

Welcome to the Doctoral School

Nisha Patel, Doctoral School Manager



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Doctoral School Administration Team



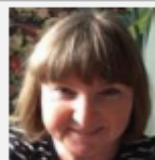
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OF LONDON



Nisha Patel
Doctoral School Manager



Laura Christie
Doctoral School Training &
Development Manager

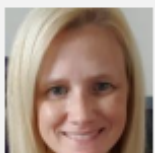


Janet Heaney
Doctoral School Recruitment &
Scholarships Manager

Vacancy
Doctoral School Data, Records &
Fees Manager



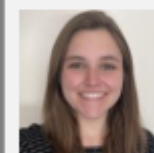
Laura Ventura Nieto
Doctoral School Programme
Administration Manager



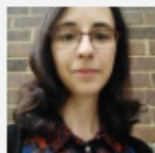
Laura Shoulder
Doctoral School Communications
Officer



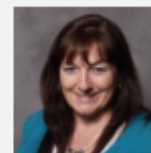
Claire Hudson
Senior Student Administration
Officer (ISG CDT)



Elizabeth Jones
Doctoral School Recruitment &
Scholarships Officer



Ally Williams
Doctoral School Data, Records &
Fees Officer



Tracey Jeffries
Doctoral School Administration
Officer



Jo Barrs
Doctoral School Administration
Officer



Will Davidson
Doctoral School Administration
Assistant



Evelyn Dunning
Doctoral School Administration
Assistant

Doctoral School team

- The team consists of 16 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 Staff-Student Action Meetings, 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 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

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
 - University regulations and Code of Practice for PGR students
- 2. Provides support with document requests e.g.**
 - Student Status Certificate (if you're 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 - November
- 5. Keeps you updated on news and events in the University of interest to PGR students:**
 - Fortnightly Researcher Newsletter
 - Doctoral School microsite: royalholloway.ac.uk/doctoral-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

Contact the Doctoral School

Email us:

doctoralschool@royalholloway.ac.uk
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

Online Helpdesk:

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

Visit our
webpages:

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

- make sure that you have completed enrolment for 2023/24
- attend the other PGR induction events and view our range of induction videos and presentations from central University services
- read the 2023/24 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