

Postgraduate Research Student Induction

September 20 2023

School of Humanities



**ROYAL
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OF LONDON**

Welcome from the School Director of PGR Education



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Andrew Jotischky

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Professor Andrew Jotischky - Research - Royal Holloway,
University of London



I am responsible for:

- Organising PGR training events
- Organising PGR research events
- Overseeing PGR pastoral care
- Overseeing student progress (annual reviews, upgrades, vivas etc.)
- Directing you to the right place if you have a question or problem!



- Based in the International Building
- Includes Classics, English, History and Languages, Literatures and Cultures
- Currently home to around 200 PGR (MRes and PhD students)
- The Head of Humanities is Prof. Giuliana Pieri

School of Humanities: Departmental PGR contacts



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Classics: Prof Lene Rubinstein l.rubinstein@rhul.ac.uk

English: Dr Deana Rankin deanna.rankin@rhul.ac.uk

**History: Dr Amy Tooth Murphy
amy.toothmurphy@rhul.ac.uk**

LLC: Dr. Fabrizio De Donno fabrizio.dedonno@rhul.ac.uk

Links to key references



Research degree regulations:

royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations/o6.-research-degree-regulations.pdf

Code of practice for research degree students and supervisors:

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

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

School of Humanities PGR Moodle page: [Course: Information for PGRs - School of Humanities \(royalholloway.ac.uk\)](http://royalholloway.ac.uk)

PhD 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/or methodology chapters	<ul style="list-style-type: none">▪ Researcher Development Programme (RDP)▪ Annual reviews▪ PhD Annual Conference/Symposium▪ RHUL Annual PhD conference▪ Departmental/School Seminars▪ School training	<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	<ul style="list-style-type: none">▪ Researcher Development Programme (RDP)▪ PhD Annual Conference/Symposium▪ RHUL Annual PhD conference▪ Departmental/School Seminars	<ul style="list-style-type: none">▪ External conferences, etc.
Year 3	<ul style="list-style-type: none">▪ 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/School Seminars	<ul style="list-style-type: none">▪ CV/job application▪ Publications▪ External conferences

Review of academic progress



All full and part time PhD students should be formally reviewed at least once every 12 months. In the School of Humanities, annual reviews take place in June (for most PhD students in English, History and LLC) and in November (for Classics students and January starters).

All documents can be found on the Doctoral School microsite and in the PGR handbook

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



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'

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

What you can do for your supervisor

- Keep in regular contact with your supervisor (**Respond to your emails!**)
- Keep to deadlines
- Send materials promptly, allowing time to read



1. Student and supervisor will meet about monthly, by mutual agreement. Meetings can be held on MS Teams or in person
2. Students produce a summary of each meeting and send it to their supervisor. These are all submitted as the Supervision Log for the Annual Review.
3. Supervisors should normally reply to students' emails within two working days.
4. Students should normally reply to supervisors' emails within two working days.
5. Students should keep supervisors up to date with academic or personal problems that affect their work.



6. Where supervisory arrangements change, the supervisor should discuss the new arrangements with either the PGR departmental lead or School Director of Postgraduate Education, submit the relevant paperwork to the Doctoral School and ensure that the new supervisor is updated on the supervisee's progress to date.

All relationships can have rough and smooth patches. It's really important that if either supervisor or student has concerns, they let the PGR Departmental Lead or Director of Postgraduate Research Education know (or the Head of Department or Head of School, where the DPRE is the supervisor).



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 – <https://moodle.royalholloway.ac.uk/course/view.php?id=1861>.

Details at College Induction

- School of Humanities training programme
- 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.
- Students funded by external bodies might have additional training requirements.



- Sessions held online across 3 terms
- Aim to provide an opportunity for students from the four departments to learn key humanities-focused skills and to discuss their research experiences and challenges

PGR Training, School of Humanities

First session:

**** Introduction to Library and Information Services ****

When: Wednesday 4 October, 1-3 pm

Who: Led by Emma Burnett (Library Humanities specialist)



Speak with your supervisor about whether your project might have ethical implications that mean it needs to be considered by the College's ethical approval process.

Summary

- Does your research need to be reviewed by the College Research Ethics Committee?
- Are there any risks with your research, or safeguarding, legal or data protection obligations?
- Review takes three weeks and approval cannot be granted retrospectively.
- [Ethics intranet page](#): contains templates, guidance on how to complete an ethics application, a link to the online ethics system and details about training.



- MA by Research in History students can learn more about their programme at the History induction
- MA by Research in English, French, German, Italian, Spanish, or Comparative Literature and Culture attend a taught course in Term 1: **ML5002 Critical Theories and Methodologies**, which runs 5-7pm on Wednesdays.
- This course is convened by Prof. James Williams (look at the Moodle page for the reading). Email Prof. Williams for further info: James.Williams@rhul.ac.uk
- PhD students are welcome to attend!



Programme of Topics:

Dr. Markus Daechsel: Martin Heidegger

Dr. Danielle Sands : Jacques Derrida

Dr. James Smith Jacques Lacan

Dr. Prudence Bussey-Chamberlain: Feminism

Dr. Matt Phillips: Michel Foucault and the Critical Medical Humanities

Reading Week

Dr. Matt Phillips: Affect Theory

Prof Bob Eaglestone: Hannah Arendt

Prof James Williams: Queer Theory

Dr. Terri Ochiagha: Homi Bhabha

Final Week: Student Presentations



- INo30, in the International Building, is reserved solely for PGRs in the School of Humanities. It contains desks and lockers. This has been adapted to ensure that it is possible to work in a fully socially-distanced way.
- This is in addition to the PGR space in the Emily Wilding Davison building, which is open to PGRs across the College.





- The PGR SSC is an opportunity for students to report on what's going well in the School and what would benefit from improvement.
- Joining the Committee (which meets once a term) will give you the opportunity to shape the future of the School.
- We need representatives from all 4 departments, so do consider volunteering!
- SSC members are also invited to join to the PG Committee, a group of PGR students who help to organise the PG Colloquium in Term 3.





- An annual colloquium bringing together PGRs from across the School and giving them an opportunity to discuss their research.
- Visiting speakers, talks etc. as part of the Brief Interdisciplinary Encounters research seminar.
- Talks run by research centres eg. Centre for Victorian Studies, Centre for Visual Cultures.

Our EDI Guiding Principles



1. Collective responsibility for EDI, with senior leaders visibly championing and role-modelling our EDI principles.

2. Equality of opportunity.

3. Commitment to developing an inclusive mindset with the confidence to learn and act, championed by leaders and managers.

4. Hearing and respecting lived experiences and encouraging diverse perspectives.

5. Be aware of multiple overlapping inequalities and integrate intersectionality into practice.



6. Inclusion by design.