Welcome to the Second Year
What to Expect This Year
Doctoral Programme
September 2023

Some Personnel Changes

Professor Fiona Moore
Director of the PhD Programme

TBA
Deputy Director of the PhD Programme

(contact Mark Lycett in the meantime)

Current info: Departments

**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

Current info: Research Themes

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 Chris Smith

What point should you be at in your PhD at this stage?

Draft literature review completed

Research question and design finalised

Methodology scoped out

Ethical clearance obtained?

MN6035, MN6015, MN6025 completed (you cannot progress to your upgrade without this) and assessments passed

Five days additional training completed

What should you be hoping to achieve in your second year?

Upgrade

Fieldwork (ensuring ethical clearance received if relevant)

Data analysis begun

Five days additional training eg (from College):

> Formatting work for PhD style
>
> Time management
>
> Specific methods training
>
> Presentation skills
>
> Ethics

External conference presentation

What is the Upgrade?

Initially all students registered for MPhil and upgrade marks transition point to PhD

The upgrade is an opportunity to demonstrate how much you have learnt and understand about your topic

This is probably the stage where you demonstrate that you are more expert in your specific area than your supervisor

The upgrade is an excellent trial run for the viva (although much friendlier!)

The upgrade is also an opportunity for you to reflect on your own skills

When is the Upgrade?

Has to be undertaken within 20 months of first registration (or 40 if part-time).

Has to be obtained within 24 months (or 48 if part-time).

You should be aiming to complete your entire thesis within 36 months so upgrade at 24 months gives little time.

Hence we encourage you to go for upgrade earlier than 20 months if progress sufficient.

If you and your supervisor agree you do want to go for upgrade earlier please let the Directors and the Doctoral School know as soon as possible.

MAB info:

Upgrades are currently being postponed due to the MAB. However, if you have a pressing need for an upgrade, exceptions will be made.

What is the upgrade process?

Submission of relevant documents for panel review and discussion to ascertain whether student has made sufficient progress and is working at sufficient standard to proceed to PhD.

Two stages:

Producing and submitting documentation.

Discussing documentation in formal meeting with supervisory team.

Upgrade Documentation

A literature review chapter with a clear statement of the research problem being addressed in the PhD, research objectives and research questions (with hypotheses where relevant).

A methodology chapter justifying the research method that will be adopted and at least a preliminary outline of proposed empirical work.

A timetable for completion.

Parts 1-5 of the College PhD upgrade form completed.

20-30K in length.

Frequently Asked Questions

20-30K is a range, how long does it have to be?

> The College does not specify. The range is to allow for different kinds of submissions and supervisory preferences.

> Also, seriously, TRY AND STAY UNDER 30K. Otherwise my first comment will be "this needs to be shorter."

How finalised does it have to be?

> This needs to be worked out with your supervisor as different requirements on this. Note that lit review and method will almost certainly have to be updated after fieldwork

My research does not fit this model, what should I submit?

> Needs to be negotiated with supervisor and PhD Director

Alternative Format Thesis

Normally need to decide you will submit in this different format (see Regulations on Doctoral School Intranet page) by the time of upgrade. If you are following this alternative format, for upgrade you should submit:

An introduction (as specified in the alternate format outline)

A methodology chapter (as specified in the alternate format outline)

At least one other paper or chapter from the thesis

A timetable for completion of the thesis;

Parts 1-5 of the College PhD upgrade form completed.

Upgrade Process Submission

Student:

Submit draft documents to supervisory team

Incorporate feedback

Submit documents to Doctoral School, supervisory team and Chair of Upgrade Panel (Fiona/Philip) at least ONE WEEK before upgrade date

Supervisor:

Submits pre-upgrade report to Chair

Arrange date/time of face-to-face upgrade meeting with other members of supervisory team and Chair

Upgrade Process Meeting

Chair introduces purpose and process of meeting and checks understanding

Chair and supervisory team take turns in asking student questions on submitted draft chapters and feasibility of submitted timetable

Usually chair queries for about 30 minutes and supervisors for about 15

Student leaves the room (or Teams meeting) for short period while Panel discusses performance

Student returns to hear outcome

Completion of relevant College documentation

Meeting should last approximately one hour

What are we looking for in the upgrade?

Evidence of:

In-depth knowledge and good understanding of relevant research literature

Ability to talk coherently and critically about research literature

Ability to defend research focus and design decisions

General awareness of methodological issues

Appreciation of time constraints and good planning

Common issues and problems with upgrade

NB Not an automatic process– you can fail!

Documentation is incoherent, poorly structured and poorly expressed

Literature review and research purpose not sufficiently cognisant of theory, lacks critique or is too focused on one particular theory or author

Method section has very little referencing to methodology literature (despite MN6015 and MN6025!)

Lack of relevance in methodology sections (spending a lot of time on methods/philosophies you're not going to use; discussing basics like ontology)

Most common, students find it difficult to discuss their research objectives and theoretical underpinnings concisely and in an informed manner

What if I don't agree with outcome?

There is space on the College upgrade form to add your own comments and you can appeal (within 14 days)

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). The consequences for a PhD student in particular are very serious.

Remember to:

Discuss plagiarism with your supervisory team

Ask your supervisor to set up access to TurnItIn on the Moodle page so you can both check your work.

Fieldwork and Ethics

You can use your allowance to pay for research visits but be efficient

Plan these carefully and discuss with supervisor

Fill in an absence form (under Ethics and Governance on Moodle) and return to Doctoral School. Let us know if you cannot attend SAR or PhD conference while in the field

Discuss ethical implications of your research with your supervisor (inc consent forms etc)

Visit the following:

https://www.royalholloway.ac.uk/.../researchsupport/ethics/ethicsandgovernance.aspx

Finances, Claims and Agresso

Allowance for this year £650 + what was not spent last year (pro rata for part-time) before you spend the money

Application forms on Moodle should be sent to Finance and Facilities (MNFinanceandFacilities@rhul.ac.uk) who will forward to me for approval

Claims for reimbursement should be made through College financial system Agresso. Information on how to access and use this now available through Moodle

Claims must be made within 8 weeks of expenditure

Finances, Claims and Agresso

Most reasonable applications are supported but we will not support:

Claims for membership of professional associations (unless part of conference fee)

Requests for equipment, software or training the College already supplies or where they supply a suitable equivalent

Books if these can be purchased for the library anyway

Conferences where you are not presenting a paper

NB Allowance only covers Years 1-3; at the moment you can use any underspend in year 4 but this is not guaranteed.

Interruptions

You should be aiming to finish your PhD in THREE years.

You are granted a fourth writing-up year automatically, but please do not plan for this. In event of unforeseen circumstances you can apply for interruption in your second year – this 'stops the clock' on your PhD timetable.

Circumstances normally will be:

- Medical

- Close family issues

- Unexpected serious and disruptive event

Form needs to be completed by yourself and Principal Supervisor. Please complete the form as fully as possible

Application needs to be approved by PhD Director

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".

Student Union responsible for organizing student members.

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.

IT Issues

Information (including these slides, upgrade documentation, funding applications, SAR forms, previous presentations ….) Is either on the Moodle page or the Team.

Moodle is a bit of a graveyard right now but people seem to be going back to using it more and more. Trying to ensure duplication of information but if it's not there, it'll be on the Team.

Please also remember that we are obliged by College to use your RHUL email, please check this regularly. We expect replies to queries within three days.

NB It can actually be useful to read (and re-read) the PhD Programme Regulations and Code of Practice.

Meet the PRES!

Postgraduate Research Experience Survey

You will have encountered it in first year and you will encounter it again

Analytics are taken very seriously at School and College levels

Although it is voluntary, please do participate; everybody benefits from your feedback and it's another way you can raise concerns, elevate praiseworthy people/activities, etc.

Good Luck!

You don't really need it if you are working hard.