Today’s session

• Welcome from the School Director PGR Education
• School structure
• Links to key references
• Expectations by year - incl. attendance / engagement (Tier 4 / Student Route visa)
• How to work with your supervisor - incl. supervision log / frequency of meetings
• Research training
• Conferences
• Review of academic progress
• Ethics
• School study space Staff Student Committee
• Doctoral School / Wellbeing
• Q&A
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 and explain how to use it.
Introductions

Professor Fiona Moore  
Director of the PhD Programme  
Office Macrae 2-37

Dr Philip Wu  
Deputy Director of the PhD Programme  
Office MX110
Introduction to the SBM: Departments

Accounting, Finance and Economics

**HOD:** Dr Julinda Nuri

Marketing

**HOD:** Prof Alan Bradshaw

HRM and Organization Studies

**HOD:** Prof Gillian Symon

Strategy, International Business and Entrepreneurship

**HOD:** Dr Sigrun Wagner

Digital Innovation and Management

**HOD:** Prof Ashok Jashapara

Professor Christos Tsinopoulos

Executive Dean
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: Prof Niki Pantelli & Dr Nisreen Ameen

Centre for Research into Sustainability (CRIS)
Research Centre Leader: Prof Helen Tregigda

Knowledge and organisational learning (KOL)
Theme Leader: Prof Alice Lam

Intercultural and international perspectives on management
Theme Leader: Prof Emeritus Chris Smith
Doing a PhD in the School of Business & Management (SBM)

We have approximately 90 members of academic staff in the SBM and between 80 and 100 PhD students.

Most of our PhD students are full-time.

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

• Deputy Principal (Academic) and Head of the Doctoral School
  • Professor Ken Badcock

• 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
The different roles of a Postgraduate Researcher

**Researcher**
As a researcher, you belong to your department and have your **supervisory team** as your key contact and support

**Student**
The **Doctoral School** provides a centre of PGR expertise to support you through your student journey from induction through to award

**Staff member**
As a member of teaching staff, your key administrative support will come from your academic school
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
MN6035 Philosophy of Methods
Year 1 Autumn term
Coordinator: Prof. Dan Karreman

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.asp
• 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
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
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.
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)

Purpose: to keep up lines of communication, address concerns, identify needs and provide assistance.

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

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
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
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”.

• 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
Meet the PRES!

Postgraduate Research Experience Survey
Annual, confidential, survey of PGR students: analytics are taken very seriously at both School and College level
Voluntary but it’s worth doing
An excellent way to feed back concerns, queries
Also, please let us know what we’re doing well!
Everybody benefits from your participation
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)
How is Part-Time Different?

Everything is doubled!

More time to do PhD

Only one review per year (AR not SAR)

Can I switch from full to part-time (or vice versa?)

Yes!

However, there may be visa issues for international students; check with the Doctoral School.
## Key events and targets

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<th>Year 1</th>
<th>Your PhD Research</th>
<th>PhD Training, etc.</th>
<th>Career Planning</th>
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<td>A clearly defined research topic</td>
<td>MN6035 Philosophy of Methods</td>
<td>Career direction</td>
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<td>A draft of good quality literature</td>
<td>MN6015 Qualitative Methods</td>
<td>Workshops to improve your skills</td>
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<td>Generic Skills Training</td>
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<td>Two semi-annual reviews</td>
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<td>SoM Seminars</td>
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| Year 2 | | | |
|--------| | External conferences, etc. | |
|        | PhD upgrade | Generic Skills Training | |
|        | Ethical clearance | Advanced Res Methods training | |
|        | Fieldwork | Two semi-annual reviews | |
|        | | PhD Annual Conference | |
|        | | DTC/RHUL Annual PhD conference | |
|        | | SoM Seminars | |

| Year 3 | | | |
|--------| | CV/job application | |
|        | Analysing data | Skills Training (Generic and DTC) | |
|        | Writing up the thesis | Two semi-annual reviews | |
|        | Writing up publications | PhD Annual Conference | |
|        | | DTC Annual PhD Conference | |
|        | | SoM Seminars | |
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

Check your RHUL e-mail address often, set up forwarding to another address if necessary (this is ESSENTIAL. All important information comes through the PhD student mailing list and ignorance is no excuse)

Visit the campus regularly

Keep your supervisor up to date with what you are doing

Respond promptly to any requests from Fiona or Philip or the Doctoral School

Use the Staff-Student Committee to raise issues
And Finally, The COVID

• For the past three years, all taught courses, vivas, upgrades and meetings have taken place online
  • While we are moving back to a more campus-based programme, some activities remain online, chiefly upgrades and meetings.
• PhD Room is open; check website for alternative study spaces.
• Social distancing etc. are recommended
• 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 Teams channel

RHUL PhD Website:
https://www.royalholloway.ac.uk/studyhere/researchdegrees/home.aspx

PhD Regulations

RHUL PhD Code of Practice

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 Material on Studying for PhD


https://thephdliferaft.com (useful podcast)
• Ethics

<Include any relevant information where applicable>

https://intranet.royalholloway.ac.uk/staff/research/research-and-enterprise/research-enterprise/ethics/home.aspx