



QUEEN'S  
UNIVERSITY  
BELFAST

THE  
GRADUATE  
SCHOOL

The Graduate School

# SEMESTER TWO PROGRAMME

January - May 2021

# THE GATEWAY TO YOUR POSTGRADUATE EXPERIENCE



# WELCOME TO SEMESTER TWO AT THE GRADUATE SCHOOL

We are delighted to welcome you into the second semester of the 2020-21 academic year!

Our Programme acts as a guide to illustrate some of the many development opportunities available to you. It will help you to navigate these opportunities (and start to plan your development this semester). Work your way through our six development themes and sign up for any workshops that will be beneficial to you.

All of our activities, alongside [booking guidance using MyFuture](#), can be found on our website. Many of these activities will continue to be online, though there may be opportunities for face to face interactions as the semester progresses.

By making the most of these opportunities, the Graduate School will support you to become a **Thinker, Innovator, Leader and Communicator** who is **Future-Ready**. These are our **five pillars**, and they form the basis of everything we do.



THINKER



INNOVATOR



LEADER



COMMUNICATOR



FUTURE-READY

We look forward to having you join us this semester.

*The Graduate School Team*

# ACADEMIC ESSENTIALS

*Get help to demystify, prepare for, and navigate your academic journey. Better understand what is required of you as a postgraduate student and develop the high-level skills you will need to succeed. Perfect your academic writing style, produce high-quality research and learn how to project manage your studies.*

## Postgraduate Skills Workshops with Dr Eimear O'Connor

Join Dr Eimear O'Connor for a series of lunchtime workshops focused on key academic skills that will help you on your postgraduate journey. You'll have the opportunity to ask questions, share your learning, and network with other students.



### Time Management

This workshop will help you understand how you work best and offer tips on how to manage your time. We'll cover planning and organising your work to meet deadlines, prioritising your activities, what works for you and what hinders you.



### Avoiding Plagiarism

This workshop will help you navigate the pitfalls of plagiarism and academic writing. We will help you to understand how to appropriately incorporate sources when citing, paraphrasing, summarising, quoting and referencing.



### Criticality

Critical thinking, reading, and writing are key skills that should be applied to all aspects of your studies. This workshop will provide you with the tools you need to question and learn with an open mind, reflect different arguments and perspectives in your writing, and use evidence to inform your own opinions.



### Academic Writing: Sentence Mechanics and Punctuation

In this workshop you will be introduced to some key principles and conventions of academic English, including language use and sentence structure.



### Academic Writing: Structuring, Editing and Proofreading

An interactive workshop aimed at teaching you how to structure your writing. We'll cover some key tips to help you edit, re-draft, and proofread your work.

## Getting Started with SPSS

Learn how to navigate the world of SPSS from inputting data appropriately to performing more complex statistical analysis. You will have the opportunity to ask questions, share your learning, and network with other students.

## 10 Tips for Creating an Excellent PhD Research Proposal

Are you considering undertaking a PhD but not sure where to start? Here's your chance to get expert advice on how to tackle your research proposal. In this presentation, we'll explore ten tips to ensure that your PhD proposal is clear, concise and convincing. Join Dr Lilian Simones to take your first step.

## How to Peer Review

Being a peer reviewer is an essential step for those intending to pursue an academic career, and as a postgraduate research student, it is vital that you familiarise yourself with the process. Gain insights that you can apply to your writing when working towards publication.

## Academic Support Microsoft Team

In need of academic support? Join our Microsoft Team where you can meet virtually with other postgraduate students and share experiences. Every Friday, an informal meeting will be facilitated by Dr Eimear O'Connor to allow you to ask any questions you have related to your studies or your academic writing.



*Click the laptop  
to join the team!*



## Preparing Your Digital Toolkit

This workshop will give you an opportunity to assess your own digital skills and to identify areas where you may benefit from some additional support. We will explore many of the digital tools available to you as a Queen's student and help you with everything from being an online learner, developing your digital know-how and managing your identity as a student in a digital learning environment. During the live workshop we will discuss ways in which digital tools can be applied to support your learning, no matter what stage of study you are at, and give you the confidence to interact with your teachers and peers to ensure you get the most out of studying in the digital realm.

## Technology & Library Skills

*The McClay Library offer a range of workshops and resources to help you make the most of what's on offer whilst developing your technical skills. Click the links below to access their full range of workshops and stay up to date with them via their blog.*





*\*All events listed below, and those elsewhere marked with a 'UEA' sticker, are funded by Queen's University and delivered by the University of East Anglia. These workshops are open to Postgraduate Research students only and can be booked through the University of East Anglia's central booking system.*

## **Academic Writing Support for PhD Researchers**

*What should a literature review do?*

*Writing Effectively*

*Academic Publishing*

*Writing and Structuring an Effective Thesis*

## **Qualitative vs. Quantitative Research**

*A Comparison of Qualitative Methods*

*Qualitative Interviewing*

*Analysing Qualitative Data*

*Qualitative Research: A Basic Guide*

*Using NVivo for Qualitative Research*

*Introduction to Scale Development*

*Introduction to Structural Equation Modelling*

# Supporting you in reaching your PhD Milestones...

## Starting Your PhD

### Postgraduate Research Induction

This session will provide you with the foundations which will help you navigate the first few weeks of your PGR journey. Hear from your Postgraduate Student Officer and staff who can support you through your studies.

## Differentiation and Annual Progress Review

### Preparing for Differentiation and Annual Progress Review (with Dr Lilian Simones)

Learn how to prepare for your APR and gain insights into regulatory requirements. Create preparation strategies, identify common questions, and practise your delivery for these assessments. Open to PhD researchers in their first and second year.

## Defending Your Thesis at the Viva

### Preparing for Your Viva: Webinar

Better understand the oral examination process, how an examiner will assess your thesis, and get practical advice on how to prepare effectively. Open to PGRs at all stages of the PhD journey.



### Preparing for the Viva (with Dr Lilian Simones)

Gain insights into what the Viva is and its purpose and process. View a range of common Viva questions and identify strategies for answering them while practising your delivery. Open to second and third year PhD researchers.

## After Your PhD

### On the Job: Securing Your First Academic Post

This session will consider the need to establish an academic identity, how to recognise a 'gettable' post, and the structure and nature of academic interviews.



### Preparing Impactful Research Proposals and Grant Applications

This session will consider the writing of effective research proposals and the best ways to create a compelling 'case for support'.





# Developing Your Teaching Skills

## An Introduction to Teaching: Five Day Programme

Are you a postgraduate 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? 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.

## Teaching Skills: Webinar Series

*Postgraduate research students are often required to teach at some point throughout their PhD. This webinar series from the University of East Anglia is designed to provide guidance and training for researchers as they take on the role of the 'teacher'.*



## Preparing and Delivering Seminars

Learn how to prepare and deliver an excellent seminar. This session will focus on the importance of being prepared, laying out the ground rules for interaction, stressing the importance of engagement and discussion, appreciating the intellectual, social, and affective needs of the students, rendering the discussion concrete, and strategies for integrating student responses.

## Preparing and Delivering Lectures

Lectures require careful preparation and a premium is placed on effective and dynamic delivery. This session will consider the main functions of a lecture and what makes a lecture excellent, before providing a step-by-step guide to preparation and delivery, including slide preparation and style, the commentary style and its relationship to the slides, and preparing the lecture theatre to maximise your impact.

## Assessment, Feedback and Module Design

This session will consider the act of marking and the writing and delivery of feedback, along with consideration of how best to discuss and justify comments made and marks awarded; setting assessments; and the basics of module design, how to go about it, and what is generally required to design a strong module that is both interesting and intellectually challenging for the students.

# PERSONAL & PROFESSIONAL DEVELOPMENT

*How well do you know yourself? Join one of our professional skills programmes to increase your awareness of how you make decisions, manage and express emotions and work as part of a team. Join one of our leadership programmes to apply your skills to a real world challenge and gain Graduate or Researcher Plus accreditation.*

## **Coaching Skills for Leaders**

Help others to grow, develop and achieve success. In this three hour webinar, develop your coaching skills within a leadership context as you gain an understanding of the fundamental aspects of coaching and reflective learning. Discover the skills of questioning, listening, reflecting and supporting others to achieve success.

## **Building Your Emotional Resilience**

Sometimes it can be a real challenge to maintain our focus, manage our stress, and try to balance the emotional, physical and mental demands being put on us. This webinar will help you to unpack how certain feelings can affect how you develop resilience. We will give you a practical framework with personal strategies to enhance your emotional resilience. Become more effective in recognising, managing and expressing your emotions.

## **Unlock the Power of Your Personality**

Would you like to know more about yourself? Unlock the power of your personality type to help you understand yourself and how to work more effectively in teams. The Myers Briggs Type Indicator (MBTI) is used to determine differing strengths and types of personalities. At this virtual workshop you will find out how it works, the benefits of knowing your type and how it can help you communicate more effectively in your study and work.



## **Researcher & Graduate Plus: Information Sessions**

Researcher and Graduate Plus are a great way to have your extra-curricular skills and activities recognised and accredited by Queen's, making it easier for you to demonstrate these to employers. Join us for information on how to apply.

## An Introduction to Project Management

PGT

In this workshop specifically designed for Master's students, you will learn about and apply key project management principles and tools to scoping, planning, implementing and completing your academic studies. We'll show you how to structure your plans to ensure a good balance of personal, academic, professional and social development and support.

### Tomorrow's Leaders, Today

This virtual leadership workshop will help Doctorate students to develop and enhance their personal leadership skills, build their emotional resilience, and grow their networks. You will complete the Kouzes and Posner 360° Student Leadership Challenge (LPI) that will help you to tailor a personal development plan.

### Project Management and Your Research

This virtual workshop will help Doctorate students to develop and enhance their understanding and application of project management principles and tools to scoping, planning, implementing and evaluating their research and studies.

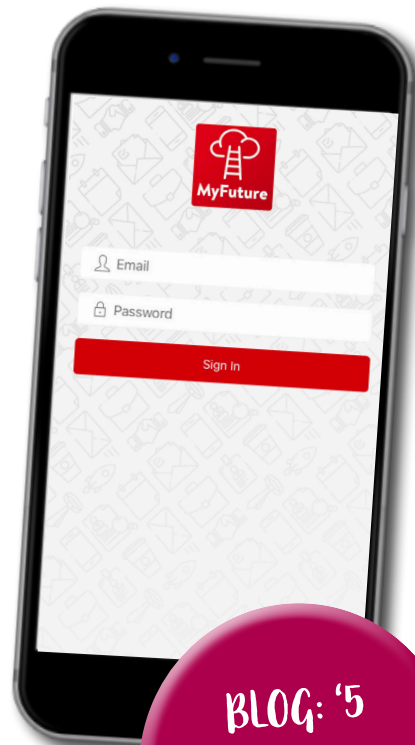
Future  
Ready

## How to Navigate MyFuture

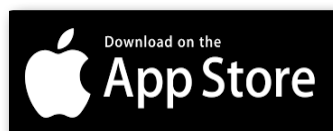
MyFuture is the online system for registered QUB students to search and apply for jobs, book onto workshops and programmes, register for events and access one-to-one careers support.

This session will cover:

- How to book an event with the Graduate School;
- How to book a 1-2-1 appointment with a Graduate School Consultant for careers, coaching and academic skills;
- How to use MyFuture to search for jobs;
- Where to find the mobile app for MyFuture.



BLOG: '5  
Cool Features  
of MyFuture'





# MASTER YOUR LEADERSHIP



## *Develop Yourself as a Strategic Leader!*

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.

*Previous employers who have presented employer challenges include:*





## 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.

**Course fee: £995.**

### Strategic Leadership

This qualification helps you understand the complexities of leadership from an individual and organisational perspective. Work in multidisciplinary groups to carry out challenges which will allow you to identify your leadership skills and see how they are applied within the workplace.



### Entrepreneurial Practice

As a practising or aspiring leader grow your creative confidence. Develop your business acumen using entrepreneurial tools and techniques. As part of a team you will apply theory to a business challenge and develop the skills needed to be an entrepreneurial practitioner in today's business world.



### Strategic Management Project

Understand the key processes in successful project management from initiation to delivery. Learn how to manage projects professionally and translate your personal inspiration into effective operational performance. This module will teach you how to construct a project plan and guide you through the processes of successfully implementing that plan.

# COMMUNICATION AND IMPACT

*What is research excellence if you don't know how to communicate it effectively? Take time this semester to learn how to talk about your research and its impact. Challenge yourself to think more innovatively, grow your entrepreneurial mindset and start to apply your creative skills to all areas of your work and life.*

## Tell Your Research Story Series



PGR

### **In the Three Minute Thesis Competition (3MT)**

The 3MT challenges doctoral candidates to present a compelling spoken presentation on their research in just three minutes. To prepare to compete, or to simply learn how to better communicate your research, this workshop will teach you how to apply the art of storytelling to your research.

### **In Articles for Publication**

Want to get published? Learn how to engage people in your research through effective communication; gain insights into the structural components of scientific papers and writing style; develop strategies to overcome difficulties in writing articles for publication.

### **To The Media**

Communicating research findings to audiences outside the academic community, media or general public, is a vital part of researcher's work. Gain insights into the world of the media and explore what type of content is deemed newsworthy. Get guidance on how to use social media for impact and for advancing your research agenda through a coherent communication strategy.

### **At Conferences**

A winning conference proposal begins with the ability to communicate your research and its relevance. Learn how to help others engage with your research, explore the main elements of a successful conference submission, and use your communication toolkit to deliver.

### **Ethics in Research (Promoting Trust and Credibility)**

Ethics play a vital role in your research. Ensure you understand the processes and procedures needed to avoid potential pitfalls. Explore ideas and regulations around consent, participant rights, data handling and how to secure ethical approval.

# Develop Your Entrepreneurial Skills



## Commercialising Your Research

Have you ever wondered if you could make a living out of your big ideas? Explore how to make money from your ideas and how to ensure they are protected. We'll cover commercialisation; from what it is to how you can benefit from it, what funders and investors expect to see, the role of Intellectual Property, and how Queen's can support you in turning your research into a real-life commercial project.

## Make It Happen Fund: Information Sessions

Are you working on a business idea but need funding to make it a reality? You can 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. Come along to one of our Information Sessions to find out more.

## Start-Up Visa: Information Session

Are you a non EU/EEA postgraduate student? Do you have an innovative business idea? Would you like to establish a business in the UK after graduation? The Start-up Visa might be an option for you. Come along to this information session for advice from the enterprise teams that work on the endorsement process.

## Need some inspiration?



Understand how your research can help shape the world around you. Join us to be inspired by individuals and organisations as they share their experiences of influencing others and how they have successfully become experts in their field. We invite Thought Leaders from across a range of backgrounds and disciplines to share their secrets to success.

Innovation After Hours is a chance to hear from people who are interested in innovation and entrepreneurship and to be inspired by those working on interesting ventures. Grab a refreshment of your choice in the comfort of your own home and join us online as we welcome an inspiring new guest speaker on the first Thursday of every month.



These events are open to Queen's students, staff and the general public!

# CAREERS AND EMPLOYABILITY

*Are you looking for support to navigate your options? Explore the range of dedicated careers support available to you and begin to build your networks.*

## **How to Complete a Competency Based Application Form**

Competency based questions can often throw you if you are not well prepared. This online presentation will provide you with examples of competency based questions and give you the opportunity to practise your technique with your peers.

## **How to Write a Successful CV**

Make sure your CV is employer-ready. This presentation will provide you with a guide on how to market yourself on paper whether you are just starting your CV or want to update it.

## **How to Start Your LinkedIn Profile**

Did you know that 90% of employers use LinkedIn to recruit new employees? LinkedIn is an invaluable online tool for you to network with professionals and alumni. This presentation is aimed at students who don't yet have a LinkedIn profile, and will give you the chance to start creating one.

## **10 Tips for Acing Your Next Virtual Interview**

Do you have an interview coming up via video conference call and want to know how to prepare? In the current climate, virtual interviews have become more prevalent. Find out what you need to consider when being interviewed virtually and how you can make a good impression through a screen.

## **Practise Your Interview Skills**

A unique opportunity to take part in a role play group exercise to practise your interview skills. In this virtual session, you will join a group of up to five students whereby each of you will be invited to play the role of interviewer, interviewee and observer. The session will be facilitated by a qualified career consultant.

## **1-2-1 Careers Guidance**

A 30 minute confidential career consultation on career choice, job hunting, LinkedIn profile, further study and CV guidance. Postgraduate Taught students should book with Joan Connolly, and Postgraduate Research students with Dr Lilian Simones. To book your appointment via MyFuture, please click on 'Book an Appointment' and choose 'Careers Appointment' from the drop-down list.



# Master Your Future Success

Get ready today for tomorrow's job market! Join us on this four day employability programme tailored for master students at Queen's.

By attending this course, you will:



- Gain tailored CV and interview support;
- Have access to targeted job search;
- Increase awareness of skills sought by employers;
- Become E-hireable, using LinkedIn, to future-proof your online employability presence;
- Understand your personality and strengths using Myers Briggs awareness questionnaire;
- Develop team work skills through a fun, interactive activity;
- Have a 1-2-1 career consultation focusing on your career needs.

## Future Ready Programme for Postgraduate Researchers

*Postgraduate Research Students who attend all twelve workshops (equivalent to six full days of training) integral to the Future Ready programme will be eligible for the Researcher Plus award.*



*Your Non-Academic Cover Letter*

*Writing Effective Funding Proposals*

*Your Academic Cover Letter*

*How to Find a Job*

*Your Non-Academic CV*

*Employer Engagement Event*

*Your Academic CV*

*Project Management and Your Research*

*Succeeding in Non-Academic Interviews*

*Commercialising Your Research*

*Succeeding in Academic Interviews*

*Tomorrow's Leaders, Today*

# COLLABORATION AND PARTNERSHIP

*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).*

Our list of partners is always growing! Visit our website to find out more about our partners and how we are continuing to work collaboratively across a range of areas.

## Photography Ethics Series with Savannah Dodd

The Photography Ethics Centre aims to raise awareness about ethics and promote ethical literacy across the photography industry. Join it's founder, Savannah Dodd, for a series of workshops that will explore photography ethics in a variety of contexts. These workshops can be individually booked.

*Understanding Photographs*

*The Ethics of Using Visual Research Methods*

*Using Photographs in Research Dissemination*



## Postgraduate-Led Initiatives

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.

# Industry Partners

## CPANI Postgraduate Mentoring Scheme: Information Session

The Graduate School in partnership with the Commissioner for Public Appointments Northern Ireland (CPANI) offers 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. These information sessions will allow you to assess if the programme is the right match for you.

## Employer Engagement Event

The Graduate School and the Postdoctoral Development Centre at QUB are hosting an online employer engagement event where doctoral students and post-doctoral staff 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.

At previous events, industry representatives have included:



## Catalyst NI Co-Founders Programme



Find out more about  
Co-Founders via  
Catalyst's website!



Do you have an idea for an exciting new product? Perhaps you want to commercialise your research, or apply your skills in the start-up world and learn more about creative problem-solving? If so, join us for an information session on Co-Founders, a unique 10-week programme for anyone curious about developing their entrepreneurial mindset and innovation skills. You'll hear from a Co-Founders programme associate, as well as postgraduate students who have been through the process.

# POSTGRADUATE COMMUNITY AND WELLBEING

*Opportunities to connect with other postgraduate students, to support each other and to take time to look after your wellbeing. Join our Microsoft Teams groups to keep in touch!*



## **Shut Up and Write**

*Every Monday and Friday, 1.00pm - 4.00pm*

Shut Up and Write is a movement that started in San Francisco as a way for writers to structure their time and connect with others. Using the pomodoro technique, carve out dedicated writing time and make progress on your assignments. Write for 3 hours in a supportive environment, and relax and connect with your fellow students during break periods!



## **Postgraduate Book Club**

*Every Tuesday, 5.00pm - 7.00pm*

Reading groups are great for intellectual stimulation and expanding personal knowledge, but most importantly they are a social experience. Discover new books and new people by joining a group of fellow postgraduates to expand your reading repertoire and share ideas virtually!



## **Mindful Meditation**

*Every Wednesday, 2.30pm - 3.30pm*

It can often be easy to rush through life without stopping to notice everything around you, especially in the current climate. Paying more attention to the present moment, to your own thoughts and feelings, and to the world around you can help to improve your mental wellbeing. Join us for weekly mindfulness classes with qualified instructor Orla Wallace.



## **Rejuvenation Yoga**

*\*Various dates and times.*

A typical 'Rejuvenation Yoga' class with Instructor Gill will cover yoga postures, breathing practices, deep relaxation, meditation and revitalisation; helping to break cycles of stress and anxiety in a welcoming and supportive environment. These online classes will take place via Zoom. Please register via MyFuture.

## Postgraduate Virtual Café

The Postgraduate Virtual Café is a chance to meet your fellow postgraduates and stay connected in the virtual world. Each café will be hosted by a Graduate School staff member, including our Postgraduate Community Assistants, who can answer any queries you may have or just be there for a chat!



## Virtual Tours of Your Graduate School

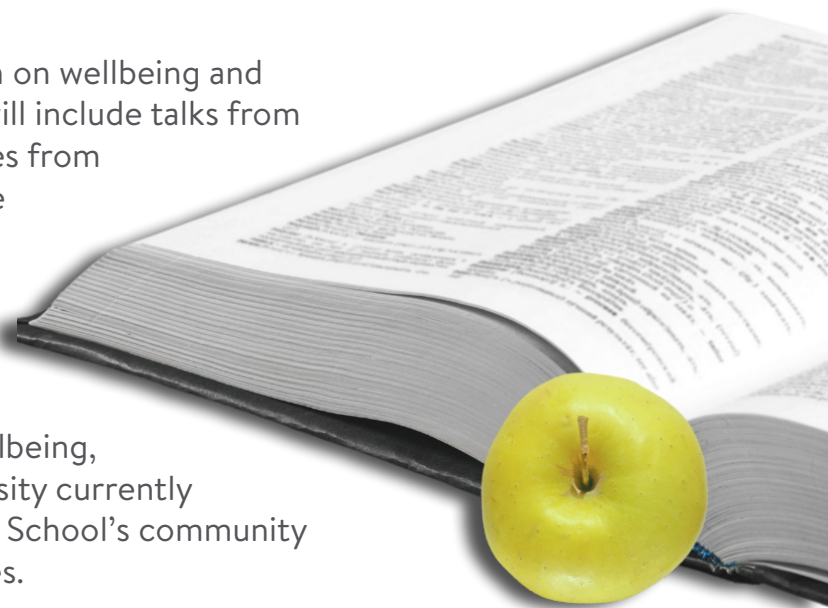
The Graduate School Virtual Tour will provide you with an opportunity to visit the Graduate School building virtually. Learn about the rich history of our building and the facilities we have on offer! You will be led by our very own Postgraduate Community Assistants, who can answer any queries you may have or just be there for a chat!

## 18th - 23rd May is Mental Health Awareness Week!



## Study Well, Be Well Webinar

This event will provide you with information on wellbeing and study support that is available to you and will include talks from the Student Wellbeing team, representatives from your Students' Union, and our Postgraduate Community Assistants. Learn how to implement mindfulness techniques into your everyday life, pay attention to the present moment and the world around you to improve mental wellbeing. You'll get hints and tips on how to look after your wellbeing, advice on what support services the University currently offers, and information about the Graduate School's community and wellbeing programme for postgraduates.



## Community Assistant Blogs

Our Postgraduate Community Assistants write regular blog posts to keep you up-to-date with what they're up to and share useful hints & tips for navigating postgraduate study! Keep an eye out on your Weekly Updates and our social media channels for regular posts, or join our weekly community and wellbeing events to get to know them personally.

*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)

