Welcome to the Third & Fourth Year
What to Expect This Year
Doctoral Programme
October 2020
Introductions

Professor Fiona Moore
Director of the PhD Programme

Dr Philip Wu
Deputy Director of the PhD Programme
Introduction to the SBM: Departments

Accounting, Finance and Economics
HOD: Dr Julinda Nuri

Marketing
HOD: Prof Alan Bradshaw

Organization Studies and HRM
HOD: Prof Gillian Symon

Strategy, International Business and Entrepreneurship
HOD: Dr Sigrun Wagner

Digital Innovation Management
HOD: Prof Ashok Jashapara

Prof Gloria Agyemang
Head of School
Doctoral School

- Deputy Principal (Academic) and Head of the Doctoral School
- **Professor Katie Normington**
- Relaunched 1\(^{st}\) August 2019
- Provide administrative guidance on all aspects of your study from application to submission.
- Offer a chance to network with research students across College
Doctoral School

• Provide generic training and a calendar of more specialist training events that are available across College
• Offer a space for supervisors across College to meet and share practice
• Email doctoralschool@rhul.ac.uk
• https://intranet.royalholloway.ac.uk › doctoral-school
• Visit the web site and familiarise yourself with the information
### What point should you be at in your PhD at this stage?

<table>
<thead>
<tr>
<th>Third Year</th>
<th>Fourth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Versions of Introduction, Literature Review, Methods section exist</td>
<td>Complete first draft?</td>
</tr>
<tr>
<td>Upgrade successfully completed</td>
<td>Submission planned</td>
</tr>
<tr>
<td>Data collected and analysis ongoing</td>
<td>Publications planned/drafted</td>
</tr>
<tr>
<td>Conference papers delivered</td>
<td>Conference papers delivered</td>
</tr>
<tr>
<td>10 days additional training completed</td>
<td>15 days additional training completed</td>
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What should you be hoping to achieve in your third year?

- Completing within three years
- Finishing data analysis
- Writing Analysis and Discussion chapters
- Finalising all chapters
- Deciding on examiners and completing submission form
- Additional training eg (from College):
  - Writing Strategies for Dealing with Writer’s Block
  - Preparing for the Viva
  - Improving Work-life Balance
- Practice viva with supervisory team
- External conference presentation
- Planning writing output
- Career planning
What should you be hoping to achieve in your fourth year?

• Completing!
  o Finalising all chapters
  o Deciding on examiners and completing submission form
  o Practice viva with supervisory team
  o External conference presentation
  o Planning writing output
  o Career planning
Submission and Examiners

• Discuss with supervisors your likely submission deadline and craft a timetable that will allow you to achieve this. Do not be too ambitious! This may be a time when you are deciding what you will NOT do in your research.

• Thesis should be up to 100K (excl. appendices). There are specific formatting requirements and RDP course to help you with this.

• Decide on examiners with your supervisors: one internal to UoL and one external. They should be expert in topic and/or method. Check out web profiles and publications. Find out previous experience as examiner. Refer to their work but DO NOT plagiarise it!

• It is your responsibility to complete submission form and this should be submitted to Research Office at least two months before your official deadline. Build in time to collect the necessary information and signatures (including PhD Director).
Viva

• Some experience already through upgrade
• Attend ‘Preparing for your Viva’ RDP course
• Have a practice viva with your supervisory team
• It is your Principal Supervisor and Internal Examiner’s responsibility to organise the viva
• Leave plenty of time to get your thesis bound
Plagiarism

- Plagiarism involves “the presentation of another person’s work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The other person’s work may exist in any published or unpublished medium, including the internet and essay banks” (Assessment Offences Regulations). The consequences for a PhD student in particular are very serious.

- Remember to:
  - Discuss plagiarism with your supervisory team and ask your supervisor to set up access to TurnItIn on the Moodle page so you can both check your work
Proof Reading

CeDAS oversees the Royal Holloway Proofreading Scheme which enables students to pay for an approved third-party proof reader

- The scheme can only be used with the written consent of a student's supervisor (consent form available).
- Third-party proofreading only takes place at the final draft stage of a piece of work.
- The role of the proofreader is restricted to the identification only of surface errors and inconsistencies.
- The involvement of a proofreader must be declared in the work.
- The service is paid for by students; costs and turn-around times must be agreed in writing by both the approved proofreader and student in advance of any work done.
- As the service is by private arrangement between proofreader and student, the College bears no liability for any failings in the arrangement.
Proof Reading

• The College does not permit the use of paid third-party proofreaders who are not part of this scheme (see webpage for list of approved proof readers).
• For further details, please refer to the CeDAS webpage
• www.royalholloway.ac.uk/cedas
Finances, Claims and Agresso

- Allowance for this year £650 + what was not spent last year (pro rata for part-time) before you spend the money
- Application forms on Moodle should be sent to Karen Burnett, SoM Finance Officer who will forward to me for approval
- Claims for reimbursement should be made through College financial system Agresso. Information on how to access and use this now available through Moodle
- Claims must be made within 8 weeks of expenditure

NB Allowance is NOT intended for Year 4.
Finances, Claims and Agresso

• Most reasonable applications are supported but we will not support:
• Claims for membership of professional associations (unless part of conference fee)
• Requests for equipment or software so student does not have to attend College
• Requests for equipment, software or training the College already supplies
• Books if these can be purchased for the library anyway
• Conferences where you are not presenting a paper
• To REPEAT Allowance only covers Years 1-3, not intended for Year 4.
Advanced and Other Training

• Many sessions are now running every other year.
• Please sign up promptly for the sessions
• Please then attend the session or, if you find you cannot, try to give at least two days notice that you are not attending
• Try to make any DTC attendees welcome!
• Note that attendance counts towards your expected 5 (2.5) days of RDP training
Remember the Research Themes

- **Critical & Historical Research on Organization and Society (CHRONOS)**
  - Research Centre Leader: Dr Elena Giovannoni

- **Digital Organisation and Society (DOS)**
  - Research Centre Leaders: Dr Yingqin Zheng & Prof Gillian Symon

- **Centre for Research into Sustainability (CRIS)**
  - Research Centre Leader: Prof Giana Eckhardt

- **Knowledge and organisational learning (KOL)**
  - Theme Leader: Prof Alice Lam

- **Intercultural and international perspectives on management**
  - Theme Leader: Prof Chris Smith
Interruptions

• In event of unforeseen circumstances you can apply for interruption in your third year – this ‘stops the clock’ on your PhD timetable.
• Circumstances normally will be:
  ◦ Medical
  ◦ Close family issues
  ◦ Unexpected serious and disruptive event
• You can have up to two years interruption
• Form needs to be completed by yourself and Principal Supervisor. Please complete the form as fully as possible
• Application needs to be approved by PhD Director and is then forwarded for College approval
Extensions

• It is highly unusual to be granted an interruption in your 4th year. Instead, you can apply for an extension to your submission date. This is normally only granted in the case of a serious illness of yourself or a very close family member.

• You can apply for up to six months.
• Form needs to be completed by yourself and Principal Supervisor. Please complete the form as fully as possible
• Application needs to be approved by PhD Director and is then forwarded for College approval
• It is increasingly difficult to get an extension, please do NOT rely on this.
Career Planning

• What are you career plans? Have you discussed these with supervisors? Or during one of your SARs?
• Have you visited the Careers Service?
• Have you taken any of the careers courses offered through RDP?
• Have you joined the College mentoring scheme?
• What could you do? What actions do you think might be important? What support do you think you need?
• Issue to be taken up at Staff-Student Committee
Staff-Student Committee

• “The role of the committee is to provide a forum where matters of concern [and positive feedback!] to staff and students can be considered through open dialogue. The committee therefore provides a formal mechanism for students to raise issues on behalf of the study body they represent as well as an opportunity for staff to seek the views of students, for example on proposals to amend the curriculum or to change a mode of assessment”.

• One meeting this term
• Two other meetings during the year
• Please do consider volunteering for this role, it is the most effective form of feedback to the PHD Programme
SOM PhD Moodle Page

• Lots of information on this page, including upgrade documentation, funding applications, SAR forms, previous presentations .... Everything I am talking about today!

• Please make sure you have signed up to Moodle (document circulated recently) and that you check this regularly.

• Please also remember that we are obliged by College to use your RHUL email, please check this regularly. We expect replies to queries within three days.

• NB It can actually be useful to read (and re-read) the PhD Programme Regulations and Code of Practice.
And Finally, The COVID

- We are in uncharted territory here
- PhD Room is tentatively reopening with social distancing measures in place; limited occupancy; check website for alternative study spaces.
- Keep up to date with Home Office information as regards your visas
- Vivas, upgrades and meetings are moving online
- Remember: support is always available!
http://www.phdcomics.com/movie
Good Luck!

“I find that the harder I work, the luckier I get”