SCHOOL OF MATHEMATICS and INFORMATION SECURITY

POSTGRADUATE RESEARCH

STUDENT HANDBOOK

2012/2013
Disclaimer

This document was published in September 2012 and was correct at that time. The School reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

An electronic copy of this handbook can be found on your departmental website where it will be possible to follow the hyperlinks to relevant webpages.
Contents

1 INTRODUCTION TO THE DEPARTMENT ......................................................................................... 5
  1.1 WELCOME ................................................................................................................................. 5
  1.2 INITIAL REGISTRATION AND PERIOD OF REGISTRATION ...................................................... 5
  1.3 HOW TO FIND US: THE SCHOOL .............................................................................................. 6
  1.4 MAP OF THE EGHAM CAMPUS ............................................................................................... 7
  1.5 HOW TO FIND US: THE STAFF ................................................................................................. 7
  1.6 COLLEGE CONTACTS .............................................................................................................. 8
  1.7 DIRECTOR OF GRADUATE STUDIES ....................................................................................... 9
  1.8 DEPARTMENTAL FACILITIES .................................................................................................. 9

2 PGR STUDENTS: GETTING STARTED ............................................................................................. 9
  2.1 INDUCTION ............................................................................................................................. 9
  2.2 INITIAL MEETING WITH SUPERVISORY TEAM ................................................................. 10
  2.3 SEMINARS, READING GROUPS AND LECTURE COURSES .............................................. 11
  2.4 FIRST YEAR REQUIREMENTS ................................................................................................ 11
  2.5 LANGUAGE ASSISTANCE ....................................................................................................... 12
  2.6 COMMUNICATION AND STUDENT FEEDBACK ...................................................................... 13
        2.6.1 Email ............................................................................................................................. 13
        2.6.2 Post ............................................................................................................................... 14
        2.6.3 Telephone and postal address ...................................................................................... 14
        2.6.4 Students’ Union ............................................................................................................ 14

3 INTERACTING WITH THE SUPERVISORY TEAM ........................................................................ 15
  3.1 GENERAL REMARKS .......................................................................................................... 15
  3.2 REGULAR SUPERVISORY MEETINGS ................................................................................... 15
  3.3 QUARTERLY REVIEW MEETINGS ....................................................................................... 15
  3.4 ROLE OF Advisor ................................................................................................................. 16
  3.5 ONGOING DEVELOPMENT ..................................................................................................... 16
  3.6 INTERRUPTION OF STUDIES ................................................................................................ 17
  3.7 STUDENT STATUS ............................................................................................................... 18
  3.8 CHANGES IN THE SUPERVISORY TEAM ............................................................................. 18
  3.9 WRITING PAPERS UNDER SUPERVISION ............................................................................ 19
  3.10 AttENDING RESEARCH EVENTS ......................................................................................... 20

4 ANNUAL REVIEW AND UPGRADE ........................................................................................... 20
  4.1 MPhil to PhD UPGRADE ...................................................................................................... 23

5 SUBMISSION AND EXAMINATION OF THE THESIS .............................................................. 25
  5.1 WRITING UP ......................................................................................................................... 25
  5.2 SUBMITTING FOR THE EXAMINATION ............................................................................... 26
  5.3 CHOOSING EXAMINERS ....................................................................................................... 26
  5.4 SUBMISSION OF THE THESIS .............................................................................................. 27
  5.5 PREPARATION FOR THE FINAL EXAMINATION .................................................................. 27
  5.6 AFTER THE EXAMINATION .................................................................................................... 28
  5.7 AFTER GRADUATING ............................................................................................................. 28

6 ILLNESS AND OTHER EXTINGUISHING CIRCUMSTANCES .................................................. 28

7 SPECIAL ARRANGEMENTS FOR THE ANNUAL REVIEW, UPGRADE OR FINAL EXAMINATION ......................................................................................................................... 29

8 GENERIC SKILLS PROGRAMME .................................................................................................. 29

9 ACADEMIC WRITING SKILLS .................................................................................................... 31

10 STUDENTS IN NEED OF SUPPORT (INCLUDING DISABLED STUDENTS) ................................ 31

11 PLAGIARISM AND OTHER ACADEMIC OFFENCES ............................................................... 32
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12</strong></td>
<td><strong>APPEALS PROCEDURES FOR STUDENTS</strong></td>
</tr>
<tr>
<td><strong>13</strong></td>
<td><strong>COMPLAINTS PROCEDURES FOR STUDENTS</strong></td>
</tr>
<tr>
<td><strong>14</strong></td>
<td><strong>TEACHING EXPERIENCE AND TRAINING</strong></td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>STUDENT CHARTER</strong></td>
</tr>
<tr>
<td><strong>16</strong></td>
<td><strong>FACILITIES</strong></td>
</tr>
<tr>
<td>16.1</td>
<td><strong>COMPUTERS</strong></td>
</tr>
<tr>
<td>16.2</td>
<td><strong>GRADUATE SPACES</strong></td>
</tr>
<tr>
<td>16.3</td>
<td><strong>LIBRARIES</strong></td>
</tr>
<tr>
<td>16.4</td>
<td><strong>INTER-LIBRARY LOAN (ILL)</strong></td>
</tr>
<tr>
<td>16.5</td>
<td><strong>CAREERS INFORMATION</strong></td>
</tr>
<tr>
<td>16.6</td>
<td><strong>NON-ACADEMIC POLICIES</strong></td>
</tr>
<tr>
<td><strong>17</strong></td>
<td><strong>HEALTH AND SAFETY INFORMATION</strong></td>
</tr>
<tr>
<td>17.1</td>
<td><strong>CODE OF PRACTICE ON HARASSMENT FOR STUDENTS</strong></td>
</tr>
<tr>
<td>17.2</td>
<td><strong>LONE WORKING POLICY AND PROCEDURES</strong></td>
</tr>
<tr>
<td><strong>18</strong></td>
<td><strong>EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE</strong></td>
</tr>
<tr>
<td>18.1</td>
<td><strong>EQUAL OPPORTUNITIES STATEMENT</strong></td>
</tr>
<tr>
<td>18.2</td>
<td><strong>COLLEGE CODES OF PRACTICE</strong></td>
</tr>
</tbody>
</table>
1 Introduction to the Department

1.1 Welcome

Welcome to the School of Mathematics and Information Security. The School’s postgraduate research students pursue independent research leading to the award of the degree of PhD or MPhil. Successful progress depends primarily on students’ own efforts, supported by those of their supervisors, but also on the research environment in the school and on the quality of their research training. We hope that you have three enjoyable and fruitful years of research in the School of Mathematics and Information Security.

This Handbook is designed for use by all PhD and MPhil research students who are enrolled for a research degree and supervised by members of staff of the School of Mathematics and Information Security, at Royal Holloway University of London. Its main purpose is to outline the roles and responsibilities of a research student, and all those with whom they interact as part of their research degree programme, within the School of Mathematics and Information Security. Much of the information is of a general advisory nature, but there are also specific rules and regulations that must be followed. It is important to note that this Handbook is not intended to replace any of the formal regulatory documents published by Royal Holloway.

This Handbook is primarily aimed at research students who intend to transfer from an MPhil to a PhD degree programme at some stage during their study period. However, most of the Handbook also applies to research students who only intend to complete an MPhil degree.

The advice in this Handbook applies equally to full-time and part-time research students. Where necessary, throughout the Handbook, notes that are directed explicitly to part-time research students are inserted after the prefix PT.

1.2 Initial Registration and Period of Registration

All new research students must first register with Royal Holloway. This process is not something in which the department or the supervisory team are directly involved. However, until a research student has officially registered, they cannot access any central Royal Holloway services. Once a research student has registered, they are entitled to a College Card and a Royal Holloway email address.

Enrolment on the departmental computer network can only take place after a Royal Holloway email address has been obtained. Information on
how to enrol on the departmental system will be made available to new research students at the departmental induction session.

All students, other than those granted exemption from part of their studies, are initially registered for an MPhil degree on either a full-time or part-time basis. Those wishing to submit a thesis for the award of PhD will be required to complete a first attempt at upgrading to a PhD within the first 20 months of full-time study or the first 40 months of part-time study.

Section 2 of the College’s Research Degree Regulations http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx stipulates the maximum periods of registration permissible for MPhil and PhD study.

Section 2
Students first registered on Research Degree programmes in or after September 2006 must submit the thesis for examination within the following periods of study, otherwise their registration with the College may be terminated under the provisions of Section 10 of these regulations.

(a) For programmes of study leading to the award of MPhil, the thesis must be submitted within three years of full-time study, or five years of part-time study.

(b) For programmes of study leading to the award of PhD, the thesis must be submitted within four years of full-time study, or seven years of part-time study.

For further details relating to the period of study, arrangements for admission, exemptions from part of the programme of study, interruptions of study, registration and enrolment, you should consult Sections 1 – 8 of the Research Degree Regulations http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx Relevant forms for interruptions, change of mode of study (full-time to part-time or vice-versa), and withdrawal are available from the changes to personal/study details on the College website http://www.rhul.ac.uk/forstudents/studying/changedetails.aspx.

1.3 How to find us: the School

The School of Mathematics and Information Security is located in the McCrea building. This can be found on the College campus map as building 17.
1.4 Map of the Egham campus

Student parking is limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and ID before a permit will be issued.

1.5 How to find us: the staff

CONTACT DETAILS

Head of the Department of Mathematics.
Dr James McKee  Room: McCrea 242  Tel: 01784 443670
james.mckee@rhul.ac.uk

Head of the Information Security Group.
Prof Keith Martin  Room: McCrea 349  Tel: 01784 443099
keith.martin@rhul.ac.uk

Director of Graduate Studies.
Dr Carlos Cid  Room: McCrea 224  Tel: 01784 414685
carlos.cid@rhul.ac.uk

Academic Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Koenraad Audenaert</td>
<td>276272</td>
<td>Mc 345</td>
<td><a href="mailto:Koenraad.Audenaert@rhul.ac.uk">Koenraad.Audenaert@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Dr Yiftach Barnea</td>
<td>414689</td>
<td>Mc 228</td>
<td><a href="mailto:y.barnea@rhul.ac.uk">y.barnea@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Prof Simon Blackburn</td>
<td>443422</td>
<td>Mc 214</td>
<td><a href="mailto:s.blackburn@rhul.ac.uk">s.blackburn@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Dr Jens Bolte</td>
<td>276269</td>
<td>Mc 352</td>
<td><a href="mailto:Jens.Bolte@rhul.ac.uk">Jens.Bolte@rhul.ac.uk</a></td>
</tr>
</tbody>
</table>
Dr Cecilia Busuioc 276136 Mc 238 cecilia.busuioc@rhul.ac.uk
Dr Lorenzo Cavallaro 414381 Mc 231 lorenzo.cavallaro@rhul.ac.uk
Dr Carlos Cid 414685 Mc 224 carlos_cid@rhul.ac.uk
Dr Chez Ciechanowicz 443112 Mc 341 z.ciechanowicz@rhul.ac.uk
Dr Lizzie Coles-Kemp 443084 Mc 342 Lizzie.Coles-Kemp@rhul.ac.uk
Prof Jason Crampton 443117 Mc 344 Jason.Crampton@rhul.ac.uk
Dr Christine Davies 443095 Mc 245 c.m.davies@rhul.ac.uk
Dr Rainer Dietmann 276582 Mc 239 Rainer.Dietmann@rhul.ac.uk
Dr Christine Farmer 443803 Mc 250 c.farmer@rhul.ac.uk
Dr Stefanie Gerke 276225 Mc 244 stefanie.gerke@rhul.ac.uk
Dr Gerhard Hancke 414922 Mc 223 Gerhard.Hancke@rhul.ac.uk
Prof Glynn Harman 414235 Mc 245 g.harman@rhul.ac.uk
Prof Benjamin Klopsch 414686 Mc 220 benjamin.klopsch@rhul.ac.uk
Dr Alexey Koloydenko 276421 Mc 251 Alexey.Koloydenko@rhul.ac.uk
Dr Costas Markantonakis 414409 FW 158 K.Markantonakis@rhul.ac.uk
Prof Keith Martin 443099 Mc 349 keith.martin@rhul.ac.uk
Prof Keith Mayes 414408 FW 156 keith.mayes@rhul.ac.uk
Dr James McKee 443670 Mc 242 james.mckee@rhul.ac.uk
Prof Chris Mitchell 443423 Mc 347 c.mitchell@rhul.ac.uk
Dr Francisco Mota-Furtado 443096 Mc 241 f.motafurtado@rhul.ac.uk
Prof Sean Murphy 443699 Mc 354 s.murphy@rhul.ac.uk
Dr Siaw-Lynn Ng 414397 Mc 250 s.ng@rhul.ac.uk
Prof Pat O’Mahony 443088 Mc 351 p.omahony@rhul.ac.uk
Prof Kenny Paterson 414393 Mc 348 kenny.paterson@rhul.ac.uk
Prof Dusko Pavlovic 443081 Mc 227 dusko.pavlovic@rhul.ac.uk
Dr Geraint Price 414160 Mc 225 geraint.price@rhul.ac.uk
Prof Rüdiger Schack 443097 Mc 234 r.schack@rhul.ac.uk
Dr Eira Scourfield 443671 Mc 356A e.scourfield@rhul.ac.uk
Dr Teo Sharia 414331 Mc 236 t.sharia@rhul.ac.uk
Dr Andrew Sheer 443087 Mc 245 a.sheer@rhul.ac.uk
Dr Allan Tomlinson 443079 Mc 350 Allan.Tomlinson@rhul.ac.uk
Dr Colin Walter 443089 Mc 340 colin.walter@rhul.ac.uk
Dr Mark Weldon 414021 Mc 240 mark.weldon@rhul.ac.uk
Dr Stephen Wolthusen 443270 Mc 353 stephen.wolthusen@rhul.ac.uk

Support Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Tristan Findley</td>
<td>443315</td>
<td>Mc 357</td>
<td><a href="mailto:tristan.findley@rhul.ac.uk">tristan.findley@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Mr Jon Hart</td>
<td>443111</td>
<td>Mc 357</td>
<td><a href="mailto:jon.hart@rhul.ac.uk">jon.hart@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Mrs Claire Hudson</td>
<td>414340</td>
<td>Mc 339</td>
<td><a href="mailto:claire.hudson@rhul.ac.uk">claire.hudson@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Ms Liz Jenkins</td>
<td>443116</td>
<td>Mc 130</td>
<td><a href="mailto:e.jenkins@rhul.ac.uk">e.jenkins@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Mrs Jenny Lee</td>
<td>443091</td>
<td>Mc 243</td>
<td><a href="mailto:jenny.lee@rhul.ac.uk">jenny.lee@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Ms Emma Mosley</td>
<td>443101</td>
<td>Mc 339</td>
<td><a href="mailto:emma.mosley@rhul.ac.uk">emma.mosley@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Ms Valerie Nicol</td>
<td>443093</td>
<td>Mc 243</td>
<td><a href="mailto:valerie.nicol@rhul.ac.uk">valerie.nicol@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Mrs Lisa Nixon</td>
<td>443106</td>
<td>Mc 357</td>
<td><a href="mailto:lisa.nixon@rhul.ac.uk">lisa.nixon@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Mr Guillaume Subra</td>
<td>443085</td>
<td>Mc 232</td>
<td><a href="mailto:guillaume.subra@rhul.ac.uk">guillaume.subra@rhul.ac.uk</a></td>
</tr>
</tbody>
</table>

1.6 College Contacts

Research Training Officer
John Miles Tel: +44 (0)1784 276463; graduate-school@rhul.ac.uk

Liaison Librarian:
Adrian Machiraju Tel: +44 (0)1784 443327; adrian.machiraju@rhul.ac.uk
1.7 Director of Graduate Studies
The Director of Graduate Study (DoGS) is the member of staff within the School of Mathematics and Information Security with overall responsibility for research student admissions and administration of research students. Each research student has a supervisory team, which typically consists of a supervisor, who is primarily responsible for the student’s research programme, and an adviser. Section 3 of this Handbook discusses interaction with the supervisory team in more detail. For a full statement of the responsibilities of the supervisor and adviser see the Code of Practice.

1.8 Departmental Facilities
All full-time research students are provided with a desk in a shared office and a personal computer (if required) for the first three years of their studies. These offices have a telephone, which can be used to make external calls. Research students should not abuse this facility. There is a system for logging and billing private calls.

We are unable to provide a desk for research students who are not full-time. Research students who are not full-time should contact the DoGS if short-term office space is required.

All research students are welcome to use the departmental common room and adjacent kitchen in McCrea 237. Tea and coffee may be made at any time (there is a small charge). There is also a fridge and a microwave cooker. While cups and saucers are available, most members of the department provide their own mug.

Research students have shared post boxes in McCrea 221 and may also use the photocopier in this room.

A range of support services is provided by the departmental office (McCrea 243). These include the provision of basic stationery, a contact point for computing queries, help with travel bookings and expense claims.

2 PGR students: getting started
This section of the Handbook is primarily aimed at new research students. It describes the induction process, departmental activities, as well as requirements for the first year of a research degree programme.

2.1 Induction
Research students commencing their studies at the start of the academic year (late September / early October) should attend two induction meetings:
1. The Departmental induction session takes place towards the end of induction week. This normally takes the form of an informal lunch, followed by a short presentation and completion of departmental registration.

2. The Royal Holloway induction session typically takes place in the first week of term. This provides an introduction to the College’s Postgraduate Research Students services, as well as providing an opportunity to meet new research students from other departments. Research students commencing their studies at any time other than the start of the academic year are advised to request departmental induction information from the Director of Graduate Studies and to attend the next available induction sessions.

PT: While attending regular events at the Royal Holloway campus can be difficult, part-time research students are strongly advised to attend these two induction sessions.

### 2.2 Initial meeting with supervisory team

Every research student should arrange an initial meeting with their supervisory team as soon as possible after arrival. Every supervisory team has their own style of managing the development of research students, but the first few meetings with the supervisory team are likely to cover the following issues:

- **Initial focus of research work.** This will typically involve reading around a particular research topic. It is useful to bear in mind that, during the first year, new research students are required to produce a report and give a presentation. The initial focus of research work is often directed towards satisfying these requirements.

- **Role of the adviser.** While advisers have pre-specified duties, some advisers have greater involvement in day-to-day supervision of a research student. The exact role of the adviser should thus be determined at an early stage. Even if the adviser will not play a major role in day-to-day supervision, a new research student should make early contact with the adviser and is encouraged to visit the adviser if, for any reason, there are problems that cannot be resolved by the supervisor (or just for a second opinion on anything).

- **Supervisory meeting schedules.** Arrangements should be made regarding the approach to routine research meetings with the supervisory team.

- **Attendance at departmental activities.** The attendance at relevant seminar series, reading groups and taught-programme lecture courses within the department should be discussed.

- **Research training needs.** Research training needs should be discussed with the supervisory team.

PT: It is particularly important that part-time research students establish clear working schedules with the supervisory team from the outset and agree to keep them informed if personal circumstances change during
the period of registration.

2.3 **Seminars, Reading Groups and Lecture Courses**

Attendance and participation in research seminars and reading groups that are run in the department is a crucial part of the research development of every research student.

Research students are expected to attend, and take an active part in, all appropriate departmental seminars and reading groups. Note that this also applies when the topic of the session is not obviously directly related to the work of the research student. There are at least three important reasons for such involvement:

1. Active seminar series and reading groups are an important component of the departmental research community and involvement in them helps integration with this community.
2. They expose research students to different techniques for presenting research (the ability to effectively communicate research is a skill that is required in order to complete any research degree).
3. It is surprising how often ideas can be obtained through exposure to research in another area.

It is particularly important that a research student gets involved in any relevant research-student-only seminar series that are run within the department. Research students are encouraged to take an active role in both attending and giving such seminars.

The school also runs a significant number of advanced (masters level) taught-programme lecture courses in both Mathematics and Information Security. Research students should discuss with their supervisory team which (if any) masters courses they should attend. Similar remarks apply to undergraduate courses.

**PT:** It may be very difficult for part-time research students to engage with departmental activities of this type. Mechanisms for obtaining similar experiences and skills need to be discussed with the supervisory team.

2.4 **First Year Requirements**

The Department of Mathematics and Information Security Group have two compulsory requirements for every first-year research student.

**1: First Year Report:**

All research students are expected to produce at least one substantial report on a research-related topic. Whilst this does not need to be publishable, it should nevertheless relate to possible research directions. There is no standard format for this report. It could, for example, take the form of:
• a detailed discussion of a research paper, e.g. rewriting the results in
the research student’s own notation and providing some discussion
of the research results and possible unsolved problems;
• a review of a research topic, covering the major published work
and highlighting unsolved research problems;
• a publishable paper.
The First Year Report should demonstrate an ability to communicate
clearly in a scientific way, including appropriate referencing. It should be
prepared in such a way that it could, if required, be made available on
an internal website.

2: First Year Presentation:
In March or April each year, the DoGS will arrange a day (or days) at
which all first-year research students will be expected to give a
presentation of 20-30 minutes. All supervisors and other research
students are encouraged to attend and take part in what is typically a
very rewarding experience for all concerned. The subject of the
presentation is a matter to be agreed upon by a research student and
their supervisory team.

The First Year Report and the First Year Presentation need not be related
(although it is natural that they might be). Note also that, as well as
being invaluable experiences, successful completion of these two first
year activities is one of the requirements for the progression towards
upgrade from MPhil to PhD.

PT: While these requirements should be met by the end of the second
year of a part-time research degree, it is common for part-time research
students to also conduct them in their first year, as both activities act as
a useful focus for early research work. This issue should be discussed with
the supervisory team.

2.5 Language assistance
Writing and communicating research is particularly challenging if English
is not a research student’s first language. Writing a thesis does require a
highly sophisticated command of written English. If English is not the first
language of a research student then they should seek every opportunity
to improve their language skills. Such opportunities include producing
written work and giving presentations.

Royal Holloway International runs in-sessional courses on English for those
research students whose first language is not English. These are highly
recommended and full details can be obtained from:
http://www.rhul.ac.uk/international/support/home.aspx
It is particularly important that such research students attend any
research training sessions that relate to presentation and writing skills.
2.6 Communication and Student Feedback

It is extremely important that a research student stays in touch with their supervisory team, the Department, and Royal Holloway more generally, throughout their studies. In particular, it is vital that the Department should know of any concerns you have about the progress of your work or of any suggestions for improving the research environment.

You have several ways of making your views known:

1. by talking to your Supervisor, and perhaps by following up your discussion with a letter or e-mail, so that your comments can be forwarded if appropriate.

2. by contacting the Director of Graduate Studies or the Head of Department, either to arrange a meeting or again by putting your ideas in writing.

3. through the Department Postgraduate Student-Staff Committee.

4. in the feedback questionnaire that you submit to the Director of Graduate Studies as part of the Annual Review (see Section on Annual Review and upgrade).

5. through the Students’ Union if your concerns or ideas relate to the College rather than to the Department.

2.6.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the student portal https://campus-connect.rhul.ac.uk/ (Campus Connect) or direct via Outlook.com http://outlook.com/ Email to this address will be used routinely for all communication with students. Email may be used for urgent communication and by staff to give or confirm instructions or information related to your studies so it is important that you build into your routine that you check your emails once a day. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc, so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. Just deleting messages is not sufficient; you must clear the ‘Sent Items’ and ‘Deleted Items’ folders regularly. It is your responsibility
to make sure your College email account is kept in working order. If you have any problems contact the IT Service Desk http://itservicedesk.rhul.ac.uk/

The DoGS and Royal Holloway central services will only use the address in the College Global Address List and does not use private or commercial email addresses, such as hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting http://help.outlook.com/ and searching for forwarding. This process is very easy, but you do have to maintain your College account.

PT: This issue is particularly important for part-time research students, who may not regularly use a Royal Holloway email account.

2.6.2 Post

All post addressed to students in the School of Mathematics and Information Security is delivered to the student pigeonholes (alphabetical by surname) in the McCrea building. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

2.6.3 Telephone and postal address

It is the student’s responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the student portal (Campus Connect) https://campus-connect.rhul.ac.uk/. There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

The Department does not disclose students’ addresses and telephone numbers to anybody else (including relatives and fellow students) without the student’s specific permission to do so.

2.6.4 Students’ Union

The Students’ Union offers a wide range of services and support, from entertainment and clubs/societies to advice on welfare and academic issues. The Advice and Support Centre, situated on the first floor of the Students’ Union, runs a confidential service that is independent from the College. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during
vacation periods students should call to book an appointment. Full
details can be found at www.su.rhul.ac.uk/support.

3 Interacting with the Supervisory Team

This section is concerned with matters relating to the day-to-day supervision
of research students. We discuss the relationship between a research student
and their supervisory team, including supervisory meetings, the role of the
adviser and research support.

3.1 General remarks

The Department of Mathematics and the Information Security Group
encourages research students to see their supervisory team as and
when they wish. Research students and the supervisory team should
meet frequently at seminars, reading groups, morning coffee breaks,
etc, and if this occurs then it is easy for progress to be monitored.
Historically we have found that this system encourages independent,
self-motivated, original research.

A detailed list of the obligations of supervisors towards their research
students (and vice versa) is provided in the Code of Practice.

3.2 Regular supervisory meetings

Formal appointments for meetings between research students and
supervisors may or may not be necessary. In any event, research
students are strongly encouraged to meet their supervisory team
frequently on an informal basis; typically the frequency of such meetings
is between once a week and once every two or three weeks (not
counting social encounters). It is important for research students to meet
their supervisory team regularly to discuss their work, and also to discuss
any other problems that may arise. Research students often get ‘stuck’,
and the supervisory team can often help research students to get past
obstacles that may otherwise completely stop their progress.

PT: The format of such meetings with respect to part-time research
students should be carefully discussed with the supervisory team. It may
be appropriate, for example, to attend the Royal Holloway campus
once every few months, but to have more regular exchanges by email
or telephone.

3.3 Quarterly Review Meetings

Apart from the routine informal meetings, there is a requirement for all
research students to meet their supervisory team more formally from
time to time. The departmental policy is that there should be (at least)
four formal meetings between the supervisory team and the research
student in every academic year.
These Quarterly Review Meetings should take place around the start of January, April, July and October of each year and are intended to provide an indicator of progress and a guide to future plans. At a minimum, they should involve the research student and their supervisor. At the end of each meeting, the PhD Quarterly Review Meeting Report Form should be completed. This form can be downloaded from the departmental website. While it makes sense for both the research student and supervisor to store this document electronically, a signed hard copy should be handed in to the Departmental Office in McCrea 243.

PT: The requirement for Quarterly Review Meetings also applies to part-time research students, even though the progress made each quarter is expected to be less than for a full-time research student. In some cases it may be appropriate for the agreement on a Quarterly Review Meeting Report Form to take place by email, although a preferable option would be to use the need for this meeting to take place as a reason to attend the Royal Holloway campus.

3.4 Role of adviser
The role of adviser varies considerably. The minimum duties of an adviser are to:
• participate in the Annual Review Panel;
• participate in the Upgrade Panel.
• where necessary, act in place of the supervisor if the supervisor is absent for a short period (for example due to illness or sabbatical leave).

Should a supervisor be absent for a significant period of time (or even leave the institution) then the adviser is only expected to act on the supervisor’s behalf until such time as more permanent arrangements have been made. Such an arrangement, which will be facilitated by the DoGS, will result in a new supervisor being appointed (who may, in some cases, be the adviser).

However, in many cases an adviser may play a more significant role in supervision of the research. This can be anywhere along the spectrum of occasional attendance at supervision meetings to acting as a co-supervisor of the research. The extent of this arrangement is at the full discretion of the supervisory team.

3.5 Ongoing development
A research degree programme is, essentially, an apprenticeship into the world of scientific research. The members of the supervisory team are the primary guides during this process. It is thus vital that a research student maintains a dialogue with their supervisory team about appropriate development activities throughout their study. These
include:

- Engagement with appropriate departmental events.
- Attendance at appropriate research training sessions.
- Writing up and publishing results in a timely fashion. Of course, it is important that a research student discusses any possible publication of research with the supervisory team and obtains assistance from them during the structuring and writing up of research.
- Attendance at one or more national and/or international research conferences during the period of registration. Conferences enable research students to meet workers in their research field from other institutions worldwide, and are a very important source of inspiration and information.
- Obtaining teaching experience by taking tutorials, workshops, and/or computer laboratories, as well as by marking coursework (if such opportunities are made available).

3.6 Interruption of Studies

From time to time it may be necessary for a research student to take a break in their research. This could arise for a wide range of reasons, including illness, family problems or changes of financial circumstance. In such cases, research students may request a formal Interruption of Studies. Applications for such interruptions will need the support of the supervisory team, who will normally look upon (genuine) requests sympathetically.

Given the limitations on the period of time for which a research student can remain registered for a research degree research students should seriously consider taking an Interruption of Studies should they experience an extended period over which work cannot be conducted to a satisfactory level. During such periods of interruption, the “clock” on the registration period effectively “stops” and the interrupting research student is not expected to pay fees. In return, however, research students should not expect the normal detailed research guidance from the supervisory team.

Interruption of Studies can be granted for periods of time of up to two years (although longer periods may be granted in exceptional circumstances). The most common requests are for periods of six or twelve months. An Interruption of Studies should be requested using the Interruption of Study for Postgraduate Students form, which is available from:
http://www.rhul.ac.uk/ecampus/academicsupport/changestostudypersonaldetails.aspx

This form needs to be completed by the research student, supervisor and DoGS.

After an Interruption of Studies, a formal review meeting (equivalent in
form to an Annual Review (which may coincide with an Annual Review) should, in addition to those issues covered by an Annual Review, consider the impact that the Interruption of Studies has had on the progress towards completion of the research degree.

PT: It is not uncommon for other commitments to, at times, place part-time research students under severe pressure. It is always worth considering whether such pressures lend themselves to taking an Interruption of Studies. While the deadlines for completion of a part-time research degree appear, at first, to be generous (and a long time away), it would be wise to formally register any extended periods of time when work on the research degree was not possible. Such issues should be discussed with the supervisory team.

3.7 Student status
Every current research student must be registered with one of the following statuses:

- **full-time**: up to three years into full-time study, not including periods of Interruption of studies;
- **part-time**: up to six years into part-time study, not including periods of Interruption of studies;
- **interrupting**;
- **writing up**: more than three years into full-time study (or six years into part-time study), not including periods of Interruption of Studies.

Due to pressure of space within the department, only students with full-time status are automatically entitled to a desk in a shared office.

Standard university fees are only due from research students with either full-time or part-time status. Writing up research students pay a much reduced fee.

During the study period it is possible to change status (from full-time to part-time, or vice-versa) by completing the Change of Mode of Attendance for Postgraduate Students form, which is available from:

http://www.rhul.ac.uk/ecampus/academicsupport/changestostudypersonaldetails.aspx

3.8 Changes in the supervisory team
There may be a number of reasons for a temporary or permanent transfer of supervisor (although this tends to be an unusual event). In all cases a research student will be consulted, and new supervisory arrangements will only be made if the research student is satisfied with them. This also applies to advisers.

In the event of an extended period of absence, the supervisor is
responsible for making arrangements for supervision while they are absent.

Permanent transfers of research students from one supervisor to another may arise for other reasons, including:

- The supervisor leaves the institution.
- The research student has been working with another member of staff on an informal basis and wishes to make this arrangement more formal.
- The interests of a research student may change, and as a result a different supervisor may be more appropriate.

In all such cases, new arrangements can only be made with the agreement of the DoGS. Research students may also initiate a change in the supervisory team, should they encounter any problems.

3.9 Writing papers under supervision

The fundamental method of disseminating the results of research to the wider research community is by writing research papers. However, it is inadvisable to attempt to publish immature research since this can lead to damage to the reputation of the research student, the supervisory team and the department.

Thus, in all cases research students should discuss the appropriateness of attempting to publish papers with the supervisory team. If they approve (or suggest) doing so then a research student should continue to take advice from them throughout the writing process.

Whether or not the names of the supervisory team should be included as co-authors of a research student paper is a matter for the research student and the supervisory team to decide. It is a common (although not universal) practice for staff names to be included only when they have made a significant contribution to the paper (in other words, when they have done significantly more than giving general guidance in writing style and correcting minor mistakes).

The question of the order of author names is again something that is at the discretion of the research student and the supervisory team. The custom in some parts of Mathematical Science is always to put names in alphabetical order, even when one author has contributed much more than another. However, in other areas (e.g. in much of Computer Science) it is customary to use alphabetical order only when the authors have made roughly equal contributions, and otherwise to put the main author first, which in many cases may be the research student.

Research students are advised to discuss issues of intellectual property and copyright of research papers with their supervisory team. In
particular, while generally to be encouraged, they should be careful about making copies of research papers available on the internet without first establishing whether this is appropriate and permissible.

PT: Many part-time research students will already be well versed in writing reports for the workplace. It should be noted that academic writing involves different styles and skills. Part-time research students are advised to discuss this issue with their supervisory team.

3.10 Attending research events

Research students are strongly advised to attend one or more national and/or international research events, such as conferences, workshops or summer schools, during their period of registration for a research degree. Research students are particularly encouraged to attempt to present results of their research at such events (if appropriate).

The department does have some funds to support attendance at reputable research events (whether an event is reputable should be discussed with the supervisory team). In the case of reputable conferences, having an accepted paper is quite likely to result in departmental support. However, if a research student wishes to obtain departmental support, it is vital that they obtain authorisation before making any commitments (including submission of a paper). The rationale for attending any event should be discussed with the supervisory team and, if approved, the Head of the Department of Mathematics or Information Security Group (as appropriate) should be approached in order to obtain clearance for departmental funding.

Please note that if any travel costs are to be refunded by the department, then a quote should first be obtained from the Royal Holloway preferred travel agent (this can also be done on your behalf by staff in the departmental office, McCrea 243).

PT: Having the time and freedom to attend academic conferences is one area where part-time students are arguably disadvantaged (unless they have sympathetic employers). Apart from using free time to attend academic conferences, other options include targeting conferences that have some overlap with work interests or (perhaps in the worst case) having any accepted papers at relevant conferences presented by a member of the supervisory team.

4 Annual review and upgrade

Although students will meet regularly with the supervisor during the academic year, their academic progress is formally reviewed at least once every 12 months, unless they have interrupted their studies, in which case the review will take place no later than two months after they have formally resumed your studies.
Annual reviews and upgrades are conducted in a face-to-face meeting between the student and a panel consisting of the supervisor(s), adviser and at least one other academic from outside the supervisory team.

Every research student has a formal Annual Review before the end of each year of study. Thus, for research students who commend their studies at the start of the academic year, the Annual Review should take place in September. The Annual Review need not coincide with a Quarterly Review Meeting, but it may be appropriate that it does.

The purpose of the Annual Review is to take a broader look at progress and future plans than is typically done at Quarterly Review Meetings. The Annual Review is a formal meeting between, at a minimum, the research student and an Annual Review Panel consisting of:

- the supervisor;
- the adviser;
- another member of academic staff (from the Department).

Should the adviser not be available then it is the responsibility of the supervisor to find a further member of staff to attend this meeting (in this case the Annual Review Panel will be the supervisor and two further members of academic staff).

At this meeting, the Annual Review Panel should seek to understand the progress that has been made towards the research degree, and provide feedback on progress and future research plans. The discussion at the meeting should be sufficiently detailed to enable the panel to complete the Research Degree Student Review Form, which can be downloaded from the departmental website.

Any extenuating circumstances that may have affected performance should be submitted to the supervisor at least one week before the Annual Review.

Whilst the precise form of the meeting is up to the supervisor, the following arrangements are typical:

- The supervisor will ask the research student to commence with a short (e.g. 15 minute) presentation covering the research work that has been conducted over the past year. This should also include plans for the next year and mention of all research training and development activities that have been undertaken. If the research has progressed sufficiently (and necessarily if the Annual Review is also an Upgrade Meeting) plans for completion of the thesis should be discussed. The research student should expect to answer questions from the panel during this presentation.
- In advance of the meeting, the research student should produce a
short (around two pages) written Annual Report covering much of the same ground as the presentation, to be circulated either prior to the meeting or at the meeting itself. The research student should be prepared to discuss any issues arising from this report during the meeting.

- The research training activities undertaken in the past year should be reviewed by inspection of the Research Student Training Log and research training needs for the next year identified.
- If the registration of the research student has not yet been upgraded from MPhil to PhD then the requirements to be met before this can happen should be discussed.
- The Research Degree Student Review Form should be completed and signed by all present (the section relating to upgrades can be ignored unless the Annual Review is also an Upgrade Meeting). If appropriate, the latest PhD Quarterly Review Meeting Report Form should also be completed and signed (this identifies shorter term goals).

At the end of the annual review/upgrade meeting the panel will fill in a Research Degree Student Review Form, which will be signed by panel members present at the review/upgrade, and will provide details of the outcome of this meeting http://www.rhul.ac.uk/pgrstudents/forstudents/home.aspx. The student will be given an opportunity to fill in comments at the end of the form, should they so wish.

In most cases the panel will indicate that they are satisfied with a student’s progress (and may also confirm that the student has successfully upgraded from MPhil to PhD, where relevant). However, in some cases the panel may feel that the work presented is not of the required standard. In the case of an upgrade, the panel may decide not to permit the student to upgrade at that time. Where work presented is unsatisfactory, details of the problems and the course of action to be taken will be noted in the Research Degree Student Review Form. Additionally, the panel may decide that it is necessary to issue a formal warning. Details of the formal warning process, which could lead to termination of registration, are outlined in the Research Degree Regulations in the section regarding Termination of registration. http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx

At the end of the meeting the following documentation should be returned to the departmental office in McCrea 243:

1. Completed and signed Research Degree Student Review Form.
2. A copy of the student’s Annual Report.
3. The hard copy of the latest version of the Research Student Training Log.
4. Completed Student Feedback Questionnaire (this is a very basic confidential and anonymous feedback form that should be completed by the research student but not shown to the supervisory
team, and can also be downloaded from the departmental website).

5. Completed and signed PhD Quarterly Review Meeting Report Form (if appropriate).

PT: Annual reviews for part-time research students should take place as face-to-face meetings, except in exceptional circumstances (in which case, for example, a conferencing tool could be used as a substitute).

4.1 MPhil to PhD Upgrade

All research students are initially registered for the degree of MPhil, with the opportunity of upgrading to the PhD programme within the first two years of full-time study (four years of part-time study) following a formal review of progress. Only when candidates are exceptionally well qualified (for example, if they already hold an MPhil degree) will Royal Holloway consider initial registration for the PhD degree.

IMPORTANT: Please note that research students must upgrade before the end of 24 months for full-time study or 48 months of part-time study. If upgrade has not happened within this period then research students cannot complete a PhD and may only submit a thesis for an MPhil degree.

Royal Holloway considers the upgrade meeting as an “examination” and, as such, only permits two attempts at upgrade to take place. A first upgrade attempt must be made within the first 20 months of full-time (40 months of part-time study).

The most common stages at which to conduct upgrade are:

- At the first year Annual Review meeting: this applies to research students who have made excellent progress in the first year and are already have a reasonable idea of the direction of their future research work (and final thesis topic).
- At a special Upgrade Meeting sometime during the second year: in this case it is common for targets to have been set during the first year Annual Review that must be met in order to enable upgrade to take place.

Any decision to upgrade can only be taken with the agreement of an Upgrade Panel, consisting of the supervisor, adviser and another member of academic staff (the same rules of membership of the Upgrade Panel apply as for the Annual Review Panel).

The following minimum conditions must be met by any student who is upgrading from MPhil to PhD.

1. The Upgrade Panel should be convinced that the research student is capable of completing a PhD degree within the remaining permitted time. This decision should take into
consideration all the work that the research student has performed since first registering for the research degree.

2. The first year requirements have been met.

Before the Upgrade Meeting the research student should submit a short Upgrade Report similar in content to the Annual Report for Annual Reviews, which must include plans for completion of the thesis (if these meetings are being combined then the Upgrade Report is the Annual Report).

Any extenuating circumstances that may have affected performance should be submitted to the supervisor at least one week before the Upgrade Meeting.

At the end of the Upgrade Meeting the Upgrade Panel will fill in a Research Degree Student Review Form, which will be signed by panel members present at the Upgrade Meeting, and will provide details of the outcome of this meeting. The student will be given an opportunity to fill in comments at the end of the form, should they so wish.

If a student fails to upgrade from MPhil to PhD on the first attempt, the panel may permit them to have a second and final attempt, which must take place before the end of 24 months for full-time study or 48 months of part-time study.

If there is agreement that the research student merits being upgraded, then the Upgrade Panel will complete the following documentation and return to the Director of Graduate Studies:

1. Completed and signed Research Degree Student Review Form (this is the same form that is used for Annual Reviews and has a special section for upgrades).
2. The hard copy of the latest version of the Research Student Training Log.
3. A copy of the student’s Upgrade Report.
4. A substantial piece of scientific work written by the student as evidence of ability to write a thesis (an obvious candidate is the First Year Report).

PT: The timing of upgrade for part-time research students varies much more than for full-time students. Unless exceptional early progress has been made, this process should normally occur two to four years into a part-time research degree. The conditions for upgrade are exactly the same as for full-time research students. The Upgrade Meeting should take place as a face-to-face meeting, except in exceptional circumstances (a conferencing tool could be used as a substitute).
Full details of the regulations governing the annual review and upgrade process are outlined in the Research Degree Regulations in the section on Reviews of academic progress [http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx](http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx)

5 Submission and examination of the thesis

Students first registered on Research Degree programmes in or after September 2006 must submit the thesis for examination within the following periods of study, otherwise their registration with the College may be terminated under the provisions of Section 10 of these regulations.

(a) For programmes of study leading to the award of MPhil, the thesis must be submitted within three years of full-time study, or five years of part-time study.

(b) For programmes of study leading to the award of PhD, the thesis must be submitted within four years of full-time study, or seven years of part-time study.

These registration periods must always be kept in mind. If severe difficulties are encountered during a registration period then research students should consider taking a formal Interruption of Studies.

Note that as well as a maximum limit to the period of registration, there is also a minimum time. This is two years for full-time research students and four years for part-time research students. It is not possible to submit a thesis before these minimum registration periods have passed.

5.1 Writing up

Once a research student has achieved sufficient progress in their research then they will need to prepare a thesis reporting on this research. An important role of the supervisory team is to give advice to the research student on when this point has been reached. Of course, in many cases it will not be completely clear whether or not there is sufficient material until the writing up process is well under way. In any event, it is much better to start on the writing up process earlier rather than later. The act of writing up will itself often prompt a research student to identify and conduct the extra work necessary to fill in gaps in the existing research.

The role of the supervisory team in helping a research student prepare a well-structured thesis with appropriate content is crucial. Research students often have little idea of how to prepare such a large and complex document. Research students should discuss the provisional structure of the thesis with the supervisory team before starting to write
the thesis, and should continue to discuss the structure and content of the thesis as it develops.

In terms of word length students should be aware that College regulations stipulate a maximum length for MPhil and PhD theses. If the student exceeds the word length stated in the Regulations or produce a thesis that is deemed to be too short, the examiners may refer the thesis for resubmission requiring it to be shortened to meet the word length requirement or extended to include more content, respectively.

Consulting existing theses on related topics is also a very worthwhile exercise. Many theses produced by recent research students are available as departmental technical reports, and all graduating research students are encouraged to make their thesis available to a wider readership in this way. Departmental technical reports are available at: http://www.ma.rhul.ac.uk/tech

5.2 Submitting for the examination

As the thesis is nearing completion you will need to submit a formal entry to the final examination to the Examinations and Research Degrees Office. Full details on entry for the examination (or re-entry in the case of resubmissions), submission and examination of the thesis are available on MPhil/PhD Examinations http://www.rhul.ac.uk/registry/researchdegrees/.

Students should also consult the Research Degree Regulations for further details about, for example, the requirements of the thesis (word length), the conduct of the final examination, and possible outcomes of the examination http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx.

Note that the Entry Form should be submitted at least two months before submission. Examination entry will cease to be valid eighteen months after submission of the Entry Form.

A research student should not submit a thesis for examination without having it approved by the supervisory team.

5.3 Choosing examiners

Two examiners must be appointed by Royal Holloway to examine every research student who submits a thesis. Normally, one examiner will be internal to the University of London and one will be external (not from the University of London). Neither the internal nor the external examiner should have worked with the research student prior to the examination, or have any other significant connection with the research student.

Whilst the formal appointment of examiners is outside the control of the
supervisory team, they are nevertheless required to nominate candidates for these two roles. This is not something in which the research student will be involved.

Note that the research student must not make any direct contact with either of the examiners prior to the examination.

5.4 Submission of the thesis
Precise details of the formal requirements for thesis submission are available at:
    [http://www.rhul.ac.uk/registry/researchdegrees/](http://www.rhul.ac.uk/registry/researchdegrees/)
Note that it typically takes several weeks for the submitted copies to reach the two examiners.

Research students intending to submit their thesis just after the end of their period of registration as full-time students (three years) or part-time students (six years) should note that they are normally expected to officially register (sign up) with Royal Holloway for a writing up year, but will not be charged any writing up fees if they submit their thesis up to one month into the writing up year. Research students in this position are advised to contact the Examinations and Research Degrees Office to confirm suitable deadlines with respect to this.

5.5 Preparation for the final examination
The College offers viva training for research student’s final examination as part of the Generic Skills Programme, with sessions run for students in Arts and Social Sciences, Science and Economics and Management. Full details of dates and times of such courses are available on the Generic Skills Programme webpage:
This training is compulsory for students.

As well as Generic Skills Programme training, it is often useful for the supervisory team to arrange a ‘mock’ viva, prior to the real event, where two members of staff (e.g. the supervisor and adviser) spend some time acting as internal and external examiners. This will enable the research student to get a feel for what types of question might be asked.

The supervisor is responsible for arranging the viva, including negotiating the date and time with the examiners, booking a room in which to conduct the examination, etc. Typically, the viva will be held in the department at Royal Holloway. Guidance on the conduct of the viva is available at:
    [http://www.rhul.ac.uk/registry/researchdegrees/](http://www.rhul.ac.uk/registry/researchdegrees/)
The supervisor may be present at the viva if the research student wishes. Past practice in this area varies, but in most cases the supervisor does not attend. If the supervisor is present during the viva then they can only
act as an observer, and may only speak if requested to do so by the examiners.

5.6 After the examination
There are a number of possible outcomes from a viva ranging from pass with no changes (the best possible outcome), to fail with no possibility of resubmission (very rare). For the full range of possible outcomes, see the Research Degree Regulations. In the past, the most common result has been a pass subject to minor changes and corrections being made in order to meet specified points made by the examiners.

If corrections are required, the nature of the corrections, and the methods to be used to verify that the changes have been made in accordance with the wishes of the examiners, will vary. The research student will be informed at the end of the viva on precisely what process will be required.

Research students should seek guidance from their supervisory team during the corrections process. This might involve the supervisory team reviewing a draft of the corrected thesis before it is sent to the examiner(s) for final checking.

5.7 After graduating
We hope that research students will have fond memories of the Department of Mathematics and the Information Security Group. The School has a database that enables us to contact our alumni with news about the department and alumni events. We would encourage all research students to maintain contact with the department after they leave by adding their contact details to this database.

Royal Holloway also runs central alumni events, see:
http://www.rhul.ac.uk/for-alumni/

6 Illness and other extenuating circumstances

The Instructions to Candidates issued by the Examinations and Research Degrees Office should be read in conjunction with Sections 9 and 16 of the Research Degree Regulations
http://www.rhul.ac.uk/registry/Examinations/Essential-info.html
and

If you are a Research Degree student, you may want the annual review or upgrade panel to be made aware of how your academic performance over the year has been affected by illness or extenuating circumstances. In such
cases you should submit your statement and supporting evidence to the panel chair within the deadline set by the School of Mathematics and Information Security for the submission of material for the upgrade or review. Ideally you should have discussed any such issues with your supervisor or the Director of Graduate Studies before the meeting. The Department may recommend that you interrupt your studies until your personal circumstances are such that you are in a position to take up your studies again. A form requesting permission for an interruption of studies is available on the ‘For students’ page of the College website under changes in enrolment status http://www.rhul.ac.uk/forstudents/studying/changedetails.aspx

In the case of circumstances relating only to your performance at an upgrade or review meeting, you should inform the panel members or examiners of the circumstances no later than the start of the upgrade/review and submit the statement and supporting evidence not more than seven days later to your department.

If you feel that your academic performance on the date of the oral examination may be substantially affected by unexpected medical or other personal circumstances, you should inform the examiners of your situation no later that the start of the oral examination so that they can make a decision on whether or not to proceed. The examiners may require you to submit evidence of these circumstances to the Examinations and Research Degrees Office within seven days.

7 Special arrangements for the annual review, upgrade or final examination

If you have a disability or specific learning difficulty impairment and wish to ask for reasonable adjustments to be made to the conduct of the final examination (viva) you should consult Section 16 of the Research Degree Regulations http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx for details of how to make such a request. Should you need similar adjustments for your annual review/upgrade meeting, these should be discussed with your supervisor ahead of the meeting so that appropriate arrangements can be made.

8 Generic Skills Programme

In 2002 the Roberts Report identified a need for skills training for all postgraduate researchers. Universities across the UK are therefore now required to provide postgraduate research students with appropriate training. Generic Skills training http://www.rhul.ac.uk/pgrstudents/forstudents/gsp/home.aspx is therefore a mandatory part of any postgraduate research programme at Royal Holloway.
Students should discuss their training needs with their supervisor(s) and adviser soon after they start the research programme and fill out the Research Student Training Log with details of courses that they should attend during the year.

[http://www.rhul.ac.uk/pgrstudents/forstudents/gsp/trainingmphilphd.aspx](http://www.rhul.ac.uk/pgrstudents/forstudents/gsp/trainingmphilphd.aspx)

Although further discussions on training may take place during the year during the supervisory meetings, at least once a year normally at the time of the annual review the student, together with the supervisor(s) and adviser, should review the training completed in the previous year and draw up a plan for the following year. The training plan is likely to include both generic research skills courses and training which is specific to the research project. The student should be fully engaged with the design of your training programme, as this is an important part of their personal development planning, and should be considering what will be of benefit to the student in both the short and long term.

Full details of the types of training which are available to students as well as training opportunities available at other institutions are detailed on the Generic Skills Programme webpage. This page also includes a guide to web registration, details on how to book, FAQs and a course catalogue.

[http://www.rhul.ac.uk/pgrstudents/forstudents/gsp/home.aspx](http://www.rhul.ac.uk/pgrstudents/forstudents/gsp/home.aspx)

The College’s Code Of Practice for the Academic Welfare Of Postgraduate Research Students

[http://www.rhul.ac.uk/forstudents/studying/academicregulations/home](http://www.rhul.ac.uk/forstudents/studying/academicregulations/home)

provides details of training requirements.

Research training not only benefits research, but also provides research students with important transferable skills. In addition to the college GSP programme, the Department of Mathematics and Information Security Group run an annual series of research training sessions. It is expected that research students attend as much of this programme as possible. The sessions vary from year to year, but generally cover topics such as:

- Accessing online resources;
- LaTeX skills workshops;
- Presenting research;
- Writing and reviewing scientific papers;
- Critical thinking.

The full programme will be made available on the departmental website. Any particular requests for training session that could be run by the department should be made to the DoGS.

It is also worth looking beyond Royal Holloway for relevant research training. External organisations, research councils and indeed other universities may offer suitable research training sessions.
The Research Student Training Log:

It is important that all received research training is documented. This can be done by maintaining the details in the Research Student Training Log, which is an electronic document that can be downloaded from the departmental website.

At the initial meeting with the supervisory team, the Research Student Training Log should be commenced by identifying research training needs for the coming year. A hard copy of the latest version of the Research Student Training Log should be reviewed at the Annual Review meeting and submitted to the Departmental Office.

PT: Part-time researchers should endeavour to participate in as many research training activities as they can. It is, however, acknowledged that coming to the Royal Holloway campus to attend many of the campus research training sessions can be difficult. Part-time research students should note the following:

- The College sometimes offers All-in-one Training Days where several research training sessions from the Generic Skills Programme are combined and run on the same day. These are often run exclusively for part-time research students.
- The College offers some research training sessions within the Moodle online environment, which can be followed without attending campus.
- Part-time research students may be able to engage in training activities at their workplace which are equivalent to some of the research training activities offered on campus (for example, with respect to presentation skills).

9 Academic writing skills

The College offers courses on academic writing, which can count towards your annual generic skills programme requirement. Royal Holloway International (RHI) offers additional support for research students whose first language is not English. These courses do not, however, count towards your training requirements. Details of these courses and additional support are available on the Generic Skills Programme webpage http://www.rhul.ac.uk/pgrstudents/forstudents/gsp/home.aspx

10 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is the Director of Graduate Studies. Inevitably, problems will sometimes arise that the DoGS is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability
support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the Student Support page: http://www.rhul.ac.uk/forstudents/home.aspx

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. You should contact the Departmental Educational Support Office (ESO) representative. You must also contact the ESO (Founders West 151; tel: +44 (0)1784 443966; email: educational-support@rhul.ac.uk) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the ESO Support, health and welfare page http://www.rhul.ac.uk/studentlife/supportthehealthandwelfare/eso.aspx

11 Plagiarism and other academic offences
The College takes the issue of plagiarism and other assessment offences very seriously. Details of what constitutes an assessment offence (eg. plagiarism, collusion, falsification) as well as the procedures to be followed for the investigation of an alleged assessment offence and possible outcomes, etc are outlined in the College’s Regulations on Assessment Offences http://www.rhul.ac.uk/Registry/academic_regulations/Examination_Assessment_Offences.html

12 Appeals procedures for students
If you wish to appeal against an academic decision, that is, the outcome of an upgrade or final (oral) examination, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received the result of your upgrade or final examination and your complaint must fall within the grounds for appeal to be considered. Details of the grounds on which you may appeal, the process to be followed to request an appeal pack, amongst others, can be found on the Academic Appeals website http://www.rhul.ac.uk/forstudents/studying/academicappeals/home.aspx or in Section 21 and 22 the Research Degree Regulations http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx

13 Complaints procedures for students
If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Supervisor(s), Advisor, Director of Graduate Studies or another member of staff in the Department as soon as possible. In the majority of cases complaints can be resolved through such an informal route. In those cases where the complaint cannot be resolved in this way, you may want to
submit a formal complaint. Full details of how to pursue complaints through both informal and formal routes are set out in the College’s **Complaints Procedures for Students**

14 Teaching experience and training

The Department of Mathematics and Information Security Group may sometimes be in a position to offer research students teaching opportunities. Research students who are employed in a lead teaching role are required to register for the College’s **inSTIL programme** (Programme in Skills of Teaching to Inspire Learning)

Those who are teaching as part of a team may choose to do this programme, but are not required to do so. Students must be teaching at the time they are participating in inSTIL, as teaching observations are an important part of the programme. The inSTIL programme is worth 15 M level credits and counts five days towards a student’s annual generic skills programme requirements. Further details about the programme can be obtained from the inSTIL Programme Director by emailing edc@rhul.ac.uk.

Those not teaching, but with an interest in teaching in higher education, are encouraged to attend the ‘Introduction to Teaching and Learning in Higher Education’ workshops held each year as part of the College’s **Generic Skills Programme**

For details of such opportunities, please discuss this in the first instance with your supervisor.

For details on how much teaching and other work is permitted during MPhil/PhD studies, students should read Section 8 of the College’s **Research Degree Regulations** and the Section on ‘Teaching and other paid work’ in the College’s **Code of Practice for the Academic Welfare of Postgraduate Research Students**
http://www.rhul.ac.uk/Registry/academic_regulations/Postgraduate_Research_Regulations.html and

15 Student Charter

We seek to bring all students into a close, harmonious relationship with the College and the wider community. We hope that all students will support us in achieving the goals set out in this Charter
http://www.rhul.ac.uk/aboutus/governancematters/studentcharter.aspx and will act as effective ambassadors for the College, while as students and later as alumni. It is not intended that this Charter should constitute a binding agreement; it is offered as a framework of aspirations, designed to be of benefit to all of us in ensuring that we deliver an excellent student experience.
experience.

Detailed information about our policies and regulations may be found here http://www.rhul.ac.uk/aboutus/governancematters/accessstoinformation/home.aspx and an array of helpful information about student life by clicking here http://www.rhul.ac.uk/studentlife/home.aspx.

16 Facilities

16.1 Computers
There are a total of 14 open access PC Labs available on campus which you can use, including 6 in the Computer Centre http://www.rhul.ac.uk/information-services/Computer-Centre/. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card. Details of these PC Labs, including access times and maps showing how to get to them are given in the leaflet “Where are the PC Labs and when can I use them?” http://www.rhul.ac.uk/restricted/information-services/computer-centre/facilities-and-services/pclabs/index.html.

16.2 Graduate Spaces
Royal Holloway offers a number of areas specifically for postgraduates. http://www.rhul.ac.uk/pgrstudents/forstudents/home.aspx. Below is a list of these spaces together with a brief description of what they offer.

International Building Common Room, room IN030 (below Café Jules)
This room is conveniently placed on campus and within easy reach of most academic buildings and the Students’ Union. IN030 offers good computer facilities with 17 PCs, a DVD/CD ROM burner and scanning/printing facilities. There are also some easy chairs. The room is available for use 24 hours a day with a card-swipe/code system for out-of-hour access (code provided by the Computer Centre). Please be aware that some sessions of the Generic Skills Programme may be running in IN030 (dates are advertised).

Founders Common Room, Founders East, second floor, room FE241
Code to enter can be obtained at the Security desk, Founders reception, by showing the College Card (as a way of proving to be a PG student). The Common Room has tables, chairs and sofas. There is also one computer and printer and wireless internet access. The kitchen area includes a fridge, microwave, kettle and toaster with shared cutlery.

Arts Building, second floor, room AS17
15 online PCs DVD/CD ROM with burner Scanning/printing facilities. The room is open to all students (PG and UG) during normal office hours and to Postgraduates and Staff between 7pm and 7am (please obtain code from the Computer Centre).
Highfield Common Room
The room is for those living in postgraduate accommodation on the Highfield site. It can be booked through the warden of the North A30 properties. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

16.3 Libraries
All Royal Holloway research students have access to the unrivalled library facilities of the University of London. These include:

ROYAL HOLLOWAY Libraries http://www.rhul.ac.uk/library/home.aspx
Royal Holloway’s campus is well equipped with facilities that support teaching, learning and research across the College. As well as department specific facilities, which include industry standard studios and editing facilities for Media students and an MRI scanner in the Department of Psychology, the College provides a range of library and IT facilities http://www.rhul.ac.uk/studyhere/libraryresourcesandit/home.aspx which are available to all students.

SENATE HOUSE LIBRARY, Malet Street, London, WC1E 7HU. Tel: 020 7862 8461; http://www.ull.ac.uk. This is the central library of the University of London. Up to 12 books can be borrowed. To be issued with a library ticket http://www.ull.ac.uk/library/uol.shtml you will need to take your Royal Holloway ID card to the Membership Desk on the 4th floor.

THE BRITISH LIBRARY, 96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; http://www.bl.uk. Because it is the national collection, the British Library possesses copies of all books published in the UK and Ireland, and many from other countries too. It also has an impressive collection of medieval and modern manuscripts. Books must be ordered at least an hour in advance and cannot be borrowed. A Reader Pass http://www.bl.uk/reshelp/inrooms/stp/register/howreg/howtoregister.html will be issued subject to your need to see specific items in the collections. Other libraries or sources may be more appropriate to your research and British Library staff will advise you accordingly.

16.4 Inter-Library Loan (ILL)
http://www.rhul.ac.uk/library/usingourlibraries/interlibraryloans.aspx
Inter-library loans (ILL) are used to acquire items for study and research purposes that we do not hold in our collections. They are available to all students and staff, though undergraduates should have their tutor’s authorization to submit an inter-library loan.

16.5 Careers information
The College has a careers advisory service, housed in the Horton Building, which is open to any student during normal College hours. http://www.rhul.ac.uk/careers/home.aspx
16.6 Non-academic policies
Please see the Codes and Regulations webpage
http://www.rhul.ac.uk/forstudents/regulations/home.aspx which
includes information on non-academic policies, regulations, and codes
of practice as well as the Student Charter.
http://www.rhul.ac.uk/aboutus/governancematters/studentcharter.aspx

17 Health and Safety Information

17.1 Code of practice on harassment for students
This can be found on the student home pages under codes and
regulations
http://www.rhul.ac.uk/forstudents/documents/pdf/codesandregulations/
studentharassment.pdf

17.2 Lone working policy and procedures
The College has a ‘Lone Working Policy and Procedure’ that can be
found on the Health and Safety Web pages
http://www.rhul.ac.uk/health-and-safety/policies-and-procedures.html
Lone working is defined as working during either normal working hours at
an isolated location within the normal workplace or when working
outside of normal hours.

Any health and safety concerns should be brought to the attention of
the Departmental Health and Safety Co-ordinator or the College Health
and Safety Office.

It is likely that most activities will take place on College premises.
However, the principles contained in the above section will apply to
students undertaking duties off campus.

18 Equal Opportunities Statement and College Codes of Practice

18.1 Equal opportunities statement

The University of London was established to provide education on the
basis of merit above and without regard to race, creed or political belief
and was the first university in the United Kingdom to admit women to its
degrees.

Royal Holloway, University of London (hereafter ‘the College’) is proud to
continue this tradition, and to commit itself to equality of opportunity in
employment, admissions and in its teaching, learning and research
activities.
The College is committed to ensure that:

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

18.2 College codes of practice

Postgraduate research students pursue independent research in academic departments, leading to the award of the degree of MPhil or PhD. Successful progress depends primarily on their own efforts, supported by those of their supervisors, but also on the research environment in the department and on the quality of their research training. The College’s Code of Practice for the Academic Welfare of Postgraduate Research Students: [http://www.rhul.ac.uk/Registry/academic_regulations/PGR_Code_of_Practice.html](http://www.rhul.ac.uk/Registry/academic_regulations/PGR_Code_of_Practice.html) sets out the practices and procedures which underpin these efforts and outlines, amongst others, the responsibilities of student, supervisor, advisor and the student’s department(s).

As a research student of the College you should therefore ensure that you familiarize yourself with the content of the Code as well as with the College’s Research Degree Regulations: [http://www.rhul.ac.uk/Registry/academic_regulations/Postgraduate_Research_Regulations.html](http://www.rhul.ac.uk/Registry/academic_regulations/Postgraduate_Research_Regulations.html) which set out the regulations governing all aspects of MPhil/ PhD study from admission to completion. A range of useful information is also available through the College’s Postgraduate Research Students page: [http://www.rhul.ac.uk/pgrstudents/home.aspx](http://www.rhul.ac.uk/pgrstudents/home.aspx)