Postgraduate Research Student Induction

26th September 2019

EPMS-School of Engineering, Physical and Mathematical Sciences

ROYAL HOLLOWAY UNIVERSITY OF LONDON

Welcome from the School Director PGR Education

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A warm welcome to all new PGR students in Engineering, Physics, Maths, ISG (CDT and non CDT), Computer Science.

We aim to provide

- Stimulating environment - seminars, reading groups, fellow students
- Necessary resources - equipment, journals etc.
- Support and Advice - supervisor, advisor, college bodies – doctoral school

Today's session

- Admin Support
- EPMS School structure for PGR
- Links to key references
- Expectations by year - incl. attendance / engagement (Tier 4)
- How to work with your supervisor - incl. supervision log / frequency of meetings
- Research training
- Review of academic progress – Annual Review and Upgrade
- Ethics
- Staff Student Committee
- Summary
- Health and Safety / Doctoral School / Wellbeing - intros. from College representatives

Admin Support

School Director of PGR Education: **Prof. Pat O'Mahony** (Maths Dept)

Doctoral School Staff dealing with EPMS: **Jo Barrs** and **Laura Ventura Nieto**

Jo and Laura will spend 2 hours per week in the EPMS office in Bedford

CDT in Cybersecurity : **Claire Hudson ,** EPMS office in Bedford

She is in charge of desk allocation for Comp. Sci. , Maths and ISG PGR students

• EPMS School structure

Department : **Electronic Engineering (Shilling building)**

PGR Lead Name: Dr Shyqyri Haxha

Department : **Physics (Tolansky)**

PGR Lead Name: Prof. Phil Meeson

Department : **Mathematics (Lower ground floor McCrea)**

PGR Lead Name : me !

Department : **Information Security (Bedford)**

PGR Lead Name : me again !

Department : **Computer Science (Bedford)**

PGR Lead Name : Prof. Chris Watkins

Departmental and College inductions

- College Induction - next Weds 2pm in Windsor Auditorium
- Departmental Inductions -

Departmental Induction : Computer Science and Electronic Engineering have already taken place.

Centre for Doctoral Training (CDT) in Cyber security : Specific induction this morning

Physics : Events taking place all week
https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/epms/welcome-week-programme-physics-2019.newpostgraduate-for-website.pdf

Maths and all ISG (including CDT) : Induction on Thurs 10th Oct, 12 – 1pm, CDT room in Bedford

• Links to key references

Research degree regulations:

https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/academic-regulations-2019-20/14.-research-degree-regulations-2019-20fv.pdf

Code of practice for research degree students and supervisors:

https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/academic-regulations-2019-20/15.-code-of-practice-for-research-students-and-supervisors-2019-20fv.pdf

PGR Student Handbook: rhul.ac.uk/doctoral-school/pgr-student-handbook-201920.aspx

Doctoral School microsite:

https://intranet.royalholloway.ac.uk/doctoral-school/home.aspx

• Expectations by year

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	Your PhD Research	PhD Training, etc.	Career Planning
Year 1	▪ A clearly defined research topic ▪ A draft of good quality literature review and methodology chapters	▪ Researcher Development Programme (RDP) ▪ Annual review ▪ PhD Annual Conference/Symposium ▪ RHUL Annual PhD conference ▪ Departmental Seminars	▪ Career direction ▪ Workshops to improve your skills ▪ Create a PURE profile
Year 2	▪ PhD upgrade ▪ Ethical clearance	▪ Researcher Development Programme (RDP) ▪ Annual review ▪ PhD Annual Conference/Symposium ▪ RHUL Annual PhD conference ▪ Departmental Seminars	▪ External conferences, etc.
Year 3	▪ Analysing data ▪ Writing up the thesis ▪ Writing up publications	▪ Researcher Development Programme (RDP) ▪ Annual review ▪ PhD Annual Conference/Symposium ▪ RHUL Annual PhD conference ▪ Departmental Seminars	▪ CV/job application ▪ Publications ▪ External conferences

• How to work with your supervisor

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First steps

Arrange your first formal supervisory meeting

Establish mutual expectations

- Frequency of meetings
- General ways of working and communication
- What do you prepare in advance for each meeting?
- Record meetings using the log?
- https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/pgr-record-of-supervisor-contacts.docx

Agree your supervisory team and complete the form:

https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/supervisor-arrangement-confirmation-form.docx

Discuss potential training needs – Training needs and analysis tool

https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/updatetrainingrequirementsandneedsanalysistool-2016.docx

• How to work with your supervisor

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Next steps

Attend the RDP session 'Getting the Most from your Supervisor'

https://moodle.royalholloway.ac.uk/mod/page/view.php?id=201310

What your supervisor does for you

- Consolidate your research topic/question
- Suggest appropriate reading materials
- Advise on techniques and methods
- Provide feedback on work practices
- Identify research ethics queries

• How to work with your supervisor (cont.)

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What you can do for your supervisor

Keep in regular contact with your supervisor **(Respond to your emails!)**

Keep to deadlines

Send materials promptly, allowing time to read

Advisor

They should act as a second independent staff member who exercises oversight on the whole process

Research Training

All full time PhD students should attend an average of at least **5** days training per academic year, (2.5 days for part time students) which can be made up of the following

- RDP – Moodle https://moodle.royalholloway.ac.uk/course/view.php?id=1861.

  To develop skills: Details at College Induction

- School/Department specific training

Comp. Sci., Maths and ISG currently run a joint set of training seminars:

https://intranet.royalholloway.ac.uk/computerscience/informationforcurrentstudents/postgraduateresearch/postgraduatetraining.aspx

Remember to discuss and complete your 'Training Needs Analysis Tool' during your first term.

Thereafter keep a 'Research Training Log'. This forms part of your annual review

• Research training (cont.)

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- Submission of conference paper abstract: **half day**;
- Presentation of poster at conference: **half day**;
- Presentation of conference paper: **1.5 days**;
- Submission of paper or book chapter for publication: **2 days**;
- Organisation of conference as part of a committee; **2 days**
- Volunteer to help at a conference for one day: **1 day**.

• Review of academic progress

- **Annual Review** : All full and part time students should be formally reviewed at least once every 12 months.

All documents can be found on the Doctoral School microsite

https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/annual-review-and-upgrade/annual-review-and-upgrade.aspx

- Give a presentation to your fellow students on your research

• Upgrade from MPhil to PhD

1st Attempt within 20 months of starting (26 Months for CDT students)

Present your work to committee of Supervisor, Advisor and 1 other staff member

If failed then 2nd attempt must take place within 24 months of starting (30 months for CDT students)

• Submitting your PhD

Strict Deadline

You must submit within 4 years of your initial registration date (5 years for CDT)

Viva (1 external and 1 internal examiner) will take place a few months after submission

• Ethics

Besides obvious ethical issues like Plagiarism some of you may have to deal with sensitive data.

There is a question in the Upgrade form as to whether you have considered this and there is also an online Self-assessment to see if it is something you need to consider

https://intranet.royalholloway.ac.uk/staff/research/research-and-enterprise/research-enterprise/ethics/home.aspx

• Staff Student Committee

- The Staff Student Committee will meet at least twice a year.
- This is an opportunity for you to give us feedback, to discuss topics that are of importance to you, and to suggest how the PGR provision for the School could be improved.
- There will be 2 to 3 student departmental representatives together with a rotating selection of PGR leads from each Dept. There will also be Admin support from the Doctoral School.

• Problems

- Dispute with your supervisor : discuss with Advisor, Departmental PGR lead or me.
- Serious Illness : possible to Interrupt studies
- College Support : Wellbeing

Summary - Questions

- Summary

- Questions ?