



Horizon Centre for Doctoral Training

**CDT HANDBOOK
INFORMATION FOR CDT AND IDIC
STUDENTS**

2016-2017

Welcome

Welcome to Nottingham and to the Horizon My Life in Data Centre for Doctoral Training

This booklet has been compiled to give you some of the information you will need to know about your research studies. We would be grateful if you would send us your comments and suggestions concerning any amendments that we could make for the next edition.

We hope the information will answer many of your early questions, but please do not hesitate to contact your mentor or any member of staff if you have other queries or problems. In addition, all of the information contained within this booklet and companion materials that you will receive can be found on the Horizon CDT Workspace – do try to familiarise yourself with the online resource as soon as you can.

The Horizon CDT Workspace is <http://workspace.nottingham.ac.uk/x/BY76B>
Login using your University username and password.

We hope that you will enjoy your studies, the Horizon CDT, the University and the city, and that your time with us is a great success.

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1 Things to do on Arrival

1.1 Welcome Events

During Week One (Mon 26 September to Fri 30 September 2016) there will be a number of events to attend to ensure that you register with the University and CDT, meet the key people associated with the CDT, and start to get to know your fellow students.

1.2 Centre Manager

Introduce yourself to the Centre Manager, Emma. She, along with the Centre Directors and Training Programme Manager, will be able to guide you through the steps you will need to take in your first few days and issue you with a starter pack.

1.3 University Registration

University registration is now done in two phases. The first is an online completion of your registration information which can be done just before or as soon as you arrive. The second is you are required to present yourself and any original documents (certificates, transcripts etc.) at the Sports Centre on University Park (building 34) between 14.30 and 15.30 on Tuesday 27th September 2016. If you are unable to attend this, you should go to a Student Services Centre on either University Park (buildings 13/45/55/57) or Jubilee campus (building 3). They will then confirm that you have arrived and have formally commenced your studies with us and will update your student record. Your official registration date is 1st October and, provided you are officially registered with the University, your stipend will be set up and paid monthly in advance; so you may receive two payments in the first month you are registered, then monthly thereafter on 26th of each month. Your last stipend will be paid on 26th August in your final year of registration. Your registration end date is 30th September 2020.

1.4 University Card

If you have already completed the online application for a University Card, it will be ready for collection from Student Registry at registration in the Sports Centre on University Park. Your University Card is your access to many facilities within the University. Look after it; there is a charge for replacements.

1.5 CDT Space

All year 1 CDT students will have access to a hotdesk in the CDT space in the Computer Science building. We hope that this space will be a happy and constructive working environment for you as you develop your PhD research proposal and undertake the majority of the taught element of the course. From year 2, you will be based in the research offices of your first supervisor, but will still have access to the CDT. We hope that the CDT will remain a focus of your studies for the entire four years that you spend with us.

1.6 Supervision Details

In order to work with the University operation systems you have been allocated nominal supervisors on your official registration form. Your main points of contact during year 1 will be the Centre Manager, your allocated named mentor, the Training Programme Manager and Centre Directors. After your year 1 progression assessment (annual review) your supervision arrangements for years 2-4 will be confirmed. These changes to your supervision record will be made by the Centre Manager.

1.7 Induction/Welcome Events

The CDT will be running a programme of events during week one to introduce you to the centre and the four year PhD programme. In addition to this, the Graduate School puts on events each year in September to welcome Postgraduates. Find details of the CDT events in your starter pack and see the Graduate School page on the University website for details of their welcome events.

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

1.8 Health and Safety

All schools operate separate safety policies and procedures, and it is the student's responsibility to ensure that they comply with any specific requirements of the area in which they are working. The following is general safety guidance that applies throughout the University. The School Safety Policy can be found here:

<http://safety.cs.nott.ac.uk>

1.8.1 Safety and Security

Emergencies:	ext 8888
Computer Science School Safety Officer	ext 14218
University Safety Office	ext 13401
Security	ext 13013

1.8.2 Fire

On discovering a fire:

- Raise the alarm by operating the nearest break glass call point;
- Dial 8888 on the nearest internal telephone stating the location of the fire;
- Attack the fire with the nearest appropriate extinguisher if it is safe to do so and your escape route is clear.

On hearing the alarm:

- Leave the building immediately by the nearest exit – do not use lifts and do not stop to collect personal belongings;
- Close all doors and windows when leaving;
- Report to your assembly point Southwell Hall car park, directly behind the Computer Science building - or any other safe point as directed.
- Please direct other students to the correct area.

Fire test

The fire alarm is tested each week in the Computer Science building on Wednesday morning at 09.15 and will ring for 10 seconds.

Location of exits, fire alarms and fire extinguishers

All persons should familiarise themselves with the various exits to the building, and particularly the fire exits which are for emergency use only. In the event of a fire, use the nearest exit, unless the way to it is blocked.

1.8.3 Accidents

Any accidents within the CDT involving injury must be reported to the Centre Manager who will report it to the School of Computer Science Safety Officer. An online accident report form must be completed and returned to the Safety Officer.

1.8.4 Hazards

It is the duty of all members of the CDT to draw any observed hazards to the attention of the Centre Manager and Safety Officer. The Safety Officer will carry out an annual inspection of the CDT in order to monitor safety standards.

1.8.5 Electrical testing

All electrical equipment brought into the CDT must be tested. No unauthorised electrical equipment is permitted in the CDT.

1.8.6 Smoking

The University operates a 'no smoking policy'.

<http://www.nottingham.ac.uk/safety/documents/smoking-policy.pdf>

1.9 Quality Manual

The Quality Manual provides the regulatory framework governing teaching and learning at The University of Nottingham and its provisions have regulatory force.

<http://www.nottingham.ac.uk/academicsservices/qualitymanual/researchdegreeprogrammes/index.aspx>

1.10 Post and Stationery

Post (snail mail) will be delivered to a general CDT pigeon hole, and distributed by the Centre Manager. The postal address of the CDT is: Horizon Centre for Doctoral Training, C/o School of Computer Science, University of Nottingham, Jubilee Campus, Wollaton Road, Nottingham NG8 1BB. Basic stationery is provided in the drawers next to the printer in the CDT space.

1.11 Car Parking

Parking space on the campus is limited. If you need to bring a motor vehicle onto the University campus, you will need to complete an online application form. Application forms can be found at

<http://www.nottingham.ac.uk/estates/security/carparking/student-parking.aspx>

You must obey current regulations governing car parking and use of vehicles. Postgraduate students are not guaranteed access to a parking space and the University operates a fee-based parking permit system. Details of charges can be found on the [Estates website](#).

1.12 CDT Access & Facilities

Access to the CDT is via key code. Do not disclose the key code to anyone else. If a breach of security occurs the codes will have to be changed and you will receive an email with the new code.

- **CDT Security:** Although access to the CDT is by key code and restricted to CDT personnel, the CDT does not take any responsibility for any loss, damage or theft of your personal belongings including CDT laptop. Therefore please use common sense and do not leave your personal belongings unattended. It is your responsibility to ensure you have appropriate insurance in place in the event of loss, damage or theft of your personal belongings, including CDT laptop, whilst on or off campus.
- **Lockers:** If you would like to use a locker to store your belongings during the first year, please ask the Centre Manager for a locker key. You will be asked to sign the key out and back in when you return it at the end of the year 1. If you lose the locker key, please inform the Centre Manager so you can make arrangements to replace the key.
- **Kitchen Area:** Please keep the kitchen area clean and tidy and do not remove the CDT cups from the CDT. Place dirty cups/crockery in the dishwasher and when the dishwasher is full, it requires one dishwasher tablet to be placed in the compartment on the inside of the dishwasher door. Please ensure the top rack is pushed firmly to the back of the dishwasher as it must engage with the pipe to prevent water leakage. Select Eco and press the start button. The Centre Manager will buy milk for tea/coffee. If you wish to eat cereals in the CDT, please bring your own cereals and milk and clearly label them with your name. The coffee machine is a Jura Impressa XJ5 Professional and is very expensive so please take care when using it. The water tank in the coffee machine must not be filled in situ, as the splashes go on the grinder and it will need expensive repairs after a short time. To fill the water tank please remove it from the coffee machine and refill it using water from the water cooler. The coffee machine instruction manual is placed in the drawer next to the coffee machine and it includes information on changing the water filter and the cleaning process. Glass recycling facilities are located between the Dearing building and Business School South.
- **Facilities Management:** If you notice a light or piece of equipment for example the printer is not working or if the CDT is too hot or cold or the radiators aren't working properly please report this to the Centre Manager.
- **Mac Video Editing Suite:** You may use the Mac video editing suite at any time during your PhD. More information on how to use the video editing suite can be found on Workspace.
<http://workspace.nottingham.ac.uk/x/1YI2BQ>
- **Whiteboard Etiquette :** If you use the whiteboards in the CDT, please clean the whiteboards after use or clearly signal the date by which they will be wiped.
- **CDT Meeting Room Bookings:** You may book the CDT Meeting Room as follows:
Firstly please check to see if the rooms are available using the meeting room booking calendar on Workspace.
<http://workspace.nottingham.ac.uk/x/UykJBg>
Secondly please send a **calendar appointment/meeting request (not an email)** to:
dtcmeeting@gmail.com
If you wish to change the room layout for your meeting, please ensure you leave the room in the original layout afterwards. If you use the PC, monitor or video conference equipment, please make sure all cables and settings are reconnected after your meeting.
If the meeting room is already booked then please email the School Office ast@cs.nott.ac.uk to ask for a meeting room to be booked in the School. If a meeting room is available the School Office will confirm this to you by email.

2 Key People

2.1 Centre Manager

The Centre Manager, Emma Juggins emma.juggins@nottingham.ac.uk, should be your first point of enquiry for all practical issues, including registration, facilities, technical issues etc. She will help you, or point you in the direction of someone who can help! The CDT office telephone number is 0115 8232316.

2.2 Mentor

You will be assigned a mentor, who will provide you with guidance regarding module selection and development of your research proposal ideas. The mentor is also responsible for liaising between the external project partner, the student and other potential supervisors. During each mentor meeting you should complete a mentor report form. You should meet with your mentor at least once every two months. After each meeting the completed mentor report form must be emailed to the Centre Manager and you need to retain a copy for your records because you are required to present this record at year 1 annual review.

2.3 Supervisors

The process of allocating supervisors happens during year 1. The process is partly student-led but is also informed by the requirements of the partner research theme. You will meet potential supervisors during taught modules and other organised CDT activities. From year 2, each time you meet with your supervisors a supervision record should be completed and handed in to the PGR assistant of your registered School; you should retain a copy for your records also. You need to complete at least 10 supervision records per year. The supervision records will be used for attendance monitoring which is a University regulation and also for the annual review.

2.4 Centre Directors

The Centre Directors are Professor Steve Benford and Professor Sarah Sharples. They chair the CDT management board and are ultimately responsible for all decisions regarding student progression and supervisor allocation.

2.5 Training Programme Manager

The Training Programme Manager is Dr Sarah Martindale. She is responsible for the organisation of the taught element of the course, approval of module selection by students and development of procedures for student progression and assessment.

2.6 Digital Economy Network Manager/ Horizon CDT Impact Officer

Felicia Black is the CDT's Impact Officer and Manager of the EPSRC-funded Digital Economy Network. Felicia is responsible for all DE Network activities, including the annual Digital Economy Summer School, and for impact-related activities within the Horizon CDT. See section 11 of this document for more information.

3 Training Programme Structure

- **Taught modules:** students are required to complete 180 credits of taught modules that consist of a compulsory set of modules and a selection of options that students will choose to reflect their specialist areas of interest. The compulsory modules include 10 credits of research and professional development, with support from the Graduate School, assessed by a reflective assignment; and 20 credits for reporting on your internship. You must complete all elements of the training programme by the year 3 annual review.
- **CDT module guidance:** A separate document (Module Selection) describes the modules available in detail and provides guidance on module selection. Guidance on modules will be given in week one. For an overview of modules please see 'CDT modules - compulsory and optional' in the appendix of this handbook.
- **Module registration:** At the start of each semester you will receive a module confirmation form. Please complete and return the form to the Centre Manager before the deadline stated on the form. All students must complete the compulsory modules, as outlined in the CDT taught module guide. A list of CDT approved optional modules is provided. Year 1 students should register for no more than 20 credits of optional modules in semester 1. If a student wants to take a module not included in the list of approved modules, she/he will need to get approval from the module convenor and CDT/IDIC Directors. The student is responsible for getting the approval of the module convenor and of the CDT/IDIC Directors for any module not on the approved list. The University maintains a central Module Catalogue <http://modulecatalogue.nottingham.ac.uk/nottingham/> which lists and describes the modules available in each year together with information about pre- and co-requisites (i.e. other modules that have to be

taken). More information on the CDT Taught Element Specification and the list of CDT modules is in the appendices and on Workspace.

- **Exceptional changes to optional module enrolment:** Clearly we would like all students to complete the normal module entry process, and late changes of module enrolment are not considered to be in a student's best interest, because of the likelihood of missed teaching/assessment. The CDT will, however, normally allow changes of module enrolment after the change of mind period, subject to the approval of the module convenor for any new module (indicating that it is reasonable for the student to change at that point, for example if they have already been attending). The CDT/IDIC Directors will then be expected to review the request (in terms of the revised choice of module and face-value reason). The hard cut-off (for dropping modules) is the middle of the teaching period for that module (typically the end of week 6 of that semester), unless there are formal extenuating circumstances (with ECF etc.). Module convenors do not need to provide any specific support for late changes of enrolment, but should make all relevant resources available to all students registered for their module. Note that late changes will NOT normally be made where the sole reason is to avoid an impending assessment. The standard University [exceptional amendment form](#) should be used for any such request:

<http://www.nottingham.ac.uk/academicservices/currentstudents/moduleenrolment/moduleenrolment.aspx>

The completed and signed form should then be handed to the Centre Manager.

- **Liaison with external partner:** All students have a pre-allocated external partner for their PhD. Students are responsible for ensuring that they regularly communicate with their external partner, and work collaboratively with the partner and supervisory team to develop a PhD proposal that meets the requirements of the Horizon My Life in Data CDT and the needs of the external partner.
- **CDT events and activities:** A series of CDT events and activities will be organised throughout the year. Students are expected to attend these events which will contribute to the development of their research proposal and focus of research interest. These include Show & Tell, one day conferences and events and PhD experience Q&A sessions. If you receive an Outlook appointment for a CDT event you should accept or decline the appointment. If you are unable to attend you need to give a reason when declining the appointment.
- **Retreat:** Between March and May each year a 2-3 day retreat will be held for CDT students. For year 1 students, this will provide support for development of the PhD research proposal. For year 2 and year 3 students the focus will be on review of progress and PhD workshops. Specific guidance sessions for students at specific stages in their research will also be run. Attendance is expected. A reason must be given if you are unable to attend and this should be communicated to the Centre Manager in advance of the retreat. If sufficient notice is not given then the cost of your attendance will be deducted from your travel and consumables budget.
- **DE Summer School:** Each July a two day residential summer school will normally be hosted for all Digital Economy CDTs with each CDT taking a turn to host the event. The summer school will be based around a theme and hosted by a leading academic who will provide a keynote talk and lead discussion activities. Attendance is expected for all year 1 students and highly recommended for year 2 and 3 students.
- **PhD thesis:** Not to be forgotten! Years 2-4 of the CDT student's time is focussed on work towards the final PhD thesis, which will be assessed as a traditional 3 year PhD thesis would be. But your thinking about your PhD starts from day 1. One particular requirement of CDT students is that their thesis must be multidisciplinary in its topic and focus – this will be reflected in the allocation of supervisors to each student.

4 CDT Student Society

Some funding has been allocated to support a student society for the Horizon Centre for Doctoral Training. This society will be run by the students as you wish, and we hope will provide a good opportunity for you to develop a strong community that will continue throughout your studies and beyond. A funding request form for social student society activities must be completed and sent to the Centre Manager who will ask the CDT management team to review and approve the request. The Horizon CDT Student Society expenditure request form and guidelines are on Workspace.

5 Mentor

Mentors are allocated to students by the CDT management team after the recruitment interviews. The mentor's background will complement the student's external partner and research theme.

For all IDIC students, the IDIC Associate Director performs this role.

Mentors will be expected to have documented meetings at least once every two months with their allocated students. Completed Mentor Report forms must be lodged with the CDT Centre Manager. Please ensure you retain a copy of each Mentor Report form for your records as you will be asked to produce these forms at your annual review.

The role of the mentor is to:

- Provide liaison between students, potential supervisors and external partners
- Guide the student in selection of appropriate taught modules
- Provide support in selection of PhD research topic and supervisors
- Provide additional guidance during practice-led project
- Support process of applying for internship placement (if undertaken during year 1)

6 Allocation of supervisors

The process of allocating supervisors will be done via direct communication between the CDT students and staff in the first six months of the PhD. This will include attendance of students at existing research events and dedicated CDT seminars, and personal meetings with staff. All students will have at least two supervisors from different schools/departments/research groups. Supervisors may be academic members of staff or research staff – standard Quality Manual rules apply with regard to allocation of first supervisors and requirements to attend University-led supervisor training. IDIC students will require at least one supervisor in UNNC and at least one in UNUK. Normally IDIC students' first supervisor will be from UNNC.

It is expected that from year 2 students will be principally based in the group of their first supervisor. As this carries associated costs, loads etc., the allocation of supervisors will be approved by the Centre Directors in liaison with appropriate schools/departments as needed. In the case of any dispute regarding allocation of supervisors, the CDT Directors will have the final say in allocation. Fair balance of load, strategic importance and engagement of the supervisor with the CDT will be taken into account in confirming allocation.

7 Study support

7.1 Resources and facilities

- **IT Services:** For Year 1 your IT Support is IT-Support-Jubilee@nottingham.ac.uk or telephone 68608 or 66613. For years 2-4 it will be the IT support for your research group.
<http://www.nottingham.ac.uk/it-services/services/students.aspx>
- **Mobile print service:** To print from a personal device, you may send documents to your print account via email or upload them online then use your University Card to access your documents from the printer allowing you to print, copy or scan to email.
Send via email: Send documents from your University email account to mobileprint@nottingham.ac.uk
Please note: the maximum size of document you can send via email is 10MB
More information on printing is available on Workspace:
<http://workspace.nottingham.ac.uk/x/zSIADQ>
- **Travel and consumables purchases:** If you have additional research requirements, such as equipment, software, laboratory space, conference attendance, consumables, etc., you will need to discuss this with your mentor or supervisor. You have a £3000 budget for travel and consumables purchases to last 4 years. If you wish to make a purchase using your budget you will need to complete a Request for PhD Expenditure form and have your mentor or supervisor sign the form. The authorised form should be

sent to the Centre Manager who will book the travel or make the purchase for you according to University regulations. Please allow at least 5 working days for the purchase to be completed.

For consumables requests you need to complete a simple requisition in Agresso

<https://agresso.nottingham.ac.uk>

In years 2-4 purchases will be made by the administrator in your research group, once the expenditure has been approved by the CDT and Supervisor. The Request for PhD Expenditure form is on Workspace along with the guidelines. Please ensure your project code and an up to date balance is included on the form; an up to date balance can be provided by the research group administrator. Please review the expenditure guidelines. All equipment must be returned after your period of registered study. Incidental subsistence expense claims, incurred for example during attendance at a conference, should be submitted with itemised receipts no later than one calendar month after the expense was incurred. Where a conference dinner is not provided, the maximum you can claim for dinner is £20 and an itemised receipt must be provided. **Do not book travel yourself as this is not in accordance with University regulations. You may not be reimbursed for any travel you book yourself and you will not be covered by the University Business travel insurance.** The University business travel insurance certificate is available on [Workspace](#).

Make sure you take the certificate with you when you travel overseas on University business.

- **Conference attendance and paper acknowledgments:** You must ensure you have sufficient funds in your travel and consumables budget before submitting to conferences. Normally support for conference attendance will be considered only when the student is presenting a paper or has written one to be presented by someone else - usually the supervisor. You should always discuss any conference attendance requests with your supervisor in the first instance. The CDT encourages students to produce papers for publication in scientific or professional journals. This is immensely worthwhile - for the student's career, to aid write-up of the thesis, to assist in impressing the external examiners, as well as helping the CDT and University. The general expectation in this CDT is that student and supervisor's names should both appear on papers written during the course of directed study. The order of names is to be agreed between the parties concerned; often the student's name will come first. It is important to acknowledge the Research Council, external partners and other funders. Please see the acknowledgement information in this booklet and on [Workspace](#):
<http://workspace.nottingham.ac.uk/x/4JAnDQ>
- **Equipment Booking:** The CDT and Horizon Research Institute have limited equipment which can be booked out for short-term use. Please contact the Centre Manager for more details.
- **Poster/PowerPoint Templates:** The Horizon CDT has branded poster and PowerPoint templates which are on [Workspace](#):
<http://workspace.nottingham.ac.uk/x/ciSXDg>

If you need to have a poster printed please email a PDF of the poster to Steven Bagley srb@cs.nott.ac.uk along with your project code and the cost will be deducted from your budget. Please email Steven in advance to make sure he is available to print the posters and allow at least 5 working days for the poster to be printed.

7.2 Research Ethics Guidelines & Participant Payments

Ethical approval will be needed for all research involving human participants, use of personal data and/or biological material. More information can be found at

<https://workspace.nottingham.ac.uk/display/CompSci/Research+Ethics+Guidelines+for+Academic+Staff%2C+Researchers+and+Students>

Should you run a research study where you compensate participants for their time spent taking part in your study, you may reimburse them with either Amazon or Love2shop vouchers. These can be purchased by the administrator in your research group or the Centre Manager for year 1 students. The cost will be deducted from you travel and consumables budget. You must have an authorised expenditure request form in order for the vouchers to be purchased. A voucher receipt form must be completed for each voucher given to participants if the voucher is not emailed to the participant by the administrator. A voucher receipt form is available on [Workspace](#):

<http://workspace.nottingham.ac.uk/x/CY76B>

On completion of the study the receipt form must be handed into the administrator who purchased the vouchers for reconciliation purposes.

7.3 Learning Community Forum

The learning community forum members include 2 representatives from each cohort and the CDT management team. The forum meets twice a year to provide a formal route for communication between students and the CDT management team. We hope however that most issues, particularly those that may arise during year 1, will be dealt with quickly via direct contact with the CDT management team, who you will see frequently during year 1.

7.4 The Graduate School

The Graduate School provides a focus for postgraduate education across the University campuses, and ensures that the interests of postgraduate students are properly recognised in all University activities.

There are five Graduate Centres across the UNUK Campuses (as well as Graduate Centres at UNNC and UNMC), where you can access a range of facilities, resources and development activities:

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

The Graduate School has an administration office in Highfield House on University Park and acts as a source of help and advice. It monitors the provision of research education across the campus and defines research study to ensure equality of provision across the campus.

7.5 Research Seminars

Some of the research groups associated with the CDT, as well as the Horizon Research Institute, arrange programmes of seminars each year. These include technical expert seminars given by external or internal speakers and also presentations made by students. The presentations made by research students serve doubly as excellent practice in essential communication skills and as an invigorating stimulus to the rest of the research group. In general, if you have identified a particular academic in the UK whose work has a strong impact on your own, it is worth discussing with your supervisor whether he/she should be invited to give a research seminar.

The Graduate School is also a key resource in the development of postgraduates where this has to do with any non-technically-specific aspects of their development.

7.6 Library Facilities and Inter-Library loans

The University Library is the first port-of-call for finding background information. The library has excellent facilities. Increasingly, the proportion of valuable facilities is electronic in nature and, for this reason, library management is integrated with information services (IS). Most researchers greatly underestimate the resources available to them through IS. If you think some resource might exist but you do not know how to access it contact the relevant subject representative in the Djanogly Learning Resources Centre (building 3).

Whilst it is hoped that the library holds most of the material required by postgraduate researchers in either paper form or through electronic access, it is inevitable that some material needed will be held elsewhere. Access to this material is via the system of Inter-Library Loans. Postgraduates are entitled to a limited number of requests for Inter-Library Loans paid for by the CDT. An Inter-Library Loan voucher should be obtained from the Centre Manager.

If there is a particular book you would like to see in the Library which would be of use to other students, please email details of the book including the ISBN to the Centre Manager who will contact the Library and request the book is purchased for Library Loan.

7.7 Dealing with Difficulties

If you are experiencing difficulties, there are people you can contact. If you are experiencing minor scientific or technical difficulties relating to your project you should see your supervisor or mentor. If you are having more serious problems, especially with supervision, contact the Training Programme Manager or Centre Directors.

For more general and less pressing matters, you can voice your concerns through the Learning Community Forum either by attending a meeting or approaching student members.

If you are experiencing personal difficulties, then you can talk to any member of staff, or contact the Student Services Centre, which offers a range of financial and personal advice:

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

- **Extenuating Circumstances**

If you miss some form of assessment or believe an assessment will be or was affected by extenuating circumstances then you must complete an [Extenuating Circumstances Form](#) (ECF) as soon as possible and no later than 7 days after having missed the assessment:

<http://www.nottingham.ac.uk/academicsservices/qualitymanual/assessmentandawards/extenuating-circumstances-policy-and-procedures.aspx>

ECFs need to be approved by the Computer Science ECF board.

All forms must be accompanied by relevant documentary evidence. If you miss an examination, you should contact the School Examinations Office at the earliest possible opportunity and you will subsequently need to fill in an extenuating circumstances form which is found within the relevant section of the Quality Manual.

For more information on **University policy for dealing with extenuating circumstances** see <http://www.nottingham.ac.uk/academicsservices/qualitymanual/assessmentandawards/extenuating-circumstances-policy-and-procedures.aspx> and the Computer Science Workspace <http://workspace.nottingham.ac.uk/display/CompSci/Extenuating+Circumstances>

It is your responsibility to ensure the ECF is submitted to the correct School. You should also ensure the CDT Centre Manager has a copy of the ECF form. For taught modules the form should go to the taught modules administrator in the School where the module is delivered and for PhD research it should go to the PGR administrator of your registered School.

7.8 Annual Leave & Absence Reporting

Each academic year you may take a maximum of 25 days annual leave, plus public holiday and University closure days:

<http://www.nottingham.ac.uk/staff/bankhol.phtml>

Annual leave requests must be agreed in advance by your mentor/supervisor/external partner giving as much notice as possible. You must then inform the CDT Centre Manager of your annual leave dates by email or the administration contact in your research group for years 2-4. You should not take annual leave on dates when you are scheduled to take modules or during other CDT events.

If you are sick and not able to come to the CDT, you should email the Centre Manager as soon as possible and indicate when you are likely to return. If you are off sick for longer than a week then a doctor's note is required. This is particularly important as you will need to provide evidence for missed mentor or supervision meetings and documented sick leave will be taken into account at your annual review.

8 Formal Assessments of Progress

Your progress will be formally assessed before the end of each year of your study, and you must perform at an appropriate standard to progress to the following year. If progress is not satisfactory you may be required to complete remedial work (e.g. make changes to reports) or, in extreme cases, your registration as a PhD student may be terminated. Please refer to the criteria for passing the taught element of the programme in the appendices, which are also on [Workspace](#).

The following section outlines the procedures for progression.

8.1 Procedures for Assessing Research Student Progress

CDT students will be registered for a PhD degree and standard PhD regulations will apply. Students will have an individual review meeting with their supervision teams and internal assessors during a set week in late June in year 1 and between the last week of June and first two weeks of July for years 2 and 3.

Progression assessment has a number of components as follows:

8.1.1 Year 1 Assessment

Normally 9-10 months after the student's initial registration, the following should be submitted to the internal assessor and supervisors at least two weeks prior to the assessment date in addition to uploading the PhD proposal to Moodle:

- PhD research proposal (previously reviewed by supervisors and CDT management group)
- Time plan
- Outline PhD aims and objectives

- Personal Pathway Portfolio in current state (including supervision/mentor meeting reports and document describing taught modules completed or in progress)
- a) These will be assessed by the supervisor(s) and an internal assessor appointed by the Centre Directors. If required, the CDT Directors will also assess the documents.
 - b) The supervisor(s) and internal assessor will examine the student through an oral presentation during the year 1 annual review. Please check with your internal assessor if they require a PowerPoint presentation as this is not always necessary.
 - c) It is anticipated that students will have completed between 120-150 taught/research credits by this stage in their registration. Normally students will be expected to achieve an average of 60% in the taught component of the course in order to successfully progress to year 2.
 - d) If the student's performance in all aspects of the above is judged to be satisfactory, the student and the Student Registry will be informed and the student's registration confirmed as that for a PhD. If the performance is unsatisfactory in any respect, the student will be informed in writing and asked to carry out further work as necessary, and will be reassessed within a time period to be specified. This might entail the re-submission of the documents, or a further oral presentation. If the performance is then satisfactory, the student and the Student Registry will be informed as above. However, if on re-assessment the student's performance is still not satisfactory, the student will be informed in writing and a request will be made to the Student Registry for the registration to be terminated.

8.1.2 Year 2 Assessment

For a four year PhD, the year 2 assessment is the formal confirmatory review and therefore **MUST** be conducted before the end of month 24 of registration, ideally between the last week of June and the first two weeks of July. It will normally be conducted within the School of your first supervisor. You should follow the processes of your home school/faculty as far as possible, whilst completing the additional progression sheet required for the CDT students. Your assessor should be familiar with the CDT processes and ideally be a CDT supervisor themselves. The following must be submitted to the internal assessor and supervisors at least two weeks before the assessment date:

- A progress report of 10-20 pages plus appendices, which may include copies of submitted papers or a draft literature review for example. It should also include copies of any oral presentations, poster presentations and papers in conference published proceedings to date.
- Time plan: the report must include a programme of work for year 3 and year 4, aims and objectives and progress so far.
- Details of taught/research modules completed: it is anticipated that students will have completed 150-180 taught/research credits by this stage in their studies.
- Personal Pathway Portfolio (including supervision/mentor meeting reports and document describing progress on modules so far and details of internship).

8.1.3 Year 3 Assessment

As for year 2 students, the review will be held in the school/faculty of the first supervisor, and follow associated processes. They must also submit the following to the internal assessor and supervisors at least two weeks before the assessment date:

- Short report on research aims and objectives and progress so far.
- Plan for thesis structure.
- Time plan.
- Draft paper in a format suitable for submission to a refereed journal or high profile conference (e.g. CHI).
- Details of taught/research modules completed; you should have completed all 180 credits at this stage.
- Personal Pathway Portfolio (including supervision/mentor meeting reports and document describing progress on all modules and details of internship if not provided in year 2).

9 Research Impact & Publications

9.1 Research Impact Capture

As the CDT is funded by the EPSRC as part of the Research Councils UK Digital Economy Theme, we are required to capture, evidence and report research impact activities and outcomes in order to demonstrate the value of the investment in the CDT. Examples of CDT studentship impact outcomes include academic publications, journal articles, internship placements, conference workshops, competition prizes, public engagement activities and industry collaborations. During your CDT induction period you will receive further information on research impact and how to report it.

9.2 Reporting your accepted publications, journals and conference workshops to CDT Impact Officer

Please advise the CDT Research Impact Officer, Felicia Black via email at Felicia.black@nottingham.ac.uk when you have had a research publication, journal or conference workshop accepted. Felicia will then list your outcome on the CDT website at <http://www.horizon.ac.uk/cdt-publications>. Please include a URL link to the open access publication (if available) within your email.

9.3 Kolola Impact Reporting System

When you join the CDT you will be added to the relevant CDT research impact reporting system and will be sent user details and instructions on how to use the system by the Research Impact Officer. At present the Kolola system is used by the CDT and this can be accessed at <https://horizon.deimpact.org.uk/> using your main University user name and password. If there is a change in impact reporting system the CDT Impact Officer will notify all CDT cohorts.

9.4 Annual Research Council UK studentship reporting - Researchfish

From the year 2 CDT study, on an annual basis, PhD students are required to report their research impact outcomes to the Research Councils UK via the Researchfish system. The RCUK data collection period usually runs between February and March each year and is managed on behalf of the University by the Graduate School. Both Researchfish and the University of Nottingham Graduate School will contact all students that are required to report directly in advance of the reporting period with specific instructions and account details. For more information visit: <http://www.researchfish.com/>

9.5 CDT Impact Case Studies

The CDT favours the use of case studies to demonstrate evidence of research impact and outcomes to the EPSRC, RCUK and wider audience. If you have an interesting impact achievement or success, please contact the CDT Impact Officer with details who can then write a case study and potential press coverage on your success.

9.6 Publications – standard wording to indicate Research Council support:

Please note that the Horizon Research Institute and Horizon Centre for Doctoral Training Research Council grant details must be included in all publications and journals, regardless of your year of study. The text for this differs dependent on your cohort year, as indicated below:

For CDT/IDIC cohorts 2009 through to 2013 inclusive:

The xx author is supported by the Horizon Centre for Doctoral Training at the University of Nottingham (RCUK Grant No. EP/G037574/1) and by the RCUK's Horizon Digital Economy Research Institute (RCUK Grant No. EP/G065802/1).

For CDT/IDIC 2014 cohorts onwards:

The xx author is supported by the Horizon Centre for Doctoral Training at the University of Nottingham (RCUK Grant No. EP/L015463/1) and by the RCUK's Horizon Digital Economy Research Institute (RCUK Grant No. EP/M02315/1) and by the xx external partner.

It is the CDT student's responsibility to be aware of all agreements with the external partner relating to the publication and dissemination of research and project related outputs. Such agreements may include the mandatory pre-approval of publications by the external partner as well as the checking of publications for content falling under existing Non-Disclosure Agreements.

The CDT Impact Officer will circulate details of research impact opportunities, including methods of securing additional funding to demonstrate impact and engage your research with a wider-audience on a regular basis. Impact opportunities may also be available via the Digital Economy Network, and these will always be circulated to Horizon CDT students via email when such calls are available.

9.7 All impact queries

If you have any queries regarding research impact during your CDT studentship, please see the Impact Officer in the CDT Office or contact via email at Felicia.black@nottingham.ac.uk, or by telephone 0115 7484753.

10 Submission

Information on how to submit your thesis including the notification of submission of thesis form can be found in the [Quality Manual](#).

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

Please also refer to the Horizon CDT Period of Registration guidance in the appendices which is also on Workspace.

11 Digital Economy Network

As a member of the Horizon CDT you are also a member of the Research Councils UK funded [Digital Economy Network \(DEN\)](#), a national network which supports the activities of postgraduate research students and early-career researchers within ten of the Centres for Doctoral Training in the RCUK Digital Economy theme.

The Centres for Doctoral Training currently participating in the DEN are as follows:

- [EPSRC and AHRC Centre for Doctoral Training in Media and Arts Technology](#), Queen Mary University of London
- [EPSRC Centre for Doctoral Training in Financial Computing and Analytics](#), University College London
- [EPSRC Centre for Doctoral Training in Web Science Innovation](#), University of Southampton
- [EPSRC Centre for Doctoral Training in Digital Entertainment](#), University of Bath and Bournemouth University
- [EPSRC Centre for Doctoral Training in My Life in Data](#), University of Nottingham
- [EPSRC Centre for Doctoral Training in Intelligent Games & Game Intelligence](#), University of York
- [EPSRC Centre for Doctoral Training in Digital Civics](#), Newcastle University
- [HighWire Centre for Doctoral Training](#), Lancaster University
- [Centre for Doctoral Training in Healthcare Innovation](#), University of Oxford
- [EPSRC Centre for Doctoral Training in Cloud Computing for Big Data](#), Newcastle University

DEN aims to:

- Enhance the student experience by providing practical and financial support for national shared events for Digital Economy postgraduate and doctoral researchers.
- Increase the impact of postgraduate research in the digital economy by delivering high impact events and specialist entrepreneurial training such as the Digital YES scheme (an entrepreneurial event run in collaboration with the Nottingham University Business School).
- Develop specialist and career-enhancing transferable skills through collaborative events and workshops.
- Support outreach and public engagement activities from individuals and groups of students.
- Provide various peer and mentor networking opportunities for all students within the DEN via events, online seminars and social media communications.

DEN supports a calendar of exciting events throughout the academic year such as the annual residential Digital Economy Summer School (held in July each year), cross-CDT PhD writing retreats and the Digital YES (Entrepreneurial scheme), as well as a series of regular cross-CDT network meetings, forums, themed

workshops and hackathons. In addition DENs offers regular opportunities for students and CDTs to bid for DEN funding to run their own collaborative activities.

To get involved with DENs check out the website at: www.den.ac.uk or sign up for the DENs Mailing List at: <http://lists.nottingham.ac.uk/mailman/listinfo/de-cdt-network>. Felicia Black, the DEN Network Manager can also answer any queries you may have about the DEN at den@nottingham.ac.uk, or visit Felicia in the CDT Office.

You can also follow DENs on social media:



[DENs: Digital Economy CDT Network](#)



[@decdtnetwork](#)



[DENs: Digital Economy CDT Network](#)

12 Academic complaints (Research)

12.1 Complaints related to Academic matters

STEP 1

Talk to your Supervisor(s)

If not available or you do not feel comfortable talking to him/her then:

Discuss with the CDT Directors or Training Programme Manager

In any case, if you feel that you are not being fairly treated in any way take advice from the Student Service Centre.

IF YOU ARE NOT THEN SATISFIED OR IF YOUR COMPLAINT IS OF A CONFIDENTIAL NATURE
GO TO STEP 2



STEP 2

Talk to the School Director of Research.

THE VAST MAJORITY OF ISSUES ARE RESOLVED BY THE END OF STEP 2.
HOWEVER, IF YOU ARE STILL NOT SATISFIED GO TO STEP 3



STEP 3

Make a written complaint to your Head of School

You should normally receive a written response within 10 working days and may be invited to a meeting to discuss the problem

IF YOU ARE STILL NOT SATISFIED AT THIS STAGE PLEASE NOTE THAT YOUR SITUATION IS
A VERY RARE ONE (Less than 1 in 1000). YOU MAY HOWEVER ...



STEP 4

Make a written complaint to the Pro-Vice-Chancellor for Student Affairs

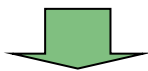
You should normally receive an acknowledgement of receipt of the complaint within 10 days and a timely written response.

12.2 Non-Academic complaints

STEP 1

Talk to your Supervisor and/or the CDT Directors
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IF YOU ARE NOT SATISFIED OR YOUR COMPLAINT CONCERNS A MEMBER OF STAFF OR IS OF AN OTHERWISE CONFIDENTIAL NATURE GO TO STEP 2



STEP 2

Talk to the Director of Research and/or the Head of the Service concerned.
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IF YOU ARE NOT SATISFIED OR YOUR COMPLAINT IS ABOUT THE HEAD OF SERVICE GO TO STEP 3



STEP 3

Make a written complaint to the Pro-Vice-Chancellor for Student Affairs

You should normally receive an acknowledgement of receipt of the complaint within 10 days and a timely written response, bearing in mind that further time may be required for investigations to be carried out.
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CDT & IDIC Taught Element Specification

All students must accumulate sufficient credits through taking taught modules before being able to graduate from the CDT or IDIC programmes. The taught element should normally have been completed by the end of year 3 of the student's 4 year registration period.

All students must complete the compulsory modules, as outlined in the CDT/IDIC taught module guide. Optional modules must be selected from the list of CDT/IDIC approved modules. If a student wants to take a module not included in the list of approved modules, she/he will need to get approval from the module convenor and CDT/IDIC Directors. In exceptional cases, students who can demonstrate that they have previously taken modules that cover the material included in the compulsory modules can identify a substitute module, with approval from the CDT/IDIC Directors.

For the accumulation of credits, the following applies:

Minimum number of credits required to be taken by each student (over three years): 180

Overall expected average progression mark: 60%

Module credits are only awarded for modules taken where either of the following applies:

- the pass mark has been achieved
- a soft fail was achieved and the student can compensate based on the allowable number of soft fail credits
- a soft or hard fail was achieved and the student achieves the pass mark in a resit

Pass mark: 50%

Soft Fail: 40-49%

Hard Fail: <40%

Allowable number of credits with soft fails: 30

NB if a student has an overall average mark of less than 60% by June of year 1, progression into year 2 is at the discretion of the CDT progression board. This decision will take both progress on taught element and performance in the year 1 review into account. Failure to progress will result in termination of the PhD.

CDT/IDIC Directors able to give approval for substitute modules:

CDT Directors: Steve Benford, Sarah Sharples

CDT Training Programme Manager: Sarah Martindale

IDIC Associate Director: Michel Valstar

CDT modules – compulsory and optional

Module Categories	Compulsory	Optional
Broadening Horizons (40 credits total)	Enabling technologies (20), Global impacts (10), Innovation and society (10)	
Interdisciplinary research practice (50-60 credits total)	Practice Led Project (30), PhD proposal (20),	Contemporary issues (10)
Public and External Engagement 20-50 credits	Internship (20) Outreach and Exhibitions (10)	Summer School/Colloquia (10) Engaging with conferences (10)
Professional Skills and Advanced Research Methods 30-40 credits	Professional skills (10), Advanced research methods and ethics (10), Innovation and Technology Transfer (10)	Foundations in Qualitative Methods (10)
Advanced Specialist Knowledge 0-40 credits		Cognitive Ergonomics in Design (10), Human Computer Systems (10), Programming in Python (20), Mapping for Engineering Surveying & GIS (10), Mobile Device Programming (10), Machine Learning (20)

Module	Code	Semester/year	Timetable information
Enabling technologies (20),	G54ENA	All year 1	Semester 1 Wednesday 10-12 Semester 2 Tuesday 10-12
Global impacts (10)	G54GLO	All year, mainly semester 2, 5 days plus video presentation	Specific days as confirmed in Moodle
Innovation and society (10)	L34117	Semester 1	Friday 9-11
Innovation and Technology Transfer (10)	N14T15	Semester 1	Week long w/c 7th November 2016
PhD proposal (20)	G54URP	Semester 1 and 2	12 October, 1 December, 30 January, 2 February, 2 March, 7 March, 20 March, 19-21 April, 24 April, 8 June, 26 June-30 June
Practice Led Project (30)	G54PLP	Semester 1 and 2	
Advanced research methods and ethics (10)	G54ARM	Semester 2	
Professional skills (10)	G54RPS	Year 1 and 2	
Outreach and exhibitions (10)	G54OUT	Year 1-3	
Internship (20)	G54INT	Year 1-3	
Cognitive Ergonomics in Design (10),	MM4COG	Semester 1	Tuesday 4-6
Programming in Python (20)	G54PRG	Semester 1	Monday 9-11 & 3-4 Thursday 10-11 Friday 2-3
Contemporary issues (10)	MM4HSD	Semester 2	Tuesday 2-4
Human Computer Systems (10)	MM4HCI	Semester 2	Friday 9-11
Machine learning (20)	G53MLE	Semester 1	Monday 11-1 Tuesday 1-3 Friday 4-6
Foundations in Qualitative Methods (10)	M14152	Semester 2	Monday 3-5
Summer School/Colloquia (10)	G54SUM	Year 1-3	
Engaging with conferences (10)	G54CON	Year 2-3	

Period of Registration for Horizon CDT students

Horizon CDT students will be eligible for an additional writing up period of 12 months after their 4 year period of registration.

It is important to note the following

- External Partner requirements
- Under no circumstances will students be able to submit their theses after five years after registration. Therefore it is essential that students submit well before the end of their writing up period
- Students who are in the writing up period will only have limited access to supervisor time therefore should plan any input from their supervisory team (e.g. reviewing thesis chapters) vary carefully and well in advance.
- Students in the writing up period will not have access to their CDT funds for research activities. All data collection activities must be completed before the end of the four year registration period.
- Students in the writing up period will not be able to use CDT funds to support conference travel during this period.
- The alumni funds will be available for students who have submitted their thesis to bid into if they wish to present findings from their PhDs at conferences. Preference will be given to those students who submit their theses in a timely manner. Students will only be eligible to bid into this fund within one year after their registration period has been completed.
- Only students who submit their thesis within their four year registration period will have the costs of binding their thesis (including hard binding) met by the CDT. There will be no exceptions to this rule.
- Students will be required to submit a thesis writing up plan in their year 3 review.
- Students who suspend their studies due to extenuating circumstances 'stop the clock' for the purposes of calculating the timings above; extensions do not stop the clock, therefore applications to extend the writing up period beyond five years after initial registration will not be accepted.
- To support this process, the year 3 annual review will include the following: confirmation that all training programme elements have been completed; support for thesis planning; discussion of careers opportunities. Any students who have not completed their training programme elements by the end of year 3 will have an individual meeting with the Training Programme Manager to confirm remedial actions.
- It should be noted that all CDT students are expected to complete their PhD within the four year programme. This includes the writing and submission of the PhD thesis. The additional writing up year (year 5) is for exceptional circumstances only.

If you have any questions about this, please contact the Centre Directors Professor Steve Benford and Professor Sarah Sharples.