



## CHECKLIST OF COMMITMENTS

# Academic Commitment

## ACADEMIC COMMITMENT as a postgraduate researcher

As part of your research you must attend:

- regular progress meetings with your supervisory team
- 10 required departmental seminars per year
- talks and poster sessions
- examinations and viva voces as relevant
- and any other activity where you are advised that attendance is compulsory.

In addition you should expect a more standard / professional work pattern closer to a job than the routine of undergraduate students. This means whether in person (usually necessary for experimentalists) or otherwise, you are expected to be contributing to your PhD work on a daily basis to the tune of a normal 35 hour working week as a minimum when not on annual leave, and should report sick leave via the normal routes for students involving self-certification for short absences or obtaining a "fit note" from your GP for longer absences (<https://durhamuniversity.sharepoint.com/teams/extensionsselfcertification> - note as this is a retrospective process, it is an expected courtesy that you inform your supervisor and labmates and anyone else whom your absence may effect, *e.g.* people you have arranged to meet, as soon as possible assuming you are well enough to manage to do so).

You should discuss expectations around "core / available" hours with your Supervisory Team, noting that a wide variety of patterns and specific needs may exist, but that it is important to find the right balance to allow you to progress

and flourish, and research groups to function effectively (e.g. where you need to interact with others over the use of key equipment, or multiple people in the lab are needed to maintain a safe working environment).

Work requested by your supervisors must be handed in by the appropriate deadline.

Attendance at additional seminars and colloquia is strongly advised and contributes a valuable part of your training.

Failure to meet all your commitments may result in an Academic Progress procedure being initiated.

These are dealt with on a case by case basis by the Deputy Executive Dean (Postgraduate).

### Postgraduate Responsibilities

- (a) Plan and discuss with the supervisor the research topic and a timetable for undertaking the research.
- (b) Review progress regularly with the supervisor and second supervisor.
- (c) Maintain contact with supervisors and to attend regular meetings as agreed in order to discuss issues, problems and objectives. It is expected that contact will continue to be maintained during any 'writing-up' period.
- (d) Take the initiative in raising problems or difficulties, however elementary they may seem (either with the supervisor, supervisory team, or Director of Postgraduate Studies).
- (e) Take responsibility for their own personal and professional development.
- (f) Undertake directed reading / coursework / other study as required by the supervisor.
- (g) Keep systematic records of all work completed and records of review meetings with supervisory team (one Pebblepad or equivalent journal entry per month, as a guide).

(h) Present material in accordance with the agreed timetable, and in sufficient time to allow for comments and discussion before proceeding to the next stage of work.

Provide progress reports as required by the Chemistry Board of Studies, the University, and grant awarding/sponsoring bodies, until the thesis is submitted.

(i) To write up and submit the thesis, normally by the end of the period of supervised study. It is the student's responsibility to decide when to submit, within the constraints of the Regulations, taking due account of the supervisor's opinion, which is advisory only.

### **Departmental Seminars - led by established researchers**

All full-time postgraduates, as part of their training, are required to attend in each academic year at least 10 official seminars, which may be related to their field of research but equally may be of broader interest.

Part-time postgraduates attend 5 each year.

In addition, students are expected to attend seminars outside their immediate area of research interest.

All students are welcome to take an active part in any social events associated with the programme - keep an eye on the News area of this Sharepoint for announcements.

The choice of the minimum ten required seminars per year should be made in advance in consultation with your supervisor and recorded on your Graduate Skills Portfolio Record.

**Note, annual progression review reports must contain a list (with dates, title and speaker) of the actual seminars you attended.**

- Each of your written progression reports should include a list of the seminars attended in each year and a 250 word summary of two of the ten departmental seminars attended that year.