



ROYAL  
HOLLOWAY  
UNIVERSITY  
OF LONDON

Welcome to the Third & Fourth 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? (as always, double it for part-timers)

Third Year	Fourth Year
Versions of Introduction, Literature Review, Methods section exist	Complete first draft?
Upgrade successfully completed	Submission planned
Data collected and analysis ongoing	Publications planned/drafted
Conference papers delivered	Conference papers delivered
10 days additional training completed	15 days additional training completed

# What should you be hoping to achieve in your third year?

Completing within three years

Finishing data analysis

Writing Analysis and Discussion chapters

Finalising all chapters

Deciding on examiners and completing submission form

Additional training eg (from College):

- Writing Strategies for Dealing with Writer's Block

- Preparing for the Viva

- Improving Work-life Balance

Practice viva with supervisory team

External conference presentation

Planning writing output

Career planning

# What should you be hoping to achieve in your fourth year?

## Completing!

Finalising all chapters (or equivalent, for alternative format theses)

Deciding on examiners and completing submission form

Practice viva with supervisory team

External conference presentation

Planning writing output

Career planning

## Submission and Examiners

Discuss with supervisors your likely submission deadline and craft a timetable that will allow you to achieve this. Do not be too ambitious!

Thesis should be up to 100K (excl. appendices). There are specific formatting requirements and RDP course to help you with this.

There are also specific guidelines for alternative format submissions available on the Intranet

Decide on examiners with your supervisors: one internal to UoL and one external. They should be expert in topic and/or method. Check out web profiles and publications. Find out previous experience as examiner. Refer to their work but DO NOT plagiarise it!

It is your responsibility to complete submission form and this should be submitted to Research Office at least two months before your official deadline. Build in time to collect the necessary information and signatures (including PhD Director).



# Viva

Some experience already through upgrade

Attend 'Preparing for your Viva' RDP course

Have a practice viva with your supervisory team

It is your Principal Supervisor and Internal Examiner's responsibility to organise the viva

Leave plenty of time to get your thesis bound

# 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

# Proofreading

CeDAS oversees the Royal Holloway Proofreading Scheme which enables students to pay for an approved third-party proof reader

The scheme can only be used with the written consent of a student's supervisor (consent form available).

Third-party proofreading only takes place at the final draft stage of a piece of work.

The role of the proofreader is restricted to the identification only of surface errors and inconsistencies.

The involvement of a proofreader must be declared in the work.

The service is paid for by students; costs and turn-around times must be agreed in writing by both the approved proofreader and student in advance of any work done.

As the service is by private arrangement between proofreader and student, the College bears no liability for any failings in the arrangement.

[continued]

The College does not permit the use of paid third-party proofreaders who are not part of this scheme (see webpage for list of approved proof readers).

For further details, please refer to the CeDAS webpage

[www.royalholloway.ac.uk/cedas](http://www.royalholloway.ac.uk/cedas)

## Finances, Claims and Agresso

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

Application forms on Doctoral School website, should be sent to [MNFinanceandFacilities@rhul.ac.uk](mailto: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

You receive NO allowance in fourth year but MAY be allowed to spend any unspent monies from earlier years

## 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 if they already supply an equivalent)
- Books if these can be purchased for the library anyway
- Conferences where you are not presenting a paper

**To REPEAT you receive NO allowance in Year Four.**

## Advanced and Other Training

Many sessions are now running every other year.

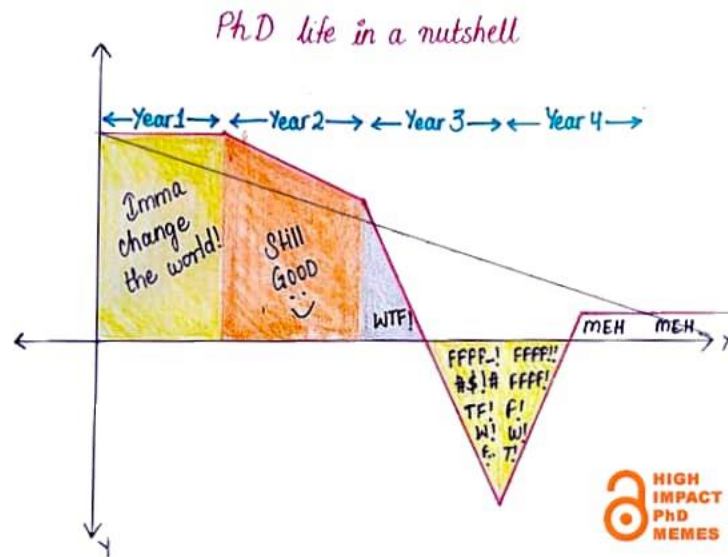
Please sign up promptly for the sessions

Please then attend the session or, if you find you cannot, try to give at least two days notice that you are not attending

Try to make any DTC attendees welcome!

Note that attendance counts towards your expected 5 (2.5) days of RDP training

# Morale is important at this stage!





# Interruptions

In event of unforeseen circumstances you can apply for interruption in your third year (5/6 for PT students) – this 'stops the clock' on your PhD timetable.

Circumstances normally will be:

- Medical

- Close family issues

- Unexpected serious and disruptive event

You can have up to two years interruption

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 and is then forwarded for College approval

# Extensions

It is highly unusual to be granted an interruption in your 4th year. Instead, you can apply for an extension to your submission date. This is normally only granted in the case of a serious illness of yourself or a very close family member.

You can apply for up to six months.

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 and is then forwarded for College approval

It is increasingly difficult to get an extension, please do NOT rely on this.

# Career Planning

What are your career plans? Have you discussed these with supervisors? Or during one of your SARs?

Have you visited the Careers Service?

Have you taken any of the careers courses offered through RDP?

Have you joined the College mentoring scheme?

Are you actively networking (going to research seminars here and elsewhere, attending department/Doctoral School/PhD programme events)?

What could you do? What actions do you think might be important? What support do you think you need?

Issue to be taken up at Staff-Student Committee

## 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

# 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 to reply to queries within three working days— if you haven't heard back, please query.

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

## PRES Conference!

### Postgraduate Research Experience Survey

You will have encountered it in earlier years, 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!**

**“I find that the harder I work, the luckier I get”**