Postgraduate Research Student Induction

23rd September 2020

EPMS - School of Engineering, Physical and Mathematical Sciences
A warm welcome to all new PGR students in Engineering, Physics, Maths, ISG (CDT and non CDT), Computer Science.

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

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 will cover

• 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
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


CDT in Cybersecurity: Claire Hudson Founders

Claire and Issy McKinnon from the EPMS office are in charge of desk allocation for Comp. Sci., Maths and ISG PGR students in Bedford and Issy/EPMS office will coordinate allocations in other Depts.
• 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: Dr. Rikke Jensen

Department: **Computer Science** *(Bedford)*
  
PGR Lead Name: Prof. Iddo Tzameret
Departmental and College inductions

- College Induction - Next Tues 29th, Weds and Thurs from 2-3pm online.
- Departmental Inductions -

  Computer Science: Thursday 8th Oct, 2 – 3pm

  Electronic Engineering: today 3.30-4.30pm.

  Centre for Doctoral Training (CDT) in Cyber security : Fri 25th, 11 am in 0-07 Bedford

  Physics : Fri 25th, 10am – 12.30pm

  Maths and all ISG (including CDT) : Fri 9th Oct, 2-3pm
• Links to key references

Research degree regulations:

https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/academic-regulations-2020-21/6.-research-degree-regulations-2020-21-fv.pdf

Code of practice for research degree students and supervisors:

https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/academic-regulations-2020-21/9.-code-of-practice-for-research-students-and-sup-2020-2021.pdf


Doctoral School microsite:

https://intranet.royalholloway.ac.uk/doctoral-school/home.aspx
## Expectations by year

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Your PhD Research</th>
<th>PhD Training, etc.</th>
<th>Career Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A clearly defined research topic</td>
<td>Researcher Development Programme (RDP)</td>
<td>Career direction</td>
</tr>
<tr>
<td></td>
<td>A draft of good quality literature review and methodology chapters</td>
<td>Annual review</td>
<td>Workshops to improve your skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PhD Annual Conference/Symposium</td>
<td>Create a PURE profile</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RHUL Annual PhD conference</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departmental Seminars</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Your PhD Research</th>
<th>PhD Training, etc.</th>
<th>Career Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PhD upgrade</td>
<td>Researcher Development Programme (RDP)</td>
<td>External conferences, etc.</td>
</tr>
<tr>
<td></td>
<td>Ethical clearance</td>
<td>Annual review</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PhD Annual Conference/Symposium</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RHUL Annual PhD conference</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departmental Seminars</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Your PhD Research</th>
<th>PhD Training, etc.</th>
<th>Career Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Analysing data</td>
<td>Researcher Development Programme (RDP)</td>
<td>CV/job application</td>
</tr>
<tr>
<td></td>
<td>Writing up the thesis</td>
<td>Annual review</td>
<td>Publications</td>
</tr>
<tr>
<td></td>
<td>Writing up publications</td>
<td>PhD Annual Conference/Symposium</td>
<td>External conferences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RHUL Annual PhD conference</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departmental Seminars</td>
<td></td>
</tr>
</tbody>
</table>
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/blank-training-log.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/pdf/new-training-needs-analysis-tool.pdf
• How to work with your supervisor

Next steps

Attend the RDP session ‘Making the most of your supervisor’
https://moodle.royalholloway.ac.uk/course/view.php?id=1861

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

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:

  
  To develop skills: Details at College Induction

- School/Department specific training

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

Information will be sent later.

Some CDT specific training sessions will be open to everybody in the School.

Physics are part of SEPNET (South East Physics Network) which offer some training sessions of general interest and will be open to PGR students in the School. Further information will be circulated in due course.
• Research training (cont.)

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.

• 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/home.aspx

• Give a presentation to your fellow students on your research
• Upgrade from MPhil to PhD

1\textsuperscript{st} 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 2\textsuperscript{nd} 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
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
• **Student Staff Committee**

• The School PGR Student Staff Committee meet 3 times a year.

• There are currently 11 students from the 5 Depts on the Committee and the Committee is chaired by a student.

• 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 is 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

There is a School Induction Page on the Doctoral School website with several recorded videos on key services for PGR students provided by the College

• Summary - Questions

• Summary

• Questions?