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Welcome to the Department of Accounting & Finance. We are very pleased that you have accepted our offer to join us and trust that you will have an enjoyable and rewarding time with us.

As members of our large postgraduate community, we hope to offer you the chance to join us at various social and research events during the year and that you will be able to draw on the expertise and support of the Doctoral Directors and your supervisors to help develop your future academic career. The Department aims to provide a thriving research community for all faculty and students.

Our PhD programme at Lancaster is part of the North West Social Science Doctoral Training Partnership https://nwssdtp.ac.uk/. This provides us with the opportunity to collaborate with the Manchester Business School on PhD research workshops and courses during your first year on the programme.

Of course, should you have any questions during your studies, please do let us know.

Best wishes from,

Professor Igor Goncharov  
PhD Director (Accounting)

Professor Shantanu Banerjee  
PhD Director (Finance)
USEFUL CONTACT DETAILS

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A full list of staff in the Department of Accounting & Finance can be found at:  http://www.lancaster.ac.uk/lums/accounting-and-finance/people/
**Overview:**

The PhD Programme in Accounting and Finance is designed as a 4 year full-time PhD Programme.

During the first year, doctoral researchers are required to complete a portfolio of PhD level courses and seminars covering accounting and finance theory, econometric and statistical methods and research methodology. Doctoral researchers interact with their supervisors regularly and by the end of the first year have a sound understanding of their research field, a proposed research agenda and a first draft of their first research project/paper. At the end of the first year doctoral researchers are required to pass an upgrading panel.

In their second year doctoral researchers are normally expected to submit their first research paper to international workshops and conferences and to present their research to the research community. They are also expected to take part in the teaching activities in the department. At the end of the second year doctoral researchers will present their work to a confirmation panel.

During their third and fourth year doctoral researchers are expected to develop a normal research cycle of writing high quality research papers, presenting them at conferences and workshops and revising existing paper with the aim to publish them in reputable journals. In their third year doctoral researchers are encouraged (with support of the department) to spend a term abroad for more specialized research training in their research areas and to build relationships with other top researchers and peers in their fields. A completion review presentation will take place at the end of the third year.

In their fourth year doctoral researchers are expected to complete a job market paper and to attend the academic job market after the fourth year. Doctoral researchers will receive additional job market training and preparation from the department in form of mock interviews and comments to presentations in internal seminars.

Every doctoral researcher will be supervised by an experienced research team (normally 2 faculty members). The supervisors will interact with the PhD students on a regular basis and provide guidance and help with the student’s research agenda.

The structure of the first year taught component is reported on page 3, while a detailed overview of these core courses can be found on pages 16-21. No more than 2 electives for Finance and 1 elective for Accounting may consist of MSc modules. The choices of electives need to be agreed with PhD supervisors and PhD directors. Doctoral researchers are further required to attend a teaching skills seminar during the first year.
Structure 1st year taught component:

FINANCE STREAM

Term 1:
AcfF851 - Quantitative Methods - (15 credits)
AcfF852 - Corporate Finance I (Theory) - (15 credits)
AcfF853/BMAN80301 - Asset Pricing I (Theory) - (15 credits)
Plagiarism (2-hour seminar)
Ethics and Research (2-hour seminar)
2 Electives - (30 credits)

Term 2:
AcfF856 - Asset Pricing II (Empirics) - (15 credits)
AcfF857 - Corporate Finance II (Empirics) - (15 credits)
AcfF875 - Econometric Topics in Accounting & Finance - (15 credits)
2 Electives - (30 credits)

Term 3:
AcfF880 - Pilot paper and presentation for upgrading to PhD (draft 1st paper) – (40 credits)

ACCOUNTING STREAM

Term 1:
AcfF851 - Quantitative Methods - (15 credits)
AcfF852 - Corporate Finance I (Theory) - (15 credits)
AcfF861 - Advanced Accounting (Theory) - (15 credits)
AcfF864/BMAN80271 - Advanced Financial Accounting (Theory) - (15 credits)
Plagiarism (2-hour seminar)
Ethics and Research (2-hour seminar)
1 Elective - (15 credits)

Term 2:
AcfF862 - Advanced Accounting (Empirics) - (15 credits)
AcfF866 - Data and Programming for Accounting Research - (15 credits)
AcfF875 - Econometric Topics in Accounting & Finance - (15 credits)
2 Electives - (30 credits)

Term 3:
AcfF880 - Pilot paper and presentation for upgrading to PhD (draft 1st paper) – (40 credits)

It is possible that doctoral researchers with very unique research topics may wish to opt out of one of the taught modules to focus on their research. To allow for this possibility there is an additional module AcF874 Research Project that requires students to submit a paper summarizing results of a research project at the end of the module. Doctoral researchers need to submit a short document explaining the reasoning behind a potential opt-out and need to obtain approval from their supervisors and PhD directors.
**Typical Structure, Progression Criteria and Exit Routes:**

The following table gives an overview of a typical PhD structure with typical PhD elements:

<table>
<thead>
<tr>
<th>Year</th>
<th>Events</th>
</tr>
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</table>
| 1st year | • Taught component  
           | • Preparing a draft of the first paper  
           |   o AcF 880 – Pilot paper & presentation – (term 3) |
| Upgrading Panel (End of 1st year) | • Presentation of  
           |   - Research agenda  
           |   - Draft of the first paper (based on AcF 880)  
           | • **Exit Route: MRes degree** |
| 2nd Year | • Departmental teaching  
           | • First paper ready for submission to conference (end of year 1)  
           | • Internal seminar / PhD student workshop presentation (first paper)  
           | • Work on 2nd paper |
| Confirmation Panel (End of 2nd year) | • Presentation of  
           |   - 1st and 2nd year work  
           |   - Next step in the research agenda  
           | • **Exit Route: MPhil degree** |
| 3rd year | • Encouraged to spend a term abroad  
           | • Departmental teaching  
           | • Revision of the first paper  
           | • Second paper ready for conference cycle  
           | • Presentations/workshops/conferences  
           | • Start writing third paper  
           | • Choose job market paper – the best PhD paper and the basis for job applications |
| Completion Review (End of 3rd year) | • Presentation of  
           |   - Research carried out so far  
           |   - Next step in the research agenda |
| 4th year | • Departmental teaching  
           | • Revision of papers  
           | • Submission to conferences  
           | • Presentations/workshops/conferences  
           | • Finalize job market paper  
           | • Finalize and hand in the PhD thesis  
           | • Attend the job market |
External Examiners
Professor Richard Payne, Cass Business School, for Finance
Professor Ane M. Tamayo, London School of Economics, for Accounting

Progression/Exit Route: End of Year 1
To continue into year 2 of the programme doctoral researchers are required i) to have a
continuation mark of 60% overall, including at least 60% on all module and ii) to successfully
pass the upgrading panel. If doctoral researchers fail either of these criteria they will be
considered for the award of an MRes degree according to the standard postgraduate exam
conventions.

The Upgrade/Confirmation Panel
Doctoral researchers are required to submit the following paperwork at least one week
before the date of the upgrading panel:

- A draft of their first paper
- A research overview detailing the current stage and the next step in their research.

The confirmation panel will then consist of a 20 minute research presentation and a 20
minute Q and A session.

The key objective of the panel is to evaluate whether the student has the necessary skills
and abilities for further PhD studies. Doctoral researchers do not have the right to cancel or
defere an upgrade panel meeting without the explicit permission from the Department. The
non-attendance of the upgrade panel leads to a fail grade. More details on the confirmation
panel meeting are provided in the official email arranging the time and the date of the
meeting – a copy of this email is provided in the Appendix.

The first draft of their first paper is based on the pilot paper of AcF 880 and is a requirement
for the confirmation panel.

Re-assessment
A doctoral researcher who fails any module in the first year will have one opportunity for
reassessment for that module within the same academic year. Where for administrative or
logistical reasons it is not possible for a student to complete the reassessment requirements
to the published time and an alternative form of assessment cannot be devised, the Exam
Boards may propose an alternative date for reassessment. Such alternative reassessment
arrangements will not give advantage or disadvantage compared with the original form of
assessment.

All re-assessment will be assessed to a maximum 60%.

Doctoral researchers may not seek reassessment to improve a passing grade unless required
for professional accreditation and allowed under specific accreditation arrangements.

The overall profile will only then be considered for classification when all the results of
reassessment are available.

Doctoral researchers who fail the upgrading panel, which is based on AcF 880 – Pilot Paper &
Presentation, in the first attempt are given the chance for reassessment within normally 3
months. In case of a further fail in the second attempt they will be considered for the award of an MRes degree but may not be able to graduate until the following year.

**Classification of Awards**

Full details of the postgraduate assessment regulations can be found at [https://gap.lancs.ac.uk/ASQ/QAE/MARP/PGAR/Documents/PGR-Assessment-Regulation-Current-Version.pdf](https://gap.lancs.ac.uk/ASQ/QAE/MARP/PGAR/Documents/PGR-Assessment-Regulation-Current-Version.pdf)

There are three classes of awards: distinction, merit and pass. Only students who have achieved at least a condonable module mark for modules at the first attempt are eligible for the classes of merit and distinction.

Where the overall average (including the dissertation), calculated to one decimal place, fall within one of the following ranges, the Exam Boards will recommend the award stated:

- 70.0%+ Distinction
- 60.0-69.9% Merit
- 50.0-59.9% Pass
- Below 50.0% Fail

**Progression/Exit Route: End of Year 2**

Doctoral researchers are required to pass the confirmation panel to continue into year 3 of the programme. The necessary requirements for the progression into the third year are successful presentation of the first PhD paper at the internal departmental seminar or PhD workshop, and finalizing the PhD paper for the submission to a conference. Doctoral researchers who fail the confirmation panel in the first attempt are given the chance for reassessment within normally 3 months. If progression to years 3 and 4 is denied, doctoral researchers are given the option to complete with an MPhil degree.

**MPhil Award**

The degree shall be awarded on the examination of a thesis embodying the results of the candidate's research, and on an oral examination. The work for the degree shall consist mainly of research and directed study; the candidate may in addition be required to undertake coursework, and the award of the degree may be conditional on satisfactory performance in this coursework.

A successful candidate for the degree of MPhil shall display a convincing grasp of the techniques of research appropriate to the field of study on a scale which can be completed during two years, or at most three years, of full-time study or equivalent. The thesis embodying the results of the research shall demonstrate evidence of originality, at least in the exercise of an independent critical faculty, and shall achieve a high standard of competence in argument and presentation. The thesis shall comply with the requirements for the form, submission and deposit of theses.

**PhD Award**

The degree shall be awarded on the examination of a thesis embodying the results of a candidate's research, and on an oral examination. The nature of the student's research programme should be on a scale which should be completed during four years, of full-time study or equivalent. In addition the candidate may be required to undertake such other tests as the examiners may decide.
A successful candidate for the degree of PhD shall show convincing evidence of the capacity to pursue scholarly research or scholarship in his or her field of study on a scale which should be completed during three years of full-time research. The results of this research shall then be embodied in a thesis which makes an original contribution to knowledge and the completed thesis must contain material of a standard appropriate for scholarly publication. The thesis shall comply with the requirements for the form, submission and deposit of theses.

**Typical PhD Thesis Structure**

The PhD thesis has to meet two objectives: The thesis should be of sufficient academic quality to qualify for the PhD degree, and it should allow a PhD candidate to effectively compete on the academic job market. The structure of the PhD thesis reflects upon these two objectives. The PhD thesis typically consists of independent research projects ("papers"), that could be reasonably submitted to a high quality academic journal and have a chance to be published. The latter criterion implies that the papers provide a contribution to prior literature and over each other. The number of papers is to be confirmed with the PhD supervisor(s) and the Director of the PhD Program (Accounting or Finance). Normally, a PhD thesis would include at least two papers. One PhD paper has to be single-authored; other paper(s) in the PhD package can either be single-authored or co-authored with the PhD supervisor(s), external academics, or other PhD students. In the latter case, the paper can be submitted only by one of the co-authoring PhD students as a part of the PhD package. It is not uncommon that the third paper is not at the same level of development as the first two dissertation papers. In such cases a PhD student in agreement with the supervisor can choose to submit only two papers provided they meet highest academic standards as described above.

**Postgraduate Research Assessment Regulations**

Full details of the postgraduate research assessment regulations can be found at [https://gap.lancs.ac.uk/ASQ/QAE/MARP/PGAR/Documents/PGR-Assessment-Regulation-Current-Version.pdf](https://gap.lancs.ac.uk/ASQ/QAE/MARP/PGAR/Documents/PGR-Assessment-Regulation-Current-Version.pdf)

**University Regulations**


The Regulations define the assessment procedures for the award of research degrees (MPhil and doctorate), which are operated rigorously, fairly and consistently. Assessment procedures for the final award include input from at least one external examiner, and students are advised of the timetable for completion. Further advice can be sought from supervisors during the course of your studies.

The University also has strict rules governing submission of original work, and correct citation/referencing. You should make every effort to familiarise yourself with the definition of plagiarism, also available within the Regulations, as malpractice is unacceptable and subject to serious penalties.
Extensions
Extensions are only given in exceptional circumstances and must be requested in writing.

Feedback and Notification of Assessment Marks
Feedback on assessed work will where possible be provided within four weeks (excluding vacations and staff absences).

Marks will be emailed to students by the Postgraduate Office. Students may also view their overall marks to date via the Student Portal. It should be remembered that until the External Examination Board has met, (October each year) any marks given to students are provisional and may be subject to change. Please ensure that you retain all marked work until you have received the results from the External Examination Board.

Moderation of Assessed Work
A second marker will moderate the assessment work for each module. The programmes external examiner will confirm whether or not marks awarded are appropriate. As per the University regulations there is no appeal against academic judgement.

What to do if illness or personal issues affect your studies
If you are unfortunate enough to be ill or are suffering from severe personal issues which will affect your ability to submit coursework on time you may request an extension. Depending on the nature of your circumstance different documentation will be required. Contact the Doctoral Coordinator in your Department for further information.

Student Feedback Mechanisms
Evaluation is more than feedback of the good and bad elements of the programme. It provides continual information for us to improve the programme. Without all of us seeking to improve all elements of the programme we will not be able to sustain the high standards and achieve greater success in the future. Consequently it is very important that all members of the class actively participate in the evaluation process.

You will be contacted by email at the end of each module and asked to complete a Module evaluation that will be accessed via a URL link. We ask that you respond to the request to submit your feedback as soon as possible. Feedback is anonymous.
What is required of doctoral researchers?

- Students are required to be present at Lancaster during term-time and throughout their first three years of study. However:
  - Occasions when the student expects to be away should be alerted to the PhD supervisor(s). This may include attendance at research-led events, absences for compelling personal reasons, or periods of sickness.
  - Students with teaching or other duties within the Department must also alert the Department Administrator to any absences, where they occur during term-time or within vacations during which grading duties are assigned.

- Students are required to attend all compulsory first year modules, research seminar events, with exceptions reported to the PhD supervisor(s). Seminar events include the internal seminars, external research seminars and other seminars (e.g. lunchtime seminar series) as advised.

- Students must attend all scheduled meetings with their supervisor(s) and prepare any required evidence of his/her activity beforehand. During the meeting, students should keep a record of agreed activity and maintain a record of all meetings.

- Required courses for PhD students are restricted to year 1. Students may elect to take courses in year 2 on a voluntary basis but this is not required.

- In addition to the upgrading and the confirmation panel detailed above, the following is a typical timetable of online appraisal events that will take place during a full-time student’s doctoral study. This is provided as a guide to the typical timing of events...

<table>
<thead>
<tr>
<th>Event</th>
<th>Timing (approx.)</th>
<th>Attendance</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Appraisals (PhD)</td>
<td></td>
<td></td>
<td>At specific points after registration for a research degree, all research students MUST complete appraisals. Each appraisal requires two forms to be submitted, one by the student (the student appraisal form) and a second by the student’s supervisor (the supervisor appraisal form).</td>
</tr>
<tr>
<td>The online appraisals are compulsory and are designed to help students and their supervisor(s) to identify strengths and weaknesses and to agree recommendations for continued development</td>
<td>4 months</td>
<td>To be completed by: Student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 months</td>
<td>Supervisor(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 months</td>
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<td></td>
<td>22 months</td>
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<td></td>
<td>30 months</td>
<td></td>
<td></td>
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<td></td>
<td>34 months</td>
<td></td>
<td></td>
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</table>
What is required of Academic Supervisors?

- Supervisors are required to agree with students at least one fortnightly meeting of one hours’ duration, during term-time, throughout the student’s full-time registration. A short note of these meetings should be prepared by the student and must also be copied to the supervisor and retained as a record for the Department.

- Supervisors are required to advise and provide guidance for students’ research activity. In doing so, supervisors may assist with identifying further reading, data sources or seminar/conferences to the student. Supervisors should also provide timely and detailed feedback to students on any written work submitted.

- Supervisors should familiarise themselves with the Department’s policy on printing and research budget account coverage by the Department per full-time student. From time to time, the supervisor may discuss with his/her students access to other funding sources, should this be necessary, which may include the supervisor’s own sources of funding, the latter at the supervisor’s discretion.

- Should a student fail to attend supervision meetings, without reason being provided, then the primary supervisor should attempt to contact the student to determine the reason and re-schedule the meeting. However, if a student fails to respond or to agree an alternate meeting, the matter must be escalated to the Head of Department and PhD Directors via the Department Administrator.

More about Supervisors

You will be usually allocated faculty supervisors for the duration of your doctoral studies. Your relationship with your supervisor(s) should be based on their advice and guidance on your work, but you should aim to produce and develop your own original ideas. You should not rely on your supervisor(s) directing your research. The Department aims to develop successful, self-starting researchers and your supervisor(s) can also help with developing your networks with the wider research community in your area.

Departmental Facilities for PhD Students

These are additional to your study room, which is allocated by the School each year, and photocopying/printing facilities.

Coffee Room  Situated next to C18a - a small seating area with kitchen facilities, useful for short, informal meetings with colleagues.

You and the Student Reps

We expect to invite nominations for doctoral student reps early in the academic year. Usually, there will be at least two reps, each at a different stage in their PhD studies.

All PhD students should attend the Department’s staff-student committee and the student reps should also attend the Management School’s PhD students’ Committee.

Student reps are available to help all fellow students and can take up your concerns directly with the respective committees, usually held once per term.
Research Budgets and Printing for PhD Students

Year 1 PhD students are allocated a personal research budget of £150, rising to £300 per year during years 2, 3 and 4. The research budget is intended to support students in attending research conferences (or similar events), purchasing books or other materials directly related to their research. The allocation cannot be carried forward into future years if any amount remains unspent. The first year attracts a smaller budget due to the lesser likelihood of conference-related travel during early study.

Students are asked to claim against their research account by completing the required expenses claim form and passing this to the Departmental Administrator, Joanna Stephens, who will arrange for refunds to be paid.

All doctoral students also have a printing budget allocated on an annual basis. The amount of this budget may vary year from year, but is expected to be up to £100 per annum in years 1-3 (subject to annual confirmation). Excess printing above the annual budget will be charged to individuals’ research accounts. To maximise printing capacity we recommend printing two pages per side, double-sided. Academic colleagues have been informed of the allocation of printing, and should provide printed materials for formal seminar events, to save printing costs per student.

Conference attendance & additional research budget

We expect that all PhD students are able to attend on average, at least one major international conference per year at which they present their work. With this in mind, we are able to offer funding above the £300 allocation per year, to enable a student to attend such a conference. Cases for support should be discussed with supervisors and PhD Directors in the first instance.

The conference attendance form then needs to be filled out and then presented to the Department Administrator, when agreed with and signed by your supervisors. The conference attendance form can be found in Appendix II or directly from the Department Administrator.

In addition to this allocation there is a central Faculty PhD conference budget. Students may apply for funding with the support of their supervisor/department. This is a competitive process as there is a limited amount of funds. There are three calls for funding each academic year and deadlines will be publicised well in advance.

Seminar Series in the Department

• Departmental Research Workshops

These workshops are offered by internal or external speakers and have been developed to appeal to all active researchers. They are a valuable opportunity to hear from some of the disciplines’ top academics. Speakers often join us from USA, Europe and from around the UK. Seminars usually take place on a Friday afternoon, preceded by office visits. We are proud of the reputation of our research seminar series and require the attendance of all research-active staff and doctoral students to continue to deliver a compelling series of speakers each year. There is a meeting between the seminar guest and doctoral researchers scheduled during most seminar days. You can sign up for this meeting with Julie Stott. During the meeting you can ask questions about the paper that will be presented during the
seminar (“why do you implement research design choice A?”), provide feedback on the paper (“did you consider this aspect?”) and look for feedback on your own research (“my research project is about... what do you think about it?). Such meetings serve to broaden doctoral researchers’ network, allow for a possibility to solicit feedback on their research, learn about the job market and talk to potential recruiters. Attending these meetings in your area of expertise is a requirement. The doctoral students who cannot attend a meeting are required to provide an explanation to the respective director of PhD program (accounting or finance). Past and forthcoming seminar speakers can be found via the following url:

http://www.lancaster.ac.uk/lums/accounting-and-finance/seminars/

- **Internal Lunchtime Seminars**

These workshops consist of presentations by faculty members and PhD students where the speaker has a chance to present a research idea and receive feedback from other members of the department. They run on Wednesday lunch-times and a full lunch is provided. *All PhD students* are expected to present on this series at least once per year. It is an invaluable opportunity to receive feedback on your research ideas, to see other research ideas, to get involved in discussions and to forge research relationships with faculty members and other students.

**Teaching and Research or Related Duties**

- **PhD Students Receiving Departmental or School Funding**

Some of our PhD students are supported with either fee waivers or maintenance awards, or some combination of the two.

Any offer of such a scholarship carries with it an obligation on the student’s part to carry out work for the department, which is calculated according to the type and amount of funding received (from Department and/or School). Duties may include Teaching Assistant (TA) and/or Research Assistant (RA) duties. Typical TA duties would include leading undergraduate tutorial groups (of approx. 20 students), grading support for academics or offering surgeries/workshops for students in particular subject areas, including Masters-level study.

For contact hours with students, we make allowance for tutorial or workshop preparation – i.e. normally, for each contact hour, the TA receives 2 hours’ credit.

No duties will be assigned to LUMS or department-funded PhD students in year 1. All teaching and support associated with scholarship funding will be condensed into years 2 to 4.

- **Self or Other Funded Students and Teaching/Related Duties**

Students who are self-funding, or who receive funding from an external body, are also required to take on some paid teaching or related duties during their doctoral studies. Of course, this requirement is subject to the terms of any funding you receive, some of which may limit or prohibit you from working. Please contact the Department Administrator if you have any questions.
We are keen to ensure that we have a talented and experienced cohort of graduating doctoral students every year, able to succeed in the job market in gaining a faculty position at one of the top Schools. With this in mind, all our research students are encouraged to gain classroom experience in preparation for future academic careers, by teaching on undergraduate or occasionally postgraduate courses, or by delivering support to course directors (e.g. grading). Opportunities may also be available to deliver research assistance for faculty members’ research projects. As per the advice for scholarship students, the Department Administrator will contact individuals directly to discuss opportunities before the start of each academic year.

- **Training available**

It is also a requirement of the Department that all PhD students who undertake any teaching duties should have attended the Organisation & Educational Development (OED), Introduction to Teaching at Lancaster (AcF 873) which is designed for Postgraduate Teaching Assistants. This one day compulsory course takes place in January 2017 – please note that you will automatically be booked onto this course by Carole Holroyd. Further details can be viewed at: [http://www.lancaster.ac.uk/hr/OED/ED/ITL/index.html](http://www.lancaster.ac.uk/hr/OED/ED/ITL/index.html)

Further details of OED’s training programmes are available online at: [http://www.lancaster.ac.uk/oed/ED/index.html](http://www.lancaster.ac.uk/oed/ED/index.html)

**Core information for PGR students**

This is a useful link which contains all the essential information you need to know about being a PGR student at Lancaster: [http://www.lancaster.ac.uk/current-students/postgraduate-research-students-core-information/](http://www.lancaster.ac.uk/current-students/postgraduate-research-students-core-information/) Similarly, the page of the Doctoral Academy also provides a host of links: [http://www.lancaster.ac.uk/research/doctoral-academy/](http://www.lancaster.ac.uk/research/doctoral-academy/)

**Lancaster email address**

All students are given a Lancaster University email address, of the form a.n.other@lancaster.ac.uk, which is assigned during Induction. Please note that any contact we make with you will be through your Lancaster email address. It will be assumed that you access this email account on a daily basis. Please do not forward emails from this address to another email address as this may delay or prevent us from contacting you.

**PhD Student Web Profiles**

The University’s research information system, Pure, is now available for postgraduate research students to use. Pure can be used to record information about you, your research interests and research publications. This information can also be used to produce your web profile which will appear at [http://www.research.lancs.ac.uk/portal/](http://www.research.lancs.ac.uk/portal/) and also on the LUMS website. An email will be sent to you at the start of term to give you full details about how to create your profile.

It is of great importance that you maintain an up-to-date web presence, as a way to disseminate your research findings and get known in the profession. Therefore, it is assumed that all PhD students maintain a (minimal) web presence on the LUMS website, possibly complemented with a personal website on a different platform (e.g. google).
When students are nearing the completion of their studies and actively seeking employment the information stored in PURE can be used automatically to create a Job Market Profile for them which will be displayed on the LUMS website.

**iLancaster**
iLancaster is a free mobile app delivering Lancaster University services, resources and information –at your fingertips – whenever you want them, from wherever you are. It’s available to download to your mobile devise or view from any web browser. You can find everything from your Welcome Week planner to bus timetables, where to eat and drink and financial planners.

**Office Space**
Full-time students are offered an office space. Basic facilities usually include a bookcase, desk, chair and access to a filing cabinet for each PhD student. **You will be allocated an office for 4 years.** Normally, after 4 years we will ask you to vacate the office ready for a new intake of students. Part-time students are not normally offered office space.

**Guidance on Lone Working**
Whether you are at the university or doing fieldwork you may be working on your own and it is therefore appropriate that you familiarise yourself with the university’s policy on lone working. Please see the guidance available through the following link: [http://www.lancaster.ac.uk/depts/safety/files/loneworking.pdf](http://www.lancaster.ac.uk/depts/safety/files/loneworking.pdf)

**Computing Facilities**
All full-time doctoral students are allocated a PC on arrival which they keep for the duration of their studies in their personal office. All Management School PCs have access to statistical packages, email, and the Internet. For general IT support, including software queries, contact the ISS Service Desk on phone extension 10987 or by email to iss@lancaster.ac.uk. You can also visit the ISS knowledge base: [http://lancasteranswers.lancs.ac.uk](http://lancasteranswers.lancs.ac.uk).

**LUMS Web pages**
LUMS has a large number of pages on the Internet, accessed through [http://www.lancaster.ac.uk/lums/](http://www.lancaster.ac.uk/lums/). It would be worth to familiarise yourself with the many pieces of information it offers. You should also log onto Moodle for PhD students at: [https://mle.lancs.ac.uk/course/view.php?id=300](https://mle.lancs.ac.uk/course/view.php?id=300) for notices and information relating to the Research Training.

**Staff-Student Meetings**
Staff-Student Meetings are held on a termly basis. All PhD students are encouraged to attend or raise any issue with their departmental PhD representative. At the meetings we discuss issues that are of concern to you. PhD students are usually asked for agenda items prior to the meeting and an agenda is circulated normally a week before the meeting.

**Ethical Issues**
ALL PhD students undertaking fieldwork must complete 2 ethics forms with their supervisors BEFORE undertaking fieldwork. These can be found on the University Research Office website: [http://www.lancaster.ac.uk/lums/research/ethics](http://www.lancaster.ac.uk/lums/research/ethics) (accessible when on the university’s network). All PhD students also have to take the compulsory seminar on ethics and research.
Plagiarism
Within the UK there are conventions about the use of material in academic publications, including PhD theses. Definitions of plagiarism are given in the Plagiarism Framework available at: https://gap.lancs.ac.uk/ASQ/Policies/Pages/PlagiarismFramework.aspx All PhD students also have to take the compulsory seminar on plagiarism.

Lancaster University Code of Practice for Postgraduate Research Programmes
Lancaster’s Regulations for Postgraduate Research Degree Programmes are contained in the Code of Practice available on-line at: https://gap.lancs.ac.uk/ASQ/Policies/Pages/PGRCode.aspx

Development Needs Analysis (DNA)
All PhD students are required to complete the DNA online. Your DNA (Development Needs Analysis) allows you to audit yourself against the skills and competencies we develop as researchers. You can then use this to discuss with your Supervisor the training and development opportunities you may need for the forthcoming year.

PGR Tracker/Appraisals
The PGR tracker provides a platform to monitor the progress of PhD students, store relevant documents and trigger appraisal activities at appropriate milestones. You can access this appraisal system via the Student Portal.

Attendance Monitoring
The University based on pedagogical and welfare grounds and in compliance with government requirements has instituted attendance monitoring for postgraduate research programmes. You will be required to confirm your attendance via an online system on a regular basis. You will receive further details from Student Registry.

Learning Development and Academic Support
LUMS has a learning developer, Dr Helen Hargreaves, who supports all postgraduate students, home or international, with aspects of study. The best way to contact her is on learningdevelopmentlums@lancaster.ac.uk

University Library
All member of the University are entitled to use the Library (http://www.lancaster.ac.uk/library) on becoming a registered as borrowers. The act of registration as a reader or borrower constitutes an undertaking to accept the Library Rules.

Study Areas for Postgrad
Notice that the library features a Postgraduate Study Area: a silent study space with print, scan and copy facilities close by. The Graduate College Study and Social Hub is located on Alexandra Park and provides quiet study space, group work space, social space and games room, as well as print, scan and copy facilities. Finally, there is also a dedicated area in town: the Postgraduate Study Hub is located on the first floor of the Storey Institute on Meeting House Lane. It features quite study space, small group work space, Eduroam Wi-Fi access.
1ST YEAR MODULES – COURSE DETAILS

AcF851: Advanced Quantitative Methods

Convenor: Professor Ingmar Nolte, Accounting & Finance, LUMS

Course Aims and Objectives
This course will cover econometric techniques on an advanced level that form the basis for quantitative and empirical research in Finance and Accounting. It will also cover the related necessary programming skills in advanced econometrics and statistical software packages such as MatLab and GAUSS. The course will start with covering two key areas: i) Generalized Methods of Moments and ii) Maximum Likelihood Techniques in a) time series models, b) multiple equations models and c) panel frameworks.

Depending on the composition of the students’ cohort additional advanced methods that will be covered in the course may include: Simulated Maximum Likelihood, Efficient Important Sampling, Indirect Inference, Bayesian Methods, High-Frequency Financial Econometrics, Point Processes, Count Data Models, Limited Dependent Variable models.

AcF852: Advanced Corporate Finance I (Theory)

Convenor: Professor Sudipto Dasgupta, Accounting & Finance, LUMS

Course Aims and Objectives
The course will emphasize theoretical frameworks that underlie some of the important ideas in modern corporate finance. Other than introducing these ideas, the main goal of this course is to help students to learn how to write down a basic model to capture an idea or intuition in corporate finance.

Five broad topics will be covered. For each topic i) the associated theory, ii) research design, key empirical concepts and relevant datasets as well as iii) key empirical papers and their findings will be discussed.

Topics
1. Financing frictions: agency cost of debt and equity and financial contracting.
2. Capital structure and corporate strategy.
3. Agency problems, investment distortion, and discipline.
4. Adverse selection and equity financing.
5. Information asymmetry, internal vs. external finance, and corporate investment.
AcF853/BMAN80301: Advanced Asset Pricing I (Theory)

Convenor: Dr Hening Liu, Manchester Business School

Course Aims and Objectives
The purpose of this course is to provide PhD students with a broadly based overview of current research frontiers, recent developments and various methodological approaches in Finance Research. The course covers quantitative research mainly across the empirical asset pricing areas of Finance Research. Possible topics include:

- Calculation and characteristics of returns and portfolio returns.
- Event studies.
- Asset pricing (GMM, CCAPM).
- Asset Pricing: The equity premium and return predictability.
- Anomalies and Asset pricing: Size, Book to Market, Momentum.
- Liquidity, Price Discovery and Market Microstructure.
- Stock market liquidity and characteristics of the firms.
- Recent Developments in Asset Pricing.
- Optimal Financial Forecasting.
- Convertible debt.
- Behavioural Finance.

AcF856: Advanced Asset Pricing II (Empirics)

Convenor: Dr Chelsea Yao, Accounting & Finance, LUMS
Dr Anastasios Kagkadis, Accounting & Finance, LUMS

Course Aims and Objectives
This course takes place in the second term and builds upon the Manchester taught module AcF853, which is an advanced dominantly theoretical asset pricing course. Spillover effects from AcF851 Advanced Quantitative Methods are also anticipated.

In the first part (3 weeks) of the module recent advances in cross-sectional asset pricing will be covered. This will include an empirical treatment of the classical asset pricing model and its extensions and related testing and model specification approaches. This part will cover the critical assessment of existing models in the light of risk based and behavior explanations as well as multi-factor models related to profitability and investment patterns across firms. In the second part (2 weeks) of the module will focus and the consumption based model both from a theoretical and empirical perspective.

In the third part (2 weeks) of the module asset pricing with option implied information will be covered. This includes the theoretical coverage, and understanding of the options data structure as well as the empirical implementation in advanced software packages.

The last part of the module will focus on mutual and hedge funds. This includes their performance evaluation and performance attribution from a mainly empirical perspective. Unique characteristics of hedge funds and various hedge fund strategies will be covered. The topics covered in this module will be fine-tuned to the specific decomposition of each year’s PhD student cohort.
AcF857: Advanced Corporate Finance II (Empirics)

Convenor: Professor Greg Pawlina, Accounting & Finance, LUMS

Course Aims and Objectives
The module aims to provide good understanding of fundamental theories and valuation techniques in corporate finance using a dynamic, continuous-time approach. Most financial decisions of firms operating in an uncertain economic environment are dynamic in nature and involve interactions between multiple parties. Therefore, the design of shareholder value-maximizing decision rules usually requires the use of a combination of dynamic optimization techniques, contingent claims models and applied game theory. The relevant techniques will be gradually introduced during the course. In addition, the adopted dynamic approach allows for deriving quantitative effects of corporate decisions on shareholders’ value as well as provides a framework for valuing corporate securities.

The following topics will be addressed within the module. For each topic i) the associated theory, ii) research design, key empirical concepts and relevant datasets as well as iii) key empirical papers and their findings will be discussed.

Topics
- Capital structure and credit risk;
- Interactions between financing and investment decisions;
- Strategic aspects of real options exercise (incl. product market competition and manager-shareholder conflict);
- The relationship between corporate finance and equity returns;
- Special topics in corporate finance: Mergers and IPOs.

AcF861: Advanced Accounting (Theory)

Convenor: Dr Sunhwa Choi, Accounting & Finance, LUMS
Professor Igor Goncharov, Accounting & Finance, LUMS
Professor Ken Peasnell, Accounting & Finance, LUMS

Course Aims and Objectives
The purpose of this seminar course is to survey and examine the main theories developed in the accounting research literature to explain the economic functions of corporate financial accounting.

Topics
- The determinants and consequences of accounting choice
- Various measures of earnings quality and their determinants and consequences
- Accounting anomalies and the use of accounting information in fundamental analysis
- The role of auditors as a corporate governance mechanism
- The application of experimental methods to examine accounting issues
- Understanding of behavioural theory in accounting research
AcF862: Advanced Accounting (Empirics)

Convenor: Professor Igor Goncharov, Accounting & Finance, LUMS

Course Aims and Objectives
This module is designed to introduce students to some of the core issues associated with empirical accounting research through the review of recent trends in accounting research. The module will discuss the importance of incremental contribution, basic research design issues, issues with analysing data and tabulating results, and extending extant research. The module will comprise a mixture of faculty-led lectures, interactive student-led presentations and discussions.

Topics
• Accounting conservatism
• Recognition vs. disclosure
• IFRS adoption
• Bank accounting
• Financial instruments and fair value accounting
• Economic consequences of financial reporting and disclosure

AcF864/BMAN80271: Advanced Financial Accounting Theory

Convenor: Professor Norman Strong, Manchester Business School

Course Aims and Objectives
The purpose of the course is to help students to understand how theories and theoretical models are created and evaluated i.e. how the contribution of a theoretical model is assessed. The course will enable well qualified students to equip themselves to follow theoretical debates. In addition it will provide a useful bridge to the theoretical literature for students seeking to strengthen the theoretical foundations of an empirical research project.

Topics
• Agency/Contracting Theory and Accounting Choice
• Accounting Theory: Information Perspective
• Company Valuation and Accounting Measurement
• Economics of Accounting Information
• Methodological Issues / Sociological Perspectives
AcF866: Data Programming Skills for Accounting Research

Convenor: Dr Zoltan Novotny-Farkas, Accounting & Finance, LUMS

Course Aims and Objectives
The success of developing and publishing accounting research critically depends on the knowledge of the data and programming skills to manage large datasets. The course will introduce students to key databases in accounting research, will train students how to use these data, and will develop students’ programming skills and applied econometrics. This module is designed to introduce students to the main research design choices and methods in empirical accounting research. The areas covered by the module include data collection and main financial databases, handling large datasets using STATA, analysing data and tabulating results. The module provides a broad overview of major data operations and statistical techniques used in accounting research and shows how to effectively program using STATA and other software packages.

AcF875: Econometric Topics in Accounting & Finance

Convenor: Professor Vasso Ioannidou, Accounting & Finance, LUMS

Course Aims and Objectives
This module covers the econometric theory and application of selected econometric methods using panel data. For each of the five topics outlined below, there will be two lectures in the classroom covering the theoretical part as well as a research application using a research paper in accounting and finance and two lectures at a computer lab where students will be taught how to estimate these models using STATA. Each week there will be one 2 hour lecture in the classroom and one two hour lecture in the computer lab.

Topics outline
Linear Panel-Data Models
Fixed-effects model, random-effects model, pooled model
Robust standard errors and clustering
Omitted variable bias and instrumental variable estimators

Binary and Multi-Outcome Models with Panel Data
Logit, Probit, and Linear Probability Models
Marginal Effects
Hypotheses and Specification Tests
Goodness of fit and prediction
Multinomial Logit/Probit, Conditional Logit, Ordered Outcome Model

Tobit and Sample Selection Models

Treatment Evaluation
Setup and Assumptions
Treatment effects and Selection Bias
Matching and Propensity Score Estimators
Difference-in-Difference Estimators
Regression Discontinuity Design

Survival Analysis and Proportional Hazard Models
Eg, Censoring and truncation, Recording survival data, Cox Proportional Hazard Model

**AcF880: Pilot Study/Research Proposal**

**Convenor:** Led by individual PhD supervisors

**Course Aims and Objectives**

The Pilot study/Research proposal for the PhD scheme continues on from the research undertaken in the literature review and is the final preparation before their initial paper (AcF880). It is intended to help provide the student to expand their knowledge of the appropriate theoretical and empirical literature and attempt to plan a project that would make an incremental contribution to the research area. This may consist of collecting an appropriate data set that will be analysed at a later date, or constructing a theoretical framework that can be built on at a later date.
OTHER PROGRAMMES IN LUMS

LUMS offers a wide range of full-time taught Masters’ degrees. Courses within these programmes may be directly relevant to your research interests. They may be taken (for free) over all three years of your PhD programme. If interested to take any of these courses, you need to discuss their relevance with your supervisor(s). Permission of supervisor(s) and of the relevant Director of PhD/Master programme is also essential.

The courses which are open to you can be found below along with information on who to contact for timetable information.

**PhD Programme in Business & Management**
*Contact:* Matthew Watson (m.watson@lancaster.ac.uk)

**PhD Programme in Economics:**
*Contact:* Caren Wareing (c.wareing@lancaster.ac.uk)

**MSc Accounting & Financial Management, MSc Advanced Financial Analysis, MSc Finance**
*Contact:* Linda Airey (l.airey@lancaster.ac.uk)

**MSc E-Business & Innovation**
*Contact:* Anne Wilbourn (a.wilbourn@lancaster.ac.uk)

**MSc Economics**
*Contact:* Emma Fitchett (e.fitchett@lancaster.ac.uk)

**MSc Entrepreneurship, Innovation & Practice**
*Contact:* Maria Hellsten (m.hellsten1@lancaster.ac.uk)

**MA Human Resources & Consulting**
*Contact:* Catherine Southworth (c.l.southworth@lancaster.ac.uk)

**MSc Human Resource Management, MSc Politics, Philosophy & Management**
*Contact:* Sian Cameron (s.cameron@lancaster.ac.uk)

**MSc Information Technology, Management & Organisational Change**
*Contact:* Sian Cameron (s.cameron@lancaster.ac.uk)

**MSc International Business & Strategy**
*Contact:* Linda Smith (l.smith2@lancaster.ac.uk)

**MSc Logistics and Supply Chain Management, MSc Management Science and Marketing Analytics, MSc Operational Research and Management Science**
*Contact:* Jackie Clifton (j.clifton@lancaster.ac.uk)
MSc Management
Contact: Kim Barrington (k.barrington@lancaster.ac.uk)

MSc Marketing
Contact: Gaynor Cannon (g.e.cannon@lancaster.ac.uk)

MSc Money, Banking and Finance
Contact: Emma Fitchett (e.fitchett@lancaster.ac.uk)

MSc Project Management
Contact: Anne Wilbourn (a.wilbourn@lancaster.ac.uk)

MSc Quantitative Finance
Contact: Emma Fitchett (e.fitchett@lancaster.ac.uk)
Courses run by Faculty of Arts and Social Science (FASS)
The Faculty of Arts and Social Sciences also regularly runs courses (methodological or more general) that could be of interest to PhD students from LUMS. For the list and calendar of these courses, please refer to http://www.lancaster.ac.uk/arts-and-social-sciences/study/postgraduate/research-training-programme/modules/

If you wish to sign up for any FASS modules, please discuss this possibility with your PhD supervisor(s). If approved by PhD supervisor(s) and by the PhD director of your programme, please complete the FASS Registration Form, which is available from the FASS RTP website (http://www.lancaster.ac.uk/arts-and-social-sciences/study/postgraduate/research-training-programme/registration/). Please email the completed form to the Doctoral Office (fass-rtp@lancaster.ac.uk). Since these modules are often oversubscribed, it is advisable to apply at the beginning of the academic year for modules running in all three terms, rather than waiting until the term in which they run. In case modules are oversubscribed, priority is given to FASS students.

Computing Courses
Details of all courses are available directly from the Information Systems Reception in the Learning Zone (Alexandra Square). Anyone interested is advised to register early, directly through ISS. A variety of one-off sessions and short courses are available throughout the year from the Service. Please visit the ISS website for more information: http://www.lancaster.ac.uk/iss/.

Note: these are very popular and reach maximum capacity quickly. You are advised to register early in Term 1 or, alternatively, consider whether you can take the course later in the academic year when pressure on places is not so great.

Statistics Short Courses
The Postgraduate Statistics Centre offers a programme of continuing professional development courses aimed at scientists, social scientists, health researchers, teachers and professional medical statisticians. These applied statistics courses are for participants and researchers from any background with a basic level of numeracy. Please visit the Postgraduate Statistic Centres website for more information: http://www.lancaster.ac.uk/maths/postgraduate/short-courses/

School Seminar Programmes
Students are encouraged to attend the wide range of research talks, presentations and forums organised throughout the year, where relevant, both in the Management School and elsewhere on campus. PhD students are especially encouraged to attend the sessions organised by the department in which they are registered.

Speakers will include well-known academics from other Business Schools, both in the UK and elsewhere, as well as the Management School’s most distinguished researchers. Sessions
will usually last for 1 hour, with Wednesday afternoons, lunchtimes and evenings being especially popular.

Every student is automatically informed of the events taking place in his/her Department. If you want to be included in the mailing list of other Departments, please email the following contacts:

- Accounting & Finance       Carole Holroyd  c.holroyd@lancaster.ac.uk
- Economics                  Caren Wareing   c.wareing@lancaster.ac.uk
- Entrepreneurship, Strategy & Innovation Lindsay Haworth  l.haworth@lancaster.ac.uk
- Leadership & Management    Benjamin Milby  b.milby@lancaster.ac.uk
- Management Science         Gay Bentinck    g.bentinck@lancaster.ac.uk
- Marketing                  Jonathan Haslam  j.haslam@lancaster.ac.uk
- Organisation, Work & Technology Wendy Wang    owt@lancaster.ac.uk

**Informal Research Groups**

There are a number of informal research groups in LUMS where PhD students give papers about their research, and lead discussions on them. Check with your supervisor(s) and Doctoral Director for further information.
RESEARCH TRAINING SEMINARS (SKILLS)

These seminars are open to PhD students from all programmes. They are not compulsory with the exception of the sessions on Plagiarism and Research Ethics that run in the Michaelmas Term. However, PhD students from across the School are strongly encouraged to attend the seminars that they think will aid their study.

Details of these seminars will be circulated to you with a link so you can sign up online. Once you have signed up to a course please ensure you attend. If you find that you are unable to attend please provide Matthew with a 24 hours’ notice. Supervisors will be informed of repeated sign up and nonattendance. When signing up for Writing Retreats it is essential that you can commit to the whole 2.5 days and undertake any pre-reading.

**Michaelmas Term:**
- Strategies for Success: Managing Your PhD – Getting Started (Year 1)
- Plagiarism (Compulsory Session)
- Ethics and Research (Compulsory Session)
- Evaluating Academic Literature & Writing Your Literature Review
- Managing Writing
- Career Planning Part 1 – Preparing to Secure and Academic Post
- Writing Retreat
- Career Planning Part 2 – Developing an online presence

**Lent Term:**
- Career Planning Part 3 – Applying for Academic Jobs
- NVIVO Training session 1
- Establishing an Intellectual Identity
- Strategies for Success: Managing Your PhD – Staying Focused, Getting finished (Year 2 & 3)
- Panels and Reviews
- Enjoying your VIVA
- Writing for Academic Journals in the Context of your Career
- How to write a thesis
- Writing Retreat
- NVIVO Training session 2

**Summer Term:**
- How to Present your Work in Public and at Conferences
- Getting an Academic Job and Managing your Career
- How to get your Book Published
- Atlas Training session 1
- Postdoc funding
- ATLAS Training session 2
- Writing Retreat
**Michaelmas Term**

**Strategies for Success: Managing Your PhD – Getting Started (Year 1)**

**Convenor:** Dr Marian Iszatt White

**Year 1: Getting Started**

*Year 1 full time and 1 – 2 part time*

**Date**  Week 1 - 09/10/2017  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT11 Management School

This full day workshop is aimed at first year students and is designed to provide researchers with the opportunity to meet and chat with other researchers. In addition the activity based workshop will enable you to focus on important issues such as; defining the nature of a PhD and setting your goals; choosing and refining your topic, managing your time; managing relationships with supervisors, improving reading skills, and developing good writing practice.

**Plagiarism (Compulsory Session)**

**Convenor:** Dr Sarah Gregory  
*All Students (Compulsory)*

**Date**  Week 2 - 16/10/2017  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT11 Management School

This compulsory session discusses the topic of plagiarism. The university guidelines are discussed and help and advice is provided on to avoid the traps of plagiarising work when writing.

**Ethics and Research (Compulsory Session)**

**Convenor:** Dr Sarah Gregory  
*All Students (Compulsory)*

**Date**  Week 3 - 23/10/2017  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT11 Management School

This workshop looks at research ethics and the role of the researcher. The session also looks at the practical ethical policies and procedures when undertaking research at Lancaster.
Evaluating Academic Literature & Writing Your Literature Review

**Convenor:** Dr Marian Iszatt White

*Year 1 full time and 1 – 2 part time*

**Date**  Week 6 - 13/11/2017  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT11 Management School

This session looks at how to evaluate and critique academic literature (e.g. journal articles, books, policy documents), with a view to enhancing your reading and analytical skills, thus making literature reviews easier to write. We will also look at the key elements of a literature review, its structure and content, and will consider how to avoid the pitfalls of writing a poor review. We will do some reading/evaluation in class.

Managing Writing

**Convenor:** Dr Marian Iszatt White

*All Students*

**Date**  Week 7 - 20/11/2017  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT11 Management School

This is a hands on session that considers why we find writing difficult. It will introduce a number of different techniques for ‘jump’ starting writing at any stage in your PhD. To help you get going, you will be required to do some writing in class, so you will need either a pen and notebook, or a lap top. The session will also encourage you to develop a disciplined writing practice, such as that offered by the writing retreat in week 9.

Careers Planning Part 1 – Preparing to Secure an Academic Post

**Convenor:** Dr Peter Sewell & Elaine Davies

**Date**  Week 8 – 27/11/2017  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT11 Management School

This session will introduce students to the new careers support programme provided for LUMS PhD students. It will explore research from the AGCAS Research Task Group which suggested a series of key steps that should be completed alongside a PhD, in order to have the best possible chance of securing a first academic post. Students will also be inspired by a panel of LUMS PhD students who have succeeded in gaining an academic/research post in a prestigious research led university.
Writing Retreat

**Convenor:** Dr Angela Carradus

*First Year students and Selected Students from other years*

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<th>Date</th>
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<td>Time</td>
<td>4.00 pm – 6.00 pm (Day 1)</td>
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<td>9.00 am – 6.00 pm (Day 2)</td>
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<td></td>
<td>9.00 am – 4.00 pm (Day 3)</td>
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<td><strong>Venue</strong></td>
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The writing retreat is aimed at first year students (and selected students from other years where appropriate). Its purpose is to provide dedicated writing time, while developing productive writing practices and discussions around writing-in-progress.

Lunch and refreshments will be provided, however attendees will be required to bring their own laptop and **will be expected to commit to the full schedule**.

Please note - spaces are limited to **14** and this retreat is dedicated to first year students. Places will be allocated on a first come first serve basis.

**Careers Planning Part 2 – Developing an on-line Academic Portfolio**

**Convenor:** Dr Peter Sewell & Elaine Davies

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<tr>
<td>Time</td>
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<td><strong>Venue</strong></td>
<td>LT11 Management School</td>
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This interactive workshop looks at the issues surrounding the development of your on line portfolio whether this is in the form of your on line CV, your Linked In profile, or your entry in Pure. It focusses in particular on the development of the type of content needed to ensure the desired impact.
Lent Term

**Careers Planning Part 3 – Applying for Academic Jobs**

**Convenor:** Dr Peter Sewell & Elaine Davies

Date: Week 11 – 15/01/2018  
Time: 3.00 pm – 5.00 pm  
Venue: George Fox LT4

This interactive workshop is for students who are starting to apply for academic jobs and need help constructing an effective academic CV. Using job descriptions from real academic jobs, this workshop offers the opportunity to learn more about the structure, content and evidence base required in written applications. It also includes the chance to review examples of a wide selection of academic CVs.

**NVIVO Training session 1**

**Convenor:** Dr Steve Wright

Date: Week 12 - 22/01/2018  
Time: 9.00 am – 1.00 pm  
Venue: C130 Library

**Establishing an Intellectual Identity**

**Convenor:** Dr Katy Mason

Date: Week 13 – 29/01/2018  
Time: 3.00 pm – 5.00 pm  
Venue: George Fox LT4

What makes an excellent scholar? What is intellectual identity and where does it come from? This session will help you understand why intellectual identity matters, how to shape your journey towards a strong intellectual identity within your field, and how to put this identity to work for you in building your academic career. It will also highlight that the time to start thinking about intellectual identity is now – not when you already have you PhD.

**Strategies for Success: Managing Your PhD – Staying focused; getting finished**

**Convenor:** Dr Marian Iszatt White

**Managing Your PhD in the Mid-Term**  
**Being a Completer Finisher**  

Date: Week 14 – 05/02/2018  
Time: 3.00 pm – 5.00 pm  
Venue: George Fox LT4
This full day workshop covers the complexities faced when you are part-way through and nearing the end of your PhD: refining and re-defining your goals; taking stock: where am I up to and where should I be? Collecting data; dealing with the mid-term blues and feeling fed up; thinking about originality; managing the writing process. The session also deals with the last, long haul: refining and re-defining the goal, knowing when you have got there; defining ‘contribution’, protecting your intellectual property; the writing process, tidying up, writing conclusions; finishing and submitting; managing corrections. This is an interactive workshop providing researchers with an opportunity to share their experiences and ask questions with other researchers from a mix of disciplines.

**Panels and Reviews**

**Convenor:** Dr Marian Iszatt White

**All Students**

**Date**  Week 15 - 12/02/2018  
**Time**  3.00 pm – 5.00 pm  
**Venue**  George Fox LT4

The aim of this session is to help you manage the process of panels and reviews and, arm you with handy hints about what to expect; how to minimise the ‘stress’, of the event and how to reach your full potential.

**Enjoying Your VIVA**

**Convenor:** Dr Marian Iszatt White

**All Students**

**Date**  Week 16 – 19/02/2018  
**Time**  3.00 pm – 5.00 pm  
**Venue**  George Fox LT4

The aim of this session is to provide an overview of the viva process. It will look at what to do before the viva and the submission process, followed by an exploration of the key aspects of the viva and the viva outcome. A recent PhD graduate will also participate in the session to give a first-hand insights into the process and answer any questions you may have.

**Writing for Academic Journals in the Context of Career**

**Convenor:** Professor Margaret Hogg

**All Students**

**Date**  Week 17 - 26/02/2018  
**Time**  3.00 pm – 5.00 pm  
**Venue**  George Fox LT4

This session will focus on:

- Academic writing and career planning
- The life story of a paper
- The reviewers’ perspective on your paper
• Enhancing your understanding of what gets published, what does not and why.

**How to write a thesis**

**Convenor:** Professor Rowena Murray

**Year 3 full time, 5 – 6 part time**

<table>
<thead>
<tr>
<th>Date</th>
<th>Week 18 - 05/03/2018</th>
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<tbody>
<tr>
<td>Time</td>
<td>3.00 pm – 5.00 pm</td>
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<tr>
<td>Venue</td>
<td>George Fox LT4</td>
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</table>

In this session students will be offered a comprehensive overview of many different writing practices and processes involved in the production of a thesis, with the aim of de-mystifying academic writing (Professor Murray, author of ‘How to Write a Thesis’). You will be expected to do some writing in class.

Please note - spaces are limited to 20. Places will be allocated on a first come first serve basis.

**NVIVO Training session 2**

**Convenor:** Dr Steve Wright

<table>
<thead>
<tr>
<th>Date</th>
<th>Week 19 - 12/03/2018</th>
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<tbody>
<tr>
<td>Time</td>
<td>9.00 am – 1.00 pm</td>
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<tr>
<td>Venue</td>
<td>C130 Library</td>
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**Writing Retreat**

**Convenors:** Dr Valerie Stead

<table>
<thead>
<tr>
<th>Date</th>
<th>Week 19 – 14/03/2018 – 16/03/2018</th>
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<tbody>
<tr>
<td>Time 1</td>
<td>3.00 pm – 6.00 pm (Day 1)</td>
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<tr>
<td>Time 2</td>
<td>9.00 am – 6.00 pm (Day 2)</td>
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<tr>
<td>Time 3</td>
<td>9.00 am – 4.00 pm (Day 3)</td>
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<tr>
<td>Venue</td>
<td>Forrest Hills (off campus)</td>
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</tbody>
</table>

The writing retreat is aimed at 2 and 3rd year students and the purpose of the retreat is to provide dedicated writing time, while developing productive writing practices and discussions around writing-in-progress.

Lunch and refreshments will be provided, however attendees will be required to bring their own laptop and will be expected to commit to the full schedule.

Please note - spaces are limited to 14 and this retreat is dedicated to 2 and 3rd Year Full time and Years 4 - 6 Part time. Places will be allocated on a first come first serve basis.
Summer Term

How to present your work in public and at conferences

**Convenor:** Josip Kotlar  
**All Students**

**Date**  
Week 21 - 23/04/2018

**Time**  
3.00 pm – 5.00 pm

**Venue**  
LT12 Management School

The aim of this session is to help students enhance their skills at presenting work for conferences. The session will begin with an overview of what is involved in presenting your work at conferences, and time will be available for discussion and advice on specific issues.

Getting an academic job and managing your career

**Convenor:** Dr Maurizio Zanardi  
**All Students**

**Date**  
Week 22 - 30/04/2018

**Time**  
3.00 pm – 5.00 pm

**Venue**  
LT12 Management School

The aim of this session is to consider the challenges and opportunities in getting your first academic job and managing your career. The session will focus on enhancing your employability skills and there will be chance to ask questions about managing your career in an academic context.

How to get Your Book Published

**Convenor:** Professor Caroline Gatrell (Liverpool University)  
**All Students**

**Date**  
Week 24 - 14/05/2018

**Time**  
3.00 pm – 5.00 pm

**Venue**  
LT12 Management School

This session takes you through the process of getting your book published from writing a proposal as an unknown author, through to publication. The session covers both research monographs, and text books.

ATLAS Training session 1

**Convenor:** Dr Steve Wright  
**All Students**

**Date**  
Week 24 - 14/05/2018

**Time**  
9.00 am – 1.00 pm

**Venue**  
C130 Library
PostDoc Funding

**Convenor:** Dr Mary McManus

**Date**  Week 25 - 21/05/2018  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT12 Management School

This workshop is aimed at faculty new to research funding. The session will cover an overview of the current research funding landscape and examine tools and techniques for searching for funding and developing internal and external partnerships.

ATLAS Training session 2

**Convenor:** Dr Steve Wright

**Date**  Week 24 - 14/05/2018  
**Time**  9.00 am – 1.00 pm  
**Venue**  C130 Library

Writing Retreat

**Convenors:** Dr Angela Carradus

**Date**  Week 29 - 20/06/2018 – 22/06/2018  
**Time**  3.00 pm – 6.00 pm (Day 1)  
9.00 am – 6.00 pm (Day 2)  
9.00 am – 4.00 pm (Day 3)  
**Venue**  Forrest Hills (off-campus)

The writing retreat is aimed at all students and the purpose of the retreat is to provide dedicated writing time, while developing productive writing practices and discussions around writing-in-progress.

Lunch and refreshments will be provided, however attendees will be required to bring their own laptop and will be expected to commit to the full schedule.

Please note - spaces are limited to 14 and this retreat is dedicated to all students. Places will be allocated on a first come first serve basis.
COLLABORATIVE TRAINING PARTNERSHIPS AND INITIATIVES WITH OTHER UNIVERSITIES

North West Social Science Doctoral Training Partnership
Business and Management Pathway

LUMS is part of ESRC’s North-West Social Science Doctoral Training Partnership (NWSSDTP), https://nwssdtp.ac.uk/, which provides social science research training to students at Lancaster University, Keele University, The University of Liverpool and the University of Manchester.

Business and Management is a recognized pathway with the NWSSDTP and PhD students from the partner universities can attend selected courses at each partner institution. Details of the courses at Manchester and Liverpool (i.e. Keele does not participate in the Business and Management pathway) are available on the website of the NWSSDTP.

To attend
1. Please note that places are limited and will be allocated on a first come, first served basis.
2. If you are interested in attending please send an e-mail to the administrative contact at the institution providing the course. You will be informed if you have secured a place and sent any advance reading lists and other relevant materials.

Northern Advanced Research Training Initiative (NARTI)

LUMS is a member of NARTI which is a network of research-led universities in the north of England providing specialist advanced training through the facilitation of events, retreats and conference http://lubswww.leeds.ac.uk/narti/
Employability after your PhD degree is of paramount importance. Advice and guidance about possible job opportunities and preparation for the job market is part of the support that students receive from supervisor(s) and other faculty members.

**Job Market Candidates**
For the PhD students looking for a job (i.e. with the prospect of submitting their dissertation within the next few months), LUMS hosts a webpage specifically dedicated to this purpose (It is important that every PhD student maintains a complete web presence on this page and that his/her LUMS (and external) webpage are fully up to date.

**Careers – Seminar Series**
We have introduced 3 new LUMS careers sessions into the Research Training Seminar Series for 17/18 and these include:
- Career Planning Part 1 – Preparing to Secure an Academic Post
- Career Planning Part 2 – Developing an on-line Academic Portfolio
- Career Planning Part 3 – Applying for Academic Jobs

There is also a seminar skill session specifically dedicated to this issue entitled “Getting an Academic Job and Managing Your Career” which will be led by a leading Professor in LUMS. (see page 17).

**LUMS Advice Clinics and Careers Counselling**
Bring your queries along to one of the weekly careers advice clinics (term-time only) where you can talk things through with the LUMS Careers Staff. Just drop in to the LUMS Career Zone (A112) by LT4 [http://www.lancaster.ac.uk/lums/careers/students/advice/](http://www.lancaster.ac.uk/lums/careers/students/advice/).
Postgraduate students please contact Peter Sewell (p.sewell@lancaster.ac.uk)

Wednesdays 4pm - 6pm; Fridays 3pm - 5pm; or individual appointments booked via Targetconnect [https://lancaster.targetconnect.net/home.html](https://lancaster.targetconnect.net/home.html)

Furthermore, other University-wide resources are also available, as detailed below.

**Educational Development support for postgraduates who teach (GTAs)**
- One-day Introduction to Teaching Workshops
- Supporting Learning Programme; 4 month accredited programme [http://www.lancaster.ac.uk/hr/OED/ED/SLP/](http://www.lancaster.ac.uk/hr/OED/ED/SLP/)

**Vitae**
Further information can also be found on many other external websites. In particular, it may be worth visiting the Vitae website for research students [www.vitae.ac.uk](http://www.vitae.ac.uk) Vitae is dedicated to realising the potential of researchers through transforming their professional and career development.
Appendix 1 – Email relating to upgrade confirmation

I am writing to you with details of the forthcoming PhD confirmation meetings that will take place on xxx at xxx in xxx. Students who are successful at the confirmation stage will continue into year two of the programme; students who do not satisfy the confirmation conditions will be given appropriate time to write-up their current research project and will exit the programme with an MRes. Students do not have the right to cancel or defer an upgrade panel meeting without the explicit permission from the Department. The non-attendance of the upgrade panel leads to a fail grade.

The confirmation decision will be based on the following evidence:

- Results of modules completed during Michaelmas and Lent terms
- A confirmation presentation and associated research report, details of which are provided below. The aim of the presentation and report is to assess students’ ability to communicate their research in a clear, logical manner, and to deal with rigorous questioning in authoritative and convincing way.
- A report provided by the candidate’s supervisor(s) summarising your performance until now and outlining the student’s ability to successfully complete the PhD within the normal three-year funding window.

The final confirmation decision will be made by the PhD Directors for Accounting and Finance, in conjunction with supervisors. Ultimately, the confirmation decision will be based on an assessment of the quality and contribution of the candidate’s research, together with their ability to communicate their research (both verbally and in writing) in a clear, logical and effective manner.

The formal written and oral presentation of the research thesis report by every student in their first year of registration is an important event. The main aim is for the student to demonstrate to the satisfaction of the Confirmation Panel: (i) that he/she has the knowledge and skills to carry out research and that he/she has done sufficient quality work to justify continuation; (ii) that the proposed research will make a significant contribution to knowledge; (iii) that the proposed research methods are appropriate and practical; (iv) that the proposed research is capable of completion in an appropriate time frame.

Your PhD confirmation meeting will be of 50 minutes duration and will take the following form:

- A 20-minute presentation by the candidate focusing on the research question, contribution to the extant literature, and research method (including data where appropriate). Students may also wish to present preliminary results, although this is not a requirement (and should not come at the expense of careful explanation of the research question and contribution).
- A 20-minute question and answer session.
- A 10-minute discussion between PhD Directors and supervisor(s) regarding the candidate’s performance and overall suitability to progress. (Candidates do not participate in this discussion.)

To complement the presentation, students are required to submit a research report before the upgrade date.
The report should include a preliminary version of an academic paper (no page restrictions) AND a research overview (not exceeding 4 pages) detailing:

1) why the research topic is important and how the thesis will make a substantial original contribution to knowledge
2) the next stages/projects of the student’s PhD research

The primary objectives of this document are threefold: first, to explain the proposed research and demonstrate its expected contribution; second, to demonstrate “proof-of-concept” (i.e., the feasibility of the research); and third, to provide evidence of the candidate’s ability to produce written work of high academic quality.

Confirmation decisions will be communicated to students immediately following the meeting. Should you have any further questions regarding the confirmation decision please do not hesitate to contact me.

Regards

Igor Goncharov (PhD Director, Accounting)
Shantanu Banerjee (PhD Director, Finance)
# Application Form for PhD Conference Funds

<table>
<thead>
<tr>
<th>Name:</th>
<th>Email address:</th>
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<tr>
<td>PhD Programme:</td>
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<tr>
<td>PhD Supervisor(s):</td>
<td></td>
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<tr>
<td>Reasons for the Request (including title and location of conference):</td>
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<tr>
<td>Dates of the Conference:</td>
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<tr>
<td>Detailed estimated costs (e.g. fees, travel, accommodation, etc.):</td>
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<tr>
<td>Source(s) and amount(s) of co-funding (e.g. self-supported, department, NWDTC, etc.):</td>
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<tr>
<td>Date of Application:</td>
<td></td>
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<tr>
<td>Signed:</td>
<td>(Applicant)</td>
</tr>
<tr>
<td>Statement of support and signature by (main) PhD Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Signed:</td>
<td>(PhD Programme Director)</td>
</tr>
</tbody>
</table>

Please return to Joanna Stephens or Carole Holroyd.
Notes to Accompany Application Form for PhD Conference Funds

1. Please complete all sections of the form.

2. Any sum awarded to you from the Conference Fund is a ceiling but is not a limit up to which you have authorisation to spend. You must provide receipts for all costs incurred – this is a University rule and failure to provide receipts may result in no payment being made. Furthermore you must provide copies of receipts for all of your incurred costs and not simply a set of receipts totalling the amount awarded.

3. Please do not attach any receipts to this form – if your application is approved you will be informed how to claim any money awarded to you, and you will need your receipts to do so.

4. Post conference report: Please note that all successful applicants will be required to provide a written report of their trip within one calendar month of attendance at the conference.

5. Successful applicants are required to have a personal webpage on their department’s website, containing some information about their academic career and research interests. A link to an external webpage (e.g. google) is acceptable.