Research Training 2017-2018

A guide to research training workshops, summer schools and online training available to postgraduate students in the humanities

sas.ac.uk
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About the School

The School of Advanced Study at the University of London (SAS) is the only institution in the UK that is nationally funded to promote and facilitate research in the humanities. It performs a vital role as a driving force for knowledge-sharing across the humanities in the UK and beyond. The School’s mission is to maintain and develop the resources of its nine member institutes, many of which have long and distinguished histories, for the benefit of national and international research communities.

Member Institutes of the School

- Institute of Advanced Legal Studies
- Institute of Classical Studies
- Institute of Commonwealth Studies
- Institute of English Studies
- Institute of Historical Research
- Institute of Latin American Studies
- Institute of Modern Languages Research
- Institute of Philosophy
- The Warburg Institute
Introduction

The School of Advanced Study draws on its extensive research and teaching expertise in the humanities to provide a programme of discipline-specific and transferable research training, both face-to-face and online.

We offer well-established training for humanities postgraduate students (most notably in history, law, English, modern languages and classics) as well as in specialist areas (palaeography, book history, Renaissance culture, medieval manuscript studies), together with a programme of workshops in generic research and transferable skills, plus training in essential research software and management information tools.

Most of the School’s training is available to postgraduate research students across the UK as well as our own students, much of it free of charge. Early-career researchers will also benefit: our workshops provide the transferable and employability skills necessary for preparation for careers in academia and elsewhere, and all of our researchers, at whatever level, are welcome to attend.

The School’s extensive and varied range of training programmes are designed to meet the needs of 21st-century researchers, offering programmes that enable scholars in the humanities to develop their skills and pursue their studies to maximum effect.
School of Advanced Study
research environment

Libraries and collections
Senate House Library, together with the institute libraries of the School, form one of the world’s most significant collections in the arts, humanities, and social sciences. More than 100,000 registered readers from more than 200 countries access the services of the eight collaborating libraries each year. Their combined holdings amount to nearly three million volumes and twelve miles of open shelf access, providing a range of material unmatched anywhere in the world in relation to their specialist subject areas.

Modern languages provision
We also have access, via King’s College London, to specialist training in a range of modern languages. Facility in a modern language other than English not only underpins high-quality research, but also enriches personal and social development. Researchers in all disciplines need skills in spoken as well as written languages in order to communicate their research more broadly, to take up and make the most of opportunities to study and work overseas, or to collaborate with overseas partners.

Events and research networks
The School of Advanced Study is the UK’s national research hub in the humanities, and as such is a unique scholarly community in which to pursue doctoral research leading to a University of London PhD. It has all the benefits that accrue from being in the heart of Bloomsbury, with access to the rich resources the area offers. Our students benefit from our collaborative research environment and opportunities to participate in an extensive programme of events and research networks.

See www.sas.ac.uk/support-research/events/events-brochure for our events programme.

Interdisciplinary seminar series
The School runs a regular seminar series that is interdisciplinary in scope and inclusive in nature. All of the School’s research students are warmly invited. Such events not only stimulate debate and spark innovative thinking that crosses disciplinary boundaries, but also help encourage fruitful and enjoyable student contact and mitigate the sense of isolation that can accompany PhD study. All SAS students are strongly encouraged to attend the seminar series that are relevant to their interests.

Dedicated one-to-one support
As well as the training programmes we offer, we provide our own students with tailored support and training. This includes dedicated one-to-one support for those students – perhaps who have come from professional backgrounds, rather than via traditional routes – who require help initially with writing for academic purposes, or those suffering ‘writer’s block’.
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 SAS students will take part in all sessions of the programme at an appropriate time in their doctoral study.

The programme is freely available – to SAS students, of course, and also to all registered research students in the humanities and social sciences based in the UK. Those based in the Bloomsbury colleges (e.g., Birkbeck, SOAS, UCL) may register through the Bloomsbury Postgraduate Skills Network (BPSN) (see p15). Students at non-BPSN institutions should register by contacting Kremena Velinova at kremena.velinova@sas.ac.uk.

SAS students should let Kremena Velinova know 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.

**Project Organisation and Management**

**Wednesday 1 November 2017, 14:00 - 16:00**

Room 243 (Senate House)

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 MS Project software will be touched on. The session will help students put 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.

Session Leader: Laura Brown (University of London)

**Using Social Media**

**Thursday 9 November 2017, 14:00 – 16:00**

Room 246 (Senate House)

Social media (from blogs, Twitter, YouTube and Vimeo to Facebook, Google+, Flickr, Instagram, LinkedIn and Academia.edu) can be a powerful tool supporting a PhD student’s research and career. This workshop will give an overview of social media platforms, why you use them, what you share and which tool you use for what purpose. We will discuss the benefits as well as the challenges of using social media when developing a professional online profile and communicating research as a PhD student.

Session Leader: Matt Phillpot (SAS)
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<td><strong>Data Protection and Research Data</strong></td>
<td>Thursday 16 November 2017, 14:00 - 16:00</td>
<td>Room 243 (Senate House)</td>
<td>This session will examine UK and EU data protection law, UK Freedom of Information law and how both intersect with research data management. Recommended particularly for researchers who will be collecting the personal data of living individuals as part of their research. Session Leader: Kit Good (University of London)</td>
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<td><strong>Giving a Seminar or Conference Paper</strong></td>
<td>Thursday 23 November 2017, 14:00 - 16:00</td>
<td>Room 246 (Senate House)</td>
<td>This session will cover the preparation and delivery of a paper for a seminar or conference. It will include hints on how to engage an audience, the use of visual aids, and different presentation styles. Session Leader: Julian Burger (Institute of Commonwealth Studies, SAS)</td>
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<td><strong>Designing a Presentation in Powerpoint/Keynote</strong></td>
<td>Thursday 30 November 2017, 11:00 - 13:00</td>
<td>Room 243 (Senate House)</td>
<td>This session will cover effective strategies for communicating your research visually for conferences, workshops and teaching. It will cover principles of design for legibility and visual impact, tricks for embedding cues in the design, factors to consider when choosing or designing a template and copyright issues for images. It is aimed at a broad, interdisciplinary audience but will be especially useful for those who specialise in visual culture or need to offer image-heavy presentations. Session Leader: Elizabeth Savage (Institute of English Studies, SAS)</td>
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<td><strong>Applying for Research Funding</strong></td>
<td>Thursday 25 January 2018, 14:00 - 16:00</td>
<td>Room 243 (Senate House)</td>
<td>This session will explore funding options for research projects. Presentations will cover where to find information about funders, how to pitch your research project, how to write a research proposal and how to prepare a proposal budget. It will also consider the long-term management of a funded project. The workshop will address ways of building contacts with funding councils and prospective funding organisations as well as approaches to developing collaborative research opportunities. Session Leader: Linda Newson (Institute of Latin American Studies, SAS)</td>
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<td><strong>The PhD Viva</strong></td>
<td>Thursday 1 February 2018, 14:00 - 16:00</td>
<td>Room 243, Senate House</td>
<td>The session is intended to help PhD students prepare for the viva examination. It will look at a range of issues 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. It will also discuss practical questions surrounding the examination. Session Leader: Philip Murphy (Institute of Commonwealth Studies, SAS) and Catherine Davies (Institute of Modern Languages, SAS)</td>
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<td><strong>Organising Successful Academic Events</strong></td>
<td>Thursday 8 February 2018, 14:00 - 16:00</td>
<td>Room 243 (Senate House)</td>
<td>Organising an academic event can offer students career-changing opportunities and be rewarding and enjoyable. This session runs through the key steps to organising a successful academic event. We will discuss the different event types, public engagement, impact, timing, venues, audiences, speakers, finance, collaborations, technical issues, hospitality, programming, the night before, the day itself, post-event issues and potential pitfalls. Session Leaders: Dominic Glynn (Institute of Modern Languages Research, SAS) and James Hadley (Trinity College Dublin)</td>
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**Research skills workshops**

**Conducting Interviews: Oral History**

*Thursday 1 March 2018, 14:00 - 16:00*

*Room 243 (Senate House)*

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; how 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.

**Session Leader:** Sue Onslow (Institute of Commonwealth Studies, SAS)

**Getting Research Published**

*Thursday 8 March 2018, 14:00 - 16:00*

*Room 243 (Senate House)*

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.

**Session Leader:** Jonathan Newbury (Institute of Historical Research, SAS)

**Teaching Skills for the PhD Student**

*Thursday 15 March 2018, 14:00 - 16:00*

*Room 243 (Senate House)*

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 alongside teaching, planning a class, managing assessment, identifying and dealing with student needs, organising material and keeping records, team-teaching and moving to the first academic position.

**Session Leader:** Richard Freeman (Institute of Education, University College London)

**Introduction to Public Engagement**

*Thursday 22 March 2018, 14:00 - 16:00*

*Room 243 (Senate House)*

Public engagement describes the many ways in which research can be shared with non-academic audiences. This session will provide an overview of some of the pathways through which you can start to take part in public engagement activity, and the benefits that can be derived from doing so. Increasingly a part of the portfolio expected from an academic, engagement activity can be both challenging and fun. This session will offer an introduction to the key skills involved and how they can feed into everything from teaching to funding applications. It will also outline some opportunities to get involved in public engagement activity within the School of Advanced Study.

**Session Leader:** Michael Eades (SAS)

**Public Speaking**

*Thursday 29 March 2018, 14:00 - 16:00*

*Room 243 (Senate House)*

The importance of presenting your research clearly, coherently and cogently in public – whether quickly to a small group or in depth to a large conference – cannot be overstated, and the way you present is a key component. This session will help you consider how to improve all aspects of the public delivery of your research message to ensure maximum impact. Please wear or bring clothing and footwear that does not restrict easy movement.

**Session Leader:** Naomi Paxton (Vote 100 Exhibition Project)
entering and editing references. More advanced features covered include the use of accents, predefined styles, customising the program, downloading references from internet sources, importing images and linking with other files. In the second part, students create and manipulate their own bibliographical database and learn how EndNote integrates with MS Word. Familiarity with basic word-processing will be assumed. The session is suitable for beginners and for those already familiar with EndNote.

Session Leader: Simon Trafford (Institute of Historical Research, SAS)

Zotero

Thursday 7 December 2017, 14:00 - 16:00
IHR Training Suite (Senate House, North Block)
Thursday 5 April 2018, 14:00 - 16:00
IHR Training Suite (Senate House, North Block)

Zotero is a widely used free and open-source tool for compiling and managing bibliographies. This training session provides a basic introduction to the software and explains how to input references, create reading lists and add citations to written work. It will be offered once in the autumn and once in the spring term.

Session Leader: Simon Trafford (Institute of Historical Research, SAS)
Library workshops

Introduction to the Warburg Institute Library

**Thursday 12 October 2017, 14:30-15:30**

Warburg Institute

The Warburg Institute is famous for its treasure-trove of a library. This introduction will help you to explore its collections in the history of the Classical tradition, art history, the history of science, magic and religion, medieval and Renaissance studies, and more. Find out about the Library’s history and unique organisation, and sign up for a reader’s card. This guided tour of the Library and Photographic Collection will last around one hour.

Tour Leader: Clare Lappin (Warburg Institute, SAS)

Commonwealth Studies Research Day

**Tuesday 14 November 2017, 9:30-12:00**

Seng Tee Lee Seminar Room, Senate House Library

This research day will focus on the collections of the Institute of Commonwealth Studies held at Senate House Library, which comprise the personal archives of individuals linked to the Commonwealth, records of organisations, and an abundance of scarce material, including pamphlets and ephemera. A great deal of this primary source material relates to political activism, anti-apartheid, civil rights and liberties, the struggle for political independence, journalism and communications, education, workers’ rights and trade unions, as well as the business of government across the Commonwealth. These collections offer a unique opportunity to study the development and continuing history of this group of nations.

Latin American Studies Research Day

**Tuesday 14 November 2017, 13:30-16:00**

Seng Tee Lee Seminar Room, Senate House Library

Senate House Library is home to an extraordinary collection of printed sources on Latin America and the Caribbean, envisaged from its inception as a national resource for study of the area and linked to the Institute of Latin American Studies. The Latin American Studies day will provide an opportunity to explore this rich and comprehensive record of the history of the region, with a particular focus on Caribbean resources, the Latin American Pamphlets Collection, and a collaborative AHRC project in partnership with the University of Surrey, the British Library, and Cambridge University Library that will involve the creation of a ‘Cartonera’ Publishers collection at Senate House Library.

Social, Economic and Cultural History Research Day

**Thursday 16 November 2017, 9:30-12:00**

Seng Tee Lee Seminar Room, Senate House Library

This research day will focus on Senate House Library’s extensive collections relating to social, economic, and cultural history in Britain and other parts of the world, with a particular focus on hidden and underused material. These resources can support research on a wide range of topics including transatlantic history, welfare and social reform, the temperance movement, the history of education, the evolution and development of the city of London, enslavement, and the origins and development of industrial societies.
Political Activism Research Day

Thursday 16 November 2017, 13:30-16:00

Seng Tee Lee Seminar Room, Senate House Library

Many archive and special collections at Senate House Library chart the history of left-wing, alternative, and radical political movements in Britain and beyond. This research day will provide an opportunity to explore and interrogate these resources. Of particular interest are the personal papers of Trotskyist activists. Diverse aspects of the history and development of the working class movement and trade unionism throughout the nineteenth and twentieth centuries can be studied through these collections, which in some cases include both archive and rare printed material. Gender activism can also be explored through periodicals and pamphlets held at the Library.

The Mind and Magic Research Day

Tuesday 21 November 2017, 13:30-16:00

Seng Tee Lee Seminar Room, Senate House Library

The collections at Senate House Library are particularly rich and comprehensive in parapsychology and the paranormal. These collections show how human fascination with the occult and the magical can be found in most cultures from antiquity to modern times, and how the division into the distinct fields of psychology and parapsychology is a very recent phenomenon. These holdings enable researchers to investigate and study deeper spiritual realities and experiences that extend beyond the pure reason and science depicted in our nationally significant collections on the history and development of the field of psychology. Together, these collections help trace the history of a search for the meaning of humanity and reach out to many other areas of knowledge such as literature, anthropology and ethnography, philosophy, religion, and the history of ideas.

Migration and Cultural Memory Research Day

Tuesday 21 November 2017, 9:30-12:00

Seng Tee Lee Seminar Room, Senate House Library

Senate House Library holds a wealth of primary source material relating to the experience of migration across different times and places, with a particular focus on forced migration, displaced persons, and exiles as a result of war or political persecution. This research day will focus on some of these collections and how they can be explored from an interdisciplinary angle. The rarity and scarcity of this material, some of which is linked to the Institute of Modern Languages Research, renders it particularly useful for research, not only to explore the experience of forced migration, but more widely to understand issues of identity and belonging, the concept of mobility in the context of forced migration, the cultural impact of forced migration and exile, and personal interactions and their legacy.

Literary Studies Research Day

Thursday 23 November 2017, 9:30-12:00

Seng Tee Lee Seminar Room, Senate House Library

This research day will explore Senate House Library’s outstanding collections of manuscript, archive, and printed material relating to English literature. The combined literary holdings within United States and English Studies offer one of the largest and most diverse such collections in a non-copyright library. The Library also holds a considerable body of less easily obtained material in all formats, with specific strengths in periodicals and pamphlets. The day will be an opportunity to discover these resources from a broad range of perspectives, ranging from hidden literary collections to twentieth-century middlebrow literature and the intersections between fantasy as a literary genre and the virtual world of computer games and digital publishing.
Manuscript and Book Studies Research Day

Thursday 23 November 2017, 13:30-16:00

Seng Tee Lee Seminar Room,
Senate House Library

History of the book and manuscript studies is a well-established subject strength at Senate House Library. The collections illustrate varied and diverse aspects of both disciplines, including the development of handwriting/scripts; manuscript/codicology and book production; the transmission, circulation, and dissemination of texts; sigillography; the history of ideas; bibliography; annotations; illuminations illustration; and the formation of collections and libraries and the individuals behind them. This research day will provide an opportunity to learn about recent projects based on some of these sources and how these collections can support and advance further research in the field.

Working with Images in Your Research

7 March 2018, 14:30-15:30

Warburg Institute

This session will explore practical ways of accessing and using images in your research and publications, exploring tools for finding images, print and electronic resources, and copyright, licensing and reproduction. The workshop will include use of the Warburg Institute’s photographic collections, library collections and digital and electronic resource collections.

Session leaders: Nessa Malone and Rembrandt Duits (Warburg Institute, SAS)
Institute-specific training and fora

The individual institutes of the School of Advanced Study offer discipline-specific research training, ranging from afternoon sessions and training days to summer schools. Some of the training on offer includes the London International Palaeography Summer School (Institute of English Studies); National Training Days for PhDs in Law (Institute of Advanced Legal Studies); Before, During and After the PhD (Institute of Modern Languages Research); and Resources and Techniques for the Study of Renaissance and Early Modern Culture (The Warburg Institute).

Several institutes also run postgraduate discussion fora, which aim to meet the social, research training and intellectual needs of postgraduate students in specific disciplines. The History Lab (Institute of Historical Research) and the Graduate Forum and the National Postgraduate Colloquium in German Studies (both Institute of Modern Languages Research) are examples of these.

Details of institute-based training and fora can be found on the School of Advanced Study research training page on our website: www.sas.ac.uk/support-research/research-training.

PORT: postgraduate online research training

PORT is the School of Advanced Study’s free, online research training platform.

It provides resources including tutorials, handbooks and multimedia that enable researchers in the humanities to acquire and hone research skills.

PORT complements postgraduate study, providing training packages that can be accessed anywhere, at any time, and undertaken at your own pace. It supplies the building blocks for humanities research generally, as well as for particular humanities disciplines and specific topics. Designed to meet the needs of 21st-century researchers, PORT offers programmes that enable scholars in the humanities to develop their skills and pursue their studies to maximum effect.

Resources are being added to continuously, and include:

- Databases for historians
- Scribe palaeography
- Data preservation
- Managing your research
- Digital tools: introduction to semantic mark-up
- Digital tools: introduction to text mining
- Quantitative methods
- PORT for modern languages
- Law PORT

Please visit port.sas.ac.uk for more information.
The Bloomsbury Postgraduate Skills Network 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.

For information on courses available and how to register, visit the Network website: courses.grad.ucl.ac.uk/bloomsbury
The School of Advanced Study at the University of London brings together nine internationally renowned research institutes to form the UK’s national centre for the support and promotion of research in the humanities. The School offers full- and part-time master’s and research degrees in its specialist areas:

**LLM in Advanced Legislative Studies**

**LLM in Advanced Legislative Studies** via distance learning

**LLM in International Corporate Governance, Financial Regulation and Economic Law**

**LLM in Legal Translation**

**MA in Art History, Curatorship and Renaissance Culture**

**MA in Cultural and Intellectual History 1300–1650**

**MA in Garden and Landscape History**

**MRes in Historical Research**

**MA/MRes in The History of the Book**

**MA in Understanding and Securing Human Rights**

**MA in Understanding and Securing Human Rights** – Latin American Pathway

**MA in Refugee Protection and Forced Migration Studies** via distance learning

**MRes in Latin American Studies**

**MRes in Modern Languages**

A range of MPhil and PhD programmes in a range of humanities subjects, including art history, classics, Commonwealth studies, English language and literature, history, Latin American studies, law, and modern languages. Some of these can be completed via distance learning.
To ensure that students are fully supported and provided with the best tools and guidance throughout their PhD programme, applications are considered on an individual basis. For details on the School of Advanced Study’s PhD by distance learning programmes, visit [www.sas.ac.uk/graduate-study/our-courses/mphilphd-programmes/distance-learning](http://www.sas.ac.uk/graduate-study/our-courses/mphilphd-programmes/distance-learning).

From autumn 2017, the School of Advanced Study will offer students with an appropriate topic and level of local resource the opportunity to undertake a PhD by distance learning.

These students are required to attend our London campus at set intervals to complete an intensive research training module, for upgrade, and for the viva but will otherwise study at their own location. This option is available to UK, EU and international students on the same basis as our on-campus PhD programmes (three years full time, six years part time).

Attendance is required for the first week of the first term (October) to meet supervisors and to undertake an intensive research training course. Further attendance is required at the point of upgrade to PhD (usually between years 1 and 2) and for the final viva.

Students are required to engage with further research training online as their programme commences.

Regular contact with the supervisor is required via video conferencing. Students will need to demonstrate that they have the appropriate local resources, IT equipment and infrastructure before they can commence study.

Students will benefit from the School’s extensive research training portfolio, online resources, podcasting, video recordings, transcriptions and live streaming of research seminars on a wide range of topics to help them complete their research degree.

Distance learning students will be supported in the same way as on-campus students with the use of video conferencing that supplements face-to-face interaction. During induction, distance learning students will meet their student representatives and other students beginning their PhD.
Further details of all training offered by the School of Advanced Study and by Senate House Library can be found on our website: [www.sas.ac.uk/support-research/research-training](http://www.sas.ac.uk/support-research/research-training)

Please contact Kremena Velinova with any enquiries:

**Kremena Velinova**  
School Events Manager  
[kremena.velinova@sas.ac.uk](mailto:kremena.velinova@sas.ac.uk)

Current students with enquiries not related to training should contact Registry, as should prospective students.

**School of Advanced Study Registry**  
Senate House, Malet Street  
London WC1E 7HU

Tel: +44 (0)20 7862 8846  
[sas.registry@sas.ac.uk](mailto:sas.registry@sas.ac.uk)
The School of Advanced Study is the UK’s national centre for the support and promotion of research in the humanities. Located at the heart of the University of London in Bloomsbury, the School provides an unrivalled scholarly community in which to pursue postgraduate study and research. Students learn from leading specialists in their fields, hone their research skills in highly regarded training programmes, expand their knowledge through an extensive calendar of events, and become part of a worldwide network of humanities scholars. Funding opportunities include AHRC-sponsored London Arts and Humanities Partnership studentships, SAS studentships, and a number of subject-specific bursaries and awards.

This guide is available in alternative formats upon request. Please contact kremena.velinova@sas.ac.uk

schoolofadvancedstudy

@SASNews

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sas.ac.uk