Postgraduate Research Student Induction

4th October 2023

EPMS: School of Engineering, Physical and Mathematical Sciences
Welcome from the School Director PGR Education

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](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)
Links to key references

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

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<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>Researcher Development Programme (RDP)</td>
<td>Career direction</td>
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<td>A draft of good quality literature review and methodology chapters</td>
<td>Annual reviews</td>
<td>Workshops to improve your skills</td>
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<td></td>
<td>Fieldwork</td>
<td>PhD Annual Conference/Symposium</td>
<td>Create a PURE profile</td>
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<td>RHUL Annual PhD conference</td>
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<td>Departmental Seminars</td>
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<th>Year 2</th>
<th>Your PhD Research</th>
<th>PhD Training, etc.</th>
<th>Career Planning</th>
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<td>PhD upgrade</td>
<td>Researcher Development Programme (RDP)</td>
<td>External conferences, etc.</td>
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<td>Ethical clearance</td>
<td>Annual reviews</td>
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<td></td>
<td>Fieldwork</td>
<td>PhD Annual Conference/Symposium</td>
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<th>Year 3</th>
<th>Your PhD Research</th>
<th>PhD Training, etc.</th>
<th>Career Planning</th>
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<td>Analysing data</td>
<td>Researcher Development Programme (RDP)</td>
<td>CV/job application</td>
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<td>Writing up the thesis</td>
<td>Annual reviews</td>
<td>Publications</td>
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<td>Writing up publications</td>
<td>PhD Annual Conference/Symposium</td>
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<td>RHUL Annual PhD conference</td>
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<td>Departmental Seminars</td>
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<td>External conferences</td>
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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 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
How to work with your supervisor

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
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](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.
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**.
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
Upgrade from MPhil to PhD

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)
Submitting your PhD

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
• 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.
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.
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
