

**Graduate School**

**Doctoral Researcher (MPhil/PhD)
Enrolment and Orientation Programme**

**January 2019**

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

[**www.westminster.ac.uk/graduateschool**](http://www.westminster.ac.uk/graduateschool)

Version 3.0

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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.

University Enrolment and Orientation 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 17 January 2019.

**Your Doctoral Researcher Orientation Programme**

The timetable of events and sessions that make up your enrolment and orientation 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 session, which is University enrolment and orientation, begins at **11.00am** on **Thursday 17 January 2019** and lasts the full day. In the days following this 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?**

Enrolment and orientation takes place at **35 Marylebone Road, Marylebone, London, NW1 5LS**. This campus is in the heart of Central London and the nearest Tube station is Baker Street.

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

Click on the link below for a map for:

[**https://www.westminster.ac.uk/about-us/our-locations/maps-and-directions/marylebone**](https://www.westminster.ac.uk/about-us/our-locations/maps-and-directions/marylebone)

**Upon arrival**

Please report to the Reception Desk on the ground floor at 35 Marylebone Road, where you will be given directions to the enrolment room.

**Thursday 17 January 2019**

There are three parts to the Enrolment and Orientation Day on 17 January 2019:

1. Enrolment
2. Orientation
3. Graduate School Reception

|  |  |  |
| --- | --- | --- |
|  | Time | Location |
| Enrolment | 11.00 | Chiltern Hall at35 Marylebone Road |
| Orientation | 13.45 | Main Boardroom at 309 Regent St, W1B 2HT |
| Graduate School Reception | 17.00 | Main Boardroom at 309 Regent St, W1B 2HT |

**1. Enrolment**

Enrolment starts at 11am and ends at 12pm in Chiltern Hall 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 pre-enrolment)
* 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 – tier4visas@westminster.ac.uk
* 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

**2. Orientation**

**Orientation takes place at 309 Regent – see link below for the map and directions**

<https://www.westminster.ac.uk/about-us/our-locations/maps-and-directions/regent-street>

Following enrolment all new doctoral researchers will come together for the orientation sessions.

|  |  |
| --- | --- |
| **Time**  | **Session**  |
| **1:45pm** | **Refreshments** |
| **2pm** | **Welcome***Dr Anthony McNicholas, Graduate School* |
| **2:15pm** | **The Graduate School – how we support you***Richard McCormack, Graduate School Manager* |
| **2:30pm\*** | **The Doctoral Programme: understanding programme structure and progression***Dr Anthony McNicholas, Graduate School* |
| **2:50pm** | **The Virtual Research Environment (VRE)***Richard McCormack, Graduate School Registry* |
| **3:10pm** | **Break** |
| **3:25pm** | **Doctoral Researcher Development Programme (DRDP): an introduction***Professor Debra Kelly, DRDP Committee* |
| **3:40pm** | **Resilience and well-being***Dr Justin Haroun, Centre for Resilience* |
| **3:55pm** | **Library and Information Services***Jenny Evans, Research and Scholarly Communications* |
| **4:10pm** | **What’s involved in a PhD? – The doctoral researcher experience***Debra Husbands, doctoral researcher, Psychology* |
| **4:25pm** | **Questions and Answers** |
| **4:45pm** | **Welcome Reception – also in the Boardroom**Event begins with a welcome from Dr Anthony McNicholasGraduate School |

\*At 2:30pm there will be separate intro session for doctoral researchers following PhD by Published Work. Facilitator: Professor Peter Goodwin. Room 315.

**3. Graduate School Reception**

Following orientation you are invited to a 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 event will start after the presentations have ended.

Refreshments will be provided.

**School Orientation**

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

You can find details of your School Orientation below:

|  |  |  |  |
| --- | --- | --- | --- |
| **School/s** | **Date** | **Location**  | **School contact/s for orientation** |
| **Architecture and Cities** | 24 January 2019 | 10am, Westminster Forum, 5th Floor, Wells Street  | **Dr Andrew Smith****E:** a.smith@westminster.ac.uk |
| **Life Sciences** | 21 January 2019 | 10am, C1.05, 115 New Cavendish Street | **Dr Nina Porakishvili****E :** N.Porakishvili@westminster.ac.uk |
| **Computer Science and Engineering** | 21 January 2019 | 10am, C1.05, 115 New Cavendish Street | **Dr Alexander Bolotov****E:** a.bolotov@westminster.ac.uk |
| **Humanities, Social Sciences and Law** | 24 January 2019 | 10am, Westminster Forum, 5th Floor, Wells Street | **Professor Andreas Philippopoulos-Mihalopoulos**E: andreaspm@westminster.ac.uk |
| **Westminster Business School** | 22 January 2019 | 10am, Room MG 38Marylebone  | **Dr Norman Peng**E: n.peng@westminster.ac.uk |
| **Arts** | 21 January 2019 | 10am, Room J1.01Harrow(refreshments available from 9:30am) | **Dr Roshini Kempadoo**E: r.kempadoo@westminster.ac.uk |
| **Media and Communication** | 21 January 2019 | 10am, Room J1.01Harrow(refreshments available from 9:30am) | **Dr Anthony McNicholas**E: mcnichc@westminster.ac.uk |

**Doctoral Researcher Development Programme (DRDP)**

As a doctoral researcher, once you have attended enrolment and orientation, 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 [Vitae’s Researcher Development Framework](http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html).

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 page 11. Please make a note of these. You will note that there are University workshops for all doctoral researchers to attend and School specific workshops organised by your School.

If you have any questions about the DRDP please contact your School Co-Ordinator/s (details can be found on page 13). You can also find out more about the programme here: [www.westminster.ac.uk/research/graduate-school/doctoral-researcher-development-programme](http://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 be expected to attend all elements of the programme in Year 1.

**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 in January 2019
* University Workshop 1.1: this takes place in January 2019
* Teaching and Learning Workshops 1 and 2: Each of these take place twice during the semester so you can choose the dates that suit you.

**Strongly advised to attend:**

* Suite of key library sessions: these take place at various times and in different University locations so you can choose dates that suit you. The details will be provided at the University Orientation event.

**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 2018/19**

|  |  |  |
| --- | --- | --- |
| **Date** | **Duration of session** | **Session** |
| 30th January 2019**AND**31st January 2019 | 9:45am – 5pmand9am – 4:30pm | **University Workshop 1.1**Main Boardroom at 309 Regent St, W1B 2HT |
| **Workshop 1**:25 February **OR** 26 February 2019**Workshop 2**:25 March **OR** 26 March2019 | 2pm-4:30pm2pm-4:30pm2pm-4:30pm2pm-4:30pm | **Teaching and Learning Workshops***Please note that you are only required to attend Workshop 1 and Workshop 2* ***once*** *and you can select the dates on which you attend.* |
| 7 May 2018 | All day | **University Workshop 1.2** |
| **LIBRARY TRAINING SESSIONS***These run at different sites and you can choose the one that suits you*Details to be confirmed at University Orientation |
| **Intro to Library Search & Strategic Literature Searching** |
|  |
| **Managing Your References** |

*You will also receive invitations to a range of optional data management training sessions after enrolment (Endnote, Refworks, Mendeley, Zotero and NVivo).*

**Your School Workshops**

**Arts, Media and Communication**

|  |  |  |
| --- | --- | --- |
| **Date** | **Duration of session** | **Session** |
| 21 **and** 22 January 2019 | All day | **School Workshop 1.1** |
| 29 April 2019 | All day | **School Workshop 1.2** |

**Computer Science and Engineering *and* Life Sciences**

|  |  |  |
| --- | --- | --- |
| **Date** | **Duration of session** | **Session** |
| 21 **and** 22 January 2019 | All day | **School Workshop 1.1** |
| 1 May 2019 | All day | **School Workshop 1.2** |

**Humanities, Social Sciences and Law *and* Architecture and Cities**

|  |  |  |
| --- | --- | --- |
| **Date** | **Duration of session** | **Session** |
| 24 **and** 25 January 2019 | All day | **School Workshop 1.1** |
| 2 May 2019 | All day | **School Workshop 1.2** |

**Westminster Business School**

|  |  |  |
| --- | --- | --- |
| **Date** | **Duration of session** | **Session** |
| 22 **and** 23 January 2019 | All day | **School Workshop 1.1** |
| 30 April 2019 | All day | **School Workshop 1.2** |

**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: R.Mccormack@westminster.ac.uk

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Graduate School Officer

**T:** +44 (0)20 7911 5717 (internal extension: 65717)

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**Michael Trahair**

Graduate School Coordinator

**T:** +44 (0)20 7911 5052 (internal extension: 65052)

**E:** m.trahair@westminster.ac.uk

**Joseph Kilbride**

Graduate School Administrator

**T:** +44 (0)20 7911 TBC (internal extension: TBC)

**E:** j.kilbride@westminster.ac.uk

**We have a generic 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**

**Essential Westminster**

Essential Westminster is the University’s student handbook. You can download a PDF version at [www.westminster.ac.uk/essential-westminster](http://www.westminster.ac.uk/essential-westminster). The guide provides an introduction to the University, its services and resources, with links to more detailed online information.

**Graduate School webpage and Blackboard**

The Graduate School webpage and Blackboard (online learning environment) site are your main gateway to the University’s online resources needed for your doctoral programme. All resources which support the DRDP Workshops are located on the Graduate School Blackboard site.

The Graduate School website provides information on current activities, key contacts and information on structures as well as news on external and internal engagement and research developments. Profiles of all doctoral researchers are also viewable from the website. The webpage can be found at [www.westminster.ac.uk/graduateschool](http://www.westminster.ac.uk/graduateschool)

You can follow the Graduate School on Twitter, UoW Graduate School: **@uw­\_gs**

**PhD Society**

**Westminster Research Students Facebook group**

If you have not already joined the group, you can here: <http://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.

**Key University Services**

Contact details for other key University Services and administrative offices can be found at [www.westminster.ac.uk/key-contacts](http://www.westminster.ac.uk/key-contacts).

**Academic Staff**

Contact details for all academic staff are available at [www.westminster.ac.uk/about-us/our-people/directory](http://www.westminster.ac.uk/about-us/our-people/directory). 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.