

# Postgraduate Research Student Induction

24 September 2024

**School of Performing & Digital Arts**



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OF LONDON**

# School of Performing & Digital Arts: Academic Contacts



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# Today's Session



- Welcome from the School Director of Postgraduate Research Education
- 4 key weblinks
- Working with your Supervisory Team: first steps, and going forward
- Expectations by year - research, training, career planning
- Research training
- Conferences
- Review of academic progress
- Ethics
- The School and You (1): Communications
- The School and You (2): PGR Staff Student Action Committee & Research Student Oversight Committee
- The School and You (3): the Research Environment
- Wellbeing services
- EDI

# 4 key weblinks (bookmark these!)



## Research degree regulations:

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations/6.-research-degree-regulations-2022-23-fv.pdf>

## Code of practice for research degree students and supervisors:

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations/9.-code-of-practice-for-research-students-and-supervisors.pdf>

## PGR Student Handbooks:

[royalholloway.ac.uk/doctorsal-school/pgr-student-handbook/home.aspx](http://royalholloway.ac.uk/doctorsal-school/pgr-student-handbook/home.aspx)

## Doctoral School microsite:

[royalholloway.ac.uk/doctorsal-school/home.aspx](http://royalholloway.ac.uk/doctorsal-school/home.aspx)

# Working with Your Supervisory Team: First Steps



- Arrange your first formal supervisory meeting with your principal supervisor.
- Establish mutual expectations (consult the Code of Practice).
- Frequency of meetings / preparation for meetings.
- Agree your supervisory team (including Second Supervisor/Advisor) and complete the 'Supervisory Arrangements' form. Download the form here: <https://intranet.royalholloway.ac.uk/doctorschool/assets/docs/doc/supervisor-arrangement-confirmation-form.docx>
- Discuss your training needs using the 'Training requirements and needs analysis' tool. Download the form here: <https://intranet.royalholloway.ac.uk/doctorschool/assets/docs/doc/new-training-needs-analysis-tool.docx>
- Keep a record of supervisory meetings using the 'Record of Supervisory meetings' form (scroll down to the 'Annual Review documentation' tab and click on 'Supervisory meetings log' to download the form): <https://intranet.royalholloway.ac.uk/doctorschool/pgr-student-lifecycle/annual-review-and-upgrade/annual-review.aspx>
- Attend the RDP session/s on 'Getting the most out of the Supervisor/Student relationship': <https://moodle.royalholloway.ac.uk/course/view.php?id=1861>



## What your supervisors can do for you ...

- Help you to consolidate/focus your research topic/question.
- Suggest appropriate reading materials and other resources.
- Advise on techniques, training, research methods, networking & funding opportunities.
- Provide detailed feedback on written or creative work.
- Identify research ethics queries.

## What you can do for your supervisors

- Keep in regular contact with your supervisors (**check your College email regularly**).
- Keep to deadlines.
- Send materials promptly, allowing time to read.

# Expectations by Year



## Your PhD Research

## Training, etc.

## Career Planning

<b>Year 1</b>	<ul style="list-style-type: none"><li>▪ A clearly defined research topic</li><li>▪ A draft of good quality literature review and methodology chapters</li><li>▪ Fieldwork</li><li>▪ Ethical clearance</li></ul>	<ul style="list-style-type: none"><li>▪ Researcher Development Programme (RDP)</li><li>▪ Ways of Working</li><li>▪ Annual reviews</li><li>▪ PhD Annual Conference/Symposium</li><li>▪ RHUL Annual PhD conference</li><li>▪ Departmental/School Seminars</li></ul>	<ul style="list-style-type: none"><li>▪ Career direction</li><li>▪ Workshops to improve your skills</li><li>▪ Create a PURE profile</li></ul>
<b>Year 2</b>	<ul style="list-style-type: none"><li>▪ PhD upgrade</li><li>▪ Fieldwork</li><li>▪ Intensive primary research</li></ul>	<ul style="list-style-type: none"><li>▪ RDP and Ways of Working</li><li>▪ Annual reviews</li><li>▪ PhD Annual Conference/Symposium</li><li>▪ RHUL Annual PhD conference</li><li>▪ Departmental/School Seminars</li></ul>	<ul style="list-style-type: none"><li>▪ External conferences, etc.</li></ul>
<b>Year 3</b>	<ul style="list-style-type: none"><li>▪ Analysing data/findings</li><li>▪ Writing up the thesis</li><li>▪ Writing up publications</li></ul>	<ul style="list-style-type: none"><li>▪ RDP and Ways of Working</li><li>▪ Annual reviews</li><li>▪ PhD Annual Conference/Symposium</li><li>▪ RHUL Annual PhD conference</li><li>▪ Departmental/School Seminars</li></ul>	<ul style="list-style-type: none"><li>▪ CV/job application</li><li>▪ Publications</li><li>▪ External conferences</li></ul>

# MRes Timetable



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Discuss a timetable for your research with your supervisor as early as possible in the research process



All full-time PhD students should attend at least **5** days training per academic year (2.5 days for part-time students) which can be made up of the following:

- **Researcher Development Programme (RDP)** –  
<https://moodle.royalholloway.ac.uk/course/view.php?id=1861>

Details at College Induction!

- PDA '**Ways of Working**' programme.

Remember to discuss and complete your 'Training requirements and needs analysis' Tool during your first term.

Thereafter, keep a 'Research Training Log' (this forms part of your annual review).

Welcome to the Researcher Development Programme





- Attending and contributing to academic conferences/symposia in your field is an important part of your professional development.
- Conferences offer you the chance to benefit from hearing and discussing the latest research in your field; networking with fellow academics; and testing the strength and impact of your own research.
- Calls for Papers (CFPs) are circulated through academic networks and online.
- Beware! In any given year there are far more conferences than any one scholar can attend, ranging from graduate conferences to international gatherings.
- Not all conferences are equally useful for your professional and scholarly development.
- So you need to balance your external commitments with your main priority – progress on your PhD.
- Your supervisor can advise you on the merits of submitting a paper or abstract for a particular conference and how this fits in with your ongoing research plan.
- Limited School funding is available to support student conference attendance: an application form is circulated as relevant with a deadline.

# Review of Academic Progress



- All full and part-time students should be formally reviewed at least once every 12 months.
- Arrangements for Annual Review vary by department: your supervisor or PGR Lead will advise you and they will make arrangements for the meeting.
- In most cases, Annual Reviews take place towards the end of the academic year in May-June, or in September.
- All documents can be found on the Doctoral School microsite:  
<https://intranet.royalholloway.ac.uk/doctorsal-school/pgr-student-lifecycle/annual-review-and-upgrade/home.aspx>





- All research plans are subject to ethical audit and approval by the School Research and Knowledge Exchange Committee.
- In many cases (e. g., for textually or archivally-focused research), this will be a straightforward process.
- Ethical approval is especially important for (but not limited to):
  - Any research involving human subjects;
  - Any research involving the NHS;
  - Any research that potentially places the researcher or those with whom they are working at risk (i.e., travel to regions of ongoing conflict, human rights violations etc.);
  - Any research with implications for RHUL's institutional profile or reputation.
- As always, your supervisor will be your first point of contact for discussing ethical issues. During your first year, after consultation with your supervisor, you should complete an online ethics self-assessment via this link:  
<https://intranet.royalholloway.ac.uk/staff/research/research-and-enterprise/research-enterprise/ethics/home.aspx>

# The School and You (1): Communications



- The School of Performing & Digital Arts oversees the PGR student experience and ensures the smooth functioning of administrative and regulatory frameworks.
- School staff liaise closely with the Doctoral School.
- **Should you wish to raise issues that need to be addressed outside or beyond your supervisory team, in the first instance you should get in touch with your PGR Lead or School Director.**
- We will advise you on next steps and refer your query to an appropriate colleague, team or service within the College as appropriate.
- Your supervisory team will also work with us to ensure you have the resources and support you need to complete your research successfully.
- The **Postgraduate Research Experience Survey (PRES)**: this is a very important survey that helps institutions to determine what works well in the PGR experience.

# • The School and You (2): PGR Staff Student Action Committee



- Meets according to timetables developed by the SU.
- Year representatives (at least 1 per programme per department).
- Formally minuted, action points identified.
- Issues arising are raised and responded to at relevant School committees, notably the **Research Student Oversight Committee** (which also meets as relevant).
- PGR reps also sit on the Research Student Oversight Committee.



# The School and You (3): Research Environment



The School will be running a programme of events and activities to supplement and enhance your student experience.

In the coming year, these will include:

- Departmental research events and activities: keep an eye on your emails for information about these.
- A School PGR conference with speakers and interdisciplinary panels.
- A College-wide PGR conference in the summer term.
- Activities associated with the in-house School academic journal *Platform*:  
<https://www.royalholloway.ac.uk/research-and-teaching/departments-and-schools/drama-theatre-and-dance/studying-here/postgraduate-research/platform-journal/>
- Equality, Diversity and Inclusion: a new School booklet will be circulated.
- PGR Peer Mentoring scheme: <https://intranet.royalholloway.ac.uk/doctoral-school/help-and-support/pgr-peer-mentoring-scheme/home.aspx>



- The Wellbeing: **Support & Guidance team** are here to support all students with their general wellbeing. They are a friendly, approachable team who triage wellbeing queries and provide non-clinical advice and guidance. Advisers will help co-ordinate the right support for you or signpost / refer you to others within the College for longer term or more specialised support. You can also contact Wellbeing if you are concerned about another student so the right person can reach out to offer support and guidance.
- You can find out more here: <https://intranet.royalholloway.ac.uk/students/help-support/wellbeing/student-wellbeing.aspx>
- There is also an excellent '**The PhD Life Raft**' podcast hosted by Dr Emma Brodzinski (Drama) to offer practical support to PhD students at all stages of their progress: plenty of good tips from expert guest speakers. <https://thephdliferaft.com/>





Dr Shzr Ee Tan



Vice Dean for EDI in the School of PDA



Calendar of EDI events, workshops, activities, training

# 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**



# Reminder: Induction activities



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- **Departmental Induction meetings** will follow this afternoon.
- **The Library** will also organise induction meetings upon request.

**Once again – welcome to Royal Holloway!**