Welcome to CREATe!

We hope you will enjoy your time here. This PhD guidance pack is provided as a resource for new PhD researchers, working as part of the CREATe team. The pack gives some general advice about starting your new role as a PhD student, as well as guidance for working life within the University.

PhD Welcome Pack: Top Tips for New PhD Students (CREATe)

1. **Manage your expectations.** Try to think of your PhD as an apprenticeship in research. You're definitely not expected to know everything at this stage. The first year of a PhD is intended to be exploratory, so give yourself time to be curious, and allow your research question to change. It should be an exciting time!

2. **Make your first year busy.** A PhD can be a bit of a shock to the system if you've come from a more structured 9-5 background. This can feel like a slow start if you don't establish a good routine early on; but one of the benefits of doing a PhD is finding whichever routine works best for you. You may have the impression that you need to work 24/7, but this isn't necessary - just work consistently. If you feel you need a more structured routine, try taking as many courses as you can in your first year - particularly as there also won't be as much time for this later on. This may not be appropriate if you are a GTA, or if you are coming from a more advanced background. Summer is a good opportunity to attend conferences, and Summer schools such as the **IViR Summer Course** in Amsterdam.

3. **Write early, write often.** Write even when you're reading. Implement a good note taking system from the start. Try to organise these well, and preferably use a system such as **EndNote** or **Zotero** to keep track of your references. You'll thank yourself when the time comes to submit your first draft chapter. For general writing skills, **Jennifer Boyle** runs several useful writing workshops and bootcamps, and provides personalised advice.

4. **Try it yourself first, then look for help.** This is a fine balance - don't be stuck, but also know you're not likely to get your hand held through new processes. Remember, there is a hierarchy of people to contact - as a very general rule, try fellow PhD students first before asking a busy supervisor. Chances are if your question is more general (e.g. admin problems) that a fellow student will be able to answer (or point you in the right direction).

5. **Imposter syndrome is very real.** Try not to compare yourself to other students. Not only is everyone at different stages of their research, but your PhD is yours alone - so there's nothing else to compare to. This can sometimes make the process feel quite isolating (and in some senses should be – you alone will defend your thesis!), so remember to look to friends, family, and fellow students for support. The University also hosts **counselling services,** including drop-in appointments, if you feel you would benefit from this.

6. **Don't forget why you're here…** It can be hard to imagine during the first few months of a PhD (which can be slow), but you will likely get involved with multiple projects, conferences etc. which will gradually eat away at your time. These are important for improving your skills and CV, but should never jeopardise your thesis. Learn to prioritise your thesis, and learn how to say no. Your

supervisor should be aware if you're feeling overwhelmed by additional work, and will be able to help you with this.

7. **… But think ahead (a little!).** Keep a list of all of your achievements over the course of your PhD, including a list of courses, presentations, posters, teaching, and projects. Keeping an up-to-date CV is handy for conferences, where this is usually requested. Also consider publishing an article during your PhD, if possible, as this will eventually benefit you in the jobs market.

8. **Be scared, but do it anyway.** Everything about a PhD is new and terrifying at the start. First supervisory meeting, first conference, first workshop… These may (sometimes) be legitimate fears, but now is the time to be brave and make mistakes whilst you're still at the earliest point of your research career!

PhD Welcome Pack: A Practical Guide

Where's where?

Starting somewhere new can be a daunting experience….not least because some of the most basic things, like finding a printer, often cause us the most stress. Here are a few helpful tips on where to find what you need, to make the first few weeks an easier ride.

Accessing the building: Mostly the door to number 10 will be open, but if you are here very early or out of hours you can access the building via number 8 The Stair Building, using your University ID card. Additionally, in the interests of security, please always make sure you close the 'Yale' lock, if you are leaving after 5pm. The 'Yale' lock ensures the building is secured. The lock looks a bit like this:

Your office: You should hopefully have been shown to your office and given your key. If no one else is around, it's a good idea to always lock your door when you leave the office. If you find yourself locked out, Eddie, the School of Law porter, is usually around in the porter's office in number 8 and can be counted on to help out.

Printing/ scanning: Multifunction devices (MFDs) can be found on the ground floor (number 10), on the second floor (number 10) - either turn left at the top of the stairs or go right and keep going until you reach the 'Machine Room'. Printing works on a 'pull print' basis and you can pick it up from any of these printers, provided you have scanned your student card on the card reader situated on whichever machine you're using. If you're having problems printing don't hesitate to contact the **IT helpdesk.**

Library pass: Admin will let you know once your card is ready for collection. This is usually collected from the library very soon after you start. You need this card for entry to the library, use of the IT equipment in the library, use of the MFDs (see above) and, of course, getting into the Gilchrist Postgraduate Club.

The Gilchrist Postgraduate Club: For those times when you need coffee and a change of scene, the **Gilchrist Postgrad Club** is on hand to offer drinks (of all varieties), sandwiches and cakes etc. It can also be a useful alternative space for studying or for holding informal, small group sessions.

Who's who?

There's nothing like a real person to call on when things are new. This list highlights some of the people you may be most likely to need in the early days…and beyond.

Postgraduate admin (PhD): **Susan Homes** is your postgraduate go to person for everything related to the admin of your PhD.

Postgraduate admin (LLM): Kirsty Wilkinson is the person to speak to with regards anything to do with LLM admin.

Finance: Contact **Rona Cameron** or **James Muir** for claiming expenses, arranging transport/field trips or any other financial queries.

IT: The IT Helpdesk can be contacted on: +44 (0)141 330 4800.

CREATe community manager: For all CREATe related queries, such as blog posts, public lectures and events, **Kerry Patterson** can be contacted (Monday-Wednesday) at this address or via telephone at: 0141 330 1986.

General advice: The **Student Representative Council** can be contacted, for all sorts of advice.

Counselling service: The university **Counselling services** offers all sorts of support and advice.

What's what?

One of the best bits about doing a PhD is the variety - no two days are the same. This section highlights some of the courses to consider undertaking, particularly in the first year while you are finding your feet and learning the ropes.

Of course, in addition to attending courses it's good to get involved in the life of the department, by taking part in some of the less formal events that are organised throughout the year. This helps you get to know people, make connections and feel like a valued and important member of the wider CREATe/ School of Law team. This section has some suggestions about how to get involved.

Courses

Language courses: English language courses, provided by the university, might be helpful if English is not your first language. More information about what's on offer can be found **here**.

Research methods:

- Mandatory **research methods** training: this course is compulsory and all PhD students are expected to attend. The first meeting of this group will take place on the **Wednesday 26 September 2018** at 11.00am in the Lady Cosgrove Room, 1st floor, Stair Building. These details are included in the welcome email, which you will have received from Susan Holmes.

- **Research Integrity Training**: Further details of this will be provided by the College of Social Sciences Graduate School, in due course

- The comprehensive **Researcher Development Programme**, offered by the graduate school, includes a variety of valuable courses. You should discuss with your supervisor which of these courses may be most suitable for you to attend.

- Other accredited research methods courses are available, under the **Researcher Training Programme.**

Optional LLM courses: Some courses on the LLM programme are open to PhD students who would like to take the opportunity of expanding their knowledge of the subject. These usually include certain classes from, for example*, **'Copyright in the Digital Environment'** and **'Contemporary Issues in Intellectual Property'.** If you think these would be useful, you can discuss this with your supervisor who will advise you on how to arrange attending these classes.

CopyrightX: Glasgow: **CopyrightX** is an intensive twelve week networked course that has been offered annually since 2013 under the auspices of **Harvard Law School**, the **HarvardX distance-learning initiative** and the **Berkman Klein Centre for Internet and Society**. As part of the affiliate course community, **CopyrightX: Glasgow**, joins around 20 other countries in delivering the affiliate course. This annual course is offered to a selected group of LLM students, although PhD students may have the opportunity to take part.

Events and societies

CREATe seminars and public lectures: CREATe run an active programme of seminars and public lectures. This may include a specific PhD discussion/ reading group so keep a lookout on the **CREATe calendar** to find out what's happening.

Glasgow University IP Society (GU-IPS): This newly established group is run predominantly by, and for, LLM students, although welcomes input by PhD students, alumni, staff and anyone else who shares an interest in IP. The group has some exciting plans and events arranged, so keep up to date with what they're up to on their **website** and on their **Facebook page**.

Socio-legal reading group: Collaborating with other Research Groups within the School of Law is a rewarding and valuable thing to do. A socio-legal reading group is run by **Felicity Belton.**

Diversity book group: This is more for fun, and is a sociable way to meet new people from all disciplines. For details contact **Joy Davidson**.

European/ International courses/ conferences: There are lots of great opportunities out there, beyond CREATe/ Glasgow and PhD researchers are always encouraged to attend and, eventually, present papers at relevant events.

- **IViR** summer courses: The Institute for Information Law (IViR) run two annual summer courses: **International Copyright Law** and **Privacy Law and Policy**.

- **WIPO** summer school: The World Intellectual Property Organisation (WIPO) hosts an **annual summer school**. This offers students a valuable opportunity to deepen their IP knowledge and take part in panel presentations and group discussions.

- **CEIPI** summer school: The Center for International Intellectual Property Studies (CEIPI), Strasbourg, offers an **annual summer school**. This is particularly relevant for students who have an interest in Patent and Trademark Law.

- **Max Planck Institute for Innovation and Competition**: The Max Planck Institute (MPI) hosts an **annual summer institute** covering topics including IP, economics, innovation, competition and a whole range of other disciplines.

- The **University of Geneva** summer school: The University of Geneva offers an annual **Internet L@w Summer School.**

What's out there?

It goes without saying that there's a whole world of IP/Copyright information/opinion/knowledge

out there. While not all of it will be strictly related to your research, it may be useful for

information or purely for interest. These are just a few of the many resources available - the list is

certainly not exhaustive, and will be added to over time.

- **CREATe:** it is recommended that PhD researchers sign up to the CREATe newsletter and Twitter account…..this helps us to stay in the CREATe 'loop'!
- **Copyright wiki**
- **Copybuzz**
- **Ipkat**
- **1709**
- **Kluwer**
- **Technollama**
- **Politico**
- **The Conversation**

How to de-PhD for a while?

Of course, it's important to get the 'work-life' balance right, and to factor in some fun. The

following list includes some things to do around Glasgow.

Cinema:

 - For arthouse and 'world' cinema visit the **GFT.**

 - For more 'mainstream' films try the local **Grosvenor cinema** on Ashton Lane, or one of the

many **Cineworld** complexes.

Music:

 For local music venues try places like:

 - **Oran Mor**
 - **Cottiers Theatre**

- **Glad Cafe**
- **Saint Luke's**
- **St. Andrews in the Square**
- **Cafe St. Louis**
- **Old Fruitmarket**
- **City Halls**
- **Royal Concert Hall**
- **Quay Sessions** (BBC - weekly, free, live music)
- **Jazz at the Quay** (BBC - weekly, free, live jazz)
- **Royal Conservatoire of Scotland**

Theatre, Opera and Dance:

For local theatre, opera and dance try:

- **Citizens Theatre**
- **Tramway Theatre**
- **Tron Theatre**
- **Pavilion Theatre**
- **The Theatre Royal**
- **Scottish Ballet**
- **Scottish Opera**

Art:

For some local art try:

- **Centre for Contemporary Art (CCA)**
- **Glasgow City Council Galleries and Museums**
- **The Lighthouse**

Food and drink:

There are plenty of good places to eat and drink, whatever your preference. For an idea see

https://food.list.co.uk.

Outdoor Pursuits:

For some places to visit outside of Glasgow, see: **Visit Scotland.**