Welcome to the University of Leicester! As a postgraduate research student, you are supported and represented by the Doctoral College. Our offer includes a diverse suite of workshops, coaching, events to showcase your research, as well as competitive events, and e-resources. We are delighted to share our programme with you!

In our programme, there are links you can click which direct you to a booking form - note if the date has passed you can search the full programme on PROSE, our booking site. You can find details below regarding how to register and use PROSE.

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, and 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 the first phase of your PhD, but you will need to continue to refresh and upskill yourselves through the course of the entire PhD. 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
pgevents@le.ac.uk
The Researcher Development Framework

The Researcher Development Framework (RDF) has been developed by VITAE to help guide and inform training for the researchers of the future.

The RDF is designed to help you understand your skills and help us and your supervisors understand your needs! It also aims to help you express the skills you have developed through your research degree in an employment context.

The RDF guides and informs our programme which is grouped under these 7 themes:
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?

Below is a list of the workshops we offer that help you develop these skills and attributes - you can click on the titles to learn more about the learning outcomes.
Library and Doctoral College Sessions:

- Effective reading and note-taking
- Research Integrity Training *(Mandatory!)*
- 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
- Systematic Review
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? Or 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.

An ever expanding field, whether you are trying to understand the basics of statistics and how to conduct statistical tests or looking to gain experience in using qualitative software like NVivo, we have resources and training programmes to help you.
Quantitative Methods and Tools Workshops

- **Basic stats 1: methodology of 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**
  - *An Introduction to the Concepts*
  - *A Practical Guide*
- **GIS for humanities**
- The ‘R’ project: suite of 6 workshops
  - *An introductory course in R Basics*
  - *An intermediate course in R programming*
  - *Graphical presentation of data in R*
  - *Basic statistics with R*
  - *Analysis of variance with R*
  - *Linear regression model with R*
- **SPSS: suite of 2 workshops**
  - *SPSS: Describing and Exploring Data*
  - *SPSS: Data management and introduction*
- **Tools for note-taking**

Qualitative Methods and Tools Workshops

- **NVivo introductory training**
- **Refworks**
- **Endnote** & **Advanced Endnote**
- **Semi-structured interview skills**
- **Introduction to ethnography**
- **Big data and social media research**
- **Using focus groups for research**
- **Designing and using questionnaires in your research**
- **Mapping your data with Google Fusion Tables**
Domain 4: Academic Writing

The culmination of your research degree is the thesis. Academic writing skills is 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. They cover the writing involved in the early stages of your research degree as you start to formulate your research questions, and then move 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
- Thesis Bootcamp
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 on 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 and understanding your transferable skills
- 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
- MoPED: Online Provision
- 1-to-1 Career consultations
- Professional development academy
- Career evening events
- Career symposia
Domain 6: Personal Effectiveness

Personal effectiveness links to your ability to know and understand yourself better – a key capability when doing a long project like the PhD where you need to be in the driving seat. It incorporates you, your interactions with others, and your ability to thereby be effective in what you do. It helps you plan, prepare for the unexpected, be resilient, and think strategically.

At Leicester, we provide the space for you to develop these skills through both online resources you can work through in your own time, as well as workshops

Workshops, support, and more
- [Time management (online)]
- [Resilience]
- [Assertiveness]
- [Working effectively in teams]
- [Coping with stress in research and the workplace]
- [Leadership in research and other work contexts]
- [What is my personal work style]
Domain 7: Engagement and Impact

University research is a public good, paid for by tax-payers’ money. Researchers are increasingly held accountable for their research – they are required 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 clubbed under the term ‘impact’ – they are the impact of the research on the world outside academia.

In order to secure 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.

A number of workshops and competitive events on offer here are aimed specifically at that – preparing you to communicate effectively and engagingly with audiences who are not experts in your field, but with whom you should be able to engage in order to, in the longer term, deliver impactful research.
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
- Café Research
- Research Bytes (3 Minute Thesis)
- Images of Research
- PubhD Tuesdays
Where to start: **Training Needs Analysis**

A **training needs analysis** (TNA) is a form which allows you to assess your skills and determine whether there are any gaps that you will want to address. These skills and attributes are grouped under the 7 themes described above with the ability to add some specific subjects, skills, and topics pertinent to your research topic.

It is an essential place to start before you sign up for training as:

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A good training needs analysis helps to ensure you are taking the **right training at the right time**

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Here are four key things to help you with your TNA:

1. Measure your level for the skill listed: **novice, intermediate, and expert**.
2. Decide how important it is: **low, medium and high**
3. **Print it off as a pdf** and discuss it at your next supervisory meeting
4. Develop a **training plan**: training opportunities can be found at the Doctoral College and at external offerings.

Start your training needs analysis now!

[Click here](#)
Get booking: PROSE

Postgraduate Record of Student Experience (PROSE) is an online tool to support you as a researcher in recording and reflecting upon your progress during your research studies at the University of Leicester. Using PROSE, you will be able to:

- view and book training sessions
- keep a record of supervisory meetings
- upload files related to supervisory meetings, training, and planning
- keep records of training activities you attended

Register by going to prose.le.ac.uk.
‘Create an account’.
Use your official University of Leicester email.

Next Invite Your Supervisors.
They sign off on your supervisory meeting records and approve the training you undertake!

You can now sign up for workshops and record supervisory meetings.

If you need any further help regarding PROSE, contact us:
pgevents@le.ac.uk
ETIQUETTE

Booking Etiquette
Workshops and events at the University of Leicester are free for postgraduate research students. Remember to bring your Student ID card (swipe card) to gain entry if the session is at 103-105 Princess Road East.

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

- Turn up to workshops on time
- Check PROSE for any changes
- Check your email: facilitators may contact you regarding pre-session work
- Come to the session ready to participate.

Cancelling Your Registration
If you can no longer attend a workshop due to illness or conflicting events, cancel your registration by using PROSE:

1. Go to ‘My Current Events’
2. Click ‘Cancel Registration’
3. If you are ill at the last minute, please email the facilitator or key contact person.

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

Regular ‘No-Show’
Three no-shows will result in your supervisor being notified. You may be barred from attending further sessions.

£50 Charge
Some special events (e.g. College Training days, Careers Events) bring outside speakers. If you register and do not cancel your booking/send apologies for non-attendance, you will be charged £50.
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, which allows 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 but also via Skype should meeting in person not be an option. 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.
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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