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

- Health and Safety / Doctoral School / Wellbeing

Admin Support

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

- Doctoral School Staff handling EPMS matters: **Jo Barrs** and **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 (currently: Andrew Dwyer)

Department: **Computer Science (Bedford)**

- PGR Lead: Chris Watkins

Departmental and University inductions

University Inductions

Tuesday 26 Sept, 11am-12pm, MS Teams : **Doctoral School, Library, Wellbeing**

Thursday 28 Sept, 10am-11am, MS Teams: **Researcher Development, Teaching, Careers and Volunteering**

Departmental Inductions

Computer Science: Wednesday 20 September (done)

Electronic Engineering: Tuesday 26 September (done)

Centre for Doctoral Training (CDT) in Cyber security: Tuesday 19 September (done)

Physics : Wednesday 20 September (done)

Maths and all ISG (including CDT) : Tuesday 19 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	▪ A clearly defined research topic ▪ A draft of good quality literature review and methodology chapters ▪ Fieldwork	▪ Researcher Development Programme (RDP) ▪ Annual reviews ▪ PhD Annual Conference/Symposium ▪ RHUL Annual PhD conference ▪ Departmental Seminars	▪ Career direction ▪ Workshops to improve your skills ▪ Create a PURE profile
Year 2	▪ PhD upgrade ▪ Ethical clearance ▪ Fieldwork	▪ Researcher Development Programme (RDP) ▪ Annual reviews ▪ PhD Annual Conference/Symposium ▪ RHUL Annual PhD conference ▪ Departmental Seminars	▪ External conferences, etc.
Year 3	▪ Analysing data ▪ Writing up the thesis ▪ Writing up publications	▪ Researcher Development Programme (RDP) ▪ Annual reviews ▪ PhD Annual Conference/Symposium ▪ RHUL Annual PhD conference ▪ Departmental Seminars	▪ CV/job application ▪ Publications ▪ External conferences

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 in a 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, e.g., use the 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

How to work with your supervisor

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

Research Training

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

- Keep a record of your training in your training log

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.

Research training (cont.)

Remember to discuss and complete your '**Training Needs Analysis Too**l' 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**.

Review of academic progress

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

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

Ethics

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

Student-Staff Committee

- The School PGR Student Staff Committee meet 3 times a year (online).

- There are currently very few students from the 5 departments 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.

Researcher

Student

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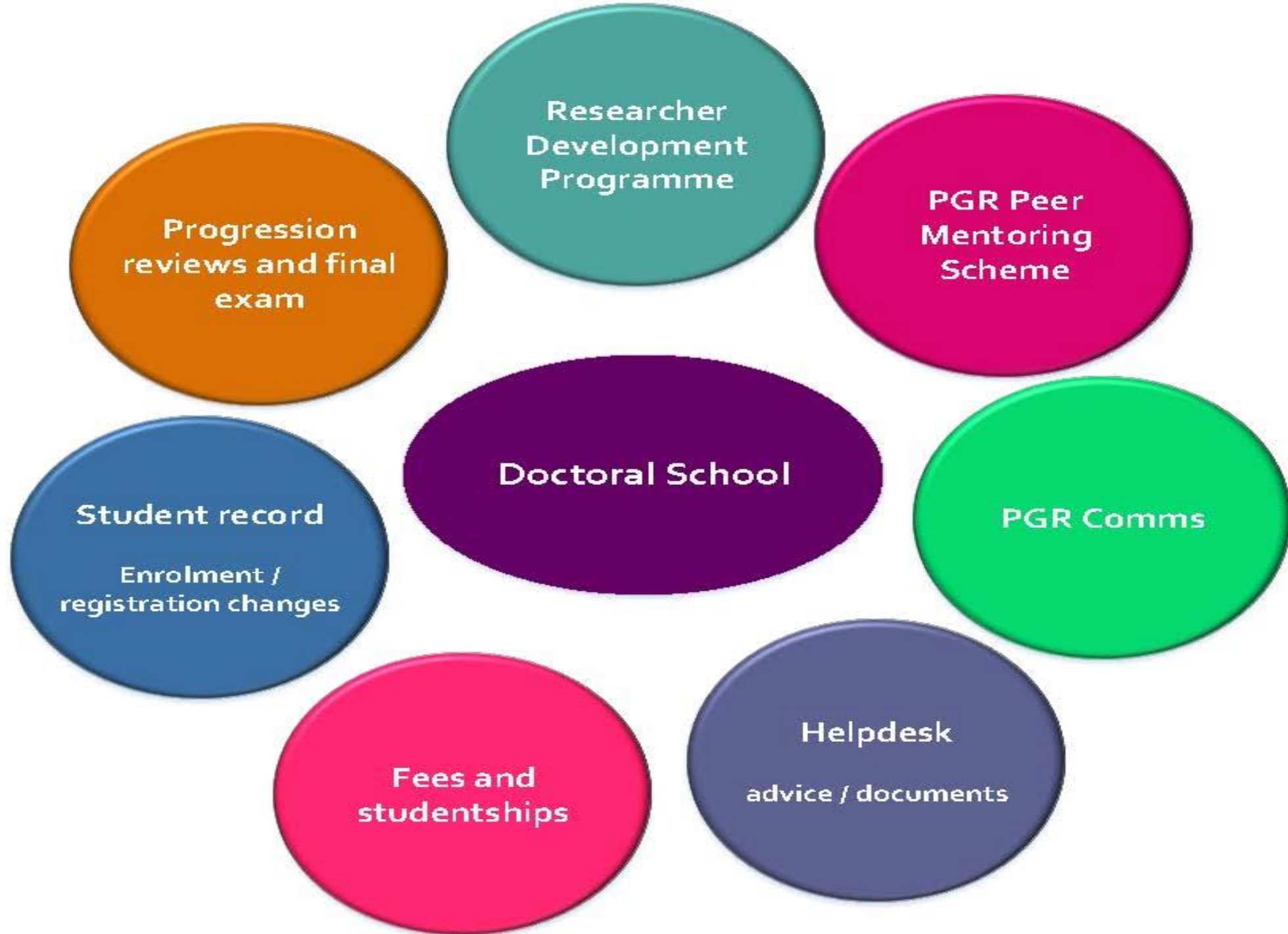
As a researcher, you belong to your department and have your **supervisory team** as your key contact and support

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

As a member of teaching staff, your key administrative support will come from your **academic school**

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Problems

- 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?