Postgraduate Research Student Induction

September 25th 2019

School of Humanities
Dr. Danielle Sands
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Lecturer in Comparative Literature and Culture, LLC
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I am responsible for:
- Organising PGR training events
- Organising PGR research events
- Overseeing PGR pastoral care
- Liaising with the Doctoral School to oversee student progress (annual reviews, upgrades, vivas etc.)
- Directing you to the right place if you have a question or problem!
Introductions: PGR recruitment leads

Prof Lene Rubenstein, Classics
Prof Adam Roberts, English
Dr Markus Daechsel, History
Today’s session

- School of Humanities
- Links to key references
- Roles and responsibilities
- Expectations by year - incl. attendance / engagement (Tier 4)
- Review of academic progress
- How to work with your supervisor - incl. supervision log / frequency of meetings
- Research training
- MA by Research
- PGR Research events
- School study space
- Staff Student Committee
- Welcome Party
- Health and Safety / Doctoral School / Wellbeing - intros. from College representatives
School of Humanities

- Based in the International Building
- Includes Classics, English, History and Languages, Literatures and Cultures
- Currently home to around 200 PGRs (MA by Research and PhD students)
- The Head of Humanities is Prof. Juliet John
Links to key references

Research degree regulations:

Code of practice for research degree students and supervisors:


Doctoral School microsite:
https://intranet.royalholloway.ac.uk/doctoral-school/home.aspx
Roles and Responsibilities

**Supervisor:** responsible for advising student on his/her work (techniques and methods) and agreeing a schedule of meetings

**Advisor:** an additional source of academic or pastoral support (attending annual reviews)

**Student:** attend scheduled meetings, annual reviews, work out timetable with supervisor, attend training where appropriate, report problems in timely fashion

**PGR Director:** to make sure everything is going smoothly and to intervene if there are any problems with the above
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<th>Your PhD Research</th>
<th>PhD Training, etc.</th>
<th>Career Planning</th>
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<td>A clearly defined research topic</td>
<td>Researcher Development Programme (RDP)</td>
<td>Career direction</td>
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<td>A draft of good quality literature review and methodology chapters</td>
<td>Annual reviews</td>
<td>Workshops to improve your skills</td>
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<td>PhD Annual Conference/Symposium</td>
<td>Create a PURE profile</td>
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<th>Your PhD Research</th>
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<td>Writing up the thesis</td>
<td>Researcher Development Programme (RDP)</td>
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<td>Writing up publications</td>
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<td>PhD Annual Conference/Symposium</td>
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Review of academic progress

All full and part time PhD students should be formally reviewed at least once every 12 months.

All documents can be found on the Doctoral School microsite and in the PGR handbook https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/annual-review-and-upgrade/annual-review-and-upgrade.aspx
How to work with your supervisor

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](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](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](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/updatetrainingrequirementsandneedsanalysistool-2016.docx)
How to work with your supervisor

Next steps

- Attend the School training session ‘Working with your Supervisor’ (and/or the RDP session ‘Getting the Most from your Supervisor’)

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

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
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:

  
  Details at College Induction

- School of Humanities training programme

- 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.

- Students funded by external bodies might have additional training requirements.
Research Training: School of Humanities

- Twelve sessions across three terms
- Sessions held on Wednesdays at the Royal Holloway campus in Bedford Square, central London
- Aim to provide an opportunity for students from the four departments to learn key humanities-focused skills and to discuss their research experiences and challenges

PGR Training, School of Humanities, Autumn Term 2019-20

Research: Goals, Targets, Questions
Led by Prof. Dan Stone (History)
October 30, 11am-1pm, Bedford Square

Working with your Supervisor
Led by Dr. Danielle Sands (Languages, Literatures and Cultures)
October 30, 2-4pm, Bedford Square

Writing a Journal Article
Led by Prof. Giuliana Pieri (Languages, Literatures and Cultures)
November 27, 11am-1pm, Bedford Square

Presenting at Conferences
Led by Dr. Ruth Cruickshank (Languages, Literatures and Cultures)
November 27, 2-4pm, Bedford Square
MA by Research

- MA by Research students in History can learn more about their programme at the History induction (IN029 4-6pm today)

- MA by Research in English, French, German, Italian, Spanish, or Comparative Literature and Culture attend a taught course in Term 1: **ML5002 Critical Theories and Methodologies**

- This course is convened by Prof James Williams and runs Wednesday, 5-7pm (look at the Moodle page for the reading and check your timetable to find out the location.

- PhD students are welcome to attend!
PGR Research Events

• Twice-termly work-in-progress sessions – either individually or in pairs or panels. An informal opportunity to present new work and to get feedback from your peers.

• Twice-termly *Glossa* reading group events. An interdisciplinary, student-led reading group, which brings together students from across the School to read a short literary or theoretical text.

• Visiting speakers, talks etc. as part of the School of Humanities research seminar

• Events usually held on Tuesday and Thursday lunchtimes

• Departmental research events (ask your supervisor)
School study space

• IN030, in the International Building, is reserved solely for PGR in the School of Humanities students. It contains desks and lockers.

• This is in addition to the PGR space in the Emily Wilding Davison building, which is open to PGRs across the College.
Staff Student Committee

- The PGR SSC is an opportunity for students to report on what’s going well in the School and what would benefit from improvement.

- Joining the Committee (which meets once a term) will give you the opportunity to shape the future of the School.

- We need representatives from all 4 departments, so do consider volunteering!

- SSC members are also invited to join the PG Committee, a group of PGR students who help to organise the PG Colloquium in Term 3.
Welcome Party!

Please join us at the Doctoral School Welcome (Back) Party: next Wednesday, 5.30pm, Windsor Building Auditorium