

**UNIVERSITY OF
WESTMINSTER** 

Graduate School

**Doctoral Researcher (MPhil/PhD) Enrolment and
Induction Programme
September 2024**

Graduate School Office

UG.01, 309 Regent Street, London, W1B 2HW, email: studentcentre@westminster.ac.uk

Find out more about the Graduate School here: <https://www.westminster.ac.uk/research/graduate-school/about-the-graduate-school>

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Welcome

The Graduate School extends a warm welcome to you.

The Graduate School provides an inclusive, cross-University focus for all staff and doctoral researchers engaged in research activity. Each year we offer a wide range of developmental activities, including seminars, networking events, and practical workshops, as well as opportunities to celebrate the work of our doctoral researchers through events, such as the Graduate School Festival and Three Minute Thesis Competition. These events 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 research group, school and college level, and in the wider context of the University through the Graduate School's [Doctoral Researcher Development Programme \(DRDP\)](#) and our events. You are also ambassadors for Westminster as you begin to engage with the wider external research community. Our workshops and events programmes offer valuable opportunities to explore key topics and develop skills to help you excel as a researcher. Graduate School events and workshops are promoted through the Graduate School Newsletter and through the [Graduate School website](#). Further information about the DRDP is detailed [in Section 6](#).

The [Graduate School Enrolment and Induction Programme](#) 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 will support your academic progress as you work towards a timely, successful completion of your doctoral degree and the doctoral degree processes and academic milestones which make up this support are explained at the Induction Event.

The presentations will be followed by a social event, where you will be able to talk informally to each other and our current doctoral researchers, as well as key staff from across the Graduate School Community.

We look forward to meeting you at the [Graduate School Enrolment and Induction Programme on Thursday 19 September 2024](#).

Dr Margherita Sprio
Head of the Graduate School
Email: m.sprio@westminster.ac.uk

1. Admission and Enrolment

Your offer of admission to the University of Westminster

If you have any questions regarding your **offer of admission**, please contact our postgraduate admissions team at this email address: pgadmissions@westminster.ac.uk

Enrolment with the University of Westminster

You will receive an email from **21st August 2024** from our Postgraduate Admissions Team which will include a link to start your enrolment online. Please complete this as soon as you can.

ID card collection takes place on Thursday 19 September 2024, between 11am and 12.30pm, at the University of Westminster's Marylebone Campus. This is also the timeslot for you to show any ID documents you have been asked to present on campus.

The enrolment process is as follows:

1. Submit your information online via the [Applicant portal](#) (please do this as soon as you can)
2. We'll check your details
3. Collect your student ID card on campus

You need to be enrolled to formally become a University of Westminster student and access all University resources.

You can find a step-by-step guide and FAQs on our [Enrolment for new students page](#).

2. Graduate School Enrolment and Induction Programme

The timetable of events and sessions that make up your enrolment and induction programme are set out on the following pages. These sessions cover critically important material regarding your programme, and we therefore expect new doctoral researchers to engage with all of them.

The induction event is a combination of briefings and interactive workshops which have 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.

1. **Enrolment and Student ID card collection** (See [section 1](#)).
2. **Graduate School Induction Event**, Thursday 19 September, 2pm, Room UG.02, [Regent Campus](#) 309 Regent Street, London, W1B 2HW. (See [section 3](#))
3. **Graduate School Welcome Reception**, Thursday 19 September, 5pm, Room UG.02, [Regent Campus](#), 309 Regent Street, London, W1B 2HW. (See [section 4](#))
4. **School Induction Events** – (See [section 5](#))

WORKSHOPS

5. Starting Out as a Researcher in your School (See [section 7](#))
6. Your Research at Westminster (See [section 7](#))

PhD by Published Work/PhD Distance Learning Mode

For those enrolling on a **PhD by Published Work** or **PhD Distance Learning Mode** there will be the option of attending an **Online Arrivals Event**. This will take place on **Friday 20 September, from 11am – 1pm, via Microsoft Teams**. Those doctoral researchers who are following either of these programmes will receive the Teams link and joining instructions separately by email shortly before the day.

Please note that you are required to attend either the on-campus Induction Event, or the online version.

3. Graduate School Induction Event

Thursday 19 September 2024, 2pm – 5pm, Room UG.02, [Regent Campus](#), 309 Regent Street, London, W1B 2HW.

Here is an indicative programme for the Induction Event:

Time	Session
1:50pm	Settling in time – refreshments provided
2:00pm	Welcome <i>Dr Margherita Sprio, Head of the Graduate School</i>
2:15pm	Meeting other new doctoral researchers – time to chat informally with each other.
2:30pm	The Graduate School – how we support you. <i>Richard McCormack, Graduate School Manager</i>
2:40pm	The Doctoral Programme: understanding programme structure and progression. <i>Dr Margherita Sprio</i>
2:55pm	The Virtual Research Environment (VRE). <i>Richard McCormack</i>
3:10pm	Careers Support for Doctoral Researchers <i>Tracey Wells, Careers and Employability Service Manager</i>
3:20pm	Break
3:30pm	The Doctoral Researcher Development Programme (DRDP). <i>Dr Nicola Allett, Doctoral Researcher Development Manager</i>
3:40pm	Academic Engagement Librarians – Support for doctoral researchers <i>Ka-Ming Pang, Academic Engagement Librarian</i>
3:55pm	What’s involved in a PhD – the doctoral researcher experience. <i>Kurtis Edwards, Doctoral Researcher, School of Life Sciences</i>
4:15pm	Introduction to the PhD Society <i>Xuda Wang/Alexis Anthony, PhD Society</i>
4:30pm	Q&A

The Graduate School Welcome Reception will start at 5pm. Please see [section 4](#) for further information.

4. Graduate School Welcome Reception

Thursday 19 September, 5pm, Room UG.02, [Regent Campus](#), 309 Regent Street, London, W1B 2HW

This is an informal social event to celebrate you joining our Graduate School community. It 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.

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 email: phd.soc@su.westminster.ac.uk

5. School Induction Events

These take place the week following the Graduate School Induction Event. It is your first important meeting with your own School and doctoral researchers in related disciplines.

The date of your School Induction Event is set out below. Start times will be confirmed in due course. You will receive an email invitation.

School	Date and Time	Location	Contact for School Arrivals Events
Architecture and Cities	TBC	Venue TBC	Dr Constance Lau Email: c.lau@westminster.ac.uk
Arts	TBC	Venue TBC	TBC Email:
Media and Communication	TBC	Venue TBC	Dr Ed Bracho-Polanco Email: e.brachopolanco@westminster.ac.uk
Computer Science and Engineering	TBC	Venue TBC	Dr Alexander Bolotov Email: A.Bolotov@westminster.ac.uk
Social Sciences and Law	TBC	Venue TBC	Dr Andreas Philippopoulos-Mihalopoulos Email: andreaspm@westminster.ac.uk
Life Sciences	TBC	Venue TBC	Dr Polly Hayes Email: p.hayes@westminster.ac.uk
Westminster Business School	24 th September, 1pm-5pm	Venue TBC	Dr Spinder Dhaliwal Email: S.Dhaliwal1@westminster.ac.uk
Humanities	TBC	Venue TBC	Dr Alison Hess Email: A.Hess@westminster.ac.uk

6. Doctoral Researcher Development Programme

Once you have enrolled with the university and attended the arrival events, 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 and individual sessions underpins your academic study and supports you achieving a timely and successful completion.

The programme is based upon [Vitae's Researcher Development Framework](#). The programme has been designed to help you explore and develop the wide range of skills, qualities and attributes of successful researchers. It also provides valuable opportunities for you to reflect on and manage your personal and professional growth.

During the [Graduate School Induction Event \(section 3\)](#) you will hear about the annual Skills Assessment process: an essential part of your Annual Progress Review, supported by your Director of Studies. The Skills Assessment will involve identifying your training and development needs for the upcoming year.

The DRDP offers a wide range of workshops and a number of these are especially important and useful to you at the start of your research programme. They aim 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.

Workshops specifically designed for new doctoral researchers are set out in [section 7](#). Please make a note of these. You will see that there are workshops for all doctoral researchers in your cohort to attend and there are also workshops with a discipline-specific focus.

Attending the DRDP

The key workshops for new doctoral researchers listed below are scheduled to take place in person.

During the [Graduate School Induction Event \(section 3\)](#), you will receive information about your first School Workshop. You will also be invited to a half day event which provides a full introduction to the DRDP including guidance on where to see the whole programme of workshops for the current academic year, how to book a place on any workshop you would like to attend, and how to keep track of your development activities using the dedicated platform, Inkpath.

If you have any questions about the DRDP in the meantime, please contact your School DRDP Coordinator(s) (details can be found in [section 11](#)).

7. DRDP Key Dates for new Doctoral Researchers 2024-25

Discipline Based Workshops

These will usually take place in person week commencing 23rd September. Final details about the venue and start time will be provided at the Graduate School Arrivals Event.

Starting Out as a Researcher in Arts

Date	Duration and Venue	Session
TBC	TBC	Includes School Arrival Event

Starting Out as a Researcher in Media and Communication

Date	Duration and Venue	Session
TBC	TBC	Includes School Arrival Event

Starting Out as a Researcher in STEMM (Computer Science and Engineering and Life Sciences)

Date	Duration and Venue	Session
TBC	TBC	Day 1 (Includes School Arrival Event)
TBC	TBC	Day 2

Starting Out as a Researcher in SHAPE (Humanities, Social Sciences, Law and Architecture and Cities)

Date	Duration and Venue	Session
TBC	TBC	Day 1 (Includes School Arrival Event)
TBC	TBC	Day 2

Starting Out as a Researcher in Business (Westminster Business School)

Date	Duration and Venue	Session
24 th September 2024	1pm-5pm, Meet at Marylebone campus reception	Day 1 (Includes School Arrival Event)
26 th September 2024	1pm-5pm, Meet at Marylebone campus reception	Day 2

Workshops for Doctoral Researchers from all Schools

These will take place in person and the venue will be confirmed at the Graduate School Induction Event and via email.

Workshop	Date and Duration
<i>Your Research at Westminster - The First 90 Days of Your PhD; Tools, Hints and Tips.</i>	Wednesday 2 October 2024, 10am - 5pm, Room UG.02, Regent Campus , 309 Regent Street, London, W1B 2HW
<i>The DRDP - your development plan and, The Ethical Researcher</i>	Thursday 3 October 2024, 10am - 5pm, Room UG.02, Regent Campus , 309 Regent Street, London, W1B

8. Library Skills Sessions

A range of interactive sessions, pre-recorded videos and one-to-one appointments are offered by our Library Services Team.

The following workshops and Q&A events are available to you in semester 1 and bookings can be made via Inkpath. These sessions are all listed on the [DRDP website](#) along with content descriptions.

Workshop		Location
Literature searching	28 th October	Online
Introduction to RefWorks	6 th November	Online
Digital tools to help you with your research (followed by lunch at 12pm)	14 th November, A.M.	Room UG.02, Regent St
Introduction to Zotero – followed by an Open Q&A session with the AELD Team	14 th November, P.M.	Room UG.02, Regent St
Critical thinking, argumentation and academic voice	25 th November	Online
Effective use of sources in your work	28 th November	Online
Academic voice and language	4 th December	Online
Defying writer's block: Using Mind maps to generate, visualize and structure ideas	12 th December	Room UG.02, Regent St
Open Q&A session with the AELD Team (lunch included)	12 th December	Room UG.02, Regent St

Your [Academic Engagement Librarian](#) can be contacted for subject-specific help and advice.

Find the Academic Engagement Librarian for your subject and more information about the team supports doctoral researchers, on the website: <https://libguides.westminster.ac.uk/drdp>.

9. Graduate School Office

The Graduate School is supported by the Graduate School Office. 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 Research Environment \(VRE\)](#)
- [Letter requests](#)
- [General enquiries](#)

Who we are

Richard McCormack

Graduate School Manager

Nicola Allett

Doctoral Researcher Development Manager

Abi Aikins-Hawkson

Doctoral Student Administration Officer

Lesley McDonagh

Graduate School Events Coordinator

Misbah Malik

Graduate School Programme Administrator

The Graduate School Office operates on a SMART working model. This means that team members will sometimes be in the office at Regent Street and sometimes will be working elsewhere. Please contact us via the team email: studentcentre@westminster.ac.uk

We are also available for in-person and online appointments by arrangement. Please see the [Graduate School Office webpage](#) for further information.

10. Useful information

Welcome to Westminster Web page and information about Welcome Events

The [Welcome to Westminster page](#) provides useful information about preparing to be a student, Welcome to Westminster Events, key university services and videos including a welcome from the Vice-[Chancellor](#). Find more information here: www.westminster.ac.uk/welcome-to-westminster

Student Hub

The [Student Hub](#) is an online resource introduces you to the University, its services, facilities, and resources. The website is here: www.westminster.ac.uk/current-students.

Graduate School website

The [Graduate School website](#) is the key location for online resources needed for your doctoral programme. Management of your academic progression 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 Arrivals event.

The Graduate School website provides information on key contacts, and the regulatory framework documents for your programme:

www.westminster.ac.uk/research/graduate-school

PhD Society

The PhD Society is run by doctoral researchers. To join, and for further information, please send an email to: phd.soc@su.westminster.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 X (formerly Twitter) and Instagram.

- X: [@uow_gradschool](#)
- Instagram: [uowgraduateschool](#)

Key University Services

Contact details for other [key University Services](#) can be found at www.westminster.ac.uk/current-students/support-and-services

11. Graduate School Academic Contacts

Academic Staff

Information about academic colleagues can be found in the [Our People](#) section of the website. Email addresses for all University of Westminster Colleagues can be found in the [Outlook People Directory](#).

You can use this to find the contact details of your Director of Studies (DoS). You will find the name of your DoS in your offer letter. However, if you cannot locate it, please contact the Postgraduate Admissions Office at pgadmissions@westminster.ac.uk, and they will be able to provide you with this.

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

Graduate School Contacts

Dr Margherita Sprio, Head of the Graduate School (email m.sprio@westminster.ac.uk)

Dr Sylvia Shaw, Deputy Head of the Graduate School (email: s.shaw@westminster.ac.uk)

School Doctoral Coordinators

Full details of your School Doctoral Contacts can be found in the [Westminster Virtual Research Environment \(VRE\)](#) which you will gain access to once you are enrolled.

School	PhD Coordinator	Email
Architecture & Cities	Dr Kate Jordan	K.Jordan@westminster.ac.uk
Arts	Dr Ozslem Koksalo	koksalo@westminster.ac.uk
Computer Science & Engineering	Dr Alexandra Psarrou	A.Psarrou1@westminster.ac.uk
Humanities	Dr Sylvia Shaw	s.shaw@westminster.ac.uk
Law	Dr Ruth MacKenzie	r.mackenzie1@westminster.ac.uk
Life Sciences	Dr Polly Hayes	P.Hayes@westminster.ac.uk
Media & Communication	Dr Alessandro D'Arma	A.Darma@westminster.ac.uk
Social Sciences	Dr Adam Eldridge	a.eldridge@westminster.ac.uk
Westminster Business School	Dr Spinder Dhaliwal	S.Dhaliwal1@westminster.ac.uk

School DRDP Coordinators

Full details of your School Doctoral Contacts can be found in the [Westminster Virtual Research Environment \(VRE\)](#) which you will gain access to once you are enrolled.

School	DRDP Coordinator	Email
Architecture & Cities	Dr Constance Lau	c.lau@westminster.ac.uk
Arts	TBC	TBC
Computer Science & Engineering	Dr Alexander Bolotov	a.bolotov@westminster.ac.uk
Humanities	Dr Alison Hess	a.hess@westminster.ac.uk

School	DRDP Coordinator	Email
Law	Prof Andreas Philippopoulos-Mihalopoulos	andreasp@westminster.ac.uk
Life Sciences	Dr Polly Hayes	P.Hayes@westminster.ac.uk
Media & Communication	Dr Ed Bracho-Polanco	e.branchopolanco@westminster.ac.uk
Social Sciences	Prof Andreas Philippopoulos-Mihalopoulos	andreasp@westminster.ac.uk
Westminster Business School	Dr Spinder Dhaliwal	S.Dhaliwal1@westminster.ac.uk

Doctoral Tutor

Information about the role of the Doctoral Tutor and contact details can be found on the [DRDP Website](#).

Doctoral Tutor	Email
Dr Sylvia Shaw Hours: 10am – Midday on Wednesdays Teams Link	s.shaw@westminster.ac.uk