



QUEEN'S  
UNIVERSITY  
BELFAST

THE  
GRADUATE  
SCHOOL

The Graduate School

# SEMESTER ONE PROGRAMME

September - December 2019





**QUEEN'S  
UNIVERSITY  
BELFAST**

THE  
**GRADUATE  
SCHOOL**

# **THE GATEWAY TO YOUR POSTGRADUATE EXPERIENCE**



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# ACADEMIC SKILLS & RESEARCH CULTURE

## PhD Writing Skills

PGR

This series of academic writing workshops will help you to develop your writing skills, styles and strategies to support you in all aspects of your doctoral journey.

### Writing your PhD in Year 1 (two-day workshop)

Thursday 14th November, 10.00am - 4.00pm  
Friday 15th November, 10.00am - 4.00pm

### Writing your PhD in Year 2

Tuesday 26th November, 10.00am - 4.00pm

### Writing your PhD in Year 3

Thursday 5th December, 10.00am - 4.00pm

### WEBINAR: Writing your PhD in Year 1

Monday 16th December, 4.00pm - 6.00pm

### WEBINAR: Writing your PhD in Year 2

Thursday 19th December, 3.00pm - 5.00pm

## Academic Writing Masterclasses

PGR

Working with Daniel Soule, identify the strengths and weaknesses in your writing, develop discipline and attention to detail, and learn how to organise data, while honing your editing skills.

### Writing in the 3rd Year of Your PhD

Monday 18th November, 10.00am - 4.00pm

### Writing in the 2nd Year of Your PhD

Tuesday 19th November, 10.00am - 4.00pm

### Writing in the 1st Year of Your PhD

Wednesday 20th November, 10.00am - 4.00pm

*(Bring copies of your own work to all writing workshops.)*

## Introduction to Writing in Academic English

This two-day programme has been developed for all postgraduates. Enhance and develop your academic writing skills, be provided with an overview of the principals of Academic English (AE) and have the opportunity to apply your knowledge within group based work.

- Explore the principals and understand the cultural conventions of writing in AE
- Develop accuracy in AE
- Learn stylistic conventions and the 'nuts and bolts' of writing (e.g. complex/compound sentence structure, use of tense, comma use etc.)

Monday 21st and Tuesday 22nd October  
10.00am - 4.00pm

*(Group sessions available on request.)*

## Online Learning with University of East Anglia

We are offering access to online webinars on academic writing. Learn more and register via [qub.ac.uk/graduate-school/events](http://qub.ac.uk/graduate-school/events)

## Academic Skills Consultations

Guidance on general academic writing style and grammar. We aim to help you find your own voice within academic writing to ensure that you reach your potential. Each session will conclude with take-away action points to allow you to continue to develop your writing skills.

## Peer Proofreading Forum

Every Wednesday, 4.00 pm - 6.00 pm

The Peer Proofreading Forum is open to all postgraduate students. Bring copies of your own academic writing to facilitate your learning within a peer based environment. Together you will develop the skills needed for the effective revision and editing of your texts. These sessions will address editing for consistency (tense, voice, style); citation; spelling; grammar, and self-evaluation. Techniques for developing proofreading skills will be applied throughout.

## Tell Your Research Story Series

### Tell Your Research Story: In Articles for Publication

Thursday 17th October, TBC

Are you a PhD student considering writing articles for publication or have started this process but are struggling to get your paper/s accepted in academic journals? In this workshop you will gain insights into the structural components of scientific papers, writing style, and how to overcome difficulties in writing articles for publication.

### Tell Your Research Story: At Conferences

Wednesday 23rd October, TBC

In this workshop you will learn the main elements of a successful conference submission, understand how to use your communication toolkit for planning and delivering at conferences and acquire the skills to effectively ace a question and answer session.

## Academic Support Masterclasses

### Introduction to Teaching for Postgraduate Researchers

Tuesday 1st, 8th, 15th and 22nd October, 9.30am - 1.00pm

Are you a PhD student at Queen's considering how to improve your teaching skills? Do you want to learn more about how to become an effective teacher in Higher Education? In this masterclass learn how to articulate specifications for learning outcomes, explain how to assess student learning, describe the differences between curriculum design and instructional design and understand the functions of, and distinguish between, formative and summative assessments. No previous teaching experience is required.

### Preparing for the Viva

Friday 13th September and Thursday 14th November, 10.00am - 4.00pm

Are you a PhD student in years 2 or 3, who would like to learn more about the Viva and start to prepare to defend your Doctoral Thesis? In this session you will gain insights into what the Viva is, its purpose and process, view a range of common Viva questions and identify strategies for answering these questions while having the opportunity to practice your delivery.

### Preparing for Differentiation and Annual Progress Review

Thursday 12th September and Thursday 21st November, 10.00am - 4.00pm

Are you a PhD student in years 1 or 2, who would like to learn more about Differentiation and the Annual Progress Review? In this session you will learn how to prepare for these effectively and gain insights into regulatory requirements. We will help you to identify common questions and offer you the opportunity to practice your delivery for these assessments.

### Writing Effective Funding Proposals

Thursday 28th November, 10.00am - 4.00pm

A successful record of obtaining research funding is one of the most critical elements in helping you secure an academic career. However, writing a grant application is not easy and the sooner you start engaging in this process, the higher your chances of succeeding will be. Learn how to approach writing a proposal to maximise your chances of success. Understand the criteria set by funders and identify common weaknesses in funding proposals.

# EMPLOYABILITY ENTERPRISE & INNOVATION

## 1-2-1 Professional Support

Book via MyFuture (Various Dates)

### Career Consultations

A thirty minute confidential career consultation. Areas for discussion include: career choice, job hunting, LinkedIn profile, further study or CV guidance.

### Enterprise Consultations

Guidance around business or enterprise start-up and information on opportunities for finance, investment and further support.

## Future Ready

Postgraduate Research Students who attend employability workshops which are integral to the Future Ready Programme, will be eligible for the Researcher Plus award. Contact us to learn more.

## CV Development

First impressions matter when applying for jobs. Ensure your job documents are market-ready. Learn how to present yourself, your research and your experience in the best way possible.

### Writing effective cover letters for academic jobs

Tuesday 24th September, 10.00am - 1.00pm

### Writing an effective academic CV

Thursday 26th September, 10.00am - 1.00pm

### Writing effective cover letters for non-academic jobs

Wednesday 2nd October, 10.00am - 1.00pm

### Writing effective non-academic CV

Thursday 3rd October, 10.00am - 1.00pm

### How to write your CV

Thursday 17th October, 2.00pm - 4.00pm

Friday 1st November, 10.00am - 12.00pm



## IMPACT

Powering Social Innovation

PGR

PGR

Social Innovation Challenges see postgraduates from Queen's University's Graduate School work in multidisciplinary teams with local community partners to design creative and sustainable solutions for lasting impact.

To read more about one of the outcomes, visit [bigloopbikes.com](http://bigloopbikes.com), or for more information on how to get involved, contact us via [graduateschool@qub.ac.uk](mailto:graduateschool@qub.ac.uk).

## Entrepreneurship Workshops

There is a long tradition of research that supports learning through practice. The Graduate School uses the practice-based approach as a model of learning to support entrepreneurial action. There are many practices of entrepreneurship education, including creativity, reflection and play.

In these workshops you will get insights into:

- Creative approaches to entrepreneurship
- Developing entrepreneurial traits
- Design Thinking methodology
- Entrepreneurial leadership

### Creativity Workshop

Tuesday 29th October, 10.00am - 12.30pm

### Reflection Workshop

Thursday 21st November, 10.00am - 12.30pm

### Practice of Play Workshop

Tuesday 3rd December, 10.00am - 12.30pm

*Developing your innovative idea with the Graduate School? Then you can access the Make It Happen Fund!*



## Information Session

Wednesday 16th October  
12.00pm - 1.00pm

Are you working on a business idea but need funding to make it a reality? Learn how to apply for the 'Make it Happen Fund' and access up to £500 to help start or diversify your business! The fund is available to all current postgraduate students at Queen's.

## Master Your Future Success

Monday 14th, 21st & 28th October, 9.30am - 3.30pm

Prepare today for tomorrow's job market! Join us on this three-day careers and employability programme. What you gain from attending:

- Tailored CV and interview support
- Targeted job search assistance
- Become E-hireable
- Understand your strengths using Myers Briggs
- 1-2-1 career consultations

*On completion, you will be eligible for a place on the new Masters Career Mentoring Scheme!*

## Interview Skills

These workshops are designed to help you perform confidently at interviews by helping you to develop and practise your technique.

### How to succeed in non-academic interviews

Thursday 10th October, 10.00am - 1.00pm

### How to answer competency based questions on application forms or at interview

Thursday 24th October, 10.00am - 12.00pm

### How to prepare for a presentation at interview

Friday 1st November, 2.15pm - 4.15pm

### How to succeed in academic interviews

Tuesday 12th November, 10.00am - 1.00pm

### Five ways to market yourself at your next interview

Thursday 14th November, 2.15pm - 4.15pm

### How to succeed in group exercises at assessment centres

Friday 15th November, 10.00am - 12.00pm

### How to prepare for role play exercises at assessment centres

Tuesday 26th November, 2.15pm - 3.45pm

## How to search and find jobs

Thursday 12th December, 10.00am - 1.00pm

Gain insights into life after the PhD, job search engines, predictions about the job market up to 2030 and learn how to transfer academic skills to non-academic work environments.

## Employer Engagement

Wednesday 27th November, 10.00am - 4.00pm

An employer engagement event where doctoral students, in their second or third year of study, will have an opportunity to network and interact with a range of potential employers. Representatives from both academic and non-academic backgrounds will discuss what employers need from researchers today and how academics can transfer their skills to non-academic work environments.

# PERSONAL & PROFESSIONAL SKILLS



## CHARTERED MANAGEMENT INSTITUTE ACCREDITED LEVEL 7 QUALIFICATION

The Graduate School, in partnership with the Chartered Management Institute (CMI), offers you a unique opportunity to gain a professional Level 7 qualification in Strategic Leadership, Project Management and Entrepreneurial Practice.

Enhance your employability and become an affiliate member of CMI with access to a library of online resources. The qualification includes both taught and assessed elements over two modules. (See modules below.) All training days take place in the Graduate School. Register your interest for CMI in the next academic year now via [gs.cmi@qub.ac.uk](mailto:gs.cmi@qub.ac.uk). Course fee: £995.

### **Strategic Leadership**

This qualification is an accredited award which recognises that the learner has undergone significant personal and professional development in strategic leadership at a postgraduate level. CMI is the only chartered professional body in the field of management and leadership, and its qualifications are of the highest quality.

Cohort 1: Wednesday 4th, Thursday 5th, Monday 9th and Thursday 12th December.  
10.00am - 4.00pm

### **Entrepreneurial Practice**

Develop the creative skills and the know-how to bring viable ventures to life. Grow your creative confidence and embrace mind-sets of experimentation and radical collaboration to solve real life community challenges.

### **Project Management**

Understand the key processes in successful project management from initiation to delivery.

## Coaching Skills for Leaders

Four-day course: Monday 4th, Tuesday 5th, Tuesday 19th November and Tuesday 17th December  
10.00am - 4.00pm

A powerful and practical programme for those seeking to develop their leadership skills in supporting others. These sessions will help you to develop coaching skills within a leadership context to help others grow and achieve success. Explore concepts of coaching and put your skills into practice as you share your learning with your peers.

- Gain an understanding of the fundamental aspects of coaching and reflective learning
- Develop the skills of questioning, listening, reflecting and supporting others
- Practice coaching skills in the context of real issues with 'coachees' and peers.

This programme is open to all current postgraduate students who have some form of a supervisory/mentoring role.

Mondays 11th, 18th, 25th November and  
Monday 2nd December, 10.00am - 4.00pm

The aim of this programme is to support a 'whole person' approach to the doctorate experience at Queen's through a programme of training and development which complements disciplinary excellence and develops employability skills as linked to the Graduate School's '5 pillars'. (See page 13).



## DEVELOP PGR YOUR LEADERSHIP



## MASTER PGT YOUR LEADERSHIP

The Master Your Leadership programme is designed to help you develop a range of core skills for today's job market. Complete the Kouzes and Posner 360° Student Leadership Challenge (LPI) which will help you to tailor a personal development plan built around the five practices of exemplary leadership. Across four days of training, take on a real-world employer challenge;

an experiential team based activity to create solutions and present back to the employer, developing your skills of creativity, innovation, problem-solving, communication and leadership.

Cohort 1: Wednesdays 2nd, 9th, 16th and 23rd October, 10.00am - 4.00pm

Cohort 2: Fridays 4th, 11th, 18th and 25th October, 10.00am - 4.00pm

Cohort 3: Wednesdays 6th, 13th, 20th and 27th November, 10.00am - 4.00pm

Cohort 4: Fridays 8th, 15th, 22nd and 29th November, 10.00am - 4.00pm

Book now  
via our website to  
secure your place.  
Limited spaces  
available.

## CPANI Postgraduate Mentoring Scheme: Information Sessions

Tuesday 22nd October, 2.30pm - 3.00pm or  
Wednesday 30th October, 3.00pm - 3.30pm

The Graduate School in collaboration with the Commissioner for Public Appointments Northern Ireland (CPANI) is offering a unique opportunity for postgraduate students to be professionally mentored by a Public Appointment Commission body. Public bodies make important decisions that shape the quality of our lives, from funding the arts, sports and science to providing essential healthcare and safeguarding the environment as well as promoting human rights and delivering justice. Understand the potential impact your research could have while you grow your networks and enhance your employability skills. These sessions will allow you to assess if the programme is the right match for you. This scheme is open to all current postgraduate students at Queen's.

# Personal Development Masterclasses

## Building Your Emotional Intelligence and Resilience

Tuesday 15th October, 10.00am - 4.00pm

This workshop is aimed at helping you understand the impact of emotions on your relationships, influence and resilience. We will give you a practical framework and personal strategies to enhance your emotional intelligence so that you will be more effective in:

- Recognising and managing your emotions
- Expressing and utilising your emotions in interacting with others
- Dealing with pressure and stress
- Improving your overall wellbeing

## How to Start Your LinkedIn Profile

Monday 7th October, 10.00am -12.00pm

LinkedIn is an invaluable online tool for you to network with professionals and alumni. This session is for students who don't yet have a LinkedIn profile but would like to start creating one. Feel free to bring your laptop or tablet along to make the session practical.

## Project Management in the Real World (Fistral Training)

Tuesday 5th and Wednesday 6th November, 10.00am - 4.00pm

Led by an experienced Project Manager and Risk Consultant, this training incorporates activities and groupwork that are interactive and utilise 'real world' exercises to explain project management methodologies, processes and documentation.

## Unlock the Power of Your Personality Type

Tuesday 12th November, 9.30am - 3.00pm

The Myers Briggs Type Indicator (MBTI) is used to determine differing strengths and types of personalities. At this workshop, find out how it works, the benefits of knowing your type and how this can help you communicate more effectively in your work.

- Identify and develop strengths and areas for development
- Greater understanding of others to enable working together more effectively
- Assist with resolving conflicts
- Inform your personal development plan

## IMPACT Journal

(International Modern Perspectives on Academia and Community Today)

IMPACT is an online, open access journal that invites submissions from academia (all disciplines) and community on the themes of outreach, public engagement and community involvement. To submit a manuscript, or to learn more visit: [impactjournal.qub.ac.uk](http://impactjournal.qub.ac.uk).

# Technology and Library Skills

These workshops are part of the wider IT training programme available through the McClay Library which offers you the opportunity to develop your technical skills. These sessions will be delivered by a team of information services and library staff.

## **Producing your Dissertation/Thesis with Word**

Tuesday 29th October, 9.30am - 12.30pm

## **Dynamic PowerPoint**

Wednesday 30th October, 9.30am - 12.30pm

## **Creating Infographics and Visual Content**

Tuesday 5th November, 2.00pm - 5.00pm

## **Office 365 - An Overview**

Wednesday 6th November, 2.00pm - 3.30pm

## **Introduction to NVivo**

Friday 22nd November, 9.30am - 3.30pm

## **Creating Posters using PowerPoint**

Tuesday 3rd December, 10.00am - 1.00pm

*Scan this code to see the full range of library courses relevant to your specific area of interest:*



# TALKS, SEMINARS & EVENTS

## BELFAST DESIGN WEEK

**Monday 4th - Friday 8th November**

The theme for Belfast Design Week 2019 is Power.

*'Power dynamic is an integral part of the design industry today, and it is why Belfast will be exploring this theme as we prepare for Belfast Design Week 2019. Come after hours to make interesting new connections over drinks and food.'*

This year the Graduate School will be engaging in Belfast Design Week, with events running throughout Belfast. We hope to bring Design Week to the Queen's Quarter through the following sessions:

- Design Your Life
- Design Your Career
- Design Your Business
- Mindset Workshop
- Design in the Community

## #THURSDAYLATES

Start your weekend early at the Graduate School! Every Thursday you can join us for social, after work and late night events; the perfect place to meet and be motivated. Enjoy evenings of innovation, music and games. Join the conversation online with #ThursdayLates.

### **Innovation After Hours**

On the first Thursday of each month meet new people who are interested in innovation and be inspired by their stories and interesting ventures. This is a casual meet-up open to all students and staff at Queen's as well as the public. Come after hours and join others in powering innovation beyond the 9 to 5!

### **Thought Leaders**

We invite innovators, disrupters and thought-shapers, impacting on a local or global scale, to host individual Thought Leader sessions.

## Research Scholar Workshops

Research Scholar Workshops offer a chance for Queen's students and staff to engage with the work of major scholars from Queen's and other Universities, to discuss their work and the wider intellectual themes raised by that work. (More dates to be confirmed.)

Stephen Williams (Honorary Professor of Theology, QUB),  
Thursday 31 October 1.00pm -2.00pm

Peter Bowler (Professor Emeritus of the History of Science, QUB)  
Thursday 28 November 1.00pm -2.00pm.

## Postgraduate Research Inductions



### 1st Year PGR Induction

Tuesday 24th September, 1.00pm - 4.30pm, The Great Hall (MHLS)

Thursday 26th September, 9.00am - 1.00pm, The Canada Room (EPS)

Monday 7th October, 1.00pm - 4.30pm, The Great Hall (AHSS)

An information session that will provide key information for postgraduate students beginning their PhD journey. Meet fellow first year students and staff who can support you through your studies.

## Researcher and Graduate Plus Information Sessions

Tuesday 8th October, 12.00pm - 12.45pm or

Thursday 10th October, 12.00pm - 12.45pm

Researcher and Graduate Plus are great ways to have your extra-curricular skills and activities recognised and accredited by Queen's, making it easier for you to demonstrate these to employers. These information sessions are for postgraduate students who would like to know more about how to achieve Researcher or Graduate Plus accreditation.



# WELLBEING & POSTGRADUATE COMMUNITY

## SHUT UP & WRITE



Every Monday, 1.00 pm - 4.00 pm

Shut Up & Write is a movement that started in San Francisco as a way for writers to structure their time and connect with others. It is a great way to carve out dedicated writing time and make progress on thesis chapters and assignments. These sessions will provide peer support, a quiet place to write, and a structured writing plan (not to mention free refreshments). Bring your laptop, notes, books, and anything else you need to help you write for 3 hours, and be prepared to be productive!



## Coffee Catch Up

Coffee Catch Up takes place at 10.00am every Wednesday in the Graduate School Social Space. Join us for some sweet treats and great conversation. No registration necessary, just drop-in.

## Mindful Meditation

Every Wednesday, 1.10pm - 1.50pm

Orla Wallace leads these sessions of seated meditation, integrating mindful movement and relaxation. A drop-in activity that is open to all postgraduates.

## Peer Mentor Training

This programme is designed to provide Peer Mentors with the skills and understanding to be able to support new PGR colleagues. This training has been designed for 2nd year PGR students/ researchers in the School of Mechanical and Aeronautical Engineering, but can be scheduled for groups of PGR students across the University if required.

Contact the Graduate School for more information via [graduateschool@qub.ac.uk](mailto:graduateschool@qub.ac.uk).

## Postgraduate-Led Initiative Funding

The Graduate School has funding available to assist current postgraduate students in organising academic events and cultural interventions, which work to bring together the wider communities within both postgraduate taught and research student bodies at Queen's. This funding is allocated for initiatives developed and delivered by postgraduate students to help enrich the experience of the postgraduate community. The programme supports skills development such as leadership, effective communication and project management by providing students with the opportunity to manage events and budgets through first-hand experience.

*Visit the Graduate School's website for more information.*

## Postgraduate Partnerships

The Graduate School supports partnerships between postgraduates, local businesses and enterprises for social innovation. There are a range of bespoke networking, employer and community challenges to help postgraduates realise their research impact and to contribute in a practical way to shaping a better world. Get in touch today to see how you can get involved via [graduateschool@qub.ac.uk](mailto:graduateschool@qub.ac.uk).

### Community Partnerships

#### Divis Bridge

In 2018 we began our partnership with St Peter's Immaculata Youth Centre in West Belfast, who set the challenge of raising educational outcomes for young people in Divis. The Divis Bridge mentoring programme was created from this project and continues to grow.

#### Holyland Regeneration Project

Join us as we collaborate with a range of organisations across South Belfast to help with the Holyland Regeneration Project. Find out more during Belfast Design Week with our Design in the Community session.

### Business Partnerships

Work alongside representative groups from across Northern Ireland and help to facilitate discussions using De Bono style methodology.

- **Parent's Parliament**
- **Pivotol: Public Policy Forum**

## Postgraduate-Led Events

### Conferences

#### 10th Annual Psychology Conference

Friday 20th September

#### Bridging the gap between Medicine, Sociology and Social Policy using Institutional Ethnography

Monday 7th - Tuesday 8th October

#### Masculinity Crisis in the Americas

Friday 1st - Saturday 2nd November

#### New Perspectives on Non-State Political Violence

Thursday 21st - Sunday 24th November

### Book Club

#### The first and third Tuesday of every month

Reading groups are great for intellectual stimulation and expanding personal knowledge, but most importantly they are a social experience. No need to book, just drop in!

# What's Next Thinking?

As a member of our postgraduate community, you will become one of the exceptional local, national and international students who join us each year. The Graduate School will assist you to be a Thinker, Innovator, Leader and Communicator who is Future-Ready.



All courses and events can be booked via MyFuture:  
[qub.ac.uk/myfuture](http://qub.ac.uk/myfuture)

Log on and go to:  
Events > Workshops.  
Type 'GS' into the search bar to return a list of training and events at the Graduate School.

**Top Tip:** If registration for an activity or event is full, you can still sign up to be placed on a waiting list and will be contacted should a space become available.

*This is your building, so join us on any of these courses, for a coffee with colleagues or as a haven in which to study in silence!*

Learn more via the Graduate School's website:



The building is open daily from 8.00am to 11.00pm, excluding days of closure:  
Monday 23rd December 2019 –  
Wednesday 1st January 2020  
(inclusive)



# Download the App



## MyFuture

YOUR CAREER IN YOUR HANDS

Search Symplicity Jobs and Careers  
then personalise for Queen's



QUEEN'S  
UNIVERSITY  
BELFAST





Postgraduate Student Officer

# GIFT SOTONYE-FRANK



**Hi, I'm Gift and I am your Postgraduate Student Officer.**

I'm here to represent your interests and to make sure that your needs are met by Queen's and the Students' Union.

Please don't hesitate to get in touch with me to let me know how I can help you.

I hold weekly Drop-In Sessions in The Graduate School every Tuesday from 2-4pm. Come along to say hello and let me know if there's anything I can support you with.

You'll see comment cards in The Graduate School - feel free to complete one and drop it into the red Queen's Students' Union box situated on the 1st Floor of The Graduate School.

Or, you can email me at any time at [su.postgraduate@qub.ac.uk](mailto:su.postgraduate@qub.ac.uk).

**I look forward to hearing from you!**

**Gift**

*Queen's College, Belfast. New Library and Reading room*

## Stay Connected This Semester...

028 9097 2585

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



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