



Graduate School

**Doctoral Researcher (MPhil/PhD) Enrolment and
Induction Programme
September 2025**

Graduate School

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

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

Contents

Welcome.....	3
1.Admission and Enrolment	4
2.Graduate School Enrolment and Induction Programme	5
3.Graduate School Induction Event.....	6
4.Graduate School Welcome Reception.....	7
5.School Induction Events.....	8
6.Doctoral Researcher Development Programme	9
7.DRDP Key Dates for new Doctoral Researchers 2025.....	10
8.Library Skills Sessions	11
9.Graduate School – how we support you.....	13
10.Useful information	14
Welcome to Westminster Web page and information about Welcome Events.....	14
Student Hub.....	14
Graduate School website	14
PhD Society	14
Westminster Doctoral Researchers Facebook group and Graduate School Twitter	14
Key University Services	14
11.Graduate School Academic Contacts.....	15
Academic Staff.....	15
School PhD Coordinators.....	15
School DRDP Coordinators.....	15
Doctoral Tutor	16

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 Update 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 18th September 2025](#).

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 research admissions colleagues at this email address: ResearchAdm@westminster.ac.uk.

Enrolment with the University of Westminster

You will receive an email from our Postgraduate Research 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 18th September between 11.30am and 1pm, 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 will check your details
3. Collect your student ID card on campus

You need to be enrolled to formally become a University of Westminster doctoral researcher 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 doctoral researchers 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 18th September 2pm, Graduate School Room UG.02, [Regent Campus](#) 309 Regent Street, London, W1B 2HW. ([See section 3](#))
3. **Graduate School Welcome Reception**, Thursday 18th September, 5pm, Graduate School Room UG.02, [Regent Campus](#), 309 Regent Street, London, W1B 2HW. ([See section 4](#))
4. **School Induction Events** – (See [section 5](#))
5. **DRDP Workshops** - Starting Out as a Researcher in your School; Your Research at Westminster; Introduction to the DRDP and The Ethical Researcher (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 Induction Event**. This will take place on **Friday 19th September from 10.30am- 12.30pm, 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 18th September 2025, 2pm – 5pm, Graduate School Room UG.02, [Regent Campus](#), 309 Regent Street, London, W1B 2HW.

Here is an indicative programme for the Induction Event:

PROGRAMME

Time	Session
2.00pm	Settling in Time – refreshments provided
2:10pm	Welcome <i>Dr Margherita Sprio, Head of the Graduate School</i>
2:15pm	Introductions to Each Other
2:45pm	BREAK
3:00pm	Introduction to Graduate School <i>Dr Margherita Sprio</i>
3.15pm	The Research Degree Programme <i>Dr Margherita Sprio and Dr Nicola Allett</i>
3:30pm	The Virtual Research Environment (VRE). <i>Dr Elle Larsson</i>
3:45pm	BREAK
4.00pm	Doctoral Researcher Panel <i>Chaired by Dr Nicola Allett</i>
4:45pm	Introduction to the PhD Society <i>Wei Wang</i>
5.00pm	Welcome Reception

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

4. Graduate School Welcome Reception

Thursday 18th 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 researchers and other early career researchers.

5. School Induction Events

School Induction events 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.

School	Date and Time	Location	Contact for School Arrivals Events
Architecture and Cities	24 th September, 10am - 2pm	Room 4.33 Little Titchfield Street	Dr Constance Lau Email: c.lau@westminster.ac.uk
Arts	29 th September, 10am – 5pm	Room J1.01 J Block, Harrow campus	Prof Roshini Kempadoo Email: R.Kempadoo@westminster.ac.uk
Media and Communication	23 rd September, 2pm – 5pm	Room J1.01 J Block, Harrow campus	Dr Ed Bracho-Polanco Email: e.brachopolanco@westminster.ac.uk
Computer Science and Engineering	24 th September, 2pm – 5pm	Room C1.05 115 New Cavendish St	Dr Alexander Bolotov Email: A.Bolotov@westminster.ac.uk
Social Sciences and Law	24 th September, 10am - 2pm	Room 4.33 Little Titchfield Street	Prof Andreas Philippopoulos-Mihalopoulos Email: andreasp@westminster.ac.uk
Life Sciences	24 th September, 2pm – 5pm	Room C1.05 115 New Cavendish St	Dr Polly Hayes Email: p.hayes@westminster.ac.uk
Westminster Business School	23 rd September, 1pm – 5pm	Room M113 Marylebone Campus	Dr Spinder Dhaliwal Email: S.Dhaliwal1@westminster.ac.uk
Humanities	24 th September 10am - 2pm	Room 4.33 Little Titchfield Street	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 2025

Discipline Based Workshops

These will usually take place in person week commencing 22nd 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/ Time	Location	Session
Monday 29 September 2025 10am - 5pm	Room J1.01, J Block, Harrow Campus	Includes School Induction

Starting Out as a Researcher in Media and Communication

Date/Time	Location	Session
Tuesday 23 September 2025 2pm - 5pm	Room J1.01, J Block, Harrow Campus	Includes School Induction

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

Date/Time	Location	Session
Wednesday 24 September 2025 2pm-5pm	Room C1.05, 115 New Cavendish Street	Day 1 (Includes School Induction)
Thursday 25 September 2025 2pm-5pm	Room C1.05, 115 New Cavendish Street	Day 2

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

Date/Time	Location	Session
Wednesday 24 September 2025 10am-2pm	Room 4.33, Little Titchfield Street	Day 1 (Includes School Induction)
Thursday 25 September 2025 10am-1pm	Room 4.33, Little Titchfield Street	Day 2

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

Date/Time	Location	Session
Tuesday 23 September 2025 1pm-5pm	Room M113, Marylebone	Day 1 (Includes School Induction)

Workshops for Doctoral Researchers from all Schools

Workshop	Date/Time	Location

Your Research at Westminster: The First 90 Days	Wednesday 01 October 2025, 10.30am – 3.30pm	Fyvie Hall, Regent Campus , 309 Regent Street, London, W1B 2HW
Introduction to the DRDP and The Ethical Researcher	Thursday 02 October 2025, 10am-4pm,	Room UG.02, Regent Campus , 309 Regent Street, London, W1B 2HY

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	Date	Location
Navigating the Literature: Smart Tips for Finding and Reading Sources	Monday 27 October 2025, 1pm – 2.30pm	Online
Introduction to RefWorks	Wednesday 5 November 2025, 11am – 12pm	Online
Digital and AI Tools to Help with Your Research	Thursday 13 November 2025, 11am – 12pm	Room UG.02, Regent Campus , 309 Regent Street, London, W1B 2HW
Introduction to Zotero	Thursday 13 November 2025, 1pm – 2pm	Room UG.02, Regent Campus , 309 Regent Street, London, W1B 2HW
Open Q&A with the AELD Team	Thursday 13 November 2025 2pm – 2.30pm	Room UG.02, Regent Campus , 309 Regent Street, London, W1B 2HW

Critical Thinking and argumentation	Wednesday 26 November 2025, 1pm – 3pm	Online
Effective use of sources in your work	Thursday 27 November 2025, 12.00pm-1.30pm	Online
Academic Voice and Language	Wednesday 3 December 2025, 1pm-2.30pm	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 – how we support you.

The Graduate School is the administrative hub for all doctoral researcher activity. We support all Graduate School committees and work closely with academic colleagues and other Professional Services departments. The Graduate School also ensures the professional and effective management of the [research degree academic programme](#), the [Doctoral Researcher Development Programme \(DRDP\)](#), and the Graduate School calendar of events.

The Graduate School is 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

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

Dr Aleka Psarrou, Assistant Head of the Graduate School

TBC, Graduate School Manager

Dr Nicola Allett, Doctoral Researcher Development Manager

Dr Elle Larsson, Doctoral Researcher Administration Officer

Lesley McDonagh, Graduate School Events Co-ordinator

Nicholas Rousseau-Williams, Doctoral Researcher Programme Administrator

Comfort Moye, Student Research Manager

Our office is in **UG.01, 309 Regent Street, London W1B 2HW.**

Please feel free to pop into the office any time, whether it is just to say hello or if you have a specific query we can assist with. You can also make an appointment to visit, or ask general enquiries, via graduateschool@westminster.ac.uk.

10. Useful information

Welcome to Westminster Web page and information about Welcome Events

The [Welcome to Westminster page](#) provides useful information about beginning your Westminster journey, Welcome to Westminster Events, and 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 introducing 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. The Society's objectives include:

- Providing doctoral researchers with a platform for collaboration, networking, careers, research, and academic connections.
- Social and mental health peer support.
- Focus for the doctoral researcher voice in future developments and initiatives.

To join, and for further information, please send an email to: phd.soc@su.westminster.ac.uk

Westminster Doctoral Researchers Facebook group and Graduate School Twitter

The University's Doctoral Researchers 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 researchers and is used for sharing tips, raising issues, and organising social events.

You can follow the Graduate School on Bluesky and Instagram.

- Bluesky: @uowgraduateschool.bsky.social
- 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 Research Admissions Office at ResearchAdm@westminster.ac.uk, and they will be able to provide you with this.

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

School PhD Coordinators

Your School PhD Coordinator is your next point of contact after your Director of Studies and can support you with questions relating to progression, resources and school level provision.

School	PhD Coordinator	Email
Architecture & Cities	Dr Kate Jordan	K.Jordan@westminster.ac.uk
Arts	Dr Ozlem Koksall	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 Dan Greenwood (Semester 1) Dr Adam Eldridge (Semester 2)	D.Greenwood2@westminster.ac.uk a.eldridge@westminster.ac.uk
Westminster Business School	Dr Spinder Dhaliwal	S.Dhaliwal1@westminster.ac.uk

School DRDP Coordinators

School DRDP Coordinators organise training, skills workshops and activities specific to your School.

School	DRDP Coordinator	Email
Architecture & Cities	Dr Constance Lau	c.lau@westminster.ac.uk
Arts	Prof Roshini Kempadoo Prof May Adadol Ingawanij	R.Kempadoo@westminster.ac.uk M.Ingawanij@westminster.ac.uk

School	DRDP Coordinator	Email
Computer Science & Engineering	Dr Alexander Bolotov	a.bolotov@westminster.ac.uk
Humanities	Dr Alison Hess	a.hess@westminster.ac.uk
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

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.

Doctoral Tutor

The doctoral tutor is a supporting role, should you experience any problems that you feel might be better approached by somebody outside of your supervisory team. Information about the role of the Doctoral Tutor and contact details can be found on the [DRDP Website](#).