

Postgraduate Research Student Induction

22nd September 2022

EPMS: School of Engineering, Physical and Mathematical Sciences



**ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON**

Welcome from the School Director PGR Education



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

Welcome to all new PGRs in Engineering, Physics, Maths, ISG (CDT and non-CDT), Computer Science.

- School Director of PGR Education: **Rikke Bjerg Jensen** (ISG)

We aim to provide

- A stimulating environment - seminars, reading groups, peers
- Necessary resources - equipment, journals etc.
- Support and Advice - supervisor, advisor, college bodies – Doctoral School

Today's session will cover



- Admin Support
- EPMS School structure for PGR
- Links to key references
- Expectations by year - incl. attendance / engagement (Tier 4)
- How to work with your supervisor - incl. supervision log / frequency of meetings
- Research training
- Review of academic progress – Annual Review and Upgrade
- Ethics
- Staff Student Committee
- Questions
- Wellbeing



- School Director of PGR Education: **Rikke Bjerg Jensen** (ISG)
- Doctoral School Staff handling EPMS matters: **Evelyn Dunning**
- <https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/pgr-induction.aspx>

CDT in Cyber Security for the Everyday: **Claire Hudson**

Claire and Issy McKinnon from the EPMS office are in charge of desk allocation for Computer Science , Maths and ISG PGR students in Bedford and Issy/EPMS office will co-ordinate allocations in other departments.



Department : **Electronic Engineering (Shilling building)**

- PGR Lead: Shyqyri Haxha

Department: **Physics (Tolansky)**

- PGR Lead: Andrew Ho

Department: **Mathematics (Lower ground floor McCrea)**

- PGR Lead : Pat O'Mahony

Department: **Information Security (Bedford)**

- PGR Lead: Elizabeth Quaglia

Department: **Computer Science (Bedford)**

- PGR Lead: Chris Watkins

Departmental and College inductions



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

College Inductions

Wednesday 21 Sept, 11am-12pm, Horton Lecture Theatre 2 and MS Teams :

Doctoral School and Library

Wednesday 21 Sept, 12:30-2pm, Founder's Dining Hall:

Welcome back lunch

Tuesday 27 Sept, 11am-12pm, MS Teams:

**Researcher Development, Teaching,
Careers and Volunteering**

Departmental Inductions

Computer Science: ?

Electronic Engineering: Friday 30 September, 2-3pm (MS Teams)

Centre for Doctoral Training (CDT) in Cyber security : Tuesday 20 September (done)

Physics : Wednesday 21 September (done)

Maths and all ISG (including CDT) : Tuesday 20 September (done)



Research degree regulations:

royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations/6.-research-degree-regulations-2022-23-fv.pdf

Code of practice for research degree students and supervisors:

royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations/9.-code-of-practice-for-research-students-and-supervisors.pdf

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

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

Expectations by year



	Your PhD Research	PhD Training, etc.	Career Planning
Year 1	<ul style="list-style-type: none">▪ A clearly defined research topic▪ A draft of good quality literature review and methodology chapters▪ Fieldwork	<ul style="list-style-type: none">▪ Researcher Development Programme (RDP)▪ Annual reviews▪ PhD Annual Conference/Symposium▪ RHUL Annual PhD conference▪ Departmental Seminars	<ul style="list-style-type: none">▪ Career direction▪ Workshops to improve your skills▪ Create a PURE profile
Year 2	<ul style="list-style-type: none">▪ PhD upgrade▪ Ethical clearance▪ Fieldwork	<ul style="list-style-type: none">▪ Researcher Development Programme (RDP)▪ Annual reviews▪ PhD Annual Conference/Symposium▪ RHUL Annual PhD conference▪ Departmental Seminars	<ul style="list-style-type: none">▪ External conferences, etc.
Year 3	<ul style="list-style-type: none">▪ Analysing data▪ Writing up the thesis▪ Writing up publications	<ul style="list-style-type: none">▪ Researcher Development Programme (RDP)▪ Annual reviews▪ PhD Annual Conference/Symposium▪ RHUL Annual PhD conference▪ Departmental Seminars	<ul style="list-style-type: none">▪ CV/job application▪ Publications▪ External conferences

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>

Agree your supervisory team and complete the form: <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>



Next steps

Attend the RDP session 'Getting the Most from your Supervisor'

<https://moodle.royalholloway.ac.uk/mod/page/view.php?id=201310>

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
- Identify research ethics queries



What you can do for your supervisor

Keep in regular contact with your supervisor

Keep to deadlines

Send materials promptly, allowing time to read

Advisor

They should act as a second independent staff member who exercises oversight on the whole process



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>.

School/Department specific training

Comp. Sci., Maths and ISG run a joint set of training seminars: information will be sent later.

Some CDT specific training sessions will be open to everybody in the School

Physics are part of SEPNET (South East Physics Network) which offer some training sessions of general interest and will be open to PGR students in the School. Further information will be circulated in due course.



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

- Submission of conference paper abstract: **half day**;
- Presentation of poster at conference: **half day**;
- Presentation of conference paper: **1.5 days**;
- Submission of paper or book chapter for publication: **2 days**;
- Organisation of conference as part of a committee; **2 days**
- Volunteer to help at a conference for one day: **1 day**.



Annual Review: All full and part time students should be formally reviewed at least once every 12 months.

All documents can be found on the Doctoral School microsite

<https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/annual-review-and-upgrade/home.aspx>





1st Attempt within 20 months of starting (26 Months for CDT students)

- Present your work to committee of Supervisor, Advisor and 1 other staff member (“independent”)

If failed then 2nd attempt must take place within 24 months of starting (30 months for CDT students)



Strict Deadline

As a full-time student, you must submit within 4 years of your initial registration date (5 years for CDT)

Viva (1 external and 1 internal examiner, independent chair, sometimes the supervisor) will take place a few months after submission



Besides obvious ethical issues like Plagiarism some of you may have to deal with other ethical issues.

Discuss with your supervisor!

There is a question in the Upgrade form as to whether you have considered this and there is also an online Self-assessment to see if it is something you need to consider

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

But ... consider ethics as well as risks (including and health and safety) early on.



- The School PGR Student Staff Committee meet 3 times a year.
- There are currently 11 students from the 5 Depts on the Committee and the Committee is chaired by a student.
- This is an opportunity for you to give us feedback, to discuss topics that are of importance to you, and to suggest how the PGR provision for the School could be improved.
- There is Admin support from the Doctoral School.



The Different Roles of a Postgraduate Researcher



Researcher

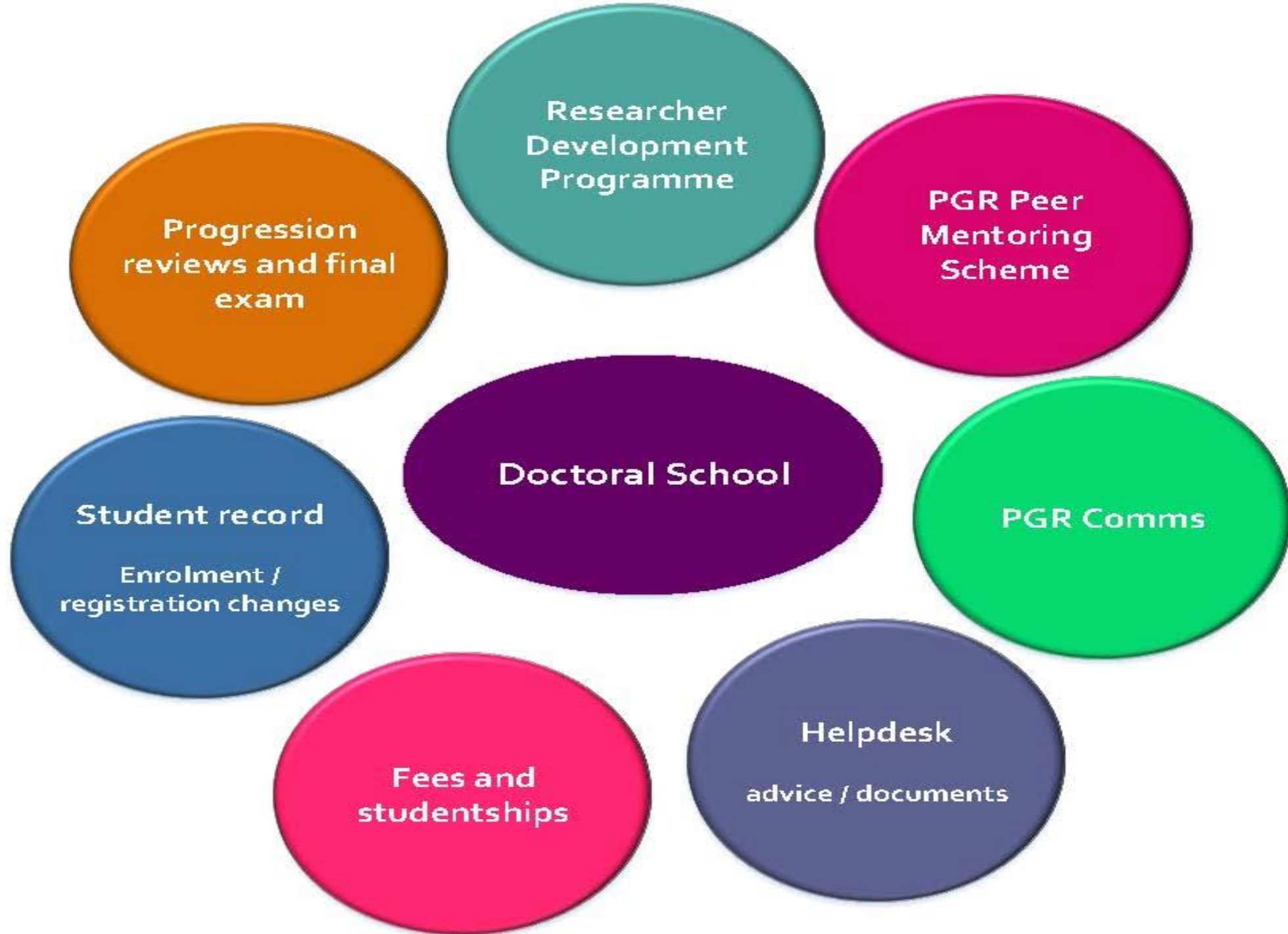
As a researcher, you belong to your department and have your **supervisory team** as your key contact and support

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**



Researcher
Development
Programme

PGR Peer
Mentoring
Scheme

Progression
reviews and final
exam

Doctoral School

PGR Comms

Student record

Enrolment /
registration changes

Helpdesk

advice / documents

Fees and
studentships



- Dispute with your supervisor: discuss with Advisor/second supervisor, Departmental PGR lead or me.
- Serious Illness: possible to Interrupt studies
- College Support : Wellbeing

There is a School Induction Page on the Doctoral School website with several recorded videos on key services for PGR students provided by the College

<https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/pgr-induction.aspx>

Questions?



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON