London Doctoral Design Centre

LDoc Student Handbook

2022/23

Contents

LDoc Events

Keynote and Workshops

LDoc will organise Keynote lectures, workshops, and various other events throughout the year. Events will be publicised on the LDoc website, and emailed to students in advance. There will normally be three Keynote lectures each year, and at least three workshops per year.

As a gentle reminder, we host these events for the LDoc community, and attendance at events is expected from all LDoc researchers. If you aren't able to attend an LDoc event, please let the LDoc Co-ordinator and your supervisor know.

Student Led Events (CDF)

Students can apply for funding to organise group workshops, conferences and exhibitions. More information and deadlines are available on the website: http://ldoc-cdt.ac.uk/cdf/

Advice and useful documents to support the organisation of CDF events: https://docs.google.com/document/d/1h1VI1a2nh5t8mpAsp8_Sx7ksgK40BkVMdgQQTN9JW9M/edit?usp=sharing

Students who have previously organised events should give feedback using this online form.

See also: SDF and CDF Applications

Funding

Maintenance Payments

Home students receiving LDoc stipends, will be paid in quarterly instalments by your home institution. If you have a query about your stipend payment, please contact your home institution in the first instance.

See also: Administration and Support

The AHRC full time stipend for 2022/23 London PhD candidates is £19,668. Part time students will receive pro rata payments.

Fee Payments

Your fees will be paid directly to your university. You should not be asked for fee payments, if you are please speak to your institution's research office. Please be aware LDoc will not cover writing up fees.

Additional Funding

Additional funding is available to LDoc students to attend/organise conferences and training events, cover travel costs, cover primary research costs, attend work placements, etc.

See also: SDF and CDF Applications

Students may be able to apply for money from the RTSG fund, you should contact your home research department to ask about RTSG.

LDoc students should always ask for funding from the SDF or RTSG funds before applying for alternative funding from their home university (such as generic research conference funds). Please speak to the LDoc Co-ordinator if you are unsure if a proposal will be covered by the SDF or RTSG fund's scope.

Travel costs

Travel costs for attending LDoc events such as the Welcome Event and training sessions can be reclaimed from LDoc. Note that travel costs for students travelling to their home institution are not eligible. Students may only claim travel from their home address (in the UK) as recorded at their institution or from another starting point where the travel costs are lower than those from the home address.

Students who wish to claim for travel costs should send receipts to the LDoc Coordinator who will arrange reimbursement.

SDF and CDF Applications

The SDF and CDF application deadlines for 2022/23 have been confirmed as **3 October 2022, 2 January 2023, 9 April 2023** and **25 June 2023.**

Forms and guidance for both funding sources, including full details on what can be claimed, are available here.

All successful SDF and CDF recipients are expected to submit a short report on the funded activity to the LDoc Co-ordinator.

LDoc Website

The LDoc website is used to promote student's work and the LDoc ethos. All students have a personal page on the LDoc website, at the address: http://ldoc-cdt.ac.uk/firstname-lastname/

This page can be used as an online portfolio of your work, and to promote your research to potential collaborators/partners. If there is any part of your page you would like to update, please email ldoc@rca.ac.uk with amended information.

Progress Reports

Students are expected to submit bi-annual progress reports to LDoc in January and June of each year. These should include details of your achievements, participation in workshops and conferences, and a 'life in the day' story to be featured on the LDoc website. Submission of supporting images is also encouraged.

All progress reports must be signed by your supervisor, and submitted to ldoc@rca.ac.uk. An example of the template is available here:
https://drive.google.com/file/d/0B7_NDqHGjdUMa0dtWkJyTXBOUG8/view?usp=sharing

Writing up period policy

Students in receipt of LDoc funding must adhere to the writing up policy of their home institution. Please be aware that the period of time allowed for writing up once your funding has ended may differ from one institution to the next, and may be different between part-time and full-time modes of study.

If you have changed mode of study prior to your funding ending, either from part-time to full-time, or vice versa, you're writing up period is dictated by the mode of study you are on at the point when your funding ends. Again, please refer to your home institution policy for how long you are allowed.

Please also be aware that any funding extensions, leaves of absence, or other leave, may have an impact on the length of time between your funding end date and your submission date. It is important you let the LDoc coordinator know if you are planning to take leave from your research or if you are affected by unexpected circumstances which mean you are unable to engage with your work for a period of time.

If you are unsure about your submission date, please contact ldoc@rca.ac.uk, or your home institution administrator to clarify.

Student Reps

Each institution has a student rep who sits on the LDoc Steering Group. The current reps are listed below, and can be contacted if you would like them to raise an issue on your behalf, or to give feedback on the meetings.

UAL TBC

Kingston TBC

RCA Shalini Sahoo shalini.sahoo@network.rca.ac.uk

If you are interested in being a student rep please let us know!

Administration and Support

Any queries regarding your research, suspensions and leave, supervisors, exams, etc, will normally be handled by your school/department or your research office, although RCA students are also looked after by the LDoc Co-ordinator.

RCA
Chloe Farrar   research@rca.ac.uk
Anna Riccardi   ldoc@rca.ac.uk

Kingston
Emily Bowles   E.Bowles@kingston.ac.uk   020 8417 4016

UAL
Emily Ruff   researchdegrees@arts.ac.uk   020 7514 9389

Many common questions including information about changing your study status, leaves of absence, and maternity/paternity leave, are covered by the AHRC funding guidance:

https://ahrc.ukri.org/skills/phdstudents/currentawardholders/

If you have any LDoc specific queries (funding, events, internships, etc), please contact the LDoc Co-ordinator, Ewan Fisher, who's based at the RCA. Please also keep LDoc up to date with any changes to your circumstances, although these will need to be agreed with your school/department/institution first.

LDoc Coordinator
Anna Riccardi
ldoc@rca.ac.uk

* Please be aware the LDoc Co-ordinator role is part time and you may not receive an immediate response. For urgent queries please contact your research office or supervisor.

Important Links

AHRC standard terms and conditions for training grants:
https://www.ukri.org/publications/terms-and-conditions-for-training-funding/

LDoc website: http://ldoc-cdt.ac.uk/

SDF and CDF applications and information: http://ldoc-cdt.ac.uk/category/resources-for-students/

AHRC funding guides: http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/