Royal Holloway
School of Business & Management
Doctoral Programme
October 2020

Introductions

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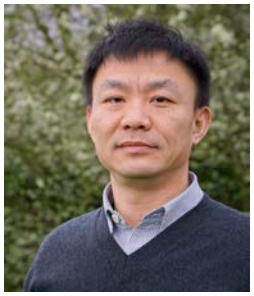

Today's Activities

10:00 Introduction

Professor Fiona Moore, PhD Programme Director

11:00-11:30 Health & Safety, Wellbeing, and Doctoral School

11:30-11:45 Any Questions

11:45 Tour

Purpose of this morning's talk

1 To give a brief introduction to the School of Business and Management

2 To give an overview of the main aspects of your PhD programme, particularly supervision, training and reviews

3 To give you an idea of what you need to do in your First Year and particularly in these early months

4 To give you pointers towards further sources of information and ways of getting in touch

5 To introduce you to the Doctoral School which has recently been relaunched.

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Introduction to the SBM: Departments

Prof Gloria Agyemang
Head of School

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

Introduction to the SBM: Research Centres & Theme Groups

- *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

Doing a PhD in the School of Business & Management (SBM)

We have approximately 85 members of academic staff in the SBM and around 80 PhD students

Most of our PhD students are full-time

PhD Students in SBM come from a wide range of countries and backgrounds

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Doctoral School

- Deputy Principal (Academic) and Head of the Doctoral School
- Professor Katie Normington
- Relaunched 1st 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

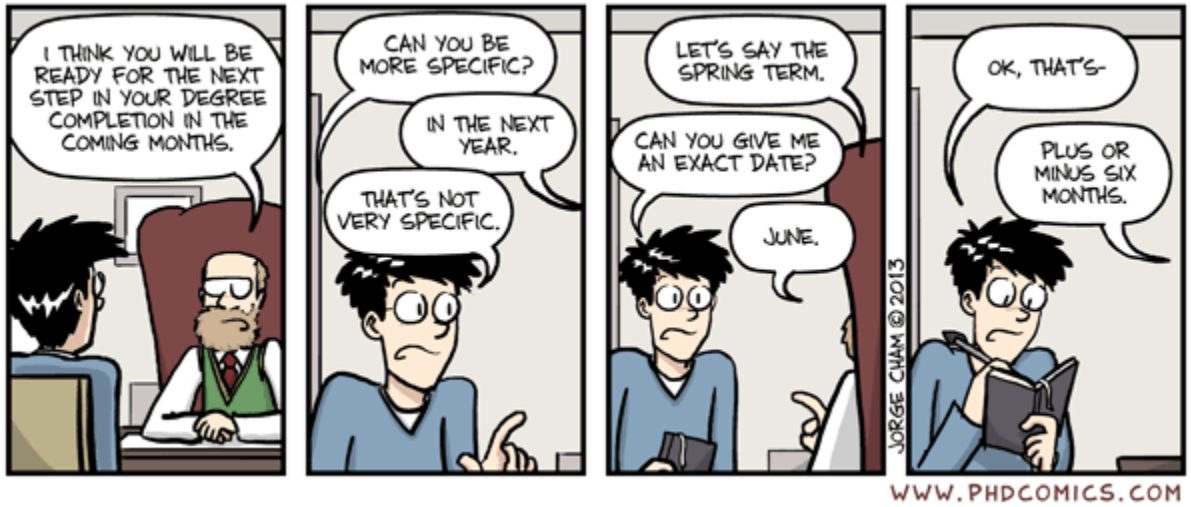
What is the purpose of the PhD programme?

- Primarily to allow in-depth research training and application, thus the process of doing a PhD is as important as the thesis you produce at the end of the day
- To produce independent and critically-minded academics and researchers
- To understand, analyse and critique current thinking in a particular area of interest
- To learn and apply methods of enquiry to collect and analyse data that advances our understanding
- To present these new understandings to a range of audiences in both written and oral form

What is a MPhil?

- At RHUL, you are initially registered for a Master of Philosophy.
- You have to prove your ability to undertake a PhD by the second year of your study
- You will then be put forward for upgrade, which entails submitting some of your work for assessment
- This must take place within 20 months of initial registration for full-time students; 40 months for part-time students
- If you pass the upgrade, you are automatically registered for a PhD.

The Supervisory Relationship



Supervisory Team

- Principal Supervisor and Second Supervisor
- Joint Supervision
- Second Supervisor appointed in Term 1

- How does the supervisor help?
  - Agreeing a suitable topic and research question
  - Advising on reading material
  - Advising on techniques and methods
  - Advising on research training needs
  - Providing feedback on written work as agreed with the students
  - Helping to identify and resolve issues of research ethics
- How can you help your supervisor?
  - Taking a mature approach
    - Staying in touch without prompting
    - Keeping to deadlines
    - Sending materials promptly and allowing time to read

First steps with supervisor(s)

- Email your supervisor within the next few days to 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?
  - How do you keep records of the meetings?
- Review your initial proposal and discuss next steps
- Discuss a potential second supervisor (if not already known)
- Discuss potential training needs

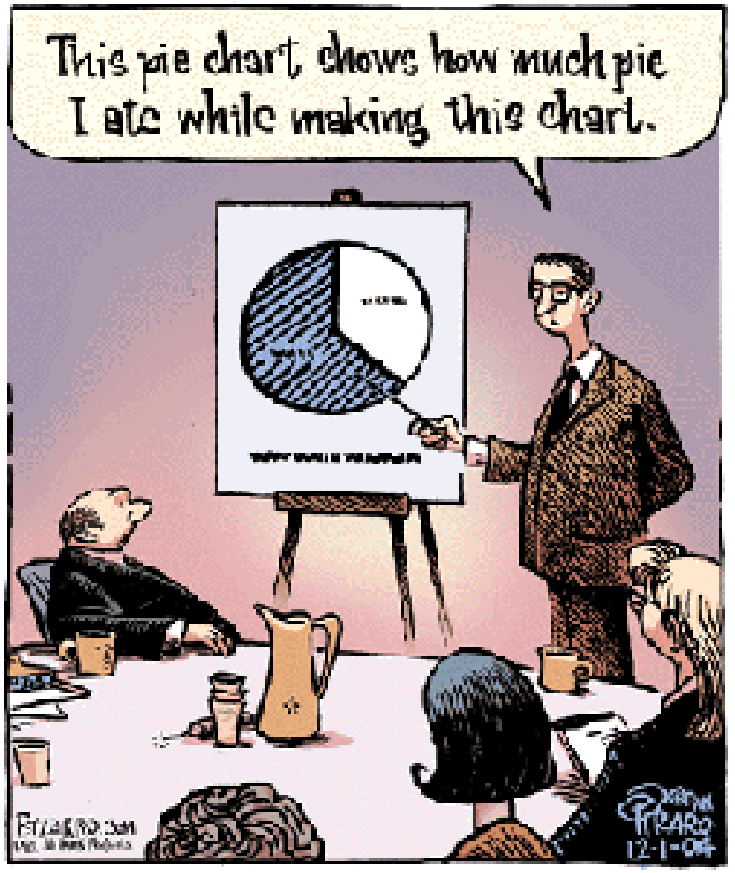
Getting to know your peers and others in the School

- Set up a PURE profile
  https://pure.rhul.ac.uk/admin/

- Make contacts and check out the Senior Common Room
- Use the PhD rooms (information about available space is online)
- Attend research theme meetings
- Attend SoM research seminars
- Volunteer to arrange activities
- Attend social events
- Become a staff-student representative

Research Training

- Compulsory
  - Within SBM
  - Within College
- Additional
  - Within DTC
  - Elsewhere
- Language Skills
- Training Needs Analysis and Training Log



Compulsory SBM Training: Research Methods Courses

- MN6035 Philosophy of Methods
  - Year 1 Autumn term
  - Coordinator: Prof. Chris Smith

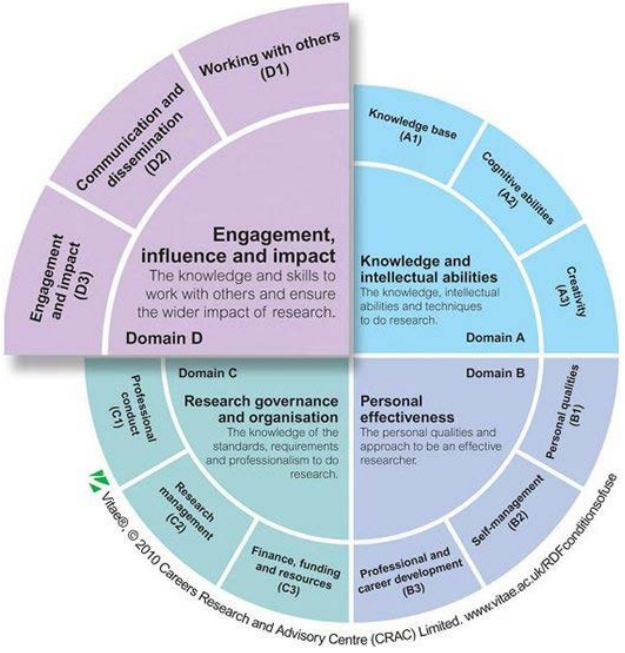
- MN6015 Qualitative Research Methods for Doctoral Students
  - Year 1 Spring term
  - Coordinator: Prof. Gillian Symon

- MN6025 Quantitative Research Methods for Doctoral Students
  - Year 1 Spring term
  - Coordinator: Prof. Sameer Hosany

Compulsory College Training : The Researcher Development Programme

An average of 5 days of training per academic year for full-time students (2.5 days for part-time), total of 15 days across three years of study. Recommended courses for 1st Year SoM PhDs include:

- Managing your Research
- Writing a Literature Review
- Tips and tricks for using MS Word to produce your thesis
- Introduction to the Library resources, open access and bibliographies
- Getting the most out of your Supervisor



http://moodle.rhul.ac.uk/course/view.php?id=1861#section-2

Additional Research Training

- Internal Advanced Training sessions from 2nd year onwards e.g. Peer Review, Reflexive Research Design
- **The South East Network for Social Sciences (SeNSS) Doctoral Training Partnership (DTP)**
- City University London, University of East Anglia, University of Essex – the SeNSS co-ordinating institution, Goldsmiths, University of London, University of Kent, University of Reading, Roehampton University, Royal Holloway University of London, University of Surrey and University of Sussex.
- CARMA suite of expert videos on methods available through RDP webpage
- UK Research Training Elsewhere e.g. NCRM, BAM
- English Language Training available through The Centre for Development of Academic Skills (CeDas)https://www.royalholloway.ac.uk/ecampus/cedas/home.aspx

Training Needs Analysis (TNA) and Training Log

- Between now and your first formal review (November), you and your supervisor will complete a Training Needs Analysis

- Thereafter you will keep a Training Log of all the training you have received which will be regularly reviewed

Avoiding 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). Remember to:

- Attend the RDP session on Avoiding Plagiarism (see Moodle)
- Discuss plagiarism with your supervisory team

First Year Assessments will be automatically checked for plagiarism through TurnItIn

PhD Annual Conference

- All students are required to present their work at each year's PhD Conference
  - First year students present posters
  - Second and third year students give presentations
- Students receive useful feedback on their work from faculty and other students

Other Seminars and Conferences

- DTC Annual Conference (July)
- School of Business and Management research seminar programme (all year)
- Seminars at other University of London colleges
- General and specialist Management conferences e.g. AoM, BAM etc

PhD allowance

- For expenses directly related to your doctoral research only e.g.
  - Conference attendance for presentation
  - Fieldwork
  - Additional specialist training
- £650 per year subject to the PhD annual budget in Years 1, 2 and 3
- Most students spend the majority of their allowance in Years 2 and 3.
- Subject to approval by the PhD Director.

PhD Scholarship

- Prestigious award.
- Comes with commitments:
  - You need to attend your subject group seminars and invited meetings.
  - You need to participate in at least one theme group. Ask your supervisor for best fit. All Theme groups are on the SoM website.
  - Students who received over £10,000 will work for 6h as per their scholarship contract.

Availability of Extra Work

- Teaching work is allocated at the Departmental level, so please contact your Head of Department. Note that we cannot guarantee teaching will be available.
- If you are allocated any teaching work you must follow the InSTIL teaching training programme provided by the University.
- Other sorts of paid work regularly advertised through email (including marking, website searches etc)
- Paid or unpaid work (max 20 hours per week, with 6 hours teaching) either within or outside the college is subject to the supervisor's approval depending on your PhD research performance.

PhD Semi-Annual Reviews (SAR)

- Semi-annual reviews in November/December and May/June
- All students are required to attend, including new students
- PhD supervisory team attends the reviews to comment on students' performance
- Each review chaired by PhD Director or PhD Deputy Director

Why do we have SARs?

- Reviews help formally identify and agree aims and objectives for next 6 months
- Reviews assess if last 6 months' objectives have been achieved, give feedback and can identify problems
- Reviews provide opportunity for you to indicate if you need particular help or support
- They also help identify and agree training needs

SAR Process

- PGR Admin team will send out necessary forms for completion and suggested timetable
- Identify suitable time slot with supervisory team
- Complete form and obtain reports from supervisory team
- Include other material such as training log
- Submit to PGR Admin team in timely manner

How long have you got to get your PhD?

Full time:

3 years

(2 years min – 4 years max)

Part time:

6 years

(4 years min – 8 years max)

Key events and targets

	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	▪ MN6035 Philosophy of Methods ▪ MN6015 Qualitative Methods ▪ MN6025 Quantitative Methods ▪ Generic Skills Training ▪ Two semi-annual reviews ▪ PhD Annual Conference ▪ DTC/RHUL Annual PhD conference ▪ SoM Seminars	▪ Career direction ▪ Workshops to improve your skills ▪ Set up PURE profile
Year 2	▪ PhD upgrade ▪ Ethical clearance ▪ Fieldwork	▪ Generic Skills Training ▪ Advanced Res Methods training ▪ Two semi-annual reviews ▪ PhD Annual Conference ▪ DTC/RHUL Annual PhD conference ▪ SoM Seminars	▪ External conferences, etc.
Year 3	▪ Analysing data ▪ Writing up the thesis ▪ Writing up publications	▪ Skills Training (Generic and DTC) ▪ Two semi-annual reviews ▪ PhD Annual Conference ▪ DTC Annual PhD Conference ▪ SoM Seminars	▪ CV/job application ▪ Publications ▪ External conferences

What if something goes wrong?

- Talk to your Principal Supervisor
- Talk to your Second Supervisor
- Talk to the PhD Programme Director
- Talk to the Head of Department
- Consult Student Support Services
- **DON'T DO NOTHING!**

Interruptions and Extensions

Interruption of studies:

If you have severe medical or personal problems it is possible to interrupt your studies for a period between three months and two years. NB You need to show evidence and get approval

Extensions:

If you have severe medical or personal problems it is possible to extend your studies beyond four years for a period of up to six months. NB You need to show evidence and get approval

Keeping in Touch

- PhD students are expected to be regularly on campus
- Keep your supervisor up to date with what you are doing
- Respond promptly to any requests from Paul or Philip or the Doctoral School
- Use the Staff-Student Committee to raise issues
- Check your RHUL e-mail address often, set up forwarding to another address if necessary

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.
- Taught courses are moving online
- Vivas, upgrades and meetings are moving online
- Some of you may need to rethink research activities (consult with your supervisory team).
- Keep up to date with Home Office information as regards your visas
- Remember: support is always available!

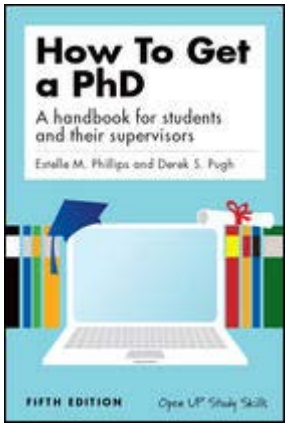
Sources of Information

- SoM PhD Student Handbook (via Moodle)
- SoM PhD Area of Moodle
- RHUL PhD Website: https://www.royalholloway.ac.uk/studyhere/researchdegrees/home.aspx
- PhD Regulations https://www.royalholloway.ac.uk/ecampus/documents/pdf/regulations/researchdegreeregulations.pdf
- RHUL PhD Code of Practice https://www.royalholloway.ac.uk/ecampus/documents/pdf/regulations/pgrcodeofpractice.pdf
- Library Information

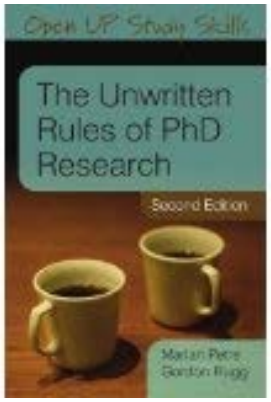
  http://libguides.rhul.ac.uk/Management
- Study space information (2020/21)

  https://intranet.royalholloway.ac.uk/doctoral-school/study/on-campus-study-space-summer-2020.aspx

Further Reading on Studying for PhD



Estelle M Phillips & Derek S Pugh *How to Get a PhD: A Handbook for Students and Their Supervisors* (5th ed. Open Univ Press, 2010)



Marian Petre & Gordon Rugg *The Unwritten Rules of PhD Research* (2nd ed. Open Univ Press, 2010)

Last word…….

http://phdcomics.com/comics.php