

Undertaking PGR

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About the Undertaking

We ask all students to sign an undertaking at the start of their course...

The purpose of the undertaking is to summarise the main academic regulations for Research Students at The University of Nottingham.

Copies of these undertakings will be distributed at the Induction/Registration session for Research Students to sign.

Full-time Students

Undertaking (Full Time Research Students)

A copy of this Undertaking is distributed in September each year for signature. Please complete the following:

Family Name (in block capitals):

Other names (in block capitals):

Name of your Supervisors:

Year of registration:

I undertake to do the following:

1. Guidelines

Read and comply with the guidelines for research students, as set out on the [Research Students School Workspace](#) pages

2. Intellectual Property

Familiarise myself with the [University's Guide to Intellectual Property Management and Commercialisation](#);

3. University Research Code of Conduct

Comply with the University's [Research Code of Conduct](#)

4. Supervision

Take the initiative to maintain good communication with my supervisors, arrange meetings, attend and prepare for the monthly supervision sessions and raise any problems or difficulties at the earliest opportunity with my supervisors;

5. Progression and Annual Review

Participate in planning my progression with my supervisory team and will prepare for Annual Reviews in accordance with the [School's procedures](#) by completing an annual report on time and attending a Confirmation Viva (at the end of my first year of full time study). In the event of illness, I will ensure that any extenuation is submitted to the Senior Student Services Administrator as soon as possible;

6. Research Training

Take the initiative in planning and executing both my research studies and all required [research training](#) and share with my supervisory team the responsibilities for maintaining my research training portfolio

7. PG Seminars

Attend the PGR seminars when possible and when recommended by my supervisory team

8. PGR Symposium

Attend the [PGR Symposium](#) (held in May each year) and present a paper on my research if applicable;

9. Plagiarism

Source and acknowledge all secondary material used and am aware that any derivative work will be marked down; plagiarised work will be dealt with according to the University's [Academic Misconduct procedure](#). Academic misconduct may incur penalties up to and including expulsion from the University;

10. Completion

Endeavour to complete on time. If this is not possible, I will follow the University's procedures for suspension or withdrawal and alert the School to any extenuating circumstances as soon as possible.

Signed:

Date:

Part-time students

Undertaking (Part Time Research Students)

A copy of this Undertaking is distributed in September each year for signature. Please complete the following:

Family Name (in block capitals):

Other names (in block capitals):

Name of your Supervisors:

Year of registration:

I undertake to do the following:

1. Guidelines

Read and comply with the guidelines for research students, as set out on the [Research Students School Workspace pages](#)

2. Intellectual Property

Familiarise myself with the University's Guide to [Intellectual Property Management and Commercialisation](#)

3. University Research Code of Conduct

Comply with the University's [Research Code of Conduct](#);

4. Attendance

The School of English does not have a formal distance learning provision for PhD study and part-time students are expected to attend some face to face meetings in the school during the course of their PhD. I agree to comply with the attendance requirements listed below. Wherever possible we would expect the final viva examination to be face-to face.

5. Supervision

Take the initiative to maintain good communication with my supervisors, arrange meetings, have and prepare for a supervision session at least once every two months with one or both members of my supervisory team and raise any problems or difficulties at the earliest opportunity with my supervisors. (NOTE: Although most supervision meetings can be held via Skype etc., students are asked to attend the induction sessions during Welcome week, if possible, and have their first supervision meeting and at least one supervision a year face-to-face with their supervisory team.

6. Progression and Annual Review

Participate in planning my progression with my supervisory team and will prepare for Annual Reviews in accordance with the [School's procedures](#) by completing an annual report (either a full report or interim report) on time and attending a Confirmation Viva (at the end of my second year of part time study). In the event of illness, I will ensure that any extenuation is submitted to the Research Administrator in A90 as soon as possible.

7. Research Training

Take the initiative in planning and executing both my research studies and attend all required research training and share with my supervisory team the responsibilities for maintaining my research training portfolio.

8. PG Seminars

Attend the PGR seminars when possible and if recommended by my supervisory team

9. PGR Symposium

Attend the [PGR Symposium](#) (held in May each year) where possible; NOTE: Although the School's annual PGR symposium is not compulsory for part time students, students would be expected to attend one symposium over the period of their registration.

10. Plagiarism

Source and acknowledge all secondary material used and am aware that any derivative work will be marked down; plagiarised work will be dealt with according to the University's [Academic Misconduct procedure](#). Academic misconduct may incur penalties up to and including expulsion from the University;

11. Completion

Endeavour to complete on time. If this is not possible, I will follow the University's procedures for suspension or withdrawal and alert the School to any extenuating circumstances as soon as possible.

Signed:

Date: