

### The Graduate School

[www.qub.ac.uk/graduate-school/](http://www.qub.ac.uk/graduate-school/)

The Graduate School is the gateway to postgraduate experience. It is an intellectual hub bringing together postgraduate students from across all Schools, subjects and disciplines. Postgraduate students have the opportunity to meet and socialise with their peers in a welcoming and relaxed environment.

The Graduate School building offers 65 PC and laptop work spaces in a postgraduate-only study area, 6 centrally timetabled teaching spaces, 6 group study rooms that postgraduate students can book for up to 4 hours at a time (via Queen's Online) and 3 training rooms.

The Graduate School provides dedicated support for all postgraduate students, and acts as a hub for many aspects of information and advice. It is the location for three student service areas, supported by an Engagement Team and reception service:

- Postgraduate Training and Development
- Postgraduate Employability and Enterprise
- Postgraduate Awards

The Graduate School brings together opportunities for postgraduate students for personal and professional development. It works alongside and complements the subject excellence at Faculty and School level, and facilities, support and services provided by academic Schools, the Students' Union and Student Guidance Centre.

#### Personal and Professional Development

The Graduate School provides opportunities for postgraduate students develop and use skills to help them successfully complete their studies, and equipping them to be future-ready. The development of these skills is central to the postgraduate experience and to the employability and career prospects of the postgraduate student.

The Postgraduate Development Programme (PGDP) offers a comprehensive range of training courses and development opportunities designed to enhance and develop research and transferable skills across disciplines. The Programme aims to support postgraduate research students develop a range of skills based on the nationally recognised [Researcher Development Framework](#), as well as key academic skills tailored at students studying at Master's level, and those for whom English is not a first language. The Graduate School opportunities are aligned to five 'pillars' or graduate attributes – developing Leaders, Thinkers, Innovators and Communicators who are Future-Ready. Graduate School opportunities are explicitly designed to drive engagement and interaction between students from different disciplines, backgrounds and levels of experience, and are intended to complement and enhance the more discipline-specific research training provided by Schools and other professional bodies.

Information about The Graduate School's training, employability and development opportunities is available online at [www.qub.ac.uk/graduate-school/events/](http://www.qub.ac.uk/graduate-school/events/).

The Graduate School provides [guidelines on postgraduate research student training and development](#).

Supervisors have a key role to play in discussing skills needs with research students and encouraging them to engage in the Personal Development Planning (PDP) process. Students should be encouraged to develop a forward training plan, based on this plan to take part in for relevant courses and other appropriate training and development opportunities), to reflect on progress and outcomes, to review progress with their supervisors and to record evidence of achievements. The Graduate School offers training for supervisors, please see i-trent to register, or speak to Donna Hyland ([d.hyland@qub.ac.uk](mailto:d.hyland@qub.ac.uk)) for more information.

## Employability, Enterprise and Innovation

The Graduate School provides postgraduate students with opportunities to develop their readiness for the future, and manage their own careers – whether in academia or beyond. We are also committed to helping students unlock their creativity and innovation, building entrepreneurial mind sets and strategies for idea generation and delivery. Activities include one-to-one careers and enterprise guidance, career events and employer fairs, and career and enterprise development programmes.

The Graduate School administers the Researcher Plus award, which provides official recognition of skills transferable beyond a student's research degree. Funding is available for student-led initiatives aimed at encouraging postgraduate research students to identify skills requirements and then address those requirements through developing their own initiatives. Examples of initiatives are organising conferences, research days or seminars and discussion fora.

## Postgraduate Awards

The Graduate School is responsible for the administration of the majority of postgraduate awards. This is normally funding from an external body (e.g. DfE, Research Councils, industry, overseas governments, Queen's University) and can include tuition fees and a maintenance stipend for research students. This work entails checking the eligibility of candidates nominated by Schools for awards against the criteria set down by the funders; issuing of letters of offer to eligible candidates; and ensuring the efficient monthly payments of stipends to postgraduate students.

. Students apply for funding administered by Queen's (including DfE and Research Council funding) through the on-line Postgraduate Direct Applications Portal. A postgraduate student being offered an award administered by Queen's receives documentation setting out the terms and conditions for funding.

## Postgraduate Student Engagement

The Graduate School provides information and advice on a wide range of postgraduate issues through a number of communications channels, including its website, a weekly student update, email, information sessions, a range of social media and a reception desk (9am – 5pm Monday to Friday).

The Graduate School also runs the national postgraduate experience surveys on an annual basis (PTES and PRES).

## Graduate School Facilities

Graduate School facilities are prioritised for use that directly benefits postgraduate students. Please note that there is centrally timetabled teaching in the building Monday through Saturday from 9am until 9pm.

For queries relating to booking centrally timetabled teaching space in The Graduate School, contact Room Bookings on [roombookings@qub.ac.uk](mailto:roombookings@qub.ac.uk) or use the QOL online booking system.

For queries relating to booking The Graduate School social space, please contact [graduateschool@qub.ac.uk](mailto:graduateschool@qub.ac.uk).

## Location

The Graduate School

## Contact Details

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Email: [graduateschool@qub.ac.uk](mailto:graduateschool@qub.ac.uk)

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