Welcome to the Second Year
What to Expect This Year
Doctoral Programme
September 2021
Introductions

Professor Fiona Moore
Director of the PhD Programme

Dr Philip Wu
Deputy Director of the PhD Programme
Current SBM Info: 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
What point should you be at in your PhD at this stage?

• Draft literature review completed
• Research question and design finalised
• Methodology scoped out
• Ethical clearance obtained?
• MN6035, MN6015, MN6025 completed and assessments passed
• Five days additional training completed
What should you be hoping to achieve in your second year?

• Upgrade
• Fieldwork (ensuring ethical clearance received if relevant)
• Data analysis begun
• Five days additional training eg (from College):
  o Formatting work for PhD style
  o Time management
  o Specific methods training
  o Presentation skills
  o Ethics
• External conference presentation
What is the Upgrade?

• Initially all students registered for MPhil and upgrade marks transition point to PhD
• The upgrade is an opportunity to demonstrate how much you have learnt and understand about your topic
• This is probably the stage where you demonstrate that you are more expert in your specific area than your supervisor
• The upgrade is an excellent trial run for the viva (although much friendlier!)
• The upgrade is also an opportunity for you to reflect on your own skills
When is Upgrade?

• Has to be undertaken within 20 months of first registration (or 40 if part-time).
• Has to be obtained within 24 months (or 48 if part-time).
  o You should be aiming to complete your entire thesis within 36 months so upgrade at 24 months gives little time.
  o Hence we encourage you to go for upgrade earlier than 20 months if progress sufficient.
  o If you and your supervisor agree you do want to go for upgrade earlier please let Fiona, Philip and the Doctoral School know as soon as possible.
What is the upgrade process?

• Submission of relevant documents for panel review and discussion to ascertain whether student has made sufficient progress and is working at sufficient standard to proceed to PhD.

• Two stages:
  o Producing and submitting documentation.
  o Discussing documentation in formal meeting with supervisory team.
Upgrade Documentation

• A literature review chapter with a clear statement of the research problem being addressed in the PhD, research objectives and research questions (with hypotheses where relevant).
• A methodology chapter justifying the research method that will be adopted and at least a preliminary outline of proposed empirical work.
• A timetable for completion.
• Parts 1-5 of the College PhD upgrade form completed.
• 20-30K in length.
Queries about Documentation

- 20-30K is a range, how long does it have to be?
  - The College does not specify. The range is to allow for different kinds of submissions and supervisory preferences.

- How finalised does it have to be?
  - This needs to be worked out with your supervisor as different requirements on this. Note that lit review and method will almost certainly have to be updated after fieldwork.

- My research does not fit this model, what should I submit?
  - Needs to be negotiated with supervisor and PhD Director.
  - And in the case of thesis by paper….
Alternative Format Thesis

Normally need to decide you will submit in this different format (see Moodle and Regulations) by the time of upgrade. If you are following this alternative format, for upgrade you should submit:

- An introduction (as specified in the alternate format outline)
- A methodology chapter (as specified in the alternate format outline)
- At least one other paper or chapter from the thesis
- A timetable for completion of the thesis;
- Parts 1-5 of the College PhD upgrade form completed.
Upgrade Process Submission

Student:
- Submit draft documents to supervisory team
- Incorporate feedback
- Submit documents to Doctoral School, supervisory team and Chair of Upgrade Panel (Fiona/Philip) at least ONE WEEK before upgrade date

Supervisor:
- Submits pre-upgrade report to Chair
- Arrange date/time of face-to-face upgrade meeting with other members of supervisory team and Chair
Upgrade Process Meeting

• Chair introduces purpose and process of meeting and checks understanding
• Chair and supervisory team take turns in asking student questions on submitted draft chapters and feasibility of submitted timetable
• Student leaves the room (or Teams meeting) for short period while Panel discusses performance
• Student returns to hear outcome
• Completion of relevant College documentation
• Meeting should last approximately one hour
What are we looking for in the upgrade?

Evidence of:
• In-depth knowledge and good understanding of relevant research literature
• Ability to talk coherently and critically about research literature
• Ability to defend research focus and design decisions
• General awareness of methodological issues
• Appreciation of time constraints and good planning
Common issues and problems with upgrade

NB Not an automatic process

• Documentation is incoherent, poorly structured and poorly expressed
• Literature review and research purpose not sufficiently cognisant of theory, lacks critique or is too focused on one particular theory or author
• Method section has very little referencing to methodology literature (despite MN6015 and MN6025!)
• Most common, students find it difficult to discuss their research objectives and theoretical underpinnings concisely and in an informed manner
• What if I don’t agree with outcome?
  o There is space on the College upgrade form to add your own comments and you can appeal (within 14 days)
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
  • Ask your supervisor to set up access to TurnItIn on the Moodle page so you can both check your work.
Fieldwork and Ethics

• You can use your allowance to pay for research visits but be efficient
• Plan these carefully and discuss with supervisor
• Fill in an absence form (under Ethics and Governance on Moodle) and return to Doctoral School. Let us know if you cannot attend SAR or PhD conference while in the field
• Discuss ethical implications of your research with your supervisor (inc consent forms etc)
• Visit the following:
  https://www.royalholloway.ac.uk/.../researchsupport/ethics/ethicsandgovernance.aspx
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 Finance and Facilities (MNFinanceandFacilities@rhul.ac.uk) 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
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
• NB 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

• You should be aiming to finish your PhD in THREE years.
• You are granted a fourth writing-up year automatically, but please do not plan for this. In event of unforeseen circumstances you can apply for interruption in your second year – this ‘stops the clock’ on your PhD timetable.
• Circumstances normally will be:
  ◦ Medical
  ◦ Close family issues
  ◦ Unexpected serious and disruptive event
• 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
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”.

• Student Union responsible for organizing student members.
• 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.
Meet the PRES!

• Postgraduate Research Experience Survey
• You will have encountered it in first year and you will encounter it again
• Analytics are taken very seriously at School and College levels
• Although it is voluntary, please do participate; everybody benefits from your feedback and it’s another way you can raise concerns, elevate praiseworthy people/activities, etc.
And Finally, The COVID

- While we are moving back to a more campus-based programme, meetings, upgrades and vivas are likely to remain online for the moment.
- PhD Room is open with social distancing measures in place; limited occupancy; not 24-hour; check website for alternative study spaces.
- Some of you may need to rethink research activities in line with the changing world situation (consult with your supervisory team). This is OK and you will be supported.
- Keep up to date with Home Office information as regards your visas.
- Remember: support is always available!
http://www.phdcomics.com/movie
Good Luck!

You don’t really need it if you are working hard.