



# Graduate School

## Doctoral Researcher (MPhil/PhD) Enrolment and Induction Programme January 2024

### Graduate School Office

Ground Floor, 32-38 Wells Street, London, W1T 3UW, email: [studentcentre@westminster.ac.uk](mailto: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 18 January 2024.**

Professor Leigh Wilson  
Head of the Graduate School  
Email: [l.wilson@westminster.ac.uk](mailto:l.wilson@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](mailto:pgadmissions@westminster.ac.uk)

### Enrolment with the University of Westminster

You will receive an email from the **5 January 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 18 January 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 18 September, 2pm, Room UG.02, [Regent Campus](#) 309 Regent Street, London, W1B 2HW. (See [section 3](#))
3. **Graduate School Welcome Reception**, Thursday 18 January, 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 19 January, 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 18 January 2024, 2pm – 5pm, Room UG.02, [Regent Campus](#), 309 Regent Street, London, W1B 2HW.

Here is an outline of the content for the Induction Event:

Time	Session
1:50pm	<b>Settling in time</b> – refreshments provided
2:00pm	<b>Welcome</b> <i>Professor Leigh Wilson, Head of the Graduate School</i>
2:15pm	<b>Meeting other new doctoral researchers</b> – time to chat informally with each other.
2:35pm	<b>The Graduate School – how we support you.</b> <i>Richard McCormack, Graduate School Manager</i>
2:45pm	<b>The Doctoral Programme: understanding programme structure and progression.</b> <i>Professor Leigh Wilson</i>
2:55pm	<b>The Virtual Research Environment (<a href="#">VRE</a>).</b> <i>Richard McCormack</i>
3:15pm	<b>Break</b>
3:30pm	<b>The Doctoral Researcher Development Programme (DRDP).</b> <i>Professor Leigh Wilson</i>
3:40pm	<b>Academic Engagement Librarians – Support for doctoral researchers</b> <i>Ka-Ming Pang, Academic Engagement Librarian</i>
4:00pm	<b>What's involved in a PhD – the doctoral researcher experience.</b> <i>Kurtis Edwards, Doctoral Researcher, School of Life Sciences</i>
4:15pm	<b>Introduction to the PhD Society</b> <i>Alexis Anthony, Vice-President</i>
4:30pm	<b>Q&amp;A</b>

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

## 4. Graduate School Welcome Reception

**Thursday 18 January, 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](mailto: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
<b>Architecture and Cities</b>	22 <sup>nd</sup> January 2024, 9am – 1pm	Venue TBC	Dr Mengqiu Cao Email: <a href="mailto:m.cao@westminster.ac.uk">m.cao@westminster.ac.uk</a>
<b>Arts</b>	22 <sup>nd</sup> January 2024, 10am - 5pm	Room E2.06, <a href="#">Harrow</a>	Dr Julie Marsh Email: <a href="mailto:J.Marsh@westminster.ac.uk">J.Marsh@westminster.ac.uk</a>
<b>Media and Communication</b>	24 <sup>th</sup> January 2024, 2pm - 5pm	Room JG.41, <a href="#">Harrow</a>	Dr Ed Bracho-Polanco Email: <a href="mailto:e.brachopolanco@westminster.ac.uk">e.brachopolanco@westminster.ac.uk</a>
<b>Computer Science and Engineering</b>	24 <sup>th</sup> January 2024, 2pm - 5pm	Venue TBC	Dr Alexander Bolotov Email: <a href="mailto:A.Bolotov@westminster.ac.uk">A.Bolotov@westminster.ac.uk</a>
<b>Social Sciences and Law</b>	22 <sup>nd</sup> January 2024, 9am - 1pm	Venue TBC	Dr Andreas Philipopoulos-Mihalopoulos Email: <a href="mailto:andreasp@westminster.ac.uk">andreasp@westminster.ac.uk</a>
<b>Life Sciences</b>	24 <sup>th</sup> January 2024, 2pm - 5pm	Venue TBC	Dr Polly Hayes Email: <a href="mailto:p.hayes@westminster.ac.uk">p.hayes@westminster.ac.uk</a>
<b>Westminster Business School</b>	23 <sup>rd</sup> January 2024, 10am – 2pm	Meet at <a href="#">Marylebone</a> campus reception	Dr Kristina Vasileva Email: <a href="mailto:k.vasileva@westminster.ac.uk">k.vasileva@westminster.ac.uk</a>
<b>Humanities</b>	22 <sup>nd</sup> January 2024, 9am - 1pm	Venue TBC	Dr Alison Hess Email: <a href="mailto:A.Hess@westminster.ac.uk">A.Hess@westminster.ac.uk</a>



## 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 DRDP also provides significant opportunities for you to consider and manage your personal and professional development. During the [Graduate School Induction Event \(section 3\)](#) you will hear about the annual Skills Assessment process which is designed as an element of your Annual Progress Review and is supported by your Director of Studies.

The Programme 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 final 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 [VRE](#).

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 2023-24

### **Discipline Based Workshops**

These will usually take place in person. 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	Session
22 <sup>nd</sup> January 2024	10am-5pm, Room E2.06, <a href="#">Harrow</a> Campus	Includes School Arrival Event

#### **Starting Out as a Researcher in Media and Communication**

Date	Duration	Session
24 <sup>th</sup> January 2024	2pm-5pm, Room JG.41, <a href="#">Harrow</a> Campus	Includes School Arrival Event

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

Date	Duration	Session
24 <sup>th</sup> January 2024	2pm-5pm, Venue TBC	Day 1 (Includes School Arrival Event)
25 <sup>th</sup> January 2024	2pm-5pm, Venue TBC	Day 2

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

Date	Duration	Session
22 <sup>nd</sup> January 2024	9am-1pm, Venue TBC	Day 1 (Includes School Arrival Event)
25 <sup>th</sup> January 2024	12pm-4pm, Room 433, <a href="#">Little Titchfield Street</a> , Regent Campus	Day 2

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

Date	Duration	Session
23 <sup>rd</sup> January 2024	10am-2pm, Meet at <a href="#">Marylebone</a> campus reception	Day 1 (Includes School Arrival Event)
25 <sup>th</sup> January 2024	10am-1pm, Meet at <a href="#">Marylebone</a> 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
<b><i>Your Research at Westminster - The First 90 Days of Your PhD; Tools, Hints and Tips.</i></b>	<b>Wednesday 31 January 2024, 10am - 5pm,</b> Room UG.02, <a href="#">Regent Campus</a> , 309 Regent Street, London, W1B 2HW
<b><i>The DRDP - your development plan and, The Ethical Researcher</i></b>	<b>Thursday 1 February 2024, 10am - 5pm,</b> Room UG.02, <a href="#">Regent Campus</a> , 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 sessions are available to you in semester 2 and bookings can be made via the [VRE](#) – booking links are listed on the [DRDP website](#) along with workshop descriptions. The dates and times will be confirmed soon.

Workshop	Location
Literature Searching	Online
Introduction to RefWorks	Online
Defying writer's block: Using Mind maps to generate, visualize and structure ideas	Online
Introduction to Zotero	On campus, Room TBC
Effective use of sources in your work	Online
Critical thinking, argumentation and academic voice	Online

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

#### **Abi Aikins-Hawkson**

Doctoral Student Administration Officer

#### **Lesley McDonagh**

Graduate School Events Coordinator

#### **Michael Trahair**

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 Wells Street and sometimes will be working elsewhere. Please contact us via the team email: [studentcentre@westminster.ac.uk](mailto: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](http://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](http://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, 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 Arrivals event.

The Graduate School website provides information on current activities and events, key contacts, and the regulatory framework documents for your programme:  
[www.westminster.ac.uk/research/graduate-school](http://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](mailto: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](http://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](mailto: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

**Professor Leigh Wilson**, Head of the Graduate School (email [l.wilson@westminster.ac.uk](mailto:l.wilson@westminster.ac.uk))

**Dr Margherita Sprio**, Deputy Head of the Graduate School (email [m.sprio@westminster.ac.uk](mailto:m.sprio@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	<a href="mailto:K.Jordan@westminster.ac.uk">K.Jordan@westminster.ac.uk</a>
Arts	Dr Ozslem Koksali	<a href="mailto:koksalo@westminster.ac.uk">koksalo@westminster.ac.uk</a>
Computer Science & Engineering	Dr Alexandra Psarrou	<a href="mailto:A.Psarrou1@westminster.ac.uk">A.Psarrou1@westminster.ac.uk</a>
Humanities	Dr Sylvia Shaw	<a href="mailto:S.Shaw@westminster.ac.uk">S.Shaw@westminster.ac.uk</a>
Law	Dr Ruth MacKenzie	<a href="mailto:r.mackenzie1@westminster.ac.uk">r.mackenzie1@westminster.ac.uk</a>
Life Sciences	Dr Polly Hayes	<a href="mailto:P.Hayes@westminster.ac.uk">P.Hayes@westminster.ac.uk</a>
Media & Communication	Dr Alessandro D'Arma	<a href="mailto:A.Darma@westminster.ac.uk">A.Darma@westminster.ac.uk</a>
Social Sciences	Dr Adam Eldridge	<a href="mailto:a.eldridge@westminster.ac.uk">a.eldridge@westminster.ac.uk</a>
Westminster Business School	Dr Kristina Vasileva	<a href="mailto:K.Vasileva@westminster.ac.uk">K.Vasileva@westminster.ac.uk</a>

### 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 Mengqiu Cao	<a href="mailto:m.cao@westminster.ac.uk">m.cao@westminster.ac.uk</a>
Arts	Dr Julie Marsh	<a href="mailto:j.marsh@westminster.ac.uk">j.marsh@westminster.ac.uk</a>
Computer Science & Engineering	Dr Alexander Bolotov	<a href="mailto:a.bolotov@westminster.ac.uk">a.bolotov@westminster.ac.uk</a>
Humanities	Dr Alison Hess	<a href="mailto:a.hess@westminster.ac.uk">a.hess@westminster.ac.uk</a>

School	DRDP Coordinator	Email
Law	Prof Andreas Philippopoulos-Mihalopoulos	<a href="mailto:andreasp@westminster.ac.uk">andreasp@westminster.ac.uk</a>
Life Sciences	Dr Polly Hayes	<a href="mailto:P.Hayes@westminster.ac.uk">P.Hayes@westminster.ac.uk</a>
Media & Communication	Dr Ed Bracho-Polanco	<a href="mailto:e.branchopolanco@westminster.ac.uk">e.branchopolanco@westminster.ac.uk</a>
Social Sciences	Prof Andreas Philippopoulos-Mihalopoulos	<a href="mailto:andreasp@westminster.ac.uk">andreasp@westminster.ac.uk</a>
Westminster Business School	Dr Kristina Vasileva	<a href="mailto:K.Vasileva@westminster.ac.uk">K.Vasileva@westminster.ac.uk</a>

### Doctoral Tutors

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

Doctoral Tutor	Email
Dr Daphne Economou	<a href="mailto:d.economou@westminster.ac.uk">d.economou@westminster.ac.uk</a>
Dr Issam Malki	<a href="mailto:i.malki@westminster.ac.uk">i.malki@westminster.ac.uk</a>
Dr Margherita Sprio	<a href="mailto:m.sprio@westminster.ac.uk">m.sprio@westminster.ac.uk</a>