Disclaimer

This document was published in September 2017 and was correct at that time. The Department* 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.

* Please note, the term ‘Department’ may be used to refer to both a ‘Department’, ‘Centre’ or ‘School’.

An electronic copy of this handbook can be found on your departmental website (https://www.royalholloway.ac.uk/computerscience/home.aspx) where it will be possible to follow the hyperlinks to relevant webpages.
Contents

KEY INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS .............................................. 5

INITIAL REGISTRATION AND PERIOD OF REGISTRATION ..................................................................... 5

1 INTRODUCTION TO THE COLLEGE AND YOUR DEPARTMENT .................................................. 7

1.1 WELCOME TO ROYAL HOLLOWAY .................................................................................. 7
1.2 WELCOME TO THE DEPARTMENT OF COMPUTER SCIENCE ........................................... 7
1.3 YOUR REGISTRATION STATUS ......................................................................................... 7
1.4 HOW TO FIND US: THE DEPARTMENT ............................................................................ 8
1.4.1 Map of the Egham campus ....................................................................................... 8
1.4.2 How to find us: the departmental office, staff and contact details ................................ 8
1.5 FULL LIST OF DEPARTMENT STAFF ............................................................................ 8
1.5.1 Departmental roles ...................................................................................................... 9
1.5.2 Staff research interests ............................................................................................... 9
1.6 THE DEPARTMENT: PRACTICAL INFORMATION .............................................................. 10
1.6.1 Office facilities ........................................................................................................... 10
1.6.2 Computers .................................................................................................................. 10
1.6.3 The Departmental Computer Policy .......................................................................... 11
1.6.4 Departmental website ............................................................................................... 11

2 POSTGRADUATE MANAGEMENT .......................................................................................... 11

2.1 SUPERVISION .................................................................................................................. 11
2.1.1 Supervisors ................................................................................................................ 11
2.1.2 Advisor ...................................................................................................................... 11
2.2 COMMUNICATION AND STUDENT FEEDBACK .............................................................. 12
2.2.1 Postgraduate Student Staff Committee ..................................................................... 12
2.2.2 Postgraduate Research Experience Survey ............................................................. 12
2.3 EMAIL ................................................................................................................................. 12
2.4 POST ................................................................................................................................ 13
2.4.1 Telephone and postal address ................................................................................. 14
2.5 WITHDRAWAL OF VISA ............................................................................................... 14

3 MSC IN COMPUTER SCIENCE BY RESEARCH .................................................................. 14

4 CALENDAR FOR PhD STUDENTS ..................................................................................... 15

5 ANNUAL REVIEW AND UPGRADE ................................................................................... 16

6 RESEARCH DEGREE STUDENT DEADLINES, EXTENUATING CIRCUMSTANCES AND INTERRUPTIONS ........................................................................................................ 17

6.1 DEADLINES AND EXTENUATING CIRCUMSTANCES ....................................................... 17
6.2 INTERRUPTING YOUR STUDIES ....................................................................................... 18
6.2.1 Intermittions for students who are sponsored by the College on a Tier 4 visa ........... 18
6.2.2 Intermittions for students funded by a Research Council or College Scholarship ...... 19
6.2.3 Your thesis deadline and status during an interruption of studies ......................... 19

7 SUBMISSION OF YOUR THESIS AND THE VIVA EXAMINATION .............................................. 19

7.1 EXAMINATION ENTRY AND SUBMISSION OF THE THESIS .......................................... 19
7.1.1 Requirements of the Thesis ....................................................................................... 19
7.1.2 Submitting the thesis for examination ..................................................................... 20
7.1.3 Electronic submission of the final PhD thesis ......................................................... 20
7.2 RANDOM SUBMISSION OF THESSES TO TURNITIN .................................................... 20
7.3 PREPARATION FOR THE FINAL EXAMINATION .......................................................... 20
7.4 SPECIAL ARRANGEMENTS FOR THE ANNUAL REVIEW, UPGRADE OR VIVA .......... 21

8 RESEARCH SKILLS AND TRAINING .................................................................................. 21

8.1 TRAINING REQUIREMENTS ............................................................................................. 21

3 | Page
KEY INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS

This Handbook deals with aspects of postgraduate study that specifically relate to research in the Department of Computer Science. Please read it in conjunction with the following College documents:

- **The Code of Practice for Research Degree Students and Supervisors** sets out good practice alongside additional information on policies and procedures that support the standards and expectations of the College. The Code is available via the Academic Quality and Policy Office (AQPO) webpage https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

- **The Research Degree Regulations** set out the various standards that shape the regulatory framework of your research degree with the College. This includes a variety of essential information, ranging from admissions to academic progression and examination. The Regulations are available from AQPO via https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

- **The Doctoral School** offers a range of information and advice to research degree students on subjects such as fees and funding or changes to your registration status. The Doctoral School website is a key repository for this information and will provide you with easy access to a variety of documentation and guidance that you may need during your studies https://www.royalholloway.ac.uk/iquad/doctoralschool/homepage.aspx.

**Initial Registration and Period of Registration**

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 successfully upgrade to a PhD within the first 24 months of full-time study or the first 48 months of part-time study.

Section 2 of the College’s Research Degree Regulations stipulates the maximum periods of registration permissible for MPhil and PhD study:

“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 16(8) or 17(7) 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 six 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 eight 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.

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

[https://www.royalholloway.ac.uk/ecampus/academicsupport/changestopersonalstudydetails.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/changestopersonalstudydetails.aspx)
1 Introduction to the College and your Department

1.1 Welcome to Royal Holloway

Welcome to Royal Holloway! Royal Holloway, University of London (hereafter the College) is one of the UK’s leading research-intensive universities, with twenty-one academic departments spanning the arts and humanities, sciences, social sciences, management and economics.

The College was ranked 197th in the world and 31st overall in the UK in the Times Higher Education (THE) World University Rankings 2017/18. Sitting within the top 25 per cent of universities in the UK for research rated ‘world-leading’ or ‘internationally excellent’ by the Research Excellence Framework (REF) 2014, the College was also ranked in the top one per cent of 16,000 higher education institutions across the globe, in the 25th edition of The World List of Universities and Other Institutions. The College combines world-class research with a truly global perspective while at the same time offering a campus and community with an intimate human scale. As a student studying toward a research degree with the College, you will have the opportunity to learn from internationally renowned academics and researchers.

During the course of your time with the College, you will pursue independent research in your academic department. The College offers a number of research degree programmes, including Master of Arts by Research, Master of Science by Research, Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Clinical Psychology (DClinPsy), Doctorate in Professional Studies (DPS) and Doctorate in Medicine (MD). Your successful progress will depend primarily on your own efforts, supported by your supervisors, but also by the research environment in your department and the quality of the research training you receive.

1.2 Welcome to the Department of Computer Science

Welcome to the Department of Computer Science. This Handbook is for research students enrolled for MPhil/PhD. It is designed to welcome you to the Department, which we hope you will find to be a friendly, informal and active environment of mutual co-operation. We operate an open door policy in which students are encouraged to see their Supervisors and advisers as and when they wish. In this handbook you will find some practical information and some guidelines as to what is expected of you as a research student in the Department. Further information is available on the Department website at

http://www.rhul.ac.uk/computerscience/informationforcurrentstudents/home.aspx

You can also obtain information from the Director of Graduate Studies, Professor Kostas Stathis, who has overall responsibility for the PhD and MSc by Research programmes, and you should contact him if you have any queries.

1.3 Your registration status

Your registration status as a research degree student may change through the course of your studies with the College. For example, students who wish to study toward registration on a PhD are
You should consult the Research Degree Regulations, in the first instance, for further information on the College’s criteria for changes to registration status. The Regulations also contain important information on the timeframes within which the College expects students to complete the upgrade from MPhil to PhD as well as the required timeframe for completion of the degree itself.

1.4 How to find us: the Department

The Department of Computer Science is located in the McCrea Building, on the Lower Ground Floor, with some offices on the first floor. The McCrea Building can be found on the College campus map as building 17.

1.4.1 Map of the Egham campus

This can be found at


Please note that student parking is very limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and a suitable form of photographic ID before a permit will be issued.

1.4.2 How to find us: the departmental office, staff and contact details

The office is located in room 119 on the lower ground floor of the McCrea Building. The departmental telephone number is 01784 44 3421.

Professor Kostas Stathis is the Department’s Director of Graduate Studies, who oversees the PhD and MSc programmes, and is the first point of contact for any matters that cannot be addressed by the Supervisor. The Head of Department, Professor José Fiadeiro, is another point of contact. Administrative support is provided by Jo Hible, Department Manager and Sharon Thomas, Postgraduate Administrator. Technical and Systems Support is provided by the CIM Manager, Narinderpal Sehra, and Adrian Thomas.

1.5 Full list of Department staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>email</th>
<th>room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of Department:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor José Fiadeiro</td>
<td>01784 443430</td>
<td>jose.fiadeiro</td>
<td>118</td>
</tr>
<tr>
<td><strong>Academic Staff:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Nuno Barreiro</td>
<td>01784 276636</td>
<td>nuno.barreiro</td>
<td>104A</td>
</tr>
<tr>
<td>Dr Sara Bernardini</td>
<td>01784 276792</td>
<td>sara.bernardini</td>
<td>126A</td>
</tr>
<tr>
<td>Professor Gregory Chockler</td>
<td>01784 443690</td>
<td>gregory.chockler</td>
<td>107</td>
</tr>
<tr>
<td>Professor Dave Cohen</td>
<td>01784 443692</td>
<td>d.cohen</td>
<td>114</td>
</tr>
<tr>
<td>Professor Alex Gammerman</td>
<td>01784 443434</td>
<td>a.gammerman</td>
<td>121</td>
</tr>
</tbody>
</table>
Support Staff:

Systems Team:
Mr Narinderpal Sehra 01784 443111 narinderpal.sehra 355B
Mr Adrian Thomas 01784 443428 a.thomas 356C
Mr Francesco Fildani 01784 443315 francesco.fildani 357

Administrative team:
Ms Jo Hible 01784 443230 jo.hible 119
Mrs Elaine Marshall 01784 443421 elaine.marshall 119
Mrs Sharon Thomas 01784 443432 sharon.thomas 119
Miss Shirley Lunn 01784 444229 shirley.lunn 119
Mrs Janet Hales 01784 444357 j.hales 119

1.5.1  Departmental roles

Head of Department  Professor José Fiadeiro
Department Manager  Ms Jo Hible
CIM Manager  Mr Narinderpal Sehra
Health and Safety Coordinator  Mr Adrian Thomas
Director of Postgraduate Studies  Professor Kostas Stathis
Postgraduate Administrator  Mrs Sharon Thomas
Director of Pastoral Care  Professor Chris Watkins
Director of Research  Professor Adrian Johnstone
Director of Outreach Activities  Mr Nuno Barreiro
Library Liaison  Professor Chris Watkins

1.5.2  Staff research interests

A list of academic members of staff and their research interests appears in Section 16.
1.6 The Department: practical information

1.6.1 Office facilities

The Department provides a number of shared research laboratories (rooms 106, 109, 112) for research students. You are allocated an individual desk in one of these offices with a computer connected to the Computer Science server, together with filing cabinet and bookshelf space. You have 24 hour access to your lab via your College card.

These rooms are fitted with a security alarm - please remember the security arrangements.

The Journals Room (115) and kitchen are available as a common room.

You also have access to general office facilities, including printing, phone, fax, photocopying, post and stationery. These resources are provided for your postgraduate study. If you wish to use any of these for private purposes, please discuss your requirements with the Department Manager, Ms Jo Hible.

One of the noticeboards in the Department is devoted to general interest information for postgraduates, such as academic conferences, details of College and EPSRC Postgraduate Training Workshops, Summer Schools, and so on.

At the end of your studies, you will be expected to vacate your desk, normally within four weeks of submitting your thesis. Your computer account and the use of a terminal will be made available to you whenever you need it up to the time of your viva, and afterwards if you have corrections to make to your thesis.

1.6.2 Computers

The Department's main computer systems are Linux based servers. These can be accessed remotely from any computer lab on campus, or indeed from any computer in the world with an internet connection.

You will be provided with a college email address, which you are expected to check regularly. The Department (and the College) will normally use email to contact you.

In addition the College IT Service Desk https://www.royalholloway.ac.uk/it/home.aspx provides general computing facilities to all students in the college, including a number of open access PC labs and network access for student laptops. There are a total of fourteen open access PC Labs available on campus which you can use, including six in the 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 can be found under the descriptions https://www.royalholloway.ac.uk/it/home.aspx.

The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft 365, NVivo and SPSS. For more information visit their website at https://www.royalholloway.ac.uk/it/studentpurchasing.aspx.

The use of College and departmental computing facilities is governed by College Regulations and Departmental Policy.
You should read the College Regulations on the Use of Computer Facilities:

https://www.royalholloway.ac.uk/it/tos/regulations.aspx

1.6.3 The Departmental Computer Policy

Priority in the use of terminals will always be given to those wishing to do academic work, rather than those using them for recreational purposes. Attempts at unauthorised access to any part of the departmental computer system, or the use of that system to attempt unauthorised access to College or external computer systems, will be treated as a serious disciplinary matter. Offenders may be reported to the police under the Computer Misuse Act 1990; the maximum penalty under this Act is six months imprisonment and an unlimited fine. Disciplinary action will be taken against any student storing or transmitting offensive material on the departmental computer system, including sexist, racist or pornographic text or pictures. The Technical Support Staff may deny access to any person suspected of misusing the system in any way. Students must not reveal their password to anyone. Use of the departmental System by students from outside the Computer Science Department must be authorised by the Head of Department. The Technical Support Staff regularly monitor the use of the departmental System, and records of a student’s usage may be used in assessing their academic progress.

1.6.4 Departmental website

Research students are expected to create their own home pages on the departmental web site and to add their details, list their publications etc on their individual web page in Pure, which is the College’s research database website, at

http://pure.rhul.ac.uk/portal/en/persons/search.html?current=true

2 Postgraduate Management

2.1 Supervision

Every PhD and MSc by Research student has one or two Supervisors and an Advisor.

2.1.1 Supervisors

On entry to the Department, each research student is allocated one or two Supervisors who are academic members of the Department. The Supervisors direct the research project and look after the student on a regular basis. They bear the major responsibility for advising the student on the conduct and progress of his or her work, for overseeing progress, and for providing support throughout the PhD/MSc. The responsibilities of the Supervisors are given in detail in the Code of Practice for the Academic Welfare of Postgraduate Research Students. A record of supervisor/student meetings is kept, including date of meeting and issues raised. In the case of Overseas students, this information may be reported to the UK Borders Agency.

2.1.2 Advisor

Each PhD and MSc student is also allocated an Advisor, an academic member of the Department working in an area more distant from the research project, who may be consulted on general matters if and when the need arises. The Advisor takes a more pastoral role and is not normally involved in
supervising the PhD/MSc. The Advisor participates in the student’s annual review and other progression meetings.

The Advisor is appointed early in the student's research programme (Advisors are nominated at the first meeting of the Postgraduate Management Committee, normally in October).

2.2 Communication and Student Feedback

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:

- by talking to your Supervisor(s), and perhaps by following up your discussion with a letter or e-mail, so that your comments can be forwarded if appropriate.
- 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.
- through the Department Postgraduate Student-Staff Committee (see below)
- in the on-line survey (see below) that you will be asked to complete as part of the Annual Review process (see also the Section on Annual Review and upgrade).
- through the Students’ Union if your concerns or ideas relate to the College rather than to the Department.

2.2.1 Postgraduate Student-Staff Committee

This provides the formal mechanism for communication, feedback, and discussion between research students and staff in the Department. The Committee meets three times a year. It includes three PhD representatives (first year, second year, and third-year-and-beyond), one MSc by Research representative, the Director of Graduate Studies, and one other member of academic staff. The student representatives are elected near the beginning of each academic year and their names will be listed on the postgraduate section of the departmental website. The student representatives can raise any problems or concerns affecting research students as a whole. The Committee reports to the Postgraduate Management Committee which reports to the departmental Board.

2.2.2 Postgraduate Research Experience Survey

In May/June every other year students are asked to complete a short on-line questionnaire, which gives them the opportunity to comment on their experiences over the past year. The objective is to pick up any problems that may have occurred with a view to rectifying the situation in the future. Students’ evaluations are carefully analysed by the Director of Graduate Studies and the Head of Department and are seen as vital in maintaining high teaching and research standards. These questionnaires are used in the Annual Monitoring process, which reports to the College. Student cooperation in completing the questionnaires is much valued.

2.3 Email

The College provides an email address for you free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessible, both on and off campus, via the Student Portal https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin (Campus Connect) or direct via Outlook.com http://outlook.com/. It is essential to note that this
Email account will be used for all routine correspondence and news from the College and its departments and services. Your College email will very likely also be used for urgent communication, including correspondence from your supervisors, or to give or confirm instructions or information related to teaching so it is vital that you check your emails regularly.

In the event that you would prefer to use a commercial email service you are able to connect your College email account so that it automatically forwards any messages you receive. You can find detailed instructions on how to forward mail by visiting http://help.outlook.com/ and searching for ‘forwarding’. In the event that you experience any problems, please contact the IT Service Desk.

Email to this address will be used routinely for all communication with students. Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important 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 Computer Science Department 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. When you delete a forwarded message from, say, Hotmail, it will not be deleted from the RHUL account. You must log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages.

If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

2.4 Post

All post addressed to you in your Department will be delivered to student pigeonholes (alphabetical by surname) in the post room (McCrea 122). At the end of each term student pigeonholes are cleared of accumulated mail, so please try to ensure you check it at regular intervals. Please also note, Registry, among other professional services within the College, will often send correspondence by internal post and your Supervisor(s) may also return work to you via the pigeonholes.
2.4.1 Telephone and postal address

It is imperative that the College has the most up-to-date contact details for you. As such, please ensure that you update your telephone number (mobile and landline) and postal address (term-time and forwarding) as quickly as possible when they are changed via the Student Portal (Campus Connect) [https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin](https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin).

Please note, it is the policy of the College that staff are not permitted to disclose or share your information, including your contact details, with anybody else (including parents, relatives or fellow students) without your prior written permission to release this information. For further information please refer to the Information Compliance webpage via [https://www.royalholloway.ac.uk/aboutus/governancematters/accesstoinformation/home.aspx](https://www.royalholloway.ac.uk/aboutus/governancematters/accesstoinformation/home.aspx).

2.5 Withdrawal of visa

If you are in receipt of a Tier-4 (General) Student Visa sponsored by Royal Holloway, it is a requirement of your Visa that you attend classes and complete assessments. This is also a requirement of the College's academic regulations.

The College has a legal responsibility to report any student admitted to the College on a student visa who does not appear to be meeting the attendance requirements to UK Visas and Immigration (UKVI). Therefore, if you fail to meet UKVI visa requirements and/ or fail to respond to informal and formal warnings from the College in this regard you could have your sponsorship withdrawn, your Visa cancelled and your registration with the College terminated. The termination of registration due to a breach in Visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

Further information on visa and immigration information for current students is available from Student Services via [https://www.royalholloway.ac.uk/ecampus/studentservicescentre/visas/home.aspx](https://www.royalholloway.ac.uk/ecampus/studentservicescentre/visas/home.aspx).

3 MSc in Computer Science by Research

See separate handbook which can be found [here](https://www.royalholloway.ac.uk/ecampus/studentservicescentre/visas/home.aspx).
4 Calendar for PhD students

This calendar gives an outline of the expected commitments full-time students will have over the year. The dates below are based on the usual starting date, which is the end of September. If your start date is at a different time of year you need to work out the number of months and amend the dates accordingly.

Part-time students are not expected to meet all these commitments every year, and should discuss with their Supervisor the participation appropriate to their part-time attendance.

These activities are in addition to the research that you are pursuing for your PhD. An overall awareness of all your commitments will enable you to plan your time effectively.

**Weekly**

- Tuesday 3pm: Department Research Seminar
- Teaching commitments (October–March)
- Training activities (all year)
- Meetings with Supervisors (frequency to be agreed with your Supervisor)

**Annually**

**Year 1:**
- January: First Term report and informal review
- May: First Annual Review (report required)
- May/June: Postgraduate Colloquium Day

**Year 2:**
- May: Second Annual Review (report required) and assessment for Upgrade
- Between October and May: Give a Departmental Seminar and/or Cakes Talk
- May/June: Postgraduate Colloquium Day
- September: Deadline for successful Upgrade to PhD

**Year 3:**
- May: Third Annual Review (report required)
- Between October and May: Give a Departmental Seminar and/or Cakes Talk
- May/June: Postgraduate Colloquium Day

**Year 4 Writing up (continuation):**
- By May: submit examination entry form
- end of September: Deadline for submission of PhD thesis

**Other:**
- Researcher Development Plan
- College Teaching Programme (InSTIL)
- External training courses
- EPSRC Graduate School Programme (3-4 day courses)
- Attend conferences/workshops
5 Annual review and upgrade

Please familiarise yourself with the College Research Degree Regulations on registration, enrolment and submission (see the key information on page 5) which specify the timing of the annual review and upgrade process.

Although you will meet regularly with your supervisor during the academic year, your academic progress is formally reviewed at least once every 12 months, unless you have interrupted your studies, in which case the review will take place not more than two months after you have formally resumed your studies.

Annual reviews, and upgrades for students registered for an MPhil/PhD, are conducted in a face-to-face meeting between you and a panel. As a minimum, your annual review will be conducted with at least one member of your supervisory team present plus one member of staff who is completely independent of your supervisory team. Where you are undertaking a review for the purpose of upgrading your degree to PhD, your panel will include a minimum of three members, with at least one member of your supervisory team and one member of staff who is completely independent of your supervisory team in attendance. A member of your panel may be present via video conferencing, with your prior agreement, in cases where there are extenuating circumstances that mean they are unable to be present in person.

At the end of your annual review/upgrade meeting your panel will fill in a Research Degree Student Review - Annual Review Form or Research Degree Student Review - Upgrade Form. This will detail the outcome of your review/upgrade and will provide you with an opportunity to add your own comments. Further information on annual reviews and upgrades along with the relevant forms is available online via http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/upgrades.aspx.

The student will receive a copy of the form. All the reports and review forms are kept on file in the departmental office (together with the student’s summary report and training log).

It is important to remember that the upgrade from MPhil to PhD is not an automatic right. In the majority of cases the panel will indicate that they are satisfied with a student’s progress. In some cases, however, the panel may feel that the work presented does not meet the required standard for doctoral research. In such cases, the panel will likely decide not to permit the student to upgrade.

The review process in the Department is as follows:

Three-month report: In the first year the student writes a report on his/her first three months (usually October - December) describing the training received to date and plans for the remainder of the academic year. The report is short: (one or two pages of A4); and is signed by the Supervisor and the Advisor. These reports are received by the Postgraduate Management Committee in January, and discussed.

Research Colloquium: Every year from the first year the student will give a talk at the Annual Postgraduate Research Colloquium in the Department. This takes place in May or June each year.

First Annual Review/Viva: This should normally take place within the first eight months of study. The student writes a report (normally of approximately 3000–5000 words) describing the work carried out
so far and assessing how far the objectives set after three months have been met. It also contains the plan for the second year. The student’s training log must also be submitted.

Second Annual Review/Viva: This must take place within twenty months of starting study i.e. normally by May in the second year of study for full-time students (within 40 months for part-time students). The student is required to write a more substantial technical report with bibliography, which will form the basis of a case for upgrade from MPhil to PhD status. By this stage students are expected to have done a substantial amount of research towards their PhD, and to have a draft table of contents of the PhD with a clear idea of what remains to be done. The student should also have completed a substantial part of the agreed research and skills training programme and given a technical talk within the Department.

Upgrade from MPhil to PhD status: Students are normally considered for upgrade from MPhil to PhD status at the Second Annual Review and Report, according to the timescale above. The student is recommended either to be upgraded from MPhil to PhD or to remain registered for the MPhil. In the event that your first attempt to upgrade from MPhil to PhD is unsuccessful, your panel may permit you to have a second and final attempt which must take place within twenty-four months of full-time study or forty-eight months of part-time study. These periods are defined in line with the College’s Research Degree Regulations available online via http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

Third-year (and later) students: By the end of May in the third year, the student submits a two-page summary of work done in the past year, a statement of what remains to be completed and the time required for each unfinished activity. This Annual Review and viva are held in June and the Supervisor again completes a report on the student’s progress. If the student has not submitted a thesis by the end of the third year then he/she should have produced a substantial draft.

Writing Up (Continuation) year. The Regulations require students to submit their final thesis by the end of the fourth (i.e. Writing Up) year of study (for part-time students, by the end of the seventh year of study). One year only is allowed for Writing Up, for both full-time and part-time students, who pay the same fee for the Writing Up year.

Part-time students: The timescale for progression for part-time students is pro-rata with respect to the full-time equivalent. Their initial report is to be completed within twelve months. The student still submits a 3000-5000 word report every year, and has a Review and viva every year.

6 Research Degree Student Deadlines, Extenuating Circumstances and Interruptions

6.1 Deadlines and Extenuating Circumstances

If you want the annual review or upgrade Panel to be made aware of extenuating circumstances that have affected your study you should submit your statement and supporting evidence to the Panel Chair within the deadline set by the department/school for the submission of material for the upgrade or review.

In the case of circumstances relating only to your performance at an upgrade or review meeting or the oral examination (viva), you should inform the panel members or examiners of the
circumstances prior to the meeting or oral examination and submit the statement and supporting evidence within **seven days** to your department in the case of upgrade/review meetings and Student Administration (researchdegrees@rhul.ac.uk) in the case of an oral examination. You must submit the request in writing and ensure it is accompanied by appropriate supporting evidence, in line with the *Instructions to Candidates* available online via [https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx).

6.2 Interrupting your studies

The College's *Research Degree Regulations* permit you to interrupt your studies for up to twenty-four months (whether consecutively or otherwise) on financial, medical or personal grounds on the recommendation of your supervisor and Director of Graduate Studies. Any period of interruption will only normally be permitted on exceptional grounds and must be approved by the College Board of Examiners Executive Committee (CBEEC). Students are also entitled to request an interruption of studies for reasons of maternity, paternity or adoption leave.

In the first instance, please contact your department to discuss your interruption of studies. A request for interruption of studies must be submitted online on your behalf by your department using the required form via [https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/forms/pgrwaiver.aspx](https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/forms/pgrwaiver.aspx).

**It is essential that adequate supporting evidence is submitted with the request.** For further information on supporting evidence, please refer to Appendix B of the College’s guidance notes available online via [https://www.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf](https://www.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf). If you are still uncertain what evidence is suitable, please contact researchdegrees@royalholloway.ac.uk for advice. Where applications are submitted that lack adequate supporting evidence, it is very likely that they will be denied or subject to significant delays. The request will be sent to the Vice-Principal (Education) for consideration on behalf of the CBEEC and you will be informed whether the request has been approved or not.

It is essential that you contact your supervisor or department at the very earliest possibility, should you find that you require a period of interruption to your studies. Please note, a back-dated (or retrospective) interruption will only be considered on the most exceptional grounds and in cases where the interruption sought is for a very limited period.

6.2.1 Interruptions for students who are sponsored by the College on a Tier 4 visa

If you interrupt your studies and you are in receipt of a **Tier 4 Student Visa** sponsored by Royal Holloway, the College will withdraw its sponsorship for the duration of your interruption and you are obliged by the **Home Office** to leave the UK for this period. Before you return from interruption, you will need to apply for a new visa. For further information on this process please refer to the Student Services webpage at [https://www.royalholloway.ac.uk/ecampus/studentservicescentre/visas/home.aspx](https://www.royalholloway.ac.uk/ecampus/studentservicescentre/visas/home.aspx).

In exceptional circumstances, and if your interruption is for a period less than sixty days, you may be permitted to remain in the UK during the period of interruption. To discuss the possibility of this ‘**authorised absence**’, please contact student-administration@royalholloway.ac.uk.
6.2.2 Interruptions for students funded by a Research Council or College Scholarship

It is essential that, prior to requesting the interruption, you check with your funding body whether the conditions of your scholarship permit you to interrupt your studies. For advice about this, please contact scholarshipadministration@royalholloway.ac.uk.

If you are funded by a Research Council and would like to request maternity leave or short term (up to 13 weeks) sick leave, please click refer to the Doctoral School webpage for further information https://www.royalholloway.ac.uk/doctoral-school/home.aspx.

6.2.3 Your thesis deadline and status during an interruption of studies

If your interruption request is approved, your period of interruption will be added on to your thesis submission deadline (e.g. a student with a 22 September 2018 deadline who interrupts for 6 months would now have a new submission deadline of 22 March 2019). Please note, exceptions do apply where you are funded by a Research Council as below:

- Although the thesis submission deadline set by the College may be extended, it may not be extended by your Research Council. In such cases, the Research Council deadline takes precedence. If you have queries regarding this, please contact scholarshipadministration@royalholloway.ac.uk.
- If you have requested up to 13 weeks sick leave, your thesis submission deadline will not be affected by this period of leave.

During the course of your interruption of studies you remain a registered student with the College and are subject to College Regulations. Unless you are interrupting your studies on the grounds of maternity, paternity or adoption, or in exceptional circumstances relating to mental health conditions, you do not have the right to use College facilities or receive supervision during the period of interruption, other than occasional access to your supervisor by arrangement.

7 Submission of your thesis and the viva examination

7.1 Examination entry and submission of the thesis

As the thesis is nearing completion you will need to submit a formal entry to the final examination to the Student Administration 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 Examinations webpage for Research Degree students.

7.1.1 Requirements of the Thesis

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 – see http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

The requirements include the following:
1. A thesis for the PhD degree "must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown by the discovery of new facts and/or by the exercise of independent critical power". A full bibliography and references will be required. The upper word limit is 100,000 (excluding bibliography and appendices).

2. A thesis for the MPhil degree must be "either a record of original work or an ordered and critical exposition of existing knowledge" in any field. There should be "evidence that the field has been surveyed thoroughly". A full bibliography and references will be required. The upper word limit is 60,000 (excluding bibliography and appendices).

7.1.2 Submitting the thesis for examination

Detailed guidance on the required format for both electronic and bound copies of final theses is available in the ‘Instructions on Submission, Format and Binding of Theses for Research Degrees’:

https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx

Students are responsible for organising the binding and submission of their thesis for examination. Instructions for what is required are included with the exam entry form. For the initial (pre-viva) submission two bound copies of the thesis must be submitted to the Research Degrees Office and this can be done via the Student Services Centre or by post (three copies if there is an Independent Chair). Students should bring their own copy to the viva.

7.1.3 Electronic submission of the final PhD thesis

In order for your research degree to be awarded, an electronic version of your PhD thesis needs to be submitted to the College’s research information system, Pure. The College strongly recommends that you check the details of these requirements well in advance of submission as they contain important information on copyright and Open Access

https://www.royalholloway.ac.uk/research/puresupport/ethesis/ethesis.aspx

7.2 Random submission of theses to Turnitin

To help deter plagiarism, it is College policy to select a random sample of final research degree theses for submission to the plagiarism detection software, Turnitin, before the examination process is initiated. Exemptions are in place for theses covered by commercial confidentiality agreements. Turnitin reports are reviewed by the Director of Graduate Studies in your department. Should concerns be raised you will be notified by the department.

7.3 Preparation for the final examination

The College offers viva training for research student’s final examination, with sessions run for students in Arts and Social Sciences, Science and Management, Economics, and Law. Further information on these courses is available via https://www.royalholloway.ac.uk/doctoral-school/researcher-development/educational-development/course-information.aspx This training is compulsory for research degree students.
7.4 Special arrangements for the annual review, upgrade or viva

If you have a disability, specific learning difficulty or impairment and wish to ask for reasonable adjustments to be made to the conduct of the final examination (viva) you should consult Section 16, paragraph 10 of the Research Degree Regulations

https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/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 Research Skills and Training

Training opportunities provided by the Department are described below. As well as the College Induction Programme, the College organises a Researcher Development Plan.

8.1 Training Requirements

The College’s Code of Practice for Research Degree Students and Supervisors
https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx provides details of training requirements. All PhD students must complete research and generic skills training over the first three years of full-time study (pro-rata for part-time students), as identified and agreed with their supervisor. Students funded by Research Councils are normally required to complete an average of a minimum of 10 days of research skills training over their first three years of full-time study (pro-rata for part-time students). It is recommended that students who are not funded by Research Councils complete an average of a minimum of 5 days of research skills training over their first three years of full-time study (pro-rata for part-time students).

8.2 Training Log

You should discuss your research skills training needs with your supervisor and adviser soon after you start your research degree and fill out the Research Student Training Log with details of courses that you should attend during the year. Further information and guidance can be found online via
https://www.royalholloway.ac.uk/doctoral-school/home.aspx

8.3 Training Plan

Although further discussions on your training may take place during the year during your supervisory meetings, at least once a year normally at the time of the annual review you, together with your 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. You should be fully engaged with the design of your training programme, as this is an important part of your personal development planning, and should be considering what will be of benefit to you in both the short and long term. Completion of the required training is a prerequisite for the upgrade from MPhil to PhD so will also be checked at the time of your upgrade.
8.3.1 Researcher Development Programme

The College’s Researcher Development Programme is a series of transferable skills courses designed for research students to help you to develop your skills alongside your research. Some of these courses are specifically designed to help students complete their research degree, while others help develop more general skills and enhance your employability. The programme is structured using the Vitae Researcher Development Framework. For further information please refer to their website at http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html.

8.3.2 Academic writing skills

The College offers courses on academic writing, which can count towards your skills training objectives. For further details on these courses and additional support that is available please refer to the Research Skills Training pages at https://www.royalholloway.ac.uk/iquad/doctorschool/researchskillstraining/researchskills.aspx.

CeDAS will offer you additional support in the event that English is not your first language. These courses do not, however, count towards your training requirements. CeDAS also oversees the Royal Holloway Proofreading Scheme, which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note, the College does not permit the use of paid third-party proofreaders who are not part of this scheme. For further details, please refer to the CeDAS webpage www.royalholloway.ac.uk/cedas.

8.4 Departmental Training

Most topics are now covered by the Researcher Development Programme. Additional postgraduate training seminars may be provided by the Department if required, in which case they will be advertised on the Department’s postgraduate web pages. Students are invited to submit requests and suggestions for topics they would like covered.

8.4.1 Study Skills Library

The Department maintains a small library of books on various aspects of study skills, including techniques for writing reports and the PhD thesis. This library is run by the Director of Graduate Studies, and books may be borrowed by research students on request. They are listed on the website.

8.4.2 Department Research Seminars

These are given by visiting academics and members of staff of the Department. They are normally held at 1 pm on Tuesdays but may be scheduled at any time, especially out of term time. All research students are expected to attend all Department Research Seminars.

8.4.3 Cakes talks

Postgraduate students organise their own 'cakes' talks series to provide an informal environment for describing their research and practise presentation skills. Students in their second and third years, and MSc by Research students, are expected to give at least one such talk as part of their postgraduate training. The student's supervisor will normally attend.
Cakes talks take place usually on scheduled Wednesdays at 4pm in the Journals room (115). The student giving the cakes talk is responsible for providing cakes for the audience. The departmental charge card should be obtained from the office and cakes bought from the College Shop (up to the value of £10.00). The student should also e-mail the Director of Graduate Studies and the Postgraduate Administrator with the abstract of his/her talk some time in advance, so that the talk can be publicised to the postgraduates and academic staff.

8.4.4 Postgraduate Research Colloquium

Every year in May/June the Department runs a Postgraduate Research Colloquium. All research students give a short presentation on their research.

8.5 Conferences and workshops

Our aim is that PhD students should present a paper at some national and/or international conferences or workshops during their period of study. These enable you to meet workers in your research field from other institutions worldwide and are a very important source of inspiration and information. You can apply to the RTSG fund (see below) for support to attend conferences and workshops.

8.6 EPSRC Graduate School Programme

EPSRC funded PhD students must attend a total of 30 days training in transferable skills during their PhD study, including a training course during the second or third year, usually a UK Grad Programme course or equivalent. The UK Grad Programme (organised by Vitae) provides courses in transferable skills including networking and team working, communication and career management skills etc. Courses are generally three to four days long and can be residential or non-residential and are free for EPSRC funded students.

https://www.vitae.ac.uk/vitae-publications/vitae-researcher-development-programmes/gradschools/gradschools?searchterm=GRADschools

8.7 Research Training Support Grant (RTSG fund)

The Department has a fund, the RTSG (Research Training Support Grant), to support research students attending conferences, workshops, and training courses. Applications may also exceptionally be made to fund other research-related activity.

Application forms and procedures are available from the departmental office and from the postgraduate area of the Department’s website. Applications are considered by the Department’s Research Management Committee. The Department requires a short written report on the conference, workshop, or training course afterwards. This is a condition of receiving funding.

9 Teaching and demonstrating experience and training

9.1 Teaching experience and training
The Department may be able to offer research students teaching and/or demonstrating 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)

https://www.royalholloway.ac.uk/registry/educational-development/prof-dev/instil-overview.html

Those who are teaching as part of a team may choose to do this programme, but are not required to do so. Students working as a demonstrator on an undergraduate course, in support of the academic staff member who is teaching it, must complete the one-day demonstrator training session.

Students must be teaching at the time they are participating in inSTIL, as teaching observations are an intrinsic element of the programme. The inSTIL programme is worth 15 M level credits and counts as five days towards a student’s skills training objectives. Further details about the programme are available via telephone on +44 (0) 1784 41 6337 or +44 (0) 1784 27 6250 or by contacting Educational Development at edc@rhul.ac.uk.

If you take on any substantial teaching then a member of academic staff will act as your ‘mentor’ for this activity. This will normally be either your Supervisor or the lecturer running the course you are involved on.

In the event that you are not engaged in teaching activities but would like to learn more about teaching in higher education, the College offers a series of ‘Introduction to Teaching and Learning in Higher Education’ workshops. Further information is available online via https://www.royalholloway.ac.uk/iquad/doctormalschool/researcherdevelopmentprogramme/researcherdevelopmentprogrammecourses.aspx

Opportunities for demonstrating work, to help support undergraduate teaching in laboratory sessions, will be offered, via Hourly Paid Teaching Staff contracts, to all PhD students at the beginning of each academic year. Teaching tasks include giving small group tutorials, demonstrating in lab sessions, coursework marking etc. The amount of teaching that can be offered depends on the teaching requirements in the Department but varies between £500 and £1,000 per annum. The tasks to be undertaken will be agreed at the beginning of each academic year following discussion between the student, the Director of Graduate Studies and the lecturer concerned. Occasionally research or administrative tasks in the Department may also be offered.

Teaching/demonstrating duties, including marking, undertaken by full-time postgraduate research students should not normally exceed six hours per week in term time. Time spent in preparing for classes is not included in this limit.

### 9.2 Employment

The College regulations state that, for full time students, paid employment of any kind must not exceed 20 hours in any one week. It is also the Department’s view that excessive paid employment may seriously damage a student's academic progress. Opportunities for paid work in the Department are described above.

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 Code of Practice for the Academic Welfare of Postgraduate Research Students

https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx
10 Appeals and Complaints

In the event that you wish to submit an appeal or a complaint please refer to the Code of Practice for Research Degree Students and Supervisors and the Research Degree Regulations. Both of which are available online via https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

Further information on the College’s appeals and complaints processes is available here: https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/home.aspx.

10.1 Appeals

By submitting an academic appeal, you are making a request for a decision made by the College relating to your academic studies or academic progress to be reconsidered. This must be done within 15 working days of the date on which you were formally informed about the decision either through Campus Connect (e.g. for end of year assessment results) or by letter (e.g. annual review, upgrade, final viva examination). This can include reference to a past complaint made and investigated.

Please note, only the following can be investigated through the appeals process:

- The outcome of Boards of Examiners, such as the outcomes of coursework or examinations, academic progression, degree classification or degree award, and termination of registration by the College Board of Examiners. This includes decisions made by an upgrade panel or an MPhil/PhD viva panel.
- Termination of registration on academic grounds through the formal warning procedure
- Penalties applied for examination and assessment offences
- Reconsideration of requests for exam access arrangements
- A decision made by a Fitness to Practise Panel

In the event that you wish to submit an academic appeal, please refer to the AQPO webpages at https://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx.

Further information on the appeals process is also available in the Sections 21 and 22 of the Research Degree Regulations. It is essential that you refer to this in the first instance as it outlines the grounds upon which an appeal against an academic decision may be submitted http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

10.2 Complaints

A complaint is where, as a result of your experience at the College, you feel dissatisfied about the provision of services or facilities and would like your concerns to be investigated. Your concerns may be investigated under the Complaints Procedure for Students but normally only within three months of the incident or action being complained about.

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 College Complaints Procedures for students. http://www.royalholloway.ac.uk/ecampus/academicsupport/complaints/complaints.aspx.

Where you have submitted an academic appeal and your grounds for appeal are effectively dependent on the outcome of the complaint, the College may determine that the nature of your appeal requires investigation under the Complaints Procedure first. In this situation your case will be referred to the College Secretary's Office. You will be notified of this and provided with further guidance. Please note, in such cases your appeal investigation will be delayed until the complaint investigation is complete. The College will endeavour to complete these processes as quickly as possible; however, a thorough investigation takes time, so the College strongly advises that you continue to make plans on the basis that your appeal is unsuccessful.

For further information on the complaints process, please refer to the AQPO webpage https://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx.

11 Plagiarism and other academic offences

The College takes the issue of plagiarism and other assessment offences extremely seriously. The College defines what constitutes an assessment offence (e.g. plagiarism, collusion, falsification) as well as the procedures to be followed for the investigation of an alleged assessment offence and possible outcomes in the College’s Regulations on Assessment Offences http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

Plagiarism is the unacknowledged use of other people’s work. It is treated as a major offence by the University of London and will be severely penalised. This applies equally to copying directly from books, articles and other works and the internet and the copying of another student’s work.

Plagiarism is punishable in a variety of ways, the most severe being dismissal from the University.

The research thesis or dissertation or any coursework set as individual work is expected to be the student’s own work. This is not intended to preclude discussion of work between students, which is often of benefit. However plagiarism, i.e. copying the work of someone else, is not acceptable. Any student suspected of plagiarism will be reported to the Head of Department, and disciplinary action will be taken if appropriate.

It is in the nature of a research project that much of the material will not be original. You will have researched around your subject and discovered many sources of information. It is vital that any quote made from any source (including the web) should be properly acknowledged, both where it is used within the report text, and at the end of the report in the bibliography. Under no circumstances should copyright material be included in a project report without the proper permissions having been obtained, and any such inclusion should be agreed with your supervisor.

All sources of information which you use during your project must be listed in your bibliography. This includes books, articles, research papers, course notes and Internet sites. Direct quotations must be acknowledged, and if you express someone else’s idea in your own words, then you must also acknowledge their original expression of the idea.
If you follow another source when presenting background theory, or if you use examples from another source to illustrate your background theory, then you must acknowledge the original source. If your program includes any pieces of code which you did not write yourself, then you must identify them and say where they came from.

If you are in any doubt about what needs to be referenced and acknowledged, ask your supervisor for advice.

12 Welfare and Pastoral Care

Whilst we hope that you will not experience any hardship during your stay at Royal Holloway, we are aware that this may not always be the case. Please do not hesitate to contact the Director of Graduate Studies or the Director of Pastoral Care if you feel that unexpected or unfortunate events are affecting your academic performance.

12.1 Students in need of support (including disabled students)

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 Help and Support pages at https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx

If you have a disability or specific learning difficulty, it is important that you bring it to the College’s attention as soon as possible. Your first point of contact for advice and guidance is your Disability & Dyslexia Services (DDS) representatives in your Department (details below).

Name: Professor Chris Watkins  
Email: C.J.Watkins@rhul.ac.uk  
Phone: 01784 443419

Name: Ms Jo Hible  
Email: Jo.Hible@rhul.ac.uk  
Phone: 01784 443230

Please also contact DDS directly via disability-dyslexia@royalholloway.ac.uk or 01784 276473.

13 Facilities and Useful Contacts

13.1 The Doctoral School

The Doctoral School offers a range of information and advice to research degree students on subjects such as fees and funding or changes to your registration status. The Doctoral School website is a key repository for this information and will provide you with easy access to a variety of documentation and guidance that you may need during your studies https://www.royalholloway.ac.uk/iquad/doctorschool/homepage.aspx.
13.2 Useful College contacts

13.2.1 Student Services

The **Student Services Centre** is located in the Windsor Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit [http://www.royalholloway.ac.uk/ssc](http://www.royalholloway.ac.uk/ssc).

Phone: 01784 276641  
Email: student-enquiries@royalholloway.ac.uk  
Website: [https://www.royalholloway.ac.uk/ecampus/studentservicescentre/home.aspx](https://www.royalholloway.ac.uk/ecampus/studentservicescentre/home.aspx)

13.2.2 Student Administration

Student Administration manage and facilitate a variety of the College's core academic functions, from examinations, results and course registrations right through to the processing of final results and producing proof of study documents. This includes the administration for all research degree examinations within the College.

You should find all the information you need regarding examinations, assessments and research degrees on their webpages here [https://www.royalholloway.ac.uk/doctoral-school/home.aspx](https://www.royalholloway.ac.uk/doctoral-school/home.aspx) and they can also be contacted via their details below.

Email: researchdegrees@royalholloway.ac.uk  
Website: [https://www.royalholloway.ac.uk/restricted/contensis/exams/studentadministration/home.aspx](https://www.royalholloway.ac.uk/restricted/contensis/exams/studentadministration/home.aspx)

13.3 Key Information and Services

Your Supervisor should always be the first point of contact for any questions or concerns you may have about your programme of study or your research. The College also provides a much broader framework of advice and support services, alongside key points of contact in your Department such as your **Director of Graduate Studies (DoGS)**. Some additional sources of advice and support are listed below.

13.3.1 Support & Advisory Services (Welfare and Wellbeing)

- **Support & Advisory Services (Welfare and Wellbeing)**  
  Phone: 01784 443394  
  Email: welfare@royalholloway.ac.uk  
  Website: [https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx](https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx)

- **SURHUL Advice and Support Centre**  
  Phone: 01784 246700  
  Email: advice@su.rhul.ac.uk  
  Website: [http://www.su.rhul.ac.uk/advice/](http://www.su.rhul.ac.uk/advice/)
13.4 Libraries

All Royal Holloway research students have access to the unrivalled library facilities of the University of London.

13.4.1 Royal Holloway Libraries

The library is housed in the Emily Wilding Davison Building. Details, including Library Search, dedicated subject guides and opening times can be found online from the library home page: [http://www.royalholloway.ac.uk/library/home.aspx](http://www.royalholloway.ac.uk/library/home.aspx)

There are plenty of study areas and bookable rooms to carry out group work as well as many areas to work on your own, including a dedicated postgraduate reading room on the 2nd floor. The Library contains a large number of PCs and has laptops to borrow to use in other study areas.

The Information Consultant for your Department is Miss Leanne Workman who can be contacted at leanne.workman@rhul.ac.uk, phone 01784 443327

The Department’s Library Liaison representative is Professor Chris Watkins.

If you cannot find the specific items that you require in the library, it is possible to gain access to the online resources of Senate House Library as well as access to use the library’s physical collections or other university libraries. You can obtain further information on this here: [https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/using-other-libraries.aspx](https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/using-other-libraries.aspx).

The Library provides a range of training sessions, as well as one to one sessions, designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to: [http://libguides.rhul.ac.uk/training](http://libguides.rhul.ac.uk/training)

13.4.2 Research Support

The Research Support Team in the Library provides support on research information including copyright, Open Access publishing, developing your research information profile and useful services. The team can also provide advice for meeting research funders’ requirements regarding Open Access.

The team works with the Information Consultants to provide support throughout the research information cycle, from researching bids through to searching and accessing information for articles, books and other outputs through to submission of the PhD thesis and future career plans.

Royal Holloway theses are also available via Ethos which is the British Library’s electronic theses service which contains approximately 400,000 records of UK theses including 160,000 available for immediate download of the full text ([http://ethos.bl.uk](http://ethos.bl.uk)).

The Team also offers training sessions and are very happy to provide advice. More information and contact details can be found at [https://www.royalholloway.ac.uk/library/researchsupport/researchsupport.aspx](https://www.royalholloway.ac.uk/library/researchsupport/researchsupport.aspx).
13.4.3 Other libraries

You will also have access to the following libraries:

- **Senate House Library** (Malet Street, London, WC1E 7HU. Tel: 020 7862 8461; [http://www.ull.ac.uk](http://www.ull.ac.uk)). This is the central library of the University of London, where you can borrow up to twelve books with a library ticket ([http://www.senatehouselibrary.ac.uk/membership/university-of-london](http://www.senatehouselibrary.ac.uk/membership/university-of-london)) which you can obtain using your RHUL College ID card.

- **The British Library** (96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; [http://www.bl.uk](http://www.bl.uk)). The British Library is the national collection and holds copies of all books published in the UK and Ireland, alongside an extensive collection from other countries. It also has an impressive collection of medieval and modern manuscripts. A Reader Pass ([http://www.bl.uk/help/how-to-get-a-reader-pass](http://www.bl.uk/help/how-to-get-a-reader-pass)) 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. Further information is available online via [http://www.bl.uk/reshelp/inrooms/tp/refteam/refteam.html](http://www.bl.uk/reshelp/inrooms/tp/refteam/refteam.html).

- **SCONUL Access Scheme** Royal Holloway participates in this national university access scheme which allows students to use other university libraries in the UK. Details of the application process can be found at: [https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/sconulaccess.aspx](https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/sconulaccess.aspx)

13.4.4 Inter-Library Loan (ILL)

[https://www.royalholloway.ac.uk/library/usingourlibraries/interlibraryloans.aspx](https://www.royalholloway.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 postgraduate students and staff.

13.5 Careers information

The College has a [Careers & Employability Service](https://www.royalholloway.ac.uk/careers/home.aspx), housed in the Horton Building, which is open to any student during normal College hours.

13.6 Students' Union, Royal Holloway University of London (SURHUL)

The [Students' Union Royal Holloway University of London (SURHUL)](http://www.su.rhul.ac.uk/about/) is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London.

SURHUL is led by sabbatical officers and Executive Officers who work alongside a team of permanent staff. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support & advice, your clubs & societies, catering, transport, volunteering, campaigning and advocacy. All of which complement your academic study, ensuring that your University experience is the best that it can be. For further information please refer to their website at [http://www.su.rhul.ac.uk/about/](http://www.su.rhul.ac.uk/about/).
13.7 Graduate Spaces

The College offers a number of areas specifically for postgraduates.

https://www.royalholloway.ac.uk/studyhere/postgraduate/facilitiesandacademicsupport.aspx

Below is a list of these spaces together with a brief description of what they offer.

- **Emily Wilding Davison Building**, second floor
  The second floor of the new library building, opening in September 2017, contains a dedicated study area for postgraduate students. The building is open for use twenty-four hours a day.

- **International Building Common Room**, room IN030
  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 seventeen 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 around skills training 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
  Fifteen 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 reception at Highfield. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

13.8 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The Student Charter outlines how you can support the College in
achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College’s alumni http://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx.

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College’s aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your research degree. You can find further information about student life online here http://www.royalholloway.ac.uk/studentlife/home.aspx.

As a research degree student you will also be asked to complete the College's online feedback questionnaire for research degrees. This internal survey is conducted every two years, and is available to complete online from early April until mid-May. It is important that you take the time to complete this questionnaire as it is often a requirement for your annual review or upgrade. Each alternate year, the College also takes part in the national Postgraduate Research Experience Survey (PRES).

14 Health and Safety Information

All members of the Department must observe the College’s Health and Safety rules and procedures which you can read about at

https://www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx

14.1 Health and Safety Policy

Please be especially mindful of your key responsibilities as outlined in Section 2/2/j of the College’s 2011 Health and Safety Policy:

Individual Members of Staff and Students will co-operate and comply at all times with the health and safety information, instruction and training provided and bring without delay to the attention of their line manager/department office, any hazards identified, or improvements identified necessary. They do, therefore, have a duty to take reasonable care for the health and safety of themselves, and of other persons whom their actions or omissions may affect.

All persons must co-operate with the College to enable it, or any other person, to comply with any duty or requirement imposed by health and safety legislation. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions (Section 8 of the Health and Safety at Work Act 1974).

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator, Adrian Thomas, McCrea Building, Room 355A, telephone number 01784 443428, e-mail address Adrian.Thomas@rhul.ac.uk or the College Health and Safety Office, Hilary Lobb, Secretary/Administrative Assistant, Huntersdale, Room HUG24, Phone number for Office: 01784 443828, E-mail: hilary.lobb@royalholloway.ac.uk

The Department is committed to ensuring the safety, health, and welfare of all staff, students, and visitors. You are expected to adhere to the following whenever you are in the Department.
The Computer Science Department is a low risk environment, but you should still take precautions by storing the emergency number for Campus Security in your mobile phone (01784 44 3888. There are phones in all the PG working labs which can be used for this purpose; use 444 from these phones.

**Working hours**

Normal working hours are 8.00am to 6.0o0pm Monday to Friday all year except when the College is closed for Public holidays and discretionary days. The doors to the buildings will be automatically opened at 7.00am and automatically locked at 6.00pm weekdays with the exception of College closure day.

Computer Science Postgraduate students have their own dedicated laboratories managed by the Computer Science Department. The use of these laboratories are restricted to those assigned to lab and desks. These laboratories are available for 2017-18; 24 hours a day, 7 days a week.

**Fire Safety**

Posters or notices should not be stuck over the glass panels on smoke/fire doors in corridors. Fire doors should not be wedged open under any circumstances. Fire extinguishers should not be removed from their mounting except in the event of a fire or obstructions placed in front of them to inhibit accessibility. Fire extinguishers should not be used to prop open doors. In the event of discovering a fire, the nearest call point should be activated. Do not attempt to tackle the fire yourself.

The Department has fortnightly fire alarm tests which are carried out at 9.15am on a Tuesday and last for a few seconds. If the fire alarms sounds at any other time except during a test, you must **vacate the building immediately** and assemble at the meeting point nearest to the Horton Building, assembly point number 11. **You must not re-enter the building** until instructed to do so by the fire Warders.

**Accidents**

All accidents and incidents must be reported to the Health and Safety Coordinator, Mr Adrian Thomas and the departmental office, Mrs Sharon Thomas or Ms Jo Hible. They will then complete the accident report form. Please refer to:  
https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/accidentincidentinvestigation.aspx for the official college policy.

**First Aiders and Fire Marshalls**

Our qualified First Aider for Computer Science Department is currently Miss Shirley Lunn who can be found in room 119, extension 4212. If you cannot contact Shirley for First Aid you should contact security on 01784 443063 (mobile) or emergency 444 (internal phones).  
Mrs Elaine Marshall is the Fire Marshall for the ground floor, lower level of McCrea and can be found in room 119.

**Departmental Smoking policy**

In line with British Law, there is no smoking allowed in any of the Computer Science Department buildings. Smoking is only allowed in designated areas which are a minimum of 5 meters away from the building. It is the responsibility of the smoker to ensure that smoke does not enter any building.
For more information on the University’s smoking policy and procedure, go to: https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/smoking.aspx

Children and young persons
Children and young persons are only allowed on the campus if accompanied by a responsible adult and must remain with the adult at all times during their stay on the premises.

New and expectant mothers
New and expectant mothers are advised to consult their Personal Advisors at the earliest opportunity. Once written notification has been received, a pregnancy risk assessment will be performed.

Manual handling
Only persons who have been trained may perform a manual handling task for heavy items. If you require any manual handling to be performed, contact a member of the technical staff, 3rd floor, (upper) level or request the office to place a call with the college porters.

For more information on the University’s Manual handling policy and procedure, go to: https://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx

Security
If you need to contact Security at any time, the main office can be found in the Founders building, opposite the main reception.
From an internal landline, security can be contacted on Ext. 3063 or 01784 443063 from a mobile phone.
In case of an emergency Security can be contacted on Ext 444 from an internal landline or 01784 44 3888.
You are strongly advised to enter these numbers into your mobile phones.

14.2 Code of practice on personal harassment for students
The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College’s Code of Practice on Personal Harassment for Students is available online via http://www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx and should be read in conjunction with The Student Disciplinary Regulations and The Student Complaints Procedure.

14.3 Lone working policy and procedures
The College has a ‘Lone Working Policy and Procedure’ that can be found at http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx.
The principles and guidance around lone working are often highly applicable to the nature of postgraduate research and the variety of activities this might involve. As such, awareness and planning around any lone working you may be required to undertake are essential.

Lone working is intended to cover all work proposed to be undertaken alone where the risk to the lone worker may be increased either by the work itself, or by the lack of on-hand support should something go wrong.

Lone working can occur:

- During normal working hours at an isolated location within the normal workplace.
- When working outside of normal working hours.

Under either of these circumstances, the College’s guidance on lone working on campus will apply. Normal working hours are defined as:

**During Academic Terms:** Monday – Friday 08:00 – 18.00  
**Outside of Academic Terms:** Monday – Friday 08:00 – 17.00

Work undertaken at weekends, bank holidays and when the College is closed (i.e. discretionary days) will be considered outside of normal hours.

### 15 Equal Opportunities Statement and College Codes of Practice

#### 15.1 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. The College is extremely 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.

16 Members of Staff and their Research Interests

Research interests in the Department of Computer Science cover a number of areas, with particular emphasis on technical aspects of achieving high quality computer systems.

Dr Sara Bernardini, MSc University of Rome "La Sapienza", PhD University of Trento
Autonomous and intelligent systems, automated planning and scheduling, probabilistic reasoning, sensor exploitation, knowledge representation and engineering. Real-world applications: autonomous aerial, ground and underwater vehicles, surveillance operations, disaster response missions, space operations, adaptive technology.

Professor Dave Cohen, BA, DPhil Oxon
Mathematics within computer science; constraint satisfaction problems.

Professor Gregory Chockler, BSc, MSc, PhD Hebrew University of Jerusalem
Distributed computing theory and systems; shared memory & multi-core, fault-tolerance; concurrency control; formal methods; distributed storage; peer-to-peer, large-scale data processing; cloud computing.

Professor José Fiadeiro, BSc Univ. Lisbon, PhD Tech. Univ. Lisbon
Algebraic and categorical structures and methods; formal specification, design and analysis of software-intensive systems; interaction-based computational models; interface and component theories; service-oriented computing; software architecture

Professor Alex Gammerman, BSc, PhD St Petersburg
Probabilistic reasoning; Bayesian belief networks and inductive inference; machine learning algorithms; applications to fault diagnosis; forensic science; medical diagnosis.

Professor Gregory Gutin, MSc Gomel, PhD Tel Aviv
Graph theory and algorithms; combinatorial optimization; linear and integer programming; bioinformatics.

Dr Matthew Hague, MEng Imperial College, DPhil Oxon
Verification of infinite-state systems, focussing on higher-order and counter-based automata models, with a view towards producing practical tools from theoretical results with a handling of concurrent systems.

Professor Adrian Johnstone, BSc, PhD Lond, CEng, MBCS, MIEE
Multiprocessor systems for real-time machine vision; language design for multiprocessor and array processor systems; VLSI implementation of image processing algorithms; advanced processors.
Dr Yuri Kalnishkan, MSc Moscow, PhD Lond
Computational learning theory; predictive and Kolmogorov complexity; computational complexity of algorithms; cryptography.

Dr Johannes Kinder, Dipl.-Inf. TU Munich, Dr. rer. nat TU Darmstadt
Program analysis; security; automated test generation; software engineering.

Dr Georgios Koutsoukos, BSc, MSc King's College, PhD Leicester
Projects involving industry and academia partners; software architectures, systems’ re-engineering and human factors in software development

Professor Zhaohui Luo, BSc, MSc Changsha, PhD Edinburgh
Logic including type theory; mathematical logic; computer-assisted formal reasoning; language including functional programming; mathematical vernacular; semantics of programming languages; linguistic semantics; software engineering including specification languages, system verification, formal methods.

Dr Zhiyuan Luo, BSc, PhD Heriot-Watt
Probabilistic reasoning; distributed systems; agent-based computing.

Professor Alberto Paccanaro, Laurea Milan, PhD Toronto
Statistical/machine learning techniques for solving problems in Computational Biology, Particularly, methods for clustering protein sequences, protein remote homology detection, noise reduction in protein-protein interactions; understanding cellular organization and function; network biology.

Dr Peter Robinson, PhD Vienna Univ. of Techn
Distributed algorithms and foundations of distributed computing; randomized algorithms; fault-tolerance in communication networks; large-scale data processing; peer-to-peer networks and mobile ad-hoc networks.

Professor Elizabeth Scott, BSc Manchester, DPhil Oxon, GradDipEd Canberra
Theoretical computer science; compiler theory; language analysis and design; termination theory; automated theorem proving; machine learning.

Dr Hugh Shanahan, BSc, Msc University College Cork, PhD Edinburgh
Computational biology, in particular DNA-protein interactions, solubility, elucidating function of proteins from micro-array and proteomic data.

Professor Kostas Stathis, BSc Newcastle, MSc, DIC, PhD Imperial College
Models of Cognitive & Autonomous Agents; Agent Negotiation; Knowledge Representation of Interaction and Games; Logic-based Learning, Decision Making; Distributed Multi-Agent Systems Platforms.

Dr Iddo Tzameret, BA, MSc and PhD Tel Aviv
Computational complexity, specifically, satisfiability, complexity of proofs, algebraic complexity and logical methods in complexity; SAT-solving, symbolic and probabilistic reasoning and automated proofs.

Professor Volodya Vovk, BSc, PhD Moscow
Computational learning theory; foundations of probability and statistics and their applications to analysis and design of machine learning algorithms; computational finance.
Dr Magnus Wahlström, MSc, PhD Linköping, Sweden
Parameterized complexity (FPT algorithms and kernelization); Graph algorithms; combinatorial optimization; constraint satisfaction problems.

Professor Chris Watkins, BA, PhD Cantab
Reinforcement learning; bioinformatics; computational learning theory; mathematical finance.