DEPARTMENT OF PHYSICS

RESEARCH DEGREE STUDENT HANDBOOK

2018/19
Telephone +44 (0)1784 443506

Department of Physics
Royal Holloway, University of London
Egham Hill, Egham
Surrey TW20 0EX

Term Dates
Autumn Term
Monday 24 September 2018 – Friday 14 December 2018
New Students: Induction and Registration 24 September – 28 September 2018
Returning Students: Registration 27 September – 28 September 2018
First day of lecturing Monday 1 October 2018
Last day of lecturing Friday 14 December 2018

Spring Term
Monday 14 January 2019 – Friday 29 March 2019
First day of lecturing Monday 14 January 2019
Last day of lecturing Friday 29 March 2019

Summer Term
Monday 29 April 2019 – Friday 14 June 2019
Fourth year MSci teaching dates may be different; see the MSci Handbook.

Graduation Ceremonies Monday 15 - Friday 19 July 2019

Disclaimer

This document was published in September 2018 and was correct at that time. The department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term ‘department’ may be used to refer to a ‘department’, ‘centre’ or ‘school’. 
A warm welcome to the Department of Physics. The Research Degrees Student Handbook (this document) is the main source of information and advice provided by each department in the College to its own students. In the following pages you should find all of the essential information that a student studying for an MPhil/PhD degree in the Department of Physics should need. Web links to further sources are also listed.

The handbook should be read in full by every student of physics. You will find you need to become very familiar with some of the information for use on a day to day basis. Other information will not be needed anywhere near as frequently and you will simply need to recall that its source is the Postgraduate Research Student Handbook, referring back as and when questions arise, so please store this document in a safe place after you have read it. An up to date electronic version can be found on the Departmental web site. We are aware that the reading of this document will take some time so, without loss of accuracy or completeness, we have endeavoured to be as succinct as possible.

Please do not hesitate to ask questions of academic or departmental office staff, but first please ensure that you have referred to this handbook. If you spot any errors or there is any need for clarification please let the office staff know. While we have made every effort to ensure that such events are rare, we are not infallible.

I hope you very much enjoy the coming academic year, we aim to make it as fulfilling as possible.

Professor Jon Goff  
Director of Graduate Studies
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1 Introduction to the College and your department

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter ‘the College’) is one of the UK’s leading research-intensive universities, with nineteen academic departments spanning the arts and humanities, social sciences and sciences.

Sitting within the top 25 per cent of universities in the UK for research rated ‘world-leading’ or ‘internationally excellent’ by the Research Excellence Framework (REF) 2014, the College combines world-class research with a truly global perspective while at the same time offering a campus and community with an intimate human scale. As a student studying toward a research degree with the College, you will have the opportunity to learn from internationally renowned academics and researchers.

During the course of your time with the College, you will pursue independent research in your academic department. The College offers a number of research degree programmes: Master of Arts by Research, Master of Science by Research, Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Clinical Psychology (DClinPsy), Doctorate in Professional Studies (DPS) and Doctorate of Medicine (Research) (MD (Research)). Your successful progress will depend primarily on your own efforts, supported by your supervisors, but also on the research environment in your department and the quality of the research training you receive.

1.2 Doctoral School

The Royal Holloway Doctoral School, established in September 2014, brings together key aspects of research student life, aiming to ensure that research students are fully integrated as members of the College’s research community and to provide you with opportunities to meet and share ideas and experiences across our three Faculties. The Doctoral School will support you throughout your progress, ensuring availability of relevant contemporary research skills and employment training alongside the highest standards of administrative and pastoral support.

The Doctoral School organizes a number of events throughout the year for postgraduate research students culminating in the annual Doctoral School Interdisciplinary Conference in June.

The Doctoral School microsite will keep you informed of news and events which may be of interest to you as a research degree student. It is also a key repository of information and advice on subjects such as funding, changes to your registration status and the examination process. It provides you with easy access to a variety of documentation and guides that you may need during your studies.

Doctoral School microsite: royalholloway.ac.uk/doctoral-school


1.3 How to find your department

The Physics Department is located in the Tolansky (room numbers Txxx) and Wilson (Wxxx) Laboratories. Most of the academic, research, technical and administrative staff are based here. The first number of the room code denotes the floor level, 0, 1, or 2.

1.4 Map of the Egham campus

A map of the campus, enabling you to find the various lecture theatres and other locations, can be found at https://www.royalholloway.ac.uk/about-us/more/how-to-find-us/
Please note that student parking is very limited and a parking permit is required, which can be obtained via Security. You will need proof of insurance and a suitable form of photographic ID before a permit will be issued.

1.5 How to contact us
The Departmental Office can be found in T114, Tolansky Building.
The principal departmental telephone number is 01784 443506
The generic departmental email address is physics@rhul.ac.uk
A current staff directory can be found at https://www.royalholloway.ac.uk/research-and-teaching/departments-and-schools/physics/contact-us/?department=physics

Key contacts:

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<th>Name</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>Head of Department</td>
<td>Prof Stewart Boogert</td>
<td>T116, Tolansky</td>
<td>017844443453</td>
<td><a href="mailto:Stewart.boogert@rhul.ac.uk">Stewart.boogert@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td>Prof Jon Goff</td>
<td>W051, Wilson</td>
<td>01784443485</td>
<td><a href="mailto:jon.goff@rhul.ac.uk">jon.goff@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate Administrator</td>
<td>Ms Carmela Froggatt</td>
<td>T114, Tolansky</td>
<td>01784276265</td>
<td><a href="mailto:Carmela.froggatt@rhul.ac.uk">Carmela.froggatt@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Department Manager</td>
<td>Mrs Tracy Webster</td>
<td>T115, Tolansky</td>
<td>01784443448</td>
<td><a href="mailto:tracy.webster@rhul.ac.uk">tracy.webster@rhul.ac.uk</a></td>
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1.6 The Department: practical information
The following notes provide information of a general nature about security and safety within the Department.

**Normal Hours.** The Department is normally open Monday to Friday 08.30 to 17.00 and closed at weekends and public holidays. Outside normal hours all external doors are locked. Undergraduates are allowed in the Department outside normal hours only under supervision.

**Fire Procedure.** Fire Regulations are posted in the Department. Staff and students should familiarise themselves with these and with the fire alarm system, the evacuation procedure and assembly point 12 on the corner near the Physics Workshops. Fire Wardens are appointed for each floor and building. In the event of a bomb scare, evacuation procedures are as for a fire drill.

**First Aid.** First Aid Boxes are provided in the Department. Staff and students should be aware of their location. Qualified First Aiders are listed near these boxes and in Appendix 1. Outside normal hours dial 444 from any phone in the department and ask for assistance.

**Smoking.** The Department follows the College No Smoking Policy. Smoking is not allowed anywhere in the Department.

**Eating and Drinking.** The Department has a kitchen in T132 for the preparation of drinks. Food (small meals and snacks) and drink may be prepared and consumed in T132/T118. Food and drink are not allowed anywhere else in the building, especially in laboratories or workshops.

**Safety.** It is important that you are safe in the laboratory at all times. You must become familiar with safety procedures and safe working practices must be followed at all times. In particular you are not allowed into research laboratories unless supervised by a member of staff. Everyone, including you, has a legal duty to ensure the safety of yourself and others. The Head of Department has appointed a Safety Officer, a Deputy Safety Officer and a Radiation Supervisor to advise and assist him in safety matters. Risk Assessments will
have been carried out for all work in teaching laboratories, research laboratories and workshops.

**Ionising Radiation.** Work with ionising radiation is only permitted when approved by the Departmental Radiation Protection Supervisor and the College Safety Officer. All work must conform to the RHUL Site Rules and the Physics Department Local Rules for Work with Ionising Radiation.

**Accident Reports.** All accidents involving injury must be reported to the College Safety Officer by the senior person on site within 24 hours of any occurrence via an Accident Report Form. First Aiders and the Departmental Safety Officer have these forms and will usually be required to complete them.

**Out of Hours Working.** Experimental work is not permitted outside normal hours if it involves working alone.

**Dangerous Incidents.** Events that give rise to a situation involving the possibility of an accident, even though no harm in fact occurs, must be reported to the Safety Officer.

**Laser Pointers.** Students must not use or keep their own laser equipment on College premises. If a student requires a laser pointer for use during a presentation, the Department can supply one.

### 1.7 Research areas within your department

**Profile**

The latest UK research assessment (REF 2014) confirmed the high international significance of our research. We have strengths that range from explorations of the fundamental properties of matter at the lowest temperatures and on nanometre scales to elementary particles at the highest attainable energies. Experimental research is carried out in the department's own laboratories, and at major international centres.

Research is generously supported by the Engineering and Physical Sciences Research Council (EPSRC), the Science and Technology Facilities Council (STFC), the European Commission, the Royal Society, the National Physical Laboratory, CERN, the European Spallation Source, SNOLAB, and by industry. Much of our research is carried out in collaboration with other leading universities in Europe and worldwide, creating a vibrant international atmosphere.

**Centre for Particle Physics**

- CERN, the ATLAS experiment is collecting data produced by the Large Hadron Collider (LHC).

  Our physicists played an important role in the 2012 discovery at the LHC of the Higgs boson and are studying the new particle's properties. Members are also carrying out studies of the top quark and searching for new physics that goes beyond the current Standard Model, such as quark-lepton compositeness and extra dimensions. The group also plays an important role in computing for the LHC through involvement in the Particle Physics Grid.

- Research centred on the physics of cutting edge particle accelerators, both for particle physics experiments including the LHC, and for light sources and neutron spectroscopy experiments. This work is being pursued in the John Adams Institute for Accelerator Science, a joint initiative between Royal Holloway, Oxford University, and Imperial College.

- The search for dark matter and neutrino physics with the DEAP/CLEAN and DMTPC direct detection experiments, located at underground laboratories in Canada and the United States respectively. A major goal of this activity is developing beyond state-of-the-art instrumentation for the next generation of dark matter searches in a new laboratory on campus.

- Research in theoretical particle physics in the areas of collider phenomenology and astroparticle theory. This includes calculations for the LHC and phenomenological studies of Higgs and electroweak gauge bosons in and beyond the Standard Model. The astro-particle activity includes theoretical developments in dark matter physics, early Universe cosmology and neutrino physics.

**Centre for Condensed Matter Physics**

- The London Low Temperature Laboratory studying the emergent properties of Helium, which is a model
quantum system. Research projects are available in our MilliKelvin Laboratory on 2D quantum fluids and solids, solid 3He and helium clusters, NMR using SQUIDs and current sensing noise thermometry.

- The Materials Physics Group use neutron and synchrotron X-ray scattering at the nearby ISIS and Diamond facilities to study fundamental problems including magnetic monopoles, quantum criticality and superconductivity, and new materials for energy applications such as thermoelectrics and battery materials. These experiments are an ideal test bed for our first-principles density functional calculations using ARCHER.

- The Hubbard Theory Consortium offers strongly correlated theory projects in dynamical mean field theory, mesoscopic superconductivity, cold atoms and quantum many-body non-equilibrium physics.

- Nanophysics and Nanotechnology Group projects include exploration of metallic nanostructures; superconducting nanocircuits for quantum computation; study of spin-polarized electric currents; design of nanometre-scale devices; electrical and thermal properties of quantum wires fabricated out of GaAs.

- The Experimental Quantum Computation Group performs feasibility studies for a quantum computer, and we have projects to study 2D electrons on liquid helium, and quantum computing with 2D electrons.

**Research facilities and partners**

Major facilities include the University of London Low Temperature Laboratory and Ultra-low Temperature Facility; the Nanotechnology Laboratory and Clean Room; the Materials Discovery Laboratory; data analysis and extensive computer networking facilities; Accelerator Physics Laboratory, Dark Matter Laboratory, and High Power Laser Facility. Collaborative research is carried out at many major international centres in the UK and across the world and with industrial partners including Oxford Instruments and Johnson Matthey.

### 1.8 Master by Research in your department

You normally choose your area of research before starting the course and an appropriate member of the academic staff supervises your project. The project scope and title must be decided by the end of October and reported to the Programme Director.

Your personal supervisor directs your project and ensures you understand what is expected of you, what background literature you should read and what skills you need to develop. You must submit a two-page report on the progress of your project and hold a meeting with the Programme Director by the end of December. The purpose of this meeting is to ensure that the scope of the project is well-defined and that you have already made substantial progress.

You should normally complete the experimental, theoretical and computational work for your project by the end of July to ensure that you can complete the writing of the report in good time.

The report must not exceed 20,000 words and should be in a similar format to a PhD thesis. It must be written on a word-processor and be properly presented. It should be bound in a simple binding such as can be done in the Department (a hard cover is not necessary). It must contain an abstract, an introduction setting your work in context and including a survey of the relevant literature, and a report of your own work. The Handbook of Skills Training for Physics Students contains advice on writing such a report. Your project supervisor will give you further advice and will read and comment on a first draft but will not make comments on multiple drafts. The final date for submission of the report is normally 22 August each year.

### 2 Support and advice

#### 2.1 Research Degree regulations and Code of Practice

The Research Degree regulations set out the various standards that shape the regulatory framework of your research degree with the College. This contains a variety of essential information, ranging from
admissions to academic progression and examination.

The Code of Practice for Research Degree students and supervisors sets out good practice alongside additional information on the policies and procedures that support the standards and expectations of the College. royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx

2.2 Support within your department

Your supervisor or a member of your supervisory team should always be the first point of contact for any questions or concerns you may have about your programme of study or your research. In addition, the Director of Graduate Studies (DoGS) exercises overall responsibility for the welfare and academic progress of the research students within your department.

Student Services Centre

The Student Services Centre is located in the Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees, enrolment and graduation.

Phone: 01784 276641
Email: studentservices@royalholloway.ac.uk

Find out more about the Student Services Centre: royalholloway.ac.uk/ssc

2.3 Research Degrees team

The Research Degrees team within Student Administration maintains research degree students’ central records, manages the administration for all research degree examinations within the College and is the first point of contact for scholarship queries. If you have a research degree query but are unsure whom to ask, contact Research Degrees and they will point you in the right direction.

Email: researchdegrees@royalholloway.ac.uk

Visit the Doctoral School microsite for more details: royalholloway.ac.uk/doctoral-school

2.4 Support Advisory & Wellbeing

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS-run Health Centre on campus.

Phone: 01784 443394
Email: wellbeing@royalholloway.ac.uk

Find out more about Support Advisory & Wellbeing: royalholloway.ac.uk/students/help-support/help-and-support.aspx
**Student Wellbeing**

Student Wellbeing provides advice and guidance to all students on personal and emotional wellbeing, to assist them in maintaining a healthy balanced lifestyle and to support them from transition to university and then in the continuation of their studies towards graduation. The Student Wellbeing team actively encourages all members of the campus community to alert them to concerns or signs of vulnerability to enable proactive engagement with intervention.

Phone: 01784 443395 / 443132 / 276757  
Email: wellbeing@royalholloway.ac.uk

Find out more about Student Wellbeing: royalholloway.ac.uk/students/help-support/wellbeing/student-wellbeing.aspx

**Disability & Dyslexia Services (DDS)**

If you have a disability, long standing medical condition or specific learning difficulty, it is important that you bring it to the College’s attention as soon as possible.

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 276473  
Email: disability-dyslexia@royalholloway.ac.uk

Find out more about Disability & Dyslexia Services: royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx

Your first point of contact for advice and guidance is your Disability & Dyslexia Services Network Member in your department:

Name: Mrs Gill Green  
Phone: 01784443506  
Email: gill.green@rhul.ac.uk

**International Student Support Office (ISSO)**

The International Student Support Office offers advice to international students on visa queries, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 276168  
Email: internationaladvice@royalholloway.ac.uk

Find out more about the International Student Support Office: royalholloway.ac.uk/studying-here/international-students/visas-and-immigration

**2.5 Students’ Union Royal Holloway University of London (SURHUL) Advice and Support Centre**

The Students’ Union Royal Holloway University of London (SURHUL) is a registered charity and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering,
transport, volunteering, campaigning and advocacy.

Phone: 01784 24 6700
Email: helpdesk@su.rhul.ac.uk

Find out more about the Students’ Union: su.rhul.ac.uk

2.6  IT Service Desk

The College IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the College's wireless network, connecting devices such as iPads and making use of College printing facilities. The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They offer a range of free software, including Microsoft Office 365, Sofos Antivirus, NVivo and SPSS.

Phone: 01784 41 4321
Email: itservicedesk@royalholloway.ac.uk

In person: Visit the IT support office in the Davison Library (ground floor)

Find out more about IT services: royalholloway.ac.uk/students/help-support/it-services/home.aspx

3  Communication

3.1  Your College email account

The College provides an email address for you free of charge and stores the address in a College email directory. Your account is easily accessible, both on and off campus, via CampusNet (royalholloway.ac.uk/students/help-support/it-services/getting-started/get-connected/campusnet.aspx) or direct via Outlook.com (royalholloway.ac.uk/students/help-support/it-services/getting-started/email.aspx). It is essential to note that this email account will be used for all routine correspondence and news from the College. Your College email will very likely also be used for urgent communication, including correspondence from your supervisors so it is vital that you check your emails regularly.

In the event that you would prefer to use a commercial email service, you are able to connect your College email account so that it automatically forwards any messages you receive.

Instructions how to forward mail: royalholloway.ac.uk/it/faq/itfaqs/staff/email/forwardcollegeemail.aspx

If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

3.2  Internal post

All post addressed to you in your department will be delivered to student pigeonholes (alphabetical by surname) in the Post Room T125. At the end of each term student pigeonholes are cleared of accumulated mail so please try to ensure you check it at regular intervals. Please also note that Professional Services within the College will often send correspondence by internal post and your supervisor(s) may also return work to you via the pigeonholes.

3.3  Your contact information

It is imperative that the College has the most up-to-date contact details for you. As such, please ensure that you update the following via the Campus Connect student portal (cas.royalholloway.ac.uk/cas/login) as
quickly as possible once they are changed: your telephone number (mobile and landline), postal address (term-time and forwarding), email address and emergency contact details.

You can find out about how the College processes your personal data by reading the Student Data Collection notice: royalholloway.ac.uk/students/assets/docs/pdf/student-data-collection-notice-final.pdf.

3.4 Mobile phones
As a common courtesy to both teaching staff and your fellow students, you should keep mobile phones turned off during formal teaching periods.

3.5 Dates for the Diary
The Research Degrees team will send a Doctoral School ‘Dates for the Diary’ email to your Royal Holloway email address at the end of each month, which provides details of events and opportunities for postgraduate research students which are coming up in the following month.

4 Facilities and resources

4.1 Facilities and resources within your department

Lockers

Lockers are provided for your use on the second floor of the Tolansky Building opposite the lift. These lockers are intended for daily use and not for overnight storage. To use a locker, open one with a key in the door, insert £1 in the slot inside the door, close the door and remove the key. The £1 is returned when the key is returned to the locker. For the sake of subsequent users, please ensure that lockers are left clean and dry.

No guarantee of security or insurance is provided and the Department retains the right to open any locker and remove the contents.

Contact the technical staff in the Tolansky Laboratory if you lose a locker key or if the Department has removed the contents. Proof of ownership of the contents will be required in either case and it is, therefore, strongly recommended that your name or other means of identification be stored with the contents.

Mathematica

Extensive use is made of the Mathematica software system in several of our courses. Mathematica is available on the College PC network, including the PCs in Tolansky, for you to use for your studies and coursework. As a Royal Holloway student it is possible for you to install a copy of Mathematica on your own computer. Free to download until 2017 from http://www.rhul.ac.uk/it/studentpurchasing.aspx

Photocopying

You can make photocopies of notes, papers etc. using the copier in room T127. Copying is charged to a code; ask your supervisor about a code for your work.

Copier-printers (MFDs) for students are also located in the Teaching Lab(231), the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available here.

When photocopying please remember that it is a criminal offence to infringe the Copyright, Designs and Patents Act 1988.
Telescopes

The four-metre dome on top of the Wilson Building houses the Department's telescope – a 12-inch Schmidt-Cassegrain computerised f/10 telescope. It is in the charge of Professor Stewart Boogert. Depending on weather conditions, regular sessions are organised by the Physics Society to observe objects such as planets, multiple star systems, galaxies, galactic clusters, and globular clusters. Students wishing to use the telescope should, in the first instance, consult Professor Stewart Boogert.

Colloquia

The Department organises a regular programme of colloquia - talks given about topics in Physics outside the normal degree programmes and intended to broaden the knowledge of us all. Staff in the Department (including postdoctoral fellows and PhD students) give some, external speakers give others. The level varies but most should be intelligible to final year undergraduate students. They are frequently an excellent source of careers information. They are normally accompanied by tea and biscuits in the Common Room. Details are emailed and advertised on noticeboards. All research students are expected to attend all Departmental Colloquia.

4.2 Computers

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

How to find an available PC: royalholloway.ac.uk/students/help-support/it-services/find-a-pc/home.aspx

The PCs in the teaching laboratory T231 are used for many courses. When not timetabled they are available for more general use but may not be used for playing games etc. Other PCs are available in the Common Room T118. If you are not networked to a stand-alone printer you will be given a code to use the photocopier to print. Please ask your supervisor or the Technical Operations Manager for your code.

4.3 Library

The College library, housed in the Emily Wilding Davison Building, is open 24 hours a day, seven days a week. It provides more than 450,000 books and 36,000 journals in both print and digital format and a dedicated postgraduate room on the 2nd floor. The library contains a large number of PCs and provides laptops to borrow.

Phone: 01784 44 3823
Email: library@royalholloway.ac.uk

Find out more about the library: royalholloway.ac.uk/about-us/the-library

The Information Consultant for your Department is Debbie Phillips who can be contacted at deborah.phillips@rhul.ac.uk

4.4 Research Support

The Research Support team (royalholloway.ac.uk/students/campus-life/library/postgraduate/meet-the-research-support-team.aspx) in the library provides support on research information including copyright, Open Access publishing and developing your research information. The team can also provide advice for meeting research funders' requirements regarding Open Access. The team works with the Information Consultants to provide support throughout the research information cycle, from researching bids through to searching and accessing information for articles, books and other outputs through to submission of the PhD
thesis and future career plans.

For training sessions and subject specific support, contact your Information Consultant who will be able to help you. Their details will be on the relevant Subject Guide (libguides.rhul.ac.uk), where you can also find details of resources available to you at Royal Holloway.

4.5 Access to other libraries

If you cannot find the specific items that you require in the College library, you also have access to the following:

- **Senate House Library**
  
  This is the central library of the University of London, where you can borrow up to twelve books with a library ticket which you can obtain using your Royal Holloway College ID card

  Address: Malet Street, London, WC1E 7HU
  Phone: 020 7862 8461

  [Senate House Library website: senatehouselibrary.ac.uk](senatehouselibrary.ac.uk)

- **The British Library**
  
  The British Library is the national collection and holds copies of all books published in the UK and Ireland, alongside an extensive collection from other countries. A Reader Pass will be issued subject to your need to see specific items in the collections. Royal Holloway theses are available via Ethos (ethos.bl.uk), the British Library’s electronic theses service which contains approximately 400,000 records of UK theses including 160,000 available for immediate download of the full text.

  Address: 96 Euston Road, London, NW1 2DB
  Phone: 020 7412 7000

  [British Library website: bl.uk](bl.uk)

- **SCONUL access scheme**
  
  Royal Holloway participates in this national university access scheme which allows student to use other university libraries in the UK.

  [SCONUL website: sconul.ac.uk/sconul-access](sconul.ac.uk/sconul-access)

4.6 Postgraduate research spaces

The College offers a number of areas specifically for postgraduate students outside of your department.

**Research Postgraduate room in the library** (Davison Building)

The second floor of the new library building contains a dedicated study area (libguides.rhul.ac.uk/pgr/LibrarySpace) for postgraduate students.

**Doctoral Hub** (International Building IN030)

The [Doctoral Hub (royalholloway.ac.uk/doctoral-school/study/doctoral-hub-in030.aspx)](royalholloway.ac.uk/doctoral-school/study/doctoral-hub-in030.aspx) provides study and social space specifically for postgraduate research students.
Arts Building - room AS17 (2nd floor)
The room contains fifteen PCs. It is open to all students (PG and UG) during normal office hours and to postgraduates and staff between 7pm and 7am (code obtainable from the Computer Centre).

Highfield Common Room
The room is for those living in postgraduate accommodation on the Highfield site. It can be booked through the reception at Highfield. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

4.7 Careers & Employability Service
The College's Careers & Employability Service, based in the Davison Building, runs a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October.

One to one appointments are available all through the year, where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

The Careers & Employability Service holds six workshops over the academic year as part of the Researcher Development Programme. The workshops deal with finding academic and non-academic roles and making relevant applications and interview skills.

Phone: 01784 44 3073
Email: careers@royalholloway.ac.uk

Find out more about the Careers & Employability Service: royalholloway.ac.uk/students/jobs-careers/home.aspx

4.8 Alumni
The Department likes to keep in touch with you after you graduate and therefore has appointed an Alumni Officer to organise various events for alumni. When you leave make sure we have a contact address and your e-mail address.

5 Research skills and teaching
You should discuss your research skills training needs with your supervisor and adviser soon after you start your research degree and fill out the Research Student Training Log with details of courses that you should attend during the year.

5.1 Researcher Development Programme
The College's Researcher Development Programme is series of transferable skills courses designed for research students to help you to develop your skills alongside your research. Some of these courses are specifically designed to help students complete their research degree, while others help develop more general skills and enhance your employability.

Email: pgrtraining@royalholloway.ac.uk

Find out more about the Researcher Development Programme: royalholloway.ac.uk/doctoral-school/researcher-development/educational-development/researcher-development-programme.aspx
Research students are expected to undertake a programme of skills training for the first 3 years of full time study. You should discuss your research skills training needs with your supervisor and adviser soon after you start your research degree and fill out the Research Student Training Log with details of courses that you should attend during the year. **Note that the Department of Physics has their own customised training log and this version rather than the College version must be used.** The Department training log can be found at this link: [https://www.royalholloway.ac.uk/physics/informationforcurrentstudents/home.aspx](https://www.royalholloway.ac.uk/physics/informationforcurrentstudents/home.aspx)

Further information and guidance can be found online via [https://www.royalholloway.ac.uk/doctoral-school/home.aspx](https://www.royalholloway.ac.uk/doctoral-school/home.aspx)

Although further discussions on your training may take place during the year during your supervisory meetings, at least once a year, normally at the time of the annual review, together with your supervisor(s) and adviser, you should review the training completed in the previous year and draw up a plan for the following year. You should be fully engaged with the design of your training programme, as this is an important part of your personal development planning, and you should be considering what will be of benefit to you in both the short and long term.

The research skills training requirements for research students are as follows:

- **An average of 5 days of training per academic year for all full-time students**, with a total of 15 days across three years of study.
- **The training requirements are the same for part-time students, but operate on a pro-rata basis (minimum of 2.5 days per academic year).**

The research skills training requirements can be fulfilled through:

1. Taking courses on the Researcher Development Programme - both face-to-face and online courses;
2. Attendance at GRADnet courses and events;
3. Departmental courses which offer developmental and generic skills training (subject-specific training courses cannot be used to meet the requirements);
4. By attending courses at other institutions e.g. St George’s, University of London; Kingston University, and Senate House;
5. Completion of modules from the inSTIL teacher-training programme (which can only be taken when you are teaching at the College);
6. **Additional research training activities that count towards the training requirements:**
   - submission of conference paper abstract: half day;
   - presentation of poster at conference: half day;
   - presentation of conference paper: 1.5 days;
   - submission of paper or book chapter for publication: 2 days;
   - organisation of conference as part of a committee: 2 days
   - volunteer to help at a conference for one day: 1 day.

In addition research students in the Department of Physics are also expected to undertake a minimum of 80 hours advanced physics or related discipline specific training relevant to the broader remit of their PhD as set out in the SEPNet policy which can be read in full here: [https://www.royalholloway.ac.uk/physics/informationforcurrentstudents/home.aspx](https://www.royalholloway.ac.uk/physics/informationforcurrentstudents/home.aspx)

### 5.2 Teaching experience and training

Your department may be in a position to offer you opportunities to undertake teaching and/or demonstrating opportunities. In the event that you are employed in a lead teaching role, you are required to register for the College’s inSTIL programme (Programme in Skills of Teaching to Inspire Learning). If you are teaching as part of a team, you may choose to do this programme but are not required to do so. You must be engaged in
teaching at the same time as participating in inSTIL, as teaching observations are an intrinsic element of the programme. The inSTIL programme is worth 15 M level credits and counts as seven days towards your skills training objectives.

Phone: 01784 41 6337
Email: edc@royalholloway.ac.uk

Find out more about the inSTIL programme: royalholloway.ac.uk/staff/teaching/professional-development/capital-instil-and-talent.aspx

5.3 GRADnet training Programme

Professional skills courses specifically for physics postgraduate students will be available via the GRADnet Virtual Research Environment and you should register for this on the following web site:
http://www.open.ac.uk/students/research/sepnet

5.4 Advanced discipline specific training (80 hours)

The Department’s research activity is undertaken by the various research groups and the subject-specific training offered to postgraduate research students is matched to their particular needs. Every student receives training in safety.

The Centre for Particle Physics has a comprehensive training programme for postgraduate students in Particle Physics (PP) experiments and theory, and in Accelerator Science. Most of this programme has been operated for many years, but is continually reviewed and updated to take account of advances in the field as well as changing views on the training of postgraduate students. During their first year (from October to mid-January), students in the Experimental Particle Physics Group attend an inter-collegiate programme of about 140 lectures on particle physics given jointly by Royal Holloway, Queen Mary, University College and Brunel University (and including staff from the Rutherford Appleton Laboratory). The students travel to UCL twice a week, where this programme is being taught. Students learn a variety of computing skills during their first year and in recent years most have attended courses in Object Oriented Programming and C++. Postgraduate students in the Accelerator Science programme attend a subset of the above lectures, as well as additional lectures in accelerator physics topics taught by staff of the Oxford/RHUL John Adams Institute for Accelerator Science. Postgraduate students in Particle Physics Theory attend selected lectures from the above programme, complemented with training in theory and phenomenology, taught by staff of the NeXt Institute (New connections between Experiment and Theory). All students in the Experimental PP group and Accelerator Science attend a summer school at the end of the first year and an additional school (normally either the CERN or the SLAC School) in their second or third year. At the end of the first year of their studies the students in Particle Physics theory attend the BUSSTEPP summer school in theoretical elementary particle physics. All students normally attend the Institute of Physics Annual Conference in their first and third years and give a talk in their third year. All students give several presentations of their work to meetings of the collaboration in which they are working during their studentships. In general before any presentation to people external to the group, a practice session is held.

Postgraduate students in the Centre for Condensed Matter Physics receive hands-on training within their research groups, and they attend workshops and schools organized by GRADnet, international facilities and the Institute of Physics, and they attend national and international conferences. Condensed matter workshops organized by GRADnet include experimental methods (neutron and synchrotron scattering, optical spectroscopy, microscopy, nuclear magnetic resonance), quantum technology, numerical modeling & simulation, strong correlations and nanofabrication.

The Hubbard Theory Consortium organizes the annual Condensed Matter in the City series of workshops at which postgraduate students engage with leading authorities on topical areas of strongly correlated physics. Pedagogical lectures are provided in-house, and students also attend other external workshops on condensed matter theory, including Physics by the Lake.

Students in the Materials Physics Group obtain hands-on experience of materials synthesis, x-ray diffraction
and physical properties measurement, and they obtain extensive experience of computer modeling at Royal Holloway. They have opportunities to attend the Neutron Training Course and other more specific training courses at ISIS, the Oxford Summer School on Neutron Scattering, a Synchrotron Summer School at Diamond, the CASTEP Training Workshop as well as other workshops on computer modelling and parallel computing, and they are able to attend User Meetings at ISIS, Diamond, ILL and ESRF.

Postgraduate research students of the London Low-Temperature Laboratory all receive training in the handling of cryogenic liquids (helium and nitrogen) and the use of the large liquid nitrogen dewar. They are trained in temperature measurement and control (to sub-milliKelvin temperatures), the use of the cryostats and SQUIDs, in leak testing, in precision wiring, micro-soldering and spot welding, as well as in computer-aided design. They learn the relevant electronics and appropriate computer systems, as well as all the necessary data transfer skills, word-processing and spreadsheet techniques suited to a scientific environment. They attend a course in Low-Temperature Techniques, organized annually by the Institute of Physics, and an international series on Cryogenic Techniques. They visit other laboratories (e.g. PTB and HZB in Berlin) to gain valuable further experience.

Somewhat similar training in appropriate hardware and software is provided in the Nanophysics and the Experimental Quantum Computation Groups. Students are trained to work in the Clean Room and to use the electron beam and optical lithography systems, thin-film deposition, centrifuge, ion etching and low-temperature facilities. They use the scanning electron and atomic-force microscopes, learn to fabricate nanostructures, such as mesoscopic rings and Josephson junctions, and they acquire all the necessary skills to operate computer-controlled equipment. They attend appropriate lecture courses in nano-technology and condensed matter physics, and they give informal presentations to the regular Nanophysics Group meetings.

6 Your registration status

Further details regarding the areas outlined in this section can be found in the Research Degree Regulations.

6.1 Study timelines

In order to retain your registration status as a postgraduate research student at Royal Holloway, you should be aware of the following timelines (if you are studying part-time, double the period). Please note that all PhD students start on the MPhil must successfully complete their upgrade review in order to be eligible to submit for the PhD:

<table>
<thead>
<tr>
<th>Level of programme</th>
<th>Deadline for upgrade to PhD</th>
<th>Deadline for submission of thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Research</td>
<td></td>
<td>1 year (FT)</td>
</tr>
<tr>
<td>MPhil</td>
<td></td>
<td>3 years (FT)</td>
</tr>
<tr>
<td>PhD</td>
<td><strong>1st attempt within 20 months (FT)</strong></td>
<td>4 years (FT)</td>
</tr>
<tr>
<td></td>
<td><strong>2nd attempt (if required) within 24 months (FT)</strong></td>
<td></td>
</tr>
</tbody>
</table>

As these deadlines are based on the start date on your student record, it is very important that this start date is recorded correctly. If your start date has been postponed, make sure you submit a Change of start date form (royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/changes-that-affect-your-registration-status/change-of-start-date.aspx) within the first 6 months of your study. If you are sponsored on a Tier 4 (General) student visa, you are not permitted to change your start date in our records once you have used your CAS in a visa application.

These deadlines will be affected if you interrupt or change mode of attendance during your studies e.g. if you formally interrupt for 6 months, your submission deadline will extend by 6 months.
If you would like confirmation of your official start date or any of your deadlines, please contact researchdegrees@royalholloway.ac.uk. If there are extenuating circumstances which make it unlikely that you will be able to meet these deadlines, it is essential that you raise this with your supervisor / supervisory team as soon as possible.

6.2 Interrupting your studies

The Research Degree Regulations permit you to interrupt your studies for up to twenty-four months (whether consecutively or otherwise) on financial, medical or personal grounds on the recommendation of your supervisor and Director of Graduate Studies. Any period of interruption will only normally be permitted on exceptional grounds and must be approved by the Vice Principal on behalf of the College Board of Examiners Executive Committee (CBEEC). Students are also entitled to request an interruption of studies for reasons of maternity, paternity or adoption leave (royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/changes-that-affect-your-registration-status/maternity-paternity-or-adoption-leave.aspx).

Find out more on how to interrupt your studies: royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/changes-that-affect-your-registration-status/interruption-of-study.aspx

It is essential that you contact your supervisor or department at the very earliest possibility, should you find that you require a period of interruption to your studies. Please note, a back-dated (or retrospective) interruption will only be considered on the most exceptional grounds and in cases where the interruption sought is for a very limited period.

It is also essential that adequate supporting evidence is submitted with the request. See appendix B of the College’s Extenuating Circumstances guidance notes (royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf) for advice on this. If you are still uncertain what evidence is suitable, please contact researchdegrees@royalholloway.ac.uk. Where applications are submitted that lack adequate supporting evidence, it is very likely that they will be denied or subject to significant delays.

During the course of your interruption of studies, you remain a registered student with the College and are subject to College Regulations. Unless you are interrupting your studies on the grounds of maternity, paternity or adoption, or in exceptional circumstances relating to mental health conditions, you do not have the right to use College facilities or receive supervision during the period of interruption, other than occasional access to your supervisor by arrangement.

6.2.1 Interrupting if you are sponsored by the College on a Tier 4 (General) student visa

If you interrupt your studies and you are in receipt of a Tier 4 (General) student visa sponsored by Royal Holloway, the College will withdraw its sponsorship for the duration of your interruption and you are obliged by UK Visas and Immigration (UKVI) to leave the UK for this period.

Find out more on how to renew your visa: royalholloway.ac.uk/studying-here/international-students/visas-and-immigration/during-your-studies/renewingextending-your-tier-4-general-student-visa

In exceptional circumstances, you may be permitted an authorised absence for a period less than sixty days. Under this type of authorised absence you are permitted to remain in the UK for the duration but this will impact the amount of leave remaining on your visa to complete your studies. Authorised absence must be approved in the same way as an interruption. To discuss the authorised absence process please contact student-administration@royalholloway.ac.uk.

6.2.2 Interrupting if you are funded by a Research Council or College scholarship

It is essential that, prior to requesting the interruption, you check with your funding body whether the conditions of your scholarship permit you to interrupt your studies. For advice about this, please contact researchdegrees@royalholloway.ac.uk.
If you are funded by a Research Council, please be aware of the following:

- Although the thesis submission deadline set by the College may be extended due to the interruption, it may not be extended by your Research Council. In such cases, the earlier Research Council deadline takes precedence. If you have queries regarding this, please contact researchdegrees@royalholloway.ac.uk.
- If you have requested up to 13 weeks sick leave, your thesis submission deadline will not normally be affected by this period of leave.

Find out more about interrupting when you are funded: royalholloway.ac.uk/doctoral-school/scholarships-and-finance/update-my-study-details-as-a-scholarship-recipient.aspx

6.3 Changing your mode of attendance

The Research Degree Regulations permit you to change your mode of study from full-time to part-time within the first 2 years of your study and from part-time to full-time at any point.

If you are sponsored on a Tier 4 visa, you will not be permitted to change to part-time, under the restrictions of our sponsorship.

Find out more about changing your mode of attendance: royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/changes-that-affect-your-registration-status/changes-of-mode-of-study.aspx

6.4 Engagement with studies

According to the Research Degree Regulations, if your attendance, academic performance or productivity is unsatisfactory, the termination of registration may be requested following a formal warning process. It is therefore essential that you alert your supervisor / supervisory team as soon as possible if you are experiencing difficulties with engaging with your studies so that the appropriate support and advice can be provided.

6.4.1 Withdrawal of Tier 4 (General) student visa for non-engagement with studies

If you are in receipt of a Tier 4 (General) student visa sponsored by Royal Holloway, it is a requirement of your visa that you attend classes and supervisory sessions, and complete assessments (see section 5 of the Code of Practice for Research Degree students for more details).

The College has a legal responsibility to report any student admitted to the College on a student visa who does not appear to be meeting the attendance requirements to UK Visas and Immigration (UKVI). Therefore, if you fail to meet UKVI visa requirements and/or fail to respond to informal and formal warnings from the College in this regard, you could have your sponsorship withdrawn, your visa cancelled and your registration with the College terminated. The termination of registration due to a breach in visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

Find out more about visas and immigration: royalholloway.ac.uk/studying-here/international-students/visas-and-immigration/during-your-studies

6.4.2 Holiday

You are entitled to up to eight weeks holiday within a 12 month period of registration. You should notify your supervisor in writing of any holidays taken.
7 Annual review and upgrade

Although you will meet with your supervisor regularly during the academic year, your academic progress is formally reviewed at least once every twelve months, unless you have interrupted your studies, in which case the review will take place not more than two months after you have formally resumed your studies.

Annual reviews and upgrades for students registered for an MPhil/PhD are conducted in a face-to-face meeting between you and a panel. As a minimum the panel must consist of:

Annual review panel: At least one member of your supervisory team plus one member of staff completely independent of your supervisory team

Upgrade to PhD panel: Three members, with at least one member of your supervisory team and one member of staff who is completely independent of your supervisory team

It is important to remember that the upgrade from MPhil to PhD is not an automatic right. In the majority of cases, a panel will indicate that they are satisfied with a student’s progress. In some cases, however, the panel may feel that the work presented does not meet the required standard for doctoral research. In such cases, your panel may permit you to have a second and final attempt.

See section 6.1 for the deadlines by which the 1st and 2nd attempts at upgrade must take place.

At the end of your annual review/upgrade meeting, your panel will fill in a form detailing the outcome of your review/upgrade, which provides you with an opportunity to add your own comments.

Find out more about the annual review and upgrade process: royalholloway.ac.uk/doctoral-school/doctoral-school/pgr-student-lifecycle/annual-review-and-upgrade

7.1 Your department’s annual review and upgrade process

Although you will meet with your supervisor regularly during the academic year, your academic progress is formally reviewed at least once every twelve months, unless you have interrupted your studies, in which case the review will take place not more than two months after you have formally resumed your studies.

Annual reviews and upgrades for students registered for an MPhil/PhD, are conducted in a face-to-face meeting between you and a panel. As a minimum, your annual review will be conducted with at least one member of your supervisory team present plus one member of staff who is completely independent of your supervisory team. Where you are undertaking a review for the purpose of upgrading your degree to PhD, your panel will include a minimum of three members, with at least one member of your supervisory team and one member of staff who is completely independent of your supervisory team in attendance. A member of your panel may be present via video conferencing, with your prior agreement, in cases where there are extenuating circumstances that mean they are unable to be present in person.

Supervisor, adviser and moderator

Every student has a supervisor, adviser and moderator. The supervisor directs the research project and looks after the student on a regular basis. The adviser is another academic staff member working in an area close to the project, who gives advice to the student when the supervisor is away. The moderator is a third academic, in an area more distant from the project, who may be consulted on general matters if/when the need arises. The adviser and moderator conduct the annual oral (viva voce) examinations of the student. These staff members are appointed early in the student’s research programme: (advisers and moderators are nominated at the first meeting of the Postgraduate Committee after the commencement of their registration).

It is important to remember that the upgrade from MPhil to PhD is not an automatic right. In the majority of cases a panel will indicate that they are satisfied with a student’s progress. In some cases, however, the panel may feel that the work presented does not meet the required standard for doctoral research. In such cases, the panel will likely decide not to permit the student to upgrade at that time.

In the event that your first attempt to upgrade from MPhil to PhD is unsuccessful, your panel may permit you to have a second and final attempt which must take place within twenty-four months of full-time study or...
forty-eight months of part-time study. Please note that the first attempt at an upgrade must take place within the first 20 months of FT study and the first 40 months of PT study. These periods are defined in line with the College’s Research Degree Regulations available online via http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

At the end of your annual review/upgrade meeting your panel will fill in a Research Degree Student Review - Annual Review Form or Research Degree Student Review - Upgrade Form. This will detail the outcome of your review/upgrade and will provide you with an opportunity to add your own comments. Further information on annual reviews and upgrades along with the relevant forms is available online via http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/upgrades.aspx.

7.2 Illness and extenuating circumstances

If you want the annual review or upgrade Panel to be made aware of extenuating circumstances that have affected your study you should submit your statement and supporting evidence to the Panel Chair within the deadline set by the department/school for the submission of material for the upgrade or review. Ideally you should have discussed any such issues with your supervisor or the Director of Graduate Studies before the meeting. The Department of Physics may recommend that you interrupt your studies until your personal circumstances are such that you are in a position to take up your studies again.

In the case of circumstances relating only to your performance at an upgrade or review meeting or the oral examination (viva), you should inform the panel members or examiners of the circumstances prior to the meeting or oral examination and submit the statement and supporting evidence within seven days to your department in the case of upgrade/review meetings and Student Administration (researchdegrees@rhul.ac.uk) in the case of an oral examination. You must submit the request in writing and ensure it is accompanied by appropriate supporting evidence, in line with the Instructions to Candidates available online via https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx.

7.3 Your department’s annual review and upgrade process

Three-month report

The student writes a report on his/her first three months (usually October - December) describing the training received to date and plans for the remainder of the academic year. The report is short: (one or two pages of A4); and is signed by supervisor, adviser and moderator. The Training Log is completed indicating training needs for the year and how they will be met. After signature by the supervisor, adviser and moderator, the Report and Training Log of each student is sent via the departmental office to the Director of Graduate Studies (DoGS) who presents them for discussion by the Postgraduate Committee.

Deadline for submission of report: 3 months after first registration

First-year report

The student writes a report (of approximately 3000-5000 words) describing the work carried out so far, how well the objectives set after three months have been met, and containing a plan for the second year and hands this, together with a copy of the Training Log, to the supervisor. The supervisor sends a single-page report on the student’s progress during the year, together with copies of the Student Report and Training Log to the adviser and the moderator. The adviser and moderator examine the student orally, write a report on the viva and send it to the supervisor. Between them, the supervisor, adviser and moderator come to an agreement as to whether they recommend the student to be transferred from MPhil to PhD or remain registered for the MPhil. The supervisor fills in the Research Degree Student Review Upgrade or Annual Review Form, obtains the signatures of the student, adviser and moderator, and sends copies of the Research Degree Student Review Upgrade Form, the Student Report, the Supervisor Report, the Adviser and Moderator Report and a copy of the Training Log to the Postgraduate Administrator.

Summary of First Year Deadlines:

Fri 31 May 2019: Student report and copy of training log to supervisor
Second-year report
This is a similar procedure to the first-year report and viva. The report should include a statement on the anticipated contents of the thesis with a timeline for completion before the submission deadline. Please note that the latest date for upgrade from MPhil to PhD status is two years after registration. The first upgrade meeting must be at least 4 months before this deadline. If the student has already upgraded, the Research Degree Student Review Annual Review Form is completed instead of the Upgrade Form.

Summary of Second Year Deadlines:
Fri 31 May 2019: Student report and copy of training log to supervisor
Fri 14 June 2019: Signed Supervisor report & Student report & training log to Adviser and Moderator
Mon 17 June – Mon 1 July 2019: Viva with Adviser and Moderator
Mon 8 July 2019: Signed Advisor and Moderator report plus student paperwork to Supervisor
Mon 15 July 2019: Supervisor to submit ALL paperwork to the Postgraduate Administrator
Mon 22 July 2019: Completed reviews submitted to DoGS for final review
Fri 23 August 2019: Upgrade forms submitted to Exams Office

Third-year students
The student writes a much briefer report, describing the work carried out in the previous year and comparing with objectives set in the last annual review. The report must contain a detailed plan for the completion of the thesis. This should include a table of contents for the thesis indicating whether each subheading is complete or giving an estimate of the time required for completion. The rest of the process is similar to years one and two. However, in this case, the supervisor, adviser and moderator must estimate the completion date of the PhD.

Summary of Third Year Deadlines:
Fri 31 May 2019: Student report and copy of training log to supervisor
Fri 14 June 2019: Signed Supervisor report & Student report & training log to Adviser and Moderator
Mon 17 June – Mon 1 July 2019: Viva with Adviser and Moderator
Mon 8 July 2019: Signed Advisor and Moderator report plus student paperwork to Supervisor
Mon 15 July 2019: Supervisor to submit ALL paperwork to the Postgraduate Administrator
Mon 22 July 2019: Completed reviews submitted to DoGS for final review

Fourth-year students
The supervisor must assess whether there are likely to be any problems completing within four years. The supervisor must arrange appropriate meetings with the student, advisor and moderator before a Completion Meeting, which will take place on Thursday 17 January 2019. The Completion Meeting will be attended by the student, supervisor and DoGS and it will focus on the table of contents for the thesis. A plan of how to
complete each subheading and address any issues raised by the supervisor/advisor/moderator team will be drawn up with the student with suitable deadlines.

**Summary of Fourth Year Deadlines:**

*Thurs 17 January 2018: Completion Meeting*

*Final deadline for submission of thesis: within four calendar years of full time study*

All reports are kept on file in the Departmental Office.

7.4 Special arrangements

If you have a disability, specific learning difficulty or impairment and wish to ask for reasonable adjustments to be made to the conduct of the viva, please discuss these with your supervisor ahead of the meeting so that appropriate arrangements can be made.

7.5 Extenuating circumstances

If you want the annual review or upgrade panel to be made aware of extenuating circumstances that have affected your study, you should submit your statement and supporting evidence to the panel Chair within the deadline set by the department/school for the submission of material for the upgrade or review.

In the case of circumstances relating only to your performance at the upgrade or review meeting, you should inform the panel members and submit the statement and supporting evidence within **seven days** of the meeting to your department.

8 Research degree exam process

*Overview of Masters by Research exam process:* royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/research-degree-examinations/masters-by-research-examination-process.aspx

*Overview of MPhil / PhD exam process:* royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/phdmphil-exam-process/phdmphil-exam-entry.aspx

8.1 Writing-up fee

In the fourth year of a Research Degree, there is no charge for tuition fees. However, all students are liable to pay a one-off writing-up fee in the region of £380 (based on the fee being charged in 2017-18).

8.2 Submission of thesis

At least two months prior to submitting your thesis (or dissertation for Masters by Research candidates), you should submit an **exam entry form** to researchdegrees@royalholloway.ac.uk, so that your examiners can be approved and be invited in good time before you submit. If there is a delay in submitting the entry form, this does not affect your submission deadline but does mean that there may be a delay in the exam process once you have submitted the thesis.

The Research Degree Regulations stipulate that you must submit two bound copies of your thesis (via the Student Services Centre or by post) to the Research Degrees team and one electronic copy of your thesis to researchdegrees@royalholloway.ac.uk by your thesis submission deadline.
See section 6.1 for thesis submission deadline information.

Please refer to the Research Degree Regulations and the Instructions and notes on submission for the requirements of the thesis.

Find out more about the research degree submission process: royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/phdmpphil-exam-process.aspx

**Departmental guidance on your thesis**

Courses are available on academic writing throughout your studies, and you may draft reports for research collaborators, and material for presentation at conferences or in journal publications. As part of the annual review procedure you write a project report, and this is followed by a viva. Your project supervisor gives advice on writing your thesis and reads and comments on the first draft.

**Royal Holloway proofreading scheme**

CeDAS oversees the Royal Holloway proofreading scheme (royalholloway.ac.uk/students/study/academic-skills/cedas/academic-writing-and-communication/proofreading.aspx), which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note, the College does not permit the use of paid third-party proofreaders who are not part of this scheme.

**Random submission of thesis to Turnitin**

To help deter plagiarism, it is College policy to select a random sample of final research degree theses for submission to the plagiarism detection software, Turnitin, before the examination process is initiated. Exemptions are in place for theses covered by commercial confidentiality agreements. Turnitin reports are reviewed by the Director of Graduate Studies in your department. Should concerns be raised, you will be notified by the department.

**Plagiarism**

The College takes the issue of plagiarism and other academic misconduct extremely seriously. Please refer to the College’s Regulations on Academic Misconduct (royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx) for what constitutes academic misconduct, as well as the procedures to be followed for the investigation of alleged academic misconduct and possible outcomes.

**Viva**

If you are submitting for a Masters by Research, the default is that you will be assessed on the dissertation alone and will not be required to have an oral examination (viva) on your dissertation. Please note however that the examiners do have the discretion to request a viva once they have read the dissertation.

If you are submitting for an MPhil or PhD, however, you will be required to participate in a viva to defend your thesis. The viva should be organised by your supervisor.

**Viva training**

The College offers viva training for research student’s final oral examination via the Researcher Development Programme.
Departmental viva preparation

The department provides more specific training throughout the degree. The annual viva with advisors and moderators is preparation for defending a written report in an oral exam. The supervisor offers more detailed practice at answering potential questions closer to the final examination.

8.3.2 Special arrangements

If you have a disability, specific learning difficulty or impairment and wish to ask for reasonable adjustments to be made to the conduct of the viva, please indicate this on your exam entry form.

For further details, see section 16 of the Research Degree Regulations

8.3.3 Extenuating circumstances

In the case of extenuating circumstances relating to your performance at your viva, you should inform researchdegrees@royalholloway.ac.uk prior to the viva, so that they can advise the examiners as appropriate and a decision can be made whether the viva should go ahead. If the viva does go ahead, you must submit an official request for the extenuating circumstances to be taken into account. This should be in writing and accompanied by supporting evidence and sent to researchdegrees@royalholloway.ac.uk within seven days of the viva.

Audio recording of viva

8.3.5 It is College policy that an audio recording will be made of all vivas.

- The recording will only be made during the viva between you and the examiners. No recording will be made of any discussion held before or after the viva when you are not present
- The recording will only be listened to in the event of an appeal made against the viva outcome and then only by a small number of staff who are involved in the investigation into the appeal
- The recording will be kept securely for 6 months after you have been informed of the outcome, after which time it will be destroyed

8.3.6 Viva outcomes

Please refer to the Research Degree Regulations for the range of outcomes available to your examiners.

8.4.1 Award process

Approval process

Once your examiners have confirmed to the Research Degrees team that you have satisfied the criteria to be awarded your Masters by Research, MPhil or PhD, the outcome and examiners’ reports will be sent to your Director of Graduate Studies for initial approval and then the Faculty Dean to approve on behalf of the CBEEC (College Board of Examiners’ Executive Committee). The date of your award will be the 1st of the month following the Dean’s approval.

If you have been awarded a Masters by Research, there are no further requirements before your award can be processed.
**Electronic submission of the final MPhil or PhD thesis**

If you have been awarded an MPhil or PhD, you need to upload an electronic version of the finalised thesis on to the College’s research information system, Pure, before the award can be processed.

The College strongly recommends that you check the details of these requirements well in advance of submission as they contain important information on copyright and Open Access.

Find out more about Pure: royalholloway.ac.uk/staff/tools-and-links/library/research-support/open-access/pure-support/submitting-an-e-thesis-in-pure.aspx

**Documentation**

Once your award has been processed by the Research Degrees team, you will be sent an award letter on College headed paper which includes the date of your award and your thesis title. Your degree certificate will be sent to you by the Diploma Production Office in central London within 3 – 6 months of the award letter.

**Graduation**

As a postgraduate research student, you can attend either the Summer or the Winter Graduation ceremony.

To be eligible to attend the summer ceremony:

- Your award date must be no later than 1 June of that year
- You must have submitted your finalized thesis to Pure by 30 June at the very latest

To be eligible to attend the winter ceremony:

- Your award date must be no later than 1 November of that year
- You must have submitted your finalized thesis to Pure by 30 November at the very latest

Find out more about the Graduation ceremonies: royalholloway.ac.uk/students/study/graduation/home.aspx

**9 Appeals and Complaints**

**9.1 Appeals**

By submitting an academic appeal, you are making a request for a decision made by the College relating to your academic studies or academic progress to be reconsidered. This must be done within 15 working days of the date on which you were formally informed about the decision.

Sections 21 and 22 of the Research Degree Regulations set out the grounds on which you can appeal and the process to be followed.

If you have also submitted a complaint and your grounds for an academic appeal are effectively dependent on the outcome of the complaint, the College may determine that the complaint should be investigated first under the Complaints Procedure. The complaint investigation will be carried out by the College Secretary’s Office and your appeal investigation will be delayed until the complaint investigation is complete. The College will endeavour to complete these processes as quickly as possible. However, a thorough investigation takes time, so the College strongly advises that you continue to make plans on the basis of the decision as it currently stands.

Find out more about academic appeals: royalholloway.ac.uk/students/study/academic-appeals/make-an-academic-appeal-or-complaint.aspx
9.2 Complaints

A complaint is where, as a result of your experience at the College, you feel dissatisfied about the provision of services or facilities and would like your concerns to be investigated. Your concerns may be investigated under the Complaints procedure but normally only within three months of the incident or action being complained about.

If you have a complaint relating to any aspect of the department, or its staff, or to any academic or College matter, it is recommended that you first discuss it informally with your supervisor(s), advisor, Director of Graduate Studies or another member of staff in the department as soon as possible. In the majority of cases complaints can be resolved through such an informal route.

In those cases where the complaint cannot be resolved in this way, you may want to submit a formal complaint.

Find out more about complaints: royalholloway.ac.uk/students/study/academic-appeals/complaints/complaints.aspx

10 Student charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The Student charter (royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx) outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College’s alumni.

This charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College’s aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your research degree.

11 Feedback

11.1 Postgraduate Forum

The Postgraduate Forum is a mechanism for students to raise issues and provide feedback to the Department. There are three meetings per year at which all postgraduate research students are strongly encouraged to attend. These meetings are jointly chaired by elected student representatives from Particle Physics and Condensed Matter Physics. The student representatives attend the Departmental Postgraduate Committee which feeds into the Departmental Board Meeting and the College Annual Review process.

11.2 Surveys

As a research degree student, you will be asked to complete an online survey to feedback on your experience each year. This anonymous survey is really important and helps us make improvements around the College and tells us how well we’re doing. It’s a chance for us to gain valuable data to inform enhancements to the experience of postgraduate research students.

12 Paid work

According to the Code of Practice for Research Degree students, any paid work you undertake to support your studies should not exceed 20 hours per week if you are registered as a full-time student. If you are a part-time student, there is no limit.
If you are an international student, you must also ensure that any working restrictions, as stated on your visa, are also adhered to.

12.1 Research abroad

If you are undertaking research abroad, please ensure that you agree this with your supervisor and ensure that details of the location and dates have been approved prior to undertaking the research.

If you are sponsored by the College for a Tier 4 (General) student visa, please ensure that you receive approval from your supervisor prior to undertaking the research so that the College can update details of your study location with the UKVI, as required by the UKVI. If you do not do this you will be risking the continuation of your Tier 4 sponsorship with the College.

13 Health and Safety Information

**General health and safety policies:** royalholloway.ac.uk/students/study/our-college-regulations/health-and-safety.aspx

13.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College’s [Code of Practice on personal harassment for students](royalholloway.ac.uk/students/study/our-college-regulations/health-and-safety.aspx) should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

13.2 Lone working policy and procedures

The principles and guidance around lone working are often highly applicable to the nature of postgraduate research and the variety of activities this might involve. As such, awareness and planning around any lone working you may be required to undertake are essential.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator Andy Alway or the College Health and Safety Office. It is likely that most activities will take place on College premises. However, the principles also apply to students undertaking duties off campus.

Find out more about the College’s [Lone working policy and procedure](royalholloway.ac.uk/staff/tools-and-links/health-and-safety/policies-and-procedures/lone-working.aspx)

13.3 Reporting procedures in the case of student pregnancy

It is essential for students to notify the Department if they become pregnant in order to assess health and safety issues. Your first point of contact for advice and guidance is the Postgraduate Administrator.
14 Equal opportunities statement and College Codes of Practice

14.1 Equal opportunities statement
The College values diversity and promotes equality of opportunity for all, both in its employment practices and admissions decisions, and in its teaching, learning and research activities.

Royal Holloway’s equal opportunities statement: royalholloway.ac.uk/staff/your-employment/human-resources/equality-and-diversity/home.aspx

14.2 Additional College codes of practice
Royal Holloway lays down firm codes of practice for its staff and students on the Academic Welfare of Students, on Freedom of Speech, on Sexual and Racial Harassment, and on Safety, Security and Parking. You will find these codes of practice in the College Regulations and Procedures.

If you feel you are the victim of an infringement of any of these codes, or of any legal right, take the matter up with any of the following, as you see fit:

- your Personal Tutor;
- your Programme Director;
- the Head of Department;
- any other member of Department teaching staff you prefer to deal with;
- the Support and Advisory Services (Welfare and Wellbeing) (tel. 3394);
- the Student Counselling Service (tel. 3128);
- any Students’ Union officer.