

Royal Holloway
School of Business & Management
Doctoral Programme
September 2023

School Name



**ROYAL
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Today's session



- Welcome from the School Director PGR Education
- School structure
- Links to key references
- Expectations by year - incl. attendance / engagement (Tier 4 / Student Route visa)
- How to work with your supervisor - incl. supervision log / frequency of meetings
- Research training
- Conferences
- Review of academic progress
- Ethics
- School study space Staff Student Committee
- Doctoral School / Wellbeing
- Q&A

Purpose of this morning's talk



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- 1 To give a brief introduction to the [School of Business and Management](#)
- 2 To give an overview of the [main aspects](#) of your PhD programme, particularly supervision, training and reviews
- 3 To give you an idea of what you need to do in your [First Year](#) and particularly in these early months
- 4 To give you pointers towards [further sources of information](#) and ways of getting in touch
- 5 To introduce you to the [Doctoral School](#) and explain how to use it.



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Introductions



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Professor Fiona Moore
Director of the PhD Programme
Office Macrae 2-37



TBA
Deputy Director of the PhD Programme
(Contact Mark Lycett until the new person is in post)

Current info: Departments



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Professor Christos Tsinopoulos
Executive Dean

Accounting, Finance and
Economics

HOD: Prof Helen Tregigda and Prof
Leonardo Rinaldi

Marketing

HOD: Prof Sameer Hosany

Organization Studies and HRM

HOD: Dr Chin-Ju Tsai

Strategy, International Business
and Entrepreneurship

HOD: Dr Tom Wainwright

Digital Innovation Management

HOD: Dr Philip Wu

Introduction to the SBM: Research Centres & Theme Groups



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Critical & Historical Research on Organization and Society (CHRONOS)

Research Centre Leader: Dr Giulia Achilli

Digital Organisation and Society (DOS)

Research Centre Leader: Dr Nisreen Ameen

Centre for Research into Sustainability (CRIS)

Research Centre Leader: Prof Helen Tregigda

Knowledge and organisational learning (KOL)

Theme Leader: Prof Alice Lam

Intercultural and international perspectives on management

Theme Leader: Prof Emeritus Chris Smith

Doing a PhD in the School of Business & Management (SBM)



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We have approximately 90 members of academic staff in the SBM and between 80 and 100 PhD students

Most of our PhD students are full-time

PhD Students in SBM come from a wide range of countries and backgrounds



Doctoral School



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- Head of the Doctoral School
- Professor Dawn Watling
- Relunched 1st August 2019
- Provide administrative guidance on all aspects of your study from application to submission.
- Offer a chance to network with research students across College

Doctoral School



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- Provide generic training and a calendar of more specialist training events that are available across College
- Offer a space for supervisors across College to meet and share practice
- Email doctoralschool@rhul.ac.uk
- <https://intranet.royalholloway.ac.uk › doctoral-school>
- Visit the web site and familiarise yourself with the information

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**



What is the purpose of the PhD programme?



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Primarily to allow **in-depth research training and application**, thus the process of doing a PhD is as important as the thesis you produce at the end of the day

To produce **independent and critically-minded** academics and researchers

To **understand, analyse and critique current thinking** in a particular area of interest

To **learn and apply methods of enquiry** to collect and analyse data that advances our understanding

To **present these new understandings** to a range of audiences in both written and oral form

What is a MPhil?



At RHUL, you are initially registered for a [Master of Philosophy](#).

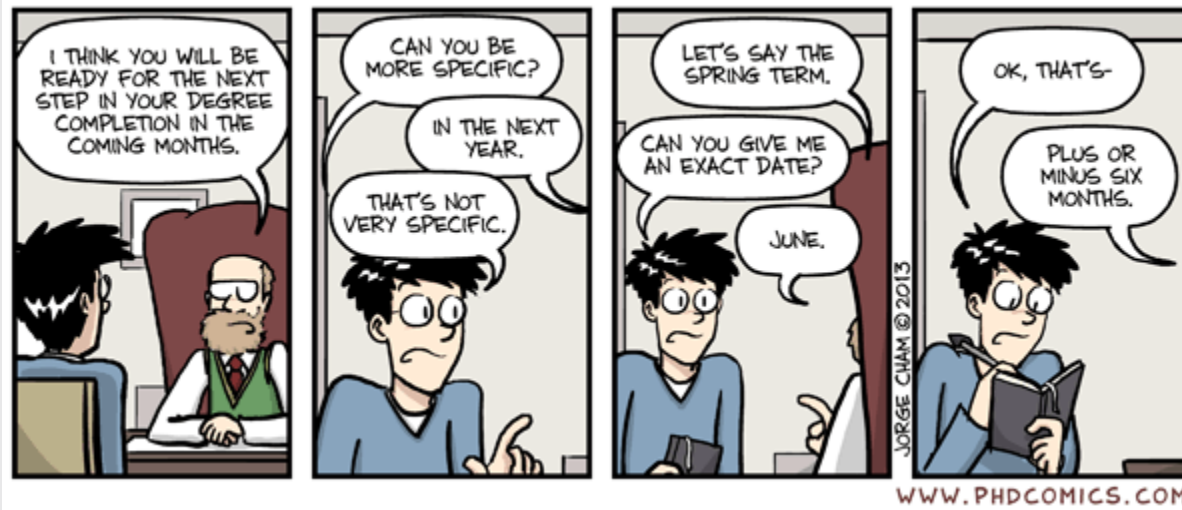
You have to prove your ability to undertake a PhD by the [second year](#) of your study

You will then be put forward for [upgrade](#), which entails submitting some of your work for assessment

This must take place [within 20 months](#) of initial registration for full-time students; [40 months](#) for part-time students

If you [pass the upgrade](#), you are automatically registered for a PhD.

The Supervisory Relationship



Supervisory Team

Principal Supervisor and Second Supervisor

Joint Supervision

Second Supervisor appointed in Term 1



- **How does the supervisor help?**
 - Agreeing a suitable topic and research question
 - Advising on reading material
 - Advising on techniques and methods
 - Advising on research training needs
 - Providing feedback on written work as agreed with the students
 - Helping to identify and resolve issues of research ethics
- **How can you help your supervisor?**
 - Taking a mature approach
 - Staying in touch without prompting
 - Keeping to deadlines
 - Sending materials promptly and allowing time to read

First steps with supervisor(s)



- Email your supervisor within the next few days to 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?
 - How do you keep records of the meetings?
 - **Review your initial proposal** and discuss next steps
 - Discuss a potential **second supervisor** (if not already known)
 - Discuss potential **training needs**

Getting to know your peers and others in the School



- Set up a **PURE** profile

<https://pure.rhul.ac.uk/admin/>

- **Make contacts**: Networking is an IMPORTANT part of your learning experience. It may be “fun” but it is not “useless”
- Use the **PhD rooms** (information about available space is online)
- Attend **research theme** meetings and **Department events**
- Attend SoM **research seminars**
- **Volunteer** to arrange activities
- Attend **social events**
- Become a staff-student **representative**

Compulsory

Within SBM

Within College

Additional

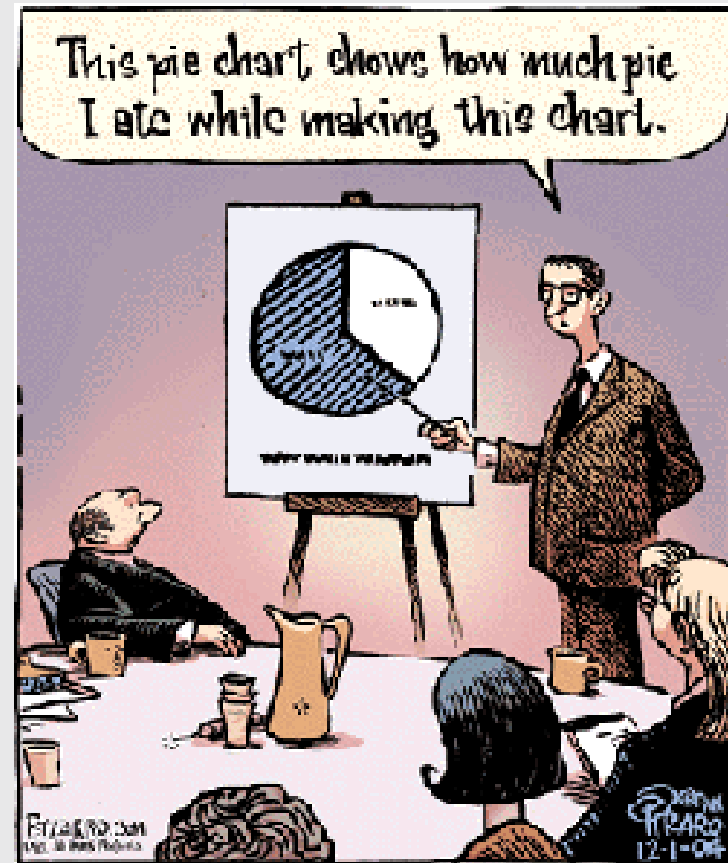
Within DTC

Elsewhere

Language Skills

Training Needs Analysis

and Training Log



Compulsory SBM Training: Research Methods Courses



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MN6035 Philosophy of Methods

Year 1 Autumn term

Coordinator: Prof. Dan Karreman

MN6015 Qualitative Research Methods for Doctoral Students

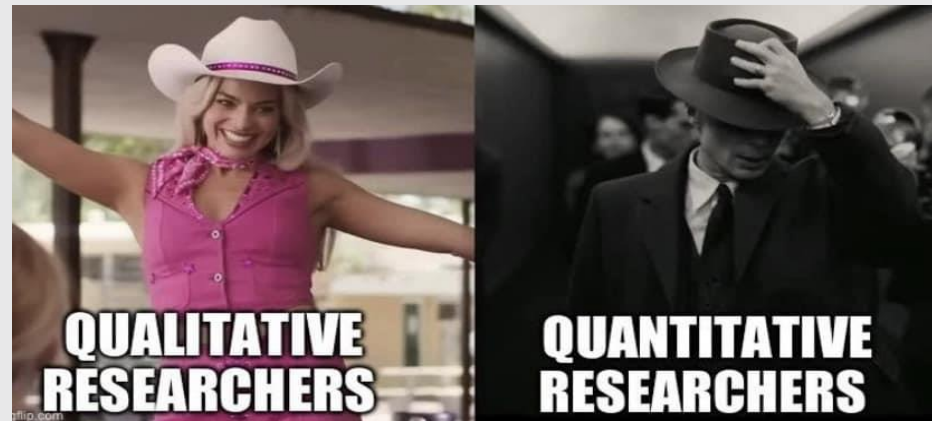
Year 1 Spring term

Coordinator: Prof. Fiona Moore

MN6025 Quantitative Research Methods for Doctoral Students

Year 1 Spring term

Coordinator: Prof. Sameer Hosany



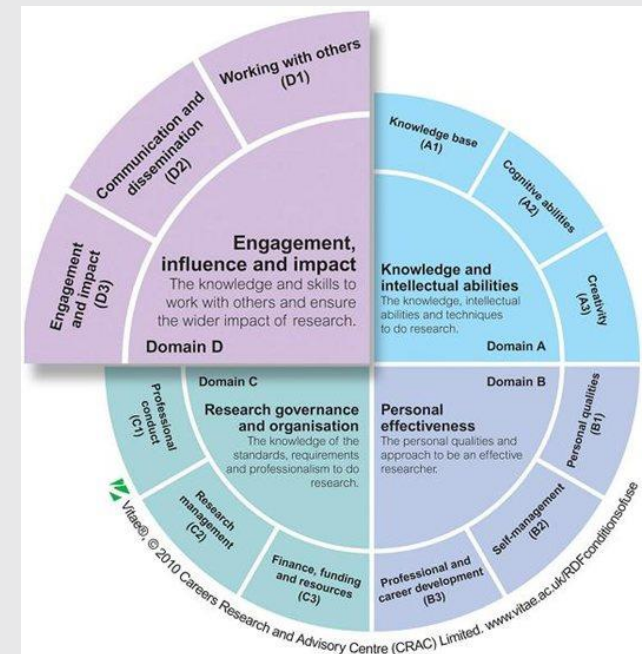
Compulsory College Training : The Researcher Development Programme



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An average of **5 days** of training per academic year for full-time students (**2.5 days** for part-time), total of **15 days** across three years of study. Recommended courses for **1st Year SoM PhDs** include:

- Managing your Research
- Writing a Literature Review
- Tips and tricks for using MS Word to produce your thesis
- Introduction to the Library resources, open access and bibliographies
- Getting the most out of your Supervisor



<http://moodle.rhul.ac.uk/course/view.php?id=1861#section-2>

Additional Research Training



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- Internal Advanced Training sessions from 2nd year onwards e.g. Peer Review, Reflexive Research Design
- **The South East Network for Social Sciences (SeNSS) Doctoral Training Partnership (DTP)**
 - City University London, University of East Anglia, University of Essex – the SeNSS co-ordinating institution, Goldsmiths, University of London, University of Kent, University of Reading, Roehampton University, Royal Holloway University of London, University of Surrey and University of Sussex.
- CARMA suite of expert videos on methods available through RDP webpage
- UK Research Training Elsewhere e.g. NCRM, BAM
- English Language Training available through **The Centre for Development of Academic Skills (CeDas)** <https://www.royalholloway.ac.uk/ecampus/cedas/home.asp>

Training Needs Analysis (TNA) and Training Log



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- Between now and your first formal review (November), you and your supervisor will complete a [Training Needs Analysis](#)
- Thereafter you will keep a [Training Log](#) of all the training you have received which will be regularly reviewed



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Avoiding Plagiarism



Plagiarism involves “the presentation of another person’s work in any quantity **without adequately identifying it and citing its source** in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The other person’s work may exist in any **published or unpublished medium, including the internet and essay banks**” (Assessment Offences Regulations). Remember to:

- Attend the **RDP session** on Avoiding Plagiarism (see Moodle)
- Discuss plagiarism with your supervisory team

First Year Assessments will be automatically checked for plagiarism through TurnItIn

PhD Annual Conference



All students are required to present their work at each year's PhD Conference

Usually hybrid but in-person attendance strongly encouraged if you can manage it (we have cookies)

First year students present **posters**

Second and third year students give **presentations**

- Students receive useful **feedback** on their work from faculty and other students
- You can see earlier programmes on the PhD Student Team



Other Seminars and Conferences



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- [Doctoral School](#) Annual Conference (usually July)
- [School of Business and Management](#) research seminar programme (all year)
- Seminars at other [University of London](#) colleges
- General and specialist [Management](#) conferences e.g. AoM, BAM etc– I send around information about any that I'm aware of.

PhD allowance



For expenses **directly related to your doctoral research only** e.g.

Conference attendance for presentation

Fieldwork

Additional specialist training

£650 per year subject to the PhD annual budget in Years 1, 2 and 3

Most students spend the majority of their allowance in **Years 2 and 3**.

Subject to approval by the PhD Director.

PhD Scholarship



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Prestigious award.

Comes with commitments:

You need to attend your subject group seminars and invited meetings.

You need to participate in at least one theme group. Ask your supervisor for best fit. All Theme groups are on the SoM website.

Availability of Extra Work



- Teaching work is allocated at the Departmental level, so please contact your [Head of Department](#). Note that we cannot guarantee teaching will be available.
- If you are allocated any teaching work you must follow the [InSTIL teaching training programme](#) provided by the University.
- Other sorts of paid work regularly [advertised](#) through email (including marking, website searches etc)
- Paid or unpaid work (max [20 hours](#) per week, with [6 hours teaching](#)) either within or outside the college is [subject to the supervisor's approval](#) depending on your PhD research performance.

PhD Semi-Annual Reviews (SAR)



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Purpose: to keep up lines of communication, address concerns, identify needs and provide assistance.

Reviews help formally identify and agree **aims and objectives** for next 6 months

Reviews assess if last 6 months' objectives have been achieved, **give feedback** and can **identify problems**

Reviews **provide opportunity** for you to indicate if you need **particular help or support**

They also help identify and agree **training needs**

Semi-annual reviews in **November/December** and **May/June**

All students are required to attend, including new students

PhD supervisory team attends the reviews to comment on students' performance

Each review chaired by **PhD Director or PhD Deputy Director**

SAR Process



- PGR Admin team will send out necessary **forms for completion** and suggested timetable
- Identify suitable **time slot** with supervisory team
- Complete form and **obtain reports** from supervisory team
- Include **other material** such as training log
- Submit to PGR Admin team in **timely** manner

Staff-Student Committee



- “The role of the committee is to provide a forum where matters of concern [and positive feedback!] to staff and students can be considered through open dialogue. The committee therefore provides a formal mechanism for students to raise issues on behalf of the study body they represent as well as an opportunity for staff to seek the views of students, for example on proposals to amend the curriculum or to change a mode of assessment”.
- One meeting this term
- Two other meetings during the year
- Please do consider volunteering for this role, it is the most effective form of feedback to the PHD Programme

Meet the PRES!



Postgraduate Research Experience Survey

Annual, confidential, survey of PGR students: analytics are taken very seriously at both School and College level

Voluntary but it's worth doing

An excellent way to feed back concerns, queries

Also, please let us know what we're doing well!

Everybody benefits from your participation

How long have you got to get your PhD?



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Full time:

3 years

(2 years min – 4 years max)

Part time:

6 years

(4 years min – 8 years max)



How is Part-Time Different?



Everything is doubled!

More time to do PhD

Only one review per year (AR not SAR)

Can I switch from full to part-time (or vice versa?)

Yes!

However, there may be visa issues for international students; check with the Doctoral School

Key events and targets



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 methodology chapters	<ul style="list-style-type: none">▪ MN6035 Philosophy of Methods▪ MN6015 Qualitative Methods▪ MN6025 Quantitative Methods▪ Generic Skills Training▪ Two semi-annual reviews▪ PhD Annual Conference▪ DTC/RHUL Annual PhD conference▪ SoM Seminars	<ul style="list-style-type: none">▪ Career direction▪ Workshops to improve your skills▪ Set up PURE profile
Year 2	<ul style="list-style-type: none">▪ PhD upgrade▪ Ethical clearance▪ Fieldwork	<ul style="list-style-type: none">▪ Generic Skills Training▪ Advanced Res Methods training▪ Two semi-annual reviews▪ PhD Annual Conference▪ DTC/RHUL Annual PhD conference▪ SoM Seminars	<ul style="list-style-type: none">▪ External conferences, etc.
Year 3	<ul style="list-style-type: none">▪ Analysing data▪ Writing up the thesis▪ Writing up publications	<ul style="list-style-type: none">▪ Skills Training (Generic and DTC)▪ Two semi-annual reviews▪ PhD Annual Conference▪ DTC Annual PhD Conference▪ SoM Seminars	<ul style="list-style-type: none">▪ CV/job application▪ Publications▪ External conferences

What if something goes wrong?



- Talk to your Principal Supervisor
- Talk to your Second Supervisor
- Talk to the PhD Programme Director
- Talk to the Head of Department
- Consult Student Support Services
- DON'T DO NOTHING!**



Interruption of studies:

If you have severe medical or personal problems it is possible to interrupt your studies for a period between three months and two years. NB You need to show evidence and get approval

Extensions:

If you have severe medical or personal problems it is possible to extend your studies beyond four years for a period of up to six months. NB You need to show evidence and get approval

Keeping in Touch



Check your [RHUL e-mail address](#) often, [set up forwarding](#) to another address if necessary (this is **ESSENTIAL**. All important information comes through the PhD student mailing list and ignorance is no excuse)

Visit [the campus](#) regularly

Keep your supervisor [up to date](#) with what you are doing

[Respond promptly](#) to any requests from Fiona or Philip or the Doctoral School

Use the [Staff-Student Committee](#) to raise issues

Sources of Information



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SoM PhD Student Handbook (via Moodle)

SoM PhD Teams channel

RHUL PhD Website:

<https://www.royalholloway.ac.uk/studyhere/researchdegrees/home.aspx>

PhD Regulations

<https://www.royalholloway.ac.uk/ecampus/documents/pdf/regulations/researchdegreeregulations.pdf>

RHUL PhD Code of Practice

<https://www.royalholloway.ac.uk/ecampus/documents/pdf/regulations/pgrcodeofpractice.pdf>

Library Information

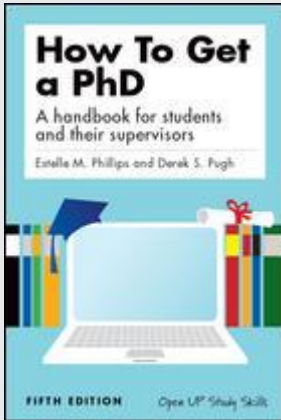
<http://libguides.rhul.ac.uk/Management>

Study space information (2020/21)

Further Material on Studying for PhD

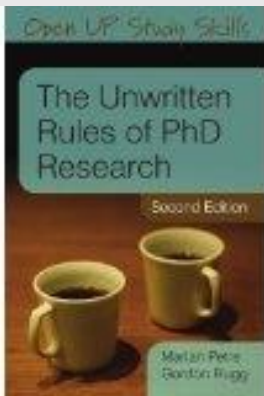


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Estelle M Phillips & Derek S Pugh *How to Get a PhD: A Handbook for Students and Their Supervisors* (5th ed. Open Univ Press, 2010)

Marian Petre & Gordon Rugg *The Unwritten Rules of PhD Research* (2nd ed. Open Univ Press, 2010)



<https://thephdliferaft.com> (useful podcast)

- Ethics



<https://intranet.royalholloway.ac.uk/staff/research/research-and-enterprise/research-enterprise/ethics/home.aspx>

Q & A



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