



**MODULE NAME:** Planning and Managing Your Research Process (PMRP)

**ECTS:** 5 credits

**MODULE CODE:** PMRP1001

**MODULE DESCRIPTION:** This module provides doctoral candidates with opportunities to develop and enhance a personal approach to their research practice and reflect on the process. The module focuses on self-management, academic and communication skills as well as personal effectiveness and wellbeing.

**MODULE LEARNING OUTCOMES:**

On successful completion of this module, students should be able to:

1. Select, practise and reflect on skills and strategies that contribute to planning and managing the PhD research process and to individual wellbeing.
2. Develop, apply and evaluate skills to manage themselves, their relationships and their research process and practice.

**PARTICIPATION AND ENGAGEMENT:**

It is important for students to participate in the teaching and learning activities (e.g. live sessions, discussion board) as they will benefit from sharing experiences and networking with other doctoral students. Feedback from students indicates the importance of a sense of belonging and the sharing of experiences: “Being able to discuss situations and difficult subjects about my PhD with other PhD students and find solutions to them” and “...talking to each other and discovering my troubles were normal and shared.”

**TEACHING & LEARNING APPROACH:**

The module takes an active, blended learning approach. It employs in-person workshops or live webinars as well as online self-directed sessions with opportunities to demonstrate self-reflection and the practice of new skills.

The module is designed to maximise flexibility and enable students to tailor their learning to their own developmental priorities and circumstances (e.g. non-resident or part-time) by allowing students to choose from a variety of sessions and topics provided by Student Learning Development, Student Counselling, Postgraduate Advisory Service and The Library.

To complete the module students must undertake a minimum of 12 topics from 3 themed areas: Self-Management and Self-Care Skills; Interpersonal and Leadership Skills; and Academic Skills.

## **ASSESSMENT:**

The module is assessed through evidence of the application of the module learning to planning and managing the individual student's research process, wellbeing and personal effectiveness. Students are required to submit a:

### **1. Skills Audit and Personal Development Plan (40%) – Due Date: 28th April 2023**

Students will conduct a personal skills audit during the first session to identify their individual development priorities throughout the module and beyond. They will also be required to submit a personal development plan which addresses the needs identified in the skills audit and tracks their skills acquisition as they have progressed through the module.

### **2. Reflective essay/Presentation (60%) – Due date: 12 May 2023**

Students can submit either a reflective essay (2000 words) or a 10 minute recorded presentation that illustrates how they developed and applied learning from the module. The reflective essay/presentation will require students to: synthesise their learning from the module topics; explain how they applied and evaluated various skills and strategies; the relevance of these skills and strategies to their own research practice and their plan for development going forward in terms of managing their research process and wellbeing.

The Module is marked on 100% coursework, each assessment component needs to be passed at 50%.

**MODULE COORDINATOR:** Caroline Forsyth Student, Learning Development

**ASSISTANT COORDINATOR:** Martin McAndrew, Postgraduate Advisory Service

## **TEACHING STAFF:**

Caroline Forsyth, Student Learning Development

Grace Gaynor, Student Learning Development

Joanna Kesicka, Student Counselling Services

Martin McAndrew, Postgraduate Advisory Service

Isolde Harpur, Library

Greg Sheaf, Library

Edie David, Library

Siobhan Dunne, Library

## **MODULE SCHEDULE:**

### **Teaching Content/Topics**

There are 16 topics. Students are required to undertake a minimum of 12 topics depending on their needs and/or interests. Topics 1 and 5 are mandatory. Attendance at each session will be recorded.

#### **Section 1 - Self-Management and Self-Care Skills**

1. Reflection, self-management and personal effectiveness (M)
2. Planning, organisation and time management
3. Minding ourselves: imposter phenomenon and personal success

4. Building resilience, managing stress and dealing with challenges

#### Section 2 - Interpersonal and Leadership Skills

5. Maximising the supervisory relationship (M)
6. Managing interpersonal relationships
7. Developing diversity and inclusion awareness
8. Promoting team effectiveness and leadership

#### Section 3 - Academic Skills

9. Developing and improving critical reading and writing skills
10. Conducting your literature review
11. Thesis writing process and writing strategies
12. Managing your thesis references: Using Endnote
13. Using MS Word to create your thesis
14. Effective presentations
15. Publishing and promoting your research
16. Confirmation interview and viva preparation

#### Teaching schedule

Students choose 12 of the 16 Topics to complete from weekly teaching session (in-person/live webinar/recording) and the self-directed online sessions (to be completed in student's own time).

#### In-person or live webinars topics on Wednesdays 2:00pm – 4:00pm

Week	Session Topic	Teaching Staff
1 (25/1/2023)	Reflection, self-management and personal effectiveness (M)	Caroline Forsyth & Martin McAndrew
2 (1/2/2023)	Planning, organisation and time management	Caroline Forsyth/Grace Gaynor
3 (8/2/2023)	Minding ourselves: imposter phenomenon and personal success	Joanna Kesicka
4 (15/2/2023)	Maximising the supervisory relationship	Martin McAndrew
5 (22/2/2023)	Managing interpersonal relationships	Joanna Kesicks,
6 (1/3/2023)	Effective Presentations	Caroline Forsyth/Grace Gaynor
7 (8/3/2023)	Building resilience, managing stress and dealing with challenges	Caroline Forsyth/Grace Gaynor
8 (15/3/2023)	Thesis writing process and writing strategies	Caroline Forsyth/Grace Gaynor
9 (22/3/2023)	Promoting team effectiveness and leadership	Caroline Forsyth/Grace Gaynor
10 (29/3/2023)	Conducting your literature review	Isolde Harpur & Caroline Forsyth
11 (5/4/2023)	Publishing & promoting your research	Edie Davis & Siobhán Dunne
12 (12/4/2023)	Confirmation interview and viva preparation	Caroline/Grace Gaynor

**Self-directed online topics\***

Session Topic:	Staff responsible
Developing and improving critical reading and writing skills	Caroline Forsyth/Grace Gaynor
Developing diversity and inclusion awareness	Caroline Forsyth, Martin McAndrew, Siobhan Dunne
Managing your thesis references: Using Endnote	Greg Sheaf
Using MS Word to create your thesis	Caroline Forsyth

\* These teaching sessions will be available as online digital resources that students access via Blackboard. They may be assigned to be completed in certain weeks.

**Indicative Reading List**

Readings for this module will be captured on MyReadingList.

Charles, M. (2011) Academic Writing: At the Interface of Corpus and Discourse. [e-book]

Dunleavy, P. (2017). Authoring a PhD: How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation. [e-book]

Covey, S. (2014; 2020)). The 7 habits of highly effective people: powerful lessons in personal change.

Selected chapters Murray, R. (2011). How to Write a Thesis, 3rd ed. [available as a pdf download]

Mewburn, I. The Thesis Whisperer. <https://thesiswhisperer.com/> - selected blogs

Newport, C. (2016). Deep Work: rules for focused success in a distracted world. [e-book]

Robertson, I. (2016). The stress test: how pressure can make you stronger and sharper.

Salas, E., Reyes, D.L. & Mc Daniel, S.H. (2018). The science of teamwork: Progress, reflections & the road ahead. American Psychologist, 73 (4), 593–600. <http://dx.doi.org/10.1037/amp00003>

Thomas, D. (2017). The PhD Writing Handbook. Palgrave. [e-book]

Wallace, M. & Wray, A. (2021). Critical Reading & writing for postgraduates, 4th ed. [e-book]