



SCHOOL *of*
ADVANCED STUDY

UNIVERSITY OF LONDON

Research Training

2011–12

CONTENTS

Introduction	4
School of Advanced Study training programmes	
Research students' induction	5
Research skills workshops	7
Managing information for research	10
Using research software (EndNote, SPSS, NVivo)	11
Research methodologies programme	12
Subject-specific research training in Institutes	
Law: Institute of Advanced Legal Studies	14
English Studies: Institute of English Studies	15
Modern Languages: Institute of Germanic & Romance Studies	17
History: Institute of Historical Research	18
Music: Institute of Musical Research	20
Warburg Institute	21
Information technology training	22
Equality and diversity in the workplace	22
Online research training	23
Careers	24
Bloomsbury Postgraduate Skills Network	25
Postgraduate fora	25
School contacts	27
Institute contacts	28
Appendices	
Appendix I: Researcher Development Framework information	29
Appendix II: Concordat for the career development of researchers	30

INTRODUCTION

The School of Advanced Study draws on its research and teaching expertise to provide a programme of discipline-specific, generic and online research training to support the development of the scholars of tomorrow.

Making the most of the concentration of expertise available in the School and the University of London, the School provides well-established discipline-specific research training for its postgraduate students (most notably in history, law, English, modern languages, music) as well as in specialist areas (palaeography, book history, Renaissance culture, medieval manuscript studies).

The School's programme of generic research and transferable skills training is available in the form of workshops. This general training is complemented by a set of research methodologies courses for students in social science disciplines, and in the software and management information tools required to enable students to complete their research effectively.

Most of the School's training is available to postgraduate students across the UK as well as School students, much of it free of charge. The School takes the career development of its early-career researchers seriously, too: its research skills workshops provide the transferable and employability skills necessary for wider preparation for careers in academia and elsewhere, and all our researchers, at whatever level, are welcome to attend the skills development programmes.

Details of all of the School, Institute and Senate House Library courses, plus the extensive careers programmes, IT courses, and much more, are in this booklet. If you require further information, or would like any guidance, please just contact us, or get in touch with any of the names listed on p. 27.

Rosemary Lambeth
Registrar
+44 (0)20 7862 8695
rosemary.lambeth@sas.ac.uk

RESEARCH STUDENTS' INDUCTION

Tuesday 18 October and Wednesday 19 October 2011

Venue: Room 274/5 Stewart House Second Floor

Please note that asterisks indicate that the topic will be developed further in a Research Skills Workshop session.

PROGRAMME

DAY 1 Tuesday 18 October 2011

10.00 Coffee/tea

10.15 **Welcome and Introduction**
Professor **Roger Kain**, Dean, School of Advanced Study

10.30 **Moving forward with your doctoral programme**
The academic organisation of the School; quality assurance, role of student representatives, academic misconduct; personal development planning; procedures for upgrade from MPhil to PhD and exam entry and thesis submission; an over view of *Research training at the School*
Presenters: **Rosemary Lambeth** and Registry team, School of Advanced Study

11.30 **Managing your research project***
The PhD as a project to be managed: an introduction to the planning and management of time and resources needed to complete the thesis on time and to the required standard
Presenter: **Eszter Molnar-Mills**

12.30 Lunch

1.45 **Working with your supervisor**
Supervisory support and guidance, meetings, progress and feedback, monitoring and review, resolving supervision problems, and cultural awareness
Presenters: TBC [Professor **Maxine Molyneux [Kevin Middlebrook]**, ISA and Professor **Peter Mack**, Warburg]

2.30 **Finding your way through archives and documents***
An introduction to the major archival resources; how to identify the right archives for research in the humanities and social sciences; advice on working in archives and searching catalogues
Presenters: TBC [Professor **Iwan Morgan**, ISA and Dr **Wim Van Mierlo**, IES]

3.45 Tea/coffee

4.00 **Introduction to the Senate House Libraries**
Introductory session will focus on how to make the most of the University of London's libraries. Overview of the *Managing Information for Research* programme
Presenters: **Mura Ghosh**, Senate House Library and **Gerry Power**, IALS Library

DAY 2 Wednesday 19 October

10.15 Coffee/tea

10.30 **Overview of the Research Methodologies Programme**
Presenter: Dr **Richard Freeman**, Institute of Education

11.00 **Interviewing and ethics***

An introduction to challenges and possibilities in interview surveys; guidance on ethical interviewing, and practical advice on conducting interviews and transcribing results
Presenter: Dr **David Cantor**, ICwS

12.00 **Managing and interpreting data***

Session to explore the management of data, including simple concepts such as how to organise data in a structured way (eg tables), how to bring out the significance of data (eg graphs), and how to read and assess information represented graphically
Presenter: TBC

1.00 Lunch

2.00 **Statistical and qualitative data analysis: introducing NVivo and SPSS***

An introduction to research software
Presenter: Dr **Carlos Galviz**, Royal Holloway University of London

3.00 **Building a bibliography: introducing EndNote***

An introduction to EndNote and Zotero, explaining the basic aspects of preparing and maintaining an electronic bibliography, sorting and searching, entering and editing references, and importing references from EndNote to Word
Presenter: Dr **Simon Trafford**, IHR

3.45 Tea/coffee

4.15 **Careers**

Information on finding part-time work during your studies; an introduction to the bespoke programme and services for research students from the *Specialist Institutions Careers Service*
Presenter: **Fiona Richardson**, Careers Group, University of London

6.00 **Drinks with the Dean**

New research students can meet established research students, staff and visiting researchers

RESEARCH SKILLS WORKSHOPS

This programme of workshops and seminars provides transferable research training for MPhil and PhD students in the humanities and social sciences, complementing the specialised programmes provided by the Institutes for their students. It is expected that most School students will be able to take part in all sessions of the programme at an appropriate time in their doctoral study.

The workshops are taught largely by the School's academic staff, drawing on the expertise available in the wider University of London.

The programme is freely available – to School students, of course, who do not need to register – but also to all registered research students in the humanities and social sciences based in the UK. Those based in the Bloomsbury colleges (Birkbeck, the Institute of Education, SOAS, UCL etc) may register through the Bloomsbury Postgraduate Skills Network (see p. 25 below). Students at non-BPSN institutions should register direct, by contacting Rosemary Lambeth (rosemary.lambeth@sas.ac.uk).

School students should ensure that they let Rosemary Lambeth know (rosemary.lambeth@sas.ac.uk) in advance that they expect to attend. This is to make sure that they can be kept informed if there are last-minute changes to the programme or venue.

Thursday workshops

Thursday 27 October 2011

Applying for research funding

This session will explore funding options. Presentations will include where to find information, how to pitch your research project, writing a research proposal, preparing a proposal budget. It will also consider how to take the long-term view, building contacts with funding councils and prospective funding organisations, and collaborative research possibilities, specifically in the EU.

Presenters: Dr **Emma Jones** (University of Manchester)

Thursday 3 November 2011

Project organisation and management

This workshop is designed to help students complete their PhD successfully by planning and organising their research and time using project management techniques to take them from research idea to delivery of the thesis. The session will look at defining the project and its goals, timetabling, milestones, resources, responsibilities, risks, and how to review the plan when the project changes. Basic use of the software MS Project will be touched on. The session will allow students the opportunity to start putting together their own project plan; consider the structure and processes that are essential for a successful project, and discuss issues such as estimating inputs, quality management, working with others, and identifying the critical path to delivering the PhD within schedule.

Presenter: **Eszter Molnar-Mills**

Thursday 10 November 2011

Basic skills for thesis preparation

This session explores the techniques involved in drafting and revising research questions; chapter planning and developing the thesis proposal; organising research material, reading and note-taking; drafting and writing up the thesis.

Presenter: Dr **Maria Jose Blanco** (IGRS)

Thursday 17 November 2011

Conducting interviews; oral history

This session offers guidance and practical advice on how to conduct and transcribe interviews. The starting point will be group interviewing and witness seminars. The session will consider issues around objectivity and subjectivity; how to determine the usefulness of information gathered, and to make the most effective use of the information for the research project; to distinguish between fact and opinion, and the place of secondary sources. The session will look at sensitivity and cultural awareness, and address issues of ethical interviewing.

Presenters: Dr **David Cantor** (ICwS); Professor **Iwan Morgan** (ISA)

Thursday 24 November 2011

11.00 am–1.00 pm

Ethics in research

The session explores ethical issues arising in research, the rules and guidelines laid down by government and funding councils. It looks at ethical issues in different types of research, for instance in qualitative research; principles on the conduct of information storage and use; confidentiality; reconciling scientific and ethical concerns; the role that considerations of justice might play in research; research misconduct (fabrication, falsification, plagiarism). The session also explores inter-personal responsibility (for instance, supervisor-student; working in teams); professional responsibility and the norms of peer review.

Presenter: Professor **Avrom Sherr** (IALS)

Thursday 1 December 2011

Working in archives

The session is for those who have recently begun, or are about to begin, to use archives in their research. An overriding aim is to help researchers develop effective strategies for exploring their subjects. Archives are not simply passive repositories of information but bear the imprint of historical process and accident. Thinking about the nature of the archive itself can throw light on the cultural and historical context of the topic being investigated. A number of questions can be explored. What is an 'archive'? How does it differ from 'records' or 'documents'? Is there a wider view of materials from the past which might be comprehended by the term 'archive'? Why were certain archives created? How have they survived? How do you formulate a strategy for finding the information that you think you need? What role can random exploration play? Participants are encouraged to come to the session prepared to talk and raise questions about their own experiences.

Presenters: Dr **Wim Van Mierlo** (IES); Dr **Richard Temple** (SHL)

Thursday 8 December 2011

Giving a seminar or conference paper

This session will cover the preparation and delivery of a paper for a seminar, or specialist conference audience. The session will include hints on how to give effective presentations at seminars, and large and small conferences, the use of visual aids, and discussion of different presentation styles.

Presenter: **Eszter Molnar-Mills** and Dr **Steven Mensah**

Thursday 19 January 2012

Organizing a conference

Organizing a conference on a particular topic, perhaps in collaboration, presents students with career-changing opportunities and can be rewarding and enjoyable. This session runs through the key areas of conference organisation (types of conference, timing, venue, calls for papers, speakers, finance, team-working, technical support, hospitality, programming, on the day and afterwards).

Presenters: **Arnhielt Hoefle** (IGRS), **Bianca Zaininger** (IGRS)

Thursday 26 January 2012

The PhD viva

The session is intended to help students prepare for the viva examination. It will look at a range of practical matters including choosing the external examiners, and the roles and strategies of the student, the supervisors, and the examiners. It will review the regulations and guidelines for examiners and candidates, and discuss common practice. It will also discuss practical questions such as what to bring to the examination, and what happens after the examination.

Presenters: Professor **Philip Murphy** (ICwS); Professor **Philip Mack** (Warburg)

Thursday 2 February 2012

Getting research published

This session will address the process of publication in a variety of academic/professional outlets including digital publication; preparing articles for submission to academic journals, the process of editing, writing book proposals, and (from the perspective of the publisher) turning a thesis into a non-academic book.

Presenter: Dr **Jane Winters** (IHR)

Thursday 23 February 2012

4.00 pm–6.00 pm

Teaching skills for the PhD student

This session will explore the issues for the doctoral student engaged in teaching seminars or classes in their own department or external institution. It will examine the skills that are necessary, and identify strategies for the researcher as teacher: how to manage research with teaching; planning a class; managing assessment; identifying and dealing with student needs; organising material, and keeping records; team-teaching; moving to the first academic position.

Presenter: Dr **Corinne Lennox** (ICwS)

MANAGING INFORMATION FOR RESEARCH

Designed and run by specialist Senate House Library staff, this is a library and research skills training course for School students. The training focuses on providing PhD students with the information retrieval and information management skills required for successful postgraduate-level research.

Weekly sessions cover literature searching and review; utilising online information; copyright, plagiarism and referencing overview; and keeping up to date in the subject.

Each session is self-contained, but signing up for the whole course is advisable. The training workshops are interactive, involving small group discussions and hands-on computer activities. Students are encouraged to bring their own research experiences to the sessions.

Wednesday 16 November 2011

10.00 am–1.00 pm, Senate House Library Computer Training Suite

Literature searching and review

The principles and practice of comprehensive literature searching; developing search strategies and utilising the appropriate resources. There will be opportunities to define research topics and construct searches relevant to the students' own research needs. Participants can explore searching for a range of literature (e.g. theses, conference papers) in any format and acquire skills in evaluating the information retrieved.

Wednesday 23 November 2011

10.00 am–1.00 pm, Senate House Library Computer Training Suite

Utilising online information

The use of online information in research, including advanced search techniques to focus and refine search results; tools for identifying academic information. Critical evaluation of online information and the appropriate methods of referencing this type of information in research.

Wednesday 30 November 2011

10.00 am–1.00 pm, Senate House Library Computer Training Suite

Digital Research 2.0: keeping up to date in your subject

This session will focus on strategies to adapt to the evolving landscape of undertaking research on the internet. Practical application of setting up RSS feeds, establishing Alert systems using academic publishers and Google, social bookmarking services and the personal management software wunderkind Zotero will be actively used. In addition, other useful concepts such as Copyright 2.0 and searching across digital repositories will be demonstrated as well as taking advantage of mobile phone technology. These tools and techniques will help keep you update with scholarly communication, hone your understanding of the tools available to ensure current awareness and ultimately help save you time.

Self-study on Study Online <https://studyonline.sas.ac.uk/>

Copyright, referencing and plagiarism overview

A module as part of the VLE will provide a basic overview of copyright, referencing and plagiarism. Copyright regulations for printed works and newer models of academic publishing and assessments will be included.

USING RESEARCH SOFTWARE

Extensive training is available in the tools now available to researchers in the humanities and social sciences.

Sessions take place in the Senate House Library Training Suite. Space is limited, therefore, and in order to attend **it is essential to register in advance** with Rosemary Lambeth, by emailing rosemary.lambeth@sas.ac.uk.

Please see p. 22 for information about the non-specialist IT training available to School students and staff (Word, Excel, etc).

Bibliographic software: EndNote and Zotero

Tutor: Dr **Simon Trafford**, IHR

EndNote and Zotero are widely-used tools for publishing and managing bibliographies. There are two training sessions, both repeated.

The introductory session takes place on the following dates (all Thursdays, from 2.00 to 4.00 pm):

27 October 2011
17 November 2011
1 December 2011
19 January 2012

The intermediate session builds on the introductory session and takes place on two dates (both Thursdays, from 2.00 to 4.00 pm):

16 February 2012
15 March 2012

NVIVO

Tutor: Dr **Carlos Galviz**, Royal Holloway, University of London

NVivo is one of the standard qualitative data analysis software packages used in social science and humanities research. The training will take place in two sessions, the second building on the first.

2.00 pm Monday 5 December 2011 (introductory)
2.00 pm Monday 16 January 2012

SPSS

SPSS is the standard statistical analysis software used in social science research. The training will be run in two sessions, the second building on the first.

2.00 pm Tuesday 6 December 2011 (introductory)
2.00 pm Tuesday 17 January 2012

RESEARCH METHODOLOGIES PROGRAMME

This programme aims to provide an introduction to the key research methodologies in social sciences, covering both theoretical and empirical research methods. Running alongside these, complementing the theoretical framework, are sessions on the software required to carry out quantitative and qualitative research effectively (see p. 11).

This Research Methodologies Programme complements, and is additional to, the generic and specific research skills courses offered by the School (see p. 5 onwards) and in institutes (p. 14 onwards).

All SAS students are required to attend the programme in order to pass from first to second years and/or upgrade from MPhil to PhD status, unless

- (a) their discipline areas do not require acquisition of these skills;
- (b) they can demonstrate (ideally with documentary evidence) that they already possess these skills; and
- (c) their supervisors state that attendance is not a requirement.

If space is available, the course will be open to external students at a fee of £400.

Aims and Objectives

By the end of the course, participants should:

- 1 Have a clear understanding of different theoretical approaches, and be aware of multi-disciplinary perspectives;
- 2 Have an understanding of where to situate their topic within the published literature;
- 3 Have a clear understanding of the principles and practice of research design, especially as it affects their research project;
- 4 Have identified particular techniques they need to use to carry out their research project;
- 5 Be aware of some of the practical problems likely to be encountered by those working for a higher degree by thesis.

Course Outline

Monday 24 October 2011

10.00 am–1.00 pm

Introduction to research methods

What is social science research? Qualitative and quantitative analysis; The scientific method; Course overview

Tuesday 25 October 2011

10.00 am–1.00 pm

Selecting research methods

Types of research; Role of the researcher; Ethics; Mixed methods; Triangulation; Cross-sectional and longitudinal research

Monday 31 October 2011

10.00 am–1.00 pm

Surveys

Sampling; Types of survey

Tuesday 1 November 2011

10.00 am–1.00 pm

Ethnography and action research

Ethnography; Description and theory; Action research; Action research as a cyclical process; Locating the researcher; Access

Monday 7 November 2011

10.00 am–1.00 pm

Case studies

Case selection; Generalizing from a case study

Tuesday 8 November 2011

10.00 am–1.00 pm

Experiments and observation

Experiments; Controls; Causality; Quasi-experiments; Systematic and participant observation

Monday 14 November 2011

10.00 am–1.00 pm

Questionnaires

Design; Types of questions and wording; Online questionnaires; Standardised tests

Tuesday 15 November 2011

10.00 am–1.00 pm

Interviews and focus groups

Selecting your Interviewees; Types of Interviews; Planning and conducting the interview; Transcription

Monday 21 November 2011

10.00 am–1.00 pm

Qualitative analysis

Discourse analysis; Content analysis; Grounded theory; Computer aided analysis

Tuesday 22 November 2011

10.00 am–1.00 pm

Quantitative analysis

Independent and dependent variables; Validity and reliability

Monday 28 November 2011

10.00 am–1.00 pm

Describing data

Levels of data; Measures of central tendency and variability; Tables and figures; Correlation

Tuesday 29 November 2011

10.00 am–1.00 pm

Drawing inferences from data

Probability; Samples and populations; the null hypothesis; Statistical significance; χ^2 test; t test

SUBJECT-SPECIFIC RESEARCH TRAINING IN INSTITUTES

The component institutes of the School organise research training programmes designed especially for students in their disciplines. Those listed below are open to students outside the School of Advanced Study as indicated.

LAW



INSTITUTE OF ADVANCED LEGAL STUDIES

www.sas.ac.uk/ials

Introduction to legal research methods course for MPhil/PhD students

Two weeks, beginning 9 January 2012

Please direct questions to the Course Director: Dr Lisa Webley, e-mail webleyl@wmin.ac.uk

Aims and Objectives:

This course aims to introduce a range of research methodologies that may be relevant to MPhil/PhD research in law and legally related fields. It also aims to improve doctrinal research methods and/or socio-legal research and allied skills. At the end of the course students should:

- a) be familiar with the main schools of research theory;
- b) be able to explain the relative merits and demerits of basic qualitative and quantitative research methodologies for a given legal research project;
- c) be familiar with and have an understanding of qualitative and quantitative research methods (if you have selected these sessions as part of your optional classes);
- d) be able to select an appropriate legal research methodology for a given legal research project and be aware of how to go about using the methodology;
- e) be able to use each of the main legal research techniques for a given research project;
- f) be able to assess the relative importance of the main legal research techniques for a given research project;
- g) have a basic understanding of data analysis issues, whether doctrinal or empirical;
- h) be able to present legal research findings more effectively.

There is high demand for places on the course, and places are limited.

Electronic information training sessions for postgraduate law students

Autumn Term 2011

The dates of the IALS courses and training sessions below can be seen at www.sas.ac.uk/events/list/ials_events.

Please contact: IALS Library, phone 020 7862 5790 or e-mail ials@sas.ac.uk for more information.

IALS Library offers training on electronic sources of legal information throughout the autumn term. The sessions are advertised on the IALS notice-boards, on the IALS website and on the School of Advanced Study events calendar: www.sas.ac.uk/events/list/ials_events. The training programme is designed with postgraduate law students in mind, but any MPhil/PhD student from the School is welcome to attend a session, if they wish to develop skills in using law databases. The sessions include:

- a practical hands-on introduction to Lexis Library and Westlaw UK: how to login, how to find different databases, how to search effectively for legislation, case law and journal articles;
- a demonstration of the key databases on the Electronic Law Library: this shows the range of databases available for different jurisdictions and topics, and how to search and browse effectively for primary and secondary material;
- advanced use of databases in IALS Library: this practical hands-on session introduces Boolean searching and other advanced features of law databases, and database evaluation.

Researchers can also make an individual appointment to discuss their research information needs with one of the IALS librarians. We can demonstrate search and browse techniques for different databases, and discuss your information needs to help you to make the most of all the resources available.

ENGLISH STUDIES



INSTITUTE OF ENGLISH STUDIES

www.sas.ac.uk/ies

Methods and Resources Study Days

Going to the Sources: Heuristic Methods and Bibliographical Resources

Mastering the Dissertation

The sessions are open to taught-postgraduate students from English departments across the University of London and the Greater London area. For details of dates, times and venue, contact Dr Wim Van Mierlo (wim.van-mierlo@sas.ac.uk).

May 2012

Medieval manuscript studies in the digital age

<http://ies.sas.ac.uk/study/mmsda>

This is the fourth year of this successful course run in collaboration with the University of Cambridge, the Warburg Institute and King's College London.

The annual, week-long programme focusing on the analysis, description and editing of Western medieval manuscripts in both print and digital formats is held in Cambridge and London. One half of the course combines classes and library visits. Classes cover manuscript production, codicology, script, decoration, binding, provenance, principles of cataloguing manuscripts, and of transcribing and editing texts. During the library visits the topics are applied to concrete examples. The second half combines classes and workshops with supervised work on computers and focuses on editing texts and cataloguing manuscripts in a digital format (with particular emphasis on the standards developed by the Text Encoding Initiative), and on the manipulation of digital images (notably digital restoration, ie the recovery of lost readings).

The course is open to all postgraduate students registered at UK institutions, and it is aimed at those writing dissertations relating directly to medieval manuscripts, particularly with respect to literature, art and history. Class sizes are limited to a maximum of 20 students, and these are split into groups for the library visits. Participants are required to arrange their own accommodation and travel to London and Cambridge, but there is no fee for the course itself.

For details regarding the next course, including dates, see <http://ies.sas.ac.uk/study/mmsda>.

MODERN LANGUAGES



INSTITUTE OF GERMANIC & ROMANCE STUDIES

www.igrs.sas.ac.uk

Saturday research training workshops

The IGRS offers a programme in research skills and methods to its own students, to students at other institutes of the School of Advanced Study, and to graduate students (masters and research) of modern languages in universities in London and beyond. The programme has been running since 1999 and is taught by teachers from the IGRS and University of London Colleges, and other UK universities. Sessions are offered free to graduate students subscribing either under the IGRS membership scheme (see www.igrs.sas.ac.uk) or in departments which have registered in the Research Training Network.

Venue: Unless otherwise stated, sessions run at the Institute of Germanic & Romance Studies, Stewart House, on the second floor. Further details, including each day's timetable, are viewable here:

<http://igrs.sas.ac.uk/postgraduate/igrs-research-training-programme.html>.

22 October 2011

Research projects in the modern languages

Introduction to the course; Choosing, defining and structuring a research project in the modern languages; Writing and revising your drafts; Nuts and bolts of being a modern languages postgraduate

5 November 2011 (Senate House, G35)

Modern languages archives and libraries

Catalogue and database searching and other information literacy concepts around Romance language based research; Using modern languages libraries (and building a bibliography); Using specialist libraries and archives in France, Germany, Italy, Portugal, Russia and Spain; Meet a specialist British Library librarian

3 December 2011 (Senate House, G35)

Digital languages

PowerPoint for modern languages presentations; Digital Languages; Research 2.0: Using Web 2.0 tools to have information come to you. Participants will learn and use in real time RSS feeds, social bookmarking and Zotero

14 January 2012

Theories

Hermeneutics; Postcolonial theory and its applications; Queer theory and its applications; Film theory and its applications

11 February 2012

Visual languages

Working on painting; Working on photography; Working on exhibitions; Working across disciplines

17 March 2012

Historical and memorial methods

Historical methods and archives; Introduction to oral history and fieldwork; Cultural memory; Theories of cultural memory

5 May 2012

Before, during and after the PhD

Publishing in the modern languages; PhD viva; Organising a conference and giving a conference paper; Applying for academic jobs, writing CVs, interviews; Discussion/round table and drinks

Details on the **Joint Postgraduate Training Programme in Italian** being held at the IGRS can be accessed via <http://igrs.sas.ac.uk/postgraduate/igrs-research-training-programme.html>.

HISTORY



INSTITUTE OF HISTORICAL RESEARCH
www.history.ac.uk

The IHR offers a comprehensive programme of short training courses in research skills for historians. Taking advantage of both the unparalleled concentration of historical expertise available in the University of London, and the wealth of archival materials in and round the capital, the Institute's long-established and highly successful courses are widely recognised as the best means of developing and extending both essential and more specialised research skills. The IHR training programme is primarily aimed at postgraduate historians, but also welcomes established historians and independent researchers and writers of all sorts.

Details of fees for all courses may be found on the individual course description pages. Courses range in price from £70 to £220, and are deliberately priced to be within the means of students. For further details and application forms for any course contact ihr.training@sas.ac.uk or see www.history.ac.uk/training.

Historical skills

These offer training in a variety of specialised skills used by historians in the course of their work.

Mondays, 9 January – 20 March 2012

An introduction to oral history

This course is a practical introduction to the use of oral testimony by historians.

Wednesdays, 2 May – 11 July 2012

Explanatory paradigms: an introduction to historical theory

A critical introduction to current approaches to historical explanation, taught by Professor John Tosh, Dr John Seed and Professor Sally Alexander. The contrasting explanatory frameworks offered by Marxism, psychoanalysis, gender analysis and Paul Ricoeur's work on narrative form the central discussion points of the course, equipping students to form their own judgements on the schools of thought most influential in the modern discipline.

12 December 2011

Qualitative data analysis workshop 1

Researchers in the social sciences and humanities are increasingly using computers to manage, organise and analyse non-numerical data from textual sources. This one-day workshop introduces historians to this rapidly growing field and will furnish participants with a good working grasp of the NVivo 7 software package and its uses for all historical research projects.

13 January 2012

Qualitative data analysis workshop 2

This day course builds on the QDA workshop 1 (above).

Historical archives courses

These courses introduce students to the fundamental skills of conducting original historical research, guiding them through the processes of compiling bibliography, locating primary source materials and using archives and repositories. As well as being introduced to the printed and online tools available, the group will visit the most important archives and libraries for their field of interest, learning about their collections and how to use them, and meeting the specialist archivists who will help them in their work.

7–11 November 2011, 9–13 January, 16–20 April, 16–20 July 2012

Methods and sources for historical research

An introduction to finding and using primary sources for research in modern British, Irish and colonial history. The course will include visits to the British Library, The National Archives, the Wellcome Institute and the House of Lords Record Office, among others.

7 February – 6 March 2012

Visual sources for historians

An introduction to the use of visual sources by historians (post-1500). Through lectures, discussions and visits the course will explore films, paintings, photographs, architecture and design as historical sources, as well as provide an introduction to particular items both in situ and held in archives and libraries.

Digital research skills

13–16 December 2011, 27–30 March, 12–15 June 2012

Databases for historians I

An introduction to the theory and practice of constructing and using databases. Through a mixture of lectures and practical sessions, students will be taught both how to use and adapt existing databases, and how to design and build their own. No previous specialist knowledge apart from an understanding of historical analysis is needed. The software used is MS Access, but the techniques demonstrated can easily be adapted to any package.

27–29 June 2012

Databases for historians II: practical database tools

Develops the more advanced practical skills necessary for constructing and fully exploiting a database for use in historical research. Assuming a basic understanding of the conceptual issues of digitally managing information from historical sources, the course aims to introduce the specific tools and techniques required for improving the utility of the database from the entry stage, through to the generation and presentation of analysis.

7 December 2011, 7 March 2012, 6 June 2012

The internet for historical research

An introduction to using the internet as a tool for historical research.

Language and palaeography

Tuesdays, 11 October – 13 December 2011

An introduction to medieval and Renaissance Latin

This 10-week course provides an introduction to Latin grammar and vocabulary, together with practical experience in translating post-classical Latin documents. It is intended for absolute beginners and students will emerge with not only a strong grounding in the mechanics of Latin, but an understanding of the changes it underwent and the new ways it was used in medieval and early modern Europe.

Tuesdays, 10 January – 7 March 2012

Further medieval and renaissance Latin

Following on from the first course, this further develops knowledge of the language and reading skills, but at a reasonable pace for relative newcomers to Latin.

MUSIC



INSTITUTE OF MUSICAL RESEARCH

www.music.sas.ac.uk

Research Training in Music

This national scheme, originally set up with AHRC funding and now run by the IMR, is aimed at PhD students but is also open to those taking masters' programmes. Specialist tutors from across the UK provide an insight into current research questions, debates and methodologies across a spectrum of musical research. Students are welcome to attend as many day schools as they wish. On the basis of student feedback, attendance at days other than those which appear to be of immediate relevance to individual areas of research is encouraged. Each day includes opportunities for discussion with the presenters.

Registration

The fee for each day school is £20 reduced to £10 per day for *IMR Student Associates*. The form to become an IMR Student Associate (at a cost of £10 per year) is available from the IMR website: www.music.sas.ac.uk.

To register for one or more day schools, download the registration form from the IMR website and send it, with a cheque made payable to the University of London, to the Institute of Musical Research, School of Advanced Study, University of London, Malet Street, London WC1E 7HU.

Hardship fund for travel costs

The IMR has established a hardship fund for Research Training in Music London day schools to which students may apply individually for assistance with travel costs, normally up to 50% of the cost of an individual trip. To apply please email music@sas.ac.uk with relevant details including the approximate cost of travel.

Day schools 2011–12

Stewart House, 32 Russell Square, London WC1B 5DN, 10.30am – 5.30pm.

7 November 2011

Iconographies of music

Convenor: Debra Pring with Antonio Baldassare and other colleagues from RIDIM (Répertoire International d'Iconographie Musicale)

13 February 2012

Social histories of music

Convenor: David Wright (Royal College of Music)

5 March 2012

Music and philosophy

Convenors: Nanette Nielsen (Nottingham) and Tomas McAulay (King's College, London)

19 March 2012

Ethnomusicology – raising issues of gender, sexuality, class, marginalisation and development

Convenor: Anna Morcom (Royal Holloway University of London)

Research Training Reading Group: Classic texts in music and culture

Convenor: Anahid Kassabian (Liverpool)

The first meeting in 2011–12 will be on Friday 16 December 2011 when the Group will discuss 'A Cyborg Manifesto' by Donna Haraway. Further dates will be announced on the IMR website at www.music.sas.ac.uk/research-training.html.

The Research Training in Music programme will also be supplemented by new opportunities for **student composers**. Details to follow on the IMR website.



WARBURG INSTITUTE

<http://warburg.sas.ac.uk>

Resources and techniques for the study of Renaissance and early modern culture

This programme, run in association with the University of Warwick, provides specialist research training to doctoral students working on Renaissance and Early Modern subjects in a range of disciplines at universities across the UK and the rest of the world. The programme draws on the combined skills in electronic resources, archival sources, manuscripts, books, and images of the staff of the Warburg Institute and the University of Warwick.

See: www2.warwick.ac.uk/fac/arts/ren/warburgwarwick/ for details and registration.

Medieval Manuscript Studies in the Digital Age 2012

<http://ies.sas.ac.uk/study/mmsda>

This is the fourth year of this successful course run in collaboration with the University of Cambridge, the Institute of English Studies (see p. 15 for full details), and King's College London.

Renaissance Latin

The Warburg Institute offers a two-week course in Renaissance Latin each September. It is designed both for absolute beginners and for those who wish to brush up their knowledge of Latin, including students of classical Latin who want to apply their skills to read works from the Renaissance and early modern period. The course focuses on Latin texts from the fourteenth to the seventeenth century, drawing on a wide range of sources: the sophisticated Latin of the humanists; various forms of technical Latin (medical, philosophical, theological, etc.); and macaronic jumbles of Latin and the vernacular. One of the principal aims of the course is to help students develop the ability to read primary sources in the original Latin.

See: <http://warburg.sas.ac.uk/research/research-training/renaissance-latin-course>.

The following courses may be able to accommodate non-Warburg Institute students for specific sessions. Contact Catherine Charlton (catherine.charlton@sas.ac.uk) for further information.

Techniques of scholarship

Including sessions on bibliographical evidence; writing and presentation; photography; editing a text

Languages

Latin; Renaissance French; Renaissance Italian reading courses (not *ab initio*); German palaeography, Latin palaeography



INFORMATION TECHNOLOGY TRAINING

UNIVERSITY OF LONDON INFORMATION TECHNOLOGY TRAINING COURSES

SAS research students can also sign up for the University's regular in-house IT staff training sessions free of charge. Details are available at www.london.ac.uk/385.html. Please also note the specialist research software skills training available (see p. 11).

Level 1 European Computer Driving License:

- Basic Concepts of IT
- Using Computers and Managing Files
- Microsoft Office XP/2003
 - Word Processing – MS Word XP/2003
 - Spreadsheets – MS Excel XP/2003
 - Databases – MS Access XP/2003
 - Presentations – MS PowerPoint XP/2003
 - Information/Communication
- Microsoft Office 2007
 - Word Processing – MS Word 2007
 - Presentations – MS PowerPoint 2007
 - Spreadsheets – MS Excel 2007

Level 1 (Non–ECDL):

- Adobe Acrobat 7 Professional
- Dreamweaver 8 (Web Development)
- HTML/XHTML (Web Development)

Also on offer is a range of Level 2 (Intermediate) and Level 3 (Advanced) courses.

E-Learning courses for the above using the Staff Development Virtual Learning Environment are also available. See www.london.ac.uk/385.html.

EQUALITY AND DIVERSITY IN THE WORKPLACE

The University's 'Equality and Diversity in the Workplace' e-learning module is a quick and easy way for students to gain a firm foundation on equality and diversity matters, an essential part of any future career.

It is simple to use, relevant and relates current legislation to real situations in the University environment. The software offers you the flexibility to work through the module at your own pace, either in one session (approximately two hours) or over a period in smaller chunks of time.

See www.london.ac.uk/4639.html.

ONLINE RESEARCH TRAINING



studyonline@sas.ac.uk

The School's Virtual Learning Environment (VLE) provides a resource for information and exchange for research students, as well as information on research training sessions and events. All students with SAS email accounts can register.



PORT– Postgraduate Online Research Training: <http://port.igrs.sas.ac.uk>

This website, managed by the Institute of Germanic & Romance Studies, provides a useful two-fold training reference point for all postgraduates, especially those in modern languages. Firstly, PORT offers online research skills tutorials. These tutorials are not specific to a particular language area, and cover:

PhD application	PhD examination	Note-taking
Managing your time	Applying for grants	Structuring a cv
Research proposal	Publishing your thesis	Building a bibliography
The writing process	Supervision	
Research topic	Organising a conference	

As part of the research skills tutorials, PORT includes a series of video clips offering advice on interdisciplinarity, the viva and job interviews. The clips feature both senior academics and early-career researchers reflecting on these topics and offering guidance on such issues as: 'preparing for your viva', 'applying for jobs in the USA', and 'interview dos and don'ts'. Secondly, PORT offers a portal to research resources. These include catalogues, archives, museums, institutes, virtual libraries and other relevant sites (plus links to the institutions concerned). Where appropriate it will give practical advice on access, facilities and usage. Countries so far covered include the Czech Republic, France, Germany, Italy, Poland, Portugal, Russia, Spain and the UK.



Library Research Skills Tutorial

www.urls.lon.ac.uk/tutorial

Senate House Libraries provides an online skills tutorial to give guidance in the skills needed to conduct postgraduate library-based research in the humanities and social sciences. It includes four modules: Planning library research; Using libraries; Using resources; and Referencing and bibliography.



CAREERS

SICS is the dedicated careers service for specialist University of London colleges and institutes, with the Institute of Education, School of Pharmacy and Birkbeck among its members. SICS is part of the Careers Group, University of London, which means its clients have access to the Careers Group's additional services and expertise.

SICS offers a comprehensive and highly-focused career planning and development service to the School's graduate students, postgraduates and contract researchers at all stages of their careers. It runs various customised events and seminars as well as offering one-to-one sessions on-site and at the Careers Group premises on the first floor of Stewart House (32 Russell Square, London WC1B 5DN).

SICS' usual hours of opening are as below, but they may sometimes have to change. Please check opening hours on their website www.careers.lon.ac.uk/output/page659.asp (020 7863 6030) before travelling far.

Careers Library

Monday-Friday: 9.30 am–5.00 pm except Wednesday: 9.30 am–8.00 pm

The Careers Library is for students, GradClub members and staff from the School. Located on the first floor of Stewart House, it holds a huge range of resources providing detailed information on anything you might need.

Brief discussions

Monday-Thursday: 2.00–4.30 pm. No appointment needed, just turn up and sign up.

Wednesday evenings: 5.00–7.00 pm term-time only. These must be pre-booked by 12.00 noon on Wednesdays by calling 020 7863 6030 or e-mailing sics@careers.lon.ac.uk.

To see a Careers Adviser, please book a brief discussion. This can work as a signposting session or is ideal for CV and application form checks. Hour-long guidance interviews are available on referral from the brief discussions. SICS also arranges practice interviews, which must be booked in advance.

See www.careers.lon.ac.uk/output/page659.asp for further details.

CAREERS WORKSHOPS 2011–12

As well as the above, SICS runs targeted workshops specialising in meeting the needs of School research students and our early career researchers. These will cover:

- The challenges and strategies in developing an academic career as well looking at how research skills can be used in industries outside academia
- CVs and application forms
- Personality testing
- Preparing for academic interviews

To attend any of these events, or for more information (including venue) please email sics@careers.lon.ac.uk, or contact Rosemary Lambeth (rosemary.lambeth@sas.ac.uk).

BLOOMSBURY POSTGRADUATE SKILLS NETWORK

www.ucl.ac.uk/gradschool/bloomsbury

The BPSN shared skills training programme allows research students in participating institutions to improve general research skills and personal transferable skills, through attending training courses and workshops at other member institutions. Members are leading higher education institutions within Bloomsbury, from smaller specialist institutions to large multi-faculty ones: thus we collaborate with UCL, Institute of Education, SOAS, School of Hygiene and Tropical Medicine, School of Pharmacy, Royal Veterinary College, London Business School and Birkbeck.

The programme of training courses on offer from the participating institutions changes as the year proceeds; students are encouraged to review the programme on offer at regular intervals to ensure that they make the most of the opportunities open to them. For information on courses available and how to register, see the Network website: www.ucl.ac.uk/gradschool/bloomsbury. Provided there is space, School research students can book a place on any of the courses at other participating institutions online via BPSN. (Please remember that School students simply wanting to attend the School's own skills workshops should just contact Rosemary Lambeth (rosemary.lambeth@sas.ac.uk) or 020 7862 8695).

POSTGRADUATE FORA

Several institutes run postgraduate discussion fora, which aim to meet social, research training and intellectual needs of postgraduate students in specific disciplines. The History Lab (IHR), the Graduate Forum (IGRS) and the National Postgraduate Colloquium in German Studies (IGRS) are listed as examples below.

THE HISTORY LAB

The History Lab is an established network for postgraduate students and new researchers in history and related disciplines. Based at the IHR, it is an intellectual and social forum designed to meet the needs of postgraduate history community. It is an opportunity for the next generation of historians to meet to discuss ideas. It offers:

- A fortnightly postgraduate seminar;
- An annual conference;
- Workshops on essential skills such as public speaking and organising conferences;
- An email information network for postgraduates and new researchers;
- Social activities;
- A History Lab blog at <http://the-history-lab.blogspot.com> which is a space for postgraduates to air their grievances and share advice.

Membership is free to any postgraduate student enrolled on an MA, MRes, MPhil or PhD. To join, download a copy of the application form from the History Lab webpages: www.history.ac.uk/historylab.

IGRS GRADUATE FORUM

The Graduate Forum is a seminar run by and for graduate students, open to all those working on some aspect of the cultures in those parts of the world where French, German, Italian, Portuguese or Spanish is spoken. Graduate students from departments other than Modern Languages (e.g. History of Art, Film and Media, History, Anthropology) are very welcome to join the group to develop interdisciplinary links. As well as stimulating intellectual debate, the Forum is intended to be a social occasion enabling students from different departments across London and beyond to meet and discuss their work in an informal setting without the presence of academic staff.

The seminars are intended to supplement formal research training provision by allowing graduate students to explore together areas of common interest. As part of a mixed programme of presentations and discussions of literary or theoretical texts, each seminar will focus on a specific area of cultural enquiry. Suggestions for areas of enquiry and related reading, or offers to coordinate a particular seminar, are welcome and should be emailed to the Graduate Forum organizers: forum.igrs@sas.ac.uk. The current seminar programme is available at <http://igrs.sas.ac.uk/postgraduate/graduate-forum.html>.

NATIONAL POSTGRADUATE COLLOQUIUM IN GERMAN STUDIES

The Colloquium meets twice a year, with one meeting held at the IGRS, and the second at another university in Britain. It provides a friendly and informal forum for graduate students in all areas of German studies to present and discuss their current research, and to make contact with students from other universities. The Colloquium is organised by a committee of students in association with the Institute.

For further details see <http://igrs.sas.ac.uk/postgraduate/national-postgraduate-colloquium-in-german-studies.html>, or please contact Jane Lewin (jane.lewin@sas.ac.uk) at the IGRS.

SCHOOL CONTACTS

Dean's Office

School of Advanced Study
Senate House, Malet Street
London WC1E 7HU
Tel: +44 (0)20 7862 8659
deans.office@sas.ac.uk

Professor Roger Kain, Dean
Sarah Allan, Executive Officer, sarah.allan@sas.ac.uk

Registry

School of Advanced Study
Room 211, South Block
Senate House, Malet Street
London WC1E 7HU
Tel: +44 (0)20 7862 8663
sas.registry@sas.ac.uk

Rosemary Lambeth, Registrar, rosemary.lambeth@sas.ac.uk
Mispa Same Essaka, Assistant Registrar, mispa.same-essaka@sas.ac.uk
Wendy Maloney, Assistant Registrar, wendy.maloney@sas.ac.uk

INSTITUTE CONTACTS

Institute of Advanced Legal Studies

<http://ials.sas.ac.uk>

Charles Clore House, 17 Russell Square

London WC1B 5DR

Tel: +44 (0)20 7862 5800

Email: ials@sas.ac.uk

Institute of Historical Research

<http://history.ac.uk>

Senate House, Malet Street

London WC1E 7HU

Tel: +44 (0)20 7862 8740

Email: elaine.walters@sas.ac.uk

Institute of Classical Studies

<http://icls.sas.ac.uk>

Senate House, Malet Street

London WC1E 7HU

Tel: +44 (0)20 7862 8700

Email: admin.icls@sas.ac.uk

Institute of Musical Research

<http://music.sas.ac.uk>

Senate House, Malet Street

London WC1E 7HU

Tel: +44 (0)20 7664 4865

Email: music@sas.ac.uk

Institute of Commonwealth Studies

<http://commonwealth.sas.ac.uk>

Senate House, Malet Street

London WC1E 7HU

Tel: +44 (0)20 7862 8844

Email: ics@sas.ac.uk

Institute of Philosophy

<http://philosophy.sas.ac.uk>

Senate House, Malet Street

London WC1E 7HU

Tel: +44 (0)20 7862 8683

Email: philosophy@sas.ac.uk

Institute of English Studies

<http://ies.sas.ac.uk>

Senate House, Malet Street

London WC1E 7HU

Tel: +44 (0)20 7862 8675

Email: ies@sas.ac.uk

Institute for the Study of the Americas

<http://americas.sas.ac.uk>

Senate House, Malet Street

London WC1E 7HU

Tel: +44 (0)20 7862 8870

Email: americas@sas.ac.uk

Institute of Germanic & Romance Studies

<http://igrs.sas.ac.uk>

Senate House, Malet Street

London WC1E 7HU

Tel: +44 (0)20 7862 8677

Email: igrs@sas.ac.uk

Warburg Institute

<http://warburg.sas.ac.uk>

Woburn Square

London WC1H 0AB

Tel: +44 (0)20 7862 8949

Email: catherine.charlton@sas.ac.uk



**SCHOOL of
ADVANCED STUDY**
UNIVERSITY OF LONDON

Institute of Advanced Legal Studies
Institute of Classical Studies
Institute of Commonwealth Studies
Institute of English Studies
Institute of Germanic & Romance Studies

Institute of Historical Research
Institute of Musical Research
Institute of Philosophy
Institute for the Study of the Americas
Warburg Institute

APPENDIX I

Researcher Development Framework 2011

www.vitae.ac.uk/CMS/files/upload/Vitae-Researcher-Development-Framework.pdf

The School has amended its research training programme to meet the requirements of Vitae's Researcher Development Framework, which itself drew on the earlier Research Councils' Joint Statement on Skills Training on which the School's programme was based. The Research Councils play an important role in setting standards and identifying best practice in research training.

The Researcher Development Framework (RDF) aims to enhance capacity to build the UK workforce, develop world-class researchers and build the UK's research base. The RDF describes the knowledge, behaviours and attributes of researchers and encourages them to aspire to excellence through achieving higher levels of development.

These skills it outlines may be present on commencement, explicitly taught, or developed during the course of the research. It is expected that different mechanisms will be used to support learning as appropriate, including self-direction, supervisor support and mentoring, departmental support, workshops, conferences, elective training courses, formally assessed courses and informal opportunities.

The Research Councils would also want to re-emphasise their belief that training in research skills and techniques is the key element in the development of a research student, and that PhD students are expected to make a substantial, original contribution to knowledge in their area, normally leading to published work. The development of wider employment-related skills should not detract from that core objective.

The RDF is available in various forms to download from here www.vitae.ac.uk/policy-practice/303831/Resources.html; and a hard copy poster format is available from rosemary.lambeth@sas.ac.uk.

APPENDIX II

The Concordat to Support the Career Development of Researchers (2008)

The Concordat to Support the Career Development of Researchers was developed by a UK higher education sector working group, co-ordinated by UUK and Research Councils UK (RCUK). This group mapped the European Charter and Code against existing UK legislation, guidelines and good practice in order to provide a comprehensive set of guidelines.

The result – the Concordat set out below – states the expectations and responsibilities of researchers, their managers, employers and funders. It aims to increase the attractiveness and sustainability of research careers in the UK and to improve the quantity, quality and impact of research for the benefit of UK society and the economy.

The Concordat will ensure today's researchers are nurtured and supported during their career development. By setting out clear expectations for researchers, research managers, research institutions, and funders of research, the Concordat aims to enhance the research workforce and thereby sustain research excellence in the UK, bringing benefits to the health, economy and wellbeing of our nation.

The Concordat consists of a set of key principles for the future support and management of research careers, and under each principle, an explanation of how it may be embedded into institutional practice.

The Concordat's key principles:

1. Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research.
2. Researchers are recognised and valued by their employing organisation as an essential part of their organisation's human resources and a key component of their overall strategy to develop and deliver world-class research.
3. Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.
4. The importance of researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career.
5. Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.
6. Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.
7. The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK.