

Doctoral Researcher Arrival Guide from your Welcome Team



Welcome

Whether you are moving to Bath, commuting or coming for a residential module or research purposes, welcome from the Doctoral Welcome Team. We are current research students who run events and are here to support you as fellow researchers. Starting a new level of study can be daunting at the best of times, and when you do it outside of the start of the academic year, it can be more so. So we have pooled our experiences to give you some additional information to help you 'hit the ground running' regardless of when and how you join the community.

The Doctoral College supports our admissions, research experience, through programme administration, strategy development, skills development, events and activities. We consider ourselves lucky to have such a great network behind us. The [Doctoral College Handbook](#) is a great place to start to find out more. There is also a wealth of [induction information](#) with great links on the Doctoral College [webpages](#). Put your feet up and read away – you'll feel part of the community straight away. If you have any further questions, email us at the doctoralwelcometeam@bath.ac.uk, your programme administrator or [Oliver Schofield](#) – our Doctoral Engagement Manager. We look forward to meeting you whether its virtually or physically over the coming months.

Jane, Beth, Darlington, Aoibheann, Mike, Holly, Zehan, Philippa, Jenna and Jo

Videos to check out

[Bath University Doctoral Welcome Team](#)

Ways to connect

On line discussion groups

These may be through your faculty, department groups, or seminars, - check with your department. The [SU Postgrad association](#) also has a forum.

Peer Mentoring

Check with your Director of Studies whether you have a [mentoring](#) scheme.

Lectures, seminars, conferences, symposiums

Don't just stick to your own faculty, you are generally welcome to go to any lecture, just check with the lecturer. [Skills Training](#) also useful for development (some are available on line)

[Careers Events](#)

Cake in the Commons

FREE cake, coffee and great conversation
Fridays 10:30-11.30 10W 5.01

Events

The [Student Union](#) and the [Doctoral College](#) and Welcome Team arrange events. [SU Refresh Week](#). Check out the pages, keep an eye on newsletters and your emails. Try new [Societies, sports, arts, volunteering](#)

Say yes to invitations or requests for help – you never know who you will meet or what it will lead to

Academic Life

Programme Administrator

Your programme administrator will become your new best friend. Make contact with them as soon as you can. They will guide you through the regulations and forms, dates and different stages of your research.

Procedures

Depending on your research you will have different stages to go through. It may be assessments, exams, candidature, confirmation. Familiarise yourself with these (programme administrator and supervisors come in handy here) and when they will happen. The [Doctoral College Handbook](#) gives you an overview of the journey and your faculty or school handbook will have the detailed information. Check Lab rules and training with your department. You may not be able to use equipment until you have been trained.

Supervisor(s)

Communicate with your supervisor(s) as early as you can and agree on frequency of meetings, preferred communications etc. They are there to help and guide you, question you, direct you to new worlds and ultimately there to support you. You may also end up working collaboratively with them. Remember, they are not mind readers though. If you need something specific, ask, remembering that we all work differently (even in the doctoral community). Agree a plan with them for first 3-6 months.

Build your toolbox

Attend [Doctoral Skills Courses](#) - these are key to getting things right, especially take advantage in your first year. Develop a skills record and keep your CV up to date.

Miscellaneous (but maybe most important)

Location We have a city centre hub – [The Virgil Building](#) as well as the main campus at [Claverton Down](#)

Campus Layout print a copy of the [map](#) and keep it with you! Anything south or west of the fountain has even numbered building on the side of the fountain and odd numbered buildings on the side of the student union.

Library Contact your subject specialist, you'll find the link to yours half way down the [library page](#) - they will be able to help with searches – they know their stuff!

Your library card is your ID card & Printing Card. It allows you into your office outside working hours, postgraduate areas and is very useful for obtaining discount in shops! Check with your administrator about your printing credits.

Computing Services The [computing services](#) are fantastic and will help you with anything; connecting to Wi-Fi, accessing files from anywhere, downloading software (including Microsoft Office 365 for free) using owncloud, they will sort you out.

Careers Service [Dr Anne Cameron](#) is our doctoral specialist for [Careers](#)

Student discount: with your uni email you can access discounts via NUS extra, Student Beans and UniDays. Don't forget to ask in shops.

Part-time work: check with your department, faculty or school for opportunities for lecturing, marking, invigilating etc.

Register with the [Doctor](#) (Fresher's Flu is real!) and Dentist.

Information Fair unfortunately we can't run an information fair every term but here is some information from exhibitors

Moodle Course-specific information and discussions

Samis Student Record Database

Agresso Finance system for claiming expenses if you have a budget (get your project number from your administrator)

iTrent HR & Payroll for part-time work

Travel

[Check out general and up-to-date travel information](#)

Buses You can buy tickets in advance and keep them on your phone. If your department is south or west of the Fountain, get off the bus at North Road rather than camp terminus.

Trains Full-time students can apply for a 16-25 railcard for British Rail regardless of age.

Parking on campus If you live in private accommodation, you can apply for a [campus permit](#), for occasional or regular use. Otherwise some campus car parks have ticket machines.

Support

The university has excellent support for all your needs: well-being, travel, mental health, accommodation, chaplaincy, disability, security, computer services, careers, health, part-time work to name a few.

[Student Services](#)
[Doctoral College](#)
[Student Union](#)

In addition we have an independent advisor for PGR students.

In the words of the Director of Student Services ...

"Successful students seek help early"

International Students

Contact [International Students Association](#)

Winter Being on top of the hill, Uni has its own 'weather system'. You'll need a warm jacket, thermal wear, good shoes, take advantage of the sales.

Food Fresh on Campus has lots of international food. There are some Asian & Chinese Shops in Bath, more in Bristol and a new African shop.

Open a Bank Account We have banks on campus and get a UK mobile phone sim card so you can keep in touch easily.

Part-time work make sure you know what you are allowed to do within your visa regulations.

Accommodation

Check out [Student Accommodation](#) pages for sharing opportunities Student Union for information about sharing, and [what you need to know](#) You can apply for [Council Tax Exemption](#) at the Registration On Line if you live in Bath or via your local council with a letter of confirmation via SAMIS [Student Accommodation](#) will help and direct you if you have problems

And finally ...

In our experience, postgraduate research is a rollercoaster of a ride. You will go through tough times when you haven't got a clue what you are doing, then fantastic times when you will have clarity, then despair, then clarity again. It can be really exciting when an experiment works or you have a unique thought that you can run with. It can also be one of the most collaborative things you have ever done. However, it can be lonely however you are studying. People outside your research area may not be interested. Please don't be alone: contact someone, talk to anyone and ask for help if you need it. It will probably take you a while to settle into a routine with working habits, recording information and writing. Accept it! But, please remember, to be most effective, you need to take time off from your doctorate and have good balance in your life. This is even more important if you are studying part time. Those who have completed their research studies tell us with hindsight that 'doing research allows you to be the most selfish you can ever be.'

Have fun, enjoy yourself and if in doubt, shout
The Doctoral Welcome Team