



# Instructions for accessing new online Research Degree Forms - Staff

August 2011

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## **Introduction**

As supervisor for one or more MPhil or PhD students, you now need to access all the necessary Research Degree Forms via an online link that pre-populates all relevant standard data for each student into each form. The pre-populated form can then be downloaded as a Word document into which all further information/reports required can be added in the usual way, before signing and bringing to the CRAGS office. Students will be given their own separate instructions on how to access the forms they need.

**IMPORTANT** – Blank pdf example versions of all forms (not for use for completion) are available via the Research Degree forms page on the [Research and Graduate School Intranet](#). Otherwise, the new system allows access **only** to forms that either staff OR students might initiate, plus forms that should **only** be completed by staff (e.g. forms for Examinations).

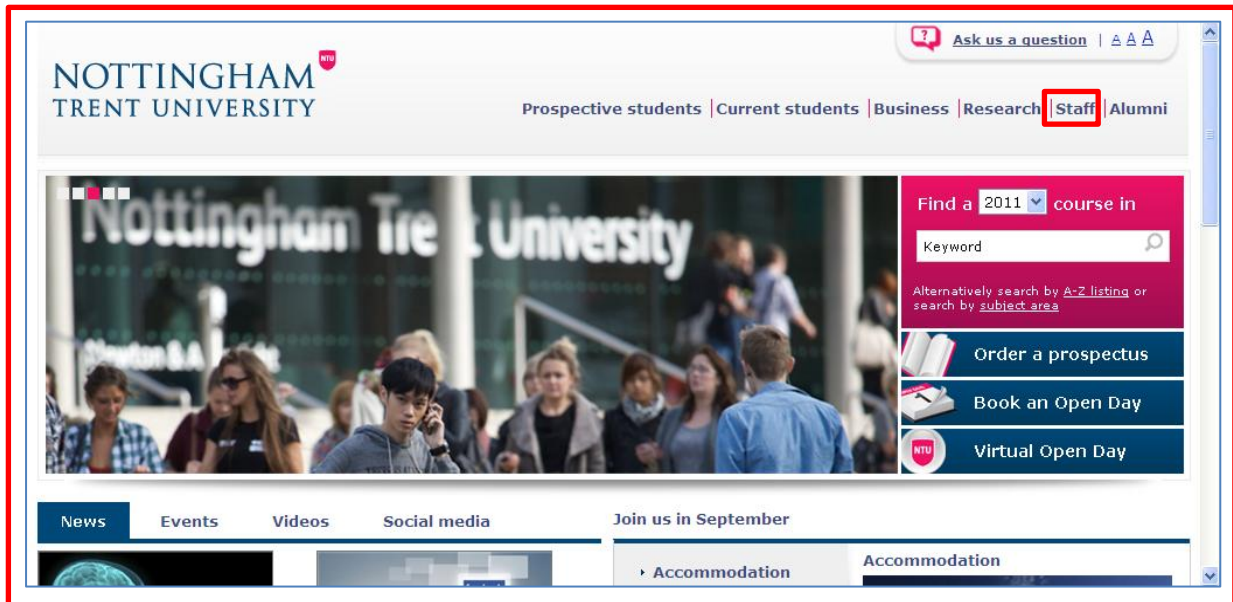
**Forms such as the RD1PA (Project Approval), the RD2T (Transfer), and Annual and Interim Monitoring forms are not accessible** in the staff access view. This is because the students should be the first people to complete parts of those forms, and they must go on to supervisors as Word documents.

**N.B. - The system is not intended to be used totally online, and forms cannot be edited, saved and further accessed by others online.**

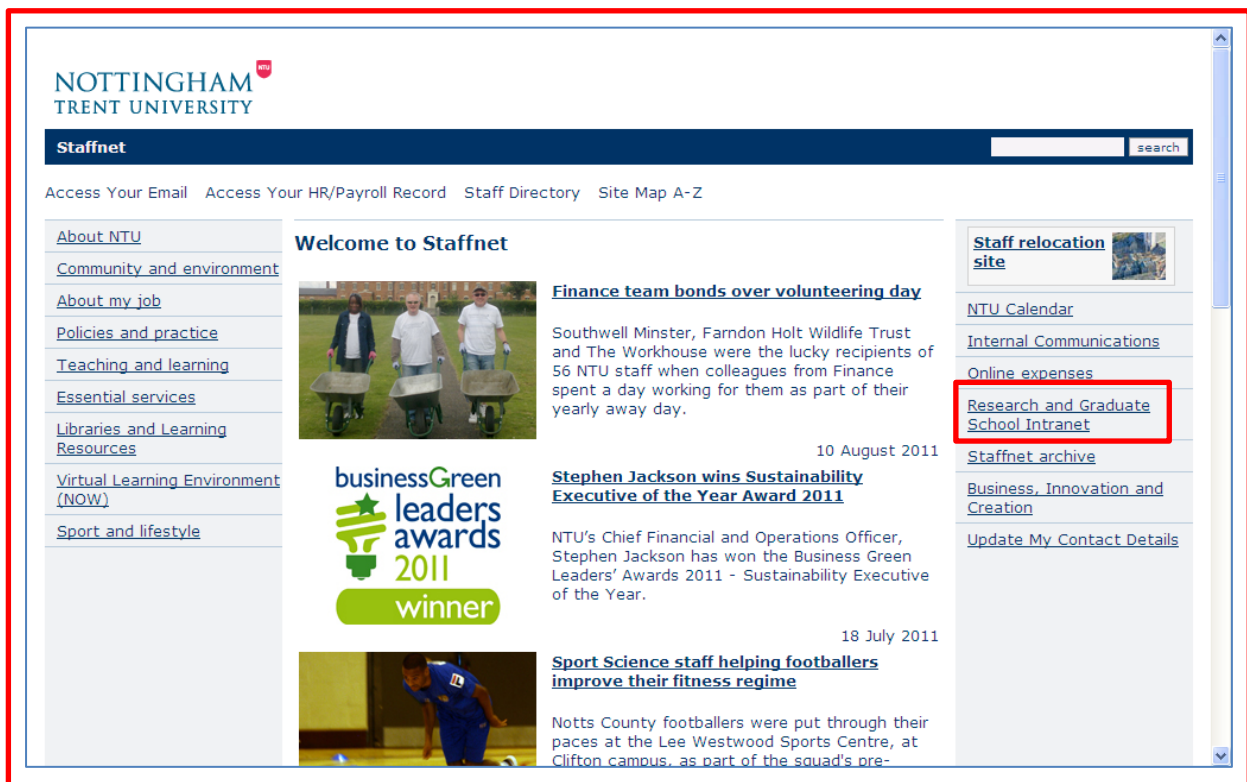
## Accessing the forms

### To access the online forms follow this procedure:

- 1) Log into the Staff area in the NTU website (username & password must be entered);



- 2) Click into the 'Research and Graduate School Intranet' link on the right side of the Staffnet landing page;



- 3) Click on one of the links called 'Research Degrees' on the next page; **N.B. Quicker link through steps 1-3 here -**  
<https://www.ntu.ac.uk/intranet/research/degrees/forms/index.html>

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Research and Graduate School Intranet

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Doctoral Researcher: [profile](#)

Participatory Performance responsibilities of the artist  
Rebecca Gamble

Abstract  
The PhD explores interactive artworks that challenge the authority of viewing them to participate and perform in the work, giving them the control to manipulate, challenge and curate the work as an active participant. The field of art, in which my own practice sits, explores social exchange, interaction and non-human communication that challenge the traditional authoritative view of the artist and instead show elements to the collaborative relationship between the artist and participants and the social process of the production and reception of interactive art.

Aims and Objectives  
Explore the roles and responsibilities of the artist and the audience in producing and experiencing interactive artworks.  
Identify the levels of participatory engagement and modes of social exchange available in artworks and environments, using game-based experiments and by conducting interviews with practitioners.  
Developed the interactive physical space and virtual space which we created, and explore the possibilities for these environments to participatory performance platforms.  
Contribute to the theoretical understandings of human interaction and social exchange in artistic and environments through creating and installing including new artworks that invite participatory performance and thereby challenge the relationship between the

Doctoral Researcher, Rebecca Gamble - Presenting her poster at the Regional Vitae Poster Competition.

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Statements | Contacts

Nottingham Trent University, Burton Street, Nottingham, NG1 4BU  
Tel: +44 (0)115 941 8418 [Email](#)

- 4) Click on the 'Progression and Monitoring forms' link on the LH side of the next page;

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Research degrees

The University offers opportunities to study for an MPhil or PhD by research in all of its academic schools. Supervision is available by full-time or part-time study, with the option to undertake distance learning in certain circumstances.

Statements | Contacts

Nottingham Trent University, Burton Street, Nottingham, NG1 4BU  
Tel: +44 (0)115 941 8418 [Email](#)

5) Click on 'My NTU'

**NB - IMPORTANT – DO NOT FOLLOW LINKS TO INDIVIDUAL FORMS – these go only to the blank PDF example versions;**

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**Research degree forms**

In accordance with the University's Research Degree Regulations, research students and their Supervisory Team need to select and complete the following forms if they are making any changes to their status. The forms are now available from logging onto **My NTU** and will be automatically populated with your personal details.

Instructions for staff on how to use the online research degree forms, please click [here](#).

Instructions for students on how to use the online research degree forms, please click [here](#).

Contact your Graduate School Office:

College of Arts and Science  
Telephone: 0115 848 6321  
[Email](#)

College of Art & Design and Built Environment  
Telephone: 0115 848 2108  
[Email](#)

College of Business Law & Social Sciences  
Telephone: 0115 848 8123  
[Email](#)

6) In the 'Student and Staff Login' page now visible, click on 'Click here to proceed.'

**NB – You may want to bookmark this page so you can head straight here there second time you want to access the forms.**

Online Services

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**Student and staff login**

Welcome to the Online Services homepage. From here:

- New students can book and pay for accommodation, enrol onto their courses, update their contact details and obtain their results.
- Current students can enrol onto their courses, update their contact details and obtain their results.
- Students can book their place and guest tickets for the graduation ceremony.

To access any of the above services, simply type in your NTU ID/username and password and then select login. Please note that your password is case-sensitive.

- **New students:** you will find your [NTU ID](#) on the letter in your welcome pack.
- **Returning students:** you will find your [NTU ID](#) on your smart card in the field titled "username".

If you have forgotten or do not know your password, use the [Click Here for Help with Login](#) link below. If you still cannot access Online Services, please email [myntusupport@ntu.ac.uk](mailto:myntusupport@ntu.ac.uk) or call 0115 848 2855 for assistance.

To protect your privacy, please [Exit](#) and close your browser.

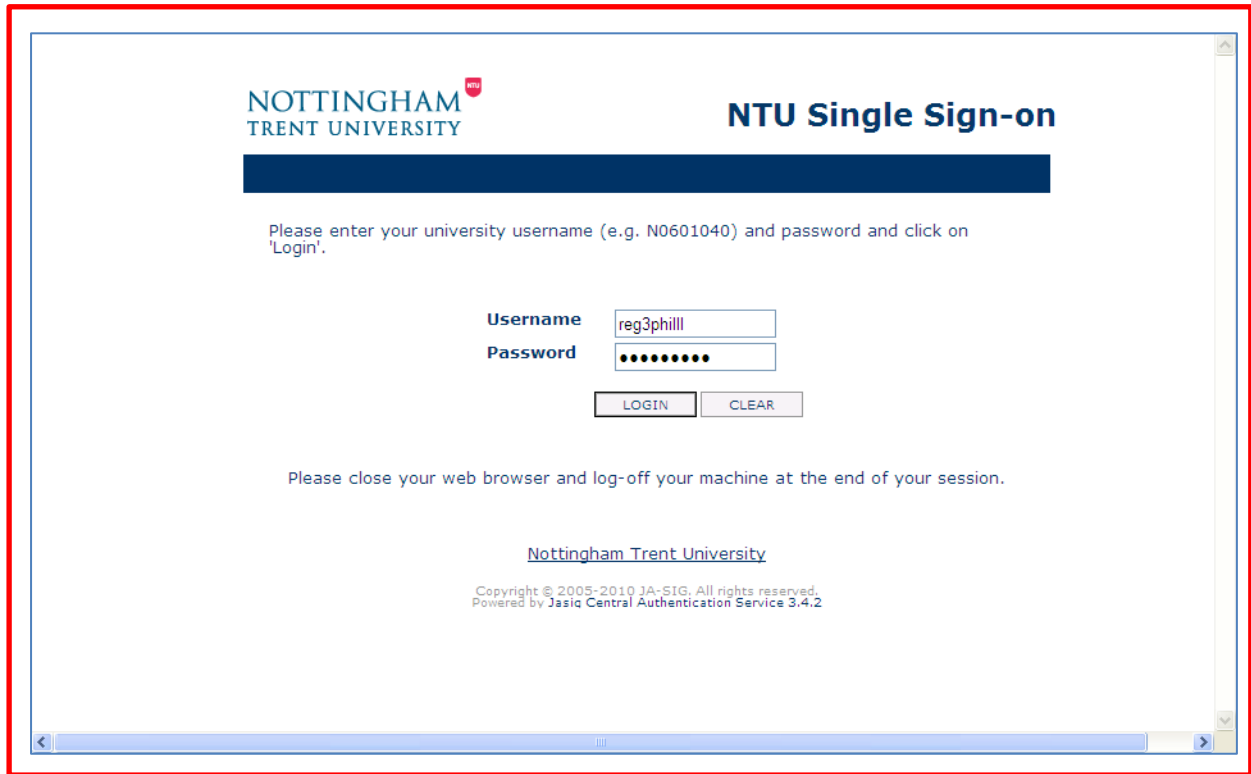
[Click Here to Proceed](#)

[Click Here for Help with Login](#)

Help (opens in a new window)  
[Exit](#)

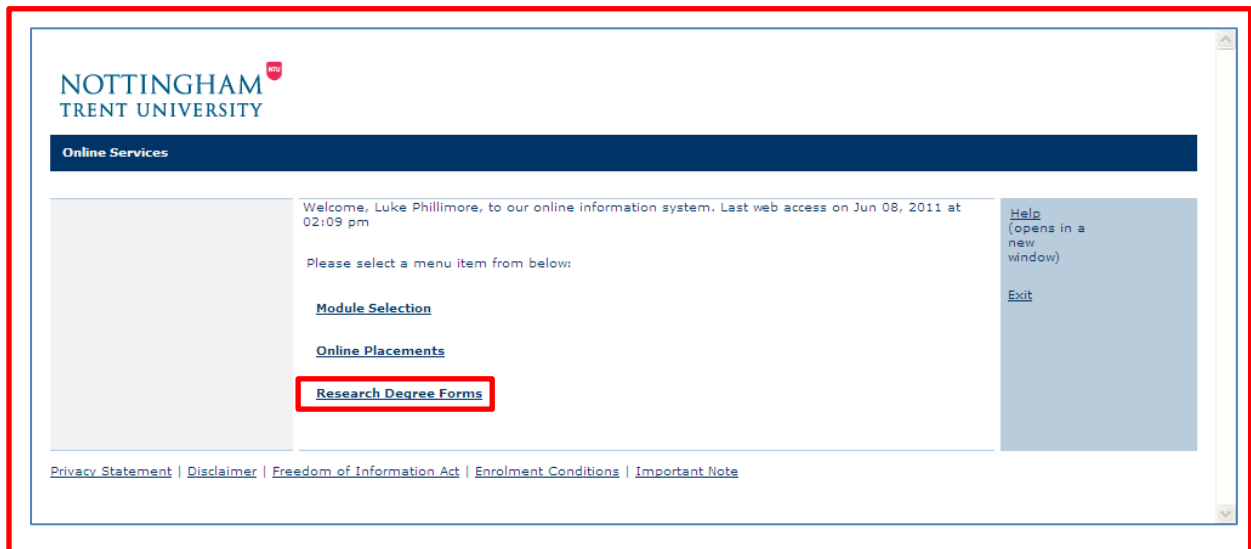
Privacy Statement | Disclaimer | Freedom of Information Act | Enrolment Conditions | Important Note

7) Log into the 'NTU Single Sign-on' page;



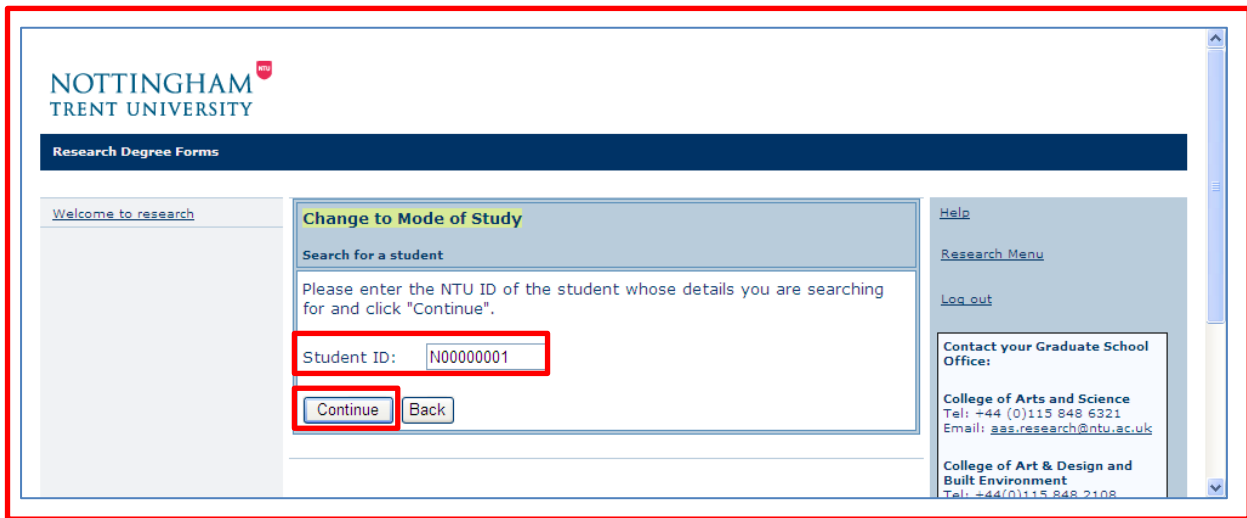
The screenshot shows the NTU Single Sign-on login page. At the top left is the Nottingham Trent University logo. To the right, the text 'NTU Single Sign-on' is displayed. Below the logo is a dark blue horizontal bar. The main content area contains the following text: 'Please enter your university username (e.g. N0601040) and password and click on 'Login''. Below this is a form with two input fields: 'Username' containing 'reg3phill' and 'Password' with masked characters. To the right of the password field are 'LOGIN' and 'CLEAR' buttons. Below the form, it says 'Please close your web browser and log-off your machine at the end of your session.' At the bottom, there is a link to 'Nottingham Trent University' and a copyright notice: 'Copyright © 2005-2010 JA-SIG. All rights reserved. Powered by Jasic Central Authentication Service 3.4.2'.

8) You will now see a short list that includes a link to 'Research Degree Forms' – click on this;



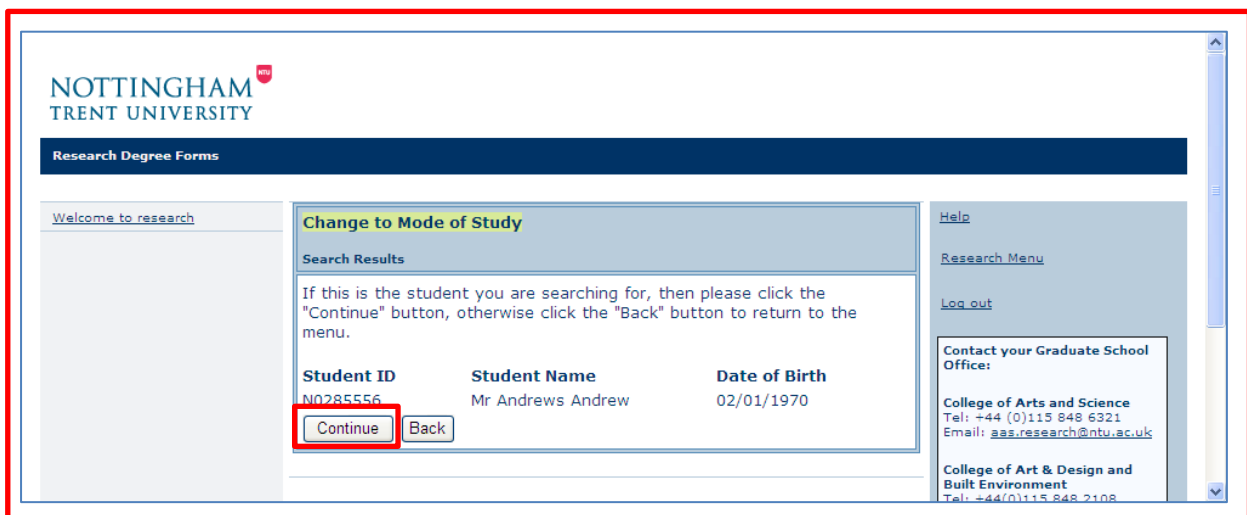
The screenshot shows the 'Online Services' page. At the top left is the Nottingham Trent University logo. Below the logo is a dark blue horizontal bar with the text 'Online Services'. The main content area is divided into three columns. The left column is a large grey rectangle. The middle column contains the following text: 'Welcome, Luke Phillimore, to our online information system. Last web access on Jun 08, 2011 at 02:09 pm', 'Please select a menu item from below:', and a list of links: 'Module Selection', 'Online Placements', and 'Research Degree Forms'. The 'Research Degree Forms' link is highlighted with a red rectangular box. The right column contains a 'Help' link with the text '(opens in a new window)' and an 'Exit' link. At the bottom of the page, there is a footer with links: 'Privacy Statement | Disclaimer | Freedom of Information Act | Enrolment Conditions | Important Note'.

- 9) Click on the link to the form you want. You can then start completing the form on behalf of the student.
- 10) Enter the Student ID number for the student required (**N.B. - Case sensitive, so needs upper case letters where required**) and click on 'Continue'. (You can find a student's ID through the Global Outlook address book: look up their name, right click and select 'Properties' in the menu, and in the General tab then visible it is given in the 'Alias' box.);



The screenshot shows the 'Change to Mode of Study' form on the Nottingham Trent University website. The form is titled 'Change to Mode of Study' and has a sub-section 'Search for a student'. Below this, there is a text box with the instruction: 'Please enter the NTU ID of the student whose details you are searching for and click "Continue".' Below the text box, there is a 'Student ID:' label followed by an input field containing 'N00000001'. Below the input field, there are two buttons: 'Continue' and 'Back'. The 'Continue' button is highlighted with a red box. To the right of the form, there is a 'Help' section with links for 'Research Menu' and 'Log out', and contact information for the Graduate School Office, including the College of Arts and Science and the College of Art & Design and Built Environment.

- 11) Check the summary details now showing are for the correct student – if so click 'Continue' again;



The screenshot shows the 'Change to Mode of Study' form on the Nottingham Trent University website. The form is titled 'Change to Mode of Study' and has a sub-section 'Search Results'. Below this, there is a text box with the instruction: 'If this is the student you are searching for, then please click the "Continue" button, otherwise click the "Back" button to return to the menu.' Below the text box, there is a table with the following data:

Student ID	Student Name	Date of Birth
N0285556	Mr Andrews Andrew	02/01/1970

Below the table, there are two buttons: 'Continue' and 'Back'. The 'Continue' button is highlighted with a red box. To the right of the form, there is a 'Help' section with links for 'Research Menu' and 'Log out', and contact information for the Graduate School Office, including the College of Arts and Science and the College of Art & Design and Built Environment.

- 12) You will now see an online version of the required form, pre-populated with the known details for that student as far as relevant for that form. **(This is a brand new system, still being checked for bugs, so please look very carefully at the information, and let us know if anything pre-populated looks wrong.)**

<a href="#">Welcome to research</a>	<p><b>RESEARCH DEGREE: Change to Mode of Study</b></p> <p><i>This form should be used to notify changes to the mode of study by a registered research degree candidate. The form must be word processed and forwarded to the College Graduate School Office, who will make arrangements for the information to be received by the College Research Degrees Committee. The pre-populated information in this form is sourced from the University's Student Records system. If you believe that any data is incorrect, <b>do not alter the data yourself but contact your Graduate School Office</b> and ask them to amend the data in the Student Records system.</i></p> <hr/> <p><b>PART A: THE CANDIDATE</b></p> <p>1. Student ID: N0285556 2. Name in full: Mr Andrew Andrews 3. Email Address: N0285556@ntu.ac.uk 4. Date of Registration: 04/08/2009 5. Mode of Study: FT 6. NTU Programme of Study: RSCH107 - PhD (ADBE) FT 7. Title of Research Programme: The effect of collet type and materials on the efficiency of a condition of monitoring system 8. Registered for the degree of: - (<a href="#">Amend</a>) 9. Collaborating establishment (s): 10. Latest possible submission date: 03/08/2013</p> <hr/> <p><b>PART B: APPROVED SUPERVISORY TEAM</b></p> <table border="1"><tr><td>11. Name</td><td>Designation</td></tr></table>	11. Name	Designation	<p><a href="#">Help</a></p> <p><a href="#">Research Menu</a></p> <p><a href="#">Log out</a></p> <p><b>Contact your Graduate School Office:</b></p> <p><b>College of Arts and Science</b> Tel: +44 (0)115 848 6321 Email: <a href="mailto:aaa.research@ntu.ac.uk">aaa.research@ntu.ac.uk</a></p> <p><b>College of Art &amp; Design and Built Environment</b> Tel: +44(0)115 848 2108 Email: <a href="mailto:ADBRResearchTeam1@ntu.ac.uk">ADBRResearchTeam1@ntu.ac.uk</a></p> <p><b>College of Business Law &amp; Social Sciences</b> Tel: +44 (0)115 848 8123 Email: <a href="mailto:blsresearchdegrees@ntu.ac.uk">blsresearchdegrees@ntu.ac.uk</a></p>
11. Name	Designation			

- 13) If all looks OK, scroll to the bottom of the form and click on the 'Download' button. It should then begin to download the form as a Word document. (You will probably need to 'allow' download on security options in a window that pops up and in the top bar before it comes through completely.)



The screenshot shows a form with the following fields:

- Print Name .....
- Date .....
- Signed by Candidate .....
- Print Name .....
- Date .....

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**FOR OFFICE USE ONLY**

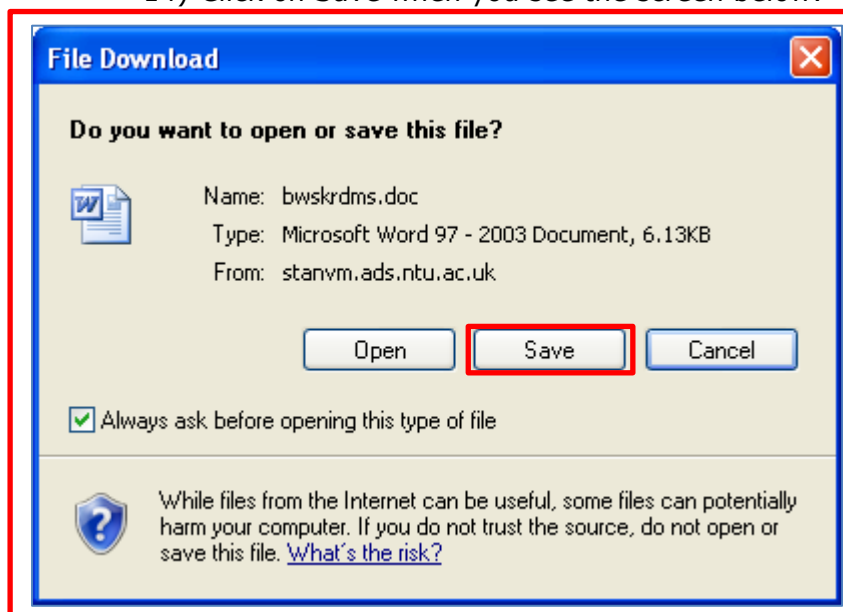
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**Approved by the Chair of the College Research Degrees Committee**

- Signed by Chair CRDC .....
- Print Name .....
- Date .....

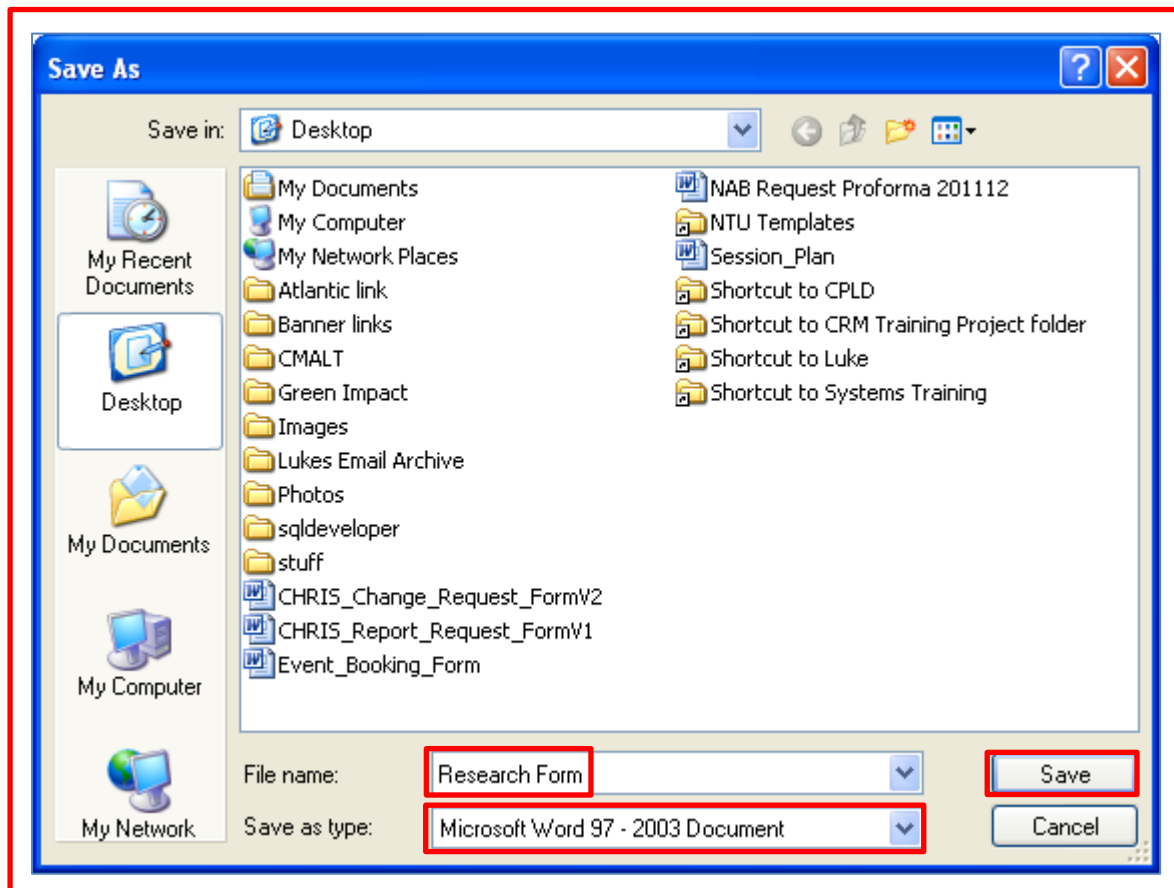
At the bottom left, there is a button labeled "Download" which is highlighted with a red box.

- 14) Click on Save when you see the screen below:





- 15) Enter a name for the form in the File Name field.
- 16) Ensure that the Save as Type field is showing Word Document.
- 17) Click on Save.



- 18) Click on Close.

**NB – Do not download the form in any other way as it may not work.**

- 19) You can now enter the remaining new information/report in the normal way for a Word document, print off, sign as required and bring to your CRAGS office in the usual way.

**It is important that everyone uses this new system and feeds back to us on problems. We will liaise with IS to deal with any problems in the early stages.**