



**School of Geosciences**

**Postgraduate Research Students**

**Procedural Guide and Handbook**

**Academic session 2025 - 2026**

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## Introduction

Postgraduate research students are important and highly valued members of the School of Geosciences. They may be registered for Higher Degrees in Archaeology, Geography, Geology, Geosciences and Planetary Sciences and indeed with many other interdisciplinary foci. Research can be a solitary, and sometimes a lonely process, which is why support from the research community within the School, both staff and students, contributes significantly to successful completion of a research degree.

In terms of its relationship with postgraduate research students, the School's goals are:

- to promote the expertise and professional development of every postgraduate research student
- to encourage their full integration into the life of the School

Professional development is achieved primarily through the evolution of one's skills training and research activity. Initially, this development is likely to be focused around interaction with supervisors but as your research develops, further professional development will be gained through association with other researchers both within and out with the School. Postgraduates are expected to affiliate themselves with relevant professional and research organisations and to participate in conferences and other research activities taking place inside and outside the University of Aberdeen. Professional development is also fostered by completing a programme of generic skills training. There are several active research seminar series across the School and postgraduates are expected to attend. Students should not be afraid to push themselves beyond their area of study; you never know where the next idea comes from! Furthermore, we also encourage research students to undertake some (paid) part-time teaching as demonstrators and tutors, where possible, for undergraduate courses during the course of their studies. Formal training for these duties is provided by the University.

The formal integration of research students into the administrative structure of the School is achieved via the School Postgraduate Committee, a forum whereby postgraduates may bring relevant matters to the attention of the School Management, via the research student representative. In addition, Student-Staff Liaison Committees are held for the research students in St Mary's and Meston.

We hope that research students feel at home and have a successful and enjoyable research career in the School.



Professor David Muirhead  
Head of School of Geosciences

## 1. Introduction to postgraduate study and the nature of PhD and MSc by research theses

The School of Geosciences places great value on the contribution made to the School by our postgraduates both in academic and social matters.

Postgraduate research is very demanding of time and resources, both on the part of the students and on the part of the School and its staff, so we want to maximise the benefits on both sides. The School is committed to provide high quality guidance in academic and procedural matters, so that after their studies are completed research students leave Aberdeen having obtained both a valuable qualification and skills training that will stand them in good stead for their future career. For the School and its staff, it is important that we have the commitment of our students to ensure efficient output of top quality and motivated graduates, so we retain our reputation and we continue to attract highly capable applicants to our postgraduate school.

We place a high priority on ensuring that the research undertaken by research students meets high academic standards and the requirements and expected standards of our sponsors, and grant-awarding bodies. It is important that student research projects conducted in the School are finished on time.

### **What is a PhD Thesis?**

The PhD thesis is the culmination of at least 36 months full-time (or 72 months part time) research. A thesis should form a coherent whole with a consistent argument/series of arguments running throughout. A thesis is always expected to display a satisfactory degree of originality.

The thesis could take the form of a **traditional presentation of the work** undertaken or be a coherent collection of papers already published/submitted to journals by the candidate while registered at the University ("**PhD with publications**"). In the latter case, the candidate must make it clear which sections of the thesis are based on published material and how much individual responsibility the candidate has for any jointly authored work. Such material must be properly and stylistically incorporated into the thesis. Published work should therefore be introduced and linked with each other, thus forming part of a consistent argument(s) that run through the thesis. An overall introduction and conclusion are also recommended. The normal length of a PhD is 100,000 words.

For more information, please refer to the PGRC Handbook - [Your Thesis: Preparation and Submission](#) and the Code of Practice and Examination - [Research Students - Code of Practice and Examination](#)

### **What is an MSc by Research (MRes)/MPhil?**

The MSc by Research requires a shorter period of study (12 months full-time / 24 months part time). The actual standard of the work presented in the thesis should be comparable to PhD, although the amount of work will be commensurate to the period of study. The essential requirements for these degrees are that they address themselves in a disciplined manner to a specific topic, theme, or phenomenon; they comprise a thorough, well researched, mature, and original treatment.

MSc by Research students undertake a research project under the guidance of an academic supervisor and, unlike a postgraduate taught degree by coursework and dissertation, there are no formal lectures or seminars and work is not formally examined until after the final thesis is submitted.

Potentially a MSc by Research or a MPhil degree may be awarded as a compensatory award for those that fail to satisfy examiners in their PhD viva. Please note that a MSc by Research student will not be

required to take part in the 9<sup>th</sup> month progression exercise. Instead, students will be sent information on the Development Needs Audit (DNA), which they should complete to assist them throughout their studies.

### **Plagiarism and code of practice on student discipline**

Please refer to the PGRC Handbook section on [Plagiarism and code of practice on student discipline](#)

Your attention is drawn to the University statement on plagiarism, which is defined in the Academic Quality Handbook under Code of Practice on Student Discipline: [Code of Practice on Student Discipline \(Academic\)](#)

Plagiarism is the use, without adequate acknowledgment, of the intellectual work of another person in work submitted for assessment. This definition includes the unattributed use of course materials and applies to all types of assessment, including 'open book' assessments. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own.

To avoid the occurrence of plagiarism, the thesis will be submitted to Turnitin prior to being submitted to the University and must pass their requirements before it can be submitted.

### **AI (Artificial Intelligence)**

The University is in the process of creating a policy on the Responsible Use of AI.

## **2. Overview of the management of postgraduate research**

The management of postgraduate research is considered at three levels: the University; the School; and the home discipline of the students. Broadly speaking, the management of postgraduate research in the School of Geosciences is standardised, particularly in terms of progression requirements – see section 3. There are, however, some discipline-specific requirements for research students, the most important of which are outlined in section 4.3.

### **2.1 University management of postgraduate research**

#### **Registration**

A 'Joining Instructions' email is sent to new students by the Student Recruitment and Admissions Service and contains information about electronic registration, how to collect student ID card and the procedures for becoming a registered user of the University's electronic resources and the library. Students should only begin on their instructed formal admission start date and not before.

#### **Inductions**

The University has an induction programme run by the Post Graduate Research College, for all new research students in October (for students who start their degree in September/October) and in February/March (for students who start their degree after November). All new postgraduate research students, full and part-time are expected to attend induction. A School Welcome Event is held later in October for new starts and Admin inductions run as and when new students arrive. You will also be given a Health and Safety Building induction by a member of the Technical staff.

### **Changes to terms of study**

Any requests for a change in the terms of study, for example, a request to suspend studies, to extend the period of supervised study or to study off campus, must be approved centrally by the University via the Post Graduate Research College. You find the forms here - [Changes to studies](#).

### **Attendance**

There are no set hours of work or holidays. Considerable flexibility and dedication are required for successful research and research students might find themselves working long hours at some points of their research degree.

Students should keep their Supervisor informed of their movements and complete the relevant form:

#### Authorised Absences

PGR students can request an authorised absence (holiday, personal leave, medical leave, etc) from their studies. Student are entitled to 60 days in any rolling 12-month period. If the absence is for less than half a day i.e. medical appointment, then the time should be made up accordingly. Please note that a new policy "Policy and Procedure on student leave of absence from study (Postgraduate Research) will be issued by the Post Graduate College in 2026.

- Student visa/Tier4 students must complete and have approved an 'Authorised Absence request Student visa/Tier4 form'. Any questions relating to your absence please contact [immigration@abdn.ac.uk](mailto:immigration@abdn.ac.uk).
- Students not on a student visa/Tier4 must complete and have approved an 'Authorised Absence Request non-Student visa/Tier4 student form'.

Completed forms should be emailed to [pgr-geosciences@abdn.ac.uk](mailto:pgr-geosciences@abdn.ac.uk).

If students are unwell, they should inform their Supervisor and advise them that they will not be in work. An email should be sent to the [pgr-geosciences](mailto:pgr-geosciences@abdn.ac.uk) to alert the School Office. If students are off work for more than seven working days, they should submit a medical certificate to the School Office. Students can use their authorised absence to cover any absences; however, if the amount of time required is substantive, then evidence would be required to assess the situation, especially if the students is on a visa. Suspension of study up to 60 days could be taken as an alternative if the student has not previously taken a suspension of study. Discussions in the first instant should take place with their supervisor and PGRC Engagement and/or the Immigration Team.

It is important that the University is aware of any problems which might impede progress. It is the student's responsibility to ensure that both the supervisor and the Geosciences PGR administrator are aware of any illness or other difficulty that has affected their ability to study, and that appropriate documentation (for example, medical certificate) is made available.

#### Off Campus Absences

All PGR students should complete and have approved a 'study off campus form' if they intend to be off campus as part of their studies. Please see the link to the form - [Going Off-Campus](#). As per the Code of Practice, off-campus is defined as out-with reasonable commuting distance.

- The "study off campus" absence refers to attending conferences, data collection, field work/research, work/industrial placements, writing up thesis etc.

- For students holding a Student visa/Tier4, visa restrictions may apply, please contact the International Student Advisers for guidance.
- Completed forms should be emailed to pgrs-engagement@abdn.ac.uk (and copied to pgr-geosciences@abdn.ac.uk), where the off campus period is 30 days or more, where the off campus period is less than 30 days please complete the form and forward to pgr-geosciences@abdn.ac.uk.

### Jury Duty

It is possible that you may be called for Jury Duty.

If you are on a visa, you should not be called for Jury Duty with the exception if you are from a Commonwealth country and on the electoral register to vote in UK elections, but you would have to have been a resident in the UK for 5 years and be over the age of 18.

If a student is called for Jury Duty, it would be processed as an exceptional absence on top of your allowance providing evidence of the summons is provided. It would not require a suspension form to be completed and it may be used a contributing factor if extra time were necessary at the end of studies.

If you are called for Jury Duty, please let your supervisor and the School Office know as soon as possible as other factors may need to be discussed.

## **2.2 School based management of postgraduate research**

The day-to-day management of postgraduate research is the responsibility of Supervisors. They are responsible for regularly advising and guiding the student in the selection of research training, the formulation and execution of the research proposal and the submission of the thesis. The frequency of supervision meetings is flexible, varying with the stage of the research. Meetings are expected to be held every two weeks in the first year of study and every three or four weeks in the second year.

Two (or more) Supervisors will be allocated at the beginning of the study and will normally continue to advise throughout the duration of the project. However, supervisory requirements may change as a student's research interests evolve. In these circumstances, requests will be considered for a change of supervisor(s). Supervision will normally be conducted on a joint basis to ensure an agreed programme of study and to avoid the risks of ambiguous or conflicting advice. Joint supervision also ensures that if one Supervisor is away from Aberdeen (for example, conducting research) the student should continue to have access to an on-campus Supervisor.

### **The Student-Supervisor Relationship**

The relationship between students and supervisors is viewed as a key part to the successful completion of a research thesis and it is essential that all parties put effort into the relationship and clarify expectations. There is help available to students who have a specific issue with their supervisor. Firstly, it is recommended that the student attempt to address the issue by discussing it directly with the supervisor. When this is not possible or does not lead to improvement, the student can contact the second supervisor. If the problem needs to be escalated, then the next port of call would be the PGR coordinator for the student's discipline. PGR coordinators oversee research student admissions and keep a watch on the overall progress and welfare of research students. There are also student representatives in the School who could provide further help. Should the issue be not resolved at that stage, then it is recommended that the student contact the PGR Director for the School. Beyond that is the Head of School and the student support services (e.g. University Counselling Service).

### **Completion of the Thesis**

All students should aim to complete and submit their thesis within their period of supervised study (normally 36 months) and by their submission date. If a student does not submit within 14 days of their submission date, then the student will need to apply for an extension. The University allows, on application, up to further 12 months *extension period*. Permission to submit after the extension period has ended can only be requested if circumstances are **well justified**. The University's expectation is that **all full-time** PhD theses be submitted no more than **48 months** after the date of first registration. Extension period students are required to pay a registration fee to retain access to University facilities such as the library and e-resources.

**Provision of facilities (workspace in the School, computer etc.) will terminate at the end of the period of supervised study (normally a maximum of 48 months).** Any need for extra time to complete writing-up should be identified by the student (in consultation with the project supervisors) at the 2½ year mark and a detailed request submitted in writing to the Post Graduate Research College not later than 3 months before termination of the supervised study period in order that a formal application for an extension period can be made. The School is under no obligation to provide office space, a computer and access to other School facilities if a student has entered the extension period.

You should discuss any changes to your studies with your supervisor in the first instance. Should you find yourself in a situation of needing longer than your supervised time of study to complete your research, you need to apply for an extension. You find more information and link to the application here - [Extensions to Study](#).

On completion of their studies students are expected to clear their office and laboratory space. The School will not store or forward any items left in PGR offices and laboratories once a student has left. Similar arrangements are in place for students completing MSc by research and MPhil by research degrees, on a pro-rata basis that reflects the length of their period of supervised study.

### **Student staff liaison committee (SSLC) and Postgraduate Research Student representation on School Committees**

There is a postgraduate student representative for PGR students for each discipline in the School. These representatives attend the Student Staff Liaison Committee (SSLC) and School Postgraduate Committee meetings and other meetings and committees where required. The SSLC meets twice a year and provides an opportunity for research students to raise any issues of concern from the PGR student body. The PGR representative should make themselves known to the student body and arrange to table items of concern to the above-mentioned committee.

### **3. School of Geosciences Postgraduate Research Students Progression Arrangements**

Assessment for a research degree depends on an examination of the thesis and its defence in the presence of a panel of examiners appointed by the University. However, progress will be monitored, at School level, and **where progress is unsatisfactory the University has the right to terminate a student's candidature for a research degree**. Details are described below under PGR Monitoring. An overview of the monitoring process can be found at [Timelines and Milestones - progressions](#)

The progression arrangements for the School of Geosciences outlined below apply to **all** students registered for a research degree in the School but does not replace the University requirement that the student-led DNA (Development Needs Audit) is in place. The DNA is a structured framework that

enables Postgraduate researchers to reflect on their research-specific training needs, their wider professional development and their career aspirations. Students who are co-supervised at the James Hutton Institute may elect to follow either the School of Geosciences or the James Hutton Institute progress review requirements.

**Initial progress:** at the end of the 3<sup>rd</sup> month of full-time registration (pro-rata part-time) students in discussion with their supervisors should have completed their DNA log, which will be emailed to students and supervisors at the appropriate time by the PGR College.

**Routine Monitoring:** there are two elements of routine progression monitoring:

- Element 1: students must review their DNA log usually during months 15 and 27 (timings based on full time studies, for part time students, timings will be adjusted accordingly).
- Element 2: is governed by the School and is described below. The School Admin Office will contact you with the relevant form to complete a minimum of 6 weeks before the end of your 9<sup>th</sup> month or 21<sup>st</sup> month progression date (timings based on full time studies, for part time students, timings will be adjusted accordingly).

### **Progression during Year 1**

Besides the submission of the DNA log by the end of the 9<sup>th</sup> month of full-time registration (pro-rata part-time) every research student in the School of Geosciences should have:

Please note that a new 9<sup>th</sup> month progression process is changing in 2026. Going forward you will complete one report that is uploaded to MyAberdeen for checking/approval before being submitted to the progression panel.

(iii) submitted a **progress report** (no more than 3500 words) to the PGR administrator ([pgr-geosciences@abdn.ac.uk](mailto:pgr-geosciences@abdn.ac.uk)) who will forward it to the progression panel. The panel is assigned to students when they commence their studies and comprises two members of academic staff, one of whom is from the students' discipline (an "expert") and one from another discipline within the school. The **progress report** should include a summary of the PhD student's research activities since commencing their degree, an introduction to their research project and research questions and how the student plans to answer these, an outline of the scope of their study, and an account of the development of their methodology. A work plan for the next 12 months and a brief account of planned research training activities (generic, discipline specific and specialist) should be included in the progress report. Students may wish to append other written work, such as a draft literature review, to their progress report, but there is no expectation that advisory panel members will be able to read it. The panel will read the report and will seek to confirm that the student has:

- developed an understanding of their research problem (what are the key research question/s?) and achieved sufficient background knowledge to proceed with their research;
- acquired familiarity with, and understanding of, literature relevant to their research topic and wider research area and can identify work of significance to their research;
- demonstrated a capacity to conduct their research project;
- developed an ability to appraise research problems critically;
- successfully completed research training as agreed with the supervisory team, if applicable to the first 9 months of the PhD
- developed a good research plan for the following twelve months.

Upon receiving the report, the panel will complete a progression form and return this to the PGR administrator ([pgr-geosciences@abdn.ac.uk](mailto:pgr-geosciences@abdn.ac.uk)). If the panel is content with the student's progress the student will be confirmed as on track for a PhD. If any serious concerns about the student's progress are identified the student will be required to (i) attend a meeting to discuss ways forward with the panel and the supervisor(s), and (ii) submit an updated report within two months. If the resubmitted report is deemed to be unsatisfactory, the panel might recommend the student to move to a degree of MSc by research. Alternatively, the student will be requested to withdraw from study. Please note that in cases where students have elected to go through the progress monitoring of other institutions their form must also be completed.

**Upload Report Submission Procedures for MyAberdeen (note: the MyAbdn element has yet to be launched)**

As part of the 9<sup>th</sup> month/Annual Progression exercise (APE) submission process, reports must be submitted via MyAberdeen [Content / School of Geosciences PGR Submissions](#), to generate a similarity report.

The process is as follows –

- 9<sup>th</sup> month/APE paperwork will be emailed as per normal to the PhD student.
- PhD student must submit their report via Turnitin and generate a similarity report.
- PhD student sends their supervisor a copy of the digital receipt and copy in [pgr-geosciences@abdn.ac.uk](mailto:pgr-geosciences@abdn.ac.uk).
- Supervisor accesses the same course area and reviews similarity report.
- Supervisor confirms with student if student can proceed (otherwise refer to guidance)
- Progression continues as per normal process - PhD student submits completed form and report to [pgr-geosciences@abdn.ac.uk](mailto:pgr-geosciences@abdn.ac.uk) for Admin to send to the progression panel

To locate the area in MyAberdeen-

1. Log into MyAberdeen at [www.abdn.ac.uk/myaberdeen](http://www.abdn.ac.uk/myaberdeen) using their university credentials (username not email address)
2. Select Courses on the main navigation menu.
3. Select the School of Geosciences PRG Submissions course area.
4. Select to open APE / 9<sup>th</sup> Month Submission
5. **Read the guidance document** (and watch the video showing an example submission if available)

Then to submit the form, click on APE/(9<sup>th</sup> Month Exercise Turnitin Submission and click on “Start here: answer a question about your APE submission”, click “Start Attempt” and then choose the appropriate document upload option and click Submit. Then click on APE / 9<sup>th</sup> Month Submission and click on launch (opens a new screen) and upload your report and save the digital receipt for your own records.

Supervisors

Supervisors will have access to a video on finding submissions also within the course area.

For any technical issues with the Turnitin submission, please email [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk).

**Progression during Year 2**

Besides the submission of the 18<sup>th</sup> month Research Student Routine Progress Review Form, by the end of the 21<sup>st</sup> month of registration (pro-rata part-time) students should have:

- Attended the **School of Geosciences PGR Conference**, where they will present their work and project via a poster.

- Submitted a progress report (21<sup>st</sup> month progressions report) (of no more than 3500 words, please refer to 9<sup>th</sup> month progress report guidance for further information but note the 21<sup>st</sup> month progression report is not uploaded to MyAberdeen) to the PGR administrator ([pgr-geosciences@abdn.ac.uk](mailto:pgr-geosciences@abdn.ac.uk)) who will forward it to the progression panel. The report should explain the research activities undertaken over the previous 12 months. The report should include enough information to allow the advisory panel to understand the significance of the research, methodology, initial findings as well as next steps. Notably, the student should note any changes to their project (as outlined in their previous progress report at month 9). A work plan to completion, and any information regarding conference and seminar attendance etc. over the previous 12 months should be appended to the report. Copies of draft chapters, conference papers/posters, working papers (or other documents that illustrate progress), could be submitted as attachment, but there is no expectation that advisory panel members will be able to read it. Following the submission of the report, the student will be required to attend a viva with the progression panel. The student will be informed about the viva date by the panel. During the viva, the student will be required to give a 10-minute presentation on their research, which will be followed by a discussion of the report. Following the progress review interview the advisory panel will complete the 21-month Assessment Form and return it to [pgr-geosciences@abdn.ac.uk](mailto:pgr-geosciences@abdn.ac.uk).

If the panel is content with the student's progress the student will be confirmed as on track for a PhD. If any serious concerns about the student's progress are identified the student will be required to (i) attend a meeting to discuss ways forward with the panel and the supervisor(s), and (ii) submit an updated report within two months. If the resubmitted report is deemed to be unsatisfactory, the panel might recommend the student to move to a degree of MSc by research. Alternatively, the student will be requested to withdraw from study. Please note that in cases where students have elected to go through the progress monitoring of other institutions their form must also be completed.

### **Progression during year 3 / writing up**

Besides the submission of the (i) 30<sup>th</sup> month Research Student Routine Progress Review Form, at the beginning of Year 3, students are expected to (ii) deliver an oral presentation at the School PGR conference.

By the end of the full-time registration (pro-rata for part-time students) students will submit to the Graduate School a Thesis Completion Form, part of the six-monthly routine monitoring process, which should include a detailed timetable for the completion of their thesis.

If the Supervisors' consider that the student is on track to submit within the period of supervised study or within the writing up period, no further action will be taken.

If there are any concerns about the student's ability to complete within the normal period of supervised study (36 months), a meeting will be held at which progress will be discussed and a realistic, detailed timetable for completion within the writing up period (year 4) will be agreed. A formal note of this meeting will be made.

If applicable, the same process will be followed at the 42<sup>nd</sup> and 48<sup>th</sup> month of full-time registration. If the thesis has not been submitted by the end of the 48<sup>th</sup> month of the study period, a further progress review will be instigated, following the same procedure described above.

### **School of Geosciences PGR Conference**

Each year the School runs a PGR conference, normally in late March/Early April. It is expected that all PGR students and supervisors are involved and attend and an attendance register will be in operation. The Conference gives the opportunity for student to come together and interact and learn from each other. Please remember that when creating your poster or presentation that you are presenting to your colleagues, peers, and staff across the School from all disciplines.

*First year students* - are invited to attend the conference which should also be noted on your progression form. You are asked to give a 1-2 min presentation of yourself and your research project.

Presentations should be kept to a maximum of three slides and only the key points/themes of your research should be presented.

*Second year students* - as a PGR student in your second year, you are expected to present a poster about the project you are working on. The poster should be either A1 or A0 and portrait or landscape orientation. You are allowed to “recycle”/update a poster you already have or are planning to present to another conference.

The Cartography service ([cartography@abdn.ac.uk](mailto:cartography@abdn.ac.uk)) in the School can print the posters. The cost of the poster production should be charged to your RTSG budget code. For self-funded students please liaise with your Supervisor regarding the costs.

*Third year/fourth year students* – as a PGR student in your third year you are expected to present your research orally at the conference. PowerPoint presentations will be on your research (or one aspect of it). Your presentation should be no longer than 8 minutes with two additional minutes for questions. You are allowed to recycle presentations given recently at other conferences. However, keep in mind that your audience will be fellow PGRs and School staff, so make sure it is accessible to a non-specialist audience.

Details about the conference and what is expected are normally issued in late November, early December and submission deadlines should be adhered. The PGR Conference is an important event in the School year and your attendance is expected.

### **Submission of Research Thesis**

The Library has produced a guide on the [Submission of research theses](#) with further information provided the Postgraduate College as the following link [Thesis Preparation and Examination](#).

### **Thesis Submission Procedures (note: this element has yet to be launched)**

To submit, you will upload your Thesis to Turnitin, generate a similarity report, and then notify your Supervisor and Registry.

Click on “Guidance to Submitting your Thesis” within the MyAberdeen course area which contains further information and a video of what you need to do to upload your thesis.

To locate the area in MyAberdeen-

1. Log into MyAberdeen at [www.abdn.ac.uk/myaberdeen](http://www.abdn.ac.uk/myaberdeen) using their university credentials (username not email address)
2. Select Courses on the main navigation menu.
3. Select the School of Geosciences PRG Submissions course area.
4. Select to open Thesis Submission folder.

5. **Read the guidance document** (and watch the video showing an example submission if available)

You will be presented with two options, choose –

- Thesis Turnitin Submission (use as part of the process of submitting your final thesis only)

#### **4. Research Training and Personal and Professional Development**

Being a research student is not simply about producing and processing data and authoring a thesis. Doing a research degree requires the development of many skills, including personal, career and professional development skills as well as skills related to the topic you are studying, namely developing your knowledge about, and ability to use, a range of research methods and analytical techniques. Professional development also encompasses participation in the intellectual and professional life of your discipline, the University, and the wider academic community.

While some skills can be learnt through personal experience, others are learnt in a more structured manner. To ensure that these skills are developed, formal research, personal, and professional development training is now considered to be essential for ALL postgraduate research students and post-doctoral researchers. Training courses may be taken at all stages of the PhD. Some training is specifically designed for new PGRs and some is most suitable for students in the middle of their research degree or in their final year.

Training in generic and transferable skills is provided by various University teams. Attendance at these and other relevant training and skills development courses comprise part of each research student's Personal Development Plan. Further, specialist skills training may take place out with the University.

##### **4.1 Personal and Professional Development Courses offered by the University**

###### **Postgraduate Research College Training and Development opportunities**

Details of courses run by the Postgraduate Research College which are available for students to take can be found at [Training and Development](#). Having looked at what is available, you should consider which areas you would most benefit from training in at this stage in your PhD. Some indication of the suggested appropriate year a course might be taken in is given, but this is only indicative information. You should feel free to seek further advice on this from your PhD supervisors. Discussion with your peers may also help identify the courses which may be of greatest benefit.

Other training and development opportunities are offered by Information Services and the Library Service amongst other teams via the course booking link. If you wish to attend a training course, please check with your Supervisor whether you should attend before booking.

##### **4.2 Postgraduate Research Training in Human Geography**

Research students in Human Geography are strongly encouraged to participate in formal research training opportunities delivered by the Scottish Graduate School of Social Science, including attending the annual SGSS Summer School.

##### **4.3 Advanced Research Training (Years Two and Three of a PhD)**

Training and skills development are not simply an activity for first year research students. Some skills sessions, such as preparing for your viva and research grant application overviews, are best taken in years two or three. The School of Geosciences therefore expects all full-time second and third year research students, and part-time students where possible, to attend and participate fully in courses such as those outlined above and in the following activities:

### **Geoscience Departmental research seminars**

**All research students** are expected to attend research seminars, from the selection available across the School, and attend research presentations given by guests as and when they arise. Research students should also attend, where appropriate, research seminars held in other departments across the University and in partner institutions such as the James Hutton Institute, the Centre for Environmental Hydrology (Banchory), and the Scottish Agricultural College (Craibstone, Aberdeen).

### **Delivering formal research seminars and conferences**

**Presentations** are given in the third year of study at the **Geosciences PGR Conference**. All research students are encouraged to attend and deliver posters / papers at **academic conferences** out with the School.

### **Language Skills**

The Language Centre is responsible for providing academic guidance and support on matters relating to English as a Foreign Language and on the teaching and learning of foreign languages in general.

For students whose first language is not English, the Centre provides pre-sessional academic English courses preparing students to improve language proficiency before starting their degrees and academic skills in English such as academic writing skills and speaking and communication skills. Link to webpages - Language Centre.

## **5. Demonstrating and Teaching opportunities (part-time)**

All research students are encouraged to undertake some part-time teaching during their research degree, where possible. As well as providing an opportunity to develop generic and transferable skills, demonstrating, tutoring, and assisting on field classes provides an opportunity to earn money over and above that which is paid via a studentship.

Part-time teaching in the School of Geosciences has been classified as follows:

- **Student Assistance: Tutoring:** leading tutorial or workshop groups.  
Equates to Grade 5, the appointment is at spinal point twenty-four.
- **Demonstrating:** assistance in, for example, laboratory classes  
Equates to Grade 5, the appointment is at spinal point twenty-four.

Anyone wanting to be a student assistant or demonstrator must complete the appropriate Temporary Services form (TA1) along with a Right to Work (RtW) check conducted at the School Office. If you hold a visa, there is an additional online check. No work should be undertaken, and no payment will be made until all paperwork and approvals are in place. No retrospective payments will be made. A new application and RtW is required each academic year.

### **Training and Support for PhD Tutors and Demonstrators**

The Centre for Academic Development (CAD), in partnership with the Postgraduate Research College, provides training and support for postgraduate research students (PGRs) who teach. The training offered centrally is complemented by discipline-specific support at academic School or subject-level. The University's commitment to develop and support postgraduates who tutor or demonstrate is outlined in the four-stage Postgraduate Demonstrating & Tutoring Framework.

- Stage 1: Undertaking the Preparing to Teach in Higher Education resource and its associated short, online assessment in MyPGR.
- Stage 2: Participating in a School-specific introductory demonstrating or tutoring workshop delivered by CAD. This support also includes online tutoring advice and guidance.

- Stage 3: Reviewing PGR tutoring/demonstrating practice through peer observation of teaching.
- Stage 4: Completing CAD's continuing professional development course, Principles of Learning & Teaching in Higher Education. This is externally accredited by Advance HE (formerly Higher Education Academy, HEA) and may be undertaken by PGRs with sufficient teaching experience (usually one year).

For further information contact the Centre for Academic Development at [cad@abdn.ac.uk](mailto:cad@abdn.ac.uk)

A PGR who assists on a **fieldtrip**, in addition to receiving free travel, board and lodgings, will be paid for a maximum of 7.5 hours for a full day in the field. The School of Geosciences does not expect fieldtrip assistants to undertake any marking directly associated with the fieldtrip.

#### **Duties and remuneration associated with demonstrating**

- **Classroom contact remuneration:** you are paid for the length of time you are in the class (i.e. if a lab class is timetabled for 2 hours you will be paid for 2 hours classroom contact).
- **Out of class contact time:** The School of Geosciences does not expect demonstrators to be available to students for out of class contact time consultation.
- **Marking:** The School of Geosciences does not expect demonstrators to mark students work.
- **Duties and remuneration associated with tutoring**  
Tutoring involves classroom contact, preparation, out of class contact with students and marking.
- **Classroom contact remuneration:** you are paid for the length of time you are in the class (i.e. if a tutorial is timetabled for 2 hours you will be paid for 2 hours classroom contact).
- **Preparation time remuneration:** tutors work with pre-prepared material but are required to have read all materials supporting the class in advance. You will be paid ½ an hour preparation for each hour of classroom contact (i.e. for every 2 hours session in class you will be paid 1hour preparation). Note: if you take two classes on the same tutorial topic you will only be paid **one** block of preparation time.
- **Out of class contact time:** if you are required to be available to students out with class time, you will be paid for 3 hours out of class contact per tutorial group per half session.
- **Marking:** some disciplines require tutors to mark assignments. The rate of pay for marking is four scripts per hour (i.e. if you have a class of twelve students your will receive 3 hours pay for marking each assignment the group submits). A minimum payment of 3 hours marking per group will be paid. The normal tutorial/ workgroup size is twelve students but if a group exceeds this number an additional marking payment (at the rate of four scripts to be marked per hour) will be made.

**Research students who would like to be considered for teaching activities should email SAM Ann Simpson ([a.simpson@abdn.ac.uk](mailto:a.simpson@abdn.ac.uk) ). They must complete the relevant paperwork and undertake 2 Equality and Diversity online modules *before* they can teach – if this paperwork is not completed, they are not covered by Employers Liability Insurance and are not permitted to teach, let alone be paid.**

## **6. Resources for Postgraduate Research Students**

### **6.1 Facilities**

#### **Room allocation**

Office accommodation for postgraduate research students is in shared rooms within St Mary's and the Meston buildings. Students are allocated a desk, a laptop, and a desk pedestal. Students may be required to move rooms during their time at University of Aberdeen. If you find there is a problem with your office location, please contact your supervisor and the School Office, who will deal with any queries you may have.

Students are asked to be mindful of their office colleagues and ensure the space remains a clean, peaceful, and pleasant place to work. Although visitors are also welcome to the School, please ensure that any meetings are held in meeting rooms rather than in your office space, so not to disturb others.

Please check with your office colleagues and supervisor and the wider discipline before considering taking a dog (your own or anyone else) on to campus and especially into the office. There is an expectation that no animals or pets are on campus. For some people, animals can cause fear, distress, and allergies.

When you complete your studies and have received your sustained letter, please ensure you remove all your belongings and paperwork from the office. You should also liaise with the IT Team regarding the return of your laptop and any other IT equipment if applicable.

### **Room access**

Postgraduate Research students are either issued with a key to their room or their fob is enabled for swipe access. A deposit of £20 will be requested for a key, which will be returned when key is handed back. The School Office must be informed **immediately** if the key is lost.

When you complete your studies and have received your sustained letter, please ensure you return your office key to the School Admin Office, when you receive your deposit.

### **Security**

Research students are advised to keep rooms locked when not occupied, do not to leave any valuables lying around. Items are left at your own risk.

The main doors of Meston and St.Mary's can be accessed between 8am and 6pm. Access out with these hours requires permission from your Supervisor. If you require access out with these hours, please email [pgr-geosciences@abdn.ac.uk](mailto:pgr-geosciences@abdn.ac.uk) detailing your requirements. Approval of access is via the building Facilities Manager.

The University has its own 24/7 Security Team who are based at both the Old Aberdeen Campus and the Foresterhill Campus. The Security Team can assist with a wide variety of both emergency and non-emergency security and personal safety matters including lost property. The Safety Team can be contacted 24/7 on:

01224 273327 (non-emergency)

01224 273939 (emergency)

Both these numbers can be found on the back of your University of Aberdeen ID card.

**The Security Room is located at:** 9A Dunbar St, AB24 3UD.

### **Mail**

Postgraduate research students are collectively allocated a pigeon-hole/mail box. For Meston, the mail boxes can be found first floor entrance via main stairway left through double doors. For St. Mary's the mail boxes can be found ground floor room G16 (a code is required to access this room).

All outgoing external mail should have the appropriate label attached to it, detailing the budget code, address etc or the appropriate Royal Mail stamp should be affixed. Please collect your mail on a regular

basis. Uncollected mail will be reviewed in September of each year and will be disposed of if not collected.

### **Photocopying**

Copyright Laws must be adhered to; an up-to-date copy is posted above most photocopiers. Students in both St Mary's and Meston have access to the networked photocopier – printer – scanner (this works on a swipe-card system – use your student ID card). Use of the photocopier / printer is monitored. If your use is considered excessive, you may be required to pay for some or all of your printing and your RTSG account will be charged. Please ensure you make yourself familiar with copyright information. Link [Copyright-for-researchers](#)

### **Computing facilities**

Each research student should have exclusive access to a laptop at their desk which is networked to the central university system. A wide range of software may be accessed via this network. All computers are linked to the University network for access to the Internet and email. Specific software requirements will be addressed in liaison with individual supervisors.

All students have access to personal space on the central H drive which can be used to back-up files. Remember to make back-ups regularly. If you require large amounts of H drive space students should log a request for more disk space to the IT Servicedesk. However, H drive is for personal material (such as non-work-related documents i.e. personal insurance, holiday reminders etc, not for the thesis. The thesis and all its associated data should be held in network storage, currently in `\\uoa\global\research projects\geosciences`. Note: it is the Supervisor's responsibility to request a dedicated research folder in this location via Servicedesk: [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk)

**The introduction of unauthorised personal software, games or other external material to departmental machines is prohibited. Unauthorised copying of programs or data from the hard disk or from program CD-ROMs is strictly prohibited.**

Viruses spread very quickly through computer networks. They may be introduced through many formats, including, for example, CDs, flash drives or through emails and email attachments. It is important that you run a virus check regularly. All University machines have anti-virus software that is updated automatically on a regular basis. Please learn how to use this facility to ensure your computer remains virus free. You may set up your home laptop/pc so that you can use University electronic resources as a 'local' user (essential if you wish, for example, to access electronic journals from home). The IT Servicedesk has a fact sheet explaining how to set up your computer appropriately. Link - [Personal laptop support](#).

All PhD students should complete the mandatory IT Security Awareness training. Link - [Mandatory IT Security Awareness training](#)

If an error or fault occurs when using a computer or a printer **DO NOT ATTEMPT TO FIX IT YOURSELF**. E-mail the Service Desk on [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk) or log into MyITportal and report the fault.

**For information on PhD project server space and how best to store your research data, please contact [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk).**

## **6.2 Further support services for Postgraduate Research Students**

Problems of an academic or personal nature are sometimes encountered by research students and there is plenty of help around. Your Supervisor is an obvious starting point, and most problems associated with your time as a PhD student can easily be resolved in the School/Discipline. Your supervisors, PGR Director (**Dr Charlotta Hillerdal**), or the Head of School (**Prof David Muirhead**) may be contacted about any problems you are experiencing. In the first instance, you should try to resolve any problems with your Supervisor directly. If attempts fail, you should discuss the matter with your PGR coordinator Prof Kate Britton (Archaeology) Dr Jean-Christophe Comte (Geography), (Prof Clare Bond (Geology), Dr Anshuman Bhardweij (Planetary Sciences).

### **Postgraduate Research College**

The Postgraduate Research College provides advice and guidance on all aspects of your research degree. Link - [PGRC Contacts](#).

The University offers a comprehensive system of student support which is open to research students. Link - [Supporting you in your research](#).

### **Postgraduate Registry and the Quality Assurance Committee**

The Postgraduate Registry deals with all matters to do with your registration at the University, including the payment of fees, suspension of studies, applications to study off campus etc. It also oversees the examination of your thesis and will coordinate any academic appeals that may be made. You can contact the registry directly ([Postgraduate@abdn.ac.uk](mailto:Postgraduate@abdn.ac.uk)).

### **Careers and Employability Service**

The University provides a Careers and Employability Services which is based in the Student's Union Building. For more information refer to the webpages - [Careers and Employability Service | The University of Aberdeen](#)

### **Child Care**

Although there are no crèche facilities at the University, there is a registered Nursery for student and staff parents in the heart of Old Aberdeen for babies, toddlers, and infants. **Rocking Horse Nursery:** Tel: 01224 273400 or go to following link - [Rockinghorse](#).

### **Financial Assistance**

The University has limited funds to assist students who encounter "unexpected and/or exceptional financial difficulties." Application forms for UK students are available from the Student Advice and Support Office, in the Students Union. Awards are small and the funds cannot meet the costs of tuition fees or maintenance. Overseas students have access to emergency assistance only and if experiencing a crisis are recommended to make an appointment with one of the International Officers. Link - [Money Matters](#).

### **Appeals and Complaints Procedure**

It is the policy of the University, at all times, to provide the highest possible level of service to its 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, in the case of an academic complaint, they have suffered a material disadvantage as a result. Further information can be found at [Appeals and Complaints | Students | The University of Aberdeen](#)

### **The University of Aberdeen Student's Association (AUSA)**

There is a postgraduate representative on the committee of the Student's Association and research students may become members of any club or society affiliated to the Student's Association. Link - [AUSA](#).

### **6.3 PGR Mental Health and Wellbeing and Support for Disabled Students Services, Support and Wellbeing**

[Services, Support and Wellbeing](#) cover various areas, including, University Counselling Service, multi-faith chaplaincy, and the Student Advice and Support. Support Services offers impartial advice and support through private discussion on a range of issues, including personal, academic, money matters, disabilities, and specific learning differences, mental health, and wellbeing, and more. If you would like to speak with an adviser, please email [student.support@abdn.ac.uk](mailto:student.support@abdn.ac.uk) or call 01224 273935 to arrange an appointment or a call back.

PGR students can also contact their PGR Supervisor and PGR College Team.

#### **Support for Disabled Students**

If you require information, advice or support or wish to speak with a Student Support Adviser please email [student.support@abdn.ac.uk](mailto:student.support@abdn.ac.uk) or call us on 01224 273 935. British Sign Language (BSL) users can contact us directly by using <https://contactscotland-bsl.org/> Emails sent to this address go directly to a Disability Adviser.

Within the University, provision has been made for students with disabilities. These include: priority access to computers in the Library; sound cards for speech synthesis; CD-ROM and library guide; TV with Teletext and an individual player; electronic reading machine and open book scanning; text enlargement software; permanent ramps; accessible toilets; designated car parking spaces; induction loops in lecture theatres.

Most of the specialised computing facilities are located at the University's main library, the Sir Duncan Rice Library. The Sir Duncan Rice Library has a dedicated Disability Officer. The University's Support Services includes a designated Disability Advisor and there is a website with information advice and contacts for students with disabilities <http://www.abdn.ac.uk/disabilities/>

The Old Aberdeen campus and the layout of some buildings means that access for students with mobility difficulties requires some careful planning in advance. Improvements are ongoing across the campus and, students with mobility difficulties are always encouraged to visit the campus before accepting a place to study, where at all possible, to establish their own opinions.

If your personal circumstances change during your period of registration you are encouraged to meet with the **Student Support Officer / Disabilities Advisor** to discuss your requirements.

## **7. Safety in the Field**

Field safety is of paramount importance for all researchers in the School of Geosciences. Research Students should ensure that they have read and understood relevant publications about health and safety / field safety and if they have any queries relating to these matters, they should discuss them with their supervisor or with the Local Safety Officer – Brian Paterson. More information can be found here - [Health and Safety \(& Fieldwork\)](#).

### **7.1 Health and Safety guidance**

## Health and Safety

Link [Health and Safety \(& Fieldwork\)](#).web pages including Emergency Fire Evacuation Plan for both buildings.

Link [UoA Health and Safety](#) for UoA web pages.

The University of Aberdeen operates a **no smoking policy** in all buildings. Smoking is permitted in designated areas only.

All students should note the nearest fire exits from their rooms, the location of fire alarms and the position of fire extinguishers in their building. If you hear the fire alarm, immediately **all** persons must leave the building by the nearest fire exit and proceed to the designated assembly point, closing all doors behind them. You may take personal belongings with you provided these items are in the same room/classroom/lecture theatre as their owners only.

Access to labs is granted based on your requirements only. Only non-hazardous work may be conducted outside normal office hours. For a list of first aiders and to report accidents or near misses please refer to the University webpage - [Health and Safety - first aid/report accident or near misses](#).

The University provides a free app – SafeZone – which connects you to the University security team if you ever need urgent help, first aid or if you have an emergency while on campus - [University of Aberdeen SafeZone](#)

## Health and Safety Handbook

**ALL** research students should ensure that they have read the School of Geosciences [Health and Safety Handbook](#). Please note the Health and Safety Handbook is currently under review (Summer 2024).

## Health and Safety - Fieldwork

For research students undertaking fieldwork see the School of Geosciences Fieldwork Handbook on the webpages - [Health and Safety \(& Fieldwork\)](#) where you find the relevant information including guidance on Health and Safety in Fieldwork, Mountaineering Council of Scotland Emergency Procedures Advice, travelling overseas on University business, and information on travel insurance.

## Fieldwork online app

To coordinate fieldwork (whether for teaching, groups of research) all activities are assessed by the School via an online app. Please ensure you read the [Fieldwork Read Me](#) document on the webpage.

**STUDENTS MUST ADHERE TO THE GUIDANCE AND INSTRUCTIONS CONTAINED IN THESE PUBLICATIONS.**

## 7.2 Conducting Research Away from Aberdeen

Many research students in the School of Geosciences conduct their research away from the University. This ranges from day visits to more prolonged periods of activity in the field. Beyond the policies and procedures referred to above, students conducting fieldwork away from Aberdeen for longer than a week are expected to keep in regular contact with their supervisors, by phone or email wherever possible. All students in the field have access to the School during normal office hours and have 24-hour access to the University's emergency contact line. **Please remember to complete the relevant Off-Campus form**, please refer to - [Going Off-Campus](#)

Prior to departing for fieldwork, students must conduct a health and safety risk assessment via the app (see 7.1 [Fieldwork App](#)). Students must also ensure that they have read and understood the various health and safety publications recommended to them.

Please refer to the Health and Safety pages for more information - [Health and Safety](#).

### **7.3 Students leaving the UK to conduct fieldwork**

Students conducting research overseas must inform the Postgraduate Registry of the dates they will be out with the UK. Please refer to - [Going Off-Campus](#)

### **7.4 Tier 4 Students**

The UK Government's Home Office Tier 4 regulations apply to **all** international students. The University is required to regularly monitor international students. International students studying in the School of Geosciences are informed on an individual basis of the reporting and monitoring system that applies to them. Please note that all immigration/visa matters can only be discussed with an International Student Adviser and all fee issues must be directed to the Postgraduate Registry – members of School staff may not discuss these topics with any student. The School will advise you of the monitoring procedure in place including the engagement dates with your supervisor and the School Office. Further information can be found at the following link, [Immigration and Student Visas](#)

## **8. Research Ethics**

The University of Aberdeen's Advisory Group on Research Ethics and Governance (AGREG) has developed a [Research Governance Handbook](#) which provides information and direction to research staff and students on key issues in the area of research ethics, including ethical review, unacceptable research conduct and training in research ethics and governance.

**All research students, regardless of their research topic, are obliged to conduct their research in an ethically appropriate manner.**

Ethical approval is required if the research project or research-related activity involves any of the following:

- The research involves human subjects (e.g. use of questionnaires, surveys, interviews, completion of tasks); or where the research involves human remains; or where the research involves personal data;
- The research may cause significant detrimental or lasting impact on the environment;
- The research may involve any potential conflict of interest e.g. between research funder and researchers or participants and which may potentially affect the research outcome or the dissemination of research findings;
- The research might lead to financial gain to funders, investigators, or participants.
- There are any other issues which you feel might raise any ethical concerns during proposed research activity (for example, the use of artefacts; financial inducements for subjects);
- The research activity might involve the sharing of data or confidential information beyond the initial consent given (including where research relies solely on secondary data);
- The research methodologies have changed since a previous award of ethical approval.

**What you need to do:**

- All Postgraduate Research students (PGR) should consult the [University's ethics checklist](#) when planning a research project to establish if there is a need for ethics review.
- Where ethical review is required, obtain [ethical approval](#) before you commence your research project or activity. Retrospective ethical approval cannot be granted.
- PGR applications must be submitted via [Worktribe](#). Please consult the [Worktribe ethics page](#) which demonstrates [how to create an application](#) and provides generic advice on [how to approach particular question sets](#) within Worktribe. PGR Supervisors are required to check their student's application after each submission and "Approve" it, else the applications will not move into the formal review process.
- PGR Supervisors are expected to explain best research practice and ethical considerations as early as possible, and to ensure that students complete the mandatory training in research ethics and governance and in research integrity and that their students apply for ethical approval where required (following the Physical Sciences & Engineering [ethical approval process](#) using Worktribe Ethics).

Additional Information:

- If you require further assistance, please contact the [Ethics Board member from your School](#) (see 'Physical Sciences & Engineering').
- All PGR applicants are required to complete [Research Ethics and Governance Training](#) before commencing their ethics application.
- In addition, all researchers are required to complete the online training on [Research Integrity](#).

Information on Research Ethics and Governance, including the University's Research Ethics Framework, is available at the following webpages - [Ethical Approval for Research](#). and further information can be found in the PGRC handbook - [Research Governance and Ethics](#)

## 9. Finance system (including vehicle hire) and Expenses procedure

The University has a Policy on Expenses and Benefits, further information and guidance can be found on the webpages - [Finance System](#). All research students must adhere to the various policies. If you do not comply with the policy, you may not be reimbursed for expenses incurred. Please ensure that you have read the **travel expenses** section of the finance webpage linked above.

To access the Finance System -



1. the Finance team must have your bank details – please complete the form at the following <https://www.abdn.ac.uk/staffnet/forms/expenses-setup/?action=expenses-setup/>.
2. Once your bank details have been set up, you will then need to register for access to the finance system – please complete the "register" on the following link - [Finance System | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)
3. Once set up, please refer to the following guidance – [Finance System | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#) – Support – User guides and FAQs.

For further assistance please contact [finance-helpdesk@abdn.ac.uk](mailto:finance-helpdesk@abdn.ac.uk).

If you have any queries regarding how to proceed with making and paying for travel arrangements and claiming expenses incurred in research activities, please discuss the matter with your supervisors and Ann Simpson BEFORE booking travel or making any purchases.

Vehicle hire i.e. car hire, can be booked via the Finance System. The University provided is Arnold Clark (vehicle hire company). Vehicles should only be booked for university related activities only i.e. field work research.

All drivers should ensure they have completed the University driver declaration form which can be found at the following link - [Insurance](#).

To book vehicle hire, go to the Finance System – Procurement – requisition advanced, scroll down and click on “go shopping.” Search for and choose “Arnold Clark,” click on  and select the appropriate vehicle and hire duration. Click on , click “update basket” and then “checkout.” Click on “generate to requisition.” Highlight the booking line and under “detailed product information” enter details of the name of drive, date, time, location of pick and drop off. Scroll down and enter you “subproj” number – this is your budget code. Unless you have a budget code you will not be able to book a vehicle. Click on save and then save again.

When picking up and returning vehicles please remember to take photos of the outside and inside of the vehicle, so you have a record of any existing damage to the vehicle and that there is no additional damage on return of the vehicle. Please also remember to refuel the vehicle prior to its return (please retain your fuel receipt).

#### **10. Postgraduate Research College information and Academic Quality Handbook**

Post graduate students are encouraged to read and refer to the Postgraduate Research College (PRC) PGR Handbook. The PRC PGR Handbook (link – [Current Students](#)) contains information on Regulations for Postgraduate Students; Code of Practice for Research Students; Ethics and Submission and Examination of Theses.

In addition students should familiarise themselves with the Academic Quality Handbook (link - [Academic Quality Handbook](#)).

## APPENDIX 1: A List of Relevant Codes and Guidance

### Appeals and Complaints

<http://www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-6119.php>

### Code of Practice on Conflicts of Interest – Staff and Students

<https://www.abdn.ac.uk/staffnet/working-here/your-responsibilities-3690#panel6848>

### Academic Quality Handbook

<https://www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php>

### Data Protection Policy

<http://www.abdn.ac.uk/about/our-website/data-protection.php>

### Disciplinary Procedures

<https://www.abdn.ac.uk/staffnet/working-here/your-responsibilities-3690#disciplinary>

### Ethics and Governance – University of Aberdeen Research Ethics Framework

<https://www.abdn.ac.uk/staffnet/research/research-governance-304.php#panel6321>

### Research Ethics and Integrity

[Research Governance](#) | [StaffNet](#) | [The University of Aberdeen](#)

### Timelines and Milestones key documents

[Key Documents](#) | [Postgraduate Research College](#) | [The University of Aberdeen](#)

### Registration – Changes to Studies

<http://www.abdn.ac.uk/infohub/study/changes-to-studies.php>

### Staff and Office Hours

Head of School:	Professor David Muirhead, ( <a href="mailto:dmuirhead@abdn.ac.uk">dmuirhead@abdn.ac.uk</a> )
School Admin Manager:	Mrs A Simpson, ( <a href="mailto:a.simpson@abdn.ac.uk">a.simpson@abdn.ac.uk</a> )
PGR Director:	Dr Charlotta Hillerdal, ( <a href="mailto:c.hillerdal@abdn.ac.uk">c.hillerdal@abdn.ac.uk</a> )
PGR Co-ordinators:	Archaeology: Prof Kate Britton ( <a href="mailto:k.britton@abdn.ac.uk">k.britton@abdn.ac.uk</a> ) Geography: Dr Jean-Cristophe Comte, ( <a href="mailto:jc.comte@abdn.ac.uk">jc.comte@abdn.ac.uk</a> ) Geology: Vacant
School Admin -Research:	Mrs H Hay ( <a href="mailto:pgr-geosciences@abdn.ac.uk">pgr-geosciences@abdn.ac.uk</a> )
Office hours Meston G05H:	Admin Office: Mon-Fri, 9.00am 4.30pm (closed 12.30pm – 2pm)

### Other useful links –

Campus Maps - [Campus Maps](#) | [About](#) | [The University of Aberdeen \(abdn.ac.uk\)](#)

Food, Drink and Retail - <https://www.abdn.ac.uk/about/campus/food-drink-and-retail-440.php>

GP/Doctor - <https://www.abdn.ac.uk/students/support/gpdoctor-6697.php>

Aberdeen City Council - <https://www.aberdeencity.gov.uk/>

## APPENDIX 2: Financial System slide overview

**APPENDIX 3:** APE thesis Guidance for students on the submission of a thesis via Turnitin v2 (yet to be launched, handbook will be updated when appropriate).

