Postgraduate Research Student Induction

School of Law and Social Sciences

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ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

Key people – LSS School

Professor Matthew Humphreys

Executive Dean

Dr Emily Glorney

Director of PGR Education

Professor Jill Marshall

PGR lead in Law and Criminology

Professor Manolis Galenianos

PGR lead in Economics

Professor Jennifer Piscolo

PGR lead in Politics, International Relations and Philosophy

Today's session

- School of Law and Social Sciences structure

- Expectations by year

- Review of academic progress

- Attendance and/or engagement requirements (incl. for Tier 4 visa students)

- How to work with your supervisor?

- Research training

- Study space and resources

- Staff-Student Committee and PGR rep elections

- Wellbeing

- Q&A

- Useful links

School of LSS structure

- **Department of Economics** (Horton building)

  o Strength in labour and education economics, microeconomic theory, behavioural economics.

- **Department of Law and Criminology** (Arts building)

  o Wide range of areas spanning law, criminology, sociology, social policy, social work, and forensic psychology.

- **Department of Politics, International Relations and Philosophy** (McCrea building)

  o Global politics and development, democracy and elections, gender studies, international security, political communication, applied ethics, Deleuze, stoicism and others.

- **School Helpdesk – McCrea building**

Expectations by year

	Your PhD Research	PhD Training	Career Planning
Year 1	▪ A clearly defined research topic ▪ A draft of good quality literature review and/or methodology chapters ▪ Fieldwork/Data collection ▪ Ethical clearance ▪ **Annual review (Upgrade in PIRP)**	▪ Department-specific training ▪ Researcher Development Programme (RDP) ▪ Annual PhD Conference (Department, Funding Body, Royal Holloway) ▪ Departmental Seminars	▪ Career direction ▪ Workshops to improve your skills ▪ Create a PURE profile
Year 2	▪ Continue working on your research project ▪ A good quality draft of the 1st chapter (and working on the 2nd) ▪ Fieldwork/Data analysis ▪ Ethical clearance ▪ **Upgrade**	▪ Additional research-specific training ▪ RDP workshops ▪ PhD Annual Conference ▪ RHUL Annual PhD conference ▪ Departmental Seminars	▪ Attending career talks ▪ External conferences, etc.
Year 3 (and 4)	▪ Data analysis ▪ Writing up the thesis ▪ Writing up publications ▪ **Annual review / Mock viva**	▪ RDP workshops ▪ Viva preparation ▪ PhD Annual Conference ▪ RHUL Annual PhD conference ▪ Departmental Seminars	▪ CV/job application ▪ Mock interviews ▪ Publications ▪ External conferences

Review of academic progress

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

- A key milestone: **Upgrade** from MPhil to PhD status
  - PIRP: At the end of the first year
  - Economics: At the end of the second year
  - Law and Criminology: At the end of the second year

- Department-specific information can be found in the <u>Departmental Appendices to the PGR Handbook</u> and on the Doctoral School microsite for <u>Annual Reviews</u> and <u>Upgrades</u>. Links are also on the LSS PGR Moodle page.

Attendance and engagement

- All students need to complete **5 days of training per year (10 days per year for RCUK funded PhD students)**. This training includes attendance of workshops, seminars, the Researcher Development Programme, etc.

- Students on a Tier 4 visa can be out of the country **for up to 60 days a year** without reporting to the UKVI

  o Need to fill in authorised absence form or get approval for annual leave.

- Students who are away for more than 60 days need to fill in the **change in study location form** specifying why they need to be away

  o Students have to keep in regular contact with their supervisor;
  o This gets reported to the UKVI to keep the sponsorship of the visa.

- For questions in relation to Tier 4 visas, please contact the International Student Support Office

Working with your supervisor

First steps

1. Arrange your first formal supervisory meeting

2. Establish mutual expectations

   o   Frequency of meetings

   o   General ways of working and communication

   o   What do you prepare in advance for each meeting?

   o   Record meetings using the supervision log

   o   In PIRP you are also expected to fill out a supervision report form (see LSS PGR Moodle page)

3. Agree your supervisory team and complete the form

4. Discuss potential training needs -> See training needs and analysis tool

5. Discuss ethical concerns -> Read about the ethical approval process here

Working with your supervisor

What your supervisor does for you:

- Helps consolidate your research topic/question

- Suggests appropriate reading materials

- Advises on techniques and methods

- Provides feedback on work practices

- Guides you to relevant network activities

- Identifies research ethics queries

What you can do for your supervisor:

- Keep in regular contact with your supervisor

- Read and respond to your (College) email

- Keep to deadlines

- Send materials promptly, allowing time to read

Research training

- All full-time PhD students should attend an average of at least **5** days training per academic year (**10** days for RCUK students). Part-time students do half of this. Training can be made up of the following:

- Department-specific training
    - E.g. PhD courses, Departmental seminars, reading groups, workshops for PGR students, PR9000 in PIRP

- Methods courses offered in the School (see the LSS PGR Moodle page)
    - Qualitative methods
    - Quantitative methods

- Find your own training:
    - The College's Researcher Development Programme
    - inSTIL
    - Summer and winter schools*

- You need to keep a log of the training sessions you have attended (see LSS PGR Moodle page)

Some financial support available through the Departments

Research training: Generic research skills

- **Researcher Development Programme** (all training is now online)
  - Applying for jobs
  - Applying for postdocs and research grants
  - Presentation skills
  - Ethics
  - Improving writing skills
  - From surviving to thriving
  - Getting the most from your supervisor
  - And many more

- **inSTIL (Skills of Teaching to Inspire Learning) Programme**
  - Develop teaching skills
  - Minimum of 2 hours of teaching experience required
  - Successful completion automatically qualifies you for an Associate Fellowship of the Higher Education Academy (AFHEA)

Study space and resources

PGR study space:

The School of Law and Social Sciences has two rooms for PhD students:

- McCrea 0-02 (all students)

- Horton 209 (Economics mostly)

Travel and conference budget

- We encourage students to present at external conferences.
- There is a limited budget available for students to apply for.
- Attendance at departmental seminars and PhD workshops is a requirement to be able to apply for a travel grant.

Staff-Student Committee

- The purpose of the **PGR Student-Staff committee** is to maintain and foster communication within the School.

- Meets at least once every term.

- You can raise any issues by either attending one of the meetings or passing the information to the current **student representatives**. Contact information of the current reps can be found on the LSS Moodle page.

- Course representatives are elected by you to represent your views.

- Applications for new reps will open in October

  - PGR Collective Convenor
  - Reps for the staff-student committee
  - For more info, click here

Useful links

- The LSS PGR Moodle page

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

- Research degree regulations: https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx

- Code of practice for research degree students and supervisors: https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations/10.-code-of-practice-for-research-students-and-supervisors.pdf

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

- Ethical approval process: https://intranet.royalholloway.ac.uk/staff/research/research-and-innovation/research-enterprise/ethics/home.aspx

- Student Wellbeing Services: https://intranet.royalholloway.ac.uk/students/help-support/wellbeing/student-wellbeing.aspx