RESEARCH STUDENTS' INDUCTION

Monday 20 January 2020
Room 37, Senate House, South Block,
Malet Street, WC1E 7HU

09.00  Coffee/tea
09.30  Registration
10.30  Welcome and Introduction (Gregory Woolf)
10.45  Your doctoral programme
       The academic organisation of the School; your responsibilities; personal and
       professional development; the role of student representatives; procedures
       for upgrade from MPhil to PhD; an overview of research training opportunities
       Presenters: Christine Weir
11:15  Break
11:30  Research Data & Ethics
       This session explores research data and ethics
       Presenter: Sandrine Alarcon-Symonds, Head of Management Information and
       Research Services
12:00  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: Dr Simon Trafford, Institute of Historical Research
12:30  Building a bibliography: introducing referencing software*
       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, Institute of Historical Research
13:00  Lunch
14:15  SAS Space and Open Access
An introduction to the School’s institutional repository, SAS-Space and to the Open Access agenda.
Presenters: **Matt Phillpott**, SAS-Space Manager / SAS Digital Projects Manager

**14:30**
**Online research training**
An introduction to the School’s virtual learning environment, Study Online, which will be your virtual ‘hub’ whilst you study with us. This session will also refer to other online research training opportunities.
Presenter: **Matt Phillpott**, SAS-Space Manager / SAS Digital Projects Manager

**15:00**
**Gaining Teaching Experience**
An introduction to paid teaching opportunities with the Brilliant Club, an education charity that employs PhD students on a part-time basis to deliver programmes of academic enrichment to small groups of pupils
Presenter: **Andrew Fleming** [The Brilliant Club](https://thebrilliantclub.org)

**15:30**
**Break**

**15:45**
**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: **Joseph Ford**, Early Career Researcher Institute of Modern Languages Research

**16:30**
End

**How to Find Us**

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[Click here](https://www.ucl.ac.uk) to see a map of the University of London and directions to Senate House.