



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

Welcome to
Royal Holloway
University of London

Key information for
new postgraduate
research students



Welcome from the Doctoral School

Welcome to Royal Holloway, and to our postgraduate research student community! With over 800 research students supervised by internationally renowned scholars, Royal Holloway is an exciting, stimulating and supportive environment for you to develop your scholarship, research and your professional skills.

It's very important that you complete all stages of College enrolment before you leave for Royal Holloway. You can do this online by following the instructions in your welcome email or by visiting royalholloway.ac.uk/enrolment.

As a doctoral student, you'll have the support of a supervisory team headed by a principal supervisor.

You've probably heard from your supervisor already: your supervisor will be your most important contact throughout your studies and will explain to you how to get started on your research.

Research students are also members of our Doctoral School, which spans all subjects and Faculties.

The Doctoral School operates the Doctoral Hub, a dedicated study and social space on campus for research students, and runs a year-round programme of social, networking and training events including our annual showcase PGR Conference. Look out for Doctoral School emails announcing future events or find out more on our [website](#)

Welcome Week begins on 18 September, and includes a number of events just for postgraduate students. Our formal research student induction takes place on 27 September, which includes introductory talks and presentations from the College team supporting your research, as well as events from your own Department. It's followed by the Doctoral School Welcome (Back) Party, an opportunity to meet new and continuing students and staff from across the College. We look forward to seeing you there!

We both hope you'll have a productive and enjoyable time at Royal Holloway. If you have any questions, please don't hesitate to get in touch.



Professor Rosemary Deem OBE
Dean of the Doctoral School



Professor Barry Langford
Associate Dean of the Doctoral School

Uploading Bank Details on Campus Connect

If you are in receipt of a scholarship from either the College, an external funder or a Research Council, you'll need to ensure that your bank details are uploaded to the Campus Connect portal to ensure you are paid your maintenance award.

Log into [Campus Connect](#)

Click on the Personal Details Tab



Add your bank account details under 'Managing your bank account details' (bottom left hand corner of the page)

Managing Your Bank Account Details

If you are a new student and expect to be in receipt of an award you need to provide your bank details here. Awards to continuing students will be paid in the same manner as previous years.

The College will make Bursary and Scholarship payments to the UK bank account you enter here. Please enter the requested details about your bank account.

- We can only accept UK bank details.
- When you are satisfied that the details are correct click the "Submit" button.
- [Are my details secure?](#)

Sort Code: - -

Bank Account Number:

You will need to click 'Save' to acknowledge the changes 3 times.

A confirmation email will be sent to your College email address once the update has been registered (this could take up to 24 hours to be received).

Key Contacts

Research Degrees:

For general Postgraduate Research queries and scholarship information, please email the [Research Degrees Administration team](#)

Student Services Centre

If you are unsure about where best to direct your query, please contact our Student Services Centre:



01784 276641



Student-Enquiries@royalholloway.ac.uk

Student Services Centre, Emily Wilding Davison Building.

Term-Time: 8.30am to 6.30pm Monday to Friday

Vacations: 9.30am to 5.30pm Monday to Friday

International Student Support Office

If you are a Tier 4 student, please speak to the [International Student Support Office](#) for any queries relating to changes affecting your studies.

Royal Holloway Doctoral School

The [Doctoral School microsite](#) provides key information for postgraduate research students including exam process information, news and events.

You can also keep up to date with events happening around the college through our monthly 'Dates for the Diary' emails.

Postgraduate Research Induction



27 September
2017
2-5pm

14:00	Welcome Windsor Auditorium Professor Rosemary Deem, Vice Principle of Education and Dean of the Doctoral School
14:20	The Doctoral School Windsor Auditorium Professor Barry Langford, Professor of Film Studies and Associate Dean of the Doctoral School
14:40	Researcher Development Programme Windsor Auditorium Dr. Laura Christie, Educational Development Officer (Researcher Development)
15:00 Parallel Sessions 1	Teaching in HE – inSTIL and The Brilliant Club Windsor Auditorium Francesca Robinson, inSTIL Programme Leader Dr. Mary Henes, The Brilliant Club Careers Service Win 0-02 Hilary Moor, Careers Consultant Library Services for PGR Students Win 0-03 Leanne Workman, Information Consultant

15:30

Parallel Sessions

2

Teaching in HE-inSTIL and The Brilliant Club

Windsor Auditorium

Francesca Robinson, inSTIL Programme Leader
Dr. Mary Henes, The Brilliant Club

Careers Service

Win 0-02

Hilary Moor, Careers Consultant

Student Life, Sports and the Student's Union

Win 0-03

Sandro Gunther, Campus Engagement Manager, Student Experience

Open Access Publishing and Research Data Management

Win 0-04

Nicola Cockarill, Research Information Manager

16:00

Parallel Sessions

3

Library Services for PGR Students

Win 0-02

Leanne Workman, Information Consultant
Debbie Phillips, Information Consultant

Open Access Publishing and Research Data Management

Win 0-04

Nicola Cockarill, Research Information Manager

Student Life, Sports and the Student's Union

Win 0-03

Sandro Gunther, Campus Engagement Manager, Student Experience

16:30

Tea/Coffee with most of the speakers

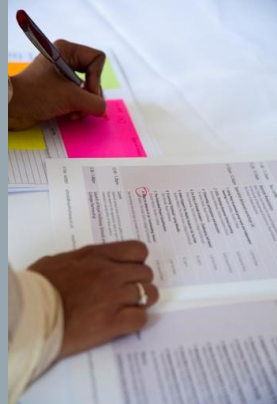
Windsor Foyer

17:00

Join the Doctoral School for its [Welcome/Back Party in the Windsor Foyer](#)

The Doctoral Hub

The Doctoral Hub, situated on the ground floor of the International Building (IN030), is an area for postgraduate research students to study and network.



Facilities:

- 24-hour card swipe access using your College Card
- 24 networked desktop terminals
- Printer
- Social / networking space
- Small kitchen area with hot water, sink and fridge
- Phone for internal calls
- £1 coin-operated lockers



Key Contacts for the Doctoral Hub

Issues with computers / printer

ITServiceDesk@royalholloway.ac.uk or 01784 414321 (ext. 4321)

Room maintenance issues

MaintenanceServices@royalholloway.ac.uk or 01784 443062 (ext. 3062)



Let us know your thoughts

What do you like about the Doctoral Hub? How could it be improved? Please [email us](#) to give us your feedback.

Royal Holloway's **Researcher Development Programme** is a series of transferable skills courses designed for research students to help develop their skills alongside their research. Some of these courses are specifically designed to help students complete their degree, while others help develop more general skills and aid a student's employability. If you have any questions, please email pgtraining@royalholloway.ac.uk

The programme is structured using the Vitae Researcher Development Framework, which has been developed 'by and for researchers, in consultation with academic and the public and private sector'.

We recommend that you undertake a programme of skills training alongside any research methods you need to acquire and the rest of your work towards your doctorate. Here are some skills that you may need to develop before or soon after you graduate, Log on to the Moodle site to find course dates, times and booking information.

- Organising your time whilst you are a research student as well as prioritizing and protecting your work life balance
- Managing your research project so that it is completed on time and fulfils the criteria for passing your viva
- Becoming familiar with all the library resources and information technologies that are available to help you with your research
- Writing your thesis, as well as chapters and articles in academic or professional publications
- Understanding about copyright and intellectual property rights
- Giving presentations and seminars in your department and presenting your work at conferences
- Working in a team with other people, if your study for your thesis does not involve this
- Learning how to teach students about your academic specialism
- Explaining to a lay audience why your research matters
- Demonstrating on your CV what you've learned from preparing for and writing your thesis.

We wish you the best of luck in your studies, and hope you enjoy your time at Royal Holloway!





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