Research Training Seminars Booklet 2016/2017
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 via email and through the LUMS PhD Forum page on Moodle (https://mle.lancs.ac.uk/course/view.php?id=300). One week before each event all PhD students will receive an email about the upcoming seminar. Please email Matthew Watson (m.watson@lancaster.ac.uk) if you want to register. 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.

A room is also available at the times of the seminars to join other PhD students and members of staff to help you put aside time to undertake some focused writing (more details on the following pages).

**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
- Writing for Academic Journals in the Context of your Career
- How to write a thesis
- Writing Retreat

**Lent Term:**
- My Doctoral Journey
- Strategies for Success: Managing Your PhD – Staying Focused, Getting finished (Year 2 & 3)
- Panels and Reviews
- Vivas: How to get Through Them
- Writing Retreat

**Summer Term:**
- How to Present your Work in Public and at Conferences
- How to get your Book Published
- Getting an Academic Job and Managing your Career
- Writing Retreat
**Michaelmas Term**

**WRITING ROOM – Every Monday, 3pm – 5pm in LUMS Meeting Room 5 (B108 in week 10)**

There is a room available in LUMS for you to join other PhD students and members of staff if you are not attending a skills seminar to help you to put aside time to undertake some focused writing. Regular writing time is essential for successful completion of your studies – do take time to come along.

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

**Convenor:** Dr Marian Iszatt-White  
**Year 1: Getting Started**  

| Date       | Week 1 – 10/10/2016  
| Time       | 10am – 4pm  
| Venue      | Charles Carter A19  

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 and improving critical reading skills.

**Plagiarism (Compulsory Session)**

**Convenor:** Dr Sarah Gregory  
**All Year 1 Students (Compulsory)**  

| Date       | Week 2 – 17/10/2016  
| Time       | 3pm – 5pm  
| Venue      | Management School LT7  

This compulsory session discusses the topic of plagiarism. The university guidelines are discussed and help and advice is provided on how to avoid the traps of plagiarising work when writing. Every first-year PhD student must pass a computer-based examination.

**Ethics and Research (Compulsory Session)**

**Convenor:** Dr Sarah Gregory  
**All Year 1 Students (Compulsory)**  

| Date       | Week 3 – 24/10/2016  
| Time       | 3pm – 5pm  
| Venue      | Management School LT7  

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. Every first-year PhD student must pass a computer-based examination.

**Evaluating Academic Literature & Writing Your Literature Review**

**Convenor:** Dr Marian Iszatt-White  
**Year 1 full time and 1 – 2 part time**  

| Date       | Week 4 – 31/10/2016  
| Time       | 3pm – 5pm  
| Venue      | Management School LT7  

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

**Convenor:** Dr Marian Iszatt White

**All Students**

**Date:** Week 6 – 14/11/2016

**Time:** 3pm – 5pm

**Venue:** Management School LT7

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. It will also offer some guidelines for structured writing and emphasize the importance of getting into good writing habits at an early 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.

Writing for Academic Journals in the Context of your Career

**Convenor:** Professor Margaret Hogg

**All Students**

**Date:** Week 7 – 21/11/2017

**Time:** 3pm – 5pm

**Venue:** Management School LT7

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**

**Date:** Week 9 – 05/12/2016

**Time:** 3pm – 5pm

**Venue:** Management School Lecture Theatre 7

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 demystifying academic writing (Professor Murray, author of ‘How to Write a Thesis’). You will be expected to do some writing in class. Please note that spaces are limited to 20 and that places will be allocated on a first come first serve basis.

Writing Retreat

**Convenor:** Dr Angela Carradus

**First year students and selected students from other years**

**Date:** Week 9 – 07-09/12/2016

**Time:** 3pm – 6pm (Day 1)

9am – 6pm (Day 2)

9am – 4pm (Day 3)

**Venue:** Forrest Hills (off-campus)

The writing retreat is aimed at first year students (and selected students where appropriate) with the purpose of providing 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 that spaces are limited to 14 and places will be allocated on a first come first serve basis.
Lent Term:

<table>
<thead>
<tr>
<th>WRITING ROOM – Every Monday, 3pm – 5pm in LUMS Meeting Room 5</th>
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</thead>
<tbody>
<tr>
<td>There is a room available in LUMS for you to join other PhD students and members of staff if you are not attending a skills seminar to help you to put aside time to undertake some focused writing. Regular writing time is essential for successful completion of your studies – do take time to come along.</td>
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My Doctoral Journey

**Convenor:** Dr Chihling Liu (Marketing)  
Dr William Tayler (Economics)  
All students

**Date:** Week 13 - 30/01/2017  
**Time:** 3pm – 5pm  
**Venue:** Furness LT2

Dr Liu from the Department of Marketing will give an honest account of making and surviving her PhD journey, culminating in the challenge of writing an interesting theoretical story from her data set in the last year of writing up.

Strategies for Success: Managing Your PhD – Staying focused, Getting finished (Year 2 & 3)

**Convenor:** Dr Marian Iszatt-White  
Years 2 – 3 full time, 2 – 4 part time

**Date:** Week 14 – 06/02/2017  
**Time:** 10am – 4pm  
**Venue:** Management School A217 (Exec Suite)

This full day workshop covers the complexities faced when you are part-way through: refining and re-defining your goals; taking stock of where you are up to and where you should be; collecting data; dealing with the mid-term blues and feeling fed up; thinking about originality; and managing the writing process. The session also deals with the last, long haul: refining and re-defining the goal (again); knowing when you have got there; defining ‘contribution’, protecting your intellectual property; tidying up and 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 16 – 20/02/2017  
**Time:** 3pm – 5pm  
**Venue:** Furness LT2

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

Vivas: How to get Through Them

**Convenor:** Dr Marian Iszatt White  
All Students

**Date:** Week 17 – 27/02/2017  
**Time:** 3pm – 5pm  
**Venue:** Furness LT2

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 first-hand insights into the process and answer any questions you may have.

**Writing Retreat**

**Convenor:** Dr Angela Carradus & Dr Marian Iszatt-White  
**Second and third year students and selected students from other years**

<table>
<thead>
<tr>
<th>Date</th>
<th>Week 19 – 15-17/03/2017</th>
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<tbody>
<tr>
<td>Time</td>
<td>3pm – 6pm (Day 1)</td>
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<tr>
<td></td>
<td>9am – 6pm (Day 2)</td>
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<tr>
<td></td>
<td>9am – 4pm (Day 3)</td>
</tr>
<tr>
<td>Venue</td>
<td>Forrest Hills (off-campus)</td>
</tr>
</tbody>
</table>

The writing retreat is aimed at second and third year students (and selected students where appropriate) with the purpose of providing 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 that spaces are limited to 14 and places will be allocated on a first come first serve basis.
Summer Term:

<table>
<thead>
<tr>
<th>WRITING ROOM – Every Monday, 3pm – 5pm in LUMS Meeting Room 5 (LT10 in week 29)</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a room available in LUMS for you to join other PhD students and members of staff if you are not attending a skills seminar to help you to put aside time to undertake some focused writing. Regular writing time is essential for successful completion of your studies – do take time to come along.</td>
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How to Present your Work in Public and at Conferences

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

- **Date:** Week 25 - 22/05/2017  
- **Time:** 3pm – 5pm  
- **Venue:** Management School LT9

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:** Professor Maurizio Zanardi  
**All Students**

- **Date:** Week 27 – 05/06/2017  
- **Time:** 3pm – 5pm  
- **Venue:** Management School LT9

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:** To be confirmed  
**All Students**

- **Date:** Week 28 – 12/06/2017  
- **Time:** 3pm – 5pm  
- **Venue:** Management School LT9

This session takes you through the process of getting your book published from writing a proposal as an unknown author, through to publication.

Writing Retreat

**Convenor:** Dr Angela Carradus & Dr Marian Iszatt-White  
**All Students**

- **Date:** Week 30 – 28-30/06/2017  
- **Time:** 3pm – 6pm (Day 1)  
  9am – 6pm (Day 2)  
  9am – 4pm (Day 3)  
- **Venue:** Forrest Hills (off-campus)

The writing retreat is aimed at all students with the purpose of providing 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 that spaces are limited to 14. Places will be allocated on a first come first serve basis.