

# Welcome to the Doctoral School

September 2022



ROYAL  
HOLLOWAY  
UNIVERSITY  
OF LONDON

# The different roles of a PGR student

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**

# How can the Doctoral School help you?

## **1. Provides centre of expertise to advise and support you on non-academic issues throughout your student journey e.g. queries on**

- Student record – enrolment / interruptions / change of mode
- Progression and award processes – annual review / upgrade / exam
- Funding – fees and studentship
- College regulations and Code of Practice for PGR students

## **2. Provides support with document requests e.g.**

- Student Status Certificate (if you not able to download it)
- confirmation for your railcard application

## **3. Provides generic skills training for PGR students:**

- Researcher Development Programme

# How can the Doctoral School help you? – ctd.

## 4. **Aims to foster a sense of community among PGR students across all disciplines:**

- PGR Peer Mentoring Scheme
- Alumni events
- Annual Doctoral School interdisciplinary conference - June

## 5. **Keeps you updated on news and events in the College of interest to PGR students:**

- Fortnightly Researcher Newsletter
- Doctoral School microsite: [royalholloway.ac.uk/doctorsal-school/home.aspx](http://royalholloway.ac.uk/doctorsal-school/home.aspx)
- Twitter - @RHULDocSchool
- LinkedIn

## 6. **Acts as link to support services and Professional Service teams who deal with PGR students e.g.:**

- Wellbeing / International Student Support Office / Library / SU

# Doctoral School team

- The team consists of 13 members of staff, each with their own areas of expertise.
- Each academic School has its own School Liaison staff member from within the Doctoral School team who supports the School's Student-Staff Committee, School events and School training courses.
- Want to contact a particular staff member / have a query about specific issue? Email into [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk) and your query will be triaged to the most relevant member of staff.
- Want to speak with a member of staff online or in person face-to-face? Make an appointment. Let us know what your query is about and the most relevant member of staff will arrange to meet with you via MS Teams or at the Helpdesk in Founder's South Tower : [royalholloway.ac.uk/doctoral-school/appointment-request.aspx](https://royalholloway.ac.uk/doctoral-school/appointment-request.aspx)

# Contact the Doctoral School

Email us:

[doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)  
[pgrtraining@royalholloway.ac.uk](mailto:pgrtraining@royalholloway.ac.uk) (RDP queries only)

Phone us:

01784 276886

Visit our Helpdesk  
in Founder's  
South Tower

The Helpdesk in S-105 is open on Tuesdays for drop in general queries. See opening times at:  
[royalholloway.ac.uk/doctorsal-school/doctorsal-school-helpdesk.aspx](http://royalholloway.ac.uk/doctorsal-school/doctorsal-school-helpdesk.aspx)

Online Helpdesk:

Make an online appointment to speak with a specific team member: [royalholloway.ac.uk/doctorsal-school/appointment-request.aspx](http://royalholloway.ac.uk/doctorsal-school/appointment-request.aspx)

Visit our  
webpages:

[royalholloway.ac.uk/doctorsal-school/home.aspx](http://royalholloway.ac.uk/doctorsal-school/home.aspx)

# What's next?

## Look through the Start of Session Guide for new PGRs

[royalholloway.ac.uk/doctorsal-school/welcome-to-new-students.aspx](https://royalholloway.ac.uk/doctorsal-school/welcome-to-new-students.aspx)

- make sure that you have completed enrolment for 2022/23
- attend the other PGR induction events and view our range of induction videos and presentations from central College services
- read the 2022/23 PGR student handbook
- let us know if you would like a PGR peer mentor
- meet with your supervisor and send your supervisory team arrangement form to the Doctoral School