



INDUCTION GUIDE

Postgraduate Research Students

Everything you need to know to get started with your research degree!

2019-20

1495



UNIVERSITY OF
ABERDEEN



WELCOME

TO THE PGR SCHOOL

The University of Aberdeen has a long heritage and excellent reputation for producing ground-breaking research with international societal impact. The importance of this is reflected in 5 Nobel prizes and our research today continues to make major contributions to global issues. You have now become an integral member of our PGR community, an essential and highly-valued part of this vibrant research environment.

Our research programmes will give you the opportunity to play your part in moving forward research relating to the big questions facing society. As you progress through your training, you will become an international expert in your area of study.

This will fundamentally change the way you view the world and allow you to understand fully the value of your role within it. In addition, by engaging with our comprehensive training programme, we will provide you with the skills to communicate this value to a wide-ranging audience. In short, your research programme at the University of Aberdeen can lead you to exciting and inspirational places. We appreciate that you are investing your future in our hands. By working together with your supervisors, we aim to ensure that you achieve your goals.



Graeme Nixon
Dean of Postgraduate Research



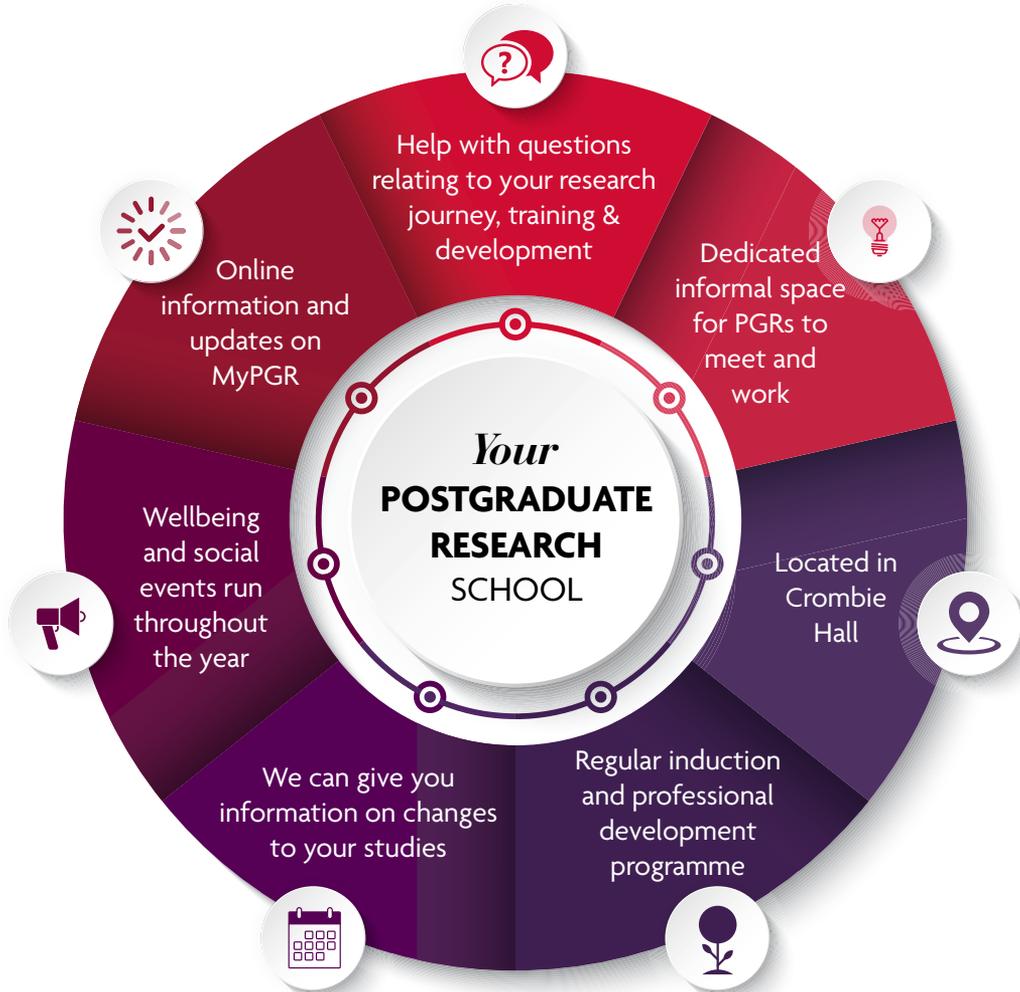
Lucy Leiper
PGR School Manager



PGR SCHOOL INFORMATION

We work in partnership with Schools and Professional Services colleagues to connect you with other students across disciplines, and support your professional and career

development. We love having our PGR students visit us, so please come to Crombie Hall to say hello when you arrive or email us with any questions at pgrs@abdn.ac.uk



MEET THE TEAMS:

ADMISSIONS & STUDENTSHIP



Kim Paterson, PGR School Administrator;
Cheryl Croydon, PGR School Adviser (Admissions & Recruitment Team);
Lynn Quick, PGR School Administrator

The Admissions & Recruitment team provides advice and guidance to prospective research students from enquiry to registration for the Schools of Natural and Computing Science, Engineering and Geosciences (Kim Paterson) and the School of Medicine, Medical Sciences and Nutrition (Lynn Quick). Cheryl Croydon provides strategic oversight of admission policies and processes, working with PGR School coordinators across the University.

e: pgrs-admissions@abdn.ac.uk



Ann Marie Johnston
PGR School Adviser
(Studentships Team)

Ann Marie looks after the administration and coordination of scholarships and studentships in the PGR School. This entails providing advice and guidance regarding scholarship applications and studentship agreements for individual national collaborative partnerships to students and staff.

e: pgrs-studentships@abdn.ac.uk



Michael Tuckwell
Administrative Assistant

Michael provides administrative support for the PGR School teams. He also assists with the organisation and promotion of PGR events and activities across the University, as well as supporting the Politico Doctoral Training Centre.

MEET THE TEAMS:

ENGAGEMENT & TRAINING



Lorna Muir, PGR School Adviser (Engagement Team) &
Nic Stokes, PGR School Administrative Coordinator

The Engagement team oversees your six-monthly reviews and is involved with your annual progression to make sure you're on track with your research and fully supported throughout. We also deal with change of study requests (extensions, suspensions, mode of study and degree title), as well as general queries about registered students. We're passionate about your experience and wellbeing, as well as academic development, and run a number of workshops to encourage you in your research. Lorna is also involved in aspects of supervisor training and Nic is one of the University's wellbeing coordinators.

e: pgrs-engagement@abdn.ac.uk



Masha Shaw
PGR School Adviser (Training & Development)

Masha designs and delivers the annual programme of training and development for PGR students to advance their professional and transferable skills. Your tailored programme ranges from research ethics and integrity to project management, leadership, communication, public engagement, enterprise and impact from research. Our sector-leading strategy aligns with major national and international programmes such as the Vitae Researcher Development Framework, UKRI Concordat for Engaging the Public with Research and the Manifesto for Engaging the Public with Research.

e: pgrs-training@abdn.ac.uk



WORKING IN PARTNERSHIP

WORKING TOGETHER FOR YOUR BENEFIT

Your supervisory team will help to support you by:



- Meeting with you regularly to discuss your research
- Requesting written work from you and offering constructive feedback on this
- Providing guidance for you in the choice of a suitable field for research
- Providing guidance about the nature and techniques of research, the standard expected of your work, planning your research programme and other matters relating to your research
- Giving you information about School-specific procedures and training
- Helping you to complete monitoring requirements and developing your skills and training
- Offering initial wellbeing support and signposting you to additional sources of support

Students can help support our staff by:



- Completing reviews and skills training as requested
- Defining your area of research in agreement with your Supervisor
- Handing in work when requested
- Agreeing a schedule of meetings with your Supervisor and attending these. Don't forget to take minutes!
- Conducting your research in accordance with the guidelines on good research practice
- Obtaining any required ethical approval
- Being aware of the safety regulations and procedures you may be required to work within
- Taking responsibility for your overall health, wellbeing and development. The University has lots of support networks for you, please ask!
- Remembering to register each academic year, even if you're off-campus or part-time



SUPPORTING YOU IN YOUR RESEARCH

WE WANT YOU TO BE SUPPORTED THROUGHOUT YOUR RESEARCH AT THE UNIVERSITY OF ABERDEEN.

Drop-Ins

The engagement team offers drop-in sessions every fortnight across the Old Aberdeen and Foresterhill campuses. These sessions provide a space for you to raise any concerns you may be experiencing which could have an impact on your studies. Please note that these are not intended as therapeutic sessions, but as an opportunity for you to have a neutral listening ear and relevant signposting.

Look After Your Mate

The engagement team run Look After Your Mate workshops, developed by the student mental health charity Student Minds, throughout the academic year. These workshops are designed to give you the necessary tips and tools to support a friend in need and are a great way to help build your PGR community. You can sign up for the workshop via the course booking site at www.abdn.ac.uk/coursebooking

Wellbeing coordinators

PGRs have access to the University's team of staff wellbeing Coordinators. The wellbeing coordinators can provide support to staff and PGR students for a range of issues as well as signposting on to other sources of support. Please note that the wellbeing coordinators are specially trained members of staff but are not counsellors, mediators or mental health experts. You can find out more about this service on the [working here](#) pages.

Resilience in Research

Nic Stokes in the engagement team offers a half-day workshop on building resilience in research based on material developed by Sandra Oza and Janet Wilkinson at the University of Dundee. You can sign up for the workshop in the new year via the course booking site at www.abdn.ac.uk/coursebooking



YOUR RESEARCH

There are lots of ways that you'll be supported when you undertake your research project with us from Shut-up and write groups to training courses to more formal review and progression exercises. Full details can be found in the [Engagement section](#) of the PGR School website.

Six-Monthly Reviews

You will complete a review of your research every six months. You should treat this like the reviews you would expect to undertake in employment whereby you set goals and objectives for the next six months and reflect on your achievement of these. The PGR School will contact you about this. This is also an opportunity to make sure that things are working well for you and the supervisory team.

Annual Progression

You will undertake an annual progress exercise in years 1 and 2 (and for some Schools/disciplines, in year 3). These will usually take place around month nine for full-time students and the equivalent for part-time. The timing of this can vary slightly by School so please make sure you discuss this with your supervisor and/or PGR School coordinator.

Annual progression is designed to assess your ability as a researcher, confirm the suitability of the project and to ensure that the supervisory team is working well. You should be able to demonstrate that you have a thorough background knowledge of your project, be able to appraise key issues critically, be able to describe your research and understand what its significance/contribution is and have a plan of work for future milestones.

PGR Handbook

The PGR handbook provides guidance and practical advice for those undertaking a degree by research. Research programmes entail a lot of diversity depending on discipline and so the handbook outlines good practice and key information. Please make sure that you read your School and/or discipline handbook alongside this. You'll find information that takes you right from the start of your journey (registration) to setting up your relationship with your supervisor, training and development opportunities, regulations for your studies, guidance for international students, key contacts and processes for submitting your thesis and undertaking your viva, and much more.



TRAINING AND DEVELOPMENT

We are passionate about your development – academic and personal – and equipping you with the skills, knowledge and experience to stand out in your field. Your tailored programme ranges from research ethics and integrity to project management, leadership, communication, public engagement, enterprise and impact from research. You will have a personal roadmap for your PhD journey that will allow appropriate development along the way.

We offer a wide range of opportunities including face-to-face training, e-learning, one-to-one advice, competitions and opportunities to put your skills into practice. You'll have the opportunity to join our [community café programme](#) and annual May Festival, enter national competitions and award schemes, take part in European Researchers' Night and present your research to the wider academic community, and write for the student-led publications [Granite Journal](#) and AU magazine. Courses are designed and taught using the expertise and specialist knowledge of the University of Aberdeen community, complemented by input from external consultants and other stakeholders.

There are four mandatory training courses which you complete during the first six months of your programme: information security awareness and research data management; research ethics and governance; equality and diversity; and health and safety. More details can be found on the [Training and Development pages](#) of the PGR School website.





SCHOOLS

THERE ARE 12 ACADEMIC SCHOOLS AT THE UNIVERSITY OF ABERDEEN. THESE ARE:

- Business School
- School of Biological Sciences
- School of Divinity, History and Philosophy
- School of Education
- School of Engineering
- School of Geosciences
- School of Language, Literature, Music & Visual Culture
- School of Law
- School of Medicine, Medical Sciences and Nutrition
- School of Natural and Computing Sciences
- School of Psychology
- School of Social Science

Each School has its own website. You can also find contact details and locations of your School on the [student life](#) website. Many Schools also offer their own induction events; to find out more, please contact your School [PGR Administrator](#) for more information.





CHECKLIST

Read the new PGR [pre-arrival guide](#)

- Complete [online registration](#)
- Register with a local GP
- Arrange to meet your supervisor(s)
- Meet your School PGR Administrator in your [School office](#) for tailored arrangements relating to your research
- [Register](#) for PGR School induction events
- Read the student handbook on the [PGR School](#) website
- Complete [mandatory training](#)
- Complete your Initial Skills Audit

KEY CONTACTS

School/Discipline	PGR School Coordinator	PGR School Officer	PGR School Administrator	PGR School Contact
Business School	Dr Audrey Paterson	Dr Andrew McKinnon	Ms Julia Braik	Admissions team Engagement team PGR School Studentships team Training & Development team
School of Biological Sciences (SBS)	Prof Paul Hallett	Dr Alan Bowman	Ms Ruth Quigley or Mrs Fiona Barr	Admissions team Engagement team PGR School Studentships team Training & Development team
School of Divinity, History and Philosophy (DHP)	Dr Jackson Armstrong	Dr Andrew McKinnon	Ms Farida Ali	Admissions team Engagement team PGR School Studentships team Training & Development team
School of Education	Dr Liz Curtis or Dr David Johnston	Dr Liz Curtis or Dr David Johnston	Mrs Elizabeth Robertson	Admissions team Engagement team PGR School Studentships team Training & Development team
School of Engineering	Prof Thomas O'Donoghue	Dr Jefferson Gomes	Ms Avril Rossiter	Admissions team Engagement team PGR School Studentships team Training & Development team
School of Geosciences	Dr Charlotta Hillerdal (Archaeology) Prof John Howell (Geology) Dr Brice Rea (Geography)	Dr Matteo Spagnolo	Ms Julie Forbes	Admissions team Engagement team PGR School Studentships team Training & Development team
School of Language, Literature, Music & Visual Culture (LLMVC)	Prof Andrew Gordon	Dr Andrew McKinnon	Dr Julia Kotzur	Admissions team Engagement team PGR School Studentships team Training & Development team
School of Law	Prof Roy Partain	Dr Andrew McKinnon	Ms Joanna Kunzlik	Admissions team Engagement team PGR School Studentships team Training & Development team

School/Discipline	PGR School Coordinator	PGR School Officer	PGR School Administrator	PGR School Contact
School of Medicine, Medical Sciences and Nutrition (MMSN)	<p>Dr Rasha Abu Eid (Institute of Dentistry)</p> <p>Dr Kirsty Kiezebrink (Institute of Applied Health Sciences)</p> <p>Dr Andreas Kolb (Rowett Institute of Nutrition & Health)</p> <p>Dr Sam Miller (Institute of Medical Sciences)</p> <p>Prof Andy Welch (Institute for Medical Education)</p>	Prof David Lurie	Mrs Alison McLeod	<p>Admissions team</p> <p>Engagement team</p> <p>PGR School</p> <p>Studentships team</p> <p>Training & Development team</p>
School of Natural and Computing Sciences (NCS)	<p>Prof George Coghill (Computing Science)</p> <p>Dr Hai Deng (Chemistry)</p> <p>Prof Ran Levi (Mathematics)</p> <p>Dr Ekke Ullner (Physics)</p>	Dr Ekke Ullner	Mrs Lynn Harrison	<p>Admissions team</p> <p>Engagement team</p> <p>PGR School</p> <p>Studentships team</p> <p>Training & Development team</p>
School of Psychology	Dr Doug Martin	Dr Margaret Jackson	Mrs Catherine Sutherland	<p>Admissions team</p> <p>Engagement team</p> <p>PGR School</p> <p>Studentships team</p> <p>Training & Development team</p>
School of Social Science	Dr Andrew McKinnon	Dr Andrew McKinnon	Mrs Kerry Boyne	<p>Admissions team</p> <p>Engagement team</p> <p>PGR School</p> <p>Studentships team</p> <p>Training & Development team</p>



STUDENT SUPPORT

HERE TO HELP

Throughout your time at University, Student Support offer free and confidential advice.

Student Advice & Support

We can help you with:

- Visa and immigration queries
- Money matters, including assistance for students experiencing financial crises
- Personal and relationship problems
- Issues relating to your mental health
- Academic or course problems
- Advice about childcare costs and support for student parents
- Assistance if you are worried about someone else

Other services we provide:

- A safe place to talk about your concerns
- Advice to help you make positive change
- Access to short-term counselling sessions
- Access to certain sources of funding for eligible students, such as DSA and the SAAS Childcare Fund
- Guidance and signposting on sources of further help in the local area
- Access to provisions and support for disability-related matters

Opening hours:

Monday - Friday: 9.00am - 4.30pm

Student Advice & Support

t: +44 (0) 1224 273935

e: student.support@abdn.ac.uk

Counselling Service

Visit the Counselling Service website for information about accessing the service plus loads of resources and other useful sources of guidance, advice and support.

w: abdn.ac.uk/counselling

Multi-Faith Chaplaincy

- Open for you to have a tea or coffee
- Spaces available for meetings, prayer and meditation
- Various honorary denominational chaplains for students who want to speak to someone of their own faith
- Weekly ecumenical services of worship at King's College Chapel every Wednesday during term time at 5.15pm

w: abdn.ac.uk/chaplaincy

Out of Hours contact

If you need to speak to someone when the Student Advice and Support Office is closed contact your GP and ask for an emergency appointment. Contact NHS out of hours service on 111. Call 999 in an emergency.



DISABILITY

DELIVERING AN ACCESSIBLE ENVIRONMENT

Confidential guidance and support for current students who have a disability or long term health condition.

We know that a disability can affect people in different ways, so the support we offer is flexible and tailored to meet individual needs.

This could include any of the following disabilities:

- Blind or visual impairment
- Deaf or hearing impairment
- Physical disabilities
- Mental health condition such as anxiety or depression
- Specific learning differences such as dyslexia, dyspraxia and ADHD
- Asperger's Syndrome or Autism

Examples of support we can provide are:

- Advice about receiving information in alternative formats
- Support and advice relating to attendance
- Advice about applying for a Disabled Student's Allowance
- Assistance with developing a Personal Evacuation Plan if you need assistance to evacuate a building in the event of an emergency

If you are unsure whether you can access support, please contact us. We offer appointments options in person or on the phone, and also offer a daily drop-in service for quick queries.

t: +44 (0) 1224 273935

e: student.disability@abdn.ac.uk

AccessAble

Detailed accessibility of University buildings can be found at: [w: accessable.co.uk/organisations/university-of-aberdeen](http://w:accessable.co.uk/organisations/university-of-aberdeen)

Other support available to disabled students includes:

- **Academic Skills Adviser** with specific expertise in support for students who have dyslexia or other learning differences.

e: sls@abdn.ac.uk

Assistive Technology

- Providing support to individuals through technology software and hardware. (Equipment available for students to use during their studies).

t: +44 (0) 1224 273336

e: atech@abdn.ac.uk

Online **report**.
Real **support**.

Use the **confidential online reporting tool**

if you have witnessed or have been affected
by any form of sexual violence or harassment.

abdn.ac.uk/reportsupport





PUBLIC ENGAGEMENT WITH RESEARCH UNIT

We are a friendly team who support staff and students in all academic areas who wish to engage the public with their research. What is public engagement? According to the National Coordinating Centre for Public Engagement:

“Public engagement describes the myriad of ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit.”

There are many benefits for researchers and research students in particular: it enhances your personal skills, the competitiveness of your research and helps build your networks and reputation. You can read more on [our pages](#). It is fun and rewarding and gives you a well-rounded experience during your studies here!

Most of what we do is bespoke to particular projects or current research interests in response to people getting in touch. However, to provide easy-to-access opportunities, we coordinate a sector-leading [programme of events](#), from public talks to festivals and even comedy nights. Calls for our events are advertised throughout the year, so keep your eyes open.

We work with the PGR School to provide the appropriate training for your needs and towards the end of your programme we can support grant and fellowship applications, where it is becoming more and more important to include public engagement plans alongside your research project.

You can start by volunteering at our events to find out more and if you're in a STEM subject think about becoming a [STEM Ambassador](#).

Even if you're unsure of how to start, just get in touch and we'll provide plenty of advice:

e: peru@abdn.ac.uk

w: www.abdn.ac.uk/engage/





CENTRE FOR ACADEMIC DEVELOPMENT

The Centre for Academic Development provides a high quality, reflexive service to enhance continuously the academic practice of all students and staff across the University.

Student Learning Service

The Student Learning Service works with students and teaching staff to enhance students' academic skills.

Individual Study Advice Sessions

Individual Study Advice Sessions are available to PhD students. These are only undertaken with the agreement of a student's supervisor(s). The initial contact will normally come from a student's supervisor(s).

Dyslexia or Other Learning Difference(s)

To arrange a confidential Dyslexia or Other Learning Difference(s) Study Advice Session, please either submit a specialist Study Advice Session Request Form <https://www.abdn.ac.uk/sls/study-advice/dyslexia-form> or email sls@abdn.ac.uk, stating the topic (e.g. academic writing, time management, maths skills) you wish to focus upon and times/days that you would be able to come for an appointment.

Workshops

Academic writing workshops for PhD students are provided by the Student Learning Service, are publicised by the PGR School and can be booked at www.abdn.ac.uk/coursebooking

PhD Students who Teach

The Centre for Academic Development provides development opportunities for PhD students prior to them undertaking teaching responsibilities such as small group teaching, tutoring or demonstrating.

Training in your School

This session covers topics around tutoring and demonstrating, marking, running tutorials and seminars, assessment and providing effective feedback. These are tailored to the needs of individual Schools, and in some cases are embedded into training which the School is already providing. This will be publicised through your School. It is essential that you attend this training before undertaking any small group teaching or demonstrating.

Professional Accreditation: Principles of Learning & Teaching in Higher Education

The Centre for Academic Development offers a biannual 'Principles of Learning & Teaching in HE' course. The course is aimed at second and third year PhD students, early career researchers, new lecturers, teaching fellows and other, non-academic staff who are actively involved in teaching and have a current role in supporting the learning of others in the University of Aberdeen. Participants must also have recent experience of supporting others to learn in UK higher education for a substantial portion of at least one academic year. The course includes an assessment, runs over four half-days and is professionally accredited by the Higher Education Academy at Associate Fellow level. More information can be found [here](#).

Further information

Further information can be found on our [webpages](#) or by emailing cad@abdn.ac.uk

DIGITAL ESSENTIALS

RESOURCES TO HELP YOU GET THE MOST FROM YOUR STUDIES

Printing

High quality printing, scanning and copying in most campus buildings



Classroom PCs

Over 1600 high spec networked computers across campus



File storage

10 GB secure, backed up personal filespace and 500 GB project filespace on the University servers.



Email account

Cloud-based email service with generous online storage



MyAberdeen – our Virtual Learning Environment (VLE)

Learning materials and resources associated with your research and training



Free Wi-Fi

Across campus and in University Halls including UoA Gaming via the eduroam network



Username and password

Use them to log into University systems and services



Student Hub

View and update personal info, see exam results, timetable, and more



Contact us

Service Desk: for general IT support
Email: servicedesk@abdn.ac.uk

Digital Research: for research specific queries
Email: digitalresearch@abdn.ac.uk

Phone: +44 (0)1224 273636

Visit: The Sir Duncan Rice Library (1st floor)
King's Campus and Polwarth (1:122) Foresterhill Campus



Toolkit



abdn.ac.uk/toolkit

Free to use and updated every month, Toolkit has over 100 animated **video tutorials**, guides and useful resources to help you through University.

Includes award-winning content from over 30 University services and courses, **made with our staff and students.**

“Amazing! Everything I need in one place”

Psychology Student

“This looks perfect - love the videos”

Engineering Student



Quick link: abdn.ac.uk/toolkit



LIBRARIES

RESOURCES TO HELP YOU GET THE MOST FROM YOUR STUDIES

Library Services and Facilities

- Three libraries: The Sir Duncan Rice Library (main library collection), Taylor Library (Law) and Medical Library (Foresterhill campus)
- Access to print and electronic books and journals to support your research – on and off-campus
- Study spaces for quiet, silent and group study
- Inter-library loan options for materials not held by the University and reciprocal access to physical holdings of universities throughout the UK who participate in the SCONUL Access scheme
- Refresh and extend your current information skills to ensure that you take full advantage of the considerable print and electronic resources available to you at the University of Aberdeen. Information resources workshops led by professional and knowledgeable library staff.

Help and Support

- Library staff are available to help you use the facilities, collections, and services
- Lots of online Library Guides and web pages to support independent learning
- A dedicated subject specialist (Information Consultant) for your discipline – make an appointment with them if you need help or guidance with information searching or other library issues.

Library Tips

- Library tours for all students are available in September and January either as bookable Welcome Week events or non-bookable Turn-up and Tour sessions
- Library and IT Induction sessions are held 8–9 times per year in The Sir Duncan Rice Library. These small group sessions for new staff and PhD students provide an overview of IT and Library essentials as well as a short tour of the library. You may even meet your Information Consultant!
- Speak with library staff to set up a PIN. You can then use our self-issue machines to borrow books using your student card
- Always look after your personal belongings when using our libraries.

-  [biblio.teque](https://www.facebook.com/biblio.teque)
-  [aberdeenunilib](https://twitter.com/aberdeenunilib)
-  [aberdeenunilib.wordpress.com](https://www.abdn.ac.uk/library/wordpress.com)

t: +44 (0) 1224 273330

e: library@abdn.ac.uk

w: abdn.ac.uk/library

Course booking:

www.abdn.ac.uk/coursebooking

Library Guides:

www.abdn.ac.uk/library/support/library-guides-101.php

Information Consultants:

www.abdn.ac.uk/library/support/contacts-106.php#panel162



REGISTRY

Registry is responsible for a range of student and academic administrative functions. These include: helping you to get registered, managing information in the Student Record System, helping you with changes to your terms of study, tuition fees, helping you with the process of submitting your thesis and sending these to examiners, preparation of transcripts, certification of eligibility to graduate with higher degrees or to receive other postgraduate awards and giving guidance on regulatory matters.

Your main contact points in Registry will be your Registry Officer or postgraduate@abdn.ac.uk. During term-time, Registry Officers are available in-person at the Infohub on the High Street between 1000-1600. Please note that this service does not operate between 1300-1600 on Wednesdays but you can still get in touch via email. You can find contact details for your Registry Officer on the [Infohub](#) website.





CAREERS SERVICE

MAKE THE MOST OF YOUR OPPORTUNITIES

Explore – Develop – Connect

Start thinking about your career options early. You can research and discuss your options via:

- Online resources, searchable by your discipline
- One-to-one appointments with a specialist Careers Adviser for your subject (in person, by phone or online)

Connect with employers and opportunities

Make use of the range of opportunities to meet and connect with employers:

- Employer presentations and events held on campus or in their offices
- Search vacancies and events via CareerConnect - receive email alerts of new opportunities
- Support your career development by getting practical advice at Career Bites workshops

Develop your skills

Get recognition for your co-curricular activities on your enhanced transcript through programmes such as:

- The STAR Award - recognising your skills and attribute development through your participation in sports clubs, societies and volunteering activities
- Leadership Academy - connecting with inspirational leaders and organisations to develop your leadership skills and knowledge
- BP Student Tutoring Scheme - placing students in a volunteering role in a local primary or secondary school to enhance your employability
- Career Mentoring - matching students with professionals to allow you to benefit from their experience and expertise





Opening hours:

Term Time

Mondays, Thursdays and Fridays:

open from 9.00am to 4.30pm

Tuesdays: open from 9.00am to 7.30pm

Wednesdays: open from 10.30am to 4.30pm

Out of Term Time

Mondays, Tuesdays, Thursdays and Fridays:

open from 10.00am to 1.00pm and 2.00pm to 4.30pm

Wednesdays: open from 2.00pm to 4.30pm

CareerConnect

CareerConnect makes it easy for you to find out more about work experience opportunities, part-time jobs, graduate jobs, careers events and our team of Careers Advisers

- Receive targeted work experience opportunities delivered straight to your email
- View and sign up for events and careers appointments from your laptop or mobile
- Submit online queries (including CV reviews) and receive quick electronic responses

w: abdn.targetconnect.net

Where to find the Careers Service

Students' Union Building (2nd floor)
Elphinstone Road, Aberdeen AB24 3TU

t: +44 (0) 1224 273601

e: careers@abdn.ac.uk

w: abdn.ac.uk/careers

AbdnUniCareers





AUSA



PGRs have representation with Aberdeen University Students' Association. Your rep for this academic year is Christopher Lewis, who says:

'As the Postgraduate Research School representative to the Student Council and Senate, I am here to serve as your voice to the rest of our University.

It is our goal that every PGR student who comes to Aberdeen has an enjoyable and inspiring experience and is given the support that allows them to achieve to their full potential. Together we are always looking to improve this experience in any way possible.

Please do not hesitate to contact with me at pgrs-ausarep@abdn.ac.uk or any of the school-based PGR representatives and we will strive to ensure that your comments and suggestions are heard.

I wish you all the very best during your time here in Aberdeen.

Christopher Lewis, PGR AUSA Rep
3rd Year PhD Student, Institute of Medical Sciences'

School reps

As well as your official AUSA rep, each School has a PGR rep, recruited by the School, to sit on the PGR Committee on a rotational basis. In the 2019-20 academic year, School reps are scheduled as follows:

- Business School: Isaac Adebiji
- School of Biological Sciences: Jack Walton
- School of Divinity, History and Philosophy: Eloise Gray, Geraldine Timmeberg & Sandie Howie
- School of Education: Laura Puhalak
- School of Engineering: Aliya Temirkhan
- School of Geosciences: Eleanor Heptinstall
- School of Language, Literature, Music & Visual Culture: Clarisa Novello
- School of Law: Egzi Ediboklu
- School of Medicine, Medical Sciences and Nutrition: Ajay Iyer and Inga Schmidt
- School of Natural and Computing Sciences: Luc Frachon
- School of Psychology: Andrea Pintea
- School of Social Science: Viktoria Eriksson



IN
FORM

Feedback
For Your
Future

Tell us what *you* *want*, what you really, *really* want.

By working together we can create a better university experience for everyone. Inform lets you take a leading role in creating and shaping change at the University of Aberdeen.

- Complete one of our student surveys
- Come along to a feedback forum
- Use the feedback stations across campus
- Attend an ASK session
- INFORM Now

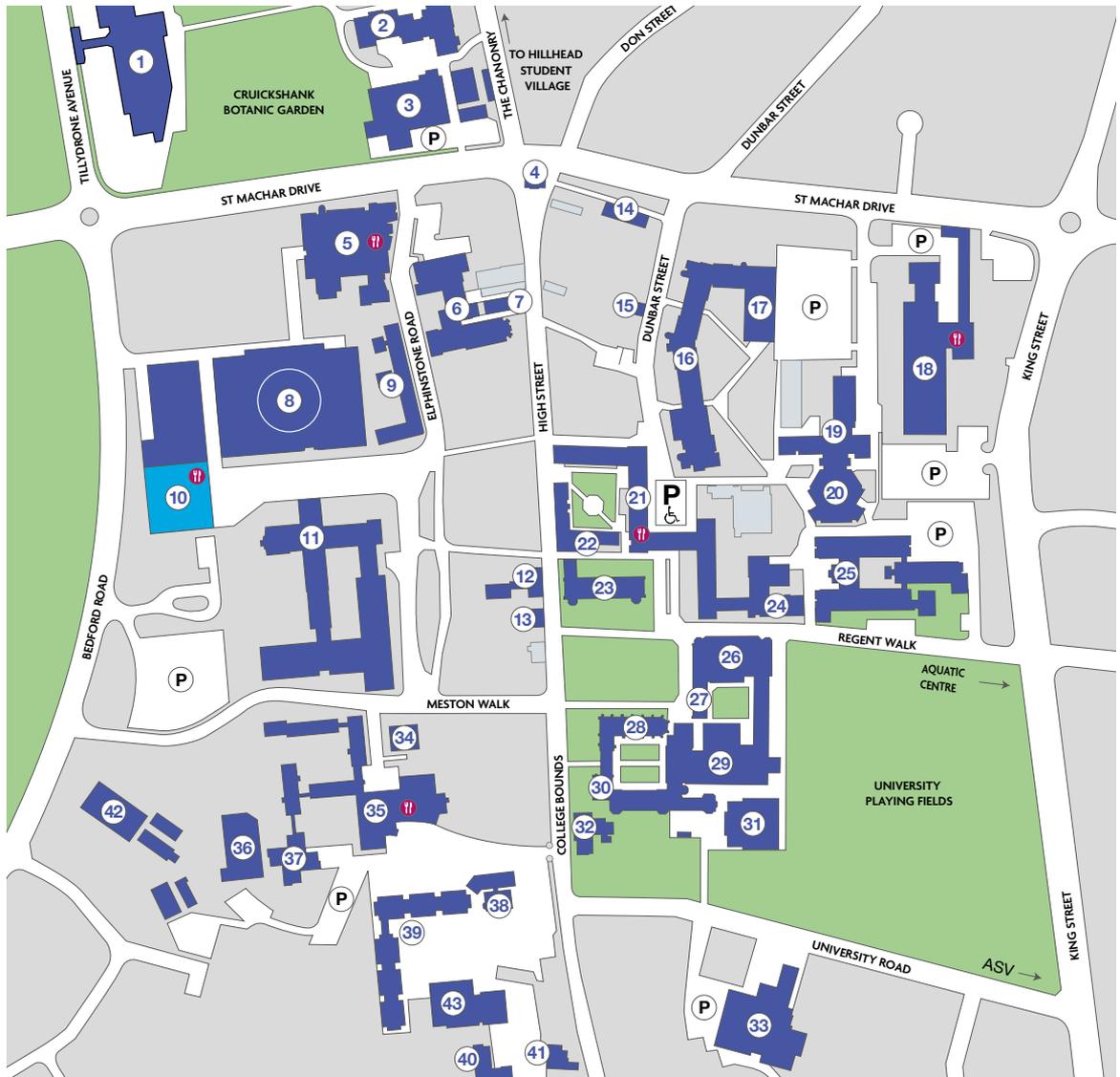
FURTHER INFORMATION

A HELPFUL GUIDE WHEN YOU'RE NOT SURE WHERE TO GO

ISSUE		LOCATION/CONTACT
ACADEMIC DEVELOPMENT	Support for the development of teaching, learning and research within an integrated structure	www.abdn.ac.uk/cad
ACADEMIC & NON-ACADEMIC ISSUES	Policy, processes and guidelines	Infohub
ACADEMIC SKILLS	Academic support for students	sls@abdn.ac.uk or abdn.ac.uk/sls
ACCOMMODATION	Advice on campus accommodation and facilities	Infohub
APPEALS	Advice on appeals, complaints and general representation	AUSA (Students' Union Building) or Infohub
BUS PASSES	Information on travelling with Stagecoach Unirider or First Bus	Infohub
CAREER PLANNING	Discussing career options and making the most of your time at University	Careers Service, (Students' Union Building, 2nd floor)
CHANGES TO STUDY	Advice on changing programme of study or swapping courses	www.abdn.ac.uk/pgrs
CHILDCARE	Financial assistance with childcare	Student Advice and Support, (Students' Union Building, 2nd floor)
DISABILITIES & MEDICAL CONDITIONS	Advice, information and practical support for students with a disability, impairment, medical or health condition, or a specific learning difference such as dyslexia	Student Advice and Support, (Students' Union Building, 2nd floor)
DOCUMENTATION FOR SIGNING	Looking for a document to prove your student status? Visit the Infohub where the team can provide you with a student certificate or help you complete and validate external forms	Infohub
FINANCIAL	Tuition fees and council tax exemption	Infohub
	Sources of financial support (i.e. SAAS Discretionary Fund Fund)	Student Advice and Support, (Students' Union Building, 2nd floor)
	Advice on money management and part-time employment	AUSA (Students' Union Building)
FITNESS & SPORT	Sports activities, team sports	Aberdeen Sports Village AUSA Sport
ID CARDS	Stolen, lost, not working or collections	Infohub
ILLNESS	Advice, information and support for students affected by long term health conditions	Student Advice and Support, (Students' Union Building, 2nd floor)
INTERNATIONAL STUDENT ISSUES	Immigration issues; general advice and support	Student Advice and Support, (Students' Union Building, 2nd floor)
	Contact with other international students	International Centre
	English language support	Language Centre, Regent Building

ISSUE		LOCATION/CONTACT
LIBRARY	Academic books and journals (print and online), collaborative, quiet and silent study spaces, copying, printing, scanning	The Sir Duncan Rice Library, Taylor Library, Medical Library
PAYING FEES	Tuition fees, accommodation fees	Infohub
PERSONAL	Homesickness, personal problems e.g. illness of family member, relationship problems, faith issues	Student Advice and Support, (Students' Union Building, 2nd floor) Counselling Service, 5 Dunbar St Multi-faith Chaplaincy, 25 High St
PUBLIC ENGAGEMENT WITH RESEARCH	Supporting you to embed public engagement and impact in your research skills.	peru@abdn.ac.uk
SAAS	Problems with tuition fees Disabled students allowance	Infohub Student Advice and Support, (Students' Union Building, 2nd floor)
SECURITY	Personal Safety matters, lost, found and stolen property	Security Control (24 hour) 9a Dunbar St
SOCIETIES	Payments, queries and membership	AUSA (Students' Union Building)
SPECIFIC LEARNING DIFFERENCES	Study skills advice for dyslexia and other specific learning differences	Student Learning Service abdn.ac.uk/sls
STUDENT DOCUMENTATION	Student certificates, student record cards	Infohub
STUDY SUPPORT	Study skills; advice; assignment planning; time management	Student Learning Service abdn.ac.uk/sls
SUBMITTING DOCUMENTATION	Withdrawal forms, readmission forms	graduateschool@abdn.ac.uk
THESIS SUBMISSION	Declarations, soft bounds and hard bounds	The Sir Duncan Rice Library (hard bounds only) or Infohub
TIER 4 STUDENTS	Advice on how your studies impact your Tier 4 visa	Infohub tier4@abdn.ac.uk
TRAINING & DEVELOPMENT	Equipping you with the skills, knowledge and experience to stand out in your field Supporting personal, professional and career development of its staff and postgraduate researchers	www.abdn.ac.uk/pgrs/training-development/index.php www.abdn.ac.uk/staffnet/working-here/training-and-development-1450.php
TRANSCRIPTS	Applying for a transcript	Online store
UNIVERSITY REGULATIONS AND POLICIES	Part-time study; student progress; repeating a year; changes to degree intention; withdrawal; readmission; other options for study	Infohub postgraduate@abdn.ac.uk
VOLUNTEERING	Enquiries and information	AUSA (Students' Union Building)

KING'S CAMPUS



IZoology Building (inc. museum)

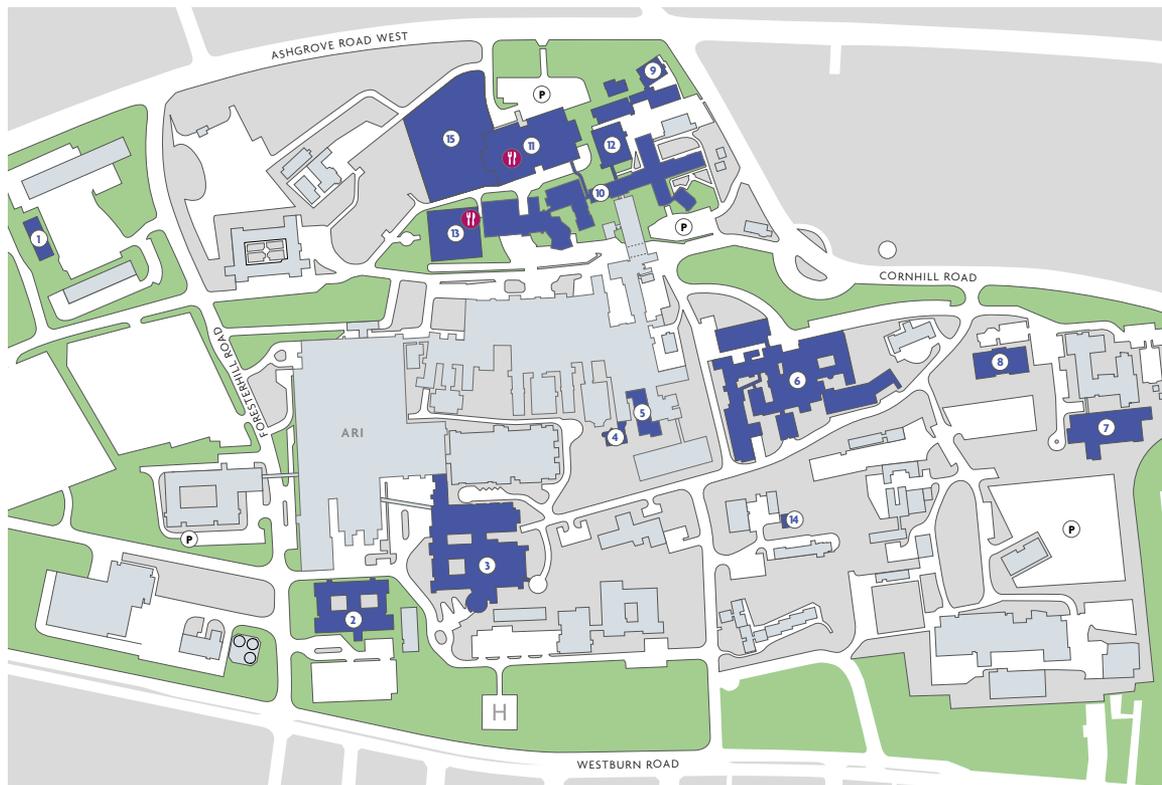
- 2 Cruickshank Building
- 3 23 St Machar Drive
- 4 King's Museum
(Old Town House)
- 5 Students' Union Building ¶¶
- 6 St Mary's
- 7 InfoHub
- 8 Fraser Noble Building
- 9 Elphinstone Road Halls
- 10 **The Sir Duncan Rice Library ¶¶**
- 11 Meston Building
- 12 Multi Faith Chaplaincy

- 13 Confucius Institute
- 14 Security Office/Mailroom
- 15 Counselling Service
- 16 Edward Wright Building
- 17 Edward Wright Annexe
- 18 MacRobert Building ¶¶
- 19 William Guild Building
- 20 Arts Lecture Theatre
- 21 Taylor Building ¶¶
& Taylor Library
- 22 Old Brewery
- 23 New King's
- 24 Regent Building

- 25 University Office
- 26 Elphinstone Hall
- 27 Linklater Rooms
- 28 King's College Chapel
- 29 King's College Centre
- 30 King's College
- 31 King's Pavilion
- 32 50-52 College Bounds
- 33 Butchart Centre
- 34 Crombie Annexe
- 35 Crombie Halls, PGR School ¶¶
- 36 Rocking Horse Nursery
- 37 King's Hall

- 38 Powis Gate/Muslim Prayer Room
- 39 Johnston Hall
- 40 Humanity Annexe
- 41 Humanity Manse
- 42 Bedford Road Workshops/CHP
- 43 AUSA Activities Centre
- P Regulated Parking
- Disabled Parking

FORESTERHILL CAMPUS



- | | | | |
|---|---|----|--|
| 1 | Liberty Safe Work Research Centre | 10 | Polwarth Building and The Medical Library |
| 2 | Foresterhill Health Centre | 11 | Institute of Medical Science !! |
| 3 | Royal Aberdeen Children's Hospital | 12 | Health Sciences Building |
| 4 | Lilian Sutton Building | 13 | Suttie Centre for Teaching and Learning in Healthcare !! |
| 5 | John Mallard Scottish PET Centre | 14 | Muslim Prayer Room |
| 6 | Royal Aberdeen Maternity Hospital/Dugald Baird Centre | 15 | The Rowett Institute |
| 7 | Dental School | P | Regulated Parking |
| 8 | Life Science Innovation | | |
| 9 | Bio Medical Physics | | |



CULTURE ON CAMPUS

EXPLORE OUR CULTURAL SIDE

Museums and Special Collections

There are three museums on campus. The Gallery in the Sir Duncan Rice Library, King's Museum and the Zoology Museum.

Our collections are internationally renowned with over 300,000 items across a wide range of Human Culture, Medicine and Health, and Natural History. In both The Gallery and King's Museum, you'll find new exhibitions throughout the year.

The must-see Zoology Museum is the only large, international exhibition of zoological specimens in the north of Scotland. If that's not enough, in our Special Collections Centre you'll find our impressive historic collections of books, manuscripts, archives and photographs, with material dating as far back as the 3rd century BC.

Opening Hours

Zoology Museum Mon - Fri: 9am - 5pm

The Sir Duncan Rice Library Gallery Mon-Wed, Fri:
10am - 5pm, Thurs: 10am - 7pm, Sat & Sun: 11am - 4pm

 UoAmuseums

 UoAmuseums

 AberdeenUniLib.wordpress.com

 +44 (0) 1224 274354

 museums@abdn.ac.uk

 abdn.ac.uk/museums

Places of interest

The Confucius Institute

The Confucius Institute provides a great opportunity to expand your knowledge through a programme of cultural events, Chinese language teaching and culture classes.

The Cruickshank Botanic Garden

Tucked away on King's Campus you'll find our beautiful botanic gardens boasting more than 2500 stunning plants. This is an ideal spot to take some time out to relax or study.

The International Centre

The International Centre (IC) is a hub for students with an interest in global affairs or experiences. Find out about Go Abroad opportunities, attend language classes, international events or join fellow students on trips exploring Scotland.

King's College Chapel

The Crown Tower remains one of the most historic and beautiful emblems and icons of our University.

The Chapel which sits beneath the Tower is also a space of beauty, with rare decorations made of canvas and wooden scaffolding dating back to the 16th and 17th century.



STAYING SAFE

KEEPING YOU AND YOUR STUFF SAFE

Protect your money

- When you purchase items online, ensure your personal computer has anti-virus software
- Keep your software up to date and avoid sharing private information

Night out

- Always travel with a group of friends, keeping to well lit areas
- Plan your journey home in advance

Safe taxi scheme

- If you are out of money or in an unsafe situation you can use the Safe Taxi Scheme. Give the driver your student ID and you pay the fare at AUSA reception the next day who will return your ID card

t: +44 (0) 01224 878787

Protect your belongings

- Always lock your doors and windows when you leave
- Never leave your belongings unattended, even when in a library on campus
- If you're staying in University accommodation you have contents insurance included, however if you are staying in private accommodation it's important to insure your possessions

Ask for Angela

- If you find yourself feeling unsafe at a bar, speak to the bar staff and 'Ask for Angela'. The bar staff will assist you to leave discreetly and will call you a taxi to get home safely

Apps to download

SafeZone

- Free app that connects you with the University security team in case of an emergency or if you're in need of urgent help on campus
 - Allows the University to send you updates in the event of a building or campus closure
- safezoneapp.com

Safer Aberdeen

- Provides you with information on transport, recommended hotels and events as well as a guide to top bars and clubs in the city centre

First aid

There are trained first aiders in each building on campus and in University accommodation.

- Contact security either by phone +44 (0) 1224 273939 or through the SafeZone App

In a serious emergency, call 999 immediately and ask for an ambulance

Safety on Campus

e: securitycontrol@abdn.ac.uk

t: +44 (0) 01224 273327 (Non Emergency)

t: +44 (0) 01224 273939 (Emergency)



PHYSICAL WELLBEING

Aberdeen Sports Village:

- Gym
- Swim
- Sports Hall
- Squash
- Classes
- Over 50 Sports Clubs
- Sports Fair during Welcome Week



Gym, swim, exercise classes, indoor football, squash, athletics and so much more - and it's all just next door!

Get active while you study with the ASV Student Lifestyle Membership. Join now at memberships.aberdeensportsvillage.com



International Centre

A global experience for all students

- Arrivals Lounge
- International Peer Groups
- Language Groups
- Volunteering Opportunities
- Adventures Around The Shire
- Taste of Aberdeen
- Discover Aberdeen



#ICABDN

  StudentLifeUoA

e: internationalcentre@abdn.ac.uk

w: abdn.ac.uk/international-centre



PGR STUDENT *LIFE*

SHARING CURRENT STUDENT INFORMATION

STAY CONNECTED

COMMUNICATION CHANNELS TO KEEP YOU INFORMED

Keep up to date with everything student related through our social channels.

Stay Connected

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-  [StudentLifeUoA](#)
-  [UniOfAberdeen](#)
-  [abdnGradSchool](#)

Blogs, Vlogs and everything in between

Visit the StudentLife blog page to hear other student's experiences of studying and living in Aberdeen. Learn their top tips and student hacks which will enhance your student experience!