Research Students and Academic Partners)

4. STUDENT SUPPORT

a) Induction

All new research students take part in an initial induction over two days in September/October, organised by the UHI Executive Office, with further induction dates organised later in the academic year if required. A student handbook is made available to participants in hard copy and through the UHI web site. Online induction resources are provided to extend the availability of resources to postgraduate students throughout their student career. In addition, each student will undertake a specific induction for the particular Academic Partner where they are to be based.

b) Student Support

In common with all UHI research students, Sustainability Studies students have access to generic support information in a virtual learning environment (Blackboard). This is accessed from the home page of the main UHI website <http://www.uhi.ac.uk/home> by clicking on the VLE tab under the 'Shortcuts' tab at the top of the homepage.

Within the Postgraduate Research area, one of the Academic Areas is specific to Sustainability Studies, including details of support and resources at each Academic Partner, current information, discussion board, and news of research activity in Sustainability Studies. Both staff and students have access to the VLE, and supervisors are expected to engage in providing news and information, to ensure students based at Academic Partners across the network are genuinely part of a research community in Sustainability Studies.

Specific student support is provided by the hosting Academic Partner, including pastoral support, library facility and training, and other 'on-campus' facilities. Although each Academic Partner has a different environment, those involved in Sustainability Studies provide a generic level of equivalence in support for students.

While supervisors have a particular role in supporting the learning of students, it is recognised that other students and other resources, both internal and external to UHI, can also have a powerful role in providing learning support.

Each Research Student is allocated an independent Third Party Monitor, who is drawn from another curriculum area and an Academic Partner different from that at which they are hosted. The roles of the Third Party Monitor are to conduct an annual interview with each student for whom they are responsible and to report to the RDSC, and to objectively and independently ensure that any difficulties to student progress are resolved speedily and efficiently.

(see appendix 2 – Research Students Complaints procedure)

Students have access to appropriate technicians and support staff for routine administrative or equipment requirements.

Academic Partners collaborate in organising UHI-wide seminars and workshops on relevant topics, thus developing a joint research culture and environment which includes student participation. For example, in 2006-7 Academic Partners involved in Sustainability Studies jointly organised a monthly seminar series on 'Sustainable Highlands and Islands 2025' attended by up to 40 participants and 12 sites linked by video conference. This series was followed up in 2007-8 by one which looked at the economic and social impacts and human responses to climate change.

c) UHI Student Support: Where to get help?

- The Student Support team at each Academic Partner has a wide range of experience and contacts and will be able to either offer confidential counselling or, where there is no counselling service, access to an external counsellor and other local help. Contact student support at the Academic Partner where you are enrolled.
- Your Student Adviser may be the person you go to first. If he or she does not have all the answers, they will be able to put you in contact with Student Support staff or with someone with specialist knowledge of a particular situation. Either way - talk to someone, don't try to go it alone!
- You might choose to go to your GP.
- You might want to contact a confidential helpline; some helpful organisations and helpline numbers are on the UHI website at:
<http://www.uhi.ac.uk/home/students/counselling-and-support>

d) What learning support will be available?

Training in the use of the UHI Virtual Learning Environment (Blackboard) and on-line literature searching is provided at the induction conducted by UHI's Executive Office.

Through the UHI distributed learning policy, core resources, such as software, are available to approved users anywhere throughout the UHI network.

5. RESOURCES FOR STUDENTS

a) Library Facilities

The UHI Library and learning resource service is a networked facility, offering support and access to a range of traditional paper-based and electronic information and learning resources. These services have been designed to complement and support the core curriculum web-based and tutorial services.

Unlike traditional university and college libraries, UHI's library and learning resources services provide networked facilities at each of the main Academic Partners, together with a variety of resources that are available from the network of Local Learning Centres and from the homes or workplaces of registered students. These resources include password protected access to thousands of online, peer-reviewed journals (Infotrac, EBSCO, Ingenta, Science Directory) databases, images, archives (SCRAN) and authoritative web-based resources. This results in a substantial resource base, providing a consistent, equitable quality of learning resources available to both rural and urban students.

All Academic Partners offer access to PC's and the internet at the main campus, as well as through the extensive network of local Learning Centres. Students have access to a web-based master catalogue of library resources of the Academic Partners, as well as browsing access to the online libraries of other UK institutions of Higher Education. The UHI has an inter-site lending policy to enable students to borrow from libraries other than their main location of study. A copyright licensing agreement through HERON allows for the digitisation of key papers, articles, and other text resources in order to make these directly available to students from their own work station.

In addition, as students are registered with the University of Aberdeen, all research students in Sustainability Studies have access to library facilities at the University of Aberdeen (also on-line).

Further information concerning UHI library facilities can be found at <http://www.uhi.ac.uk/home/libraries>

b) IT Information

Full information on IT facilities and support within UHI can be found using the following link

<http://www.uhi.ac.uk/home/students/it-services> and further information about how to access UHI Electronic Resources can be found at the following address

<http://www.uhi.ac.uk/home/libraries/electronic-resources/fam-documentation>

(see appendix 7 – How to access UHI Millennium Institute Electronic Resources)

6. STUDENT STATUS

a) UHI Student Status

In general, details of all facilities available to all UHI students are shown on the UHI website www.uhi.ac.uk

Further information concerning all aspects of student life as a student at UHI can be found at <http://www.uhisa.org.uk/> and a summary for UHISA is shown at Appendix 6. The current UHI Student Association Post Graduate Student Representative is Syed Shah, who is based at Orkney College UHI syed.shah@orkney.uhi.ac.uk

b) University of Aberdeen Associate Student Status

As previously stated, in addition to their registration with UHI, research students are also registered with the University of Aberdeen (UoA) and will therefore also have Associate Student Status with the UoA. UoA Associate Students have the use of the University's library (including access to on-line journals), Computing Services, Hospitality Services which are available to students, and all University Sport and recreational facilities.

Full details of the UoA library services can be found at:

www.abdn.ac.uk/diss/library/

Information about UoA electronic resources for students studying at a distance can be found in the Electronic Resources for Distance Learners fact sheet included as Appendix 4 to this handbook.

Full details of UoA Computing Services can be found at:

www.abdn.ac.uk/diss/compuserve/

Details on UoA sport and recreation services can be found at:

www.abdn.ac.uk/sportandrec/

The University of Aberdeen Students' Association exists to promote the interest of all matriculated students and to communicate on their behalf with the University authorities on matters affecting students. Further details can be found at:

www.ausa.org.uk

c) Overseas Students

Students from overseas are reminded of the requirement that they should be in possession of a valid work permit or visa on their arrival in the UK. With limited exceptions (e.g. Commonwealth and EU countries), this requirement applies to all visiting students, regardless of the length of proposed stay and regardless of sponsoring body.

7. GENERAL TERMS AND CONDITIONS

a) Health and Safety

The duty to supervise postgraduate research students is delegated by the UHI to the Head of the host Academic Partner and thence to the member of staff directly responsible for the student.

Each Academic Partner has a specific code of practice for Health and Safety and must make arrangements to provide postgraduate research students with such supervision as is necessary to ensure their health and safety according to this code of practice. New postgraduate research students will be trained in Academic Partner health and safety policies and procedures.

Supervisors must not discharge their duty to supervise by relying solely upon a postgraduate research student's status or apparent competence. They must be able to demonstrate that they have exercised an active supervisory role. Active supervision does not usually mean constant attendance. In conformance with the code of practice at their specific Academic Partner, supervisors must ensure that:

- postgraduate research projects are assessed for health and safety risks;
- necessary precautions are agreed with the student (and in all but the most elementary circumstances are committed to writing);

- regular checks are carried out to ensure that the student is working to the agreed procedures;
- postgraduate research students understand that significant alterations in agreed procedures must not be introduced without the supervisor's knowledge.

Each Academic Partner must make formal arrangements to cover for the temporary absence of a postgraduate research student's normal supervisor. General health and safety guidance issued to students at induction is in Appendix 9.

b) Absence – Holidays

Reasonable holidays, not exceeding eight weeks in each year including public holidays, may be allowed by supervisors. You are required to inform your Director of Studies in advance of any proposed absence. (see appendix 3, or the equivalent agreement with your Academic Partner, for further details)

c) Absence – Illness

Refer to Terms and Conditions of a UHI research studentship (appendix 3) or the equivalent agreement with your Academic Partner.

d) Maternity Leave

Refer to Terms and Conditions of a UHI research studentship (appendix 3) or the equivalent agreement with your Academic Partner.

e) Paternity Leave

A total of ten days paid paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth.

f) Intellectual Property Rights

Please refer to Subsection 8 of the Accreditation Agreement between UHI and the University of Aberdeen which is shown at Appendix 8.

CODE OF PRACTICE FOR SUPERVISORS, RESEARCH STUDENTS AND ACADEMIC PARTNERS

1. INTRODUCTION

This Code of Practice sets out guidelines for the conduct of the relationship between supervisors and students. It defines the responsibilities of students and supervisors, suggests what each can reasonably expect of the other, and gives examples of good supervisory practice. If the Code of Practice is to be effective, it must mean a continuous process of negotiation between student and their supervisors. It is intended to provide a framework for research in an atmosphere of scholarship and collegiality.

2. RESPONSIBILITIES OF THE SUPERVISOR

Supervisors are responsible for the academic progress and pastoral or personal support of their students, and for dealing with administrative matters. They should provide the guidance and support necessary for successful completion of the research project.

2.1 Supervisors are responsible for:

- Establishing at the beginning of the student's research, a framework for supervision, including arrangements for regular supervisory meetings. The stages that the student will be expected to complete by certain points in the research should also be agreed.
- Defining the role of each of the supervisors.
- Meeting regularly and frequently with the student, at the intervals agreed at the beginning of the research programme.
- Giving assistance in defining the topic of research. It is important that this is agreed between the student and the supervisors at an early stage.
- Ensuring that the project:
 - Falls within the supervisors area of expertise
 - Can be completed with the resources available

- Can be completed within the prescribed period of study.
 - Is suitable for the degree that the student intends to take
- Making sure that students know about research training provided by UHI and the Academic Partner and are aware that they are required to attend.
 - Seeing that the safety policies of UHI and the Academic Partner are brought to the student's attention and explained
 - Discussing any hazards associated with the research work and how they can be dealt with, and ensuring that the safety procedures are followed.
 - Ensuring that adequate cover is arranged if a supervisor is going to be absent for a significant period.
 - Responding promptly and constructively to written work, within the time agreed at the beginning of the project.
 - Adhering to the monitoring and progress reporting timetable detailed in the postgraduate structured management framework. This will include the progress reports required by the Research Degrees Subcommittee.
 - Ensuring that the examiners are nominated in good time, so that the examination can go ahead as soon as possible after submission of the thesis.

2.2 **Students may also reasonably expect their supervisors to:**

- Treat them professionally, and see that they get proper credit for their work.
- Give advice early on about the nature of research and the standard expected for the degree the student intends to take.
- Arrange a supervision meeting as soon as possible after registration. This would normally be in the first week for full-time students, but may take longer to arrange for part-time students.
- Make sure that the first meeting covers the areas in the *Supervisory Arrangements and Good Practice* set out below or, if that is not possible, that those areas are covered in another way.
- Suggest some directed reading before registration. This might be general background reading so that the student can discuss the topic with the supervisor soon after registration, or it might be the beginning of the literature review.
- Offer advice about literature sources and other research resources.
- Deal promptly with any research problems.
- Take an active role in introducing the student to meetings of learned societies, seminars and so on, and to other researchers in the field.

- Offer advice about the publication of research work, and make sure that attribution is discussed before publication.
- Put the student in touch with specialists inside or outside the Institution if the research falls outside the supervisors' expertise. If appropriate, the supervisors should recommend the appointment of specialists as advisers or as additional supervisors.
- Provide support by encouragement and constructive advice, as well as criticism and adverse comment.

3. RESPONSIBILITIES OF THE STUDENT

3.1 Students are expected to:

- Work conscientiously and independently within the guidance offered. Whilst it is important to keep the supervisors informed and to show work to them, students should be self-directed.
- Participate fully in research training provided (full-time students).
- Come to supervisory meetings well-prepared and with a clear agenda.
- By the end of the first year (the first eighteen to twenty four months for part-time students), have the area of research defined, be acquainted with the necessary background knowledge, complete the literature review and have a provisional framework for the progress of the research, with a timetable for the rest of the research period.
- Maintain progress according to the timetable agreed with the supervisors at the outset.
- Present written material in time for comment and discussion before proceeding to the next stage. As groundwork for the thesis, students should write rough drafts of potential chapters as soon as possible. Those in the sciences should keep a systematic record of all experimental work attempted and accomplished.
- Ensure that their language of usage is good enough for the presentation of a thesis. Those whose language of thesis presentation is not their first language may wish to seek advice.
- Write regular reports, as agreed at the outset, on the progress of the project.

3.2 Supervisors may also reasonably expect students to:

- Produce a substantial amount of written work, even if only in draft form, by the end of the first year (or eighteen to twenty four months for part-time students). The interpretation of 'substantial' should be agreed between supervisors and the students at the outset.

- Tell their supervisors about other people with whom they discuss their work
- Discuss with their supervisors the form of guidance and kind of comment they find most helpful.
- Take the initiative in raising problems or difficulties, however elementary or trivial they may seem. Students as well as supervisors have a responsibility to initiate contact and raise questions.
- Recognise that supervisors may have many other demands on their time. Students should hand in work in good time and give adequate notice if they ask supervisors for unscheduled meetings or to provide references.

4. STUDENT RIGHTS

- 4.1 Students have the right to full information about the processes to which they are party
- 4.2 Students have the right to appeal against decisions of the Research Degrees Subcommittee, such as an examination result or a decision not to continue registration. Appeals have to be lodged within one month of the decision, or two months for appeals against an examination result. The appeal procedure may also be obtained from the Administrator of the Research Degrees Subcommittee.
- 4.3 Students have the right to discuss and criticise the supervision they are receiving. Initially, any concerns should be raised with the supervisors at the regular supervision meetings. If they cannot be resolved, the student should discuss the difficulties with their Third Party Monitor. If the problems persist, the matter may be taken to the Administrator of the Research Degrees Subcommittee for resolution. Such resolution may result in a decision to seek to appoint a new supervisor, although it must be accepted that there may be difficulties in finding a replacement supervisor who has experience of the thesis subject area.
- 4.4 Students also have the right to make a complaint through UHI's formal complaint procedure for research degree students. A copy of this document is provided at induction, or may be obtained from the Administrator of the Research Degrees Subcommittee.

5. GOOD SUPERVISORY ARRANGEMENTS AND PRACTICE

The following points are recommended as good supervisory arrangements and practice for students and supervisors.

5.1 Joint supervision

There must always be joint supervision. At their initial meeting the first supervisor (Director of Studies) and the other supervisor(s) and student

should agree in writing the role of each supervisor and arrangements for supervisory support.

5.2 Supervisory meetings

Students and supervisors should have regular meetings at which academic advice is given and through which progress is monitored. This is particularly important at the beginning of the research, so that the project makes a good start. Where a collaborating institution is involved in the research project it should be involved in the meetings at least once per annum.

It cannot be too strongly stressed that the success of a student's research project depends largely on the help and guidance offered by the supervisors, especially in the early stages of the work. Close contact at that time is essential if later difficulties are to be avoided.

5.2.1 Frequency of meetings

This will depend on the student's circumstances (full-time or part-time) and the nature and stage of the research project. Meetings should be more frequent for full-time students and in the early stages of research.

During the first three months full-time students should normally meet their supervisors at least once a week. After that, monthly meetings are probably an ideal norm. Part-time students should ideally meet their main supervisor at least three times a year. At important stages in the project, particularly in the first year, meetings may be more frequent and should be supplemented by regular telephone calls, e-mail or written correspondence. The student should meet both supervisors together at least once a year.

Arrangements for supervisory support, including the frequency of meetings, must be agreed at the first meeting, and the schedule adhered to by the student and supervisors.

5.2.2 The first meeting

The first meeting between student and supervisors is particularly important in establishing a provisional framework for future support and getting the student's academic work off to a good start. The following areas should be covered in the first meeting:

Supervision

- Role of each supervisor
- Frequency of future meetings
- Timetable for early meetings
- Arrangements for seeing and commenting on written work
- Monitoring arrangements and timetable
- Safety

Academic support

- Research facilities available
- Institutional training programmes and attendance requirements
- General framework for the whole research programme
- Detailed plan for the early stages of the programme

A written record of the decisions made at the meeting should be agreed and given to the student.

5.2.3 Subsequent meetings

Regular meetings, in accordance with the agreed schedule, are essential to monitor progress and agree timetables for the future. The research timetable should be committed to paper so that supervisors can see whether deadlines have been met.

The length of the meetings will vary. For full-time students meetings of an hour or so are usual. For part-time students, whose meetings are less frequent, they will be longer.

5.3 Monitoring progress

Supervisors use different methods to monitor their student's progress, and they should agree with the student at the initial meeting how it is to be done. Supervisors are required by the Research Degrees Subcommittee to submit regular reports on the progress of their students, and this should be taken into account when working out a monitoring schedule.

The Research Degrees Subcommittee requires a substantial review of progress at the end of the probationary period (for full-time students after about twelve months, for part-time students after about two and a half years). The timetable agreed at supervisory meetings should be used to see whether deadlines are being met and progress is being made.

Students should prepare progress reports for their supervisors at regular intervals according to the postgraduate structured management framework. The Research Degrees Subcommittee's Administrator also has responsibilities for monitoring students. He/she is required to ensure that students make adequate academic progress and to take any action required to enable them to meet their submission dates. They are also responsible for making sure that students receive feedback once the reports have been considered by RSDSC.

The process of progress monitoring and failure to comply is set out below.

1. Electronic requests for progress monitoring reports are sent out to the student and the supervisory team (unless alternative arrangements are in place) during the month before they are due with the relevant report proforma attached.
2. If a progress report is not received the month that it is due, a reminder letter is sent out to the student and supervisory team requesting that the report be submitted as soon as possible.

3. Failure to submit the report during the following month would lead to a further reminder which would be copied to the Principal of the academic partner. This reminder would request that the report be submitted within 7 days and that failure to submit within that period would lead to RDSC taking the decision that the Director of Studies would be deemed ineligible to supervise additional research students and that steps will be taken to replace him/her for the existing students.
4. If stage 3 does not elicit the report then a letter will be sent by Chair of RDSC to the relevant Principal/Director and Director of Studies outlining the process stated in stage three.

6. RESPONSIBILITIES OF THE ACADEMIC PARTNER

6.1 Each research student is based at one or other of the Academic Partner institutions. The responsibilities of the Academic Partner in the research degree process are concerned with the provision of an appropriate research environment, related resources, and the maintenance of appropriate professional conduct by the staff in the AP. How these responsibilities are devolved will be for the individual Academic Partner Institution to determine.

6.2 The Academic Partner is responsible for

- the general welfare and discipline of the student
- providing an appropriate working environment conducive to post-graduate research and to the general well-being of the student
- ensuring that the student has, at the start of their work, access to basic facilities, namely
 - dedicated access to a PC
 - a desk,
 - a bookcase or shelves
 - learning resource services
- ensuring, before the student starts, that the facilities in place or to be put in place will be sufficient to support the student's expected line of enquiry
- providing the necessary ICT support and learning resource access and support appropriate for the student's work
- providing financial assistance towards travel for data collection, (excluding 'sea-time'), field work and attendance at one conference per full-time equivalent year
- ensuring that the student has access to appropriate support mechanisms
- ensuring that nature of the students proposed research is related to with the work being carried out in the institution and that there is an academic environment within which the student can grow

- ensuring that the staff involved in the student's work, e.g. the supervisor, fulfil the appropriate requirements (e.g. supervisory reports, ethical clearance) as set out in the relevant UHI documentation.
- initiating any necessary arrangements arising from absence from the AP institution by either the student or the supervisor.

Appendix 2:

UNIVERSITY OF ABERDEEN RESEARCH STUDENTS' COMPLAINTS PROCEDURES

In addition to the rights and responsibilities accruing to all UHI students as laid out in the UHI Student Charter, the following specific procedures relate to postgraduate research students.

1 GROUNDS FOR COMPLAINT

The following are examples of issues which may give rise to complaint. The list is intended to be illustrative not exhaustive.

- inadequate supervision*
- loss of or undue delay in the return of work*
- non-availability of essential equipment or resources necessary to complete the work*
- plagiarism of the student's research
- unauthorised disclosure of confidential information to a third party
- assault or serious or threatening behaviour
- sexual harassment
- racist activity or behaviour
- abusive or unreasonable behaviour
- any action likely to cause injury or impair the safety of the student
- unacceptable social behaviour

* In this case, other than in exceptional circumstances, it is expected that a formal complaint would not be made on the basis of an isolated incident but that there would be evidence of a continuing problem before the complaint was pursued.

2 INFORMAL ATTEMPTS TO RESOLVE THE PROBLEM

2.1 Students are required to raise complaints informally with their Director of Studies/Research Supervisor (or with the Head/ Principal of the UHI Academic Partner institution within which s/he is located if the complaint relates to the Director of Studies/Research Supervisor). If the Director of Studies/Research Supervisor is the Head/ Principal of the Academic Partner, complaints should then be raised informally with UHI's Academic Registrar. In many cases it will be possible to resolve the issues amicably at this level. The formal procedures should normally only be used either where the complaint is so serious as to make it inappropriate to deal with it at an informal level or where informal action at the institutional level has failed to resolve the issue to the satisfaction of the student.

2.2 Students are encouraged to raise issues at an early stage. This is particularly important since delay may create problems in the subsequent investigation of the complaint, Students should note that complaints must be made before the final thesis examination and cannot constitute grounds for appeal against the outcome of the examination. Students should also consider what remedy they are seeking for the resolution of the complaint.

2.3 At all stages of the complaint, the student and the member of staff against whom a complaint has been made may be accompanied by an individual of their choice.

3 FORMAL PROCEDURES

Research students who are students registered with the University of Aberdeen come under the Aberdeen student complaints procedure (detailed below). The University of Aberdeen has advised that an initial informal stage should be carried out by UHI prior to a student engaging with the formal process detailed at 3 below.

The informal process outlined in 2 of the University of Aberdeen policy below does not apply to UHI students. These students should follow the informal procedure outlined above.

UNIVERSITY OF ABERDEEN

POLICY ON STUDENT COMPLAINTS

1. It is the policy of the University at all times to provide the highest possible level of services to its students (including applicants and former students). Nevertheless, it is recognised that there will be occasions when students may feel that the level of service, or the treatment they have received from staff, has fallen short of that normally expected, and that they have suffered (or could suffer) a material disadvantage as a result. The *Guidance Notes on Student Complaints* set out the procedures to be followed in such cases, where another more specific route does not apply.
2. Students wishing to make a complaint should normally first try to resolve this informally with the member of staff concerned, the Head of the School or Service or the relevant line manager [Guidance Note 16]. If they are unable to resolve a complaint informally or, exceptionally, feel that they would be unable to do so, then students have the right to submit a formal complaint.
3. Formal complaints must be made in writing from a named individual or individuals, and will not be accepted from third parties other than, for example, where students have asked the Students' Association to represent them. They must be submitted within fourteen days of the failure to resolve a complaint informally or of the event complained of, whichever is later. If the complaint is in relation to an issue which a student believes may have adversely affected their performance in a degree assessment then a complaint may be submitted up to 14 days after the result of that assessment has been made available to you. Complaints should be sent to:
 - The Academic Registrar, at the University of Aberdeen if the complaint relates, either directly or indirectly, to a student's or former student's programme of study or to an applicant's intended programme of study;
 - The Director of Student Support Services at the University of Aberdeen if the complaint does not relate to a student's programme of study.

[Complaints against the Academic Registrar or the Director of Student Support Services should be sent to the University Secretary or the Academic Registrar, respectively].

4. Formal complaints must set out clearly the grounds of complaint and, where possible, indicate the remedy sought.
5. The person to whom a complaint is made will undertake an initial investigation, a copy of which will be sent to the student who has submitted the complaint (i.e. the “complainant”). If the complainant does not accept the outcome of the investigation, the complaint and the outcome will be submitted to a Vice-Principal (if the complaint is programme-related) or to the University Secretary (if it is not so related) for a decision. In such cases, the Vice-Principal or the University Secretary will convene a formal hearing into the complaint, at which both the complainant and/or their representative and the relevant member of staff (normally the Head of the relevant School or Service), together with any witnesses, shall be present. Where the complaint is specifically against a member of staff or members of staff, they also have the right to attend the hearing and/or be represented.
6. If a complaint is not upheld by a Vice-Principal or the University Secretary, then the complainant shall have the right of appeal to the University Court, but only on grounds that the decision reached was procedurally irregular, perverse or otherwise unsound.
7. Where a complaint is upheld by a Vice-Principal or the University Secretary and is specifically against a member of staff or members of staff, the member(s) of staff concerned may also appeal to the University Court but only on grounds that the decision reached was procedurally irregular, perverse or otherwise unsound.
8. Students whose appeals have not been accepted by the University Court have the right to seek Independent Review of the University's decision.
9. Where students are submitting both a complaint that relates to their programme of study and making an academic appeal, a Vice-Principal shall be responsible for determining which is dealt with first. Normally, the complaint will be considered before the academic appeal.
10. The detailed procedures for Student Complaints are contained in the *Guidance Notes on Student Complaints*, which may be obtained from the Registry or downloaded from the Registry web-site [www.abdn.ac.uk/registry/quality/appendix5x19b.pdf].
11. Students cannot complain directly under these *Guidance Notes* about an academic decision or judgement, nor in relation to discontinuance of attendance on courses, or termination or suspension of studies or candidature for a degree or other award. However, students can appeal against an academic decision in accordance with the *University's Policy on Academic Appeals* and the accompanying *Guidance Notes*, copies of which can be accessed at www.abdn.ac.uk/registry/quality/appendix5x18.pdf or obtained from the Registry, University Office.

Additionally, students can submit representations against discontinuation of attendance on courses and against termination or suspension of candidature for an award in accordance with the *Policy on Non-Progression, Discontinuation of Attendance on Courses and on Termination of Studies or Candidature for an Award* and the accompanying *Guidance Notes*, available at www.abdn.ac.uk/registry/quality/appendix5x17.pdf or obtained from the Registry, University Office.

12. If students have concerns that do not appear to be covered above, they should consult the Code of Practice on Whistleblowing (www.abdn.ac.uk/personnel/whistle.htl) which "... is designed to allow employees and all other members of the University to raise concerns or to disclose information which, the complainant or informant believes, shows malpractice".

Approved by the Senate on 28 January 2004 and by the University Court on 10 February 2004

Appendix 3: Terms and Conditions of UHI Research Studentship

TERMS and CONDITIONS of UHI STUDENTSHIPS

1. Duration and nature of the studentship

- 1.1 Full-time Research Studentships, of up to three years duration, are available to enable postgraduate students to receive training in research methods and to undertake a specific programme of research in a particular field under the guidance of named supervisors.
- 1.2 The ongoing funding is subject to satisfactory progress. The third year of the studentship is subject to the satisfactory completion of the probationary report and the student's registration for a PhD
- 1.3 Part-time studentships are not available, but provision is available for grants to cover fees

2. General Conditions

- 2.1 Applications are accepted and awards made on the understanding that Academic Partners of UHI, supervisors and students abide by the conditions set out the UHI paper 'Code of Practice for Supervisors, Research Students, and Academic Partners' (shown at Appendix 1) and any amendments or additions which may be announced subsequently.

3 Grant and Allowances

- 3.1 A studentship award consists of:
 - payment (or waiver) of approved tuition fees
 - payment of registration fees and examination fees provided the latter takes place within one year of the end of studentship; this does not include the costs of any re-examination
 - a grant to cover all maintenance and other needs of the student.
- 3.2 The studentship is not intended to cover:
 - any deposit which is ultimately repayable to the student (e.g. caution money)
 - charges for typing and binding a thesis or dissertation
- 3.3 Maintenance grants are paid monthly in advance by means of the BACS system directly into the student's bank account.
- 3.4 If students leave an Academic Partner before completing their training, UHI will expect to have returned the appropriate proportion of any fees paid to the Academic Partner on their behalf.
- 3.5 UHI must be given early notice of any change in the student's circumstances (e.g. change of Academic Partner, prolonged absence or early termination of study) likely to affect their rate of award. Overpayments of any sort will be reimbursed to UHI by deduction from subsequent payments. Where this is not possible an invoice will be issued to recover the debt. Further steps will be taken as necessary.
- 3.6 UHI will actively pursue all debts which may arise as a result of over-payments for whatever reason. Furthermore, students must refund, if requested, any amount to which they are no longer entitled by virtue of a change in status of their studentship. Students should take care to query immediately any payments received which are in excess of the expected amount.

4 Teaching Demonstration and other paid work

- 4.1 Students holding a full-time UHI research studentship award cannot also hold either a full-time job, or a permanent part-time job, during the period of the studentship award.
- 4.2 With the prior approval of their Supervisor(s), and subject to availability, students may undertake teaching, demonstration and other paid work directly related to their area of work; this should not normally exceed 6 hours per week.
- 4.3 Subject to the prior approval of their Director of Studies they may undertake paid work not directly related to their research work. Permission will not be given if the Director of Studies deems that the work will interfere with the student's training or research
- 4.4 Any funding received from other sources should be reported to UHI

5 Income Tax and National Insurance

- 5.1 Payment under a UHI studentship is not regarded as income for income tax purposes. Students should note, however, that earnings from sources such as teaching and demonstrating received during the final year of the award will require to be aggregated with income from post-award employment when income tax liability is assessed for the tax year in which their award terminates.
- 5.2 UHI will not make any payment for students' National Insurance contributions. Students are advised whether they wish to pay contributions as non-employed persons. They should consult the local office of the Department of Social Security about their own position and ascertain what effect non-payment of contributions would have on their future claims for benefit. Students may become liable for contributions in connection with any paid teaching or demonstrating which they undertake.
- 5.3 For information in relation to National Insurance contributions and benefits, see DSS Booklet FB23 - Young People's Guide to Social Security available from Job Centres and local Social Security Offices.

6 Holidays

- 6.1 Reasonable holidays, not exceeding eight weeks in the year including public holidays, may be allowed by the supervisors. Holidays during award periods of less than 12 months will be reduced pro rata

7 Maternity Leave

- 7.1 UHI will allow up to four months paid maternity leave without reduction in the level of the maintenance grant.
- 7.2 Should the circumstances of the studentship be changed following a period of maternity leave, these will need to be agreed with UHI who will endeavour to deal with particular circumstances in an appropriate manner.
- 7.3 For 3-year full-time studentships the total period of financial support will not, however, be extended beyond the normal 36 months plus the period of up to four months maternity leave.
- 7.4 Students may also apply for up to a further eight months suspension of the studentship award (unpaid) because of pregnancy, providing a total period of paid and unpaid maternity leave of up to twelve months. It should be noted that such paid and unpaid periods of leave must be taken consecutively.

8 Absence through illness

- 8.1 If students are likely to be absent through illness for more than two weeks, supervisors are required to notify UHI immediately and to arrange for medical certificates to be sent to UHI. Return from such absences must similarly be reported.
- 8.2 During absences covered by medical certificates, payment of the award will be continued at the full rate for the first four weeks and at half rate for the next four weeks within any twelve month period from the first day of absence. After those eight weeks, the award will usually be held in suspension.
- 8.3 Longer sick leaves will be treated on the merit of the case at UHI's discretion and supervisors must inform UHI as soon as possible giving details of the reason for absence and the student's plan for the resumption of study. However, the total paid period of the award, including payment whilst ill, will not exceed the original offer length of the studentship.

9 Suspension of Studentship

- 9.1 UHI reserves the right to suspend a studentship if the student does not “work conscientiously and independently within the guidance offered”, see the statement of ‘Responsibilities of the Student’. Any such action will be taken only after discussions have taken place with the student and the supervisor
- 9.2 A studentship will be suspended automatically as and when a request for suspension of registration is approved.
- 9.3 Students may themselves apply for a suspension of their studentship. This should have the support of their supervisor. UHI will look at each such request for suspension on its own merits, but it should be recognised that studentships are intended to be held on a continuous basis. Requests for suspensions will not be automatically approved, so students should not make any arrangements for the suspension of the studentship until confirmation is received from UHI that the request has been approved
- 9.4 Students must advise UHI through their supervisors of any absence from their Academic Partners other than for fieldwork or permitted holidays.

10 Termination of Studentship

- 10.1 A studentship may be terminated, or its conditions varied at any time at the discretion of UHI. Students whose progress or conduct does not satisfy UHI are liable to have their awards terminated.
- 10.2 If an award is prematurely terminated for any reason, the student must repay to UHI any monies including maintenance, travel, subsistence, fees, etc. overpaid to the student either in whole or in such proportion as UHI determines.

Appendix 4: Electronic Resources for Distance Learners (from UoA)

ELECTRONIC RESOURCES for DISTANCE LEARNERS

General information on library services for distance students is provided at <http://www.abdn.ac.uk/diss/library.distance.shtml>

An increasing proportion of our materials are available in electronic format via the web which is beneficial for users studying and working at a distance. To use these you need to be registered as a University computer user (even though at a distance you will never use a University PC!). If you haven't already been provided with your computer username and password you should contact the Help Desk on helpdesk@abdn.ac.uk. Provide them with as much detail as possible – your full name, address and phone number, your student/matriculation number (if you know it), the level of your work (e.g. research postgraduate) and that you are a distance student. The Help Desk can tell you what your student/matriculation number is if you do not already know it.

Fact sheet FS EI02 entitled “Off Campus Access to Electronic Resources” will be of use to you. It covers using the proxy, some e-resource information, Squirrel Mail and accessing your h:\ drive from home. It is available at <http://www.abdn.ac.uk/diss/docu/facts/ei/fsei02.pdf>

Some basic information to get you started:

The Library Catalogue via the web

You can access the library catalogue from any PC that has access to the Internet. You do not need a special password to search across the catalogue, however you will need one to use the linking features out to full text journals from the catalogue. Go to: <http://www.abdn.ac.uk/diss/library/catalogue.shtml> and click on ‘Aberdeen University Library Catalogue (click here)’. Full details on how to use the catalogue are provided in the factsheet FS OP11 “The Library catalogue” and is available at <http://www.abdn.ac.uk/diss/docu/facts/op/fsop11.pdf>

Databases and Electronic Books

The Library pays for access to a large number of databases, electronic journals and electronic books. Users of these resources need to prove they are subscribers before they can access them. There are two main ways in which providers authenticate users:

- Athens ID

The Athens system was set up by UK universities to standardise access using a single password for all the large research databases. Many of our databases and electronic journals need an Athens ID to access them, even on campus.

We have moved to a new system of Athens for 2004/05 and you can actually use your computer username and password to get access to resources. You need to download a safe cookie and full details are at: <http://www.abdn.ac.uk/athens/gateway.shtml>.

If for whatever reason you cannot, or choose not to, download cookies onto your machine then please contact the Help Desk helpdesk@abdn.ac.uk explaining why you cannot use AthensDA and they will set up a separate Athens ID for you.

- Web Proxy Server

Some resources check the address (known as IP address) of your computer to see if you are a registered subscriber. The database provider checks the computer address to see if it is an Aberdeen University computer. This would normally mean only those on campus could use the resource. However, you can use a web proxy server to access such sites. Instructions on how to set this up on your own PC/Mac are at: <http://www.abdn.ac.uk/diss/proxy/>

Bibliographic Databases for Tracing Journal Articles, Conference Proceedings etc

Details of all our bibliographic databases are listed in the E-Resources Guide, which can be found at <http://www.abdn.ac.uk/diss/library/> then click on 'E-Resources Guide'. Click on 'finding databases', then 'browse subjects' and click on either 'Engineering', 'Engineering', 'Law' etc. to find databases related to these subjects. There are many databases available to you and they cannot all be listed in a handout. Using the E-Resources Guide will tell you how to access them all.

Most bibliographic databases work by allowing you to use keywords to search for journal articles, reports etc. that are relevant to your studies. Some databases index many hundreds of journals in a particular subject area going back many decades. This means that every article of every issue of every journal indexed has had keywords attached so that by using those words you can find details of them. You use those details to go and find the article and read it. Many of today's databases allow you to search for relevant articles and then click on a SFX button to link through to full text (if we've paid for it) or search the library catalogue.

Locating a document

When you have found documents you are interested in reading you have a number of options. Use the SFX button to identify whether items are available to you in full text, or not. You will need to enter your Athens ID or be using a proxy to view the article from off campus.

If there is no link suggesting full text you must use the library catalogue link to identify if we hold the journal that you are interested in. If we do, you will need to look in the notes or collation to see if we have the year/volume you require. Note the library entry gives you information on both our paper and electronic holdings – we do not have electronic access to all our subscriptions.

For example if you were looking for the following article:

Pennington, H. (2001). *Escherichia coli* O157:H7: lessons for the domestic setting. *Journal of Infection* 43(1):pp.54-56.

you should search the library catalogue for 'Journal of Infection', not Hugh Pennington or the title of the article. The record looks similar to this:

Record Number	001040450
Record Format	SE Serial
ISSN	0163-4453
Shelfmark	e Per
Title	<u>Journal of infection</u>
Imprint	London
General note	Electronic journal : internet access only
Local note	Internet: 40-, 2000-
Electronic Location	http://www.sciencedirect.com/science/journal/01634453 ;
Holdings	All items
holdings (2)	Item (no year)
holdings (h)	e Per Holdings All items

The information you are interested in is in the likely to be presented in the 'local notes' section. The journal above is electronically available only (is not in paper format), and we have access to it from volume 40 onwards which is equivalent to year 2000 onwards. This means the article by Professor Pennington in 2001 is available - clicking on the URL to navigate through to the journal and on to the volume, issue number and pages that you require.

Sometimes you will see more than one URL. Occasionally some issues of the journal are available from one provider and some are available from another. We normally place our 'preferred provider' as the first URL so click on this one first. If you cannot access the issues you require from one link, try the next.

There are many different e-journal providers and the pages look different, but it is quite easy to navigate through them all. Most have a list of volumes or issues, and you just click on the issue you want. You will then be shown the contents and you click on the article you wish to read. Most have a button that says 'view', 'full text' or 'download article here' next to the article titles. You will need a portable document reader such as Adobe Reader and most modern computers will already have this installed. If not, it is free to download from <http://www.adobe.com/products/acrobat/readstep2.html>

What if the Library does not hold the items?

If you find details of any article or book you think would be useful and relevant to your studies and it is not held by the Library please contact your supervisor. S/He will be able to advise on its suitability.

Electronic Books

Ebrary is a service that will provide you with access to full text electronic books that may be of interest. The more than 12,000 titles included cover many different subject areas from Education to Engineering, Biology to Computing, and Fine Arts to History. Full details of this and other electronic book services we have access to are on the web page:

<http://www.abdn.ac.uk/diss/library/e-books.shtml>. There is a factsheet available on using this resource from off-campus <http://www.abdn.ac.uk/diss/docu/facts/db/fsdb26.pdf> *NOTE: You will need to use a web proxy to access Ebrary off campus.*

Bibliographic Management Software: RefWorks <http://www.refworks.com/refworks>

This is a bibliographic management software package for storing and managing citations. It will create your bibliography for you in a matter of minutes. A specific off-campus code is required to use this resource - contact the Help Desk on tel. 01224 273636 or helpdesk@abdn.ac.uk for assistance with this. Alternatively, speak with the relevant Information Consultant/Advisor:

Arts, Humanities & Business Studies

Gillian Dawson g.d.dawson@abdn.ac.uk Tel: 01224 272587

Biological and Physical Sciences, Engineering & Law

Susan McCourt s.mccourt@abdn.ac.uk Tel: 01224 273287

Education and Social Sciences

Claire Molloy c.a.l.molloy@abdn.ac.uk Tel: 01224 274813

Medicine & Biomedical Sciences

Wendy Pirie w.pirie@abdn.ac.uk Tel: 01224 552403

RefWorks - general support

Elaine Shallcross e.shallcross@abdn.ac.uk Tel: 01224 273848

Problems?

If you have any problems at all with any aspect of the e-resources mentioned above please contact the Help Desk on tel. 01224 273636 or helpdesk@abdn.ac.uk or the relevant Information Consultant.

Appendix 5: Aberdeen University Registration Process

1 RD2 Form

The UHI Application for Registration form for the Aberdeen process is called RD2 for PhD and MPhil. If the student is applying for the new one year MSc in research there is a separate form for them to complete. It is the usual practice that the Director of Studies assists the student in completing the form.

Things to look for when completing the application form:

Try to ensure all boxes are completed – it is very common for things to be missed off the application form which can lead to delays;

Page 4 – Research Facilities – if the student has indicated an establishment outwith our academic partner network they will be required to provide a letter from that establishment confirming the facilities and resources that will be available to the student;

Ensure everyone signs the forms where appropriate;

Ensure there is a small passport-sized photo attached to the application as UoA need this to prepare the student ID card.

We need to ensure that the supervisory team is suitable – the guidelines for this are clearly stated on the form.

Once all this has been completed successfully, a copy of the RD2 form is then submitted to the next UHI Research Degrees Sub-Committee meeting for review. The Sub-Committee can either approve the application at this stage or ask that the Director of Studies be asked for more information on the application before it can be approved.

2 Computer Registration

Research students no longer need to complete a special form for Computer registration. They can now register on the web at <http://www.abdn.ac.uk/local/studreg/>.

The student cannot register on the web until they get their student card as they need their student ID number. The procedure for logging on to UoA is as follows:

From now on, computer registration form RF1 should no longer be used by research students. Instead, these students should be advised to register on-line: either in a computer classroom, where they should login with the userid 'register' and leave the password blank - or, if they already have access to the Internet, they can go direct to the e-registration web page www.abdn.ac.uk/ereg

Once at the eRegistration login page, the student will be asked to type in their date of birth and student ID number. This will take them into the eRegistration application, where they should follow the Computing Account link to complete their computer registration.

The student will be asked to choose a password and will be issued with a computer userid (which will be in the format r01abc6, where 'r' denotes this is a research student, 'abc' is the student's initials, and '6' denotes registration in academic year 06/07).

The userid/password will be activated overnight and ready for use the following morning, if the student registers Monday-Thursday, or on Monday morning, if the student registers Friday-Sunday.

Mailnames

Initially, the student's e-mail address will be of the form userid>@abdn.ac.uk but, for research students only, we are introducing an additional e-registration utility to enable the student to choose a personalised e-mail address, based on his or her full name (such as a.r.student@abdn.ac.uk or adam.r.student@abdn.ac.uk). Following registration, each research student will be sent a welcome e-mail including details of how to access this utility.

3 Aberdeen Personal Identification Number

Aberdeen will provide each newly registered student with a Postgraduate Registration Number which is on the ID card.

4 Registering Students outwith Validated Areas

If a proposed student's subject area is not in one of the approved validated areas the student could still register with University of Aberdeen.

The student fills in an application form (RD2b) which is exactly the same as the standard RD2 form other than the information relating to the validated area. The application is handled in exactly the same way as normal (i.e. requires UHI Research Degrees Sub-Committee approval). The student, supervisors and academic partner also need to prepare an additional accompanying document which details the following information: an evaluation of the academic area and research environment; a summary of the student support facilities and resources; details of the proposed supervisory team; outline arrangements for student progress monitoring and a supporting statement from the Head of Academic Partner.

Where it is possible for a joint Aberdeen/UHI supervisory team, we need to consult the appropriate school at Aberdeen early on in the process. Where a joint supervisory team is not possible the Postgraduate Officer at Aberdeen would consider each case after it had been approved by UHI's RDSC.

If the student requires to be registered in a subject area which Aberdeen does not currently offer then Aberdeen need to know the area and the mechanisms by which the on-going supervision of research students will be secured if, for whatever reason, the UHI supervisors were no longer available. They would also require confirmation that each application has been approved by UHI's RDSC.

Appendix 6

The UHI students' association (UHISA)



UHISA aims to bring together students with common interests from across the UHI network. We use the UHI information and communications technology (ICT) - such as the web and video-conferencing - to link up with students from all over the region, as well as organising face-to-face events. UHISA aims to financially and practically support a variety of different events throughout the year; including competitions, quizzes, trips and other extra-curricular activities.

There are also a wide range of potential clubs and societies to get involved in, as well as several previously established ones, including Luchd na Gàidhlig (the Gaelic Speakers' Society) and the Hillwalking and Mountaineering Club. If there's a club or society that you would like to see being established, as a UHI student you can access funding, training and support to bring it into being. UHISA is also keen to promote competitive sport within UHI and can supply funding to support students who want to represent UHI in such events on a national level.

UHI students have the opportunity to get involved in representing their fellow students' interests in a variety of ways; becoming a Course or Subject Network Representative, an officer of a local college Students' Association, or a member of the UHISA Executive Committee can help you to contribute to the development of UHI as well as gain valuable personal skills and experience.

Taking part in any of these student activities can offer you the possibility of travelling around the Highlands and Islands, making a real difference to the lives of the students you represent, and enhancing your CV through training and experience. The skills and capabilities you develop will help you in whatever you do after UHI; having learnt – for example - how to negotiate, manage your time, be an effective leader or use your initiative to get the ball rolling on something you are passionate about.

The UHISA website offers up-to-date news and information on events and activities, as well as giving details on how to get involved in any aspects of student life that you may be interested in. Visit the [UHISA website](#), or e-mail the [UHISA president](#) directly for more information.

Appendix 7: How to access UHI Millennium Electronic Resources

This is a PDF document available on the UHI website available using the following link
<http://www.uhi.ac.uk/home/libraries/electronic-resources/how-to-access>

Appendix 8

8. INTELLECTUAL PROPERTY OWNERSHIP

- 8.1 Intellectual Property (IP) created in relation to research undertaken under the terms of this Agreement shall be treated as follows:
- (i) In all cases, where IP is generated by a student whose institution of primary registration is UHI and whose principal supervisor is an employee of an Academic Partner of UHI and on the staff register of UHI, IP shall remain with the Academic Partner of the Principal Supervisor;
 - (ii) Where staff on the staff register of UHI generate IP, such IP shall belong to the employer of such staff (which shall normally be an Academic Partner of UHI);
 - (iii) Where IP is generated by an employee or employees of UoA such IP will belong to UoA in terms of such arrangements as UoA has concluded with said employee(s);
 - (iv) UoA will respect background IP belonging to the appropriate Academic Partner of UHI in any project involving co-supervision from a UoA employee; foreground IP will be established on a case-by-case basis with the Academic Partner concerned;
 - (v) UHI will respect background IP belonging to UoA in any project involving co-supervision from a UoA employee; foreground IP will be established on a case-by-case basis.
- 8.2 Prior to approving any project, the contents of the intended project shall be reviewed with a view to identifying the ownership of any background IP and the ownership of any IP which is expected to be generated by the project. This review shall also agree the management of any IP including, without limitation, a decision on which of the Parties is best placed to pursue any commercial opportunities afforded by the IP. The Parties agree that they will ensure that all Parties' interests are taken into account during this review.

Appendix 9: Health and Safety Guidance Notes

APPENDIX 4

**HEALTH AND SAFETY GUIDANCE TO RESEARCH STUDENTS
ISSUED AT INDUCTION**

(provided by Elizabeth Barron, Inverness College UHI)



FIELDWORK RISK ASSESSMENT

The form must be completed either before the first site visit or immediately after the first site inspection. No work should be carried out at the site until this Risk Assessment form has been completed.

Student Name:

Project:

Supervisor:

Type of fieldwork: (e.g. stream sampling, questionnaires etc)

Date(s): From:

To:

Time(s): From:

To:

Location(s) of work:

Grid reference(s)/ Map:

Contact details of student / next of kin / aware contact person:

Brief description of fieldwork:

HAZARD AND RISK	SEVERITY OF HAZARD (High, medium, low)	LIKELIHOOD (High, Medium, low)	OVERALL RISK (High, medium, low)	SPECIFIC CONTROLS
<p>PHYSICAL HAZARDS (e.g. extreme weather; mountains and cliffs, quarries, marshes and quicksand; rivers – fast flowing, estuaries and sea – tidal regimes - fresh or seawater, injury to self)</p>				<p>(e.g. warm clothing, waterproofs, boots or Wellingtons; keep clear of dangerous areas, carry first aid kit, check tide tables, take companion with you)</p>
<p>BIOLOGICAL HAZARDS (e.g. poisonous plants; aggressive animals, soil or water micro organisms; insects)</p>				<p>(e.g. protective gloves, insect repellent, be aware and avoid poisonous/aggressive animals/plants)</p>

CHEMICAL HAZARDS (e.g. pesticides; dusts; contaminated soils)				(e.g. be aware of crop spraying and avoid, stay upwind of dust and pesticides, avoid area whilst dusts and pesticides present, prior intelligence, liase with land owners)
PERSONAL HAZARDS (e.g.lone working; pregnancy; medical conditions)				(e.g. diabetes bracelet, care taken to minimise risk of allergen exposure, inhaler, personal alarm, phone etc.)

Delete as applicable.

Suitable travel arrangements and licensed drivers?

YES / NO

Adequate insurance cover?

YES / NO

Permission to work on site?

YES / NO

Necessary training and information received?

YES / NO

Health and next of kin information given to supervisor?

YES / NO

Provision for disabilities, health problems?

YES / NO

Signature of student: _____

Date: _____

Signature of supervisor: _____

Date: _____

Some suggestions for good practice in the lab

- Do not eat or drink in the laboratory
- Wash your hands before handling food and drink
- Keep your bench/lab space tidy
- Always read the label before you use a chemical - check that it is the right one!
- Don't accumulate chemicals or hoard them (Remember! There are legal limits on the amount of flammable solvents, including waste)
- Safe storage in cupboard/cabinet
- Don't leave tops off bottles
- Label all your samples properly
- Keep your lab book up to date
- Keep required safety equipment to hand
- Keep safety information to hand
- Have everything ready when you start the work
- Check glassware for scratches or chips
- Only use correct glassware under vacuum - Buchners or RB flasks
- Keep vacuum desiccators in a cage
- Clamp everything properly
- And secure water/gas lines well - plastic cable ties should not be used to secure water lines, please use Unex or Jubilee clips. Plastic tubing should be used for water lines; please do not use rubber tubing.
- Ensure that all portable electrical appliances have been electrically tested before you use them. A test is valid for 12 months - do not use items that outside their test date or look to be faulty.
- Use correct heating - Electric heating mantle; Water/oil bath; BEWARE naked flames and solvents !!
- Regularly clean up any contamination
- Clean things after use and put them away
- Dispose of your waste regularly - don't let it build up - remember that the legal limits on amounts of flammables stored in the room apply to your waste too.
- Be very very careful about what goes down the drain there are now VERY TIGHT RESTRICTIONS and effluent is monitored.
- Do NOT keep solvents and waste bottles near the sink
- Schedule 1 Poisons :- you need signature of lecturer in Poisons Book; poisons must be kept in locked cupboard when not in use.
- Transport of Solvents around Dept or Campus - Must be in 'winchester' carrier (check it is OK not falling apart) or in secondary container, or on a trolley; Choose your ROUTE carefully to avoid crowded areas or smokers
- Transport of gas cylinders - Wear safety specs and gloves
- Transport of liquefied gasses or dry ice - Do not seal container; Do not travel in lift or a confined space; Wear Safety specs when dispensing liquefied gases; Wear gloves when handling dry ice; Don't wear gloves when handling Liq Nit
- Storage of liquefied gases or dry ice :-Check room is big enough; adequate ventilation; May need monitor for low O₂
- Lab coats - Do not wear contaminated clothing outside your laboratory; particularly into areas where food is prepared or eaten or in libraries or computer rooms
- First aid boxes - these are for first aid only !! Do not use for other purposes – e.g. scissors for cutting up paper. Get items replaced when used
- Reporting incidents, injuries or accidents If in doubt REPORT IT
- Training and advice - ask your Supervisor

Some suggestions for good practice in the field

- Prepare a copy of an equipment list, with the dates when you will need it, and check that this will be available well in advance of when you want to do the fieldwork.
- If possible do a reconnaissance trip to your site so that you know where you are going (especially important if your fieldwork will be carried out in the dark). At this time you might also select specific sampling points if appropriate to do so.
- Make sure you know how to use all of the equipment, and that it is functioning correctly. Always treat equipment carefully, especially fragile instruments as other students will need to use them later.
- If possible, practise using the equipment before doing the work 'for real'.
- Consider your transport to and from the fieldwork site
- Wear protective clothing and equipment
- Consider timing of fieldwork high-tide, daylight times, river flow rate, vegetative season etc
- Check the weather forecasts
- Put together equipment lists (field guides, tapes, tools, traps, etc)
- Check requirements for food and other supplies
- Recording supplies (clipboard, Dictaphone, notebook, camera etc
- Background material (Find out as much as possible about the place you are going to work on - topography and geology and other thematic maps, local history books, etc)
- Timetable for fieldwork, laboratory work, analysis and writing up report.
- Always be accompanied by at least one other adult when undertaking fieldwork.
- When working in a freshwater environment always wear rubber gloves (to protect from Weil's disease, etc.).
- Be aware of the dangers and symptoms of the tick-borne Lymes disease.
- When working on muddy, sandy, peaty or other "soft" substrates take extra care and use a stick to probe if necessary.
- Don't stand within 1 m of cliff tops, river overhangs or other high and dangerous areas.
- Don't enter rivers which are deeper than 1.2 m - wading can be difficult even in slow-moving streams. When visiting the river for the first time look for any trashline debris (representing the level of a recent flood) to gauge possible flood levels.
- And above all please **Don't take unnecessary risks** - if you don't feel comfortable seek assistance or select a different site.

Web links

General guidance

<http://www.niehs.nih.gov/odhsb/ergoguid/chapii.htm>

Health and Safety Executive Hazards at Work web

page:<http://www.hse.gov.uk/pubns/hazards.htm>

Royal Society of Chemistry Environment, Health & Safety Committee web page:

<http://www.rsc.org/lap/rsccom/ehsc/ehsc.htm>

University of Bristol School of Chemistry safety web page:

<http://www.chm.bris.ac.uk/safety/safehome.htm>

Trades Union Council Health & Safety web page:

http://www.tuc.org.uk/h_and_s/index.cfm

The Society for Risk Analysis

<http://www.sra.org/>

Prospect Health & Safety web page:

<http://www.prospect.org.uk/adviceandservices/healthandsafety.php>

European H&S Agency web page:

<http://europe.osha.eu.int/>

Oxford University Department of Physical Chemistry web page:

<http://physchem.ox.ac.uk/MSDS/>

University of Edinburgh Health & Safety web pages:

http://www.safety.ed.ac.uk/safenet/self_inspect/labs.html

Some of the leaflets available free of charge from HSE:

A step by step guide to CoSHH assessment 1993 (HS(G) 97 - HMSO

Five steps to risk assessment – INDG163(rev1)

Wear your dosimeter HSE INDG207 C

Biological Safety - University of Manchester 1990

Getting to grips with manual handling HSE books 1993 ISBN 07176 0411

Chromium and you – INDG346

Cobalt and you –MS(A)17

PCBs and you – MS(A)19

Working safely with ionising radiation: Guidelines for expectant or breastfeeding mothers – INDG334

Working safely with solvents – INDG273

Hydrofluoric acid poisoning – INDG307

Take care with oxygen – HSE8(rev2)

Biological monitoring in the workplace – INDG245

Workplace Health, Safety and Welfare Regulations 1992 for the education sector – IAC(L)97

Safety reports – how HSE assesses them – IND(G) 196L

Radon in the workplace – INDG210

Why do I need a safety data sheet? – INDG353

HSE Information sheets:

Solvents – CIS27(rev2)

Slips and trips – CAIS6

Chemical cleaners – CIS24(rev1)

And also: Health and Safety law – what you should know ISBN 071762493 5 £7.50

Appendix 10: Contact details for validated UHI Sustainability Studies Academic Partners

Centre for Mountain Studies (CMS), Perth College UHI
Lews Castle College (LCC) Stornoway
Centre for Remote and Rural Studies, Inverness

Centre for Mountain Studies Perth College – UHI Crieff Road Perth PH1 2NX Director : Professor Martin Price Tel: 01738 877761	Lews Castle College UHI Stornoway Isle of Lewis HS2 OXR Principal: Mr David Green Tel: 01851 770000
UHI Centre for Remote and Rural Studies Academy Lodge Crown Avenue Inverness IV2 3NG Director: Dr Philomena de Lima Tel: 01463 273563	