

# The Graduate School

*How we support you*



**UNIVERSITY OF  
WESTMINSTER** 

## College of Design, Creative and Digital Industries

- School of Architecture and Cities
- School of Computer Science and Engineering
- School of Media and Communication
- School of Arts



## Westminster Business School

- School of Management and Marketing
- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management



## Graduate School (all PGRS)



## College of Liberal Arts and Sciences

- School of Social Sciences
- School of Humanities
- School of Life Sciences
- Westminster Law School

# Graduate School Academic Structure



Head of the Graduate School



Assistant Head of the Graduate School



School PhD Co-Ordinator



School DRDP Co-Ordinator



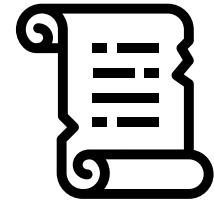
Doctoral Tutor



Supervisory Teams

# Graduate School Governance

- The work of the Graduate School falls under the remit of the Pro Vice-Chancellor (Research) *\*soon to be Deputy Vice-Chancellor (Research & Knowledge Exchange)*
- Overseen by the Graduate School Board (GSB) - which GS Director Chairs (2 PGR Student Reps)
- GSB reports to the Research & Knowledge Exchange Steering Committee
- GSB has 2 subcommittees:
  - Research Degree Progression Committee (RDPC)
  - Doctoral Researcher Development Programme (DRDP) Committee (1 PGR Student Rep)
  - GS Assembly (twice a year) (PGR student led)



# Graduate School Office

Research Degree Programme Management (from enrolment to graduation)

Doctoral Researcher Development Programme (DRDP) Co-ordination

Graduate School Event Co-ordination (including annual GS Festival)

Committee Support

Doctoral Researcher Support, Guidance & Signposting

Administration (studentship payments, letters, queries, etc).

# Research Degree Programme Management

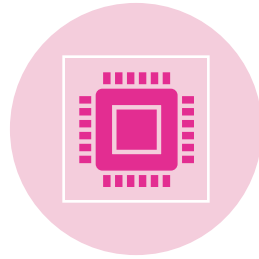
- Enrolment/Re-enrolment
- Annual Progress Reviews (APRs)
- Change in personal circumstances (suspensions, extensions, mode of study change, Mitigating Circumstances)
- Examinations:
  - Thesis Submission
  - Exam Arrangements (including Viva and Panel)
  - Examination Outcomes
  - Conferment and Graduation



# Doctoral Researcher Development Programme (DRDP)



MANAGEMENT OF  
PROGRAMME



PROGRAMME  
REVIEW,  
DEVELOPMENT  
AND QUALITY  
ASSURANCE

(DEDICATED DRDP WEBSITE,  
FLEXIBLE CREATION OF OWN  
DEVELOPMENT AND TRAINING)



Member  
Organisation

# Inkpath

- Book DRDP training and activities
- Follow suggested goals or create their own, tracking progress
- Build a portfolio of their development activities

(in addition to DRDP they can add conferences, external training, curated exhibitions, and more)



Inkpath, 2024



# Inkpath

- The user can browse all sessions, conduct a keyword search, or search specific skills or goals
- On booking, the user receives email and calendar invite. They will also receive a reminder.
- After attending, feedback submitted via Inkpath

The screenshot displays the 'Find Activities' page in the Inkpath application. The interface is dark-themed and includes a search bar at the top with 'From Date' (5/9/2024) and 'To Date' (18/8/2099) filters. Below the search bar, there are two tabs: 'Scheduled' (with a notification badge of 81) and 'Self-Study' (with a notification badge of 0). The main content area is a grid of 16 activity cards, each with a title, instructor name, description, and date/time. The activities are:

Activity Title	Instructor	Date/Time
Starting out as a researcher in Business, Day 1	Dr Spinder Dhaliwal	Tue 24/09/2024 13:00
Starting out as a researcher in Business, Day 2	Dr Spinder Dhaliwal	Thu 26/09/2024 13:00
Your Research at Westminster	Rach Maggs	Wed 02/10/2024 10:00
Introduction to the DRDP	Dr Nicola Allett	Thu 03/10/2024 10:00
Writing as Thinking: Letting Go of Self-Criticism and Overcoming Writer's Block	Dr Sally-Shakti Willow	Fri 04/10/2024 10:30
Wellbeing and the Doctoral Researcher	Yusuf Kaplan	Wed 09/10/2024 14:00
The Confident Speaker	Gradtrain	Thu 10/10/2024 10:00
Writing Day on Campus	Dr Alison Eardley	Fri 11/10/2024 10:00
Getting Ready for the Final Viva	Dr Sylvia Shaw	Tue 15/10/2024 10:30
Writing as Signposting: Considering your reader while writing	Dr Sally-Shakti Willow	Fri 18/10/2024 10:30
Literature Searching	Academic Engagement and Learning Development Team	Mon 28/10/2024 13:00
Career Histories: Reflecting on your career so far and how this may influence your future career plan	Careers & Employability Service	Thu 31/10/2024 11:00
Introduction to RefWorks	Academic Engagement and Learning Development Team	Doctoral researchers in their first year of study, but all doctoral researchers are welcome
The Supervisor/Supervisee Relationship: An Intercultural perspective	Dr Daniel Tomozelu	Thu 07/11/2024 16:00
Writing Day on Campus	Dr Alison Eardley	Fri 08/11/2024 10:00
Writing as Editing and Editing as Writing: Redrafting your writing for submission	Dr Sally-Shakti Willow	Tue 12/11/2024 10:30

# Graduate School Events

- Graduate School Festival:
  - Keynote Speakers, In-Conversation with.....
  - Research Marathon
  - ShowOff, Wellbeing Sessions
  - 3-Minute Thesis Competition
- Plus:
  - University Mental Health Day
  - Lunchtime Sessions
  - Coffee Mornings
  - Weekly GS Updates, X, Facebook



# Where we are



Graduate School Office

UG.01

309 Regent Street

London W1B 2HW

[www.westminster.ac.uk/research/graduate-school](http://www.westminster.ac.uk/research/graduate-school)



# Contacting Graduate School Office

## Student Appointments

- By Request - online (MS Teams) or in-person (Regent Street)
- Appointment slots must be booked in advance via submission of a booking form

## Email

- Any queries contact: [graduateschool@westminster.ac.uk](mailto:graduateschool@westminster.ac.uk)
- If urgent, email the above and we will contact you.

## In an emergency

- Dial 020 7911 5000 ext. 5555
- Dial 5555 from a campus landline
- Visit the reception desk



# Doctoral Tutor

The Doctoral Tutor is Dr Sylvia Shaw. Their contact details and online availability are detailed below:

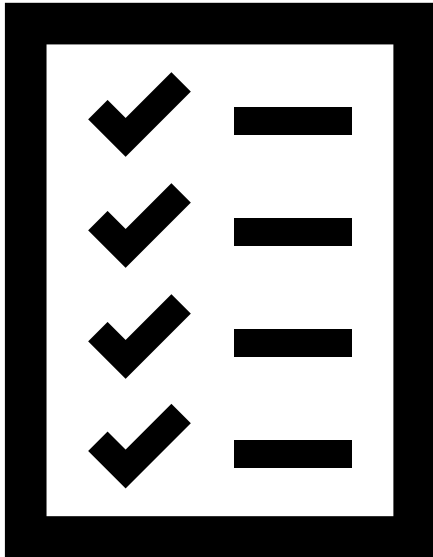
**Dr Sylvia Shaw**

Email: [S.Shaw@westminster.ac.uk](mailto:S.Shaw@westminster.ac.uk)

Hours: 10am-12pm Wednesdays

[Teams Meeting Link](#)

# ..and finally!



- Read the Research Degree Handbook  
<https://www.westminster.ac.uk/research/graduate-school/academic-programme>
- Refer to the DRDP Website  
<http://blog.westminster.ac.uk/doctoralresearcherdevelopmentprogramme>
- Liaise closely with your supervisory team
- Read the GS Weekly Update (and see useful links each week)
- Contact us if any issues
- Enjoy Westminster and your research!