Postgraduate Research Student Induction

September 22nd 2021

School of Humanities
Today’s session

• Welcome from the School Director of PGR Education
• Introduction from Wellbeing team
• School of Humanities/ Departmental contacts
• Links to key references
• Expectations by year - incl. attendance / engagement (Tier 4)
• How to work with your supervisor - incl. supervision log / frequency of meetings
• Good practice for PGR supervisors and supervisees
• Research training and research ethics
• MA by Research
• Review of academic progress
• PGR Research events
• School study space
• Staff Student Committee
• Doctoral School liaison introduction
Welcome from the School Director of PGR Education

Dr. Danielle Sands
Director of PGR Education, School of Humanities
Senior Lecturer in Comparative Literature and Culture, LLC
Danielle.Sands@rhul.ac.uk

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 Kaja Cook, History
Links to key references

Research degree regulations:
royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations-2021-22/6.-research-degree-regulations-2021-22-fv.pdf

Code of practice for research degree students and supervisors:
royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations-2021-22/9.-code-of-practice-for-research-students-and-supervisors-2021-22-fv.pdf

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

Doctoral School microsite: royalholloway.ac.uk/doctoral-school/home.aspx

School of Humanities PGR Moodle page: Course: Information for PGRs - School of Humanities (royalholloway.ac.uk)
## PhD 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 reviews</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/School Seminars</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>School training</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>PhD upgrade</td>
<td>Researcher Development Programme (RDP)</td>
<td>External conferences, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual reviews</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/School Seminars</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Writing up the thesis</td>
<td>Researcher Development Programme (RDP)</td>
<td>CV/job application</td>
</tr>
<tr>
<td></td>
<td>Writing up publications</td>
<td>Annual reviews</td>
<td>Publications</td>
</tr>
<tr>
<td></td>
<td></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/School Seminars</td>
<td></td>
</tr>
</tbody>
</table>
Review of academic progress

All full and part time PhD students should be formally reviewed at least once every 12 months. In the School of Humanities, annual reviews take place in June (for most PhD students in English, History and LLC) and in November (for Classics students and January starters).

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/home.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? [https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/pgr-record-of-supervisor-contacts.docx](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/pgr-record-of-supervisor-contacts.docx)

Agree your supervisory team and complete the form: [https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/supervisor-arrangement-confirmation-form.docx](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/doc/new-research-log.docx](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/new-research-log.docx)
How to work with your supervisor

Next steps

• Attend 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
Good Practice for PGR Supervisors and Supervisees

This document aims to help PGRs to settle in quickly to positive relationships with their supervisor by giving them a sense of what they can expect and who can help them if they need additional support.

1. Student and supervisor will meet about monthly, by mutual agreement. Meetings can be held on Microsoft Teams or by telephone, where appropriate.

2. Students produce a summary of each meeting and send it to their supervisor. These are all submitted as the Supervision Log for the Annual Review.

3. Supervisors should normally reply to students’ emails within two working days.

4. Students should normally reply to supervisors’ emails within two working days.

5. Students should keep supervisors up to date with academic or personal problems that affect their work.

6. Where supervisory arrangements change, the supervisor should discuss the new arrangements with either the PGR departmental lead or School Director of Postgraduate Education, submit the relevant paperwork to the Doctoral School and ensure that the new supervisor is updated on the supervisee’s progress to date.

All relationships can have rough and smooth patches. It’s really important that if either supervisor or student has concerns, they let the PGR Departmental Lead or Director of Postgraduate Research Education know (or the Head of Department or Head of School, where the DPRE is the supervisor).
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:

  
  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
Sessions recommended for new PGRs, Autumn Term:

** Looking After Your Mental Health in the Research Process **
** When: ** Wednesday 29 September, 2-4pm  
** Who: ** Led by Dr Emma Brodzinski (Drama, Theatre and Dance)

** Introduction to Library and Information Services **
** When: ** Wednesday 6 October, 2-3.30pm  
** Who: ** Led by Emma Burnett (Information Consultant, Academic Services, and Library Liaison for the School of Humanities)

Finding your Feet in your First Year
** When: ** October 13, 2-3.30pm  
** Who: ** Led by Dr. Danielle Sands (LLC) and Kate Ferry-Swainson (PGR, LLC)

Research: Goals, Targets, Questions
** When: ** November 25, 11am-12.30pm  
** Who: ** Led by Dr. Sarah Ansari (History)
Speak with your supervisor about whether your project might have ethical implications that mean it needs to be considered by the College’s ethical approval process.

Summary

- Does your research need to be reviewed by the College Research Ethics Committee?
- Are there any risks with your research, or safeguarding, legal or data protection obligations?
- Review takes three weeks and approval cannot be granted retrospectively.
- Ethics intranet page: contains templates, guidance on how to complete an ethics application, a link to the online ethics system and details about training.
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.

- Visiting speakers, talks etc. as part of the Brief Interdisciplinary Encounters research seminar.

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

- Student- and staff-led seminars. Look out for University of London funds to support student-designed events
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**, which runs 5-7pm on Wednesdays.
- ML5002 introduces students to a wide range of key critical theories, topics and methodologies. Assessment takes the form of a small individual presentation in the final week of this taught component. The presentation is assessed on a pass/fail basis. Regular attendance (minimum of 80%) of this 11-week programme and passing the assessment are prerequisites for the successful completion of the MA by Research.
- This course is convened by Prof. James Williams (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!
Programme of Topics:

Dr. Markus Daechsel: Martin Heidegger
Dr. Danielle Sands: Jacques Derrida
Dr. James Smith: Jacques Lacan
Dr. Prudence Bussey-Chamberlain: Feminism
Dr. Matt Phillips: Michel Foucault and the Critical Medical Humanities

Reading Week
Dr. Matt Phillips: Affect Theory
Prof Bob Eaglestone: Hannah Arendt
Prof James Williams: Queer Theory
Dr. Terri Ochiagha: Homi Bhabha

Final Week: Student Presentations
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.
Staff Student Committee

• 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 the 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 22 September, 3-3.30pm
- English: Wednesday 22 September, 3.30-4.30pm
- History: Wednesday 22 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.