

**London
Doctoral
Design
Centre**

LDoc Student Handbook

2018/19

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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/1h1V11a2nh5t8mpAsp8_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 2018/19 London PhD candidates is £16,777. 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 2017/18 have been confirmed as **28 September 2018**, **4 January 2019**, and **26 April 2019**.

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

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

Mariana Cabral	research@rca.ac.uk	020 7590 4135
Lindsey McBrayne	ldoc@rca.ac.uk	020 7590 4438

Kingston

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

Emily Ruff	researchdegrees@arts.ac.uk	020 7514 9389
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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, Beki Gowing 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

Lindsey McBrayne

ldoc@rca.ac.uk

020 7590 4438

* 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

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/>