



Instructions for accessing new online Research Degree Forms – Students

August 2014

Introduction

You need to access all the necessary Research Degree Forms via an online link that pre-populates all relevant standard data for you 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 NTU Graduate School office.

Please note, if you are not yet fully enrolled, you may not be able to access the forms, please contact the Graduate School office in this instance.

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 online system allows you access **only** to forms that students might initiate.

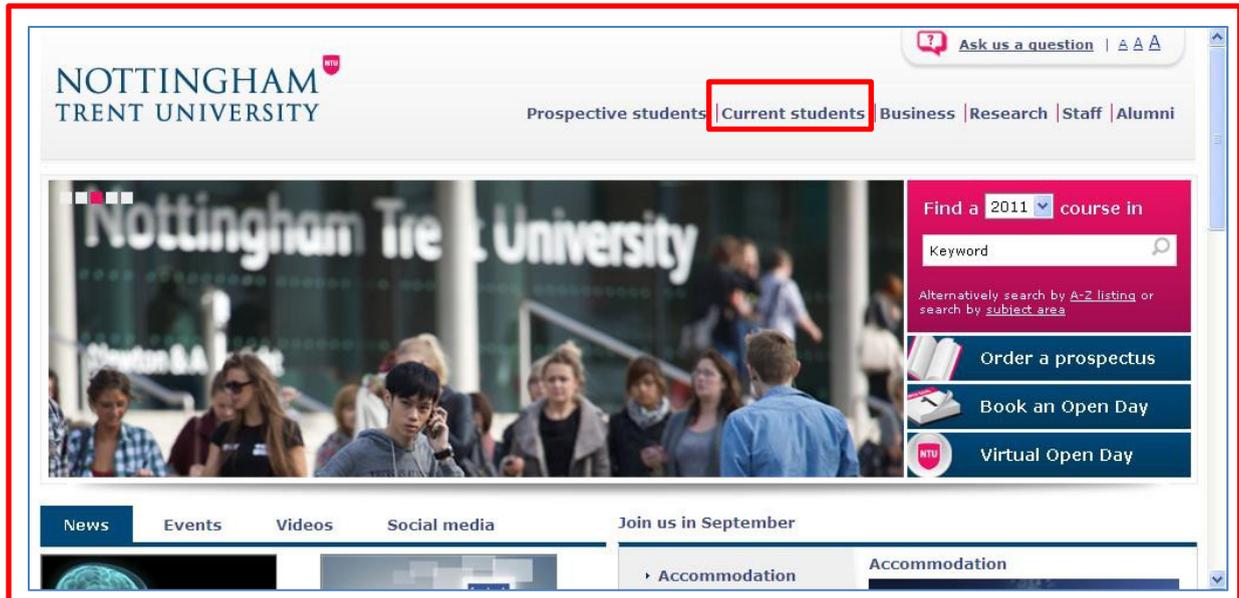
N.B. - The system is not intended to be used totally online, and forms cannot be edited, saved and further accessed by others online.

If you notice any incorrect data in the pre-populated sections of the form, please notify the NTU Graduate School office immediately, **before** downloading the form. The mistake must be corrected on the system so all information that pre-populates is always correct in the main record system. The incorrect information should not be altered by hand after download.

Accessing the forms

To access the online forms follow this procedure:

- 1) Click into the „Current Students“ link in the NTU website



- 2) Click into the „My NTU“ link on the right side of the „Current Students“ landing page;



3) Click on „Enrol online“ in the menu for „My NTU“ on the right side.

The screenshot shows the myNTU website interface. At the top, the Nottingham Trent University logo is on the left, and navigation links for 'Prospective students', 'Current students', 'Business', 'Research', 'Staff', and 'Alumni' are on the right. Below the logo, the breadcrumb path reads 'NTU > Current students > myNTU'. The main content area is titled 'Current students' and features a 'myNTU' sub-header. On the left, a navigation menu lists several categories: 'News & events', 'myNTU', 'Studying', 'Resources', 'While you're here', and 'Your future'. The 'myNTU' menu is expanded, showing options like 'Your email', 'Get or reset your password', 'Update your details', 'Enrol online', and 'Pay your fees'. The 'Enrol online' option is highlighted with a red box. The main content area includes a central image of a hand using a computer mouse, with text explaining that NTU provides technology to support students during their time of study. To the right of the image, there are three columns of text: 'Enrol online' (explaining that students can attend courses, sit exams, and graduate online), 'Your email' (describing how to access and personalize the NTU email account), and 'NOW' (introducing the virtual learning environment as a key tool for study).

4) In the next page click on “Enrol Online.”

The screenshot shows the 'Enrol online' page on the myNTU website. The left navigation menu is expanded to show 'Enrol online' highlighted with a red box. The main content area contains several sections: a paragraph about the University's rules and costs, a 'Why do I need to enrol?' section explaining that students must be fully enrolled and have paid tuition fees, a 'How do I enrol?' section detailing the enrolment process and the need for an NTU ID and password, a section for students without internet access, and a 'How do I find out more?' section providing contact information for the Academic Office. A prominent blue 'Enrol online' button is highlighted with a red box in the lower part of the page.

5) In the „Student and Staff Login“ page now visible, click on „Click here to proceed“;

The screenshot shows the 'Online Services' homepage. At the top, there is a navigation menu with links for 'Prospective Students', 'International Students', 'Postgraduate & Professional', 'About NTU', 'News & Events', and 'Contacts'. The main content area is titled 'Student and staff login' and contains a welcome message and instructions for logging in. A red box highlights the 'Click Here to Proceed' link. To the right, there is a 'Help' link and an 'Exit' link. At the bottom, there are links for 'Privacy Statement', 'Disclaimer', 'Freedom of Information Act', 'Enrolment Conditions', and 'Important Note'.

6) Log into the „NTU Single Sign-on“ page;

The screenshot shows the 'NTU Single Sign-on' page. At the top left is the Nottingham Trent University logo. The page title is 'NTU Single Sign-on'. Below the title, there is a dark blue horizontal bar. The main content area contains instructions: 'Please enter your university username (e.g. N0601040) and password and click on 'Login''. Below this is a login form with two input fields: 'Username' (containing 'N00000001') and 'Password' (masked with dots). Below the fields are two buttons: 'LOGIN' and 'CLEAR'. Below the login form, there is a note: 'Please close your web browser and log-off your machine at the end of your session.' At the bottom, there is a link for 'Nottingham Trent University' and a copyright notice: 'Copyright © 2005-2010 JA-SIG. All rights reserved. Powered by Jasig Central Authentication Service 3.4.2'.

- 7) You will now see a short list that includes a link to „Research Degree Forms“ – click on this;

NOTTINGHAM
TRENT UNIVERSITY

Online Services

Welcome, Andrews Andrew, to our online information system. Last web access on Aug 24, 2011 at 11:11 am

Please select a menu item from below:

- [Enrol Here](#)
- [View Results](#)
- [Update Your Personal Information](#)
- [Graduation Ceremony](#)
- [Module Selection](#)
- [Online Placements](#)
- [Research Degree Forms](#)

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

[Exit](#)

[Privacy Statement](#) | [Disclaimer](#) | [Freedom of Information Act](#) | [Enrolment Conditions](#) | [Important Note](#)

- 8) Click on the link to the form you want to view.

NOTTINGHAM
TRENT UNIVERSITY

Research Degree Forms

Welcome to research

Research degree forms

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:

- [HD1R \(Registration for the Award of a Higher Doctorate\)](#)
- [RDPW \(PhD by PW\)](#)
- [RD1PA \(Project approval\)](#)
- [RD2T \(Transfer\)](#)
- [RD4S \(Change of supervisor\)](#)
- [RD5SEW \(SuspenExtWithdraw\)](#)
- [RD3MS \(Mode of study\)](#)
- [RD7DEC \(Candidates declaration\)](#)
- [RDAM \(Annual Monitoring Form\)](#)
- [RDIM \(Interim Monitoring Form\)](#)
- [Independent Chair checklist](#)

[Help](#)

[Log out](#)

Contact your Graduate School Office:

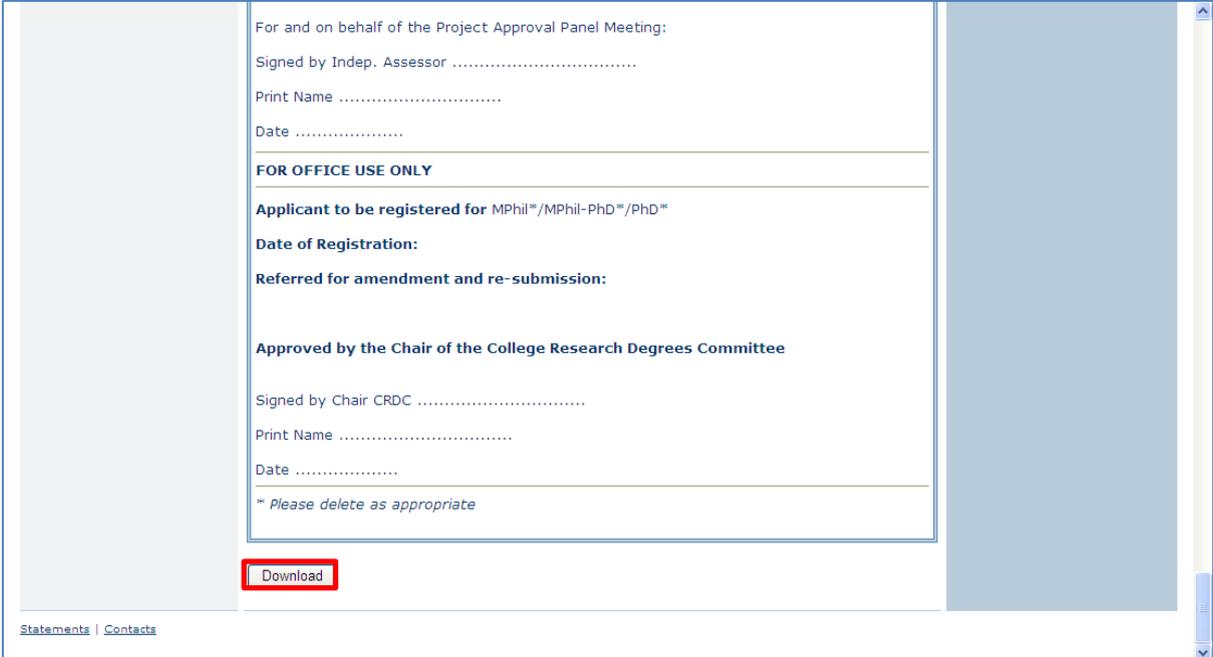
College of Arts and Science
Tel: +44 (0)115 848 6321
Email: gas.research@ntu.ac.uk

College of Art & Design and Built Environment
Tel: +44(0)115 848 2108
Email: ADBRResearchTeam1@ntu.ac.uk

College of Business Law & Social Sciences
Tel: +44 (0)115 848 8123
Email: blsresearchdegrees@ntu.ac.uk

[Exit](#)

10) 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.



For and on behalf of the Project Approval Panel Meeting:
Signed by Indep. Assessor
Print Name
Date

FOR OFFICE USE ONLY

Applicant to be registered for MPhil*/MPhil-PhD*/PhD*
Date of Registration:
Referred for amendment and re-submission:

Approved by the Chair of the College Research Degrees Committee

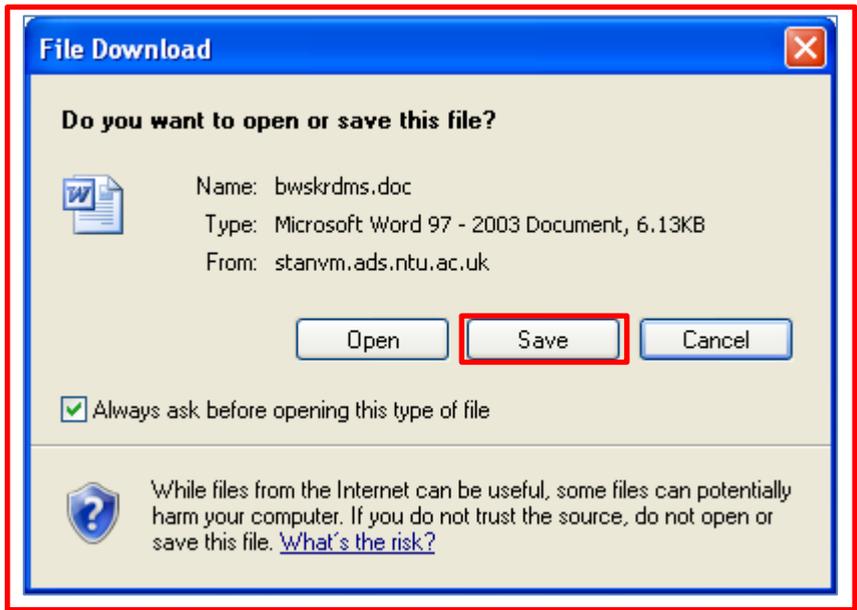
Signed by Chair CRDC
Print Name
Date

** Please delete as appropriate*

Download

[Statements](#) | [Contacts](#)

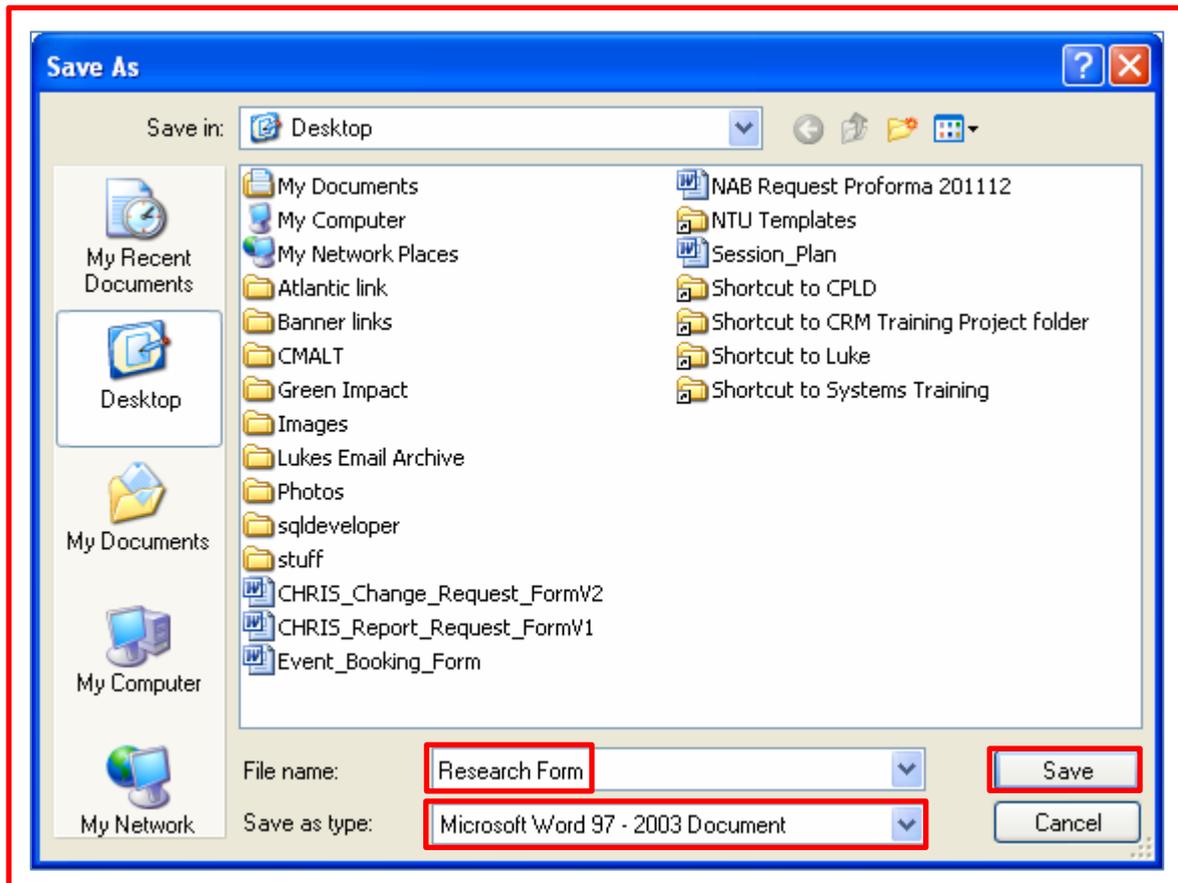
11) **For Windows XP:** Click on Save when you see the screen below. **DO NOT CLICK ON OPEN.**



For Windows 7 users: Click on the drop-down arrow next to Save and click on Save As when you see the following message:



- 13) Ensure that the Save as Type field is showing Word Document.
- 14) Click on Save.



- 15) Click on Close.

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

- 16) 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 Graduate School office in the usual way.