UNIVERSITYOF INSPIRING RESEARCH **WESTMINSTER**^{##}

Graduate School

Doctoral Researcher (MPhil/PhD) Enrolment and Orientation Programme September 2019

Graduate School Registry, Cavendish House, 101 New Cavendish Street, London, W1W 6XH

www.westminster.ac.uk/graduateschool

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Welcome

The Graduate School extends a warm welcome to you. We hope that your time at Westminster is engaging and rewarding and we will make every effort to support you on your doctoral journey.

The Graduate School provides an inclusive, cross-University focus for all staff and doctoral researchers engaged in research activity. Each year we offer a range of developmental activities, including seminars, networking events, practical workshops and an Annual Reception which enable our research community to share best practice, celebrate research achievements, and engage in topics which contribute to personal and professional development.

Our 400+ doctoral researchers make an important contribution to the research culture and community here at Westminster, at a departmental, research group and school level and also in the wider context of the University through the Graduate School's Doctoral Researcher Development Programme and our events. You are also ambassadors for Westminster as you begin to engage with the wider external research community. With this in mind, our DRDP and the optional events programme offer valuable opportunities for you to explore key topics and develop skills to help you develop as a researcher. Graduate School events and workshops are promoted through the GS Newsletter and the website. Further information about the DRDP is set out from page 9 onwards in this booklet.

The University Orientation and Enrolment Day is your important first point of contact with a range of key people across the University and provides a valuable opportunity to learn about the services and facilities available to doctoral researchers. The Graduate School supports your academic progress as you work towards a timely, successful completion of your doctoral degree by providing informed and supportive supervision and the doctoral degree processes and academic milestones are explained at Orientation. In addition it's a chance to meet our Vice-Chancellor and the Director of the Graduate School as well as many academic staff and other doctoral researchers.

We look forward to meeting you at the University Enrolment and Orientation Day on 19th September 2019.

Professor Leigh Wilson Graduate School Director

Your Doctoral Researcher Orientation Programme

The timetable of events and sessions that make up your orientation and enrolment programme are set out on the next page. These sessions cover critically important material regarding your programme and we therefore expect all new doctoral researchers to attend the entire programme.

The first two sessions, University orientation and enrolment begin at **10am** on **Thursday 19 September 2019** and last the full day. Subsequently, you will attend an orientation in your School, details of which can be found at the back of this pack.

The orientation programme has been designed to introduce you to the University, your doctoral research programme, key staff and fellow students and to understand the expectations we have of you and you have of us.

Where is it all taking place?

Orientation: 10am to 1pm followed by lunch

Orientation takes place at <u>101 New Cavendish Street</u>, (the building is called Cavendish House) and the postcode is W1W 6XH. Upon arrival, please take the lifts to the 1st Floor, where members of the Graduate School Team will be waiting to greet you.

Cavendish House is very central and is located close to 2 tube stations: <u>Great Portland Street</u>, and <u>Warren Street</u>. <u>Goodge Street</u> station is a slightly further walk.

Enrolment: 3pm

Enrolment takes place from 3pm in **Room MG22** at <u>35 Marylebone Road, London, NW1</u> <u>5LS</u>. This campus is in the heart of Central London and the nearest Tube station is <u>Baker</u> <u>Street</u>. Please report to the Reception Desk on the ground floor at 35 Marylebone Road, where you will be given directions to the enrolment room (MG22).

Please note that you will not necessarily be based at the Marylebone Campus, as the University has four campus locations, and your location will depend on your School of study.

Thursday 19 September 2019

There are three parts to the Enrolment and Orientation Day on 19th September 2019:

- 1. Orientation
- 2. Enrolment
- 3. Graduate School Reception

		Time	Location
1	Orientation	10am	Room CH1.14, 1st Floor, Cavendish House,
			101 New Cavendish Street, W1W 6XH
2	Enrolment	15:00	Room MG22, 35 Marylebone Road,
			NW1 5LS
3	Graduate School Reception	17.00	Room CH1.14, 1 st Floor, Cavendish House,
			101 New Cavendish Street, W1W 6XH

1. Orientation

10am – 1pm. CH1.14, 1st Floor, Cavendish House, 101 New Cavendish Street, W1W 6XH

Time	Session
9:30am	Refreshments
10am	Welcome
	Professor Leigh Wilson, Graduate School Director
10:15am	The Graduate School – how we support you
	Richard McCormack, Graduate School Manager
10:30am*	The Doctoral Programme: understanding programme structure and progression
	Professor Leigh Wilson, Graduate School Director
10:50am	The Virtual Research Environment (VRE)
	Richard McCormack, Graduate School Manager
11:10am	BREAK
11:25am	Doctoral Researcher Development Programme (DRDP): an introduction
	Professor Leigh Wilson, Graduate School Director
	Lesley McDonagh, University DRDP Coordinator
11:40am	Resilience and Well Being
	Dr Justin Haroun – Centre for Resilience
11:55am	Library and Information Services
	Eleri Kyffin, Senior Academic Liaison Librarian
12:10pm	What's involved in a PhD – the doctoral researcher experience <i>TBC</i>
12:25pm	Q&A

*At 10:30am there will be separate intro session for doctoral researchers following **PhD by Published Work**. Facilitator: Dr Anthony McNicholas (Room number TBC)

2. Enrolment

Enrolment starts at **3pm** and ends at **3:30pm** in **Room MG22** at **35 Marylebone Road, NW1 5LS.**

What you need to bring with you to enrol

At your enrolment session, you'll need to:

- show us your enrolment form (the form you printed when you completed preenrolment)
- show us proof of your identity. You must provide one of the following:
- > a full, valid UK, EU, EES passport
- > Non-EU/EEA passport plus a visa valid for study
- If you do not have access to any of these documents, please contact our compliance department to find out if alternative evidence can be accepted – <u>tier4visas@westminster.ac.uk</u>
- pay your fees, if you're a self-funding student
- show us original copies (not photocopies) of your certificates for courses/exams that do not have a status of 'verified' or 'verified UCAS' on your enrolment form

Please note, you don't need to bring a photo for your student ID card – we'll be taking a digital photo of you on the day.

International students

If you're an international student, you'll need to:

- remember to upload copies of your visa and passport before you arrive
- bring your original visa
- bring your passport
- show us original copies (not photocopies) of your certificates for courses/exams that do not have a status of 'verified' or 'verified UCAS' on your enrolment form
- pay your fees

3. Graduate School Welcome Event

5pm, CH1.14. 1st Floor, Cavendish House, 101 New Cavendish Street, W1W 6XH

You are invited to an informal welcome event to celebrate your joining our Graduate School community. This will provide an opportunity for you to meet a wide range of Westminster staff involved in research and doctoral programme provision as well as current doctoral students and other early career researchers. The university's Vice-Chancellor will be attending to welcome you all.

There will also be an opportunity to meet representatives of the PhD Society. The society's objectives include:

- Providing PhD students with a platform for collaboration, networking, careers, research and academic connections.
- Social and mental health peer support.
- Annual PhD symposium and social events
- Focus for the PhD 'student voice' in future developments and initiatives.

To join the PhD society, and for further information, please contact Mehrdad Borna at <u>m.borna@mywestminster.ac.uk</u>

School Orientation

After Graduate School enrolment and orientation you will attend a School Orientation.

You can find details of your School Orientation below: (exact time and room number will be confirmed at the GS Orientation on 19th September)

School/s	Date	Location	School contact/s for orientat	ion
Architecture and Cities	25 September 2019	Venue TBC	Dr Andrew Smith E: <u>a.smith@westminster.ac.uk</u>	
Life Sciences	26 September 2019	115 New Cavendish Street,	Dr Nina Porakishvili E: <u>n.porakishvili@westminster.ac.uk</u>	
Computer Science and Engineering	26 September 2019	115 New Cavendish Street,	Dr Alexander Bolotov E: <u>a.bolotov@westminster.a</u>	ic.uk
Humanities, Social Sciences and Law	25 September 2019	Venue TBC	Dr Andreas Philippopoulos-Mihalopoulos E: andreaspm@westminster.ac.uk	
Westminster Business School	25 September 2019	Marylebone Campus	Dr Kristina Vasileva E: <u>k.vasileva@westminster.ac.uk</u>	
Arts, Media and Communication	23 September 2019	E: E:		Dr Roshini Kempadoo E: <u>r.kempadoo@westminster.ac.uk</u>

Doctoral Researcher Development Programme (DRDP)

As a doctoral researcher, once you have attended orientation and enrolment, you will commence your programme of research study and will participate in the University's Doctoral Researcher Development Programme (DRDP). This programme of tailor-made workshops, individual sessions and Personal Development Plan (PDP) activities underpins your academic study and supports you achieving a timely and successful completion.

The DRDP also provides significant opportunities for you to consider and manage your personal and professional development. The programme is based upon <u>Vitae's Researcher</u> <u>Development Framework</u>.

The first year of the Programme is designed to provide you with a solid grounding in key topics and skills which you will develop and rely on as you progress with your research in subsequent years.

The dates for first year are set out on pages 11 - 12. Please make a note of these. You will see that there are University workshops for all doctoral researchers in your cohort to attend and School specific workshops with a discipline-specific focus.

If you have any questions about the DRDP please contact your School Co-Ordinator/s (details can be found on page 8). You can also find out more about the programme here: www.westminster.ac.uk/research/graduate-school/doctoral-researcher-development-programme.

Attending the DRDP

Full-time study mode

As a full time doctoral researcher you will normally be expected to attend all elements of the programme in Year 1, as they have been designed to underpin a successful start to your research studies.

Part-time study mode

As a part-time doctoral researcher your attendance on the DRDP should complement your own part-time study and research project. This will vary from person to person. Please be aware that, during your first year in particular, you need to make a time commitment and plan for this in order to give yourself the best start possible.

You should find the following information useful to help you to plan your engagement with the DRDP. Whether you are commencing your research in September or January, you are advised to plan your attendance as follows:

Essential to attend:

- School Workshop 1.1: this takes place in September and is repeated in January (see page 11)
- University Workshop 1.1: this takes place in October and is repeated in January (see page 12)
- Two key library sessions: *Introduction to LibrarySearch* and *Literature Searching* and *Managing Your References* (see page 11)

Continued overleaf

You should then also attend the following workshops:

School Workshop 1.2	in Year 1 or Year 2
University Workshop 1.2	in Year 1, Year 2 or Year 3

PhD by Published Work

The DRDP is optional for those following this programme of study. You are welcome to attend any of the Workshops or Specialist Skills Sessions which you are interested in.

PhD Direct

As your studies may progress at a different pace, you are welcome to attend any workshop which is of interest to you, at any time. To receive an invitation to a School Workshop or a University Workshop, please contact your School DRDP Co-ordinator, or the University DRDP Co-ordinator respectively.

Distance Learning

You are required to attend *School Workshop 1.1* and *University Workshop 1.1* in person. Subsequent engagement with the programme will take place on-line and through a variety of media.

DRDP Key Dates 2019/20

For all doctoral researchers

SCHOOL WORKSHOPS

The location of the School Workshops will be confirmed at the GS Orientation Event on 19th September.

Arts, Media and Communication

Date	Duration of session	Session
23 and 24 September 2019	All day	School Workshop 1.1
27 April 2020	All day	School Workshop 1.2

Computer Science and Engineering and Life Sciences

Date	Duration of session	Session
26 and 27 September 2019	All day	School Workshop 1.1
7 May 2020	All day	School Workshop 1.2

Humanities, Social Sciences and Law and Architecture and Cities

Date	Duration of session	Session
25 and 26 September 2019	All day	School Workshop 1.1
29 April 2020	All day	School Workshop 1.2

Westminster Business School

Date	Duration of session	Session
25 and 26 September 2019	All day	School Workshop 1.1
6 May 2020	All day	School Workshop 1.2

LIBRARY TRAINING SESSIONS - 2 key sessions to attend

1. Intro to Library Search & Strategic Literature Searching			
Humanities, Social Sciences and Law	4 th October	2:30pm – 4:30pm	Regent Campus, Room TBC
Business and Architecture and Cities	15 th October	2pm - 4pm	Marylebone Road Library Training Room
Arts and Media and Communication	15 th October	2pm - 4pm	Harrow Campus Training Room
Life Sciences and Computer Science and Engineering	18 th October	2pm – 4pm	Cavendish Campus Library Training Room 1

2. Intro to Managing Your References			
29 th October 2019	10am – 11am	Cavendish Library Training Room 1	
OR			
5 th November 2019	3pm – 4pm	Marylebone Library Training Room	

UNIVERSITY WORKSHOP 1.1 – for research students from all Schools

Date	Duration of session	Location
	2 DAYS	
DAY 1:		External Venue:
2nd October 2019	9am – 5pm	DeVere West One, 9 – 10 Portland Place, W1B 1PR
DAY 2:	9am – 5pm	Venue:
3rd October 2019		CH1.14, 1 ST Floor, Cavendish House, 101 New
		Cavendish Street, W1W 6XH

UNIVERSITY WORKSHOP 1.2 – for research students from all Schools

Date	Duration of session	Location
5 th May 2020	9:45am – 2pm	Main Boardroom, 309 Regent Street, W1B 2HW

Graduate School Registry Contacts

The Graduate School is supported by the Graduate School Registry. It is the support and information hub for all Doctoral Researchers.

We provide a range of services relating to the academic administration and maintenance of your student record as well as being the main contact for issues relating to:

- Enrolment and progression
- University procedures and regulations
- Doctoral Researcher Development Programme
- The Virtual Researcher Environment (VRE)
- Letter requests
- General enquiries

We are located in Cavendish House at 101 New Cavendish Street.

Richard McCormack

Graduate School Manager

- T: +44 (0)20 7911 5728 (internal extension: 65728)
- E: <u>R.Mccormack@westminster.ac.uk</u>

Lesley McDonagh

Graduate School Officer

- **T:** +44 (0)20 7911 5717 (internal extension: 65717)
- E: <u>I.mcdonagh@westminster.ac.uk</u>

Michael Trahair

Graduate School Coordinator

- **T:** +44 (0)20 7911 5052 (internal extension: 65052)
- E: <u>m.trahair@westminster.ac.uk</u>

Anja Gizdavcic

Graduate School Administrator

T: +44 (0)20 7911 7011 (internal extension: 67011)

E: <u>a.gizdavcic@westminster.ac.uk</u>

We have a team email address you can use for all enquiries:

graduateschool@westminster.ac.uk

Graduate School Registry University of Westminster Cavendish House First Floor 101 New Cavendish Street London W1W 6XH

Useful information

Great Start: The Essential Guide

This online publication provides an introduction to the University, its services, facilities and resources. You can download a PDF version at https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/great-start-the-essential-guide

Graduate School webpage and Blackboard

The Graduate School webpage is the key location of online resources needed for your doctoral programme. Management of your academic progression, development and assessment all takes place within our tailored Virtual Research Environment (VRE). You will learn more about the VRE and how to log in, at the Orientation event.

The Graduate School website provides information on current activities and events, key contacts, the regulatory framework documents for your programme and a PDF version of the DRDP Handbook.

Profiles of all doctoral researchers are also viewable from the website. The webpage can be found at <u>https://www.westminster.ac.uk/about-us/our-people</u>

PhD Society

The PhD Society is run by doctoral researchers. To join, and for further information, please contact Mehrdad Borna at m.borna@mywestminster.ac.uk

Westminster Research Students Facebook group and Graduate School Twitter

The University's Research Students have a Facebook group which you can join. If you have not already joined the group, the link is: https://www.facebook.com/groups/162658573826334/

The group aims to foster communication, collaboration and support between doctoral students and is used for sharing tips, raising issues and organising social events.

You can also follow the Graduate School on Twitter, UoW Graduate School: @uw_gs

Key University Services

Contact details for other key University Services and administrative offices can be found at <u>www.westminster.ac.uk/key-contacts</u>.

Academic Staff

Contact details for all academic staff are available at: <u>https://www.westminster.ac.uk/about-us/our-people</u>. You can use this to find the contact details of your Director of Studies.

You will find the name of your Director of Studies (DoS) in your offer letter. However, if you cannot locate it please contact the Postgraduate Admissions Office who will be able to provide you with this.

Most new students meet with their DoS during their first week at the University, so we would recommend that you contact your DoS before you arrive at the University.