



UNIVERSITY OF  
LEICESTER

Doctoral College  
Postgraduate Researcher  
Development Programme 2017/18



## The Doctoral College at the University of Leicester



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## Dear Postgraduate Researchers:

Welcome to our new Researcher Development Programme for 2017/18. We are delighted to share our programme with you this year.

We have an extensive programme of core sessions delivered by staff from the Doctoral College team and academic colleagues, as well as staff from the David Wilson Library and IT Services at the University of Leicester, to support you in your development, both as a researcher and as a professional.

Our dedicated and friendly team is committed to offering you the very best provision in researcher development and we look forward to meeting you over the coming year.

With best wishes,

The Doctoral College Team  
[pgevents@le.ac.uk](mailto:pgevents@le.ac.uk)



## Introducing the Researcher Development Framework



The Researcher Development Framework (RDF) has been developed to help guide and inform the training of researchers of the future. The RDF is designed to:

- Help you understand what skills you've gained, what skills you may wish to work on, and what skills you will need as you progress through your research
- Help your supervisor and College/School understand the needs of researchers
- Help us (the Doctoral College Team) tailor our courses and training so we offer you things that are relevant and useful
- Help you express, in an employment context, the skills you have developed through your research degree.

The RDF guides and informs the development of the workshops found throughout this programme. Our workshops are grouped under five themes:

- **Research Effectiveness:** Skills for research and preparation for key milestones
- **Methods and Tools:** Introductory and more advanced sessions on a variety of research methods and tools
- **Professional Development:** Activities and events designed to enable you to develop and tailor your employability as you move through your research degree and on to your future career
- **Academic Writing:** Sessions focussed on helping you write your thesis and writing for publication
- **Engagement and Impact:** Workshops dedicated to presenting and communicating your research, and exploring its wider societal impact.

## Doing Your PhD at a Distance or Part-Time



Many postgraduate researchers (PGRs) at the University of Leicester undertake their research on a part-time basis or away from the campus. To ensure you feel supported in your studies wherever you are, we are pleased to announce that many of the workshops in this programme will be available as online webinars. You can identify which workshops are delivered online by looking for this symbol:



We also have a range of online materials that you can access anytime and anywhere under Research Essentials Online available on Blackboard ([blackboard.le.ac.uk](http://blackboard.le.ac.uk)). To access Blackboard, you need to login with your university username and password.

## A Guide to PROSE:

The online postgraduate record of student experience

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 needs analysis, and planning
- Keep records of training events you attended

1

Register by going to [prose.le.ac.uk](http://prose.le.ac.uk).

'Create an account'.

Use your official **University of Leicester** email.

2

Next **Invite Your Supervisors**.

They sign off on your supervisory meeting records and approve the training you undertake!

3

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

If you need further help, please email [pgevents@le.ac.uk](mailto:pgevents@le.ac.uk).

## Registration Etiquette

@ the University of Leicester



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-Shows'

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





## Café Research

- An evening featuring up to 4 short PGR talks
- A chance to talk about your work with other PGRs in an informal setting
- Includes a meal and drinks

## Doctoral Inaugural Lectures

- Each College invites their best PhD graduates to deliver presentations on their thesis
- Each event features two lectures
- Held between January and June



## Lunchtime Lectures

- Researchers present their work to the public
- Organised with the Leicester Adult Education College
- Each Friday at lunch during term-time
- To find out more, or register your interest in speaking contact [pgevents@le.ac.uk](mailto:pgevents@le.ac.uk)



Postgraduate Research Magazine  
**FRONTIER**  
Issue 2 Spring 2016

## Frontier Magazine

- University of Leicester's postgraduate research magazine
- Issues come out every year
- Editors welcome PGRs to send an article about their research
- Content is written by PGRs and guests across disciplines

## Doctoral Writing Group

- Set writing objectives for the month ahead
- Develop your work as you progress
- Be part of an interdisciplinary community of writers
- Contact: **Chantal Biemann, cb450@le.ac.uk**



## Mental Wellbeing and Support Day

- Learn techniques to cope with stress
- Learn to use techniques from mindfulness and meditation to overcome challenges
- Spend a day in Leicesters tranquil botanic gardens
- Contact: **Martin Coffey, mgc5@le.ac.uk**



## PhD Internships

- Designed for PGRs who wish to develop their employability
- All internships are paid
- Minimum of 20 days duration, no formal upper limit
- Contact: **Martin Coffey, mgc5@le.ac.uk**



## Careers Events

- Evening events featuring talks on key employment sectors
- Day events and symposia comprising skills workshops, networking opportunities, and career talks
- Career talks include hints and tips for finding jobs in different sectors



## Enterprise Training

- Develop key employability skills
- Learn about intellectual property rights, market access, business plans, and more
- Take the opportunity develop your own business plan
- Contact: **Martin Coffey, mgc5@le.ac.uk**



# PGR Competitions



## 3-Minute Thesis Competition (3MT)

- 1 slide and 3 minutes to describe your research
- Internationally-recognised competition
- University-winner competes nationally
- Great way to share your research



## Festival of Research

- Research poster competition
- Short-listed research students present their research to judges from the government, industry, charities, the media as well as the public
- Number of specialist prizes, including Doctoral College prize for best overall presentation

# PGR Competitions

## Images of Research

- Can you summarise your research in just one image?
- This competition is open to all researchers
- Short listed images go on display throughout the year
- A range of prizes are available



## YES Competitions

- Discover how to communicate research with impact to diverse audiences
- Develop enterprise skills and acquire new knowledge
- Understand how project funding is sourced and managed
- Win cash prizes of up to £2,500
- Contact: **Martin Coffey, [mgc5@le.ac.uk](mailto:mgc5@le.ac.uk)**





## Are you a PhD student or postdoc looking for meaningful, paid teaching experience?

The Brilliant Club is a charity that seeks to widen access to **highly-selective universities** by training and placing researchers in **non-selective state schools**, to deliver a **course of tutorials** designed around their **own, original research**.

To find out more about becoming a tutor and how to apply please visit The Brilliant Club's website. As a Brilliant Club tutor you will:

Get valuable teaching experience

Earn £500 per placement

Join a nationwide community of like-minded researchers

Receive training to develop your teaching skills

Support pupils from under-represented backgrounds access university

[www.thebrilliantclub.org](http://www.thebrilliantclub.org)

## RESEARCH EFFECTIVENESS



The following pages feature descriptors of workshops that will support you in how you manage yourself as a researcher throughout the whole research degree.

The focus of workshops is centred around two aspects: preparing for formal milestones in the research cycle (e.g. Preparing for the Probation Review, Preparing for the Viva, etc.) and the development of key skills (e.g. Managing Your Research Data, Effective Reading and Note-Taking, etc.).



### Managing Your Research Project

This workshop aims to provide a transparent account of the process of research by introducing key stages in the research degree cycle.

It will invite discussion around some of the potential challenges and opportunities in undertaking a research degree and offer practical suggestions on ways you can manage these aspects more effectively.

## Effective Reading and Note-taking

This workshop provides many useful techniques and tips on how to get the most out of your reading time and how to make and store notes that will be useful to you throughout your studies.

At the end of this workshop you will be able to:

- recognise the importance of critically engaging with literature
- employ tools and questions for critically engaging with literature
- evaluate the note-making options available and determine which suits you best.



## Ethics and Integrity in Research



What are the obligations on you as a researcher when you are working with human participants directly (interviews, ethnography, working with patients etc.) or indirectly (online surveys, big data analyses)? How do you conduct research with integrity, and work to the highest standards, right from the design of your research to its publication? What is the process for seeking and getting ethics approval for your research? These are some of the questions that this session will seek to answer.

## Planning Your Literature Search

This session is a starting point to help guide your ability to uncover useful literature. At the end of this session you will learn to:

- review information
- recognise elements of an effective search strategy
- plan your search strategy
- identify resources relevant to your research.

## Conducting Your Literature Search

This session is designed for you to start work on an integral section of your research degree, the literature search, while receiving peer and expert support. You will be able to apply your literature search plan and evaluate your results. This session will also help you to revise your literature search plan as appropriate.



## Finding Grey Literature

Here the focus is on searching for 'grey literature': unpublished or hard to find research materials. These include PhD theses, conference papers, reports, and government publications.

Every researcher wants to feel confident in the quality of their literature review. However, not all relevant material appears in the main databases. We provide you with strategies for finding grey literature and improving the strength of your literature review.



## Advanced Literature Searching

This session looks at some of the more advanced search options and strategies that can be used when searching literature databases. This session is also useful for anyone writing a review article for a journal, or who has to provide a literature review as part of a funding application.

At the end of the workshop you will be able to:

- locate advanced search options on the information databases relevant to you
- test out different search strategies including keywords vs subject/index terms and systematic searching
- compare how to perform searches across different interfaces
- export search results in a usable format, such as csv files.



## Search Strategies for Systematic Reviews in Medicine and Psychology

A systematic review is a type of literature review that attempts to find all published and unpublished material on a specific research question. Systematic review methodology is most commonly used in the areas of Medicine, Health, and Psychology.

This session will help you:

- find appropriate databases and keywords for your search
- construct a search strategy
- translate and perform the search across different interfaces.



## Scientific Resilience

This workshop will discuss practical ways to deal with challenges and help you keep the flame of your scientific curiosity burning bright through difficult times. Participants will have an opportunity to develop mental resilience strategies to enable them to maintain motivation in the face of such experiences.

## Copyright and Your Thesis

This workshop will introduce the copyright issues that apply to your thesis and help you navigate the path to submission. It will help you to:

- recognise which copyright regulations apply
- test knowledge of copyright regulations via interactive activities.



## Preparing for the Probation Review

Every PGR must undertake and pass a probation review to be allowed to continue their studies beyond the probationary period.

At the end of this workshop you will:

- have a better understanding of the probation review process
- gain practical tips on how to prepare for your probation review
- have a chance to reflect on progress made during your probation period.

## Preparing for the Viva

This workshop is specifically for students who have already submitted their doctoral thesis for examination or are about to submit in the next six months. The session will provide information about the examination, and practical tips on how best to prepare for it.



## METHODS AND TOOLS



As a researcher, you will consider what method(s) might be most appropriate for answering the questions you want to investigate. Whether you are trying to understand the basics of statistics and how to conduct statistical tests or looking to gain experience in using software like NVivo to come to grips with your qualitative data, we have resources and training programmes to help you.

## Introduction to Reference Management

Bibliographic software allows you to create databases of references which can then be stored, searched and used in conjunction with Word to input citations as you write an article, or to create independent bibliographies.

This session will introduce the bibliographic software choices available and help you decide which features are most important.

## RefWorks & Advanced RefWorks

**\*\* These are two separate workshops \*\***

**RefWorks:** This session allows you to use RefWorks to start creating a database of references which can then be stored, searched, and used in conjunction with Word to input citations as you write.

**Advanced RefWorks:** To enable you to edit your own reference styles, try the advanced features, and ask any in-depth questions you have about RefWorks. You must already be using RefWorks to attend this session.

## EndNote & Advanced EndNote

**\*\* These are two separate workshops \*\***

**EndNote:** This session allows you to use EndNote to start creating a database of references which can then be stored, searched, and used in conjunction with Word to input citations as you write.

**Advanced EndNote:** Edit your own reference styles and explore the advanced features of EndNote in this session. You must already be using EndNote to attend this session.

## Interviewing Skills for Researchers

This session is a practical workshop in planning and conducting one-to-one non-structured interviews for research. You will understand the process of planning for interviews, and learn how to make contacts, and persuade people to take part.

## Using Focus Groups in Research



This session explores the benefits and limitations of using focus groups, looks at key ethical issues, and provides you hands-on experience of key techniques in facilitating focus groups.

## Designing and Using Questionnaires in your Research

The aim of this session is to provide practical advice and guidance on developing and using questionnaires in your research. Questionnaires are a widely used data collection method, but designing a good questionnaire is not always easy. The session will take you through the stages of questionnaire design and will provide practical guidance on issues such as the development and wording of questions, piloting, and analysis.



## Speed Reading Session



This session has two aspects to it: to learn how to read faster and to be able to make quick decisions about what to read by previewing your documents. Most people at least double their reading speed, with the average increase being 270% of the initial reading speed. With a small amount of work afterwards this is a skill that can be used whenever you need it.

## Introduction to ArcGIS



Introduction to ArcGIS is a course designed for postgraduate researchers from the Arts, Humanities and Social Sciences as well as social geographers. The sessions are aimed at those with little or no previous experience of ArcGIS. They are designed to teach you the basics of the programme which can then be used for your own research purposes.

Please note that this is a **four-week course**. Those who register are expected to attend all four sessions. These sessions last three hours each with a 30 minute break.

By the end of the course, you will be able to:

- set up your map parameters
- input different types of geo-data
- perform different types of data analysis
- produce quality maps for publication.

## Statistics Workshop Series

### Basis Stats I: Methodology of Hypothesis Testing

This workshop is a gentle introduction to some key statistics principles including standard error, confidence intervals, sample size/power of a study, significance level, interpretation of p values, misinterpretation of p values, and Type I and Type II errors.

### Basis Stats II: Exploratory Analysis and Sampling Distributions

This workshop continues to introduce basic statistics, focusing here on how exploratory analysis is done, and discusses the value of sampling distributions.

### Basic Stats III: Types of Tests and Study Design

This session will help you answer what kinds of tests are appropriate for your data. Should you use a parametric or a non-parametric test? A chi-square test or a t test? This workshop will also include an introduction to study design.





## Statistical Software: Workshop Suites

### Statistical Package for the Social Sciences (SPSS)

SPSS can handle large amounts of data and offers a wide range of data analysis capabilities producing results as reports or graphs.

- **SPSS: Introduction to Data Management** Introduction to different types of data, sensible data collection, how to enter data into SPSS and basic data management.
- **SPSS: Describing and Exploring Data** Describe data using basic statistics such as mean and standard deviation and learn how to present findings clearly using tables and graphs in SPSS.

### The 'R' Project for Statistical Computing

R is an open-source statistical computing language used in a diverse range of disciplines, offering speed and flexibility without requiring a background in programming.

- **Introduction to R:** Establishing the first steps in using R, covering reading and saving data, the various data structures, functions and graphics.
- **Statistics with R:** Introducing statistical testing with R, from simple two-group comparison to various analysis of variance (ANOVA) designs, as well as Non-parametric tests.
- **Multivariate Stats with R:** Learn the various multivariate methods that can be conducted in R, with a focus on undertaking these forms of analysis rather than teaching the underlying mathematics.
- **Time Series with R:** Introducing the methods for time series analysis from a frequency domain approach and a time-domain approach.
- **Graphics with R:** For help with R's graphical methods, and identifying which sort of plot is most appropriate for a particular data set, while providing ideas for correct graphical presentation.

## PROFESSIONAL DEVELOPMENT

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. Our provision begins with exploring the key transferable skills you need in the professional world. After probation 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.



### Coping with Stress in Research and the Workplace

This workshop looks at the sources of stress faced by researchers and explores ways of coping with them. You will be introduced to some tools and techniques that you can use to prevent stress, mediate its impact, and overcome its effects.



## Building and Understanding Transferable Skills

This workshop provides participants with the opportunity to develop their understanding of the skills required by employers in a range of employment sectors, including academia.

On completion of the workshop, participants will have:

- developed their awareness of the transferable skills required by employers in a range of employment sectors, including academia
- audited their own transferable skills, and become more aware of their own strengths and areas for development
- constructed an action plan to enhance their transferable skill development.



## Assertiveness

Participants will have the opportunity to reflect on their behaviour in a range of situations that they may currently find challenging, with the objective of learning some assertiveness tools and techniques by learning how to handle confrontations more easily and improve their self-confidence.

This workshop provides participants with the opportunity to develop their understanding of the skills required by employers in a range of employment sectors, including academia.

On completion of the workshop, participants will have:

- developed their awareness of the transferable skills required by employers in a range of employment sectors, including academia
- audited their own transferable skills, and become more aware of their own strengths and areas for development
- constructed an action plan to enhance their transferable skill development.



## What is My Personal Work Style?

The first step in planning where you want your career to go after your doctorate is to understand how you prefer to work, both in research and other work environments. This workshop focuses on how we prefer to take in and process information and how this affects our interactions with other people.

At the end of this workshop you will be able to:

- develop awareness of your preferred style of processing information
- build awareness of how you operate in research and other work contexts
- comprehend the impact your preferred style has on others
- explore your suitability for different employment sectors.



## Writing Successful CVs, Cover Letters and Job Applications

The workshop is in two parts:

1. The first part of the workshop focuses on the essential elements of developing a winning CV that will attract the interest of the target employer, providing essential information that will make them want to interview you. Participants will receive feedback on their current CV along with hints and tips for developing and presenting their best CV.
2. Many employers require applicants to fill in a job application form. This part of the workshop focuses on how best to complete application forms so that your key information is presented in an effective way that makes the employer want to invite you for interview. Hints and tips are provided on how best to present information to successfully meet the applicant criteria employers are seeking.



## How to Organise a Conference

Organising a conference is an excellent way to gain vital skills such as project management, problem solving, and team working, and provide tangible evidence of these skills.

At the end of the session, participants will:

- have an idea of the steps needed to organise a conference
- learn how social media can enhance conferences
- appreciate the need for effective team work and time management
- recognise the importance of budgets and finance.



## Working Effectively in Teams

This workshop focuses on how people work together in teams and directly addresses the concept of 'team', as it is used in contemporary professional settings.

The essential theories behind teams in research and the workplace are explored alongside team models and individual team roles.



## Learning in Work Environments

This online workshop explores key aspects of how learning is incorporated in research and work environments. The move from a student environment to a research or work environment involves a number of changes, and progressive work environments enable learning to continue as a means of development.

## ACADEMIC WRITING



The following workshops, grouped together under the theme of 'Academic Writing', support you in the writing of your thesis. They offer you guidance on the writing activities you will be involved in throughout the research degree cycle.

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.



## Introduction to Critical Thinking



What does it mean when your supervisor asks you to be more 'critical'? What does 'critical thinking' mean in relation to your thesis? This workshop defines 'critical thinking' in relation to doctoral thinking and writing, and supports participants to identify critical thinking in their own academic context.





## Fine-Tuning Your Research Questions

You might have an idea of an area of research that is of particular personal interest to you. How do you convert that broader interest into some well conceptualised and academically rigorous research questions? This session explores the value and use of research questions; outlines some simple techniques to fine-tune and then evaluate your questions; and offers some hands-on practice in refining/reformulating them.



## Writing Skills for Researchers



This workshop will pay particular attention to the writing of the thesis, but will also be relevant to postgraduate researchers who are writing papers for publication. The session will consider a range of writing styles within participants' disciplinary areas and provide opportunities for writing and peer review activities.



## Structuring and Writing Your Literature Review

The first year of a PhD is traditionally marked by the Literature Review. How do you construct a coherent and interesting literature review to a high academic standard? This workshop introduces you to the process of planning and structuring a literature review. As part of this focus, this workshop addresses reading sources critically and provides you with the skills to begin to structure and plan your own literature review.



## Structuring Your Thesis

Here we provide guidance on structuring your thesis and starting to write up your doctoral work. We will discuss how to decide upon and develop a coherent structure for your thesis, and think about the order of individual chapters. We will consider a number of strategies for making a start on your thesis.



## Saying it With Your Abstract



This session focuses on what information an abstract should ideally contain. It will look at the importance of writing abstracts, and work through iterations of polishing an abstract through peer review and facilitator guidance.



## Editing and Finishing Your Thesis

This workshop is specifically for students who are in their writing-up stage or are about to submit their thesis in the next six months. The session will provide information regarding different editing techniques and strategies and information regarding the submission and post-submission processes. It will give students the opportunity to plan out the steps needed to finish their thesis and the chance to ask any questions regarding the editing and submission processes.

## 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 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.



### Communicating Your Research as a Comic Strip

There is a long tradition of communicating difficult ideas as a combination of text and images. This session will look at using the principles behind comic strips to help you summarise and communicate your research in an easy to understand manner.



## SUPPORT FOR PRESENTATIONS

### Powerpoint for Presentations

PowerPoint can be a real help to support your presentation, but it can also be a big distraction. Come and find out how to use it appropriately. The workshop will cover:

- the advantages and disadvantages of using PowerPoint
- how to get the basics right - design and layout
- how to make the most of text and images
- how to use animation appropriately

### Presentations A: Fundamentals of an Effective Presentation

This workshop is for postgraduates who would like to improve their oral presentation skills, and will concentrate on skills applicable to all situations, whether talking in research group meetings, at specialist conferences, or to the general public.

### Presentations B: Communicating Effectively with Non-Specialists

We will consider the pitfalls of communicating with non-specialists and identify some simple but effective strategies to help you to explain your research to anyone who will listen. All of these strategies will be discussed and practised through peer-review.





## Communicating in Research and Other Work Settings



In a professional environment there are a wide range of communications. Examples include formal and informal, written and oral. For all of these, perception is a central element. Effective communication can transmit information up, down and sideways within an organisation. The session covers all of this in the context of verbal, non-verbal and written communication.



## Preparing for the 3 Minute Thesis

This workshop is designed for postgraduate researchers who are thinking of entering this year's prestigious Three Minute Thesis (3MT) Competition. This workshop will provide you with a background to the competition and guide you through the application process and ensure that you are fully prepared to meet the judging criteria for the competition. This will include how to present your research with communication and engagement skills in mind.



## Enhancing Your Digital Profile

This workshop will offer you an opportunity to analyse your online presence, to consider what a 'good digital profile' is and to develop a strategy for enhancing and maintaining your online identity. The benefits of a digital profile for research and publication will be outlined.

Tools such as Twitter, Google Scholar, ORCID, Facebook, LinkedIn, Academia.edu, PIIRUS will be evaluated and there will be time for hands-on exploration of the tools.

## Delivering Societal Impact With Your Research

This hands-on workshop will help researchers understand the 'impact' agenda, and get researchers to start thinking about what wider impact their research might have. It will discuss strategies they might easily employ to build impact into their own research, explore how 'pathways to impact' are created, as well as how impact outcomes might be realised.



## Essential Media Skills for Researchers

Effectively communicating research outputs to the public and to key stakeholders through the media is a valuable tool for achieving societal and economic impact. This session will help researchers understand today's media agenda and manage the demands of the press.

Areas covered include: the processes and methods the Press Office uses to promote news to the public; effective preparation and confident speaking in interviews; dealing with challenging questions; using podcasts and video to your advantage; and digital platforms such as blogging to communicate the findings of your research, maximise impact and showcase expertise.



## Library Research Services



Library Research Services is here to help you throughout your PhD. As well as providing access to journals, books and databases we offer 1-2-1 advice for the following:

- finding information, literature searching and systematic reviews
- referencing and reference management software (EndNote and RefWorks)
- looking after your research data
- publishing and Open Access
- digital Humanities projects.

If you would like to talk to us about any of these areas, please email: [librarians@le.ac.uk](mailto:librarians@le.ac.uk) or telephone: **0116 252 2055**.

PhD students can borrow up to 40 items at a time, and are entitled to 25 document supply requests a year.

## Getting the Most of Your IT Services

IT Services provides a digital campus to support you during your studies. They are currently developing a new digital workspace and providing Office 365 for all staff and students.

We also offer 1-2-1 support for the following:

- Microsoft Suite: Word, Excel, PowerPoint, Access
- Blackboard
- Microsoft Word: Long Document Essentials

University computers have access to the **Program Installer**, which offer more programs to researchers (e.g. ArcGIS, SPSS, Photoshop, etc.).

If you have difficulty gaining access to these programs, would like to book a 1-2-1, please email: [ithelp@le.ac.uk](mailto:ithelp@le.ac.uk) or telephone: **0116 252 2253**.





This document was published in July 2017. The University of Leicester endeavours to ensure that the content of its prospectus, programme specification, website content and all other materials are complete and accurate. On occasion it may be necessary to make some alterations to particular aspects of a course or module, and where these are minor, for example altering the lecture timetable or location, then we will ensure that you have as much notice as possible of the change to ensure that the disruption to your studies is minimised. However, in exceptional circumstances it may be necessary for the University to cancel or change a programme or part of the specification more substantially. For example, due to the unavailability of key teaching staff, changes or developments in knowledge or teaching methods, the way in which assessment is carried out, or where a course or part of it is over-subscribed to the extent that the quality of teaching would be affected to the detriment of students. In these circumstances, we will contact you as soon as possible and in any event will give you 25 days written notice before the relevant change is due to take place. Where this occurs, we will also and in consultation with you, offer you an alternative course or programme (as appropriate) or the opportunity to cancel your contract with the University and obtain a refund of any advance payments that you have made. Full Terms and Conditions and Senate Regulations governing our teaching programmes can be found here: [www.le.ac.uk/offer/terms](http://www.le.ac.uk/offer/terms).

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