

# Doctoral School Q&A

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## Training

### Mandatory Training

An overview of mandatory training can be found here: <https://www.ucl.ac.uk/doctoral-school/doctoral-journey/first-steps> Some programmes and/or departments may also have additional training requirements, your [department administrator](#) will be able to advise on these.

## Training Requirements

It is compulsory for UKRI students to complete 10 days (20 points) of training a year. For all other students, it is strongly recommended that you also complete 10 days (20 points) of training a year for your own development and career opportunities. The research log is monitored by your Department Graduate Tutor so needs to be in line with their expectations. All types of training are accepted, including attending a conference or engaging in a community activity.

## Research Integrity Training

This training should be completed to protect you from inadvertently committing research misconduct. It is not compulsory to do immediately but it is advised that you complete training within the first six months of your programme. Training can be undertaken via the online course, or through local training such as [the Dilemma Game](#). If your department doesn't offer any local training, you can ask your supervisory team for a training session on research integrity, so you are aware of the expectations around how you conduct research in the UK. The online Research Integrity training will run several times throughout the year, so keep an eye out for any emails about new sessions. Any issues or queries, contact the research integrity team at [researchintegrity@ucl.ac.uk](mailto:researchintegrity@ucl.ac.uk)

## Additional Training

Research students should be aiming to accrue 20 training points per year from the courses on offer through the [doctoral skills development programme](#), departmental courses and other point bearing activities. One training point is approximately ½ day's training.

## Recording Training

If you complete your training via [Inkpath](#) this should automatically update in the research log. If your training takes place outside of [Inkpath](#), you can manually add this to your research log. Guidance on how to do this can be found here (under 4.2):

<https://researchlog.grad.ucl.ac.uk/studentQRG.html>

## Researcher development Course Catalogue

The 23-24 course catalogue has not been released yet but will be soon. Keep an eye on this page as it will be updated here: <https://www.ucl.ac.uk/human-resources/organisational-development/training-inductions-and-leadership/researcher-development/research-3>

## PGTA (postgraduate teaching assistant) Training

[PGTA training](#) is relevant for **any** postgraduate research student who secures an opportunity teaching UG/PGT students. You **do not** need to do complete this training unless you are pursuing a teaching opportunity.

## Viewing Training Points

Training points can be viewed in the research log. Directions on how to view the number of training points you have accrued can be found here (under 4.1):

<https://researchlog.grad.ucl.ac.uk/studentQRG.html#4.0>

## Faculty and Department Specific Training

Most training is run centrally and is open to all faculties. It is rare that faculties have specific training but departments and/or programmes may have specific training and/or inductions sessions. If you are unsure whether your department runs any specific training, please check with your [department administrator](#).

## Inkpath

Details on how to enrol to Inkpath can be found here: <https://www.ucl.ac.uk/human-resources/organisational-development/training-inductions-and-leadership/researcher-development/inkpath>. You will need to have an Inkpath account for the [Introduction to Research Skills and Professional Development](#) course.

## Research Log

### Logging on

The home page for the research log is: <https://researchlog.grad.ucl.ac.uk/>

On the left side of the page you should see a box to sign in using your UCL User ID and Password. These are the same credentials that you use to access other UCL systems such as Moodle or Desktop@UCL and should have been supplied to you by ISD upon enrolment. Signing in will automatically create an account for you.

### Guide on setting up and using the research log

You can find information on how to get started and guidance on using the research log in the 'Student Quick Reference Guide' found here: <https://researchlog.grad.ucl.ac.uk/studentQRG.html> You can also find a link to this guide at the bottom of the [research log home page](#) (under the sub-heading 'Help') along with links to ISD research log support, FAQs and troubleshooting.

### Unable to find supervisor/supervisors

Signing into research log works the same way for supervisors: if they have never signed in before they won't show up properly in your research log. Once they sign in it will automatically create an account for them. Contact your [department administrator](#) if you are still having problems.

### 1+3 Programmes Explained

1+3 refers to specific programmes where students complete a separate MRes in year 1 and then start a 3 yr MPhil/PhD programme in year 2. If you are on a 1+3 year style programme, please shift your research start date by 1 year within the "About Me" section.

If you start as an MPhil, you are required to use the research log from the start of your MPhil/PhD programme.

### Training Programme before a PhD

If you are completing a one year training programme before you start your PhD, please discuss your research log requirements with your [department](#).

## EdD Research Log

You should be in professional Doctorate mode on the research log. If you are not, please find guidance here on how you can change your mode here:

<https://researchlog.grad.ucl.ac.uk/studentQRG.html#2.0> (under 2.1.1 'Mode').

## MRes Students

The research log and integrity training is a requirement for MRes students as well as doctoral researchers.

## Changing linked accounts or emails

The ISD team (IT services) should be able to assist with this: <https://www.ucl.ac.uk/isd/help-support>

## Issues with Research Log

If you're having IT issues such as, not being able to login, please submit a support ticket via the [ISD self-service form](#).

## Supervisors

### Industry Supervisors

If you're on an industry PhD programme, it is generally expected that you would have a supervisor from the industry partner. They may, however, be part of a "thesis committee" rather than a subsidiary supervisor and their supervisor status may also change during the course of your programme. You should discuss appropriate supervisory arrangements with your principal supervisor.

### Payment for Subsidiary Supervisors

Having a subsidiary supervisor comes at no additional cost to the student, all doctoral research students should have a subsidiary supervisor. Subsidiary supervisors are usually a member of UCL staff, and their work is covered by their UCL salary.

## PGTA Work

### PGTA work in first year

Some students do take on PGTA work in their first year, but this can be quite demanding so the majority start PGTA work from their second year.

### When to Complete PGTA Training

If you want to get involved in PGTA work, you can complete the [required training](#) at any point.

### PGTA Opportunities and Further Information

The [PGTA Hub](#) contains a variety of resources, including information on getting started as a PGTA and links to PGTA training.

The Hub also has a link to the page for all current PGTA teaching opportunities.

## Conferences

### Finding Conferences for your field

We recommend discussing this with your supervisory team, who will be best able to advise on what would be most relevant in your particular area of research; and, also, what is most suitable, depending on how far you've progressed with your research. There is no central source as it is very discipline specific. Sign up to mailing lists via your research domain and make sure you are on your department's research mailing list. If you are unsure of whether you are included in your department's mailing list(s), contact your [departmental administrator](#).

### Funding for Conferences

Funding for conferences is available at UCL through a variety of sources, depending on the department in which you are based. In considering how to fund these activities you should first discuss the matter with your Supervisory Team or Departmental Administrator, who will be able to let you know about any funding available locally, as well as opportunities within your discipline (for example from learned societies). You could also look at organisations and learned societies relevant to your discipline and apply through them for things like travel bursaries.

If you are a funded student, your funding partner may also have specific funding available for conferences, travel etc., so it is worth exploring this, if applicable.

## Support

### Peer Mentoring

You'll need to contact your departmental team who run your local peer mentoring scheme. Your [department administrator](#) should be able to advise you on who to contact.

### Departmental Advice

We recommend that you contact your department administrator(s) for any specific programme and/or department specific information as they have detailed knowledge of your department and the administration of your programme.

Your Departmental Graduate Tutor (DGT) is an experienced member of academic staff from whom you can seek advice if you need to talk to someone beyond your immediate supervisory team.

Both your departmental administrator and your DGT's contact details can be found here: <https://www.ucl.ac.uk/doctoral-school/key-contacts/faculty-and-department-contacts>

### Tips for Non-September Starters

- Watch the [Online information session recording](#) from October 2023 and attend the next one in January/February (further details will be made available on the Doctoral School website closer to the time).
- Make sure to complete all [mandatory and required training](#) and discuss with your [department administrator](#) as there may be department and/or faculty specific training that you will need to complete.

- Starting mid academic year can cause confusion with funding or admission dates, so be aware and contact your [department administrator](#) if you think something isn't correct.
- Every student needs to **re-enrol every September**, regardless of when in the year they started.

### Mature Student Networks

There is a 'Mature Society' network run by the Student Union <https://studentsunionucl.org/clubs-societies/mature-society>. The Students' Union also have an elected Mature and Part-time Students' Officer who you can email at [su-mpts.officer@ucl.ac.uk](mailto:su-mpts.officer@ucl.ac.uk). They should be able to advise on any other networks and/or communities, events etc. that may be of interest.

### Funding

#### When are Stipends Paid?

You can confirm this with your [department administrator](#). Further information can also be found here: <https://www.ucl.ac.uk/scholarships/information-about-your-studentship>

#### Are Stipends Paid Monthly?

The majority of stipends are paid monthly, however, there are a few programmes where it is still paid quarterly. If you are on a programme that pays quarterly but would prefer monthly payments, please email Elizabeth Halton ([e.halton@ucl.ac.uk](mailto:e.halton@ucl.ac.uk)) and she will liaise with the Student Funding Office so that this can be set up. Please note: the first payment may be delayed due to the setup time but, after this, payments will be received each month, at the end of the month. Once everything has been processed, you will receive an email from [sfs@ucl.ac.uk](mailto:sfs@ucl.ac.uk) with a confirmation of your whole award and how it will be split into monthly payments.

#### First Payment Date

Your first payment date will be whichever date is latest from the following:

- 10 working days from the date of your enrolment/re-enrolment
- 10 working days from the date of your email (from [SFS@ucl.ac.uk](mailto:SFS@ucl.ac.uk))
- 10 working days from the date which you entered your UK bank details into Portico

Please note, it is not technically possible to expedite the 10 working day time frame.

If a student needs to contact the student funding office, the best way to do so is through askUCL <https://www.ucl.ac.uk/scholarships/contact-student-funding>

### External Funding

The vast majority of external funding, including funding from charities, is paid directly to UCL, which UCL then transfers to the student. There are a few organisations where the funder will pay the research student directly, if this is the case, you will need to speak to the funder about how this works as UCL has no information on how this will be transferred to you.

## Funding During Programme

There are some studentship funding schemes that accept existing students, but these are less common.

The [Research Excellence Scholarship \(RES\)](#) and [The Research Opportunities scholarship \(ROS, only available for British students\)](#) can be applied for in year two.

If your discipline is within Arts and Humanities, you can apply for Arts and Humanities Research Council funding in year two, for all other councils you cannot.

There are also schemes you can apply to for funding for research visits, conferences, travel, etc. that are only applicable for existing students. Conference and additional research funds are held at faculty or department level, so we advise contacting your [department administrator](#) if you would like more information on this.

## Leave & Interruptions

### Annual Leave

You're entitled to the same annual leave as UCL staff, which is 27 days. This doesn't include the public holidays and UCL's scheduled closure days, which you get off in addition to your annual leave entitlement. Further information on annual leave can be found here: <https://www.ucl.ac.uk/doctoral-school/rights-and-responsibilities/annual-leave>

### Sick Leave and Parental Leave

Sick leave and parental leave entitlement, guidelines and further information can be viewed here: <https://www.ucl.ac.uk/doctoral-school/rights-and-responsibilities/parental-and-sick-leave>

### Interruptions

You can take unfunded interruptions of up to a year for work or personal reasons. Further information can be viewed here: <https://www.ucl.ac.uk/doctoral-school/rights-and-responsibilities/interruption-studies>

## Miscellaneous

### Doctoral School Emails

There is a Doctoral School mailing list containing the UCL email addresses of all doctoral researchers which is populated from the enrolment records in Portico. If you notice that your peers are receiving emails that you are not, please notify the Doctoral School at [docschool@ucl.ac.uk](mailto:docschool@ucl.ac.uk).

### Study Abroad

The Doctoral School run the Yale-UCL Collaborative Exchanger Programme where UCL doctoral students can apply for the opportunity to study at Yale for a minimum of three months. You can also apply for a bursary of up to £6,000 to support your time at Yale. Further information on the exchange including eligibility requirements can be viewed here:

<https://www.ucl.ac.uk/doctors-school/opportunities/yale-ucl-collaborative-student-exchange-programme>

For Life and Biomedical Sciences students, there is also the Bogue scholarship organised by the Faculty of Life Sciences, where students have the opportunity to study anywhere in the US. For further information, please click here: <https://www.ucl.ac.uk/lifesciences-faculty/study/funding-and-scholarships/bogue-fellowships>

Keep an eye on the Doctoral School's Opportunities page for other studying abroad/exchange opportunities. Your department and/or faculty may have more specific exchange partners/agreements so it is worth contacting your [department administrator](#) to check if there are any opportunities within the department.

#### Collecting ID cards

ID cards can be collected at any point throughout the year from the Andrew Huxley building. You will need to book a time slot to pick up your ID card, a link to do this should be included in your confirmation of enrolment email. You will need an ID card to access UCL buildings and libraries. Further information on ID cards can be viewed here:

<https://www.ucl.ac.uk/estates/our-services/security-ucl/getting-id-cards-locks-and-keys>

#### Changing Department

It may be possible to change department but it would depend on your reason and specific circumstances. We would recommend discussing any plans/concerns with your [Departmental Graduate Tutor](#), who will be best able to advise and support you.

#### UCL Laptop

The library offer short term laptop loans: <https://www.ucl.ac.uk/library/using-library/ucl-laptop-loans-students> and there are also loan schemes available via the Information Services Division: <https://www.ucl.ac.uk/isd/services/computers/student-laptop-loan-scheme>

If you are in need of a UCL laptop for a longer period of time you should contact your [department administrator](#) to see whether your department can supply you with a laptop.

If you have a disability, you may be able to arrange a longer laptop loan through the [Disability team in SSW](#).

#### Missed Departmental Inductions

Contact your [department administrator](#) and let them know. They should be able to provide you with any induction information you missed.

#### Non-credit Modules

You'll need to contact the relevant academic leading the module or the administrator for the programme to discuss the potential to audit a module.

### Foreign Language Courses

Language courses can be viewed here: <https://www.ucl.ac.uk/languages-international-education/language-courses>

You will be required to pay for these courses, though concessionary rates are available for UCL students.

UCL postgraduate researchers who need to learn another language for their research may qualify for the [DocSkills Language Support Fund](#).

### Doctoral School In-Person Advice

If you need to speak to someone in person, the Doctoral School is located at 2 Taviton Street London, WC1H 0BT. Please email us to schedule a meeting. Our details are here: <https://www.ucl.ac.uk/doctoral-school/key-contacts/doctoral-school-contacts>