Postgraduate Research Student Induction

September 23rd 2020

School of Humanities
Today’s session

- Welcome from the School Director of PGR Education
- School of Humanities/ Departmental contacts
- Links to key references
- Roles and responsibilities
- Expectations by year - incl. attendance / engagement (Tier 4)
- How to work with your supervisor - incl. supervision log / frequency of meetings
- Research training
- MA by Research
- Review of academic progress
- PGR Research events
- School study space
- Staff Student Committee
- SAW presentation and Doctoral School liaison introduction
Dr. Danielle Sands
Director of PGR Education, School of Humanities
Senior 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
- Overseeing student progress (annual reviews, upgrades, vivas etc.)
- Directing you to the right place if you have a question or problem!
School of Humanities

- Based in the International Building
- Includes Classics, English, History and Languages, Literatures and Cultures
- Currently home to around 200 PGR (MA by Research and PhD students)
- The Head of Humanities is Prof. Giuliana Pieri
School of Humanities: Departmental PGR contacts

Dr Liz Gloyn (top) and Prof Lene Rubenstein, Classics

Prof Adam Roberts, English

Dr Dawn-Marie Gibson, History
Links to key references

Research degree regulations:  
https://intranet.royalholloway.ac.uk/staff/teaching/aqpo/academic-regulations-and-policies/academic-regulations.aspx

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

PGR Student Handbook:  
https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-handbook/home.aspx

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

**PGR Departmental contact:** to oversee the smooth running of reviews etc. at departmental level
## PhD Expectations by year

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<th>Year</th>
<th>Your PhD Research</th>
<th>PhD Training, etc.</th>
<th>Career Planning</th>
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<tr>
<td>Year 1</td>
<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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<td>- RHUL Annual PhD conference</td>
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<td>- Departmental/School Seminars</td>
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<td>- School training</td>
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<td>Year 2</td>
<td>- PhD upgrade</td>
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<td>Year 3</td>
<td>- Writing up the thesis</td>
<td>- Researcher Development Programme (RDP)</td>
<td>- CV/job application</td>
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<td>- Writing up publications</td>
<td>- Annual reviews</td>
<td>- Publications</td>
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<td>- PhD Annual Conference/Symposium</td>
<td>- External conferences, etc.</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.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?

- Agree your supervisory team and notify the Doctoral School

- 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
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:

• RDP – Moodle https://moodle.royalholloway.ac.uk/course/view.php?id=1861.
  
  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

- Sessions held online across 3 terms
- 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 2020-1

Working with your Supervisor
Led by Dr. Danielle Sands (Languages, Literatures and Cultures)
October 13, 11-12.30pm

Research: Goals, Targets, Questions
Led by Dr Sarah Ansari (History) and Dr Harry Newman (English)
November 11, 11.30am-1pm

‘Talking Together’: School of Humanities Postgraduate Colloquium
November 25-6

Presenting at Conferences
Led by Dr. Matt Phillips (Languages, Literatures and Cultures)
December 2, 3-4.30pm
MA by Research

- MA by Research in History students can learn more about their programme at the History induction

- 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). Email Prof Williams for further info: James.Williams@rhul.ac.uk

- PhD students are welcome to attend!
PGR Research Events

- Frequent 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.

- An annual colloquium bringing together PGRs from across the School and giving them an opportunity to discuss their research. This year’s colloquium ‘Talking Together’ will be held in November 2020. Call For Papers here: https://intranet.royalholloway.ac.uk/doctoral-school/news-events/news-articles/talking-together-school-of-humanities-2020-postgraduate-colloquium.aspx

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

- Talks run by research centres eg. Centre for Victorian Studies, Centre for Visual Cultures.

School study space

- IN030, in the International Building, is reserved solely for PGRs in the School of Humanities. It contains desks and lockers. This has been adapted to ensure that it is possible to work in a fully socially-distanced way.

- This is in addition to the PGR space in the Emily Wilding Davison building, which is open to PGRs across the College.
• 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 to PG Committee, a group of PGR students who help to organise the PG Colloquium in Term 3.
You should have received an invitation to the relevant departmental PGR induction event (details below).

- **LLC**: Wednesday 23 September, 3-3.30pm
- **English**: Wednesday 23 September, 3.30-4.30pm
- **History**: Wednesday 23 September, 4-5pm
- **Classics**: Friday 25 September, 2.30-3.30pm

These will be run by the departmental PGR leads and will give you an opportunity to ask any discipline-specific questions about your course.
Supporting you at Royal Holloway
Where to find wellbeing support and guidance

Student Advisory & Wellbeing

Assist with transition and adjustment to university life.

Empower students by enabling you to successfully continue your studies.

Support you to embrace opportunities & make the most of your time at Royal Holloway.

Encourage everyone to seek help and advice when needed - before the issue becomes overwhelming.

For all students regardless of study level (Foundation, UG, PGT, and PGR)

Supporting you in a Covid safe way in 2020 / 2021
Supporting you at Royal Holloway

Supporting you….with your wellbeing
Our wellbeing advisers offer wellbeing advice and guidance to all students to support you in maintaining a healthy lifestyle and to help you make the most of your university experience.

Supporting you….through counselling
Our counsellors are here for you to talk about personal and emotional concerns in a friendly, non-judgemental and confidential setting.

Supporting you….with your disability
Our disability advisers support dyslexic students, disabled students, and those with mental health or chronic medical conditions to demonstrate their academic abilities.
Early registration is important to access support!
Supporting you at Royal Holloway

Supporting you....with your finances
Our financial advisers aim to ensure your time at university is as financially stress free as possible. They are here to assist with any money concerns and including access to the study support grant.

Supporting you....as an international student
Our international advisers offer specialised support including visa advice, adaptation to life in the UK, police registration and running events for students.

Supporting you....with your mental health
All our teams play an important part in supporting students with their mental health and wellbeing and we adopt a holistic approach to support.

Supporting you....with your faith & spirituality
Our Chaplains work to support spiritual and religious development and community building.
This academic year is going to be different but we are committed to providing all our usual services for students and adapting delivery to support maintaining a safe campus and a safe experience for students and staff.

Initial contact will be by email with online (MS Teams) 1-2-1 appointments offered in term 1. We also hope to provide virtual drop ins.

Face to face appointments may be offered if they can be held in a Covid-safe way

- wellbeing@royalholloway.ac.uk
- counselling@royalholloway.ac.uk
- mentalhealth@royalholloway.ac.uk
- internationaladvice@royalholloway.ac.uk
- disability-dyslexia@royalholloway.ac.uk
- moneymatters@royalholloway.ac.uk
- chaplaincy@royalholloway.ac.uk