CREATe PHD WELCOME GUIDE

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INTRODUCTION

Welcome to CREATe!

This Welcome Guide is written by CREATe PhD students for new and incoming students. We hope you enjoy your time here! The guide gives some general advice about starting your new role as a PhD, as well as guidance for working life within the University. This guide should be read in conjunction with (and is supplementary to) any advice given by the UofG School of Law.

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TOP TIPS FOR NEW PHDS

A **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 a time for exploration, so let yourself be curious, and allow your research question to change. It's an exciting time!

B **Front-load your first year.** 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 being 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 - we would just advise you 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're a GTA, part-time or if you are coming from a more advanced background.

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C **Write early, write often.** Write even when you're reading. Implement a good note taking system from the start, and organise them well, preferably using a system such as **EndNote** (https://www.gla.ac.uk/myglasgow/library/help/endnote/) or **Zotero** (https://www.zotero.org/) 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 (https://www.gla.ac.uk/myglasgow/leads/students/writingstudyadvice/phdwriting/).

D **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. When it comes to things like teaching and giving conference presentations, these are very much treated as "learn by doing". As a very general rule, try asking fellow PhDs for advice first before asking a busy supervisor. Chances are if your question is more general (e.g. admin problems) then a fellow student will be able to answer (or point you in the right direction). Supervisors are usually contacted for bigger decisions regarding e.g. thesis direction or issues, feedback on work, undertaking new projects or work and time-management.

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E **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 journey is yours alone – so there's nothing else worth comparing 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 need to speak to someone (https://www.gla.ac.uk/myglasgow/counselling/).

F **Don't lose track of why you're here...** It can be hard to imagine during the first few months of a PhD, but you will likely get involved in multiple research projects, teaching, conferences etc. which will gradually eat away at your time. These are important for improving your skills and CV, but should never jeopardise the progress of your thesis. Learn to prioritise your thesis, and how to say "no". Your supervisor should be aware if you're feeling overwhelmed with additional work, and will be able to help you with this.

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G **... But think ahead (a little!).** Keep a list of all your achievements over the course of your PhD, including a list of courses, presentations, posters, teaching, and research projects. Keeping an up-to-date CV and business card is handy for conferences. Also consider publishing an article during your PhD, if possible, as this will eventually benefit you in the job market. Book reviews offer a gentle step into the world of publishing - see examples from CREATe PhD students here: https://www.create.ac.uk/blog/2019/09/20/create-phd-book-reviews-on-privacy-cultural-heritage-and-copyright/

H **Be scared, but do it anyway.** Everything about a PhD is new and terrifying at the start. First supervision 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!

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PHD ASSESSMENT

You're expected to attend **supervision meetings** approx. once a month, with a joint supervision meeting once per semester (in both cases these may be hosted face-to-face or remotely via video conferencing). There is no set format for supervision meetings, though we would recommend you come prepared to provide updates on what you've been up to since your last meeting, and use this opportunity to discuss any problems or questions that have cropped up. If you require feedback on your work be sure to send this well ahead of time.

After each supervisory meeting you should fill out a **Record of Supervision**, have this approved by your supervisor, and return to Susan Holmes.

Every year you'll have an **Annual Progress Review** (usually in April) to make sure that you're ready to move on to the next stage of your PhD. There are different requirements year to year, so be sure to check what you need to submit ahead of time.

Additionally, during your first year you'll be expected to complete the **Legal Research Methods** course at the School of Law and a **Research Integrity** workshop.

Once you've submitted your thesis you'll be invited to defend your thesis at a **viva voce** - but you shouldn't have to worry about this for at least another couple of years.

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LIFE @ CREATE & UOFG

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.

Please note that in light of the COVID pandemic some of this information may not be applicable if you are working from home. Please be sure to consult the University guidance on accessing the campus safely: https://www.gla.ac.uk/myglasgow/news/coronavirus/faqs/#

Your office: You will be assigned an office (usually shared with other PhDs) for the duration of your PhD, and should be able to access this using either a key or code. If you find yourself locked out, Eddie McCann (the School of Law porter - edward.mccann@glasgow.ac.uk) is usually around in the porter's office @ No. 8 Stair Building and can be counted on to help out. If you're delayed in being assigned an office, you can always use the library or Law Workshop as a temporary workspace.

Accessing the building: You'll spend most of your time as a law PhD in the Stair Building @UofG, which is almost always open, but if you arrive out of hours you can use your University ID card to access via No. 8. In the interests of security, please always ensure you use the Yale lock to lock the door if you are leaving after 5pm.

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Printing/Scanning: Multifunction devices (MFDs) can be found in the "Machine Room" in the Stair Building, Level 4. 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. If you're having problems printing, don't hesitate to contact the **IT helpesk** (ithelpdesk@glasgow.ac.uk).

Student ID: The University central admin will let you know when 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 MFDs (above) and getting into the Gilchrist Postrgraduate Club.

Resources for research: The University benefits from a well-stocked library and law workshop, but if you require a specific item that's not available the library is very helpful in borrowing or buying books for you upon request. Contact either the main library helpdesk (library@glasgow.ac.uk) or Fiona Gordon (fiona.gordon@glasgow.ac.uk).

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NOTES FOR INTERNATIONAL STUDENTS

Be aware of **Tier 4 Visa monitoring** requirements. Under these rules, you will be permitted a maximum of 8 weeks annual leave per year. Every time you leave the UK, irrespective of duration, you'll need approval from a supervisor. More information is available here: https://www.gla.ac.uk/myglasgow/registry/tier4/checkins/

If English is not your first language and you require additional support for your writing, you can contact **Jennifer Boyle** (jennifer.boyle@glasgow.ac.uk) who can provide advice. If you need further assistance from a proofreading service, try to find an **academic proofreader** rather than a business service. Fellow PhD students may be able to offer specific recommendations.

If you're feeling **homesick**, remember the University **Counselling Services** (https://www.gla.ac.uk/myglasgow/counselling/) are here to support you.

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GET INVOLVED: COURSES, EVENTS AND SOCIETIES

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 first year while you're finding your feet and learning the ropes. 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 you can get involved.

Please note that whilst many of these courses, events and societies continue to be held virtually during the COVID pandemic, some may be suspended or cancelled. Please be sure to check the details of the website to confirm.

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COURSES @ UOFG

Legal Research Methods: Please note this course is compulsory and all PhD students are expected to attend. This course will give you an overview of key legal research methods that you can employ in your thesis, and give you an opportunity to reformulate and improve your initial proposal.

Research Integrity Training: Please note this course must be completed during your first year. This usually consists of a half-day workshop concerning research ethics (https://www.gla.ac.uk/myglasgow/ris/researchpolici es/researchintegrity/).

Research Training Programme: These are non-compulsory courses offered by the graduate school. Our current PhDs recommend the **Research Design** course for an overview of empirical research methods. More specific courses on Social Theory, Qualitative Methods and Quantitative Methods may or may not be appropriate - this is worth discussing with your supervisor (https://www.gla.ac.uk/colleges/socialsciences/gradu ateschool/studentsandstaff/researchtrainingprogram me/).

Researcher Development Programme: This programme offers broader, transferable skills workshops for new researchers. We recommend the **Data Management** and **Effective Writing** workshops (https://www.gla.ac.uk/colleges/socialsciences/gradu ateschool/studentsandstaff/rdp/).

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Optional LLM Courses: Some courses on the LLM programme are open to students who would like to expand their knowledge on the subject. These include "**Copyright in the Digital Environment**" (contact: Prof. Martin Kretschmer - martin.kretschmer@glasgow.ac.uk) and "**Contemporary Issues in Intellectual Property**" (contact: Dr. Luis Porangaba - luis.porangaba@glasgow.ac.uk).

CopyrightX: 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 initative 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 affliate course. This annual course is offered to a selected froup of LLM students, although PhD students may have the opportunity to take part (contact details TBC).

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COURSES OUTSIDE UOFG

These courses may be subject to additional tuition fees and as such are entirely non-compulsory.

IViR Summer courses: The Institute for Information Law (IViR) runs two annual summer courses: **International Copyright Law** (https://www.ivir.nl/courses/icl/) and **Privacy Law and Policy** (https://www.ivir.nl/courses/plp/).

WIPO Summer School: The World Intellectual property Organisation (WIPO) hosts an annual summer school. If you did not take your Undergraduate or Masters in English the IP General Course may help familiarise you with terminologies and doctrines (https://www.wipo.int/academy/en/courses/summer_school/).

CEIPI Summer School: The Centre 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 (http://www.ceipi.edu/en/training-seminars/summer-school/).

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 (https://www.mpg.de/10704527/summer-schools). You can also visit the **Max Planck IP Library** for a research trip (https://www.ip.mpg.de/en/library.html).

The University of Geneva summer school: The University of Geneva offers an annual **Internet L@w Summer school** (https://www.unige.ch/genevasummerschools/index.php?cID=204).

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EVENTS AND SOCIETIES

CREATe seminars and public lectures: CREATe runs an active programme of seminars and public lectures, usually 2-3 times per semester. This gives you an opportunity to stay on top of the latest IP developments, meet esteemed speakers, and give you an opportunity to network afterwards at drink receptions (https://www.create.ac.uk/events/public-lectures/).

UofG IP Reading group: CREATe PhDs (and other interested students) regularly to discuss readings on IP, and to provide feedback and support for IP related work. Contact Amy Thomas (amy.thomas@glasgow.ac.uk) for details on meeting times and readings.

Glasgow University IP Society (GU-IPS): This group is run predominantly by, and for, LLM students, although welcomes input by PhD students and anyone else who shares an interest in IP. Keep up to date with what they're up to on their **website** (https://gu-ips.org/).

Glasgow University Social and Digital Change Group: This newly established multidisciplinary group reguarly meet to discuss research and PhD working practices (https://www.gla.ac.uk/research/az/socialdigitalchange/).

Scottish Law and Innovation Network (SCOTLIN): This diverse group of Scotland-based experts from academia, practice and activist groups plan to run regular virtual cafes for PhDs (https://twitter.com/LawScottish).

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KEY CONTACTS

SUSAN HOLMES and SARAH SHAND (PGR Admin): Your PGR go-to (susan.holmes@glasgow.ac.uk or sarah.shand@glasgow.ac.uk).

RONA CAMERON and EILIDH McINTOSH (Finance): For claiming expenses, arranging transport or other financial queries (rona.cameron@glasgow.ac.uk or eilidh.mcintosh@glasgow.ac.uk). Any School related finance enquiries should be sent to: finance-law@glasgow.ac.uk

DIANE McGRATTAN (CREATe Centre Administrator): For all CREATe related queries, such as public lectures, events, or blog contributions (diane.mcgrattan@glasgow.ac.uk).

ALEKS SOBIERAJ (Administrator for CPD): For any room booking queries (aleksandra.sobieraj@glasgow.ac.uk).

I**T HELPDESK**: For all tech queries (ithelpdesk@glasgow.ac.uk). **PETE BENNETT** (Digital Resources Officer @CREATe) may also be able to assist (peter.bennett@glasgow.ac.uk).

STUDENT REPRESENTATIVE COUNCIL: For general advice (https://www.gla.ac.uk/myglasgow/studentsrepresentativec ouncil/).

COUNSELLING SERVICES: For support and advice (https://www.gla.ac.uk/study/studentlife/support/).

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IP RESOURCES

Here we list some suggested sources for keeping in the loop with IP developments and broader goings-on in the IP community.

CREATe blog (https://www.create.ac.uk/): we ask that you subscribe to the CREATe newsletter and follow us on Twitter (if you have an account) so you can stay up-to-date with the latest developments. This is where e.g. public lectures and other events will be announced.

Copyright Evidence Wiki (https://www.copyrightevidence.org)

Copybuzz (https://copybuzz.com/)

IPKat (http://ipkitten.blogspot.com/)

Kluwer (http://copyrightblog.kluweriplaw.com/?doing_wp_cron=1597758928.8411710262298583984375)

Technollama (https://www.technollama.co.uk/)

Politico (https://www.politico.com/

The Conversation (https://theconversation.com/uk)

Also be sure to check out the **UofG PGR Blog** with lots of guidance, tips and advice on PhD life (https://uofgpgrblog.com/)

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RECOMMENDED CONFERENCES

Whilst this is not an exhaustive list of every IP-related conference, this represents a selection of verified PhD-friendly opportunities to network and present your research. Calls for papers, dates and venues may vary, so be sure to check in regularly for updates.

British and Irish Law Education and Technology Associatiion (BILETA) Annual Conference: Discusses "[t]he future of law, technology and legal education" and usually takes place in April (https://www.bileta.org.uk/annual-conference/).

European Policy for Intellectual Property Annual Conference: Thematic per year, and usually includes a PhD workshop. Usually takes place in April (https://www.epip.eu/).

Gikii: Open for discussing "[a]ny aspect of law AND technology, science, geek culture, blogs, popular culture, wikis, science fiction or fantasy, computer games, digital culture, gender on-line, MMOPRGS, virtual property or online human personae". Usually takes place in September (http://www.gikii.org/).

International Society for the History and Theory of Intellectual Property (ISHTIP): Theme varies from year to year but broadly concerns issues of culture, history and theories of IP. Usually takes place in July (https://www.ishtip.org/).

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IP Researchers Europe (IPRE): Open to discussions on any aspect of IP Law (https://www.unige.ch/droit/pi/research/ipre/2020/), and see also **IP Researchers Asia** (http://ipresearchersasia.org/) which is arranged by the same team. Usually takes place in June.

Law and Society Association Annual Meeting: Informal and multidisciplinary meeting that runs thematically per year. The society also runs Professional Development Workshops based around small group discussions and networking opportunities (https://www.lawandsociety.org/).

Society of Legal Scholars Annual Conference (SLS): IP is considered here amongst 28 other subjects. Usually runs in September (https://www.legalscholars.ac.uk/conference/).

Socio-Legal Studies Association Postgraduate Conference (SLSA): Discusses any work with socio-legal element, intended as a forum for "testing the water", and reducing isolation in socio-legal students. Only students who have not attended a postgraduate conference are eligible for a place at this conference (https://www.slsa.ac.uk/index.php/conferences/postgraduate-conference).

University of Glasgow School of Law Poster Event: All second and third year PhD students (third/fourth PT) are expected to produce a poster for this annual event, usually running in February. First year students and LLM students can contribute if they wish but this is not mandatory.

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Other PGR Conferences: Some Universities will annually run conferences specifically for PhD students to present their work. These are really friendly and non-intimidating environments for early, nervous presentations. Universities that have welcomed IP-related topics in the past include: **UofG**, **University of Strathclyde**, **University of Edinburgh** and **University of Oxford IP Discussion Group**.

Arranging/affording conference travel: Most PhD students will benefit from a **Research Training and Support Grant (RTSG)** of approx. £750 per annum which can be used for travel, accomodation and expenses incurred in travelling to a conference. The use of this fund is dependent on supervisor approval, and must be released by Susan Holmes - thereafter a member of the School of Law finance team can book any travel or acccomodation in advance (or you can reclaim expenses - remember to keep a hold of your receipts!).

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DE-PHD

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: The local favourite is the **Grosvenor** on Ashton Lane (https://grosvenorwestend.co.uk/). More mainstream films are shown at **Cineworld** in the city centre (https://grosvenorwestend.co.uk/), and more arthouse and world films at the **Glasgow Film Theatre (GFT)** (https://glasgowfilm.org/).

Music: Nearby venues include the **Oran Mor** (https://oran-mor.co.uk/), **Cottiers Theatre** (https://cottiers.com/whats-on/theatre-information/) and **Cafe St. Louis** (https://www.facebook.com/StLouisCafeBar/). The city centre hosts the **Royal Concert Hall**, **City Halls**, **Old Fruitmarket** and the **Royal Conservatoire of Scotland** (details for all here: https://www.glasgowconcerthalls.com/Pages/home.aspx).

Theatre, Opera and Dance: The city centre hosts several theatres, including the **Citizens Theatre**, **Tron Theatre**, **Pavillion Theatre** and the **Theatre Royal** (details for all here: https://www.theatresonline.com/theatres/glasgow-theatres). Slightly further afield you can also visit the: **Tramway Theatre** (https://www.tramway.org/Pages/home.aspx) or **Scottish Ballet** (https://www.scottishballet.co.uk/), and consult the **Scottish Opera** events (https://www.scottishopera.org.uk/what-s-on/).

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DE-PHD

Art: UofG is very local for both the **Hunterian Museum** (https://www.gla.ac.uk/hunterian/) and **Kelvingrove Art Gallery**. The **Riverside (Transport) Museum** is also a short train ride away. The city centre hosts the **Centre for Contemporary Art (CCA)**, **Gallery of Modern Art** and **the Lighthouse** (more details on all here: https://www.glasgowlife.org.uk/museums)

Food and drink: There are plenty of good, nearby places to eat and drink, whatever your preference. For a general idea see **food.list.co.uk**, and we recommend: **Paesano Pizza** (for fresh pizza dinners), **Brel** (for drinks), **Hyndland Cafe** (for quick lunches), **Kember and Jones** (for coffee), **Tantrum Doughnuts** (for sweet treats) and **Dumpling Monkey** (for takeaway night).

Outdoor Adventures: You'll be spoiled for choice for outdoor adventures which you can explore on **Visit Scotland** (https://www.visitscotland.com/) or **Walk Highlands** (https://www.walkhighlands.co.uk/). For nearby adventures, we would recommend: **The Devils Pulpit** in Finnich Glen (for film fans), **Balloch @ Loch Lomond** (for a day by the shore), and day-trips to **Arran** or **Bute** (for a Scottish island experience). Be sure to take advantage of the **16-25 railcard** (also applies to mature students) for discounted train journeys (https://www.16-25railcard.co.uk/).