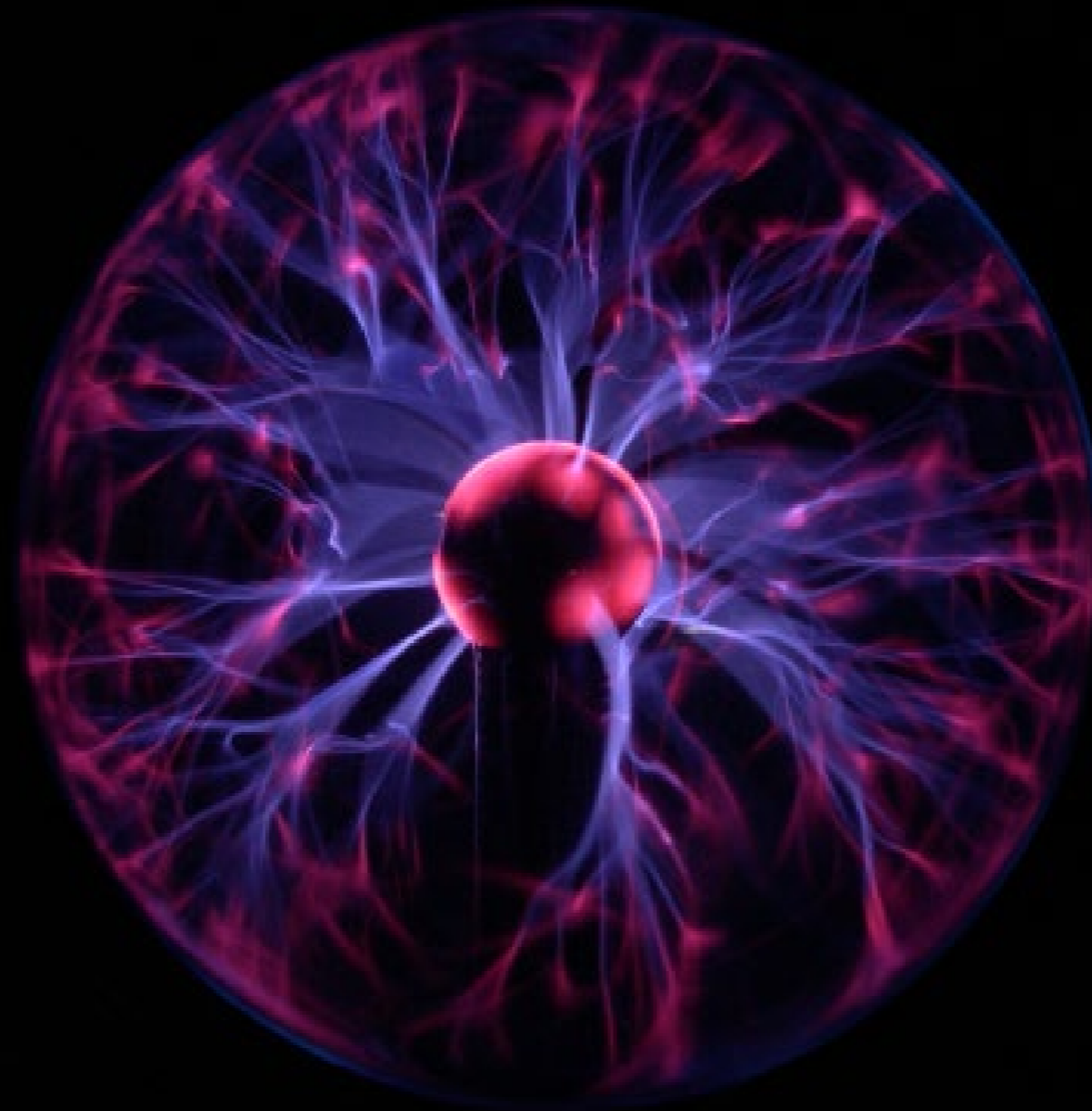




UNIVERSITY OF  
LEICESTER

Doctoral College

Programme 2019-2020



# The Doctoral College Programme

Welcome to the University of Leicester!

As a postgraduate research student, you are supported and represented by the Doctoral College. We provide a diverse suite of workshops, coaching, e-resources, and events to showcase your research.

We are delighted to share our programme with you!

In the programme, there are links you can click which direct you to MyPGR - our online tool designed to support you through your doctoral journey and a means to view and book onto events.

Our extensive programme is delivered by staff from the Doctoral College team, academic colleagues, as well as staff from other parts of the University of Leicester. We will support you in your development, both as a researcher and as a professional.

You might find that you are doing quite a lot of training in the first phase of your research degree, but you will need to continue to refresh and upskill yourselves through the course of the entire degree programme.

A career awaits you at the end of this, and it may not be in academia, but you will need to use this opportunity to learn as much as you can, and articulate your skills effectively when you are looking for a position post-PhD.

With best wishes,  
The Doctoral College Team  
[dcevents@le.ac.uk](mailto:dcevents@le.ac.uk)



# The Doctoral College Team

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# The David Wilson Library

## Library Research Services

The University Library Research Services team supports the university's research community throughout the research lifecycle by providing a range of services, tools, resources and training to help meet our institutional and individual research priorities and activities.

We provide PhD students and researchers with training and help in these areas:

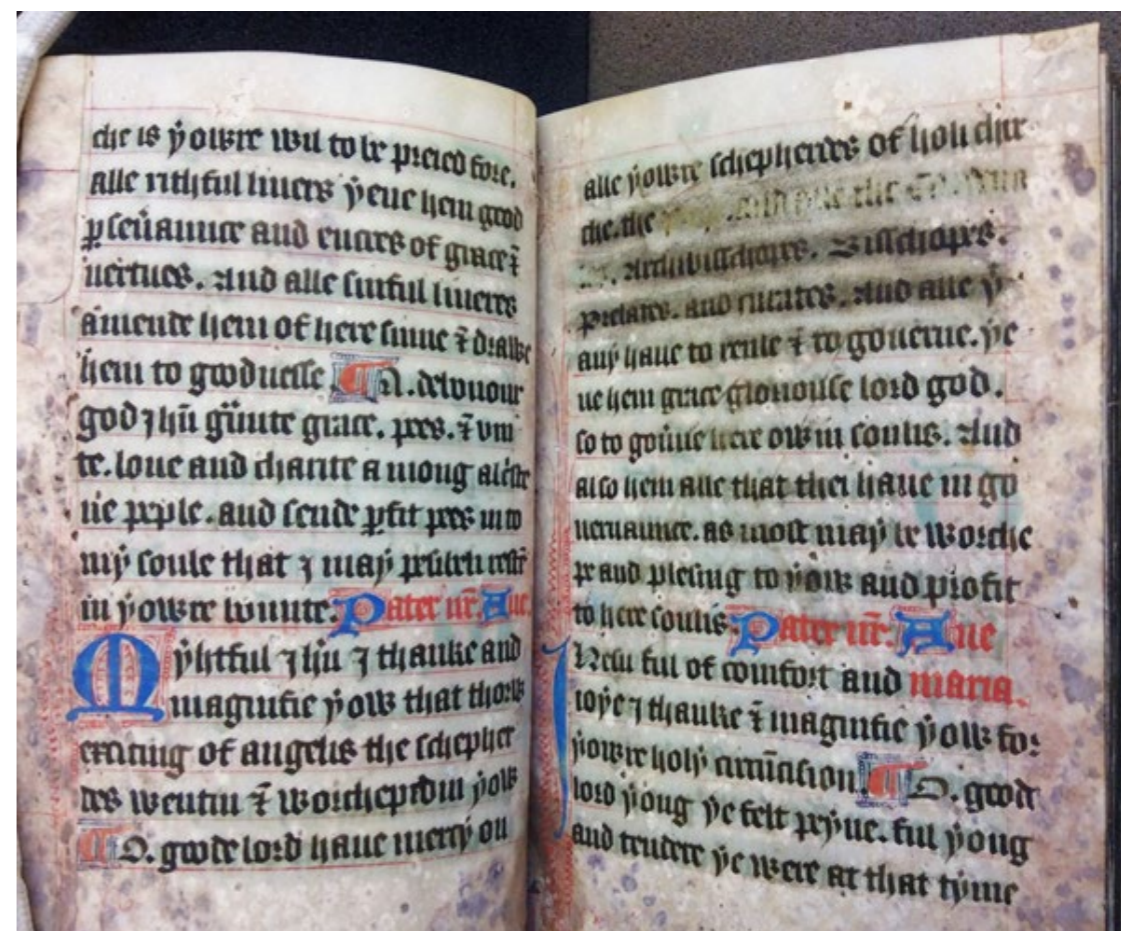
- Information research skills and capabilities
- Reference management
- Research data management
- Open access
- Open publishing and open journals
- Copyright
- Publishing strategically, dissemination and impact of research
- Researcher development and training
- Research metrics and analysing publication metrics
- Open research and open scholarship

Our team of research service consultants provide research consultations to PhD students and research staff.

For more information on how our team supports the university's research community, please contact Research Services at [librarians@le.ac.uk](mailto:librarians@le.ac.uk)

Follow us on Twitter: <https://twitter.com/DWLresearch>

Read our DWLResearch Blog: <https://gradschoolreadingroom.blogspot.com/>



CC-BY - Ben Parsons – 'Holey Prayers'. Images of Research (2018) <https://doi.org/10.25392/leicester.data.7976873.v2>

# A Framework for Supporting Researchers

In the UK, support for researchers is guided by the [Researcher Development Framework](#) (RDF), which was developed by VITAE in 2010.

The framework helps you understand your skills as well as helps us and your supervisors understand your needs. It can also help you express the skills you have developed through your research degree in an employment context.

While useful, the RDF is extremely complex - within the 12 domains there are 64 skills listed. Many of these are difficult to interpret making the related training needs analysis form unnecessarily complex. Equally, it proved too long to fill out and difficult to translate into a training plan for the upcoming year.

In response to these criticisms, the Doctoral College has reviewed and updated the RDF to focus on the 7 domains in the diagram below.

We have mapped our entire programme, which features over 50 workshops and courses, to these skills so that when you work through your training needs analysis, you can identify the workshops that link to any skill gaps.

The Doctoral College new Training Needs Analysis (TNA) form allows you to identify your training priorities for the forthcoming year.

You can book activities in [MyPGR](#), our new online tool to support you throughout your research degree journey.



Doctoral College  
Development Framework

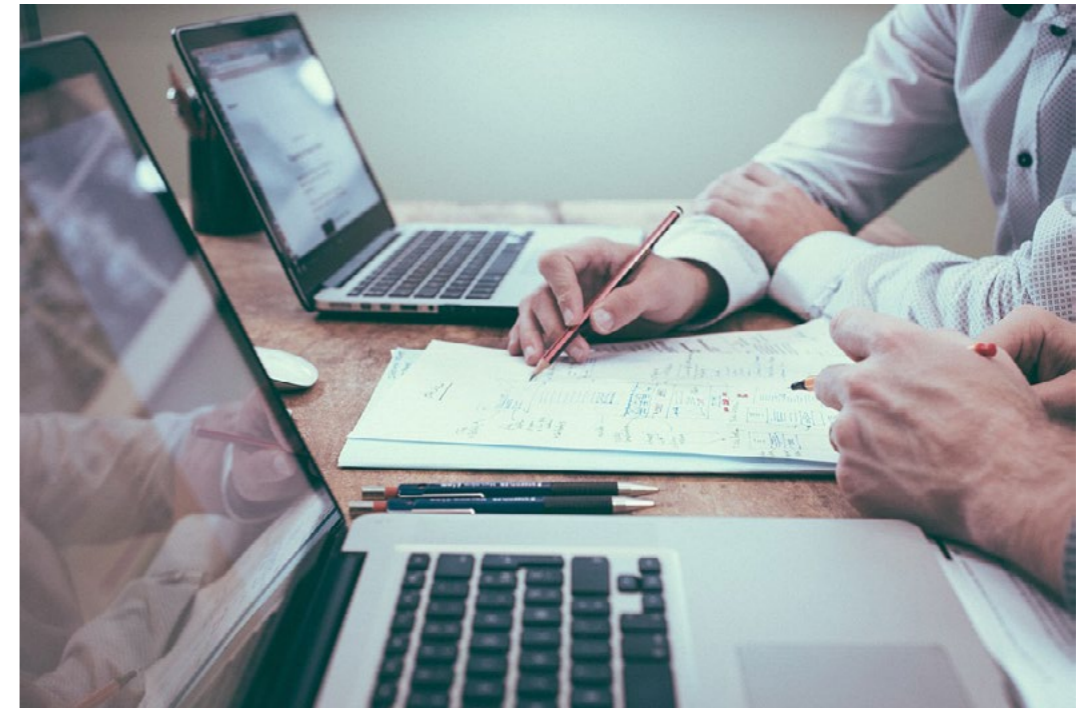


# MyPGR: An Online Management Tool

As a research degree student, you are required to manage both the records of your supervisory meetings as well as your training and development. To support you with these key tasks, in 2019, the University of Leicester launched '[MyPGR](#)', an online management tool specifically designed to support you.

The tool is the place where you begin your training plan by first evaluating your skills and attributes through the Training Needs Analysis form.

MyPGR allows you to view and book events linked to training and other development activities. These are facilitated by not only the Doctoral College but also other divisions at the



University including: the David Wilson Library, IT Services, and English Language Teaching Unit. Your department or school may also include events within the system.

You can learn more about how to use MyPGR by accessing the '[A Student's Guide to MyPGR](#)' or by looking at this [video guide](#) linked to a list of frequently asked questions.

# Training needs analysis & your training plan

Before you start booking onto workshops and sessions, we recommend that you fill in your Training Needs Analysis form in MyPGR. This tool allows you to assess your skills and to identify any skill gaps that you want to address. These skills and attributes are grouped under the 7 domains described in the Doctoral College framework.

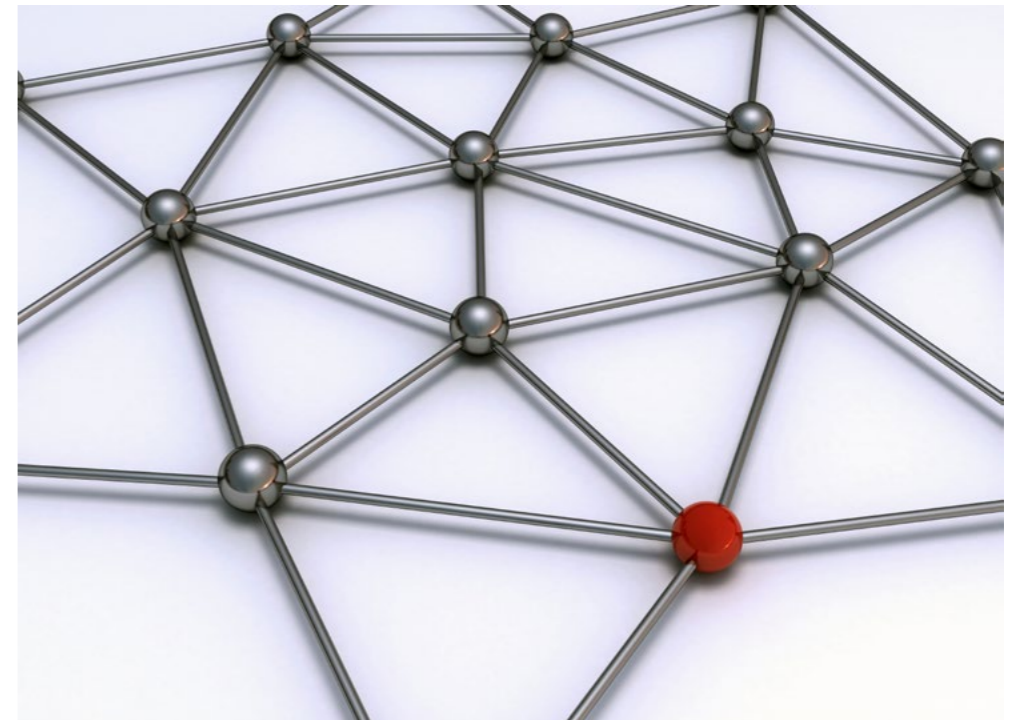
It is essential to complete the form before you sign up for training as it helps to make sure you are taking the right training at the right time.

You can do your training needs analysis in four simple steps:

1. Go to the 'Training and Development' section in [MyPGR](#) and select 'Analysis'.
2. Reflect on your skill levels (scale of 1 to 5 where 1=novice, 3=intermediate, 5=expert)
3. Decide how important the skills are by selecting a priority (low, medium high).
4. Repeat until you finish going through all the domains.

Once complete, you are ready to start working on your Training Plan. You can learn more about designing your training plan by viewing the steps outlined in this [video](#).

We recommend that you reflect each year on your skills and are expected to create a new training plan for each year you are registered to do your research degree. MyPGR will remind you 6 months after you register to ensure you have an active plan which is approved by your supervisory team.





# Domain 1: Subject Knowledge

Subject knowledge relates to your core understanding and knowledge related to your specific research project as well as the theory and research philosophy that underpins the disciplinary area you are investigating.

Linked here as well is your understanding on the original contribution of knowledge your research is working towards.

The Doctoral College encourages you to work with your supervisory team to identify any noticeable subject knowledge gaps, especially as it relates to your research project.

Examples of how you can expand your subject knowledge might include:

- reading a key text
- auditing a masters-level or undergraduate-level module
- participate in College-level activities
- attending research seminars
- attending conferences
- signing up for a summer school (e.g. language summer school)





# Domain 2: Research Effectiveness

Research effectiveness relates to skills and attributes that support you in how you manage yourself as a researcher throughout the whole research degree.

Awareness of health and safety issues in relation to your research, English language competency, research data management, information seeking, critical thinking, and research ethics are just some of the skills needed to be an effective researcher.

Added to this is the ability to work in a digital world. How aware are you of the various technological changes around you?

You can find out more about each session on MyPGR.



## Library and Doctoral College Sessions:

- Effective reading and note-taking
- Ethics and integrity in research
- Managing your research project
- Preparing for the probation review
- Preparing for the viva
- Advanced literature searching
- Conducting your literature search
- Copyright and your thesis
- Finding grey literature
- Planning your literature search
- Search strategies for systematic reviews

# Domain 3: Methods and Tools

As a researcher, you will need to consider how you plan to answer your research question/problem. Are you going to employ qualitative or quantitative methodologies? Would a mixed methods approach work?

What tool(s) or method(s) might be most appropriate for answering the questions you want to investigate?

These are key questions you need to consider in your first year but the Doctoral College encourages you to learn about methods, tools, and other approaches beyond your research project so you can better evaluate and critically engage with other research.

Whether you are trying to understand the basics of statistics and how to conduct statistical tests or looking to gain experience in using software like NVivo to come to grips with your qualitative data, we have resources and training programmes to help you.

## Quantitative Methods and Tools

### Workshops

- Basic stats 1: methodology and hypothesis testing
- Basic stats 2: basic types of tests and study design
- Basic stats 3: exploratory analysis and sampling distributions
- Basic stats 4: linear regression (2 part course)
- Intermediate stats: multivariate statistical analyses
- GIS for humanities
- The 'R' project: suite of 5 workshops
- SPSS: suite of 2 workshops
- Tools for note-taking

## Qualitative Methods and Tools Workshops

- Introduction to reference management
- Refworks and Advanced Refworks
- Endnote and Advanced Endnote
- Interviewing skills for researchers
- Semi-structured interviews for researchers
- introduction to ethnography
- Using focus groups for research
- Designing and using questionnaires in your research



# Domain 4: Personal Effectiveness & Wellbeing

Working towards your research degree can be a very challenging experience in many ways. Factors including pressures associated with the availability of resources, such as time, and uncertainty associated with research outcomes can contribute to challenging experiences. The ability to balance your workload, to say 'no' when appropriate; to keep things in perspective and to maintain one's composure when faced with what may seem like a 'sea of troubles' are all valuable skills in research, work and life.

This support is an area we are developing continually, and the 2019/20 academic year will see the introduction of some excellent new sessions on Mindfulness delivered by a highly experienced practitioner.

Our wellbeing provision includes sessions designed to enable you to develop new skills, and build on existing skills, in the areas of:

- Stress Management – You will be introduced to some tools and techniques that you can use to prevent stress, mediate its impact, and overcome its effects.
- Assertiveness – You will have the opportunity to reflect on your behaviour in a range of contexts, and learn some appropriate assertiveness tools and techniques.
- Resilience – Sessions to enable participants to build resilience skills for addressing disappointments, setbacks and other challenges.



# Domain 5: Career Management

Your research degree is a step on your professional development journey. This is true whether you are moving towards your first career post as an academic, researcher or other professional in the public, private or third sector.

The research degree is a career enhancing step for you and developing your career management skills is essential. Our provision begins with exploring the key transferable skills you need in the professional world. After probation you will have the opportunity to develop your understanding of a range of key employment factors, before developing your skills for that job hunt and selection processes at the end.

Throughout your research degree experience, you will have a range of opportunities to develop your employability, through a blend of skills workshops, focused training days and symposia, sector-focused employer events, enterprise training, and internships.

## Career Support and Workshops

- Building your transferable skills
- Systematic reviews
- Learning in work environments
- Writing successful CVs, cover letters, and job applications
- How to succeed in employment interviews
- Working effectively in teams
- Coping with stress in research and the workplace
- Professional development academy
  - 1-to-1 Career consultations
- Career evening events
- Career symposia





# Domain 6: Academic Writing

The culmination of your research degree is the thesis. Academic writing skills are an essential part of your researcher development journey.

The following workshops, grouped together under the theme of 'Academic Writing', support you in the writing of your thesis and other written pieces, like articles or abstracts.

They offer you guidance and tips as well as the space to discuss your writing experiences with peers. Covering the writing involved in the early stages of your research degree as you start to formulate your research questions, and moving on to how you will write and structure your thesis.

The final workshops consider the importance of editing and finishing your thesis. There is always plenty of opportunity in the sessions to complete practical activities aimed at making the process of writing easier. The Doctoral College also runs the Thesis Bootcamp for people looking for the space and support to write large amounts in a short period of time.

## Writing and Structuring Workshops

- The literature review
- Systematic reviews
- Writing and structuring the thesis
- Saying it in an abstract
- Effective reading and note-taking
- Fine-tuning your research question
- Editing and finishing your thesis
- Shut up and write sessions
- Thesis Bootcamp



# Domain 7: Engagement and Impact

Researchers are increasingly held accountable for their research – they are expected to make a demonstrable contribution to society and the economy. This could come in many different guises, such as improving health and well-being, creating economic prosperity, enhancing our cultural lives, or delivering environmental sustainability. It is these contributions that are grouped under the term ‘impact’ – they are the impact of the research on the world outside academia.

In order to have impact, it is imperative that you start engaging beyond academia at an early stage, and in ways that make your research accessible to different audiences.

The 3 Minute Thesis which the Doctoral College hosts as part of the Research Bytes in an excellent opportunity to increase your engagement and impact.



## [Engagement and Impact Workshops](#)

- Fundamentals of an effective presentation
- Top tips for engaging with the public
- Designing a poster
- How to organise a conference

## Events and Activities

- Lunchtime lectures
- Cafe Research
- Research Bytes (3 Minute Thesis)
- Images of Research
- Departmental Research Seminars
- PubhD Tuesdays



# Supporting you from a distance

Many of you will undertake your research on a part-time basis or away from the campus. To ensure you feel supported in your studies wherever you are, the Doctoral College team runs many workshops as either stand-alone webinars or as blended sessions, allowing campus based researchers and off campus researchers engage with each other.

This past year we have also begun to offer one-to-one consultations in person or via Skype. While career consultations take place throughout the year, consultations regarding research skills occur usually during the summer period.

We also have a range of online materials that you can access anytime and anywhere under Research Essentials Online available on [Blackboard](#). To access Blackboard, you need to login with your university username and password.

Finally, we have set up a Doctoral College Yammer page - this is a space where you can ask questions, make comments, and more. To join, [click here](#), and then select 'join' in the top right corner. To access you will be asked to login with your university username and password.



# Booking Etiquette

Workshops and events at the University of Leicester are free. These take place across the University so please do check the locations – in some cases, you will need to bring your Student ID card (swipe card) to gain access.

We expect you to be professional and follow our booking etiquette:

- Check MyPGR should there have been any changes.
- Check your university email: facilitators may contact you regarding pre-session work
- Turn up to workshops on time – they start promptly on the hour.
- Come to the session ready to participate

## **Cancelling your registration**

If you can no longer attend a workshop due to illness or a conflict that has arisen, please cancel your registration in MyPGR:

- Go to 'Log' in MyPGR
- Look at 'Upcoming Events'
- Select the event and change your response to 'Not Attending'

## **Arriving late**

Should you arrive more than 15 minutes late, the facilitator may deny entry to the session.

## **Regular 'No-Shows'**

Three no-shows will result in your supervisor being notified.

## **Potential charges**

Some special events (e.g. College Training days, Career Events) bring outside speakers. You will be informed if there is a 'no show' fine upon registration and will only incur the fine should you register and not show up (mitigating circumstances such as illness and emergencies are accepted).







The Doctoral College team is here to provide personal and professional development opportunities to enhance your research and employability, in academia and beyond. You can learn more about us by clicking here: <https://le.ac.uk/research/doctoral-college/about/team>

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