

SCHOOL OF PHYSICS & ASTRONOMY



POSTGRADUATE INDUCTION HANDBOOK 2018/2019

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

Physics: <http://www.nottingham.ac.uk/physics>
Sir Peter Mansfield Magnetic Resonance Centre: <http://www.magres.nottingham.ac.uk/>
Centre for Astronomy & Particle Theory: <http://www.nottingham.ac.uk/physics/research/astronomy/>
Telephone: +44 (0)115 951 5183 Fax: +44 (0)115 951 5180

Important Dates

September 2018

September 2018 - University registration. Official registration for Physics is **Tuesday 25th September at 2.00 pm**. Registration takes place in the University Sports Centre. You will need to take the following items with you to registration:

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

If you are interested in teaching or demonstrating within the School of Physics & Astronomy then you must attend the following general training sessions:

Demonstrator Training – Monday 24th September, 2-5pm, CAPT room A113
Assessment Training – Tuesday 25th September, 1-3pm, CAPT room A113

Further specific training will be provided by the module convenors. If you have signed up for demonstrating in the 1st Year lab, you must attend the following:

First Year Lab Demonstrator Training – Introductory lecture on Thursday 27th September at 11.00 am in Pope Building (room C15), continued in room A30 Physics from 12.00 – 1.00 pm and 2.00 – 5.00 pm. Further training will take place on Friday 28th September in A30 Physics from 10.00 am – 1.00 pm and 2.00 – 5.00 pm.

Health Centre Registration – Thursday 27th September 2018 from 9.00 – 4.00 pm. Sessions will take place in the Senate Chamber, Trent Building.

(For further details of health provisions see the following page).

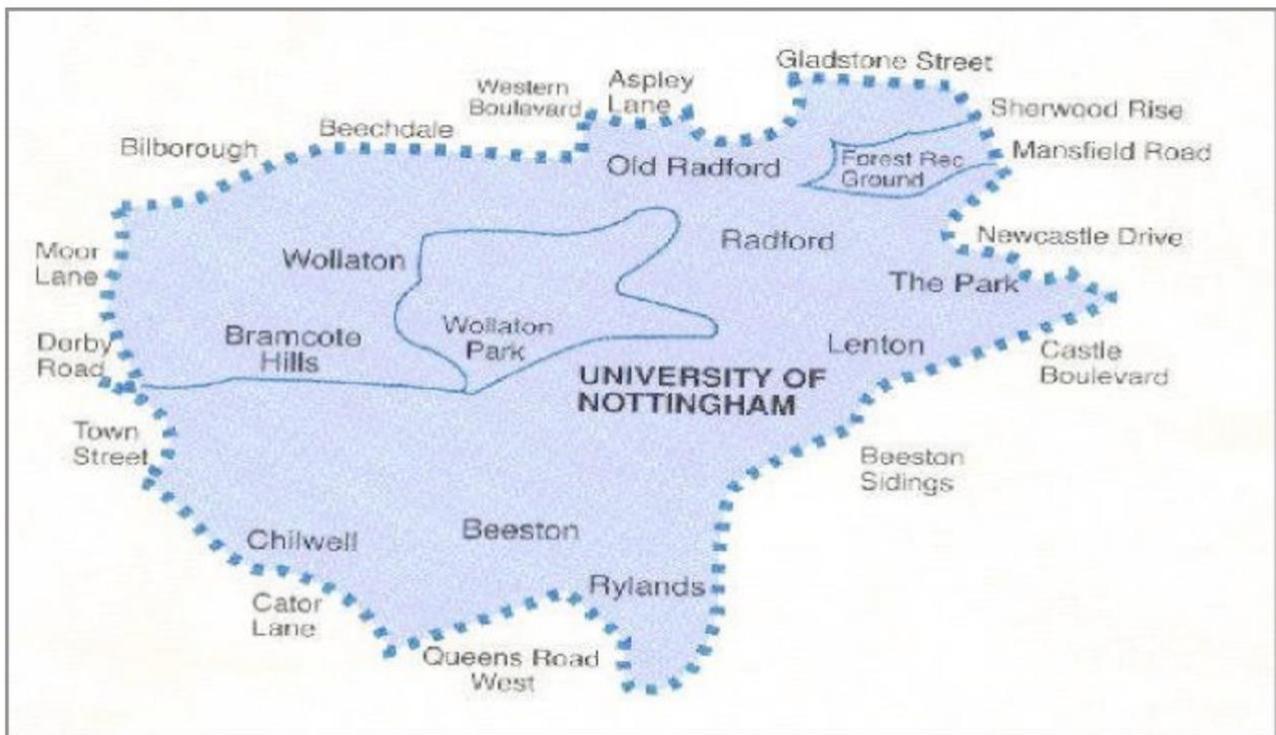
The Graduate School will also be running events as part of the Postgraduate Welcome Week during the week commencing Monday 24 September 2018. Further details of these events can be found at the following link www.nottingham.ac.uk/graduateschool/welcome. They will also be running Induction Sessions during October. There will be three induction sessions to choose from. Students can book onto one of the sessions at the following link <http://tiny.cc/SciGradSchInduction>.

TERM DATES 2018/2019		
Autumn	Monday 24 September 2018	Friday 14 December 2018
Spring	Monday 14 January 2019	Friday 12 April 2019
Summer	Monday 13 May 2019	Friday 21 June 2019
SEMESTER DATES 2018/2019		
Autumn	Monday 24 September 2018	Saturday 26 January 2019
Spring	Monday 28 January 2019	Friday 21 June 2019

Health Centre Registration 2018

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

Any student with regular access to University Park can register with the Health Centre. Students who live outside of the practice catchment area (below) can register with the practice as 'out of area' patients, which entitles them to the same care as patients who live within the catchment area. If you require a home visit, however, this will be undertaken by a separate service.



Non-EU students wishing to register with the Health Centre must also provide a letter confirming the length of their course. This is to satisfy the NHS requirement that they will be studying in the UK for more than six months.

Bank holiday and closure dates

Buildings will be closed on the following dates, except for any special arrangements which may be made by Heads of Schools or Services, the Conference Office or in the Sports Centre. During these closures access to 24-hour computer rooms will be by University Card. Arrangements will be made to provide access to libraries as far as possible. These arrangements do not apply to Halls of Residence. The symbols against the dates have the following meanings: **PH** = Public and Bank Holidays, **UH** = University Holidays, **C** = Closure of Buildings

Christmas 2018	
Monday 24 December	UH
Tuesday 25 December	PH (Christmas Day)
Wednesday 26 December	PH (Boxing Day)
Thursday 27 December	UH
Friday 28 December	UH
Saturday 29 December	C
Sunday 30 December	C
Monday 31 December	UH
Tuesday 1 January	PH (New Year's Day)
Easter 2019	
Friday 19 April	PH
Saturday 20 April	C
Sunday 21 April	C
Monday 22 April	PH
Tuesday 23 April	UH
Early Spring 2019	
Monday 6 May	PH
Late Spring 2019	
Monday 27 May	PH
Late Summer 2019	
Saturday 24 August	C
Sunday 25 August	C
Monday 26 August	PH

THE SCHOOL OF PHYSICS & ASTRONOMY
GUIDE FOR RESEARCH STUDENTS
2018/19

The formal rules covering higher degrees are contained in the postgraduate section of the university **Teaching Quality Manual** at www.nottingham.ac.uk/quality-manual (see "Research Degree Programmes"). Further specific information on postgraduate study within the School of Physics & Astronomy can be found within this handbook and on the **Postgraduate Physics Moodle page**: <http://moodle.nottingham.ac.uk/course/view.php?id=11913>

1. **ADMINISTRATION**

Melanie Stretton (melanie.stretton@nottingham.ac.uk, room CO3b, Ext 15183) is the Postgraduate Administrator, responsible for the administration of postgraduate matters, and for student records and reports.

Professor Omar Almaini (omar.almaini@nottingham.ac.uk, B109 CAPT, Ext 67901) is the Chair of the Postgraduate Committee and Postgraduate Student Advisor, responsible for student pastoral care, training, and progression.

Professor John Owers-Bradley (john.owers-bradley@nottingham.ac.uk, room C149, Ext 15148) is the Deputy Head of School and responsible for postgraduate student finances.

Professor M Henini (mohamed.henini@nottingham.ac.uk, room C147, Ext 15195) is the Postgraduate Tutor for International Students.

Professor J P Garrahan (juan.garrahan@nottingham.ac.uk, room C401, Ext 67713) is the postgraduate admissions tutor, responsible for the recruitment of postgraduate students.

Dr Lucia Hackermuller (lucia.hackermuller@nottingham.ac.uk, room C22, Ext 68826) is the Nottingham contact within the Midlands Physics Alliance Graduate School. Please contact Lucia if you have any queries concerning the MPAGS training modules.

Mrs Wendy Queen (bbzwq@exmail.nottingham.ac.uk, room B3) is the finance officer responsible for the administration of postgraduate student finances.

Dr Matt Brookes (matthew.brookes@nottingham.ac.uk SPMRC, Ext 15188) is the SPMRC postgraduate student contact.

Prof Amalia Patane (amalia.patane@nottingham.ac.uk, room C142, Ext 15185) is the condensed matter experimental physics contact.

Dr Meghan Gray (meghan.gray@nottingham.ac.uk, room B106c CAPT, Ext 67315) is the advisor for students who wish to speak to a female member of staff on any issues related to postgraduate study.

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

The current membership is:

Professor O Almaini (Chair), Professor J R Owers-Bradley, Professor Michael Merrifield (Head of School), Professor Juan P Garrahan, Professor M Henini, Dr L Hackermuller, Professor Amalia Patane, Dr Matt Brookes, Dr A Padilla, Melanie Stretton (Administrator), James Thomas (student rep), Emma Doran (student rep), Ben Prestwich (student rep), Jake Arthur (student rep).

Postgraduate students are also supported by the **Postgraduate Forum**, a body elected and organised entirely by postgraduate students within our School. The current representatives are James Thomas, Emma Doran, Ben Prestwich and Jake Arthur, who also serve on the Postgraduate Committee. The forum provides a voice for students and an additional mechanism for providing feedback to the School on postgraduate issues. The Forum also organises a variety of events and social gatherings.

The School also has an active **Diversity and Inclusion Committee**, which works to ensure that staff and students are treated solely on the basis of their merits and abilities, regardless of gender, race, nationality, ethnic origin, socio-economic background, religious beliefs or sexual orientation.

<http://www.nottingham.ac.uk/physics/equality-diversity-and-inclusion/equality-diversity-and-inclusion.aspx>

2. **YOUR RESEARCH DEGREE**

Most of your time at Nottingham will be spent carrying out research and undergoing related training. You will be required to prepare a thesis describing your research that will be examined according to the regulations found in the Teaching Quality Manual. You are expected to show considerable initiative in organising your studies. Students will register initially for 3, 3.5 or 4 years depending on the course of study and the studentship. You should aim to have completed your research studies and to have begun work on your thesis before the end of your registered period of study and you must have submitted your thesis for examination within the subsequent writing-up period (known as the "thesis-pending period") or earlier. During the thesis pending period you will not be entitled to work in a laboratory and you may be asked to give up your desk.

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

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

At the beginning of your first Autumn term you will be asked to attend an induction, where you will be introduced to each other and to key personnel in the School. At that meeting, you will receive important information and you will be given copies of this handbook.

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

Regulations Governing Attendance and Engagement, which can be found in the Quality Manual: <http://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/regulations-governing-attendance-and-engagement.aspx>

3. LOCAL FACILITIES AND ARRANGEMENTS

Access

You are entitled to a key that will open the external doors to the main Physics building and some, but not all, of the internal doors. Doors in the School should be kept locked when rooms are not occupied. Take great care to keep your key safe and return it at the end of your studies. There is a new system for paying key deposits online, here is the link:

<https://store.nottingham.ac.uk/product-catalogue/schools-and-departments/physics-and-astronomy/physics-keys>

It is recommended that persons working in the main building and leaving the School after 8pm should leave through the main entrance using their swipe card. It is also recommended that out of hours visits are made through the main entrance and that the signing in/out book located next to the counter is appropriately filled in.

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

Desks

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

Mail

The Mail-Room (Room C404) is used for both incoming and outgoing mail, and any mail addressed to you will be placed in an appropriate pigeon-hole in this room. Letters to a destination within the University will be collected from the tray marked "Internal Mail". Business post to destinations outside the university will be collected from the tray marked "External mail". You may use the trays for private letters but you must put your own stamps on any private external mail.

Important information is often posted on the Mail-Room Door; when you visit the mailroom inspect the door for relevant information. Similar information is posted on a notice board in the SPMMR Centre.

Stores

The School of Physics' Stores (B20), run by the store person, Sue Warburton, holds a wide range of mechanical and electronics components, stationery, etc. These items may be purchased for your research by completing a purchase slip, available at stores, giving your name, the item details and the account against which the cost of the item will be charged. This is normally an account held by your supervisor or a postgraduate account; you should consult your supervisor before making purchases. The purchase of items for uses other than for your research is prohibited.

Library

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

- Photocopying** Copying facilities are available at hubs in all three Physics buildings. Advice on the use of the copier machines may be obtained from any administrative staff. You will need to use your student ID card for printing.
- The Tea Room** The Tea Room (Room C10) contains tables and comfortable chairs and is available for use by staff and research students at most times. Tea, coffee, fruit juice and light snacks are served from 10.45am to 11.15am and from 3.45pm to 4.15pm each day. If you take drinks out of the tea room, you **must** use a cup with a fitted lid, which can be purchased from The School of Physics' Stores, Room B20, to prevent spillages. Vending machines for food and drinks may be found at the bottom of the staircase in the main foyer.
- Research Workshop** If you wish to undertake small construction jobs, which are not appropriate for submission to the main workshops, you may use the research workshop (Room B212) in normal working hours. This is run by Mr M Woolley, who is responsible for maintaining the machines and tools and for safety. If you wish to use this workshop you should see Mr Woolley. If you are unfamiliar with the use of lathes, stand drills, milling machines etc you will be asked to attend a short course of instruction before you are allowed to use the workshop.
- Telephones** Details of the university's internal phone system will be found in the directories provided (also, telephone, e-mail addresses and much other information on the University may be found online. During your research you may need to make external calls to other educational institutions or to companies. This may only be done from a restricted number of phones. The cost of such calls is charged to one of the research accounts; calls may therefore only be undertaken after consultation with your supervisor, from an appropriate phone.
- Private external calls must not normally be made. You may however phone in an emergency or to convey information that you will be working late in the laboratory.
- Computing** Computing facilities are provided by Information Services (formerly Cripps Computing Centre), by the School of Physics, and by your research group. Please consult your supervisor. You will have access to e-mail services and the University's extensive IT services.
- Prayer Room** Room C17 in the Physics Building

Travel & Expenses You must not book travel without referring to the University Travel and Expenses website

<https://workspace.nottingham.ac.uk/display/TravelandExpenses/Business+Travel+and+Expenses>

Prior to booking travel or incurring expenses pre-trip approval must be obtained from the appropriate person who can authorise the expenditure. **Travel which is not booked in accordance with the University Travel & Expenses Policy will not be reimbursed.**

Travel insurance is provided for travel booked in accordance with the University Business Travel Policy.

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

Council Tax and official documents

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

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

Teaching and demonstrating

Most postgraduates in the School gain extra income and experience by helping with our undergraduate teaching. This can involve demonstrating in our teaching laboratories, in problems classes and workshops, or by marking student coursework. If you are interested please complete the reply slip that was included in your induction pack (or speak to Melanie Stretton).

Please note that you must be registered with **UniTemps** first before you are allowed to work or receive payment: <https://www.unitemps.com>

Once registered you will then need to visit the UniTemps office in the Portland Building to verify your eligibility to work. You will be asked to bring your passport (or equivalent identification) along with your bank details and National Insurance number. International students may also be required to provide their Student Status Confirmation letter. Please contact the UniTemps office if you require more details. If you do not have a National Insurance number you can apply for one here: <https://www.gov.uk/apply-national-insurance-number>

4. STUDENT WELFARE – WHERE DO I GO TO SEEK HELP?

We appreciate that postgraduate study can be stressful, and there may be times when you need to seek help and advice. The first person you should contact would normally be your supervisor. School regulations state that all PhD students should also have a 2nd supervisor to provide additional help and support; if you do not, please speak to your primary supervisor and request that one is assigned.

For wider academic issues (e.g. if you are experiencing difficulties with your research group or supervisor), you can also contact the Postgraduate Student Advisor (Prof. Omar Almaini), or the International Postgraduate Tutor (Prof. Mohamed Henini) for help and advice. Dr Meghan Gray is also available if you prefer to speak with a female member of staff. You can also speak directly to the Head of School (Prof. Mike Merrifield).

For matters relating to your funding, or other financial issues, you should contact the Deputy Head of School, Prof. John Owers-Bradley. For procedural matters and or to clarify our regulations you should first contact Melanie Stretton, who is the School administrator responsible for postgraduate students.

For advice related to mental health, or if you would simply like somebody to talk to, you can also speak to our School Welfare Officers, Amy Langmead (amy.langmead@nottingham.ac.uk) or Rebecca Miller (Rebecca.Miller@nottingham.ac.uk). Amy and Rebecca are based in Room C301 in the main physics building.

Further help and advice on mental health support can be found on the university "HealthyU" page: <https://www.nottingham.ac.uk/currentstudents/healthyu/index.aspx>

5. TRAINING COURSES AND MODULES

In addition to carrying out research that leads to a thesis, all research students will be required to take a number of training courses during their period of study. You should discuss the most appropriate courses with your supervisor (see also Section 6). The options include:

- Short courses related to safety and to research. Experimentalists may need to attend a workshop course and courses appropriate to particular techniques, such as the use of lasers or X-ray Diffraction equipment. Please speak to your supervisor for further details.
- Most formal postgraduate teaching in Physics & Astronomy is provided by MPAGS, the [Midlands Physics Alliance Graduate School](#). MPAGS is a joint initiative between the universities of Nottingham, Birmingham and Warwick. Joint lectures are typically held in the Grid Access Room (A6, main Physics Building) for Nottingham students. You must register for modules before attending, and to receive further information from the module convenor.
- If considered appropriate, you may also attend modules from our undergraduate physics programme. You must first seek approval from the Postgraduate Student Advisor and the undergraduate module convenor.
- Additional training courses are provided through the University [Graduate School](#). These include courses covering presentation skills, management, and personal development. Students are encouraged to discuss their personal and professional development needs with their supervisors, and register for courses that are considered appropriate.

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

6. **TRAINING REQUIREMENTS AND POSTGRADUATE CREDITS**

The programme of postgraduate modules and training courses are considered as an essential part of Ph.D. training. Students must accumulate **35 postgraduate credits**, at least 25 of which must normally be from the School of Physics and Astronomy. Typically around 20 credits will be accumulated in the first year. Modules attended may be in the form of postgraduate lectures, some undergraduate modules, or directed reading approved by the supervisor. A wide variety of training courses are also provided by the Graduate School (see Section 5).

IMPORTANT: The School of Physics holds a "Research Training Record" for each research student (form **PG/RTR**). Students must record modules taken on this form, which is kept by Melanie Stretton.

Postgraduate credits are assigned as follows:

1. For MPAGS modules, you gain 0.5 credits for each scheduled hour (e.g. 5 credits for the Python module, at 2 hours per week for 5 weeks). Contact the postgraduate advisor if the scheduled time is unclear (e.g. the Astronomy Background Reading module, for which 10 credits are assigned).
2. For Graduate School courses, use the "training units" specified (e.g. 2 credits for taking the Presentation Skills module).
3. For undergraduate modules, divide the undergraduate credits by a factor of two, e.g. you can gain 5 postgraduate credits by taking a 10-credit undergraduate module. Note that undergraduate modules can only be taken with permission from the Postgraduate Student Advisor and the module convenor. It is not necessary to take the examinations.
4. Credits can also be awarded for attending departmental research seminars and colloquia, up to a maximum of 5 credits per year of study for attending a minimum of 20 seminars (or scale down in proportion).
5. A maximum of 15 postgraduate credits can also be obtained for outreach activities. Guidance can be found on the Postgraduate Moodle page.
6. Ad-hoc credits can also be obtained for other activities (e.g. winter schools), with agreement from the postgraduate advisor and supervisor. Note that credits cannot be gained for attending conferences, however, which are considered an integral aspect of your research. It is expected that all students will attend the Wednesday afternoon Departmental Colloquia (as distinct from specialist research seminars intended for particular groups) as part of their general postgraduate education.

7. MONTHLY REPORTS AND ANNUAL ASSESSMENT

Monthly reports:

During each month, with the exception of August and September, you must hold a meeting with your supervisor to discuss your progress, together with any safety issues arising. Thus there are ten such meetings to be held in each academic year. Following the meeting, you must complete a brief summary of the meeting electronically. Students will receive an email prompt at the end of each month reminding them that their monthly report is due. A copy of your report is then sent to your supervisor, who will add their own notes on your progress. The completed form is then automatically forwarded to the Postgraduate Administrator (Melanie Stretton) for her records.

If any supervisor is unavailable to carry out the interview, he or she must appoint a deputy who will carry out the interview. **The onus is on you (the student) to make sure that the monthly meetings take place and that the email form is completed and submitted.**

End of year report and appraisal:

Towards the end of the first and second year you must submit a report of between 3000 and 5000 words on the progress of your research. The report should include a brief background summary, a literature survey, a description of progress to date, and plans for the future.

The deadline for submitting your end-of-year report is **July 31**. The deadlines for submitting the assessment forms (PG4a and PG4b) is **August 31**. Please note that ***students who fail to submit a suitable report by the deadline will not be allowed to progress to the next academic year.*** Allowances will be made for legitimate extenuating circumstances, but delays due to holidays or conferences are not acceptable excuses. Students should plan ahead to ensure the report is submitted on time. Those who began their studies at non-standard times should consult Melanie Stretton to arrange a suitable alternative deadline. *We strongly recommend that the report is also no longer than 5000 words; you should aim to spend no more than 1 week on this task. Please submit the report electronically.*

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

The interviewer will then complete **Form PG4a** giving his/her appraisal of you, based on this interview. You and your supervisor(s) should complete the appropriate sections of **PG4b** giving your own comments. Forms are available on the **Postgraduate Physics MOODLE pages:** <http://moodle.nottingham.ac.uk/course/view.php?id=11913>

For students registered in September, one electronic copy of the report must be sent to the Postgraduate Administrator (Melanie Stretton) by the end of July. The completed forms (PG4a and PG4b) must be sent to Melanie by the end of August. **The onus is on you to make sure that this process is completed.**

End of year progression: At the end of the August of your first and second year for full-time and

every year except the year of submission for part-time students, the Postgraduate Committee will consider your module attendance, the end-of-year progression forms (PG4a and PG4b) and your monthly appraisal documents and recommend to Science Faculty, on form **PG5**, whether you progress into the second/third year.

The committee may recommend re-registration for the degree of M.Phil. and the withholding of re-registration for a Ph.D. if they feel that it is appropriate. If you have not made sufficient progress they may also recommend that your studies are terminated.

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

7. COLLOQUIA

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

8. ADMINISTRATIVE RESPONSIBILITIES OF THE STUDENT

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

It is your responsibility and duty:

- I. To ensure that you complete, on time, all required safety documentation including:
 - (a) the initial safety questionnaire, issued in your welcome pack, which will require you to read the School Safety Policy Statement and Emergency Procedures given at <http://www.nottingham.ac.uk/~ppzphy/safety/Policy.htm>;
 - (b) an initial Risk Assessment Form, a Project Supervisory Requirements Form (PSRF) and a COSHH form (all of these forms are available from the School safety webpages);
 - (c) the safety section of each monthly appraisal form PG3;
 - (d) a section providing evidence of health and safety management in each end-of-year report.You must hand one copy of all essential safety documentation to the Postgraduate Administrator (Melanie), and keep another for your reference in a dedicated safety file.

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

- II. To ensure that your central Research Training Record is up to date, as a record of training modules

or courses that you have taken. If you have arranged any special modules with your supervisor you must ensure that the central file contains a signed description of each special module and the assessment arrangements that have been made. You must update your module record each time you complete a module and make a note on the monthly appraisal.

- III. To ensure that monthly meetings take place when required and that the reports resulting from that meeting are submitted using the email system.
- IV. To ensure that you submit annual reports on time (deadline **July 31**).
- V. To ensure the paperwork resulting from the end of year interview/appraisal is submitted on time (deadline **August 31**).
- VI. To ensure that colloquium attendance is kept on file.

9. POSTGRADUATE STUDENT ADVISER

If you are unhappy with any aspects of your supervision, your research progress or the conditions under which you have to do your research, and if the problem cannot be resolved in discussions with your supervisor(s), then the Postgraduate Student Adviser, (Prof Omar Almaini), will be available for confidential discussions and advice.

10. LaTeX WORD PROCESSING

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

11. Sources of financial support for attending conferences

During your PhD, you will probably want to present your research results at a national or international conference. There are various sources of support available to enable you to do this.

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

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

There are many external sources of additional conference funding including:

1. The conference organisers. Often conference organisers will agree to waive the registration fee for PhD students who are presenting a paper at the conference. You should discuss this with your supervisor before contacting the conference organiser.

2. You can apply to the University of Nottingham Graduate School for a Travel Prize of up to £ 350 or £ 500 to attend a national or international conference respectively. To be eligible for this Prize, you must attend one of the Graduate School's Communication and Presentation Skills courses.
3. The Institute of Physics provides support for attending overseas conferences. Further details can be found at the link below:

http://www.iop.org/about/grants/travel-bursaries/research_student/page_38808.html

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

Omar Almaini, John Owers-Bradley, Melanie Stretton