

Researcher Development @Manchester

Supporting researchers to thrive and promoting
a positive, inclusive research culture.



PGR Training Programme 2022/23

Email: Resdev@manchester.ac.uk

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture

Contents Page

<u>Our Purpose</u>	3
<u>Meet the Team</u>	4
<u>Doing Research</u>	6
<u>Managing Research</u>	9
<u>Communicating Research</u>	10
<u>Personal and Career Development</u>	11
<u>FAQs</u>	12
<u>Feedback</u>	13
<u>Contact information</u>	14

Our Purpose

Supporting researchers to thrive by curating, designing and delivering courses and development opportunities which enable personal, professional and career progression.

What We Do

- Design and deliver personal, professional and career development courses and opportunities for postgraduate researchers, postdocs and research fellows.
- Curate online resources to support researchers to progress and develop.
- Host and support key events for postgraduate researchers and research staff, for example, the [annual research staff conference](#) and the Three Minute Thesis competition.
- Drive best practice in research supervision through maintaining the [PGR Supervisor toolkit](#).
- Facilitate research staff communities by supporting research staff reps networks and forums.

Our Approach

- We work in partnership with teams across the University to implement the [Researcher Development Concordat](#) and contribute to a positive, inclusive research culture and environment.
- We integrate inclusivity and accessibility into our practice and provision.

Further details about our work and the team can be found via our website: <https://www.researcherdevelopment.manchester.ac.uk/about/>

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture

Meet the Team

Our Researcher Developers

Alys Kay

Alys is an experienced Learning and Development Specialist with extensive experience of working with researchers as a coach, learning designer and facilitator of personal and career development.

Dr Amy Smith

Amy holds an Associate Fellowship of the Higher Education Academy and a Teaching Fellowship. Amy is leading on the Introduction to PGR for Disabled PGRs.

Dr Gemma Muckle

Gemma focuses on enhancing the relationship between researchers and their supervisors. Gemma is a trained coach with experience in both wellbeing coaching and team coaching.

Dr Sarah Ashworth

Sarah holds a Coaching and Mentoring Level 5 award from the Institute of Leadership and Management and leads on career development for research staff.

Dr Stefania Silvestri

Stefania is responsible for supporting the successful development, delivery and impact of the Prosper Project, led by the University of Liverpool. Stefania brings her experience as an international researcher with a passion for languages and cultures to support others in developing their career potential.

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture

Meet the Team

Claire Faichnie - Researcher Development Manager

Claire works collaboratively with colleagues to develop and implement strategies to create an environment which researchers can develop and thrive. You can contact Claire to discuss:

- The training needs of PGRs, research staff and supervisors and how the team can meet these.
- Development initiatives to support PGRs, research staff, supervisors and PIs.
- The implementation of the Researcher Development Concordat.

Teri Gosling & Emma Harper

Researcher Development Administrators

Teri and Emma support the Researcher Development team by:

- Scheduling, promoting and maintaining the training courses and programmes.
- Being the first point of call for any queries regarding courses, events, and other researcher development opportunities.

About the PGR Training Programme

This brochure outlines courses for postgraduate researchers at all stages of their programme. All PGRs are recommended, as a minimum, to follow the core programme outlined below. Please note in BMH these five courses are mandatory.

- Beginning - Starting Postgraduate Research and Preparation for your Annual Review/Continuation Report.
- Mid Stage - Driving your Dissertation: Project, Time and Self-Management.
- Final Year - Planning and Writing your Thesis and Preparing for your VIVA.

Mandatory Training: Your School, Department or CDT/DTP may have additional mandatory training requirements - please check your programme handbook.

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture

Doing Research

Please note this brochure outlines training courses for PGRs across all three Faculties. The following abbreviations are used throughout - Faculty of Biology, Medicine and Health (BMH), Faculty of Humanities (HUMS) and Faculty of Science and Engineering (SE).

Starting Postgraduate Research in BMH/HUMS/SE

[FBMHS1017](#) (BMH mandatory)

[HUMNS8972](#) (HUMS)

[FEPSS8004](#) (SE)

A core session (and mandatory in BMH) for first year PGRs. This session will:

- outline what the route to achieving your doctorate will look like
- highlight key milestones
- offer hints and tips on completing your doctoral programme
- provide an opportunity to build connections with your peers.

Introduction to Academic Writing for PGRs in BMH/HUMS/SE

[FBMHS1100](#) (BMH)

[HUMNS8040](#) (HUMS)

[FEPSS8120](#) (SE)

Introductory writing workshops for each Faculty are delivered by the University Centre for Academic English. These are ideal for first year PGRs and will introduce you to the principles of effective writing in an academic environment, demonstrate how to clearly and concisely communicate research results, and will help you to prepare a high-quality research thesis.

Introduction to PGR for Disabled PGRs

[RESDEV0019](#) (all Faculties)

The aims of this session is to ensure all disabled PGRs know what support is available to them and how to access it, to discuss study skills and hear about best practice for doing research with a range of different impairments, listen to advice from disabled academic staff and current PhD students, meet your peers, and ask questions about anything that's on your mind to do with starting your PhD.

Additional Support

- [Disability Advisory and Support Service and University of Manchester Assessment Centre \(The University of Manchester\)](#)
- University Centre for Academic English

All PGRs have access to the PGR Researcher Development Community in Blackboard where Online Modules on PGR Induction and Starting Postgraduate Research can be accessed.

[**ResearcherDevelopment@Manchester**](mailto:ResearcherDevelopment@Manchester)

Supporting researchers to thrive and promoting a positive, inclusive research culture

Doing Research

Writing a Literature Review in BMH/HUMS/SE

[RESDEV0023](#) (BMH)

[RESDEV0026](#) (HUMS)

[FEPSS8033](#) (SE)

Conducting a literature review and keeping up to date with relevant publications is a major part of your research project. This workshop will help you to progress your review by exploring lit review requirements, different approaches to writing a lit review and finding relevant and reliable information.

Preparing for Annual Reviews and Continuation Reports in BMH/HUMS/SE

[FBMHS1022](#) (BMH mandatory)

[RESDEV0012](#) (HUMS)

[RESDEV0020](#) (SE)

Annual Reviews and Continuation Reports are a requirement of your programme, but they can feel like a daunting prospect for many PGRs. This workshop aims to prepare you and help you to build confidence when submitting written work and meeting with your reviewers.

Driving your Dissertation: Project, Time & Self Management

[FBMHS1030](#) (BMH mandatory)

[RESDEV0008](#) (HUMS and SE)

An essential session as you approach the midway point of your programme (and a mandatory course for second year PGRs in BMH). Maintain, or create a healthy work-life balance, keep, or regain control of your PhD project work, stay calm and creative when things go wrong, and start enjoying your research!

Additional Support

- Workshops and resources on [methods](#) and [arts methods](#) for PGRs in Humanities.
- [Library's Systematic Review Service](#).
- Researcher Development Groups - coming soon.

Courses for BMH PGRs Only

- [Basic Introduction to Statistics in Research](#)
- [An Introduction to Qualitative Data Collection and Analysis](#)
- [Systematic Review](#)
- [Critical Analysis of Research Papers](#)

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture

Doing Research

Planning and Writing your Thesis

RESDEV0021 (all Faculties and mandatory for BMH)

This workshop gives you the opportunity to consider the function of a thesis within your discipline and how you can plan and write yours to maximise success. It explores how to manage thesis writing to make the best use of your time, whilst taking care of your health and wellbeing.

Writing up your Thesis in SE FEPSS8280 (SE)

Delivered by the University Centre for Academic English to provide PGRs in Science and Engineering with an understanding of the principles of clear academic writing strategic approaches for writing up a high quality thesis.

Editing and Proofreading your Thesis in HUMS

HUMNS8460

Delivered by the University Centre for Academic English to provide PGRs in Humanities with strategic approaches for editing, proofreading and restructuring your thesis along with guidance on how to use supervisors' comments on the draft chapters / thesis constructively.

Preparing for your Viva in SE/BMH/HUMS

FBMHS3010 (BMH mandatory)

HUMNS8840 FEPSS8014

This session aims to build your confidence, prepare you for the viva, and reduce any anxiety. You will learn about the submission process, the reality of the viva, how you can prepare for it, and practice responding to viva-style questions.

Managing your eThesis Submission - RESDEV0003

Understand and navigate the electronic thesis submission process.

Assess your Digital Skills Online

Use the online Discovery Tool to assess your experience and confidence at using digital tools and for access to resources designed to improve your digital capabilities.

Shut Up and Write

MRE Workshop

Online and on campus sessions for researchers to come together for a fixed amount of time to write. The sessions aim to help you carve out dedicated time to write and provide an opportunity to connect with other researchers.

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture

Managing Research

Introduction to Project Planning

[RESDEV0001](#) (all Faculties)

This training session provides a high level overview of key PM techniques and concepts in one day. It offers an introduction to the process of managing projects and the tools to assist in planning and tracking progress.

Research Data Management

[MRE Workshop](#) (all Faculties)

Workshops and Q&As to provide you with confidence in data and information management and introduce you to resources and services to help with Research Data Management.

Open Access

[MRE Workshop](#) (all Faculties)

The Library's Research Services team are hosting weekly drop-in clinics for authors to ask questions and discuss any concerns about the new UKRI Open Access policy, which applies to all UKRI funded journal articles and conference proceedings submitted for publication after April 1st 2022.

Entrepreneurship for Researchers

[Delivered by MEC](#) (all Faculties)

A range of courses and programmes aimed at supporting PGRs to develop entrepreneurial mind-sets, apply entrepreneurial thinking to their research and to gain confidence in the commercialisation space.

Online Modules from My Research Essentials

- [Research Data Explained](#)
- [Research Data Management](#)
- [Start to finish: Personal Data](#)

Research Integrity

[Mandatory Online Training](#)

It is mandatory for all PGRs to complete the Research Integrity module.

Additional Information

- [Research Ethics Training](#)
- [Code of Good Research Conduct](#)

[**ResearchDevelopment@Manchester**](mailto:ResearchDevelopment@Manchester)

Supporting researchers to thrive and promoting a positive, inclusive research culture

Communicating Research

Using Social Media for Impact

[RESDEV0040](#) (all Faculties)

This course will teach you how to create an online presence grounded in virtual networks, how to use social media to successfully disseminate your work, and how to optimise your social media use for encourage engagement.

Enhance your Public Speaking Skills using Improvisation Techniques

[MRE Workshop](#) (all Faculties)

In this fully interactive workshop you will learn a range of improvisation techniques that will improve your confidence about public speaking and informal networking. Learn to be more present, feel confident speaking in any setting and embrace failure.

Choosing a Credible Journal

[MRE Workshop](#) (all Faculties)

This workshop will equip you with the skills to spot so-called 'Predatory Publishers', and feel confident in the credibility of the journals you will be submitting to.

Online Modules and Webinars

- [Conferences, Presenting and Networking](#)
- [Seven Steps to Maximise the Profile of your Next Paper](#)
- [How to Get Published](#)
- [Making the Most of Your PURE Profile](#)
- [Developing an Academic Poster](#)

Toolkits

- [Public Engagement Toolkit](#)
- [Policy Impact Toolkit](#)

Future Sessions

We are scheduling courses on

- Presenting with Impact
- Blogging about Your Research
- An Introduction to Data Visualisations

Please let us know if there are any other courses on communicating your research that you would find helpful.

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture

Personal and Career Development

Stop Self Sabotage

[RESDEV0030](#) (all Faculties)

This course will provide an overview of the concept of self-sabotage, identify common self-sabotaging behaviours and offer practical ideas and strategies to defeat them.

Motivation & Procrastination

[RESDEV0038](#) (all Faculties)

This course will support you to identify when and why you are procrastinating and provide ideas and strategies to help deal with this and boost your motivation.

Working with your Supervisor

[FEPSS0018](#) (all Faculties)

The student-supervisor relationship can be the most rewarding or most frustrating aspect of postgraduate research. It requires good management from both parties to create an effective working relationship. This session encourages postgraduate researchers to take a pro-active role in managing the relationship they have with their supervisors.

Monthly Career Conversations

[RESDEV0024](#) (all Faculties)

This series of panel sessions will give you a chance to find out about the range of routes people have taken in the academic sector and sectors beyond academia.

Each session will be based on a theme, such as careers with data and consultancy.

Transition planning for your final year

[RESDEV0022](#) (all Faculties)

The session will outline modes of career and professional development that can be applied to all levels of experience. We will cover topics such as creating your own luck, building connections, and assessing yourself.

All PGRs have access to the University Careers Service for resources, events, workshops and one to one career support appointments.

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture.

Frequently Asked Questions

How do I book onto a course?

To book a course, please follow this link [Training Catalogue \(manchester.ac.uk\)](https://www.manchester.ac.uk/training-catalogue) and click on "Apply" for your chosen course. You can also apply directly to the course by clicking on the course codes found in this training programme (pages 6-16).

How will I know if I can sign up for a course?

Most of our courses are available to all PGR students in all three faculties. If the course is faculty specific then it will state this in the title and description. FSE (Faculty of Science of Engineering), HUMS (Humanities), BMH (Biological, Medical and Health), RS (Research Staff).

Are the online courses recorded?

Some of our online courses will be recorded, if they are to be recorded it will state this on the training catalogue. However you can find resources from the courses on the Training Catalogue and on our website.

I have not completed my registration, can I still apply for the training?

Even if you have not completed your registration, you can still apply to a course. Your status will be set as "Preregistered in CS" However, when your status is "Preregistered in CS" this will stop you being added to the course and sent the relevant information. Please contact us at Resdev@manchester.ac.uk and we can manually add you to that course.

My status is 'pending' how do I book onto a course?

If your status is pending you will need to contact us at Resdev@manchester.ac.uk and let us know the course date you wish to be booked onto and we can do this for you.

I can no longer attend the course, how do I cancel my place?

In your training record you should then be able to cancel your place on the event by clicking the highlighted "Cancel" in the far right column. You will then receive an email to confirm the cancellation.

Where can I find more courses available for PGRs and Research staff?

The library team run workshops throughout the year for PGRs and Researcher. You can find out more here: **[My Research Essentials \(The University of Manchester Library\)](#)**

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture

Feedback quotes

Producing a High Quality Research Thesis and Viva Tips: *'Very useful, answered all aspects of thesis writing I was unsure of.'*

Editing and Proofreading your Thesis: *"This was informative and empowering."*

Continuation Report: *"The information covered was excellent and really helpful and very good and helpful presenters."*

eThesis Submission: *"Clear, approachable and patient with questions."*

Literature Reviews: *"The course seemed really well structured and the responses to questions were helpful and insightful."*

Viva Preparation: *"I think what is valuable about these kinds of sessions is getting to practice with people we don't know - so it's less pressure."*

Working with your Supervisor: *"Lots of helpful tips to apply."*

Planning the Final Year: *"The session with the examiner explaining how they consider the thesis examination questions was really useful. I will definitely use that."*

We rely on your feedback to assess the relevance of workshop content and activities. At the end of each course we ask attendees to complete a very quick feedback form. If you have any comments or feedback that you would like to share either about a specific course you have attended or the work of the team please contact resdev@manchester.ac.uk.

Contact us



Follow us on Twitter [@UoMResDev](https://twitter.com/UoMResDev)



LinkedIn: [Researcher Development at University of Manchester](https://www.linkedin.com/company/researcher-development-at-university-of-manchester)



Email: [**Resdev@manchester.ac.uk**](mailto:Resdev@manchester.ac.uk)



Bookmark our Website
www.researcherdevelopment.manchester.ac.uk

ResearcherDevelopment@Manchester

Supporting researchers to thrive and promoting a positive, inclusive research culture