

SCHOOL OF PHYSICS & ASTRONOMY



POSTGRADUATE RESEARCH HANDBOOK (MRes, MPhil, PhD) 2023/2024

School of Physics and Astronomy
The University of Nottingham
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IMPORTANT INFORMATION FOR NEW STUDENTS

The purpose of this handbook

This handbook is intended as an introductory guide for new postgraduate research students in the School of Physics & Astronomy and is updated annually (this version was completed 24/9/23). Please remember that it may go out of date. For the most up-to-date information on School policies and procedures please consult our [Postgraduate Physics Moodle page](#). Further helpful information can also be found within the [Postgraduate Research](#) pages provided by University Student Services.

University registration.

For information on University registration please go to the URL given below. If you are receiving a stipend, please ensure that you register and enter your bank details within MyNottingham as soon as possible to avoid delays in payment. If you have any problems with registration, please contact the PGR team at Student Service at SS-PGR-Science@exmail.nottingham.ac.uk

<https://www.nottingham.ac.uk/student-services/servicedetails/registration/online-registration-for-new-students.aspx>

Demonstrator Training

If you have signed up for teaching or demonstrating within the School of Physics & Astronomy then you must attend compulsory training sessions (dates to be confirmed). Further specific training will be provided by the module convenors and lab organisers. Please contact [Dr Moustafa Gharamti](#) if you are unclear about the training required, or the duties assigned.

You will be registered with **UniTemps**, an external company, who will arrange payment for your teaching work. <https://www.unitemps.com>

TERM DATES 2022/2023		
Autumn	Monday 25 September 2023	Friday 15 December 2023
Spring	Monday 15 January 2024	Friday 28 March 2024
Summer	Monday 29 April 2024	Friday 21 June 2024
SEMESTER DATES 2022/2023		
Autumn	Monday 25 September 2023	Friday 26 January 2024
Spring	Monday 29 January 2024	Friday 21 June 2024

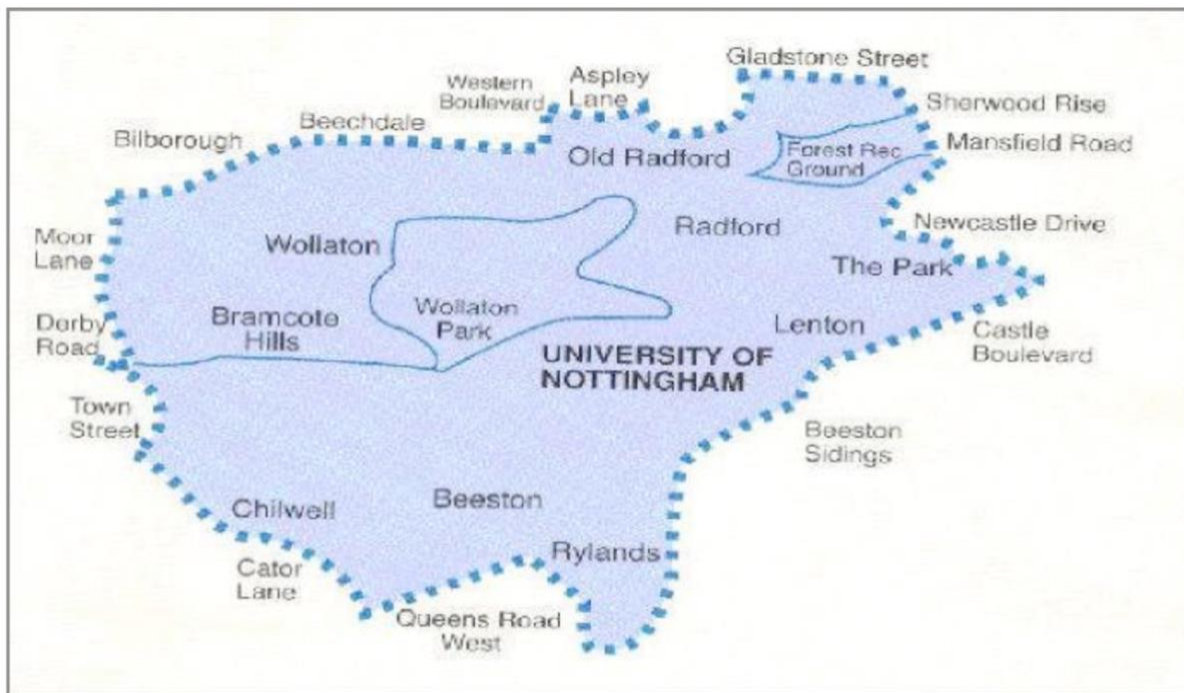
HEALTH CENTRE REGISTRATION 2022

For information on the University of Nottingham Health Centre please go to the URL below:

<https://www.unhs.co.uk/new-patients.aspx>

The Department of Health strongly recommends that all students register with a health centre while studying at university. The University of Nottingham Health Centre caters specifically to 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.



International 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.

THE SCHOOL OF PHYSICS & ASTRONOMY
GUIDE FOR RESEARCH STUDENTS
2023/24

This handbook is intended as an introductory guide for new research students in the School of Physics & Astronomy. For more up-to-date information you should consult our [Postgraduate Physics Moodle page](#). The formal rules covering higher degrees are contained in the postgraduate section of the university [Teaching Quality Manual](#) (see "Research Degree Programmes") and within the [Postgraduate Research](#) pages provided by University Student Services.

1. Key People

Ella Batchelor (ella.batchelor@nottingham.ac.uk) is responsible for postgraduate administration within the School of Physics & Astronomy. Contact Ella for enquiries related to your stipend, finances, or travel.

Carol Moore and **Lynsey Atkins** are responsible for postgraduate administration for Physics & Astronomy within Student Services. Please contact Carol and Lynsey for issues relating to your university registration, and for information on extensions, your thesis-pending period, thesis submission, etc. You can contact them at SS-PGR-Science@exmail.nottingham.ac.uk

Prof Omar Almaini (omar.almaini@nottingham.ac.uk) is Chair of the Postgraduate Committee and Director of Postgraduate Studies. He has overall responsibility for postgraduate research students within the School of Physics & Astronomy.

Prof Alfonso Aragón-Salamanca (Alfonso.Aragon@nottingham.ac.uk) is Deputy Head of School and responsible for postgraduate finances and expenses.

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

Prof Mohamed Henini (mohamed.henini@nottingham.ac.uk) is the international student admissions tutor, and available to offer help and advice to international postgraduate students.

Dr Rik Hill (richard.hill@nottingham.ac.uk) and **Prof Almaini** are Postgraduate Student Advisors, available to offer help and advice related to any aspects of your studies. See Section 6 for further details.

Prof Meghan Gray (meghan.gray@nottingham.ac.uk) 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 and the minutes of previous meetings can be found on the [Postgraduate Moodle Page](#).

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 Bradley March, Amy Turnbull, and Thomas Hamlyn, 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 **Equality, Diversity and Inclusion Committee**, which works to develop and implement strategies and policies to ensure that staff and students are treated equitably on the basis of their abilities and potential, regardless of gender, race, colour, nationality, ethnic/national origin, age, socio-economic background, disability, religious/political beliefs, family circumstances or sexual orientation. There is currently a vacancy for a postgraduate representative on the EDI Committee.

<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 independence and initiative in organising your studies. PhD students will register initially for 3, 3.5 or 4 years depending on the course of study and the studentship (3.5 years is standard for most students in Physics & Astronomy). 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. Normally you must submit your thesis for examination within 4 years. The period between the end of registered study and your submission deadline is known as the “thesis-pending” period (6 months for most students). 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 must also be assigned a secondary supervisor, as an additional contact for help and advice. If you are not assigned a second supervisor within a few weeks of starting please contact the PGR Director (Prof Almaini).

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. If you arrive late and miss the induction event you will be provided with a recording of the event and access to all the key information. Please contact the PGR Administrator (Ella Batchelor) for details.

Student finances (stipends, fees etc) are coordinated by Prof Alfonso Aragón-Salamanca.

Regulations Governing Attendance and Engagement, which can be found in the Quality Manual: <https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/index.aspx>

3. 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 4). The options are described below. Please note that the course on Research Integrity is compulsory for all students.

- 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.
- All postgraduate students must complete a short course on Research Integrity *in the first 3 months of their PhD*. As a minimum, you must complete the concise course listed at the link [here](#), which will take no more than 1 hour. If recommended by your supervisor, you may instead choose to complete the more comprehensive module.
- 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 were typically held in the Grid Access Room (A6, main Physics Building) for Nottingham students, though many are now held online due to Covid-19. 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 PGR Director (Prof Almaini) and the undergraduate module convenor.
- Additional training courses are provided through the University [Researcher Academy](#) (formerly the Graduate School). These include courses covering presentation skills, scientific writing, research 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. A list of recommended courses for science students can be found [here](#). Please note that the Researcher Academy no longer award formal credits for attending these modules. Further information on the Researcher Academy can be found at the end of this handbook.

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 an oral exam. The arrangements made must be stated in writing and approved by the PGR Director (Prof Almaini).

4. TRAINING REQUIREMENTS AND POSTGRADUATE CREDITS

The programme of postgraduate modules and training courses is considered an important part of PhD training. We operate an informal system of postgraduate credits within the School, and we recommend that PhD students accumulate a minimum of **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, undergraduate modules, or directed reading approved by the supervisor. A wide variety of training courses are also provided by the Researcher Academy (see Section 3).

For the MRes degree, students must obtain a minimum of 20 credits via taught modules. Please see the University [Quality Manual](#) for details.

PhD and MRes students must maintain a record of the modules/training they have undertaken, and the credits awarded. School postgraduate credits are assigned as follows:

1. For MPAGS modules, you normally 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 PGR Director (Prof Almaini) if the scheduled time is unclear (e.g., for the Astronomy Background Reading module, for which 10 credits are assigned).
2. The Researcher Academy offer a variety of training modules, but no longer award formal credits. Within the School of Physics & Astronomy you may keep an informal record of the training obtained using the formula described above for MPAGS modules (i.e., 0.5 credits per scheduled hour). However, we do not recommend taking these (or indeed any) courses/modules only to obtain training credits.
3. Certain undergraduate modules may be taken, with permission from the PGR director and the module convenor. In most cases 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). It is expected that all students attend the Wednesday afternoon School Colloquia.
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 PGR Director and supervisor. Note that credits cannot be gained for attending conferences, however, which are considered an integral part of your research.

IMPORTANT: Our School system of postgraduate training credits is intended as a guide to the minimum amount of training that you should obtain beyond your day-to-day research. We do not recommend taking any training courses simply to obtain the required number of credits. Instead, you should aim to take training modules that you will find useful, and to enhance your personal and career development.

5. 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 PGR admin team and kept on file as a formal record of your progress and engagement.

If any supervisor is unavailable to carry out the interview, he or she must appoint a deputy who will carry out the monthly meeting. 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 assessment for full time students - 1st and 2nd year:

Towards the end of the first and second years you must submit an end-of-year report of between 3000 and 5000 words, outlining progress on your topic of research. The report should include a statement of the research project, a literature survey, an outline of your progress to date, and plans for the future. The second-year report should generally focus more on your research progress. End-of-year reports must include a section providing evidence of health and safety management. Please send copies of the end-of-year report in pdf format to the following shared email address by **July 31**: PhysPG-EndOfYear@nottingham.ac.uk

Following the submission of your annual report you will be interviewed by an independent member of staff. Your supervisor is responsible to appointing your assessor. The assessor will then complete the appropriate progression form (available on the [Postgraduate Moodle page](#)) giving his/her appraisal of your progress. Your supervisor should independently write a report on your progress, which should be added to the same form. Finally, your supervisor and the assessor will complete and sign the final section of the form giving their recommendation on the outcome (e.g., whether you should continue to be registered for a PhD). The interview must be completed and all relevant forms sent by email to PhysPG-EndOfYear@nottingham.ac.uk by **August 31**.

End of year appraisal for full-time students - 3rd year:

Towards the end of your 3rd year you should complete a 1-page thesis completion plan, outlining the steps required to complete your thesis. Please submit a copy of your thesis completion plan to PhysPG-EndOfYear@nottingham.ac.uk by **July 31**.

Following the submission of your thesis plan you will be interviewed by an independent member of staff. Alternatively, in Year 3, is it permission instead to be interviewed by your supervisory team (though in that case it cannot be a single supervisor). The assessor will then complete the progression form, using the form available on the [Postgraduate Moodle page](#).

The interview must be completed and all relevant forms sent by email to PhysPG-EndOfYear@nottingham.ac.uk by **August 31**.

You are advised that failure to submit an end-of-year report by the required deadline will automatically lead to re-registration being withheld. In addition, failure to complete the monthly records of supervision meetings may also lead to your re-registration being withheld.

6. 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. We have two members of staff within the School who are dedicated Postgraduate Student Advisors (PSAs). Their role is to offer advice and support to research students on any aspect of their studies. This might relate to your progress, regulations and procedures, applying for extensions, or concerns about your relationship with your supervisor. If they are unable to help they can also direct you to the appropriate person for further advice and support. A full description of the role of a Postgraduate Student Advisor is given [here](#).

You are free to contact either of our PSAs:

Prof. Omar Almaini (omar.almaini@nottingham.ac.uk)

Dr Rik Hill (richard.hill@nottingham.ac.uk)

In addition, **Prof Meghan Gray** (meghan.gray@nottingham.ac.uk) is the special tutor for female students, and is available to chat with students who prefer to speak with a female member of staff.

Prof Mohamed Henini (mohamed.henini@nottingham.ac.uk) is available to offer help and advice to international students, whether on cultural difficulties or any issues relating to international student visas etc.

For matters relating to your funding, or other financial issues, you should contact the Deputy Head of School, **Prof Alfonso Aragón-Salamanca** (Alfonso.Aragon@nottingham.ac.uk).

For advice related to mental health, or if you would simply like somebody to talk to, you can also speak to a Welfare Officer from the [University Support and Wellbeing Team](#), who you can contact at the shared email address at support-science@nottingham.ac.uk.

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>

7. LOCAL FACILITIES AND ARRANGEMENTS

Access Our buildings are open from 0800-1800, Monday to Friday. Working beyond these hours is not permitted without written permission from your supervisor and the building manager, Dr Nick Botterill. Working in labs beyond these hours will require a full Risk Assessment. In some cases you may be entitled to a key to enable you to access your lab or office. 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. Keys can be obtained from Mr Mick Edwards in the physics stores, and deposits are paid using the following [link](#).

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.

Postal 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 provide our own stamps for any private external mail.

Stores The School of Physics' Stores (B20), run by Mick Edwards, holds a wide range of stationery, mechanical and electronic components, 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. The library staff provide training courses 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 and photocopying.
- Common Room** The postgraduate common room (Room C10) contains tables and comfortable chairs and is available for use by 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 common 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.
- 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.
- Phone system** 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, by the School of Physics, and by your research group. Please consult your supervisor if you need help and advice.
- Prayer Room** A new prayer space is currently under construction, and will be located on the lower **A floor**.
- Travel & Expenses** You must not book travel without referring to the University guidance: <https://uniofnottm.sharepoint.com/sites/TravelStaffandPGR>
- 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 (Sharon Meeks) 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/studentservices/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 online form that was included in your induction information (or contact Dr Moustafa Gharamti).

Please note that we will register you with **UniTemps**, an external company who will arrange payment for your teaching and demonstrating work.

<https://www.unitemps.com>

Once registered you may need to visit the UniTemps office in the Portland Building to verify your eligibility to work. You may 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>

UPDATE: We understand that UniTemps may be conducting eligibility tests online. Further information will be provided.

8. 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 should keep a record of the colloquia that you attend. 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.

9. ADMINISTRATIVE RESPONSIBILITIES OF THE STUDENT

It is your responsibility and duty:

- I. To ensure that you complete, on time, all required safety documentation including:
 - (a) the initial safety questionnaire (Staff Induction Form) 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) a Project Supervisory Requirements Form (PSRF) and a Display Screen Equipment form;
 - (c) the safety section of each monthly appraisal form;
 - (d) a section providing evidence of health and safety management in each end-of-year report.

You must send one copy of all essential safety documentation to the School Postgraduate Administrator (Ella Batchelor) and keep another for your reference.

Ella will keep a pro-forma tick-list to check that you have completed essential safety training. This list will be monitored by the School Safety Officer, Dr Peter Milligan. Further risk assessments and safety training may be required, depending on the nature of your research. For example, all work with chemicals within the School must have an approved and countersigned COSHH form (see link above). If you are unsure please consult the School Safety Officer, Dr Peter Milligan

- II. To ensure that you keep your own record of any training courses and modules taken.
- III. To ensure that monthly supervisor 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**).

10. POSTGRADUATE STUDENT ADVISERS

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 our Postgraduate Student Advisers will be available for confidential discussions and advice (See Section 6). You may also contact other members of the postgraduate support team, our Support and Wellbeing officers, or the Head of School.

11. FINANCIAL SUPPORT FOR ATTENDING CONFERENCES

During your PhD it is likely that you will present your research results at a national or international conference. From 2023 all PhD students in the School of Physics & Astronomy will have access to up to **£3,000** for research expenses, including travel and equipment. This

amount should be enough to fund at least one international conference, but you are strongly encouraged to obtain your own additional funding. There are many external sources of additional conference funding including:

1. Conference funds. 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 Researcher Academy for a Travel Prize of up to £500 to attend a national or international conference respectively. To be eligible for this Prize you must attend one of the Researcher Academy's courses on Communication and Presentation Skills.
3. The Institute of Physics provides support for attending overseas conferences. Further details can be found at the following link: <https://www.iop.org/about/support-grants#gref>
4. Small amounts of travel money are available from the School Kilby Fund (typically up to £500). The deadline for applications 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 School's Jones Fund for support.

11. HOLIDAY ALLOWANCE

Research students may take up to 25 days per year, in addition to public and University holidays. The precise dates should be agreed in advance with your supervisor. Further guidance can be found in the University Quality Manual.

<https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-responsibilities-of-student.aspx>

13. ILLNESS AND SICK LEAVE

The University policy on illness and sick leave can be found within the University Quality Manual. As a general guide, for short-term illness lasting < 1 week you need only report your illness to your PhD supervisor. Longer periods of absence will require a medical certificate. If you are unwell for periods of up to 4 weeks your stipend will normally continue to be paid as usual. For longer periods of absence you would normally be required to take a Voluntary Interruption of Studies, and you may be eligible for sick leave. Further details can be found within the University Policy on PGR Sick Leave.

<https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pol-pgr-sick-leave.aspx>

The Researcher Academy

Introduction to the Researcher Academy

The Researcher Academy is the network for researchers at the University of Nottingham. We work together to promote a healthy research culture, to cultivate researcher excellence, and develop creative partnerships that enable researchers to flourish.

We work in partnership with faculties through the Researcher Academy Faculty leads (RAFLs) who are established academics based within faculties. [Dr Richard Graham](#) is the RAFL for the Faculty of Science who represents postgraduate research students and works with the Researcher Academy to ensure that staff and researchers in the faculty can access and contribute to the Researcher Academy, so that it works effectively for you.

Our Members' Area

Hosted on SharePoint, our members' area contains a wealth of resources for postgraduate researchers including access to training courses, mobility funding, placements, postgraduate news and events.

1. Researcher Academy Graduate Centres

Our centres are exclusively for postgraduate researchers and research staff and aim to promote a sense of community and act as a hub for networking and collaboration.

Our centres >

<https://uniofnottm.sharepoint.com/sites/ResearcherAcademy2/SitePages/Researcher-Academy-Hubs.aspx>

2. Researcher mobility: conferences and travel

To support the continuing development of postgraduate and early career researchers, the Researcher Academy set up a fund to provide financial support for professional development opportunities beyond the university.

Mobility funding information >

<https://uniofnottm.sharepoint.com/sites/ResearcherAcademy2/SitePages/Prizes-and-Awards.aspx>

3. Placements and Internships

Researcher Academy Placements and Internships We offer bespoke, paid, part-time placements with a range of employers from small local businesses to multinational organisations. These paid placements are designed to fit in with your research and give you the opportunity to learn transferable skills and enhance your employment prospects during your postgraduate studies. Our research shows that placements alumni generally achieve better degree outcomes, are more employable and command higher salaries than their peers.

About our placements >

www.nottingham.ac.uk/ete

4. Training and Development

The Researcher Academy offers a broad and comprehensive range of training courses aimed at helping you to develop the skills you need to progress through your PhD and beyond. The Faculty Training Programme is for postgraduate researchers in your faculty and is tailored to your discipline as well as your stage of study. It is designed and delivered in collaboration with academics from your faculty, researcher development

professionals from the Researcher Academy, and colleagues from other specialist services. In addition to your faculty programme, you can also access a wide range of multi-disciplinary courses and specialist programmes on our [Training Hub](#).

Your Faculty Training Programme >

<https://uniofnottm.sharepoint.com/sites/ResearcherAcademyTrainingHub/SitePages/Faculty-of-Science-Researcher-Academy-Training-Programme.aspx>

5. Induction information

Visit the Researcher Academy Training Hub's Welcome page for the Faculty of Science to find out how we can support you in your research.

Welcome Pages for Science >

<https://uniofnottm.sharepoint.com/sites/ResearcherAcademyTrainingHub/SitePages/Researcher-Academy-Faculty-of-Science-Inductions.aspx>