Postgraduate Research Student Induction

School of Law and Social Sciences

Ija Trapeznikova, Director of PGR Education
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Key People

Prof. Matthew Humphreys
Head of School of Law and Social Sciences

Ija Trapeznikova
Director of PGR Education at the School of Law and Social Sciences

Emily Glorney
PGR lead in Law and Criminology, and Social Work

Kaat Smets
PGR lead in Politics, International Relations and Philosophy
Today’s session

• Welcome from the School Director PGR Education
• School of Law and Social Sciences structure
• Expectations by year - incl. attendance / engagement (Tier 4)
• Review of academic progress
• Attendance requirements for Tier 4 visa students
• How to work with your supervisor
• Research training
• Resources and study space
• Staff Student Committee
• Links to key references
• Health and Safety / Doctoral School / Wellbeing - intros. from College representatives
• **School of LSS structure**

• **Department of Economics** (Horton building)
  • Strength in labour and education economics, microeconomic theory, behavioural economics.

• **Department of Law and Criminology** (Arts building)
  • Wide range of areas spanning law, criminology, sociology, social policy and forensic psychology.

• **Department of Politics, International Relations and Philosophy** (McCrea building)
  • Strength in international public policy, democracy and elections, European politics, Islamic studies and more.

• **Department of Social Work** (Arts building)
  • Focus on the themes of Inequalities, Justice and Power, and Contemporary Professionalism.
## Expectations by year

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Your PhD Research</th>
<th>PhD Training</th>
<th>Career Planning</th>
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<tbody>
<tr>
<td></td>
<td>A clearly defined research topic</td>
<td>Department-specific training</td>
<td>Career direction</td>
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<td>A draft of good quality literature review and methodology chapters</td>
<td>Researcher Development Programme (RDP)</td>
<td>Workshops to improve your skills</td>
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<td>Fieldwork/Data collection</td>
<td>PhD Annual Conference</td>
<td>Create a PURE profile</td>
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<td>Ethical clearance</td>
<td>RHUL Annual PhD conference</td>
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<td><strong>Annual review (Upgrade in PIRP)</strong></td>
<td>Departmental Seminars</td>
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<td>Year 2</td>
<td>Continue working on your research project</td>
<td>Additional research-specific training</td>
<td>Attending career talks</td>
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<td>A good quality draft of the 1&lt;sup&gt;st&lt;/sup&gt; chapter (and working on the 2&lt;sup&gt;nd&lt;/sup&gt;)</td>
<td>RDP workshops</td>
<td>External conferences, etc.</td>
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<tr>
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<td>Fieldwork/Data analysis</td>
<td>PhD Annual Conference</td>
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<td><strong>Upgrade</strong></td>
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<td>Year 3 (and 4)</td>
<td>Data analysis</td>
<td>RDP workshops</td>
<td>CV/job application</td>
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<td>Writing up the thesis</td>
<td>Viva preparation</td>
<td>Mock interviews</td>
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<td>Writing up publications</td>
<td>PhD Annual Conference</td>
<td>Publications</td>
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• Review of academic progress

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

• A key milestone - **upgrade** from MPhil to PhD

(at the end of the first year in PIRP, at the end of the second year in Economics, Law and Criminology, and Social Work)

• 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
Attendance for Tier 4 visa students

• Students on Tier 4 visa can be out of the country **for up to 60 days a year** without reporting to the UKVI
  - need to fill in authorised absence form or get approval for annual leave.

• Students who are away for more than 60 days need to fill in the **change in study location form** specifying why they need to be away
  - students have to keep in regular contact with their supervisor;
  - this gets reported to the UKVI to keep the sponsorship of the visa.
**First steps**

1. Arrange your first formal supervisory meeting
2. 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)
3. 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)
4. 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)
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
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

• **Department-specific** training
  - details at Departmental Induction;
  - attending departmental seminars and presenting at the PhD conference.

• Discuss and complete your ‘**Training Needs Analysis Tool**’ during your first term

• Thereafter keep a ‘**Research Training Log**’. This form is part of your annual review

• Fill in the **ethical approval** form before starting your project
  https://intranet.royalholloway.ac.uk/staff/research/research-and-enterprise/research-enterprise/ethics/home.aspx
Research Training: Generic research skills

- **Researcher Development Programme** – Moodle
  https://moodle.royalholloway.ac.uk/course/view.php?id=1861
  - Avoiding Plagiarism course
  - Ethics and Data Protection course
  - ...more details at College Induction

- **inSTIL** (Skills of Teaching to Inspire Learning) Programme
  - Developing teaching skills
  - Requires students to have teaching responsibilities at the time of taking the course
• Resources and study space

PGR study space:

• PhD dedicated space in Horton Building and McCrea;
• Herringham Room in Founder's East (can be accessed via the Senior Common Room);
• PGR room in the library (the Emily Davison building);
• Additional working space at Bedford square building.

Travel and conference budget

• We encourage students to present at external conferences;
• There is a limited budget available for students to apply for;
• Attendance at departmental seminars and PhD workshops is a requirement to be able to apply for a travel grant.
• **Staff Student Committee**

• The purpose of the PGR Student-Staff committee is to maintain and foster communication within the School.

• Meets at least once every term.

• You can raise any issues by either attending one of the meetings or passing the information to the current student representatives.

• Course representatives are elected by you to represent your views.

• Emails will be sent to all students giving details of forthcoming elections or the names of current representatives.
• 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