

DOCTORAL SCHOOL

# Researcher Development Programme

2017–18

US

UNIVERSITY  
OF SUSSEX



## WELCOME

A very warm welcome to all new researchers embarking upon their doctorate at Sussex. You are joining a thriving doctoral researcher community who make an invaluable contribution to the vibrant Sussex research culture.

Developing your research, personal and professional skills is an essential part of studying at doctoral level. Our programme will help you to adjust to doctoral life, meet the challenges along the way, and develop these important skills.

We aim to complement the support provided within your School and provide relevant and practical development opportunities whatever your discipline.

We offer a range of ways of engaging with our programme from short sessions, to longer workshops and online opportunities. You'll have the

chance to share experiences with other doctoral researchers, as well as learning from our tutors.

The programme is delivered by tutors within professional services, and research and academic staff.

We aim to cater for all levels of experience, and recognise our researchers begin their doctorates with a range of previous experience. In discussion with your supervisor, you can choose the activities which are right for you at each stage of your research journey, and which will help you in your current and future careers.

Our programme is outlined on the following pages, and broken down into the following areas:

- Managing your research
- Research skills and techniques
- Writing and communication
- Career development

We wish you all the very best in your doctoral studies at Sussex and look forward to welcoming you at one of our workshops soon.

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## FIND OUT MORE

Full workshop descriptions and online resources can be accessed at:  
[www.sussex.ac.uk/internal/doctoralschool/researcherdev](http://www.sussex.ac.uk/internal/doctoralschool/researcherdev)

## CONTACT US

[researcher-development@sussex.ac.uk](mailto:researcher-development@sussex.ac.uk)  
01273 873366 / 01273 873230

## Planning your professional development as a researcher is useful in identifying those areas where you wish to strengthen and develop your skills, and help you to make the most of your time during your doctorate.

We recommend reviewing the Researcher Development Framework (RDF – see diagram) in planning your training and development. This resource sets out the knowledge, skills and behaviours required to be an effective researcher.

As a new doctoral researcher, you may only wish to focus on one or two of these areas in the early stages (depending on your previous research experience). It's useful to review your

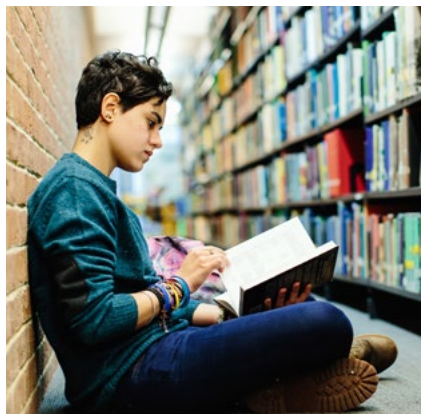
skills on a regular basis, and you will be encouraged by your supervisor to do so during your annual reviews. Further details about the RDF are available at: [www.vitae.ac.uk/rdf](http://www.vitae.ac.uk/rdf)

It is important to discuss your training and development needs with your supervisor, and we recommend arranging a meeting for this purpose within the first few months of starting your doctorate. This should help you to jointly identify training needs and

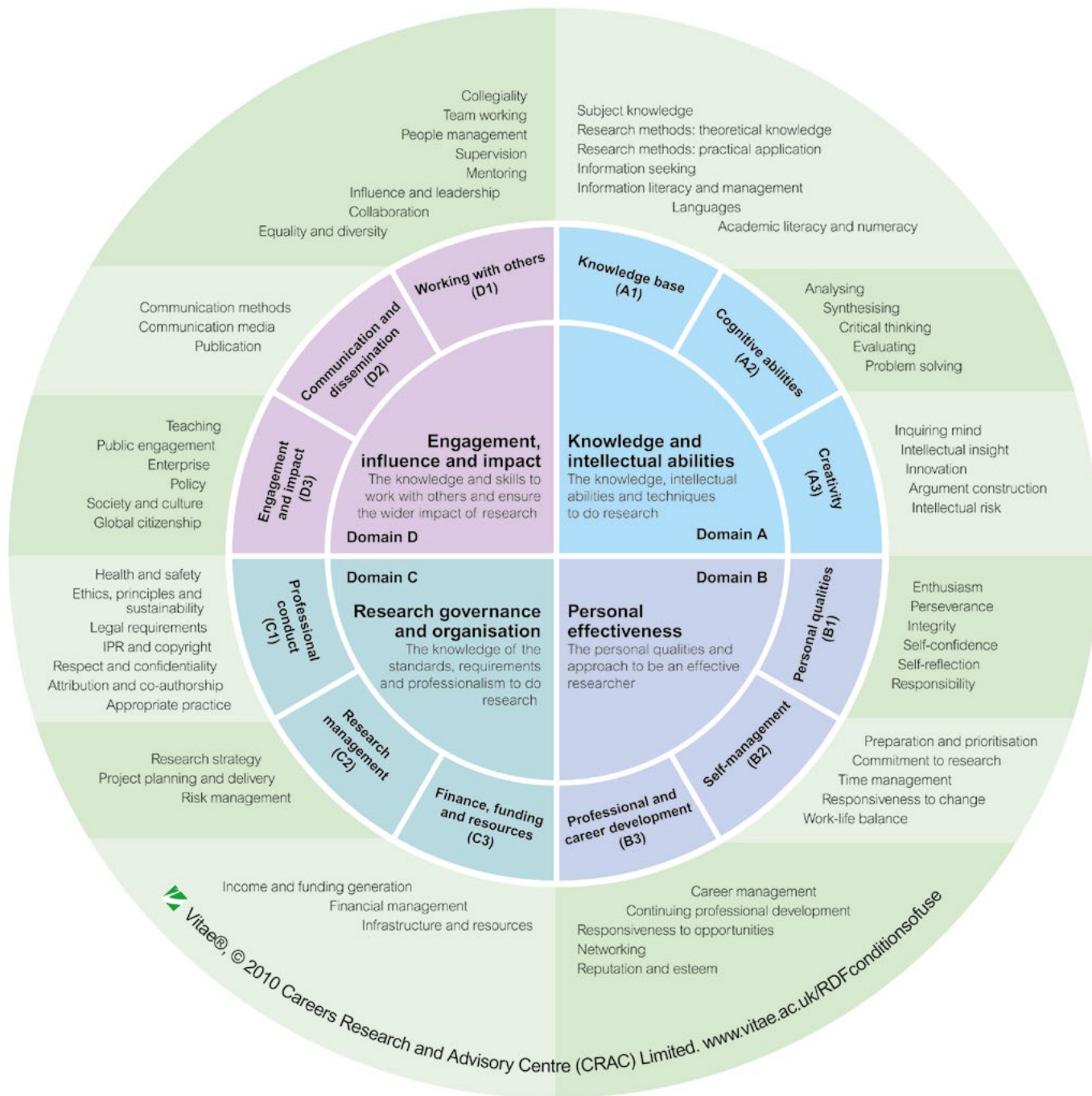
ways of meeting them through our programme, your School, and various other activities.

You can also arrange a one to one appointment with the Researcher Development Officer to help in thinking about your training needs and the opportunities available.

To book an appointment please email: [researcher-development@sussex.ac.uk](mailto:researcher-development@sussex.ac.uk)







# Managing your research

## DURING THE EARLY STAGES OF YOUR DOCTORATE

Becoming an effective researcher

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(NEW!) Navigating a PhD (For medical and life sciences)

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Getting ethical approval

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Undertaking a literature review

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## FOR EARLY/MID STAGES

Planning, structuring and writing your thesis

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Practical assertiveness for researchers

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Working with your supervisor

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## FOR MID/LATE STAGES

Making progress in your doctorate

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Preparing for your final year

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Preparing for your viva

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## FIND OUT MORE

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**BOOK  
ONLINE**

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## MANAGING YOUR RESEARCH

### FEEDBACK

#### Undertaking a literature review

“Thanks for a great and useful workshop. I now feel ready to tackle this mammoth task!”

#### Practical assertiveness for researchers

“Such confidence building workshops would be very beneficial for many people.”

#### Becoming an effective researcher

“Helped me develop a sense of how similar the concerns of different PhD students are. I am not alone in this.”

#### Preparing for your viva

“Should be attended by everyone approaching a Viva.”

### FURTHER SOURCES OF SUPPORT

#### NEW DOCTORAL RESEARCHERS AT SUSSEX

We have recently launched a new website to welcome new doctoral researchers to Sussex and to help you navigate the early days of your doctorate.

The website provides all the information and guidance you need to get started. It includes video interviews from current doctoral researchers and staff, giving lots of advice on making the most of your time here. You'll find out about supervision, networking, wellbeing, progress, training and lots more.

Have a look at:

<https://pgrsussex.wordpress.com>



### IT SERVICES TRAINING

ITS organise training for all students and staff at Sussex on a broad range of topics from beginner through to advanced levels. Sessions which may be of particular interest to researchers include:

- Word
- PowerPoint
- Excel
- EndNote

For further information and to book a place on an ITS workshop see:

[www.sussex.ac.uk/its/services/informationandsupport/training](http://www.sussex.ac.uk/its/services/informationandsupport/training)

### ACADEMIC DEVELOPMENT FOR INTERNATIONAL STUDENTS

The Sussex Centre for Language Studies runs a range of academic development workshops for international/overseas students. The workshops cover a range of topics related to good academic practice including referencing, giving presentations, structuring writing, and critical thinking.

Bookable 1-2-1 sessions are also available

To find out more visit:

[www.sussex.ac.uk/languages/english/acadev](http://www.sussex.ac.uk/languages/english/acadev)

# Research skills and techniques

## DURING THE EARLY STAGES OF YOUR DOCTORATE

Finding dissertations and theses for your research

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Keeping up to date in your subject

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Literature searching using Web of Knowledge and Scopus

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## AT ANY STAGE

Managing your research data

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Understanding publication metrics

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Introduction to NVivo – for qualitative data analysis

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Introduction to SPSS – for quantitative research data analysis

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Introduction to R & Graphics in R – for quantitative research data analysis

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## RESEARCH SKILLS AND TECHNIQUES

### FEEDBACK

Finding dissertations and theses for your research

“The workshop was very useful and introduced me to many databases I was not aware of.”

Keeping up to date in your subject

“Everything was explained very clearly, and the presenters had a great deal of knowledge even if very subject-specific questions were asked.”

Literature searching using Web of Knowledge and Scopus

“Gave me more ideas on how to refine my search. I actually found 10 articles which were directly related to my current research!”

Managing your research data

“Brilliant. Comprehensive overview presented in a non-threatening and non-scary manner.”

Understanding publication metrics

“Lots of researchers don't know they need to know this stuff – very useful”



### FURTHER SOURCES OF SUPPORT

#### LIBRARY ONE-TO-ONE SESSIONS

The Library Research Support Team ensure the Library's collections meet the needs of researchers, and provide support in using these resources effectively.

The team offers bookable one-to-one sessions which are tailored to your own research interests and will help you get the most from the Library's resources.

If you are interested in using archives in your research you can also take advantage of the expertise of University staff at The Keep ([www.thekeep.info](http://www.thekeep.info)) who offer one-to-one support on general archive use.

Book your one-to-one session with the Library Research Support team or The Keep at: [www.sussex.ac.uk/library/research/support](http://www.sussex.ac.uk/library/research/support)

# Writing and communication

## FOR EARLY/MID STAGES

Practical presentation skills

Practical tips to improve your academic writing

(NEW!) Scientific Writing

Planning, structuring and writing your thesis

Introduction to Open Access publishing

Developing your researcher web presence

## FOR MID/LATE STAGES

Engaging the public in your research

(NEW!) Writing for publication

Three Minute Thesis

Thesis Boot Camp

## FIND OUT MORE

Full workshop descriptions and online resources can be accessed at:  
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## WRITING AND COMMUNICATION

### FEEDBACK

Practical tips to improve your academic writing

“Can’t tell you how many little tips you’ve given today that will really, really change the way I write. Thank you.”

Practical presentation skills

“I’m feeling more confident about my presentation skills and finding ways to deal with nerves.”

Thesis Boot Camp

“It completely transformed the way I think about the writing process, and has transformed the way I think about my thesis. I now have absolute faith I can finish it, whereas before I seriously doubted that I could ever get it done!”

Three Minute Thesis

“Being able to rise above inherent complexities to explain what my PhD is about and why it matters within three minutes was particularly challenging. Yet, having managed to deliver my key messages to a broad and diverse audience has strengthened my confidence and public speaking skills, which I expect to build upon in the future. I would highly recommend it.”

### THESIS BOOT CAMP

Thesis Boot Camp is an intensive and supportive writing environment for late stage doctoral researchers. The core idea is to give you the necessary time, space, and encouragement to make significant progress on your first draft.

Thesis Boot Camp takes place over the weekend, is fully catered, and facilitated by Researcher Development. Support is provided through short tutorials, group discussion, and 1-2-1 consultations with the facilitator.

### WRITE CLUB

Researchers are also encouraged to join our Write Club. This takes place on a weekly basis. We provide a room, refreshments, and the opportunity for doctoral researchers to come together and benefit from some dedicated time and space for writing.

Full workshop descriptions and online resources can be accessed at:

**[www.sussex.ac.uk/internal/doctoralschool/researcherdev](http://www.sussex.ac.uk/internal/doctoralschool/researcherdev)**

### THREE MINUTE THESIS

An 80,000 word thesis would take nine hours to present. Your time limit... three minutes

Three Minute Thesis (3MT) is an academic competition that challenges doctoral researchers to describe your research within three minutes to a general audience. 3MT celebrates the discoveries made by research students and encourages you to communicate the importance of your research to the broader community. 3MT will be repeated at Sussex in 2018, find out more at:

**[www.sussex.ac.uk/internal/doctoralschool/researcherdev/threeminthesis](http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/threeminthesis)**



## WRITING AND COMMUNICATION

### FURTHER SOURCES OF SUPPORT

#### TAKE 5 ONLINE COURSES

Facilitated by colleagues in the Technology Enhanced Learning team, the Take 5 online bitesize courses introduce a range of useful tools to help you manage your research.

The content is delivered in bite-sized sessions over five days, allowing you to participate when you have time. Courses last year focused on Twitter, and digital note-making and bookmarking, and for the year ahead will include blogging, and digital productivity.

#### THE BRILLIANT CLUB

The Brilliant Club is a charity that recruits, trains and employs researchers to deliver programmes of university-style tutorials to small groups of high performing pupils in schools that serve communities with a traditionally low participation rate in higher education. We routinely organise information sessions inviting The Brilliant Club to the University to help you to find out about this opportunity. See: [www.thebrilliantclub.org](http://www.thebrilliantclub.org)



#### OPEN ACCESS WEEK

Open Access Week is an annual global event to broaden awareness and understanding of open access to scholarly research results.

The Library will be organising events and speakers during the week of 23– 29 October. Check the Library and Researcher Development Programme webpages to find out how you can get involved and discover the benefits of Open Access for research.

#### LANGUAGE CAFÉ

The University's Students Union host the Language Café, an informal weekly drop-in session for students looking to practice and develop their language learning skills. Find out more at: [www.sussexstudent.com/events/language-cafe](http://www.sussexstudent.com/events/language-cafe)

#### STARTING TO TEACH TRAINING FOR DOCTORAL RESEARCHERS

Doctoral researchers can access the Starting to Teach course organised by the Academic Development and Quality Enhancement (ADQE) office. The course provides an introduction to the essential skills for developing effective higher education teaching practice.

Find out more at:

[www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/stt](http://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/stt)

#### ROYAL LITERARY FUND WRITING SUPPORT

Doctoral researchers can receive help with improving their writing skills by making an appointment to visit one of the two Royal Literary Fund (RLF) Writers-in-Residence at Sussex.

Find out more at: [www.sussex.ac.uk/library/guides/rlf](http://www.sussex.ac.uk/library/guides/rlf)







# Career development

## FOR ALL STAGES

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Career planning for researchers

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CVs for doctoral researchers

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Enterprise for researchers

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Leadership for researchers

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Organising your own researcher event

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## Online career development resources

A range of resources to help you find career opportunities and optimise your CV are available through our website – see page 15 for more information.

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ONLINE**

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## FIND OUT MORE

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## CAREER DEVELOPMENT

### FURTHER SOURCES OF SUPPORT

#### CAREERS AND EMPLOYABILITY CENTRE

The Careers and Employability Centre works with researchers during and after their time at Sussex and can help you to explore your career ideas and find out more about the pathways open to you both within academia and in non-academic roles.

You can book a one-to-one appointment with a professionally qualified careers consultant, for advice on:

- Searching for vacancies
- Finding relevant work experience
- Developing your strengths and skills
- Researching career areas of interest
- Writing CVs, covering letters and applications

Contact [careers@sussex.ac.uk](mailto:careers@sussex.ac.uk) to request a consultation.



#### STARTUP SUSSEX ENTREPRENEURSHIP

The Careers and Employability Centre collaborates with the Sussex Innovation Centre to run a range of activities and events to support enterprising Sussex students. The StartUp Sussex Enterprise Training Programme provides business-focused workshops facilitated by experts from the Sussex Innovation centre where you can make your idea a reality.

This programme of workshops begins in the autumn term, and you can find out more at: [www.sussex.ac.uk/careers/careerchoices/entrepreneurship/startupworkshops](http://www.sussex.ac.uk/careers/careerchoices/entrepreneurship/startupworkshops)

#### ONLINE CAREER DEVELOPMENT RESOURCES

On our webpages we've brought together a range of resources designed to help you find career opportunities and optimise your CV. You'll also find a series of short career profiles from recent Sussex doctoral graduates who have gone on to pursue a variety of careers. View the resources at: [www.sussex.ac.uk/internal/doctoralschool/researcherdev/yourcareer](http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/yourcareer)

## Doctoral community



In addition to the core Researcher Development Programme, we organise a number of events throughout the year to bring together as many researchers as possible from across the University.

### COFFEE MORNINGS

The Researcher Development Programme will be hosting a series of coffee mornings where you can drop-in for some refreshments and find out about the support available to you as a doctoral researcher.

### WELCOME EVENTS

Welcome events take place in October, January and May and are designed to introduce you to the support available at the University. They also provide the opportunity to meet other new doctoral researchers from disciplines across the University.

### DOCTORAL SCHOOL SOCIAL EVENTS

We organise social events throughout the year, including: a December festive event, a curry night in the spring and our very popular summer BBQ.

### KEEPING IN TOUCH

You can keep in touch with us by following the Doctoral School on Twitter and Facebook.

**On Twitter**

**@SussexDocSchool**

**On Facebook**

**University of Sussex Doctoral School**

## DOCTORAL COMMUNITY

### SUSSEX RESEARCH HIVE

The Sussex Research Hive, located on the second floor of the library, is a dedicated space for doctoral researchers and research staff. It contains desks and PCs for private study and two bookable meeting rooms.

Three Research Hive Scholars support the area whilst engaging with and fostering the research community at Sussex.

Find out more at:

[www.sussex.ac.uk/library/research/hive](http://www.sussex.ac.uk/library/research/hive)

@sussexreshive

### EXCURSIONS JOURNAL

Excursions is an online interdisciplinary peer-reviewed journal, run by doctoral researchers at Sussex and supported by the Doctoral School.

The journal offers doctoral and early career researchers from all disciplines the opportunity to join the editorial team and develop skills in editing, peer-review, and team working.

Find out more at:

[www.excursions-journal.org.uk](http://www.excursions-journal.org.uk)

### VITAE

Vitae is a non-profit programme supporting the professional development of researchers, and committed to enhancing the skills and careers of researchers. The University is a member of Vitae, so by registering on their website with your Sussex email address you will have full access to a range of resources. Find out more at:

<https://www.vitae.ac.uk>

### YOUR ONLINE RESEARCHER PROFILE

As a doctoral researcher at Sussex, you can develop your own Sussex online profile, to feature on your department website, and so other researchers can find you online. As well as promoting your research through your profile, you can present your achievements and experiences and keep this updated to reflect your ongoing development.

Find out more at: [www.sussex.ac.uk/internal/doctoralschool/researcherdev/onlineprofile](http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/onlineprofile)



## Funding to support your research

The Doctoral School administers a number of funding opportunities for doctoral researchers:

### SUSSEX FUND DOCTORAL OVERSEAS CONFERENCE GRANT (DOC)

The Sussex Fund DOC Grant supports overseas conference attendance for doctoral researchers who are presenting their research. Up to a limit of £1,000 for any one student is available during the period of their registration.

#### FEEDBACK

“I had never attended an international conference before. It was exciting to participate in a whole week of stimulating discussions with the unique opportunity of bringing my own contribution to it.”

“I returned to Brighton feeling enriched by my experience. I am thankful to the University who have both supported my travel and given me the opportunity to give a presentation.”

### RESEARCHER-LED INITIATIVE FUND (RLI)

The RLI Fund supports doctoral researchers and research staff in running their own professional development events and activities for researchers.

#### FEEDBACK

“This workshop has been a great occasion for me to gain and reinforce different types of skills. Organising this event has improved my management skills, through the recruitment of the different invited speakers, the preparation of the venue and the design of the workshop.”

### POSTGRADUATE FUNDING AND GUIDANCE ONLINE

The University subscribes to the **Alternative Guide to Postgraduate Funding Online**. The Guide contains a huge database of funding opportunities from charities, trusts and foundations, comprehensive guidance written by successful applicants, and numerous tools to help you prepare a winning grant application.

The University also has a subscription to the **Research Professional** database, a comprehensive database of funding opportunities, where you can:

- Search by a variety of criteria, e.g. Sponsor; Discipline; Award Type; Closing Date; Sponsor Country; Applicant Nationality.
- Get up-to-date Funding and Sector news, e.g. Research Fortnight; Research Fortnight Today; Research Europe; Research Europe Today.
- Set up email alerts for funding opportunities and/or research news.

Full details of these and other funding opportunities can be found on the Doctoral School website:

**[www.sussex.ac.uk/internal/doctoralschool/funding](http://www.sussex.ac.uk/internal/doctoralschool/funding)**



## Booking a workshop

### ELIGIBILITY

All doctoral researchers registered at the University of Sussex are eligible to attend our Researcher Development Programme (RDP) workshops and events.

Research staff are also welcome to attend any workshop they feel may be relevant.

Students who are studying on Undergraduate or Masters programmes are not eligible to attend, but can access support from the Skills Hub: [www.sussex.ac.uk/skillshub](http://www.sussex.ac.uk/skillshub)

### WORKSHOP FEES

There are no fees for University of Sussex doctoral researchers or research staff to attend our workshops.

### PRE-WORKSHOP PREPARATION

Some of our workshops require a small amount of preparatory work. Most of the time, this involves providing us with some information about your research so that our facilitators can tailor activities to your interests. We will e-mail you with details of any preparatory work required.

### WORKSHOP DURATION

Please ensure you are able to attend for the full duration of any RDP workshop for which you book a place. You may be refused entry if you arrive more than 20 minutes late.

### BOOKING A PLACE

You can book a place to attend an upcoming workshop, or add your name to a waiting list online via the RDP webpages: [www.sussex.ac.uk/internal/doctorschool/researcherdev](http://www.sussex.ac.uk/internal/doctorschool/researcherdev)

### CANCELLATION POLICY

If you need to cancel your place on a workshop, you can do so through your Sussex Direct training record.

If the workshop is taking place in the next 48 hours, you will not be able to cancel online and will instead need to inform us of your cancellation by calling **01273 873366**.

Waiting lists are in operation for many of our workshops and your early cancellation enables us to offer your place to another researcher.

Please note that frequent non-attendance or late cancellations are recorded by the RDP, and booking restrictions may be applied.

### FEEDBACK

We value the feedback we receive about our programme. If you would like to send us some feedback, please email [researcher-development@sussex.ac.uk](mailto:researcher-development@sussex.ac.uk)

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### BOOK ONLINE

[www.sussex.ac.uk/internal/doctorschool/researcherdev](http://www.sussex.ac.uk/internal/doctorschool/researcherdev)

## DOCTORAL SCHOOL

The Researcher Development Programme is co-ordinated by the Doctoral School, and colleagues from Schools and departments across the University are involved in developing and delivering the content.

Helen Hampson and Laura Chapman are responsible for managing the Researcher Development Programme, which is overseen by the Doctoral Studies Committee.

## CONTACT US

[researcher-development@sussex.ac.uk](mailto:researcher-development@sussex.ac.uk)

01273 873366 / 01273 873230

[www.sussex.ac.uk/internal/doctoralschool/researcherdev](http://www.sussex.ac.uk/internal/doctoralschool/researcherdev)



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