



The University of  
**Nottingham**

UNITED KINGDOM • CHINA • MALAYSIA

# SCHOOL OF PHYSICS & ASTRONOMY



## POSTGRADUATE INDUCTION HANDBOOK 2013/2014

School of Physics and Astronomy  
The University of Nottingham  
University Park  
NOTTINGHAM NG7 2RD

Physics: <http://www.nottingham.ac.uk/physics>

Sir Peter Mansfield Magnetic Resonance Centre: <http://www.magres.nottingham.ac.uk/>

Centre for Astronomy & Particle Theory: <http://www.nottingham.ac.uk/physics/research/astronomy/>

Telephone: +44 (0)115 951 5183 Fax: +44 (0)115 951 5180



## Important Dates

### September 2013

**Tuesday 24<sup>th</sup> September 2013** – Demonstrator training session – 2.00 – 4.30 pm in room A113, Centre for Astronomy and Particle Theory.

**University registration.** Official registration for Physics is Tuesday 24<sup>th</sup> September at 3.00 pm. However as this clashes with demonstrator training, students are advised to go to register during the morning of Tuesday 24<sup>th</sup> September. Registration takes place in the University Sports Centre. You will need to take the following items with you to registration:

- Student ID number if known (note - this is not your applicant ID number)
- Passport and visa (all overseas students)
- A copy of your offer letter and evidence of meeting entry conditions (if applicable)
- Sponsor letter/evidence of funding (if not already sent in and if applicable)

**First Year Lab Demonstrator Training** – Wednesday 25<sup>th</sup> September 2.00 – 5.00 and Thursday 26<sup>th</sup> September 2.00 – 5.00 pm . First Year Laboratory (Physics building). Students are required to attend both sessions.

**Health Centre Registration Thursday 26<sup>th</sup> September 2013** 9.00 – 4.30 pm . Sessions will take place in the Great Hall/Senate Chamber, Trent Building. (For further details of health provisions see the following page).

**Thursday 17<sup>th</sup> October 2013** – Library Skills Training session – 2.00 pm in A81 Life Sciences (Biology) building. Researchers will be able to book themselves onto the course via the central short course booking system at <https://training.nottingham.ac.uk/cbs-notts/Portal/DesktopDefault.aspx>. The course will appear under the 'IT and Information Skills' category and is called 'Essential information skills in computer science, maths & physics & astronomy'

The Graduate School will also be running events as part of the Postgraduate Welcome Week during the week commencing Monday 23 September 2013. Further details of these events can be found at the following link [www.nottingham.ac.uk/graduateschool/welcome](http://www.nottingham.ac.uk/graduateschool/welcome).

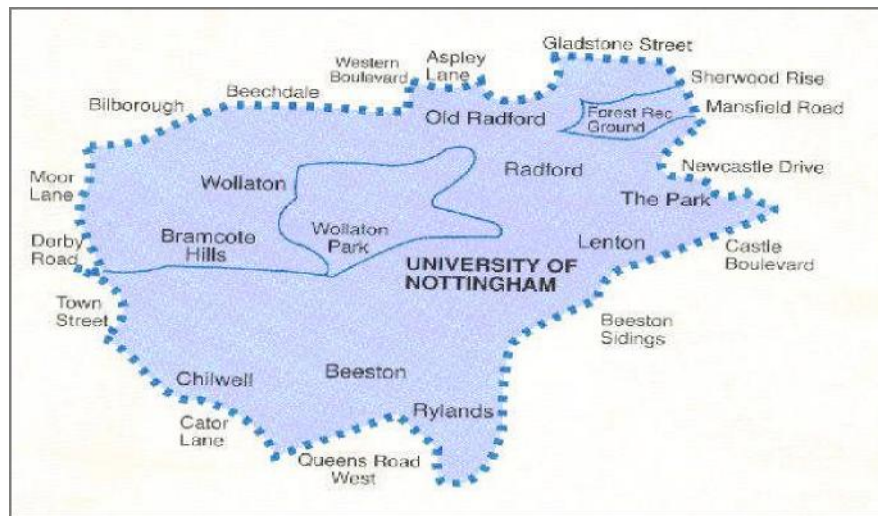
TERM DATES 2013/2014		
<b>Autumn</b>	Monday 23 September 2013	Friday 13 December 2013
<b>Spring</b>	Monday 13 January 2014	Friday 11 April 2014
<b>Summer</b>	Monday 12 May 2014	Friday 20 June 2014
SEMESTER DATES 2013/2014		
<b>Autumn</b>	Monday 23 September 2013	Saturday 25 January 2014
<b>Spring</b>	Monday 27 January 2014	Friday 20 June 2014

## Health Centre Registration 2013

The Department of Health strongly recommends that all students register with a health centre while studying at university. The University of Nottingham is able to offer students the opportunity to register with its Health Centre on campus. The Centre caters specifically for University students and staff and offers a full range of NHS services.

To be eligible for registration with the campus Health Centre, you **must**:

- Be registered for a minimum of six months tuition on a University course;
- Be resident within the area covered by the Health Centre:



Students outside of this catchment area (such as Sutton Bonington) should register with their local GP, details of which can be provided by the School. Non-EU students wishing to register with the Health Centre must also provide a letter confirming the length of their course. This is to satisfy the NHS requirement that they be studying in the UK for more than six months. Joint Honours students should attend at the time allocated for the School/Department that **administers** their course.

## **Bank holidays and other days of closure**

***Buildings will be closed on the following dates, except for any special arrangements which may be made by Heads of Schools or Services or any arrangements which may be made by the Conference Office, Lakeside Arts Centre or in the Sports Centre.***

During these closures access to 24-hour Computer Rooms will be by University Card. Arrangements will be made to provide access to libraries as far as possible.

Registrar's Office

The symbols against the dates have the following meanings:

PH = Public and Bank Holidays

UH = University Holidays

### **Christmas 2013**

Monday 23 December 2013UH

Tuesday 24 December 2013UH

Wednesday 25 December 2013PH

Thursday 26 December 2013PH

Friday 27 December 2013UH

Saturday 28 December 2013C

Sunday 29 December 2013C

Monday 30 December 2013UH

Tuesday 31 December 2013UH

Wednesday 1 January 2014PH

### **Easter 2014**

Friday 18 April 2014PH

Saturday 19 April 2014C

Sunday 20 April 2014C

Monday 21 April 2014PH

### **Early Spring 2014**

Monday 5 May 2014PH

### **Late Spring 2014**

Monday 26 May 2014PH

### **Late Summer 2014**

Saturday 23 August 2014C

Sunday 24 August 2014C

Monday 25 August 2014PH

**THE SCHOOL OF PHYSICS & ASTRONOMY**  
**GUIDE FOR RESEARCH STUDENTS**  
**2013/14**

The formal rules covering higher degrees are contained in the university **Calendar** and in the postgraduate section of the university "**Teaching Quality Manual**" at [www.nottingham.ac.uk/quality-manual](http://www.nottingham.ac.uk/quality-manual). A description of the day-to-day rules and conditions covering Research Students are described in general terms in the university booklet entitled "**Research Students and Supervisors - a Guide**" (RSSG). The RSSG is issued by the Graduate School which is the body responsible for higher degrees. It outlines in broad terms the responsibilities of Research Students, Supervisors, the University and the Schools, and also describes the registration and examination process. **The School of Physics & Astronomy Guide for Research Students** describes the School of Physics' local rules and the arrangements for the day-to-day conduct of research students and research supervision. Comprehensive information about Postgraduate matters is available on the **Postgraduate Physics MOODLE** pages:  
<http://moodle.nottingham.ac.uk/course/view.php?id=11913>

**1. ADMINISTRATION**

**Professor John Owers-Bradley** ([john.owers-bradley@nottingham.ac.uk](mailto:john.owers-bradley@nottingham.ac.uk), room C149, Ext 15148) is the chair of the Postgraduate Committee and responsible for student finances.

**Professor Omar Almaini** ([omar.almaini@nottingham.ac.uk](mailto:omar.almaini@nottingham.ac.uk), B109 CAPT, Ext 67901) is the Postgraduate Student Advisor and responsible for student pastoral care and progression.

**Professor J P Garrahan** ([juan.garrahan@nottingham.ac.uk](mailto:juan.garrahan@nottingham.ac.uk), room C401, Ext 67713) is the admissions tutor and also responsible for lecture courses and training with the Midlands Physics Alliance Graduate School.

**Melanie Stretton - Postgraduate Administration**

([melanie.stretton@nottingham.ac.uk](mailto:melanie.stretton@nottingham.ac.uk), A112a Cripps Ext 15183) carries out the secretarial administration of postgraduate matters, and is responsible for student records and reports. She is also a pastoral advisor.

**Mrs Debbie Bonnar** ([Deborah.bonnar@nottingham.ac.uk](mailto:Deborah.bonnar@nottingham.ac.uk),) in the finance office is responsible for the administration of postgraduate student finances.

**Professor M Henini** ([mohamed.henini@nottingham.ac.uk](mailto:mohamed.henini@nottingham.ac.uk)) is the international student admissions tutor.

**Professor Omar Almaini** ([omar.almaini@nottingham.ac.uk](mailto:omar.almaini@nottingham.ac.uk), room B109 Ext 69701) is the Astronomy postgraduate contact.

**Dr Paul Glover** ([paul.glover@nottingham.ac.uk](mailto:paul.glover@nottingham.ac.uk) SPMMRC, Ext 66379) is the SPMMRC postgraduate student contact.

**Prof Amalia Patane** ([amalia.patane@nottingham.ac.uk](mailto:amalia.patane@nottingham.ac.uk)) is the condensed matter experimental physics contact.

**Postgraduate Admissions Administrator** is Wendy Brennan ([wendy.brennan@nottingham.ac.uk](mailto:wendy.brennan@nottingham.ac.uk)).

The Postgraduate Committee (PGC) has been appointed by the Head of School to oversee the administration of postgraduate matters. It considers matters relating to Research Students and will act as the School of Physics' assessment board for postgraduate students.

The current membership is:

Professor J R Owers-Bradley (Chair)  
Professor Richard Bowtell (Head of School)  
Professor Omar Almaini  
Professor Juan P Garrahan  
Dr Paul Glover  
Professor Amalia Patane  
Professor M Henini  
Mel Stretton (Secretary)  
Two postgraduate Students

## 2. **YOUR RESEARCH DEGREE**

Your time at Nottingham will be spent carrying out research and undergoing related training of various kinds. You are required to prepare a thesis describing your research which will be examined according to the regulations to be found in the RSSG booklet. You are expected to show considerable initiative in organising your studies. Your PhD degree consists of between 2 and 4 years of registered study followed by up to one year for writing-up your thesis. Students will register initially for 3, 3.5 or 4 years depending on the course of study and the studentship. You should aim to have completed your research studies and to have begun work on your thesis before the end of your registered period of study and *you must have submitted your thesis for examination within the writing-up period or earlier*. During the writing-up period or thesis pending period, you will not be entitled to work in a laboratory and you may be asked to give up your desk space.

In most cases you will already know the name of your main supervisor and at least the broad area of your research project by the time you arrive in Nottingham. You will also be assigned a secondary supervisor.

At the beginning of each academic year, you must register with the student registry. The Postgraduate Secretaries will advise you on how to do this. Newcomers should also make immediate contact with their research supervisor.

At the beginning of your first Autumn term you will be asked to attend a meeting of research students, where you will be introduced to each other and to key personnel in the School. At that meeting, you will receive important information and you will be given copies of the RSSG and this booklet if you do not already have them.

Student finances (stipends, fees etc) are coordinated by Professor John Owers-Bradley with the help of Debbie Bonnar ([deborah.bonnar@nottingham.ac.uk](mailto:deborah.bonnar@nottingham.ac.uk)) in the finance office.

The School of Physics and Astronomy now has a facebook page for postgraduate students. If you would like to join, go to the link given below. This is also available via the **Postgraduate Physics MOODLE pages**:

<http://moodle.nottingham.ac.uk/course/view.php?id=11913>

<http://www.facebook.com/#!/groups/171923686209368/>.

### 3. **LOCAL FACILITIES AND ARRANGEMENTS**

#### **Access**

You are entitled to a key that will open the external doors to the main Physics building and some, but not all, of the internal doors. [The outer doors can only be opened with a key from the outside]. Doors in the School should be kept locked when rooms are not occupied. Take great care to keep your key safe and return it at the end of your studies. There is a deposit of £25 payable for the key. Keys are held by Sue Warburton, the School's Store person, in Room B20.

The main Physics building is protected by an alarm system. You will need to discuss out of hours access to the building with your supervisor who has full details (to be found in the Staff Handbook). Briefly, there are only three authorised entry points out of hours. These are the door leading from the main car park close to the MBE unit, the door at the end of C corridor adjacent to Room C100 and the door leading to the helium liquefier adjacent to Room B203. Certain other doors within the building, most notably computer rooms, and the Theoretical Physics rooms, are also alarmed. If you need access to these you will have to learn and follow the set procedures.

Those working in the Magnetic Resonance Centre may obtain a key and security code from Dr A Peters, ext 68946.

If you work in the main Physics building outside normal hours you must sign your name in one of the two books which are located at the car park door and the rear door near the gas storage area (opposite the George Green library). A corresponding book is held at the main desk of the Magnetic Resonance Centre. Various safety regulations also apply. Please consult your supervisor.

#### **Desks**

Your supervisor with the school manager will arrange for you to have a desk, where you may keep books and papers related to your research.



## Mail

The Mail-Room (Room C404) is used for both incoming and outgoing mail, and any mail addressed to you will be placed in an appropriate pigeon-hole in this room. Letters to a destination within the University will be collected from the tray marked "Internal Mail". Business post to destinations outside the university will be collected from the tray marked "External mail". You may use the trays for private letters but you must put your own stamps on any private external mail. **Important information is often posted on the Mail-Room Door; when you visit the mailroom inspect the door for relevant information. Similar information is posted on a notice board in the SPMMR Centre.**

## Stores

The School of Physics' Stores (B20), run by the store person, Sue Warburton, holds a wide range of mechanical and electronics components, stationery, etc. These items may be purchased for your research by completing a purchase slip, available at stores, giving your name, the item details and the account against which the cost of the item will be charged. This is normally an account held by your supervisor or a postgraduate account; you should consult your supervisor before making purchases. The purchase of items for uses other than for your research is not allowed.

## Library

A wide range of journals and books will be found in the George Green Science Library adjacent to the main Physics building. Soon after your arrival, and after you have registered with the Science Faculty Office, you should sign on at the library and obtain a library card. This card is necessary to borrow books and to use any of the library-related computer facilities. You will need to identify those areas of the library where books relevant to your research are held and you will also need to learn how to use the computer terminals used to access library information, and the databases which include BIDS/ATHENS and INSPEC. The library staff provide training early in each academic year.

## Photocopying

Copying facilities are available at hubs in all three Physics buildings. Advice on the use of the copier machines may be obtained from any administrative staff. You will need to use your student ID card for printing.

## The Tea-Room

The Tea Room (Room C10) contains tables and comfortable chairs and is available for use by staff and research students at most times. Tea, coffee, fruit juice and light snacks are served from 10.45am to 11.15am and from 3.45pm to 4.15pm each day. If you take drinks out of the tea room, you **must** use a cup with a fitted lid, which can be purchased from The School of Physics' Stores, Room B20, to prevent spillages. Vending machines for food and drinks may be found at the bottom of the staircase in the main foyer.

**Research Workshop** If you wish to undertake small construction jobs, which are not appropriate for submission to the main workshops, you may use the research workshop (Room B212) in normal working hours. This is run by Mr M Woolley, who is responsible for maintaining the machines and tools and for safety. If you wish to use this workshop you should see Mr Woolley. If you are unfamiliar with the use of lathes, stand drills, milling machines etc you will be asked to attend a short course of instruction before you are allowed to use the workshop.

**Telephones** Details of the university's internal telephone system will be found in the directories provided (also, telephone, e-mail addresses and much other information on the University may be found via the Internet at: <http://www.nottingham.ac.uk>). External calls may be received at most of these telephones. During your research you may need to make external calls to other educational institutions or to companies. This may only be done from a restricted number of telephones. The cost of such calls is charged to one of the research accounts; calls may therefore only be undertaken after consultation with your supervisor, from an appropriate phone.

Private external calls must not normally be made. There is a Call Box situated between the Physics Building and the George Green Science Library. You may however phone in an emergency or to convey information that you will be working late in the laboratory.

**Computing** Computing facilities are provided by Information Services (formerly Cripps Computing Centre), by the School of Physics, and by your research group.

In the SPMMR Centre there are a number of PCs, Apple Macs and Sun workstations available to research students. Please consult your supervisor.

You will have access to e-mail services and the University's extensive electronic information services, networked software and mainframe computers. Students should register with the Information Services who will issue codes for these services, and provide information. Networked word-processing, mathematics and graphics software is available via the terminals in IS rooms, in the School of Physics, and from networked computers within the individual research groups.

**Travel & Expenses** You must not book travel without referring to the University Travel and Expenses website <https://workspace.nottingham.ac.uk/display/TravelandExpenses/Business+Travel+and+Expenses> Prior to booking travel or incurring expenses pre-trip approval must be obtained by the employee from the appropriate person who can authorise the expenditure. Students should also attend a SEDU Short Course see

<https://training.nottingham.ac.uk/cbs-notts/Portal/DesktopDefault.aspx?GoHome=1>. **Travel which is not booked in accordance with the University Travel & Expenses Policy will not be reimbursed.**

Travel insurance is provided for travel booked in accordance with the University Business Travel Policy, see:

[www.nottingham.ac.uk/commercial-services/insurance\\_files/local/travel\\_insurance.php](http://www.nottingham.ac.uk/commercial-services/insurance_files/local/travel_insurance.php).

Staff travelling to conferences, where the flight has been paid for by the organisers, must notify the PA to the Head of School (Wendy Brennan) in order to extend the Business Travel insurance.

**Students who require official documents such as Council Tax exemption, bank letters etc, please click on the link given below which will direct you to the Student Services webpage.**

<http://www.nottingham.ac.uk/student-services/officialdocuments/index.aspx>

#### 4. **TRAINING**

In addition to carrying out research which leads to a thesis, all research students are required to undertake training during the period of their research.

This training includes:

- Short courses related to safety and to research. All students must attend courses on safety. Experimentalists may need to attend a workshop course and courses appropriate to particular techniques such as the use of X-ray Diffraction equipment. You will normally be informed about such courses at the beginning of October. To avoid "information overload", only Emergency Procedures will be covered in the Induction Day.  
More comprehensive compulsory safety training will be provided approximately one week later (you will be notified of the exact time and venue in due course) in a separate dedicated session. We hope that this will enable you to focus on safety issues without distraction from the rest of the information that you will receive during the Induction Day. You may also need to attend more specialized training events that address particular safety issues. Further information is available on the Postgraduate web pages.
- Postgraduate training modules take place within the School of Physics related to general physics and to specific research areas\*.

These are organised by Professor John Owers-Bradley and Professor Juan Garrahan

will be listed at [www.nottingham.ac.uk/physics/courses/post\\_grad\\_modules.php](http://www.nottingham.ac.uk/physics/courses/post_grad_modules.php). For condensed matter physics and other topics that are EPSRC funded, the training modules are held in the Grid Node Access room (A6) in the main physics building under the auspices of the **Midlands Physics Alliance Graduate School** ([www.mpags.ac.uk](http://www.mpags.ac.uk)) in conjunction with the universities of Birmingham and Warwick.

- Relevant generic training modules are offered by other departments, and provided through the University Graduate School. These include modules covering presentational and managerial skills. Lists of such modules are available early in October.
- Research students who carry out teaching in the School will be expected to attend short training courses related to that teaching.
- EPSRC funded research students must attend a residential training course during their registered period of study.

\* *Supervisors who consider that the modules on offer do not adequately cover the research area of a particular student may opt to establish a module of directed reading, assessed by the submission of an essay or by the answering of problems. The successful completion of such a module will enable the student to earn credits. The arrangements made must be stated in writing, and approved by the Postgraduate Administrative Tutor and by the Head of School.*

## 5. REQUIREMENTS AND ASSESSMENT

Students will be told of the short courses which they **must** attend; others may be recommended but are not obligatory.

**Credits:** Training Modules attract **credits** which must be earned through attendance, and by the satisfactory completion of any assessment exercises. You must accumulate a minimum of at least 35 credits during three years. It is recommended that most if not all are accumulated during the first two years of your study, and that, bearing in mind the time needed to carry out research, you do not attempt more than 40 credits. At least 25 credits must be acquired from modules from the School of Physics and Astronomy (includes the Midlands Physics Alliance Graduate School).

Language training can form part of the 35 credits that you must accumulate **if it is deemed relevant and necessary to your PhD studies**. Any PhD student can undertake the 10 credit modules offered by Academic Language Services free of charge. At present, the School of Physics imposes no rigid requirement that you must attend any of the “generic” training modules provided through the Graduate School. However you are encouraged to attend those modules which are thought appropriate by you and your supervisor and which fit in with your research timetable.

It is necessary to attend some of these modules if you expect to receive travel funds from

the Graduate School.

If for any reason it is not clear how many credits are attached to a particular module please consult the Postgraduate Organiser.

You must register the modules you are taking with the Postgraduate Administration Secretary (Melanie) on **Form PG/RTR**, which may be obtained from her. This is your research training record (see 6 below). Each module will normally be assessed by weekly problem sheets, or by examination, or, if it is a directed reading module, by an assessed essay or problems. The marks for each module will be made available to the Postgraduate Administrative Tutor also on **Form PG/RTR** by no later than the end of July.

Assessment marks for all modules which attract credits will be considered by PGC, and will be used in making its recommendation whether you should progress into the next year. PGC may, at its discretion, require a student of any year to take an examination if he/she fails a module.

### **Monthly appraisal:**

#### Full-Time students

During each month, with the exception of August and September, you must hold a meeting with your supervisor, at which your progress and that of the research should be discussed, together with any safety issues arising. Any points for action should be noted on your appraisal form. Thus there are ten such meetings to be held in each academic year.

Part-Time students - during the months of October, November, January, March, May and July, you must hold a meeting with your supervisor, at which your progress and that of the research should be discussed, together with any safety issues arising. Any points for action should be noted on your appraisal form. Thus there are six such meetings to be held in each academic year.

**Monthly appraisals** are to be completed and submitted electronically via email (students will receive an email prompt at the end of each month reminding them that their monthly report is due). The student must make a note on the email form of his/her progress and any problems and/or safety issues arising etc before the appraisal meeting. The supervisor must reply to the email during or after the meeting. The form will then automatically be forwarded to the Postgraduate Administration Secretary (Melanie Stretton) for her records. You and your supervisor should keep copies of the form. If any supervisor is unavailable to carry out the interview, he or she must appoint a deputy who will carry out the interview.

**The onus is on you to make sure that the monthly meetings take place and that the paperwork is completed and submitted.**

**End of year appraisal for full-time students** - Towards the end of the first and second years you must submit two copies of an account, of not less than 3000 words, on the area of your research. The "end of first year" report should include a statement of the research project and a brief background, a literature survey, the progress to date and plans for the future.

The second year report should be biased towards a survey of research progress. One copy of the report must be filed by you with the Postgraduate Administration Secretary, by the end of June for those students registered in September. End-of-year reports **must** include a section providing evidence of health and safety management.

**The onus is on you to make sure that this process is completed.**

**End of year appraisal for part-time students** - Towards the end of every year except the year of submission of your thesis, you must submit two copies of an account, of not less than 2000 words, on the area of your research. The "end of first year" report should include a statement of the research project and a brief background, a literature survey, the progress to date and plans for the future. The end of second and subsequent year's report should be biased towards a survey of research progress. One copy of the report must be filed by you with the Postgraduate Administration Secretary, by the end of June for those students registered in September. End-of-year reports **must** include a section providing evidence of health and safety management.

**The onus is on you to make sure that this process is completed.**

Following the submission of your annual report, you will be interviewed by a member of staff of the School of Physics other than your supervisor(s). The appointment of this interviewer will be carried out by your supervisor in consultation with the Postgraduate Administrative Tutor. The interview will include a fifteen minute presentation on the topic of your research. The interview must take place in early July so that the whole process is completed by the end of July.

The interviewer will then complete **Form PG4a** giving his/her appraisal of you, based on this interview. You and your supervisor(s) should complete the appropriate sections of **PG4b** giving your own comments. Forms are available on the **Postgraduate Physics MOODLE pages**: <http://moodle.nottingham.ac.uk/course/view.php?id=11913> Copies of the completed form must be lodged with you, the supervisor and with the Postgraduate Administration Secretary. The interview must be completed and all relevant forms handed to the Postgraduate Administration Secretary by the end of July.

**The onus is on you to make sure that this process is completed.**

**End of year assessment: Progression** At the end of the July of your first and second year for full-time and every year except the year of submission for part-time students, PGC will consider your module results, the report of your interview and your monthly appraisal documents and recommend to Science Faculty, on form **PG5**, whether you progress into the second/third year.

PGC may recommend re-registration for the degree of M.Phil. and the withholding of re-registration for a Ph.D. if they feel that it is appropriate.

You will be notified in writing of the result of their deliberations.

*You are advised that failure to keep up to date your record of monthly meetings, together with failure to hand in the end of year report and related paperwork, will result in your re-registration into the next year being withheld. It will also be used as a criterion to decide the allocation of prizes and departmental monies for attendance at conferences.*

## 6. RESEARCH TRAINING RECORDS

The School of Physics holds a "Research Training Record" for each research student (Form **PG/RTR**). This document provides a comprehensive record of the training received during your stay in Nottingham.

The skills which are to be recorded include taught modules, demonstrating, presentations at conferences, computer skills, and "on the job" skills such as the use of specialised equipment etc. Satisfactory evidence for these skills must be presented in each case. The evidence for "on the job" skills may, for example, consist of the preparation of a piece of software.

The Postgraduate Administration Secretary holds your Research Training Record; **the onus is on you to add newly acquired skills to the record**. Your supervisor or another member of staff must sign each Research Training Record entry.

Skills which have been acquired prior to your research studies may also be added to the record if satisfactory evidence can be produced.

## 7. COLLOQUIA

It is expected that all research students will attend the Wednesday afternoon School Colloquia (as distinct from specialist research seminars intended for particular groups) as part of your general postgraduate education. You are required to keep a record of the colloquia that you attend, which must be confirmed by your supervisor. Please note that during your PhD studies, you will be required to attend safety training sessions, which may sometimes clash with seminars or Colloquia. In this case, safety training **must** take priority.

## 8. ADMINISTRATIVE RESPONSIBILITIES OF THE STUDENT

The Postgraduate Administration Secretary holds a central file on each research student in her office, to which you have access. Under no circumstances should you remove papers from your central file however.

**It is your responsibility and duty:**

1. To ensure that you complete, on time, all required safety documentation including: (a) the initial safety questionnaire, issued in your welcome pack, which will require you to read the School Safety Policy Statement and Emergency Procedures given at <http://www.nottingham.ac.uk/~ppzphy/safety/Policy.htm>; (b) an initial Risk Assessment Form, a Project Supervisory Requirements Form

(PSRF) and a COSHH form (all of these forms are available from the School safety webpages); (c) the safety section of each monthly appraisal form PG3; (d) a section providing evidence of health and safety management in each end-of-year report. You must hand one copy of all essential safety documentation to Melanie Stretton (Cripps, A112a), and keep another for your reference in a dedicated safety file.

Melanie Stretton will keep a pro-forma tick-list to check that you have completed essential safety training and progression requirements. This list will be monitored by the School Safety Officer, Mr Peters.

2. To ensure that your central file holds the record of which modules you are taking, either in the School of Physics or elsewhere. If you have arranged any special modules with your supervisor you must ensure that the central file contains a signed description of each special module and the assessment arrangements which have been made. **You must update your module record each time you complete a module and make a note on the monthly appraisal.**
3. To ensure that monthly meetings take place when required and that the reports resulting from that meeting are submitted.
4. To ensure that you submit annual reports on time, and to ensure that one copy is held in the central file.
5. To ensure the paperwork resulting from the end of year interview/appraisal is placed in your central file.
6. To ensure that the results of module appraisal are put in the central file. In the case of lecture modules from within the School this will be done automatically by the Postgraduate Administration Secretary and the module convenor.
7. To ensure that appropriate information is kept on your "Research Training Record" in the central file.
8. To ensure that colloquium attendance is kept on file.

## 9. **POSTGRADUATE STUDENT ADVISER**

If you are unhappy with any aspects of your supervision, your research progress or the conditions under which you have to do your research, and if the problem cannot be resolved in discussions with your supervisor(s), then the Postgraduate Student



Adviser, (Prof Omar Almaini), will be available for confidential discussions and advice.

## 10. **LaTeX WORD PROCESSING**

Many students find that LaTeX word processing software is excellent for producing reports and theses. Please contact your supervisor or the staff member responsible for Postgraduate Training if you would like to use LaTeX but are finding it difficult to do so.

## 11. **SOURCES OF FINANCIAL SUPPORT FOR ATTENDING CONFERENCES**

During your PhD, you will probably want to present your research results at a national or international conference.

There are various sources of support available to enable you to do this.

Each PhD student is entitled to approximately £ 1,000 from the School of Physics and Astronomy to attend one overseas conference during the three years of their registration. In addition, small amounts (£ 250 usually) might also be available for attending conferences through the Kilby Fellowships.

The deadline for applications for Kilby Fellowships is around February each year. You will be reminded of this deadline at the appropriate time. Students working in the field of Magnetic Resonance Imaging can apply to the Schools' Jones Fund for support.

There are many external sources of conference funding including:

1. The conference organisers. Often conference organisers will agree to waive the registration fee for PhD students who are presenting a paper at the conference. You should discuss this with your supervisor before contacting the conference organiser.
2. You can apply to the University of Nottingham Graduate School for a Travel Prize of up to £ 350 or £ 500 to attend a national or international conference respectively. To be eligible for this Prize, you must attend one of the Graduate School's Communication and Presentation Skills courses. Details of the Prize and other travel funding available from the Graduate School can be found at available on the **Postgraduate Physics MOODLE pages**:  
<http://moodle.nottingham.ac.uk/course/view.php?id=11913>
3. The Institute of Physics provides support for attending overseas conferences. The Trust will not support more than two people from the same School at a given conference. Applications must be submitted at least 1 month before the start of the conference. Funding can be used to cover any type of expenses. Applicants have to be under 30 and a student member of the IOP. Details and application forms can be found at <http://about.iop.org/IOP/Ymems/funding.html> .

Finally, may we wish you a happy and successful period at Nottingham.

John Owers-Bradley