



University of  
**Nottingham**

UK | CHINA | MALAYSIA

**School of Biosciences**

**Postgraduate Research  
Handbook**

**2017/18**

*Please read this book and keep it safely. It contains information you will need to refer to throughout your postgraduate training. The file should also be added to and used as a personal record of your progress.*

*Please note that this handbook can be made available in alternative formats.*

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## Welcome to the School of Biosciences

Welcome to our School. You are joining a vibrant, multi-disciplinary and multinational research environment. The School of Biosciences is one of the strongest teaching and research centres for fundamental and applied biological, environmental and food science in the UK.

We hope your time in the School will be enjoyable and stimulating. To help you settle in, both academically and socially, various events have been arranged which we hope you will go along to. Included in this pack is a full programme of Week One Events.

This handbook is divided into several sections which together should help you to obtain the best from your postgraduate experience here at Nottingham. It contains important information about training, support, research practise, progression, assessment, facilities and safety. It also contains several essential forms for you and your supervisor to complete:

- **Research student agreement**
- **Research student induction checklist**
- **Personal training plan (PTP)**

Please ensure that you read this handbook in full and complete the required forms.

More detailed information about university regulations and procedures on many topics can also be found in the Quality Manual:

<http://www.nottingham.ac.uk/academicservices/qualitymanual>

## Sutton Bonington Campus

The school is **based on the Sutton Bonington Campus**, a self-contained site 20km south of Nottingham with its own accommodation, sports centre, social amenities and state-of the art teaching and research facilities. You also have access to all facilities within The University of Nottingham. The campus is also the location of the School of Veterinary Medicine and Science. There are some 2,200 students on campus, undergraduate and postgraduate, from over 30 countries.

The school benefits from state-of-the-art teaching and research facilities dedicated to the study of biosciences, including purpose-built plant, food science and bio-energy buildings, many specialised laboratories, a 24-hour learning resource centre, university farm and dairy centre.

Sutton Bonington is an easy bus or car journey to University Park Campus and then to Nottingham City, with free bus service connections between campuses. The town of Loughborough and cities of Leicester and Derby are also nearby, and there are fast rail links to London (1.5 hours). East Midlands International Airport is 7km away.

## SECTION 1: THE RESEARCH PROGRAMME

### Types of Degree

You will be registered for one of our research degree, studying towards one of the awards of MRes, MPhil or PhD. The normal full time duration of these awards is:

MRes: 12 months

MPhil: 24 months

PhD: 36 or 48 months

Part time students will study for longer, e.g. normally twice the duration if you are studying 50% time. It is important that you adhere to these time scales, and it is in your own interests and those of the School to do so. **Only in exceptional circumstances will research facilities be made available after the end of the normal duration of study** (details for the procedure to arrange this are on page 20 of this manual). Maximum registration lengths can be found in the Quality Manual.

For Research degrees, the main form of assessment is by submission of a research thesis at the end of your studies. **It should be noted that submission of a PhD thesis after 48 months will only be accepted in exceptional circumstances.** All research degrees also have a taught component. MRes degrees may require formal modules, while for MPhil and PhD degrees, this is provided by formal and informal training during the course of the programme.

### The People who Support your Studies

There are many people in the School who will have a role in supporting your studies. These include: supervisors, internal assessor, divisional postgraduate advisor, postgraduate senior tutor, director of postgraduate studies and the student experience and support officer.

### Supervisors

On starting your studies, you will have at least two appointed supervisors. Your supervisors have the primary role for supporting your research and personal development. Often, different supervisors have different expertise, so you might be meeting with different supervisors more or less often during your programme of study. Many PhD programmes have external partners in industry or research institutes. In that case, one or more supervisors will be at the external partner. However, you should always have two University of Nottingham supervisors at all times during your study. **If you have only one University of Nottingham supervisor, please contact your Divisional Postgraduate Advisor as soon as possible.**

### Internal Assessor

MPhil and PhD students have an Internal Assessor who acts as an independent monitor of your progress. Your assessor will read your progress reports and conduct your first and second year vivas. S/he will also provide feedback on your talk/poster at the Postgraduate Symposium. For some PhDs, the internal assessor remains independent throughout the studies, and can become the internal examiner for the degree. For other PhDs, the internal assessor might have expertise that leads them to become more closely involved with the research, and a different internal examiner is appointed.

Your internal assessor should be allocated by the Divisional Postgraduate Advisor in consultation with your Supervisors within **ONE MONTH of your starting your PhD**. It is recommended that you introduce yourself to your internal assessor as soon as possible. Part of the internal assessor's role is to ensure that you have adequate supervision, facilities and resources to carry out your study. You can speak with your internal assessor at any stage if you think that her/his support may be helpful.

### **Divisional Postgraduate Advisor**

Each of the five divisions has a Postgraduate Advisor and a deputy Postgraduate Advisor (names and contact details can be found on Page 35 of this manual). Their role is to ensure that processes for research students are properly conducted, and that all research students within the division are properly supported. If you have any problems with supervision, progress, relationships with other students, or personal problems, that you feel you cannot raise with your supervisors, then the divisional postgraduate advisor or deputy could be the right person to approach.

### **Postgraduate Senior Tutor**

The Postgraduate Senior Tutor has overall responsibility for the welfare and progress of all research students within the School. S/he will normally be consulted if there are serious problems with your research or progress. You can arrange to meet with the Postgraduate Senior Tutor if you have encountered serious problems and have not been able to resolve these with your supervisors or divisional advisor.

### **Director of Postgraduate Studies**

The Director of Postgraduate Studies has overall responsibility for the academic programmes for all research degrees within the School. S/he may be consulted if there are serious problems with your research or progress that are relevant to the general governance of degree programmes. You can arrange to meet with the Director of Postgraduate Studies if you have encountered serious problems and have not been able to resolve these with your supervisors or divisional advisor.

### **Student Welfare Manager**

The Student Welfare Manager is here to help you if you have any personal, health or emotional problems. S/he is totally independent of your research programme. Please arrange to meet the Student Welfare Manager if you are experiencing any such problems that are affecting your study, or if you need extra support or a leave of absence. The Welfare Manager is also normally the first point of call for any disability matters.

## **External/Part-Time Students (Studying Away from the University)**

Students registered under these arrangements are subject to the same supervisory requirements as students based wholly at the University. However, whilst a 'local' supervisor must be appointed, it is recognised that it may not always be possible for all the recorded supervisory meetings to take place 'face-to-face.' It is, therefore, permissible for formal contact to take place by suitable tele- or video- conferencing, as well as email. Full details of policy and good practice relating to students studying away from the University can be found in the Quality Manual.

## **Induction**

Starting a PhD is both exciting and daunting. At the start of your PhD, you will receive information about how to register and where to go. Induction happens at three levels: School, Divisional and Group.

### **School Induction**

For students starting in September, there is a week of activity during Week 1. You should have received a detailed timetable. This includes course-specific introductions, information on welfare, international student support, the graduate centre, accommodation, safety, doctor's registration, IT and library services. There will also be several social events for you to meet other postgraduate students.

We will hold a second induction in January for students starting later in the year.

### **Divisional Induction**

It is the responsibility of your Division to arrange laboratory induction. This would normally be conducted by the chief laboratory technician in your building/division. It will include a tour of laboratories, ways of working, safety procedures, and building specific matters. You should arrange with your supervisor and divisional secretary that you attend this induction.

### **Group Induction**

This will be led by your Supervisor. Here you will meet other group members, establish a work plan for your first six months, a personal training plan, ensure you meet all supervisors, appoint internal assessor, receive laboratory books, a desk, a computer and a university IT account. Your supervisor should also arrange for you to have induction/training on any specific equipment you will need for your PhD work. There is a Research Student Agreement that needs to be signed and a New PGR Checklist to be completed (See Section 5): this contains all things that need to be done at the start of your studies. Please work through this checklist and ensure that it is completed within ONE MONTH of starting your PhD. If you have any problems completing the checklist, please speak with your Divisional Advisor.



## Meetings with your Supervisor

You are required to meet formally with your supervisor(s) 10 times a year (6 times for part-time students), and you should record all of these meetings through the online record system:

[http://www.nottingham.ac.uk/~sazintr/\\_officeonline/PGR-meeting-log-upload-for-students/](http://www.nottingham.ac.uk/~sazintr/_officeonline/PGR-meeting-log-upload-for-students/)

You will normally expect to have more frequent informal contact with your supervisor(s). These meetings provide an opportunity for you to discuss problems and progress. **You should prepare prior to each meeting an outline of achievements since the last meeting and a summary of proposed action until the next meeting.** You must share responsibility with your supervisor to ensure good communications and regular meetings, and you should make sure that problems or difficulties are discussed.

If you experience work, health, financial or personal difficulties during your time in the School, it is most important that you report matters to your supervisor **immediately**, and where appropriate, receive assistance. If you experience problems relating to your supervision, you should consult your assessor or Postgraduate Advisor.

You must notify your supervisor if you intend to be away from the University for more than one or two days, and should always notify them of periods of absence resulting from illness. For illnesses lasting more than one week, a medical certificate will be required.

## Laboratory Book

Students will be provided with, and should maintain, a laboratory book. This book represents the record of all experiments undertaken during the project. A system is also available whereby electronic records can be kept by research students for each experiment, or group of experiments, carried out and these are printed off and taken to each of the student/supervisor meetings. The records are read and signed off at each meeting. This creates a comprehensive resource for students when embarking on the writing up stage of their theses. Laboratory books are signed off monthly.

New research students should use the experiment templates, available on the School intranet, and lab books from the start of their research.

## Access to Funds for Travel or Conferences

There are many possible sources of funds for research travel and conferences. Your PhD supervisor(s) is the main point of contact to discuss travel and funding. Funds include:

- Your scholarship may have funds associated with it. This can vary according to the scheme and/or fee level being paid. These funds would normally be passed to your supervisor to spend on consumables, travel and other expenses.
- The school has a small amount of money available for postgraduate travel. Calls are advertised regularly.
- The faculty also has a small amount of money available for postgraduate travel. Calls are also advertised regularly.

- The University Graduate School administers a number of funds that can be applied to, including the Travel Prize, International Research Collaboration Awards (IRCA) and the Building Experience and Skill Travel Scholarship (BESTS). Further details of these are available on <http://www.nottingham.ac.uk/graduateschool/funding/current-students/index.aspx>
- Other sources of funding are listed on Page 31

## **Research Practises within the School**

These informal notes are intended as guidelines for new research students and they set out some of the policies and research practices that exist within the School. Please read these carefully and use them for reference.

## **Equipment**

Divisions have limited budgets and all research workers are asked to treat research equipment with the utmost respect. Equipment must only be used after proper instruction and training in its use has been given.

In some areas major items of equipment have a booking system and use a book where individuals record when the equipment was used and the period of time that was spent on the equipment. This allows us to maintain records for safety purposes as well as service contracts. All students and research workers should leave equipment in a working and clean condition.

If equipment runs out of a resource (eg printer paper) it is your responsibility to get it replaced via the technical staff. Failure to do so could render the user liable to restricted access to equipment. The School has small workshops for the repair and servicing of equipment. Please report to your nominated technician any faulty piece of equipment. Under no circumstances should research staff attempt to repair faulty equipment, nor should they modify equipment or remove parts of equipment to service other apparatus. If equipment or glassware is broken, please report this to the technical staff so a replacement can be purchased.

## **Safety**

Safety is an extremely important issue and must be taken seriously. It is a requirement that all laboratory work is conducted in a manner which meets all the laid down safety requirements.

Before you start any research work (either laboratory or field based), you must register for and complete the Safety Course on Moodle. The Technical Team Leader in your building should be able to direct you to this.

You must also have fully assessed the safety implications of your planned work with your supervisor. Further training by competent personnel will be required before you start work to ensure you can work safely at all times. This will include equipment training, training in the use of specialist and hazardous chemicals, or working with lasers, radiochemicals, liquid nitrogen or other hazardous or biological material.

You must write your own risk assessment for your research work; usually this will be based on risk assessments used by previous students or other researchers. Your supervisor and

Building Safety Officer will help you with this; risk assessments must be signed off by your academic supervisor and Building Safety Officer before commencing work.

If you have any queries relating to safety, seek advice from your supervisor(s) or the Building Safety Officer.

### **Animal-related Work**

There are strict regulations governing work on animals. Consult your supervisor regarding these and the training courses necessary before animal work can be carried out.

All students intending to work with animals (fur or feather) must also inform the School Safety Officer to ensure appropriate baseline respiratory health surveillance is performed.

### **Research Collaboration**

As a general rule, the University is extremely happy for students and researchers from one School to use equipment within another School, but please make sure that you proceed through the official channels, normally your supervisor. We have close and friendly relationships with a number of different Schools but these can be prejudiced by students who do not use the correct methods of contact. A researcher from one School damaging essential equipment in another can negate years of good will and close inter-relationships.

### **Visitors**

Visitors are not allowed into laboratory areas without the permission of the Head of Division and Building Safety Officer. Children may only be brought into communal breakout areas and must never be left unaccompanied.

If you are expecting official visitors please inform your supervisor.

### **Purchasing of Goods, Travel and Services**

Follow the steps below on how to purchase correctly while studying with us:

1. In the first instance **obtain approval** from your **Academic Supervisor** for your goods/travel requirements.
2. Go and see your divisional **Administrators** for advice on how to purchase the goods.
3. The purchase should be made via an **approved supplier** on one of the **approved purchasing systems**.
4. If you want to travel as part of your studies/personal development, it must **firstly be agreed** with your **Academic Supervisor**. You will then need to book this through your divisional Administrators.
5. If you incur expenditure which has been agreed, ensure that you **retain the VAT receipt** and fill in the **Exp3A** form from the following link:  
<http://www.nottingham.ac.uk/finance/forms/index.aspx>

6. Take the completed form with the receipt attached to your Academic supervisor for authorisation. They will then organise for the claim to be processed and sent to the Expense Section of Finance, who will arrange reimbursement for you.

## **Photocopying Facilities**

Divisions spend a considerable amount of money on photocopying and research students should minimise the amount of photocopying done. However, it is appreciated that you will want to take copies of essential papers as well as to undertake photocopying for research reports etc. Ask your supervisor for local rules on photocopying. Please take note of copyright regulations especially as they pertain to copying from books.

## **Teaching**

Postgraduate students may be called upon to assist with undergraduate teaching, usually as demonstrators in practical classes and providing assistance with project students. There is a School Policy covering this work which can be found at: [goo.gl/o1HIOk](http://goo.gl/o1HIOk)

## **Seminars**

**All graduate students are required to attend Divisional, and where appropriate, School seminars.** This will give you an opportunity to learn about other research whether or not directly related to your own topic. Many of the speakers are invited guests from other institutions. A large and interested audience is a courtesy we owe to invited speakers and as a member of the Schools scientific community you have a responsibility to participate. Details of the seminar programme are normally circulated by email and can be found on the School web site. In addition divisions also run events such as journal clubs and expert forums the divisional postgraduate advisor will provide details of these and attendance is likely to be a compulsory and very useful aspect of your training.

## **Holidays**

As a PhD student, you are entitled to 25 days of holiday per year, in addition to public holidays and university close days. Holidays must be agreed in advance with your supervisor and reported at the 10 formal meetings per year. Holidays would normally be granted, but should not normally be taken over the annual postgraduate symposium, compulsory training courses, or at periods critical to research work, e.g. seasonally-dependent field work. Exceptions will be made for religious festivals, especially those fixed by lunar calendars which do not align with university close days.

## **Regulations**

You must make yourself familiar with the University and School regulations. The official regulations for higher degrees in all Faculties are given in the current edition of the University Calendar, which contains authoritative information on all matters relating to higher degrees. A full set of University regulations can be seen at <http://www.nottingham.ac.uk/governance/universitycalendar/index.aspx>

## Six Month Review

Six months after starting your degree, you should have a formal review meeting with all of your supervisors. At this meeting, you will discuss progress to date, plans for the next six months, and discuss preparations for your first year report (see below). You should produce a brief six month report with your updated research plan, personal training plan and upload the report to the meeting log database.

## Annual Review and Assessment

Research degrees are training in independent research. Therefore primary responsibility for assessing your progress lies with you. Supervisors will informally monitor your progress throughout your studies, and if either you or they feel that progress is not good, then it is best to have open and constructive conversations with your supervisors or other relevant people (e.g. assessor or divisional advisor) to help find ways to help make better progress.

Formal assessment is carried out annually for MPhil and PhD students. This assessment is by submission of an annual report and viva with the Internal Assessor. The annual reports serve the following purposes:

- To provide practise in scientific writing, and especially preparation of manuscripts suitable for publication in relevant peer-review journals.
- To aid writing the final PhD thesis.
- To provide practise in setting out future research plans.
- To enable the Internal Assessor to determine whether sufficient progress is being made, or if there are problems that need to be resolved.

## Timing of Reports

**First Year Reports:** MPhil and PhD students are required to submit a first year report within 9 months of starting their studies. For an October start this would normally be the end of the following June. The viva should normally be held within 10 months of starting their studies and a progress decision made within 11 months.

**Second Year Reports:** PhD students are required to submit a second year report within 21 months of starting their studies. For an October start this would normally be the end of the following June. The viva should normally be held within 22 months of starting their studies and a progress decision made within 23 months.

**Third Year Reports:** PhD students on a 48 month programme are required to submit a third year report within 33 months of starting their studies. The internal assessor may wish to speak with you, but isn't required to, so can sign off on this report without a formal viva.

## Annual Review Viva

Following submission of the first or second year report, PhD and MPhil students will have a viva that will be conducted by the internal assessor. The viva has no fixed time, typically taking on average about one hour. The internal assessor will ask the student about the research presented in the annual report, and about the research plan. S/he will also check that the student has appropriate and adequate supervision, facilities and training. After the meeting, the assessor will complete the annual review form. The student will be able to add

their comments, and the supervisor can also add comments. The assessor will also decide whether the student has made sufficient progress to continue with their registration. If there is insufficient progress, the assessor would normally meet with the student and supervisor and agree a set of actions and time frame for a follow-up review: this would normally be 1-3 months after the annual viva. If progress were still unsatisfactory, then the assessor can recommend termination of the course, or that their registration be downgraded, e.g. from PhD to MPhil.

It is the responsibility of your internal assessor to provide you with a set of possible dates for the annual report viva. It is your responsibility to communicate with the internal assessor, choose a suitable date and attend the viva at the agreed time.

### **Extenuating Circumstances**

If you have extenuating circumstances (e.g. sickness or bereavement) which mean that you are unable to complete an annual review on time, or unable to complete the required number of monthly meetings, then please could you complete the on-line Extenuating Circumstances form. The EC panel will consider those cases.

<https://www.nottingham.ac.uk/student-services/contact-us/extcirc-form.aspx>

### **Appeal against a Recommendation for Termination of Course**

After interviewing a student whose progress is unsatisfactory a Head of Division can make a formal request to the Academic Board (which administers such matters for the Postgraduate Studies Committee) that a course be terminated. The Academic Board will formally notify a student of the University's decision. Criteria for a student appeal against such a decision, application form and details of the procedures can be found in the Quality Manual on the University website at –

If a student wishes to make a formal complaint the procedure can be found in the Quality Manual.

### **Non-standard starts and Doctorial Training Programmes (DTP) Students**

For students who start their MPhil or PhD at a different time of year, e.g. in January, the report deadlines are moved so that you have the same amount of time to complete the report, i.e. 9 months for a first year report and 21 months for a second year report. For the example of a January start, this would mean that the reports would be due at the end of September.

Some students are registered on Doctorial Training Programmes (DTPs) in which much of the first year is spent in training or on laboratory rotations, and only start their actual project later in the year. For example, on the BBSRC DTP, the actual project starts in June of the first year. DTP students go through the DTP's arrangements for first year progress with a literature review and assessment at the end of the first year. Once the student starts their actual PhD project, they then enter the School of Biosciences system, completing first and second year reports at 9 and 21 months following start of their project, which would be in the second and third year of their PhD. For example, for a June start, they would complete Biosciences reports with deadlines at the end of February. This process ensures that full time is given for development of research that goes into the reports, and makes the most of the training in scientific writing offered by the process.

## GUIDELINES FOR ANNUAL REPORT STRUCTURE

First and second year reports should consist of two sections: a **Research Report** and a **Research Plan**. Students in the third year of four year PhDs should submit a report consisting only of a **Research Plan**. The report should be word processed, double spaced, using an appropriate sized font (e.g. 11 or 12 point), should be formatted to allow clear understanding of the report's structure and should be free from formatting and typographical errors. It should contain a **title page** with: title of report, year of report, date and names of candidate, supervisors and internal assessor(s). Electronic submission is encouraged; if producing a paper report, then the report should be neatly bound with a cover.

### Section 1: Research Report

First year reports would normally focus on literature review, although preliminary results obtained should also be included. Second year reports would normally focus on research results. The research report can be structured either in the format of a peer review research paper, or as draft PhD thesis chapters.

**Paper format:** should normally be between 2,500 and 3,000 words, with a maximum of 6 figures or tables, which corresponds to approximately 8-10 pages of double spaced text, although can be outside these limits if based on an actual manuscript with a different word length. The paper can be formatted either using guidance from a journal relevant to the field of study, or using the guidance below.

**Draft thesis chapters:** the overall word length would normally be longer than for paper format, typically between 5,000 and 10,000 words.

In either case, the emphasis should be on **quality** over **quantity**. It is better to produce a short, well-written report than a long one full of irrelevant padding. Rather than document all of your work, you should identify your main results, and construct a compelling narrative from these. The report can contain an appendix with further technical details, results or figures if required.

## Section 2: Research Plan

This should contain:

- a) A programme of research work (200 – 300 words) for the forthcoming years in the light of progress to date with clear **objectives** (what is to be done) and **milestones** (when it will be done). The objectives should be SMART (Specific, Measurable, Ambitious, Realistic, Time-bound) in line with best project management practice.
- b) For second and third year reports only, a brief description (short paragraphs) of the anticipated chapters of the final PhD thesis, indicating where work is complete, on-going, or yet to be started (300 – 500 words). You will be free to change the structure for your actual thesis if appropriate.
- c) An impact statement (200-300 words), describing how your particular PhD research will have impact, by building on existing research to deliver demonstrable benefits to the economy, society, public policy, culture or quality of life.
- d) An ethics statement (maximum 300 words) detailing any ethical issues relevant to your research (e.g. use of human subjects, use of animals, use of genetically modified organisms etc) and any clearances that you have obtained or need to obtain. If your research does not raise any ethical issues, then you need to include a short statement stating that your research raises no ethical issues.
- e) A Personal Training Plan (PTP) detailing training needs and plans for the forthcoming year, and a Training Record (TR) detailing training received in the past year. The PTP should be structured as disciplinary training (e.g. use of equipment that will be used to generate data), inter-disciplinary training (e.g. bioinformatics if you are doing a lab based project) and transferrable skills (e.g. writing, presenting, employability skills). Forms for PTP and PR are included in Section 5 of this handbook.



## **Suggested Format for Research paper**

**Abstract** - A succinct summary of the research in the paper (maximum 250 words).

**Introduction** - A concise review of the research field placing the goals of the project in context. This should end with a summary statement of the main aims and objectives of the programme.

**Methods** - A description of the materials and techniques employed in the programme.

**Results** - Clear documentation of the research results using appropriate figures and tables.

**Discussion** – Reflection and interpretation of the results in the light of current knowledge and literature.

**Conclusions** - A summary of the research described and broader implications of the work.

**References** - A complete list of references cited within the text. References would normally be in Harvard style, but Vancouver style references, or the style stipulated by a journal if the report is being prepared as a manuscript for peer-review publication, are also acceptable.

**Graphs and Drawings** - All graphs and drawings should be appropriately labelled with a clear key and all figures, diagrams and tables should be clearly explained within the legends. Where a figure or diagram is taken from a published paper/article, the legend should clearly acknowledge this publication. Wherever possible, all figures and diagrams should be drawn using graphics and drawing software packages available on School PCs.

This section draws upon information available at the following University Web sources together with guidance from staff in the School of Biosciences.

## **DEFINITION OF ACADEMIC MISCONDUCT**

Any activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in a summative assessment, including a research thesis, is considered to be an act of academic misconduct and unacceptable in a scholarly community. Such action(s) will be considered under the University's Regulations on Academic Misconduct and this may lead to a penalty being imposed.

### **EXAMPLES**

The following is a non-exhaustive list of examples of academic misconduct which will be considered under the Regulations:

#### **Plagiarism:**

Representing another person's work or ideas as one's own, for example by failing to follow convention in acknowledging sources, use of quotation marks etc. This includes the unauthorised use of one student's work by another student and the commissioning, purchase and submission of a piece of work, in part or whole, as the student's own.

Note: A proof-reader may be used to ensure that the meaning of the author is not misrepresented due to the quality and standard of English used, unless a School/Department policy specifically prohibits this. Where permitted, a proof-reader may identify spelling and basic grammar errors. Inaccuracies in academic content should not be corrected nor should the structure of the piece of work be changed; doing so may result in a charge of plagiarism.

#### **Collusion:**

Cooperation in order to gain an unpermitted advantage. This may occur where students have consciously collaborated on a piece of work, in part or whole, and passed it off as their own, individual efforts or where one student has authorised another to use their work, in part or whole, and to submit it as their own.

Note: legitimate input from University tutors or approved readers or scribes is not considered to be collusion.

## **Fabrication or Misrepresentation:**

The presentation of false data, results, references, evidence or other material or misrepresentation of the same. Including, for example:

- claiming to have carried out experiments, observations, interviews or other forms of research which a student has not, in fact, carried out;
- claiming to have obtained results or other evidence which have not, in fact, been obtained;
- in the case of professional qualifications, falsely claiming to have completed hours in practice or to have achieved required competencies when this is not the case;
- presenting false references.

## **Failure to obtain ethical approval:**

Where work is undertaken without obtaining ethical approval when there is a clear and unambiguous requirement to do so.

## **Failure to disclose previous experience or qualifications when this a pre-requisite of module enrolment**

(for example, enrolment on inter-faculty language modules).

## **Cheating in examinations, including vivas**

This includes in-class tests and vivas.

- allows himself/herself to be impersonated or when any person impersonates another examination candidate.
- Contacting a third party during an examination or viva (e.g. during a toilet break) in order to ask questions about the academic content of the examination.
- copies from the examination script of another candidate.
- obtains any other assistance from another candidate (or any other person unless an approved reader or scribe).
- has with them any unauthorised book (including mathematical tables), manuscript or loose papers of any kind, unauthorised electronic devices (including mobile telephones) or any source of unauthorised information [link to University's Examination Guidance].

A note on '**Recycling**': The multiple submission by a student of their own material is not, in itself, considered as academic misconduct. For example, it would be normal to reuse material from a first or second year report as part of a final MPhil or PhD thesis.

If a student is required to attend an Academic Misconduct interview within the School for any suspected academic misconduct, his/her tutor will be informed of this, together with the Head of School (or nominee), module convenor (or nominee) and the School Manager for Academic Administration (or nominee).

Students with previous instances of misconduct on their records and research students beyond the 1<sup>st</sup> year of study will automatically be referred to a panel hearing. Students may also self-refer to a hearing if they do not agree with the outcome of a School investigation or the penalty awarded (as currently).

**Academic misconduct is extremely serious and could lead you to not being awarded the degree for which you have studied.**

### **Useful websites on academic misconduct and plagiarism**

#### **Academic integrity and plagiarism**

<http://www.nottingham.ac.uk/studyingeffectively/writing/plagiarism/index.aspx>

#### **Quality Manual**

<http://www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/academic-misconduct.aspx>

#### **Studying Effectively**

<http://www.nottingham.ac.uk/studyingeffectively/home.aspx>

### **Postgraduate Symposium**

Each year the School organizes a postgraduate Symposium for all PGR students in the school. This is normally held in the Spring and dates will be confirmed during the academic year. The symposium is:

- A celebration of the research taking place in the School
- An opportunity to showcase your research and to learn about other research in the School
- An opportunity to develop skills in scientific communication, and receive constructive feedback

**MRes students** are expected to present a poster at the PG Symposium.

**MPhil students** are expected to give a poster in their first year, and a 10 minute presentation in their second year.

**PhD students** are expected to give a 10 minute presentation in their first year, a poster in their second year and a 10 minute presentation in their third year.

**MPhil and PhD students with a non-standard start** should discuss with their supervisor at which symposium they should enter the process to ensure that they have sufficient research time to prepare an appropriate presentation.

**DTP students** who begin their project at the start of June will be treated as first year students in the following year's symposium and continue with the normal process.

School and divisional level prizes will be awarded for the best talks and posters.

## Thesis Pending

The thesis pending period currently allows an additional 12 months for full-time students (24 months for part-time students) for the final submission of a thesis for examination. It is not intended that you undertake research at this stage and you would not normally have access to research facilities. Any student who has not submitted at the end of this time, and who does not have acceptable and approved extenuating circumstance, will have their course terminated. A form including details of which circumstances are considered acceptable is available at:

<http://www.nottingham.ac.uk/academicsservices/qualitymanual/researchdegreeprogrammes/the-thesis-pending-period.aspx>

**Note that there is no thesis pending period allowed for those students registered for a four year programme.**

Three months prior to submission of your thesis you should complete a 'Notification of Submission' form, available from Student Service Centres or <http://www.nottingham.ac.uk/studentservices/index.aspx>. This form is very important as it not only approves the proposed title of your thesis but also sets in train all the necessary preliminaries to your examination. Failure to submit the form in time may lead to delays in your examination.

Except for students on a four year programme, at the end of your registered studies you will usually enter thesis pending and not be charged fees, but **you will not be eligible for exemption from Council Tax**. The University can only provide exemption certificates for registered students and you should note that Council Tax can be a substantial amount, depending on the property. Students who are 'writing up – not registered' are not exempt from paying Council Tax. Students who are 'writing up – registered' MAY be exempt from Council Tax following payment of a small registration fee.

## Access to Laboratory Facilities during Thesis Pending Period

Students may not normally access laboratory facilities during the thesis pending period. This access is not covered by the university insurance, so is a very serious breach of safety regulations. If access is required, for example to complete essential experimental work, the following steps must be taken:

1. The supervisor must write a letter to the Head of Division, stating the aims and objectives of experimental work to be done, how this is required for the PhD thesis, and the timescale required for laboratory access. This would normally be 1 week, 2 weeks or 1 month.
2. The Head of Division must approve the access.
3. The request must then be taken to the Head of Technical Services for approval.
4. The Head of Technical Services will arrange for the student to be insured for the period required, and will inform the supervisor when the insurance has been approved.
5. The student may only access the laboratory for the fixed period agreed, and must cease access as soon as the period is finished.

## Applications for Additional Study Time

For additional study time, PGR students should apply, with the support of their supervisors, for [Request to Register a Research Student for an Additional Period of Study](#) or if in thesis pending [Application for an Extension to the Thesis Pending Period](#) or depending on the circumstances an [Interruption of Study](#) maybe appropriate. Please do not complete an Extenuating Circumstances form as the EC panel will not consider these cases.

## What happens if the Main Supervisor leaves the University?

Sometimes, the main supervisor leaves the university during the course of a PhD. When this happens, the school has a responsibility to find a new supervision arrangement in a timely manner. The key principles and process are:

- Your success and welfare are paramount.
- The process of finding a new supervisory team would normally be led by the Divisional Advisor on behalf of the Head of School.
- The process must be consultative, most importantly with you as the research student affected, with other parties as appropriate, potentially including the departing supervisor, current secondary supervisors and potential alternative supervisors.
- A broad range of outcomes can be considered, taking into account your circumstances, the circumstances of the main supervisor's departure, the main supervisor's new role and location, the current secondary supervisor(s) and potential alternative supervisors. In all cases, you must have two University of Nottingham supervisors. Questions and outcomes to consider are:
  1. What role does the original main supervisor take? Your departing supervisor could remain the de facto, intellectual main supervisor (though external), or become a secondary supervisor, or have no further role. Once the new role is agreed, this must be made clear to all parties.
  2. Where will you be physically located? You might remain physically at Nottingham, or it could be appropriate for you to relocate with your original supervisor while remaining registered at Nottingham. [See regulations for students studying in outside organisations.](#)
  3. Who becomes your new Nottingham main supervisor? This could be one of the original secondary supervisors, or could be an entirely new person. Suitable possibilities must be explored and discussed jointly with you, the original supervisors and potential new supervisor(s) to reach a mutually agreeable option. New supervisors could be in the same division, a different division or even a different school.
  4. How disruptive is the supervisor's departure to you? You might need an interruption of studies or an extension to thesis submission deadline. If you feel that this is disruptive, please speak with your supervisor(s), your Divisional Advisor or the Welfare Officer. The Student Services Centre will be able to advise you on the procedures.

Further things to consider are:

- Your new supervisors might ask you to prepare a brief interim report of your research to date if the changes in supervision are happening sometime after your last annual report. Similarly, the timing of your next annual report may need to be adjusted to take into account any disruption due to changes in supervision. This would be decided in discussions between you and your supervisory team.
- If you are an International student, your funding institution/embassy/cultural bureau needs to be kept informed. A clear statement from the new supervisory team leader will need to be submitted to the International office. You might also need a new ATAS statement if there are substantial changes to your experimental plan or type of work. The International Office will be able to advise you on this.
- If the altered or new work plan requires extension of funding, you and your supervisor should apply for it from the funding agency/institution or via the embassy/cultural bureau (in case of international students).

### **Degree Assessment, Thesis and Viva**

You are required to submit a thesis for examination after the period of registered study. The main form of assessment for research degrees is through the research thesis. MPhil and PhD degrees will normally be examined by a viva. MRes degrees have additional regulations that are detailed below.

### **Preparation and Submission of Thesis**

Full details for preparation of your thesis can be found at:

<https://www.nottingham.ac.uk/academicservices/qualitymanual/researchdegreeprogrammes/procedures-for-assessment.aspx>

Of particular value is the **submission pack** that contains details of the submission procedure and graduation events.

You can also find detailed guidelines for writing a thesis, including abstracts, presentation, chapter titles, referencing, bibliography, the *viva*, publishing from your work, etc on the School website at

– <http://www.nottingham.ac.uk/~sazitra/student/postgraduate-student-info.php>.

A student must give formal notice to their School of their [intention to submit](#) their thesis through the intention to submit form which is available from submission pack.

The thesis must be written by the student and be the result of the student's own work. It must be the result of work done mainly while the student is registered as a student of this University. This requirement does not preclude a student obtaining limited assistance with [proof-reading](#) and with the routine collection and/or processing of data under guidelines and instructions clearly devised by the student. When such help is obtained it should be with the prior approval of the supervisor who must be satisfied that the spirit of the 'own work' requirement is not breached.



Students are encouraged to publish papers in advance of submission of their thesis and prior publication of papers arising from the research being undertaken should not prejudice the assessment of the thesis.

The thesis should not be more than:

MRes: 35,000 words

MPhil: 60,000 words

PhD: 100,000 words

In all cases this is inclusive of appendices, footnotes, tables, and bibliography. The University may withhold from examination a thesis that exceeds these word limits.

Prior to submission, the thesis must be sent to the supervisor with enough time to provide feedback and for the student to make further changes. Normally, the process of writing takes many months, and many supervisors prefer to give feedback on individual chapters as they are written.

Two softbound copies of the thesis, together with an electronic version saved as a searchable PDF, should be submitted to Student Services Development (Academic Processes) or equivalent (in a form prescribed by the University), which will forward the thesis to the Examiners.

If a thesis includes work which is politically, commercially or industrially sensitive, the student's School may apply to the University for [access to the thesis in the University libraries to be restricted](#). The restriction may be for a period not exceeding two years in the first instance with the possibility of an extension of that period up to a maximum of five years.

## **Appointment of Examiners**

All research degrees have an internal and an external examiner. The external examiner will normally be a scientist from another university or research institute who will have some knowledge of your research field and be of sufficient seniority to be able to assess your higher degree. Your examiners will be appointed by your PhD supervisor. It is normally helpful to discuss possible examiners with your supervisor at least a year in advance of submitting your thesis. The internal examiner will sometimes be the same person as the Internal Assessor, but need not be. Where the internal assessor has had a significant input into the direction of the project, for example by suggesting experiments, then normally a different internal examiner is appointed.

## **Examination of MRes Degree**

The MRes degree is awarded on the basis of both the thesis and the taught modules. A candidate for the degree of MRes must have pursued in this University a full- or part-time course of study comprising a programme of generic training, to a minimum of 20 credits, and the remaining 160 credits which should comprise a research project and, as appropriate, an element of assessed taught modules. A candidate may choose, with the agreement of the supervisor, to take up to 40 credits of taught modules at either level C or D.

Candidates may be awarded the degree of MRes if they have:

- Attended an adequate generic training programme
- Obtained a pass mark in all taught modules that are assessed
- Produced a dissertation which satisfies the Examiners
- If required by the Examiners, attended a *viva voce* examination on the subject of the dissertation and satisfied the Examiners therein as well as in the dissertation presented.

Examiners can award an MRes with Pass, Merit or Distinction level at their discretion.

## **Examination of MPhil and PhD Degree**

The Examiners should submit independent reports on the thesis before the *viva voce* examination takes place. The reports should contain a full and frank assessment of the merits and weaknesses of the thesis. In the case of MPhil students, the reports should indicate whether a *viva voce* examination is necessary. If it is found not to be necessary, the Examiners should provide a recommendation on a Joint Report Form.

## **Viva Voce Examination**

The viva will be conducted by both the external examiner and the internal examiner.

The supervisor may be invited to be present, but will take no part in the proceedings or in the assessment of the thesis. The examination usually lasts on average three hours but there is no fixed time allocation.

The viva will include questions designed to ascertain that the thesis embodies the candidate's own research. It will test the candidate's general comprehension of the field of study within which the subject of the thesis falls. It will test the candidate's acquaintance with the general literature of the subject, knowledge of the relation of the work to the wider field of which it is a part, and the respects in which the work advances, modifies, or otherwise affects this wider field of scholarship.

The examiners may make a number of recommendations on review of the thesis and the assessment of the *viva voce* performance. These are outlined in the official regulations.

After the viva, candidates will be given immediate informal feedback on the outcome of the examination. The Internal Examiner will then write formally to the candidate conveying the joint views of the Examiners and describing in detail the academic and presentational reasons for their recommendation and (if appropriate) providing clear advice concerning which matters should be addressed in any resubmission.

## **End of PhD Checklist**

After your PhD is successfully completed, please go through the end of PhD checklist in Section 5 of this handbook. This ensures appropriate hand-over of research materials, electronic materials and your contact details to your supervisor.

## **On Graduation**

You will be required to leave all laboratory notebooks and research reports with your supervisor. You will have to demonstrate that you have disposed of all chemicals and samples associated with your studies in a manner, which meets the Schools Safety Policy. You should leave your reading and/or laboratory space clean and tidy. You will need to return all keys. These tasks must be completed prior to the Head of Division signing any documents relating to the award of your higher degree.

Graduation ceremonies take place twice a year, in December and July. Details of ceremonies are sent to all possible candidates in February (for July) and September (for December) so it is important that you keep your address and other record details up to date. In order to be eligible to graduate you need to have completed any corrections required by your examiners and had these approved, submitted two copies of your final bound thesis and not be in debt to the University. There are variable cut-off dates for receipt of the final bound thesis and students should enquire about these from the School Office.

## SECTION 2: TRAINING

### Why Do I need Training?

A research degree is a training in independent research. The most important part of a research degree is the research project. This is supported by relevant formal and informal training. Broadly, the training you receive will be disciplinary training, interdisciplinary training and transferrable skills training.

**Disciplinary Training** is training specifically in the area or field of research. This may include learning to use key laboratory equipment, developing laboratory or field techniques specific to your field of study, or, for computational projects, training in advanced computing techniques.

**Interdisciplinary Training** is training relevant to your field of research in disciplines outside your main area of expertise. For many students in the School of Biosciences undertaking laboratory or field-based research, this may include mathematical, statistical, computing or data handling skills. For students carrying out computational projects, this may include training in the biological area of study.

**Transferrable skills** training is training in areas that are relevant to research in general, and are often important to potential employers both inside and outside academia, including in industry, commerce and government. The UK research councils, in consultation with industry, have highlighted:

- Ethical awareness
- Public engagement
- Social context
- Business and management skills
- Entrepreneurship
- Personal effectiveness
- Communication skills
- Networking and team working
- Career management

(More detailed explanation of these skills can be found in Appendix 1 or by looking at the details of the researcher concordat on the vitae WEB site.)

Your PhD programme provides access to courses/activities that covers all aspects of this specific and generic training and will help enhance your future career aspirations and prospects.

## Personal Training Plan

During the course of your postgraduate studies you should always have a Personal Training Plan (PTP). The PTP is there for your benefit – so that you and your supervisor can identify in advance the training that you need for the next year of study. You should discuss your initial PTP with your supervisor when you start your research degree. For MPhil and PhD students, this should then be updated when preparing the first and second year reports. The PTP should be categorized into Disciplinary, Interdisciplinary and Transferrable Skills training, and would normally contain elements within each area.

### What Training do I need to undertake?

All postgraduate research students are expected to have accumulated a minimum of 10 days (20 training points) worth of generic training for each year of registration. One training point is equivalent to a half day (4 hours) of training.

This should include a minimum of 20 points worth of generic training selected from the Graduate School or SEDU programmes.

The following courses are deemed compulsory for all postgraduates registered with The School of Biosciences:

- Presentation Skills for Researchers (Science and Engineering)
- Using posters to communicate research
- Safety courses as directed by divisional safety officer
  - These may include: Biological safety; COSHH assessments; Fire safety training; Use of visual display equipment: Safe handling of animals, as appropriate
- Demonstrating in laboratory practicals
  - This course is compulsory for any student wishing to undertake
  - demonstrating duties within the School of Biosciences.
- What is impact and how to write an impact statement
- Research ethics
- Project management

Specific training in experimental techniques directly associated with the project will be the responsibility of the supervisor(s) and will not normally contribute towards training points.

The remaining training points can be accumulated through a combination of both taught and experiential training. The selection of courses/activities is flexible but should be designed to develop the core and generic skills listed earlier. You are therefore encouraged to reflect on your previous experiences/training and in light of the generic and core skills listed in this booklet design your overall course as appropriate.

## **What Training is available?**

### **(1) Taught modules and courses**

Postgraduates can, as appropriate, attend formal taught modules or informal courses. To count for "training points" these must be "generic" or "core skill" in nature and not principally project orientated. Accredited undergraduate and Master courses are awarded module credits.

The following taught modules which are run within the School may be of particular relevance and interest to many students:

- Statistics and Experimental Design for Bioscientists (D24C02)
- Basic Introduction to Omic Technologies (D24007)
- Basic Laboratory Techniques (D24AM3)

There are many more taught modules and others offered across the School and University can be found at:

<http://modulecatalogue.nottingham.ac.uk/nottingham/>

Examples of informal courses, run in the School of Biosciences, and which may be relevant are:

- Experimental Design and statistical modelling (Short course in Food Science)
- Analytical Science for Users (Short course in Food Science)

### **(2) Generic training courses**

The Graduate School has a dedicated training team who provide a comprehensive generic research training programme comprising over 80 different courses. The programme has been a huge success in helping research students to carry out their research, meet other researchers and develop skills that carry through to other areas of life and work.

The programme includes courses covering IT skills, intellectual property rights, business skills, career management, general sessions on research skills and techniques, the research environment and management and courses for students involved in teaching and demonstrating.

Details of these short courses can be found at:

<http://www.nottingham.ac.uk/csc/>

### (3) “Experiential” learning

There are a range of “informal” training opportunities.

The School often hosts special events such as workshops on Intellectual property that postgraduates are strongly encouraged to attend. The Divisions also run regular research seminars, given by both internal and external speakers, and attendance at these by postgraduates is mandatory. Divisions also run journal clubs and expert forums, attendance at which is often mandatory and can be considered as part of the general training.

Research students are strongly encouraged to attend conferences, and to give poster or spoken presentations at scientific meetings during the course of their study. These activities again form a valuable part of the “research experience and training”. To support this, the Graduate School has a competitive scheme to provide funding for conference attendance.

Other opportunities include the “Journal of undergraduate research”. Postgraduates can become involved in this initiative and gain experience of journal editing and reviewing.

The activities listed below are examples of experiential learning and have been assessed to be worth the following training points:

Conference attendance	1 training point per day (to a maximum of 3 points)
Presenting a paper at a conference	2
Presenting a poster at a conference	2
Attending seminar/ask the experts	0.25
Organising or presenting a seminar	2
Participation in postgraduate forum	2
Graduate School internship	10 points
Communicating science to the public	5
University committee/user group	0.25 per meeting (maximum 3 points)

#### How do I access this training?

Assistance with the “design” of your training is available and **Students should select optional courses only after discussion with their supervisor.** Other sources of advice are your assessor and divisional postgraduate advisor.

It is again emphasised that any training chosen should have a direct relationship to your area of study or professional development.

To browse the courses available the following WEB sites are available:

The University of Nottingham short courses catalogue:

<http://www.nottingham.ac.uk/csc/>

The University of Nottingham taught module catalogue:

<http://modulecatalogue.nottingham.ac.uk/nottingham/>

To register for postgraduate courses please visit

<http://www.nottingham.ac.uk/graduateschool/traininganddevelopment/index.aspx>

Please ensure that if you register for any of these courses that you make every effort to participate, or give reasonable advance notice if you are unable to attend. Many courses have long waiting lists and it is a discourtesy to your colleagues if you book a place but fail to attend.

Finally, useful information on postgraduate training and research can be found on the Research Councils vitae WEB site and students supported by a research council are strongly encouraged to take advantage of any training opportunities offered by this route.

<http://www.vitae.ac.uk/>

#### **Useful WEB links:**

- The University of Nottingham Graduate School:  
<http://www.nottingham.ac.uk/gradschool/>
- The University of Nottingham short courses catalogue:  
<http://www.nottingham.ac.uk/csc/>
- The University of Nottingham taught module catalogue:  
<http://modulecatalogue.nottingham.ac.uk/nottingham/>
- Sutton Bonington Graduate Centre:  
<http://www.nottingham.ac.uk/graduateschool/graduatecentres/suttonbonington/index.aspx>
- Research Councils postgraduate site:  
<http://www.vitae.ac.uk/>



## **Sources of Conference Funding - External**

### **1) The Physiological Society**

Hodgkin Huxley House  
30 Farringdon Lane  
London  
EC1R 3AW  
Email: [contactus@physoc.org](mailto:contactus@physoc.org)  
[www.physoc.org](http://www.physoc.org)

Applications have to be supported by a member of the Physiological Society - postgraduates do not need to be members themselves

### **2) Society for Reproduction and Fertility**

The Society for Reproduction and Fertility  
c/o The Conference Collective Ltd  
8 Waldegrave Road  
Teddington  
Middlesex, TW11 8HT  
Email: [srf@conferencecollective.co.uk](mailto:srf@conferencecollective.co.uk)  
[www.srf-reproduction.org/](http://www.srf-reproduction.org/)

Formerly Journals of Reproduction and Fertility Ltd. Applicants must be a member of the Society. Non-members of SRF can apply to (3)

### **3) The Royal Society of Chemistry**

Burlington House  
Piccadilly  
W1J 0BA  
Tel: 0207 437 8656  
<http://www.rsc.org/>

### **4) Society for Experimental Biology**

Charles Darwin House  
12 Roger Street  
London  
WC1N 2JU  
Tel: 0207 685 2600  
<http://www.sebiology.org/>

### **5) The Genetics Society**

Charles Darwin House  
12 Roger Street  
London  
WC1N 2JU  
Tel: 0203 793 7850  
<http://www.genetics.org.uk/>

**6a) Society for Applied Microbiology**

Charles Darwin House  
12 Roger Street  
London  
WC1N 2JU  
Tel: 0207 685 2596  
<http://www.sfam.org.uk/>

**6b) Society for General Microbiology**

Charles Darwin House  
12 Roger Street  
London  
WC1N 2JU  
Tel: 0207 685 2400  
<http://www.sgm.ac.uk/>

6a and 6b have been known to give funds to members for conferences in various forms. Student members may get full conference funding to Society conferences and also support for other overseas conferences. Senior members can apply to the president's fund for travel expenses and also for money to employ students over the summer to do short projects. Full details are all on their web sites.

**7) The Association of Applied Biologists**

AAB Office: Warwick Enterprise Park,  
Wellesbourne,  
Warwick  
CV35 9EF  
Tel: +44 (0)2476 575195  
Fax: +44 (0)1789 470234  
Email: [bernadette@aab.org.uk](mailto:bernadette@aab.org.uk)  
<http://www.aab.org.uk>

Exclusive to conferences hosted by AAB. Student membership can be offered at a much reduced rate, and once a student is a member, they can attend AAB conferences for a nominal fee.

**8) The Biochemical Society Student Travel Grants**

Biochemical Society  
Charles Darwin House  
12 Roger St  
London  
WC1N 2JU  
Tel: 0207 685 2400  
E-mail: [info@biochemistry.org](mailto:info@biochemistry.org)  
<http://www.biochemistry.org/>

9) **The Society for Endocrinology**

22 Apex Court, Woodlands, Bradley Stoke,  
Bristol  
BS32 4JT  
<http://www.endocrinology.org/>

10) **The British Society for Developmental Biology**

<http://bsdb.org/>

11) **The British Society for Cell Biology**

<http://bscb.org/>

## **Sources of Conference Funding - Internal**

### **1) The International Office**

International Office  
University of Nottingham  
Jubilee Campus  
Nottingham  
Tel: +44 (0)115 951 5247  
Email: [scholarship-enquiries@nottingham.ac.uk](mailto:scholarship-enquiries@nottingham.ac.uk)  
<http://www.nottingham.ac.uk/international/>

### **2) Conference Fund for Research Students**

Graduate School  
University Park  
Tel: 0115 846 8400  
<http://www.nottingham.ac.uk/graduateschool/funding/current-students/index.aspx>

### **3) Chang Travel Fund**

Beth Richmond  
Student Services Centre – Sutton Bonington

Normally awarded to graduates in the School of Biosciences within the Division of Animal Sciences. Not awarded every year, only when funds are available.

### **4) Kesteven WVS Travelling Scholarship**

Beth Richmond  
Student Services Centre – Sutton Bonington

Advertised each year in January.

Normally awarded to graduates in the School of Biosciences with particular relevance to agricultural science. Preference will be given to candidates normally resident in the County of Lincoln – parts of Kesteven.

### **5) The Lamming Postgraduate Travel Awards**

Beth Richmond  
Student Services Centre – Sutton Bonington

Advertised each year in January

### **6) J D Ivins Memorial Travel Scholarship**

Beth Richmond  
Student Services Centre – Sutton Bonington

Advertised each year in January

## Section 3 Useful Information and Facilities

### General Information about the School

The School of Biosciences has an international reputation for its research and gained an excellent ranking (of Grade 5A) in the last Research Assessment Exercise. Thus you will be embarking on your postgraduate training in an outstanding research environment. Your supervisor(s), assessor and Postgraduate Advisor have the responsibility of guiding you through your training to its successful conclusion: the award of a higher degree. You should take full advantage of their expertise. Other important contacts are given below:

Head of School:	<b>Professor Simon Langley-Evans</b> <a href="mailto:Simon.Langley-Evans@nottingham.ac.uk">Simon.Langley-Evans@nottingham.ac.uk</a>
Head of Operations	<b>Dr Sarah Johnson</b> <a href="mailto:Sarah.Johnson@nottingham.ac.uk">Sarah.Johnson@nottingham.ac.uk</a>
Postgraduate Senior Tutors:	<b>Dr Andrew Murton</b> <a href="mailto:Andrew.Murton@nottingham.ac.uk">Andrew.Murton@nottingham.ac.uk</a> <b>Dr Dov Stekel</b> <a href="mailto:Dov.Stekel@nottingham.ac.uk">Dov.Stekel@nottingham.ac.uk</a>
<b>Agricultural &amp; Environmental Sciences:</b>	<b>Dr Dov Stekel</b> Tel: 16294 Email: <a href="mailto:Dov.Stekel@nottingham.ac.uk">Dov.Stekel@nottingham.ac.uk</a>
<b>Deputy</b>	<b>Dr Matthew Bell (Agriculture)</b> <b>Dr Barry Lomax (Environmental)</b>
<b>Animal Sciences:</b>	<b>Dr Jean Margerison</b> Tel: 16301 Email: <a href="mailto:Jean.Margerison@nottingham.ac.uk">Jean.Margerison@nottingham.ac.uk</a>
<b>Deputy</b>	<b>to be confirmed</b>
<b>Food Sciences:</b>	<b>Dr P Hill</b> Tel 16169 Email: <a href="mailto:Phil.Hill@nottingham.ac.uk">Phil.Hill@nottingham.ac.uk</a>
<b>Deputy</b>	<b>Dr Chris Powell</b> <a href="mailto:Chris.Powell@nottingham.ac.uk">Chris.Powell@nottingham.ac.uk</a>
<b>Nutritional Sciences:</b>	<b>Dr John Brameld</b> Tel 16301 Email: <a href="mailto:John.Brameld@nottingham.ac.uk">John.Brameld@nottingham.ac.uk</a>
<b>Deputy</b>	<b>Dr Matthew Elmes</b>
<b>Plant and Crop Sciences:</b>	<b>Dr Ranjan Swarup</b> Tel 16284 <a href="mailto:Ranjan.Swarup@nottingham.ac.uk">Ranjan.Swarup@nottingham.ac.uk</a>
<b>Deputy</b>	<b>to be confirmed</b>

**Postgraduate affairs are dealt with on a School basis by the Postgraduate Learning Community Forum and Study Group, chaired by Dr D Stekel . This committee considers all issues relating to postgraduate training and welfare and reports to the School Board.**

## **Other useful contacts**

### **Accommodation Bonington Halls**

Accommodation at Sutton Bonington Campus is operated by CLV UK. Detailed information about the residential facilities and services can be found online at

[www.clvuk.com](http://www.clvuk.com) or at

[www.nottingham.ac.uk/accommodation/accommodation.aspx](http://www.nottingham.ac.uk/accommodation/accommodation.aspx)

The Accommodation Office (in Stanford House, opposite the Vet School building) will be open between 9.00 and 17.00 on both Saturday 23 and Sunday 24 September. The contact details are below (normal office opening hours are 08.30 to 17.00 Monday-Friday):

Tel: +44 (0) 1509 673750

Fax: +44 (0) 1509 674014

E-Mail: [boningtonhalls@clvuk.com](mailto:boningtonhalls@clvuk.com)

## Accessibility

Teams supporting students with study support, disabilities, specific learning difficulties and long term health conditions are located in the Student Services Centre (SSC), in The Barn on Sutton Bonington Campus, in the Portland Building on University Park, and will be available on all of our other teaching sites.

We can assist with queries regarding:

- Support in making the transition to University, admissions and registration
- Liaison with your School or department about any impact your condition may have on the study elements of your course OR: assessments in relation to disability and dyslexia and recommendations to academic staff about reasonable adjustments in the learning, teaching and assessment environments
- access to alternative formats such as Braille and large print
- residential accommodation – adapted study bedrooms
- accessible transport around and between our Nottingham campuses
- applying for Disabled Students' Allowances
- access to alternative formats such as Braille and large print
- access to specialist technology in libraries
- liaison with libraries for enhanced services such as extended loans
- timetabling arrangements

The Accessibility Team also provides support for students who wish to develop their strategies for academic writing and time management.

The Accessibility Team have online study resources which relate to almost all of the areas you cover in the guide, see

<http://www.nottingham.ac.uk/studentsservices/supportforyourstudies/academicsupport/studyresources/index.aspx>

If you would like to contact us please phone the Student Services Centre on (0115) 951 3710

e: [disability-support@nottingham.ac.uk](mailto:disability-support@nottingham.ac.uk)  
[dyslexia-support@nottingham.ac.uk](mailto:dyslexia-support@nottingham.ac.uk)

The University of Nottingham ACCESS Centre (UNAC), in the Student Services Centre, provides assessments for students who have applied for Disabled Students' Allowances.



## **Dates for Your Diary**

### **Term dates**

#### *Autumn Term*

Monday 25 September 2017 – Friday 15 December 2017

#### *Spring Term*

Monday 15 January 2018 – Friday 23 March 2018

#### *Summer Term*

Monday 23 April 2018 – Friday 22 June 2018

### **Semester dates**

#### *Autumn Semester*

Monday 25 September 2017 – Saturday 27 January 2018

#### *Spring Semester*

Monday 29 January 2018 – Friday 22 June 2018

## Public and Bank Holidays

Buildings will be closed on the following dates in the session 2017/18, except for any special arrangements for research work which may be made by Heads of Divisions or any arrangements which may be made by the Conference Office or in the Sports Centre.

Dates	Symbol
<b>Christmas 2017</b>	
Saturday 23 December	C
Sunday 24 December	C
Monday 25 December	PH (Christmas Day)
Tuesday 26 December	PH (Boxing Day)
Wednesday 27 December	UH
Thursday 28 December	UH
Friday 29 December	UH
Saturday 30 December	C
Sunday 31 December	C
Monday 1 January 2018	PH (New Year's Day)
Tuesday 2 January 2018	UH
<b>Easter 2018</b>	
Friday 30 March	PH
Saturday 31 March	C
Sunday 1 April	C
Monday 2 April	PH
Tuesday 3 April	UH
<b>Early Spring 2018</b>	
Monday 7 May	PH
<b>Late Spring 2018</b>	
Monday 28 May	PH
<b>Late Summer 2018</b>	
Saturday 25 August	C
Sunday 26 August	C
Monday 27 August	PH

## **Facilities**

### **Library**

The James Cameron-Gifford Library on SB Campus and George Green Library at UP provide information on all subject areas covered by the School. They are part of The University of Nottingham Library and the on-line catalogue enables you to search for material held at Sutton Bonington and all libraries at University Park and Jubilee Campus. Material from other campuses can easily be obtained for you.

### **Computing Facilities**

All postgraduate students in the School are encouraged to make effective use of computers in their work. Such use includes communication by email, accessing academic information services within and outside the University, the collection, storage and analysis of research data, and the preparation of text and graphics for reports, presentations and theses.

In general, the computing facilities available to a postgraduate student are either centrally provided or belong to a particular Division. The centrally provided computing facilities are interlinked by a network spanning the whole university which in turn is linked to the Joint Academic NETwork (JANET) linking academic institutions in the UK. Most Divisional computers are also linked to the university network.

Every person using any computer connected to the university network must be registered with the Information Services. In order to self-register you will need to have with you the number listed on your personal University card (issued at registration or shortly afterwards).

You can request that the user-code be registered on further file servers and central host computers as the need arises. Once registered, you will be entitled to use computers in the Cripps Computing Centre managed public user areas to access the central services. Before using Divisional computers check with your supervisor for local rules.

### **Help and advice**

Advice and information for new users of the IT facilities can be found on the University web pages – go to [www.nottingham.ac.uk](http://www.nottingham.ac.uk) and search for 'Student Essentials'. Several on-line guides can be found, and many of them are available as hard copy booklets in the libraries.

### **Getting online**

Your username and password will get you access to most of the services you will need during your time at the University. Make sure you set a strong password and *never* share your password with someone else. The University will *never* ask you to reveal your password, and you should be suspicious of any request to tell someone your password.

Be sure to check your University email regularly, otherwise you may miss important information.

## Computer Rooms

There are a number of Information Services (IS) computer rooms on the Sutton Bonington campus which can be used by students, but some are also used for teaching classes. Please look out for notices stating times when the rooms are unavailable due to teaching bookings

There is a large (120 seat) computer room in the Gateway building (room A07); and smaller rooms in the Main Building (rooms B05, B08, B09, and B10). Further computers are available in the James Cameron Gifford Library, including some with large screens for collaborative or group work.

All IS Computer Room computers are set up in an identical manner, with the same selection of software installed or available (Windows, Microsoft Office, EndNote, PDF Creator; and a range of statistical, graphical and course-related software applications).

## Computer Loans

The JCG library counter offers a short-term laptop and tablet loan service, with loans restricted to use within the Library and Learning Hub areas only. Students may also make use of the Information Services Laptop Loan service, where longer-term loan periods are possible. This service operates from an office at University Park (Pope Building).

## The Portal; and Virtual Learning Environment

The **Portal** (linked from the University's home page) is the main point of access for students, through which you can access most of the services you will need. From the Portal you can connect to your email service, module information, Library services, timetables, and other essential information. You can also connect to **Moodle**, which is the University's Virtual Learning Environment (VLE), and is where you will find course information, module documents, lecture notes, reading lists, assignments, etc.

## Saving your files and backing up your data

It is the responsibility of each student to save their work safely and securely! Each student has 4GB of personal file storage available on the University's networked servers. This is available as the 'Home Drive' from any IS Computer Room computer, as well as via the web at [files.nottingham.ac.uk](http://files.nottingham.ac.uk).

Never save your work onto the hard drive of Computer Room computers – files will be deleted when you log off! Save files to the Home Drive or to an external device.

Any work done on your *own* computer should be backed up – either onto *at least* one external hard drive or onto one of a number of cloud storage options available widely.

## Printing

Students can print from any IS computer to the University Print Service. Printing is held in a queue and can be printed off and collected at Print Service printers which are situated close to all IS computer rooms and in the libraries.

You can also print from your home computer, laptop or mobile device using the Mobile Print Service. Simply email your document to [mobileprint@nottingham.ac.uk](mailto:mobileprint@nottingham.ac.uk)

## Wireless

Good wireless coverage on the **eduroam** service should be available in all of the main teaching and social areas of the campus, and in some outdoor areas. In the halls of residence the wireless service is provided by the Hall management companies.

## Installation of Computer Software

The law relating to installation of software onto PCs is very clear:

### **It is a criminal offence to install unregistered software on a computer**

The School must protect its good name. Accordingly, it is necessary to register all installed software, including those covered by the University's site licence, with the appropriate computer officer. Each copy has a unique serial number. Items of freeware supplied as "free" by companies are obviously exempt. Shareware becomes illegal when the suppliers trial period for the package expires.

An internal audit may take place at any time. Any package not registered with the School will be removed without notification. The School will not be responsible for loss resulting from its removal. If it were not illegal, it would be foolish to install pirate software. Viruses are introduced in this way and could rapidly contaminate many of the School's computers.

The potential consequences of the discovery by Custom and Excise, the policing body, of illegal, i.e. pirated, software can be very serious and include:

- Payment of the full retail cost of the package
- Confiscation of the computer and all accompanying software, for an unlimited period, with no redress
- Confiscation of all of the School's computers (as was recently done at a neighbouring university. Seizure was for 12 months)
- A fine (a university computing department was recently fined £10,000)
- Imprisonment.

Any member of the School who has knowingly installed pirated software which causes the School any penalty will be held personally fully liable for all costs which ensue. Any member of the School will face internal disciplinary action if they have caused, directly or indirectly, pirated software to be placed on School computers. For a postgraduate student penalties can include termination of course.

Students must abide by the University's code of practice for users of the University computing facilities see:  
<http://www.nottingham.ac.uk/is/documents/about/codeofpracticeforuniversitycomputingfacilities.pdf>

Help and advice can be sought from the IS department, see below:

Web: <http://www.nottingham.ac.uk/it-services/index.aspx>

Tel: 0115 95 16677

Email: [itservicedesk@nottingham.ac.uk](mailto:itservicedesk@nottingham.ac.uk)

## **Guild Office**

The Students' Union at Sutton Bonington is known as the Student Guild. The Office of the Guild is located in The Barn, Sutton Bonington Campus.

## **Prayer Rooms**

Prayer rooms are located in The Barn, Sutton Bonington Campus and can be used as a multi-faith prayer room. There are a number of other rooms available, see details at: <http://www.nottingham.ac.uk/chaplaincy/rooms.aspx> or check with the Chaplaincy Team in the Barn at Sutton Bonington Campus.

Details of chaplaincy and faith support can be found at:  
<http://www.nottingham.ac.uk/chaplaincy/index.aspx/>

## **Sports Centre**

The campus has a Sports Centre comprising a four court badminton sport's hall, two squash courts, a practice room for martial arts, table tennis and exercise classes as well as a fitness suite and new climbing wall. Outside are synthetic and grass pitches for soccer, rugby, hockey and tennis courts. The Student Guild runs several clubs including rugby union, soccer, netball, mixed hockey, basketball, rowing, karate, running and cricket. You can join on-line (see below), at the Sutton Bonington Fresher's fayre or at the Research Support Office with passport-sized photo. For information on fees, please go to <http://www.nottingham.ac.uk/sport/>

## **Eating and Drinking at Sutton Bonington**

### **The Square Eatery**

Situated on the first floor of The Barn

#### Opening Times

Term Time: Monday-Friday Lunch 12.00 noon-2.00pm, Evening Meal 5.30pm-7.00pm

Out of Term: Monday-Friday Lunch 12.00noon-1.30pm

We offer a varied day to day themed lunch menu whether you would like a hot or cold meal, soup of the day, jacket potato, salad, a snack or just a treat there's something for everybody. Open to all students, staff and visitors at Sutton Bonington for lunch and evening meal.

### **Dollys Deli**

Situated on the ground floor of The Barn

#### Opening Times

Term Time: Monday-Friday 8.00am-3.00pm

Serving Breakfast Rolls until 10.30am and 'create your own' sandwiches along with hot and cold beverages and tasty treats.

### **The Baa**

The campus bar is situated on the ground floor of The Barn

#### Opening Times

Term Time: Monday—Thursday 11.00am—3.00pm and 7.00pm—11.00pm, Friday 11.00am – 3.00pm and 5.00pm – 11.00pm

Weekend 12.00noon – 6.00pm

Hours may vary to accommodate events

The bar has something to suit all, along with great drinks offers.

### **Mulberry Tree Café**

#### Opening Times

Term Time: Monday-Friday 8.00am-8.00pm Weekends 12.00 noon-8.00pm

Out of Term: Monday-Friday 8.00am-5.00pm

The go to place for a caffeine buzz, sticky pastry treat or grab and go lunch.

### **CostCutter**

#### Opening Times

Term Time: Monday-Friday 8.00am-8.00pm Weekend 12.00 noon-8.00pm

Out of Term: Monday-Friday 8.00am-5.00pm

Your on campus convenience store offering a wide range of products, such as grab and go lunch, fresh fruit & vegetables, groceries, frozen goods, household essentials, newspapers, magazines, stationary and much more.

Meal deal - sandwich, snack and drink for £3.50

Look out for our offer bays to grab a bargain.



### **Evening Meal Plan**

Your evening meal plan is a 3 course evening meal from The Square Eatery that is served term time Monday-Friday from 5.30pm-7.00pm, that includes:

**Starter :**

Soup of the day

**Main :**

A choice of main (4 options offered, 2 of which are vegetarian), an accompanying side, Salad or seasonal vegetables

**Dessert:**

Hot dessert, cold dessert or a piece of fruit

You will need to activate your student card for the meal plan and provide us with dietary requirement details at the Sodexo stand in The Barn at the welcome weekend. If you cannot attend welcome weekend and you need to get your card activated, please come and see us at The Square Eatery Monday-Friday between 2.00pm-5.00pm. You will then need to bring this card with you to scan with the cashier at every evening meal. There will be options available to suit dietary requirements, please ask the Sodexo team at the counter for what is suitable.

If you would like to contact us to discuss any dietary requirements prior to you arriving please call 0115 951 6176 or Email: [BoningtonFunctions@sodexo.com](mailto:BoningtonFunctions@sodexo.com).

### **Social Media and Promotions**

Follow us on Facebook, Twitter and Instagram 'Big Mouth SB' for daily menus, food offers and promotions. You will receive a weekly bulletin via email to keep you up to date with what is happening at Sutton Bonington.

Download the 'Sodexo Reward Tree' app to take advantage of our loyalty programme or if you'd prefer you can also do this on the loyalty card cup sleeves.

Bring your own cup and receive 10p off all hot drinks, you can purchase a travel mug for £4.00 including a coffee from Mulberry Tree Café.

CostCutter Meal Deal only £3.50

## **Postgraduate Association**

The Postgraduate Association at Sutton Bonington has as its aims and objectives:

- to facilitate communication between postgraduates
- to ensure representation of all postgraduates on relevant boards and committees and provide channels for dissemination of resulting information
- to establish opportunities for postgraduates to participate in sports at all levels

The Association can be contacted through divisional representatives or the Chair of the Student Guild, see <http://www.su.nottingham.ac.uk>.

## **The Graduate Centre at Sutton Bonington**

The role of the Centre is to encourage networking between postgraduate students across a wide range of different disciplines. The Centre provides a programme of events including regular presentations from future employees and seminars on CV writing and interview techniques as well as organising social events. You can contact Centre Manager on extension 16735 for further information. The Graduate Centre is located in the Barn.

See further information at:

<http://www.nottingham.ac.uk/graduateschool/graduatecentres/index.aspx>

## **International Society**

The International Society at Sutton Bonington is part of the Student Guild and the International Students' Bureau of the University. International members of the School or British citizens with overseas origins are automatically considered as ordinary members. However, any student can apply for membership.

## **Shuttle Bus service between University Park, Sutton Bonington and Jubilee campuses**

Details of the free bus service are available from the Enquiry Office, Main Building and are posted on notice boards and also on the web at

<http://www.nottingham.ac.uk/estates>

## **Personal Information and Emergency Contacts**

The University keeps a central record of all postgraduate students. We must have your home and local addresses and telephone numbers in case we need to contact you or your family in an emergency. These details should be completed at registration.

## **Equal Opportunities**

The University operates an equal opportunities policy. To fulfil this policy, it is important to ensure that no student or member of staff is subjected to any form of harassment, be it sexual, racial or in less well-defined ways such as bullying.

To fulfil its commitment the University has set up a network of harassment advisors who have received training to help you deal with situations which could arise. You are welcome to consult an advisor at any time. Please contact the Human Resources Department on extension 67388 or see the University website at <http://www.nottingham.ac.uk/staff-handbook/section-3/harassment-policy.php> if you feel that you have a problem. You are welcome to talk to an adviser at any time, based either at Sutton Bonington or at University Park.

### **University Counsellors at Sutton Bonington**

There are trained members of staff available to talk to any student about any problems which they don't feel they can talk to their tutor about. Appointments can be made with a University counsellor through the Student Services Centre or by emailing [counselling.service@nottingham.ac.uk](mailto:counselling.service@nottingham.ac.uk)

### **University Counselling Service at University Park**

The University provides a confidential, free counselling service with a staff of trained counsellors. They are available to talk over any problem with a student. You should make an appointment by checking <http://www.nottingham.ac.uk/counselling/> for further information or check with the Student Service Centre in the Barn Building at Sutton Bonington Campus

### **Council Tax**

University owned accommodation is exempt from Council Tax. A privately owned/rented residence occupied solely by full-time registered students is eligible for Council Tax exemption. Students occupying owned/rented property shared with non-students may be expected to contribute towards payment of Council Tax.

*Students who are 'writing up – not registered' are not exempt from paying Council Tax. Students who are 'writing up – registered' MAY be exempt from Council Tax following payment of a small registration fee.*

The property owned by University Houses (eg St Michael's Flats or College Road properties) are not exempt for Council Tax unless you are a registered student.

## Section 4 Safety Guidelines and Courses

In addition to the information in this Handbook you should read the Safety Handbook, available on the School website -

<http://www.nottingham.ac.uk/~sazintr//safety/policies-procedures/>

Students must seek advice and instruction regarding safety rules and procedures operating within their own particular research division. The Division Safety Officer will issue all new staff/students/visitors with a questionnaire which should be completed and signed before work in laboratories commences. A copy of the safety questionnaire can be found at the end of this Handbook.

An important issue for consideration is that of ensuring the safety of yourself and others. Safety matters in the School are dealt with by the School Safety Committee which includes undergraduate and postgraduate representatives. There are named Divisional Safety Officers who will offer guidance on any safety issue about which you may be uncertain. You are strongly advised to pay particular attention to the safety hazard information on practical handouts and verbal instruction issued by members of staff. Any practical tasks which you are asked to complete will have undergone a COSHH risk assessment within the Division.

**You must read all information carefully as your safety, and that of others, depends upon your knowledge of safety guidelines.**

### Safety Courses

Please note the following dates for training sessions for new Postgraduates, organised by the University Safety Office. For further information on Safety Courses please visit <http://www.nottingham.ac.uk/safety/training/>

All new postgraduate research workers should note that it is the legal responsibility of every person to investigate fully all risks and hazards which may occur during their research in the School.

Before any chemical can be purchased or used a full COSHH assessment must be carried out and a detailed written experimental protocol approved by your supervisor. Your supervisor may need to refer any potential purchase or experimental protocol to the safety committee. All of the chemicals currently in each Division have been assessed and the records are kept within a database to which you will have access. Ask your Safety Officer for information on how to access the database.

### Working Areas

Where possible, postgraduate students will be allocated some form of writing area within their research laboratory, but a desk will not necessarily be provided.

Please note that no eating or drinking is permitted in the buildings except in designated areas, e.g. tea/coffee rooms. Smoking is only permitted in designated areas and strictly forbidden in some buildings.

## **Good Laboratory Practice and Safety in Laboratories**

It is essential that each postgraduate student takes responsibility for keeping the research laboratories clean and tidy. Not only do untidy laboratories lead to potential hazards in case of fire and accident, but it does not create a good impression when the School has visitors.

# Emergency, First Aid and Fire Procedure

## Emergency First Aid

All Divisions should have trained first aiders available during the working day. Get to know who they are.

To call assistance in case of an accident ring:

EXTENSION	8888 (internal)
	0115 951 8888 (external)

**stating clearly the location and nature of any casualty.**

Do not leave an accident victim unattended. If an ambulance is necessary arrange for someone to meet the ambulance crew at the main entrance of the building in question. Once you have alerted the emergency services, call the first aid staff member from your section to the scene.

## Fire Procedure

***On discovering a fire:*** Activate the alarm by breaking the glass of the alarm push button. Familiarise yourself with the alarm signals used in your building.

***If you hear the alarm:*** Leave the building immediately by the nearest SAFE exit. Do not use the lifts. Assemble in the appropriate Fire Assembly Point.

This procedure must be adhered to on every occasion the alarm sounds, unless you have been given prior warning that alarm sounding is for test purposes only.

**DO NOT ATTEMPT TO RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY A SENIOR UNIVERSITY OFFICIAL**

## **SECTION 5: Forms**

**This section contains the following forms:**

- **Research Student Agreement**
- **New Student Checklist**
- **Personal Training Plan**
- **Training Record**
- **End of PhD Checklist**

## Research Student Agreement

Dear student,

Undertaking a PhD can often be an exciting but challenging period of your life. It is not surprising that the environment you work in and the attitude that you have towards your studies plays a pivotal role in how rewarding you will find the experience. The School of Biosciences is committed to providing you with the facilities, support and encouragement to give you every chance of success. However, this is a two-way relationship.

The purpose of this agreement is to make clear what we expect from you as a doctoral student and in turn, what you can expect of us as your supervisors. In particular, you should note the section on "Progression" where you are reminded that progression through the PhD programme is not automatic; your particular Division will assess your progress half way through year 1 and year 2 and highlight any concerns we have as to whether you are working at a doctoral level. At the end of each of these years you will then have formal assessments through an assortment of reports, academic discussions and presentations. On review, if progress is not deemed satisfactory, you risk being demoted to an MPhil post-graduate qualification or having your studies terminated prematurely.

Please take the time to read this agreement carefully and sign the final page to indicate that you understand what is expected of you as a PhD student. Your primary supervisor should also sign the agreement to acknowledge their responsibilities. The signed agreement form should then be handed in to your Divisional Secretary. The information contained within this agreement is supplementary to the procedures stipulated in the University's Quality Manual and Code of Research Conduct and Research Ethics which can be found at the following addresses:

<http://www.nottingham.ac.uk/academic-services/qualitymanual/researchdegreeprogrammes/responsibilities-of-the-student.aspx>

Ultimately, the majority of students find the PhD a gratifying and enjoyable experience, and we hope the same is also true for you. However, this can only be achieved through hard-work and devotion to your studies.

The following table details the expectations of PhD students and supervisors within the School of Biosciences:

	<b>Student's responsibilities</b>	<b>Supervisor/Division's responsibilities</b>
<b>Attendance and holidays</b>	<p>Unless otherwise authorised by your supervisor(s), the general expectation is for students to be present within the Division during working hours (normally 9am to 5pm Monday to Friday if full-time).</p> <p>You are entitled to <b>25</b> days holiday per academic year on top of Bank Holidays and University Holidays, dates of which can be found at:</p>	<p>To approve all reasonable requests for holiday.</p> <p>To provide you with the facilities and resources required to work effectively within the Division.</p> <p>To inform you of when we do not consider your attendance satisfactory.</p>



	<p><a href="http://www.nottingham.ac.uk/about/keydates/closure-dates.aspx">http://www.nottingham.ac.uk/about/keydates/closure-dates.aspx</a></p> <p>Holiday dates should be agreed with your supervisor(s) in advance and must not interfere with the progression of your studies.</p> <p>If you are unable to be present at the campus through illness, this must be communicated to your supervisor(s). In cases of chronic illness it may become necessary to postpone your studies until a time when you have made a satisfactory recovery.</p> <p>You should be aware that poor attendance can impact on your ability to progress through the PhD programme, result in termination of your studies, and where applicable, lead to your student visa being revoked by the UK Border Agency.</p>	
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<b>Data and record keeping</b>	<p>To understand that all data generated throughout their PhD studies remains the property of The University of Nottingham. Laboratory books and copies of electronic data MUST remain with the Supervisor(s) at the end of the studies.</p> <p>To write up experiments as they are performed into the lab books provided, in a logical and comprehensible manner. Notepads and scraps of paper are not to be used and are not a substitute for a lab book, but printouts and similar can be included as long as each is securely attached to the lab book. Pages must not be removed from the lab book and a biro or other permanent ink pen should be used for writing. All work within your lab book must be in English.</p>	<p>To make arrangements to ensure that students retain access to collected data and material contained within their lab books during their thesis pending period.</p>
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	<p>To make regular backups of all acquired electronic data and files, and to use a logical naming system for all filenames, with further explanatory notes included within the files.</p> <p>To hand over all lab books and data to your supervisor at the end of your studies or before leaving the UK.</p>	
<b>Facilities &amp; Housekeeping</b>	<p>To respect the facilities, report any damage to equipment immediately and to participate in any housekeeping rotas established in labs in which you work.</p> <p>Keep laboratories clean and clear for other users. Clean glassware/plasticware immediately after use and clear sink draining boards and lab benches regularly. Empty bins when full. Dispose of samples and reagents when no longer needed.</p> <p>To remake or reorder reagents when they have been used up and are required by other lab members. To not use reagents that do not belong to you without permission.</p> <p>To label all samples and reagents with an item description, worker's name and date as a minimum.</p>	<p>To arrange the repair of faulty equipment or broken facilities in a timely manner.</p> <p>To make sure that students have sufficient laboratory space to perform their work competently and safely.</p> <p>Insist that all users of the laboratory facilities work in a safe, considerate and effective manner.</p>
<b>Health &amp; Safety</b>	<p>To wear a fastened lab coat at all times when in wet-labs. To wear safety glasses other personal protective equipment that is appropriate to the hazards identified in the risk assessment for the work to be performed.</p> <p>To read and familiarise themselves with relevant substance and procedural assessments before commencing work in the lab. If substance and procedural assessments are not</p>	<p>To provide a Health &amp; Safety induction at the start of their studies and update the student on any change of practice instigated during their studies.</p> <p>Provide access to appropriate personal protective equipment.</p> <p>Make available current protocols and safety data</p>

	<p>already in place for the work to be performed, to write the appropriate assessments and submit them for approval.</p> <p>To familiarise themselves with local and Institutional Health and Safety regulations. When unsure on something, to consult with a member of staff for advice.</p> <p>To conduct lab work in a safe manner, being conscious of other lab and building users.</p> <p>Preferably, to perform lab work within core working hours. When this is not practically possible, seek approval from your supervisor for late/weekend-working and adhere to the Divisional policy on late working.</p>	<p>(substance and procedural assessments) for work conducted within the Division.</p> <p>Reprimand students that are performing laboratory work in an unsafe or haphazard manner.</p>
<b>Progression</b>	<p>To understand that unsatisfactory progress can result in your PhD degree course being downgraded to an MPhil or terminated completely.</p> <p>Progress will be monitored at intervals throughout your degree programme. Formal assessments at the end of year 1 and year 2 will determine whether you are allowed to proceed on your PhD programme.</p> <p>It is the student's responsibility to inform their supervisor of any issues that may be negatively affecting their studies at the earliest possible opportunity.</p>	<p>To provide, in advance, information on the method and timeframe of assessment at the various checkpoints throughout the degree programme.</p> <p>To discuss progression at monthly supervisory meetings and identify to the student at the earliest possible opportunity when satisfactory progress is not being made, making clear the standard expected for progression.</p> <p>To provide guidance on the structure and format of the annual reports.</p>
<b>Seminars</b>	To attend seminars hosted by the Division and as appropriate the School.	To organise a vibrant and interesting seminar programme.
<b>Supervisory contact</b>	To appreciate that your supervisor has many other responsibilities and will not always be available to immediately respond to your needs. Where possible, you	To be available to the student on a regular basis and to inform the student of any upcoming period(s) when you will be unavailable.

	<p>should try and take the initiative and attempt to solve problems yourself first and with help from the broader research community – your peers and other researchers in your lab or related lab; this is an important skill of an independent scientist.</p> <p>Maintain regular contact with your supervisor(s) and meet formally once a month to discuss progress. It is the responsibility of the student to arrange these meetings and to upload relevant information to the School PGR Meeting Log site.</p>	
<b><i>Thesis writing</i></b>	<p>To appreciate that the responsibility of writing the thesis is yours and not your supervisors.</p> <p>To keep in regular contact with your supervisor during your thesis pending period, providing regular updates.</p> <p>To allow sufficient time for your supervisor to comment on any draft work prior to submission deadline.</p>	<p>To provide feedback on received work in a timely manner.</p>
<b><i>Training</i></b>	<p>Seek out the training that may be required prior to performing a new technique or using an unfamiliar piece of equipment, ensuring that this is documented in their personal training log and signed off by their supervisor.</p>	<p>To ensure that training is available (either within the Division or externally) for any work that is undertaken by students.</p> <p>To provide recommendations of training that would be beneficial to the student.</p> <p>To check the student's training log regularly.</p>

**I confirm that I have read and understood the responsibilities expected of me as listed in the following sections:**

- |   |   |
|---|---|
| <input type="checkbox"/> <i>Attendance and holidays</i>     | <input type="checkbox"/> <i>Seminars</i>            |
| <input type="checkbox"/> <i>Data and record keeping</i>     | <input type="checkbox"/> <i>Supervisory contact</i> |
| <input type="checkbox"/> <i>Facilities and housekeeping</i> | <input type="checkbox"/> <i>Thesis writing</i>      |
| <input type="checkbox"/> <i>Health and safety</i>           | <input type="checkbox"/> <i>Training</i>            |
| <input type="checkbox"/> <i>Progression</i>                 |   |

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## New Student Checklist

Have you met all of your supervisors?	
Do you have at least two supervisors?	
Has your internal assessor been appointed?	
Do you know where the Student Services Centre is?	
Do you have a university card?	
Can you log into your university IT account?	
Do you have a suitable desk?	
Do you have a suitable computer?	
Do you have a suitable laboratory space?	
Have you completed building induction and safety training, including the Moodle safety training course?	
Have you completed laboratory induction and safety training?	
Have you met your laboratory/building Technical Team Leader?	
Have you had a research group induction?	
Have you written a risk assessment for your work and has it been signed off by the school?	
Have you met other PhD students and postdoctoral staff working in your area?	
Have you completed a research plan for your first six months?	
Have you completed a personal training plan for your first year?	
Have you signed the research student agreement and returned it to your Divisional Secretary?	

## Personal Training Plan

<b>Disciplinary Training</b>		
Training Needs	Recommended Action or Courses	Dates
<b>Interdisciplinary Training</b>		
Training Needs	Recommended Action or Courses	Dates
<b>Transferrable Skills</b>		
Training Needs	Recommended Action or Courses	Dates

## Training Record

This section can be used to record your formal and experiential training. It is essential that you keep this up to date as it will provide a very useful reference source when applying for jobs.

GENERIC TRAINING COURSES ATTENDED		
Course title	Date completed	Training points
Presentation Skills for Researchers (Science and Engineering)		
Using posters to communicate research		
Biological Safety		



RESEARCH SEMINARS			
Date	Speaker	Title	Training points
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

CONFERENCE ATTENDANCE		
Dates	Conference	Paper/Poster

OTHER RELEVANT ACTIVITIES

## End of PhD Checklist

Have you passed all laboratory books to your main supervisor?	
Have you labelled all materials, reagents and strains and stored in appropriate conditions?	
Have you informed your supervisor(s) where those materials are via email?	
Have you disposed or arranged disposal of all unwanted materials in an appropriate way?	
Have you annotated all electronic data and passed to your supervisor(s)?	
Have you annotated all document files, including editable documents from your PhD thesis, and passed to your supervisors?	
Have you annotated all program code and scripts and passed to your supervisors?	
Have you given your contact details including external email address to your supervisors?	

## MYNOTTINGHAM TERMINOLOGY

The University of Nottingham is introducing a new student records system across its campuses in the UK, Malaysia and China. Students will access the new system through a web portal called **MyNottingham**.

When **MyNottingham** is launched in the UK it will introduce some new terminology that you will need to understand and become familiar with. The guide below has been developed to help prepare you for this change. You will receive more information about MyNottingham and what this means for you before we launch the system to UK students.

<b>MyNottingham Language</b>	<b>Current Language</b>	<b>Definition</b>	<b>Examples</b>
<b>Academic Plan</b>	<b>Course or Programme of Study</b>	An approved plan of study that provides a coherent learning experience and leads to a qualification.	BSc Nursing – Adult; Chemical Engineering MEng; Music and Philosophy BA; Brewing Science MSc; Law with French and French Law BA.
<b>Accommodation</b>	<b>Reasonable adjustment</b>	Learning adjustments for a student's particular circumstances (not a reference to living accommodation).	Alternative examination arrangements.
<b>Advisee</b>	<b>Tutee/ Student</b>	A student receiving advice from a tutor, supervisor or advisor.	N/A.
<b>Career</b>	No direct equivalent	Qualification level.	Undergraduate, Postgraduate.
<b>Class</b>	No direct equivalent	An umbrella term for specific units of teaching.	Lectures, seminars or labs.
<b>Course</b>	<b>Module</b>	A self-contained, formally-structured unit of study, with a coherent and explicit set of learning outcomes and assessment criteria.	Applied Ethics, Advanced Financial Economics, Biochemistry of Disease, Public Health and Epidemiology.
<b>eDocs</b>	No direct equivalent	Electronic document repository for documents that are uploaded and attached to a student record	Evidence in support of an extenuating circumstances claim etc.
<b>Financial Aid</b>	No direct equivalent	An umbrella term for any scholarships, stipends or other funding awards given to students.	Core bursaries, Aspire scholarships, industry scholarships etc.
<b>Session</b>	No direct equivalent	A specific teaching period, usually one semester but other defined teaching periods may exist.	Autumn Semester, Spring Term etc.

<b>Term</b>	<b>Academic Year</b>	A defined period of time, refers to the academic year, which runs from September to August.	September 2017 to August 2018.
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