PRESENTATION NOTE

- These slides will be shared by your School teams after your Inductions so that you can check out further information in your own time.

- All words in **bold and underlined** are links with further information that you can check in your own time.

FACULTY STRUCTURE AND INFORMATION

FACULTY STRUCTURE

UNIVERSITY OF LIVERPOOL

Faculty

HUMANITIES & SOCIAL SCIENCES (HSS)

Schools

School of the Arts (SotA)

School of Histories, Languages & Cultures (HLC)

University of Liverpool Management School (ULMS)

School of Law and Social Justice (SLSJ)

Departments

› Philosophy
› Music
› Comms & Media
› English
› Architecture

› History
› Archaeology, Classics & Egyptology
› Politics
› Irish Studies
› Modern Languages & Cultures

6 Subject Groups

› Sociology, Social Policy & Criminology
› Law

DOCTORAL TRAINING PARTNERSHIPS

There are two Doctoral Training Partnerships (DTPs) which provide funding and training for PhD students within HSS:

- The Arts and Humanities Research Council (AHRC) North West Consortium DTP (**NWCDTP**) : If you are funded via this route, find out more about your studentship at the NWCDTP induction in Manchester in October.

- The Economic and Social Research Council (ESRC) North West Social Science DTP (**NWSSDTP**) : If you are funded via this route, find out more about your studentship at the NWSSDTP induction in Liverpool on the 11th November.

North West Social Science Doctoral Training Partnership

UKRI

Economic and Social Research Council

NORTH WEST CONSORTIUM DOCTORAL TRAINING PARTNERSHIP
NWCDTP

PGR SUPPORT

KEY CONTACTS

PRET Key Contacts Page: PRET Contacts

Student Life Online Portal: Student Life Portal

Equality & Engagement Team Email: equality@liverpool.ac.uk

Student Support Email: studentenq@liverpool.ac.uk

IT Support: Service Desk

Research Degree Admin Team Email: rda@liverpool.ac.uk

Campus Support Phone: 0151 794 2222

PGR HANDBOOK

POSTGRADUATE RESEARCHER HANDBOOK

The university's **PGR Handbook** has been produced to ensure that, throughout your research programme, you are fully aware of key information with which you need to be familiar. Schools may have their own handbooks that will be shared separately.

A key part of the university's commitment to the quality of postgraduate research degrees is to ensure that you understand what is expected of you as a research student, and what advice, guidance, and support you can in turn expect in order to fulfil your potential.

HSS WELLBEING
AMBASSADORS

PGRs can contact any of the **Ambassadors** in confidence for advice, guidance or simply a chat and a listening ear.

The ambassadors will be hosting virtual and in-person wellbeing events throughout the year, including:

- Writing Retreats
- Wellbeing Drop-In Sessions
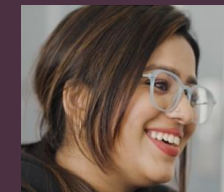- Coffee Mornings
- Board Games
- Crafts

Malika

Synthia

Kindah

Victoria

Naeema

Lama

Jess

More info about our ambassadors here

HSS RESEARCH SUPPORT

Study in HSS: We are home to a diverse range of subject areas, with many specialist research groups and clusters that provide access to some of the most rigorous and advanced research in their fields.

Training Catalogue: The university is dedicated to helping postgraduate researchers to identify, design and plan their development, while also supporting their personal and professional development.

Funding: There are various funding sources available to support you during your postgraduate research. If you are interested in applying for funding from either of the DTPs – both accept applications from first year students.

ENGAGE@LIVERPOOL

Methods Training

engage@Liverpool is a cross-faculty research and methods initiative at the University of Liverpool. Interdisciplinary in character, it supports research by stimulating, encouraging, and promoting excellence and innovation in the area of research methods and methodology in particular.

THE ACADEMY

The Central PGR Programme: Over 100 sessions delivered via online modules and resources, workshops, masterclasses, and many more.

PGR Development Canvas: Access online development resources, including self-paced modules tailored to every stage of the PGR process. All PGRS are automatically enrolled on registration, or you can self-enrol using this link.

Annual PGR Development Conference: Join PGRs across all disciplines to exchange insights, engage in collaborative discussions, and forge meaningful connections.

LIBRARY LIAISONS

Academic Liaison Librarians

Supporting Teaching - Supporting Learning - Supporting Research

Your **Academic Liaison Librarian** can help you to achieve academic success and save you time – engage with them to:

- Navigate the maze of information resources to find relevant material efficiently

- Develop your key skills in information and digital fluency to succeed in your academic work

- Learn to think critically and make balanced judgements about information you find and use

- Benefit from our expertise, support and reassurance throughout your time at Liverpool

KnowHow is a free service for all University of Liverpool students. They offer a range of workshops, webinars and online tutorials to help improve your academic skills.

They also have one to one appointments available with their **Writing@Liverpool** tutors for additional support with academic writing and their **Stats@Liverpool** tutors for support with statistics.

You can find a variety of online **PhD sessions** and resources.

PGR JOURNEY

RESEARCH STUDENTS

These pages contain information about:

- Your student record

- Submission, examination, and progression

- Forms and procedures

- PDF of the PGR handbook

- Contacts

PGR CODE OF PRACTICE

The **PGR Code of Practice** provides the framework for the University's postgraduate research degrees including the thesis stage of professional doctorates.

- It contains the policies and procedures which relate to research students
- It sets out all the rules regarding procedure, progression, submission, etc.
- It sets out the minimum that you can expect from your supervisor and the university
- It sets out what the University expects of you and when it expects it
- **Appendix 3** outlines the policy and procedures for progression

PGR TOOLBOX

- All research students are required to maintain an online record of their research progress in their formal meetings with their supervision.

- Research students are expected to maintain a record of their professional development during their research degree.

- The **PGR Toolbox** allows you to:

  - Record **Supervisory Meetings**
  - Maintain your **PGR Portfolio of Activity**

ANNUAL PROGRESS

Progress	Cycle	When	Description
3 Month Plan	**First Year (Y1)**	Within 3 months of registration	Within the first 3 months, you will need to consult with your supervisors and **prepare a project plan** that defines the scope of your project and outlines the objectives to be achieved in the first year. This should be no more than **2 sides of A4**.
Supervisory Meetings	Full-Time (FT): **12 per year** Part-Time (PT): **6 per year**	Before May 31st, every year	Throughout the year, you will need to **arrange meetings with your supervisor** to discuss your progress for your PhD; they also indicate that you and your supervisor(s) are satisfied with your progress. You will need to **record these meetings in your PGR Toolbox** as they are essential to your re-registration.
Annual Progress Report (**APR**)	**Once per year**	Before June 30th, every year	The APR is an essential part of the Annual Progress Monitoring process, which is used to **confirm your re-registration**. It is **automatically populated** with your Portfolio of Activities and Supervisory Meetings but is also a chance for you to raise any concerns or difficulties you might have. Find out more about it **here**.
Portfolio of Activity	**Ongoing** throughout each year	Before May 31st, every year	This is an online record of **ongoing activities** that allows you to maintain a record of all the training and professional activities undertaken during your research, which supplements the formal training and is part of your development (conferences, teaching, presentations, etc.).

ANNUAL PROGRESS

Progress	Cycle	When	Description
Development Needs Analysis (**DNA**) Form	**Once per year**	3 months after registration and before IPAP	The DNA form is a process that allows you to **review and enhance the skills you have** at present and helps you **plan for developing** your future skills and professional competences. With your supervisor, you will reflect upon your existing competencies and consider what skills you may need to develop to complete your research project, and progress into the career path of your choice.
Independent Progress Assessment Panel (**IPAP**)	**Once per year**	IPAPs typically take place in April/May during Weeks 11 and 12 of Semester 2	The IPAP is a meeting between the student and two members of UoL academic staff who are nominated to act as independent assessors. The purpose of the IPAP is to independently **assess the progress** of the student and determine whether adequate progress has been made. Prior to the IPAP the student will be asked to **produce a written report** (in a format defined by their School or Institute). They may also be asked to provide an oral presentation of their progress which will form part of the assessment.

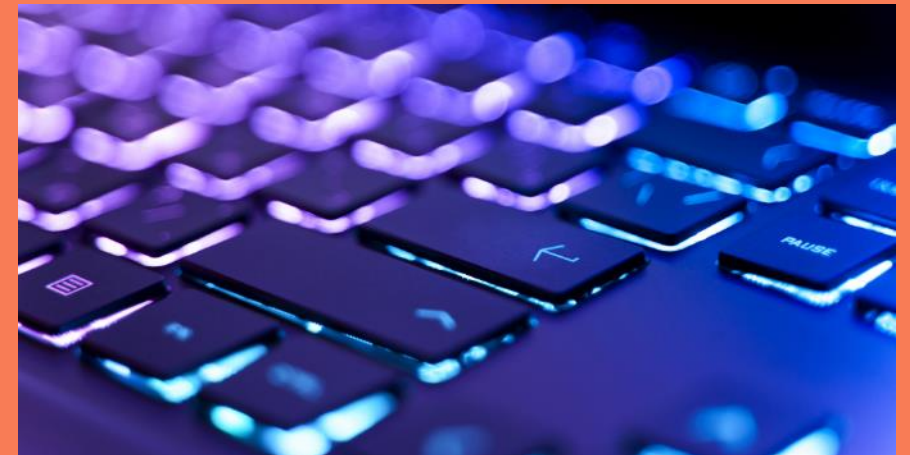# OTHER INFO

LAPTOP LOAN SCHEME

The **PGR Laptop Loan scheme** is available to all Year 1 PGR students (PhD, MD, MPhil) based on Liverpool main campus, Leahurst or Alder Hey.

The scheme is administered by the Postgraduate Researcher Experience Team (PRET), in conjunction with colleagues in IT Services. All applications are processed by PRET.

The application form and FAQ can be found on the link above.

IT QUICKSTART

- The **IT Quickstart** page was specifically designed for new students. Follow the simple steps and begin your digital journey here at the University of Liverpool.

- The page will take you through:

  - Activating your IT account
  - Setting up Duo (2 factor authentication)
  - Registration and ID
  - Apps
  - Accessibility Support

ENJOY YOUR TIME HERE

- The **Postgrad Society** aim to bring together postgraduates from across the university to provide a network of support, encourage friendships, and improve wellbeing in our community.

- The Academy's **PGR Development Hub** is designed to offer professional development resources which will not only enrich your skills, but also your working relationships.

- The **Guild of Students** offers excellent opportunities, services and facilities to help improve, enrich and develop the lives of all students at the university.

FIND OUT MORE
ON OUR SOCIALS

And more on our HSS Faculty PGR page!

PGR Bulletin

LinkedIn

Instagram

Bluesky

X (Twitter)

ENJOY YOUR TIME HERE

- Join our PGR Social on 16th October!
- This will be an event for all the new PGRs to socialise, meet the wellbeing ambassadors, and ask our faculty team any questions.

- Location: PGR Common Room in 8-14 Abercromby Square
- Time: 11am – 1pm

- Refreshments will be provided.

liverpool.ac.uk | We are the original redbrick

UNIVERSITY OF LIVERPOOL

Welcome new starters!
Join us at our

HSS PGR SOCIAL

Meet your peers, the faculty team and the wellbeing ambassadors!

16th October 2024
PGR Common room

8-14 Abercromby Square
11am-1pm

ANY QUESTIONS?

Thank you for your time ♪