



**QUEEN'S  
UNIVERSITY  
BELFAST**

THE THOMAS  
J MORAN  
GRADUATE  
SCHOOL

# GRADUATE SCHOOL PROGRAMME

2024-25 Semester Two



# WELCOME

Dear Postgraduate Students,

Welcome to Semester Two at the Thomas J Moran Graduate School! Whether you're starting the second half of your Master's programme, moving forward with your PhD, or just discovering the Graduate School for the first time, January is a great time to start fresh and get back on track with your academic goals.

At the Graduate School, our mission is to support and empower you throughout your postgraduate journey. With access to world-class facilities, special training programmes, and advice on careers and job search skills, we're here to help you achieve your academic and professional goals.

The new semester is also a great time to meet other postgraduate students. Through our Semester Two Programme, you'll have chances to learn new skills, gain new perspectives, and take care of yourself through workshops, seminars, and social events that are just for you.

No matter where you are on your postgraduate journey, I encourage you to make the most of all that the Graduate School has to offer. This is your space—a hub where ideas flourish, skills develop, and connections are made. We're thrilled to have you here and look forward to seeing you succeed this semester and beyond.

Best wishes,  
Professor Colin McCoy  
Dean of the Thomas J. Moran Graduate School





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Join our postgraduate community at the Thomas J. Moran Graduate School to discover ways to enrich your experience at Queen's.

This 2024-25 programme has been designed by our team of expert consultants to provide you with the academic, employability and research skills necessary to reach your full potential.



## GETTING STARTED

All events and training can be browsed on the [Training and Events page](#) on the Graduate School website and then booked on [MyFuture](#). Simply search 'GRADUATE' to access the full list on [MyFuture](#).

Follow our [Weekly Update page](#) and look out for our Weekly Update e-mail to be the first to know about job opportunities, new events and postgraduate news.

The Graduate School is your postgraduate hub, with facilities and services designed to support you. The building is open daily from 7.00am-11.00pm. Group study rooms can be booked via Queen's Online 48 hours ahead.

Follow us on [Instagram](#), [LinkedIn](#), [X](#) and [Facebook](#) to stay up to date with Graduate School Community Events and all our academic programmes.

# NEW YEAR WELCOME AND INDUCTION

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Join us at the Thomas J Moran Graduate School for some social events which are filled with networking opportunities to help you kickstart the next chapter of your academic journey in 2025. Registration is free for all social and training events via MyFuture.\*

## **Coffee and board games at the Graduate School, 6 - 10 January**

Tea, coffee and board games will be available in the social space on the first floor. Drop by in a group or on your own to connect with your peers and Graduate School staff, and test your skills at some traditional games.



## **PGR inductions, 16 and 17 January**

Our online and in-person Postgraduate Research inductions are designed to provide you with valuable insights into life as a PhD student at Queen's. These sessions provide a chance to ask questions, network with fellow PhD students, and gain a deeper understanding of the journey ahead. After the online induction, you will have access to a dedicated Canvas course, offering additional guidance and support throughout your studies. We strongly encourage all PhD students to attend both the online and in-person inductions for a comprehensive introduction to your PhD studies.

## **The Graduate School big breakfast, 23 January**

Join us in the social space for an informal networking event where you can interact with your fellow students and Graduate School staff. Enjoy a complimentary breakfast, share stories and experiences, and discover what more the Graduate School can do for you.

\*with the exception of CMI programmes.





# Graduate School Conference

Supporting postgraduate students on their  
academic journey and beyond



28th February 2025

The Thomas J Moran Graduate School

# JOIN THE GRADUATE SCHOOL CONFERENCE

Join us on Friday, 28th February 2025, for an engaging and dynamic conference at the Graduate School.

This interdisciplinary event, which is open to all postgraduate students, is centered on the theme “Live Well: Learn Well.” It will bring together our postgraduate community and external speakers to explore innovative research, share personal insights, and foster meaningful discussions on mental health and well-being in academia.

Designed to inspire academic inquiry while promoting holistic personal growth, the conference provides an ideal platform for postgraduate students to network, exchange ideas, and uncover strategies to maintain balance, resilience, and mental health during their studies.

Whether your research delves into well-being, or you’ve developed practical strategies for navigating academic life, this is your opportunity to contribute to vital conversations about thriving in both study and life. Mark your calendars for Friday, 28th February 2025—this promises to be an inspiring and enriching day you won’t want to miss!

Book your place via MyFuture from January 28th.



# ACADEMIC SKILLS

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Our extensive range of free workshops offer support and guidance to help you achieve great results during your studies. Dates, times and mode of delivery can be found on MyFuture and you can sign up one month in advance of the event.

## Academic Writing Series

Enhance your writing, critical thinking and research skills. Challenge yourself to take all ten masterclasses, or opt for those most relevant to you.

- Perform a literature search
- Read critically and take good notes
- Avoiding plagiarism
- The basics of academic writing
- Refining your writing style
- Writing abstracts and introductions
- Writing critical literature reviews
- Writing methods and results
- Writing critical discussions and conclusions
- Editing and proofreading your work





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## **Postgraduate Productivity**

These workshops and bootcamps have been designed to help you take control of your academic journey, and encourage a sustainable approach to productivity in your Masters or PhD.

### **Writing retreats**

Dedicate time to achieving your writing goals by attending one of our Writing Retreats, held throughout the year.

### **Optimise your writing**

Develop practical strategies to maximise your productivity while improving your academic writing style.

### **Bootcamps**

These reading, note-taking and writing bootcamps are designed to foster healthy study habits at each stage of your academic journey.

### **Managing your study time**

Effective time management is essential for productive studying, yet it remains a common challenge for many postgraduate students. This workshop is designed to help you manage the various demands of postgraduate study more efficiently.

### **Wake up and write**

The 'Two Golden Hours' concept suggests that you can be more productive by setting aside a short period of time to devote solely to practical writing. These online sessions ask that you engage with this concept to increase the effectiveness of your academic writing.

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## PhD MOT

Empower yourself with the skills to navigate your PhD with purpose. This series offers you a structured pathway to optimise your doctoral journey. Divided into segments, these workshops are designed to establish foundational routines and maximise the impact of your research.

This series builds independence and accountability, and heightens your awareness of vital PhD milestones while working on your thesis.

### **Creating healthy study habits**

Developing healthy study habits is crucial when transitioning into PhD study. You will have the opportunity to explore strategies to help establish sustainable study routines and foster a positive relationship with your supervisor.

### **Expanding your research**

Consider the avenues for finding your academic voice, learn effective ways to communicate your research and develop your personal writing style.

### **At the finish line**

Navigate common challenges such as imposter syndrome, reflect on your PhD journey, and master the art of synthesising your thesis.



# RESEARCH CULTURE

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In pursuit of world-leading research, The Thomas J Moran Graduate School adopts a diverse, inclusive, supportive and collaborative culture.

In line with Queen's Research Culture Action Plan, we offer postgraduates the opportunity to confidently deliver their own research stories, which ultimately contribute to creating new knowledge and genuine benefits for society.

## Communicating with impact

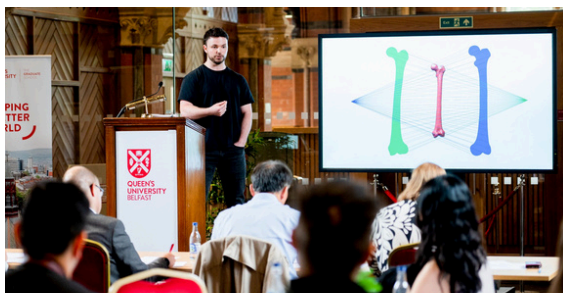
Unlock your potential to confidently discuss and diversify your research while building valuable connections. This series will help you to strengthen your skills in conveying complex ideas and elevate your professional presence.

- Identify, apply and prepare for conferences
- Organise and facilitate a conference
- Networking and collaborating in a research environment
- Design and deliver an academic poster
- Presenting your work at conferences

## Tell your research story

Equip yourself with the skills to engage and captivate diverse audiences by telling your research story in creative and compelling ways. You'll learn to tell your research story:

- To different audiences
- Using LEGO®
- In the vitae 3-Minute thesis competition





# TRAINING AND PERSONAL DEVELOPMENT

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In the modern world, leadership extends beyond management roles, with every industry requiring elements of initiative and influence. Through a variety of programmes, the Graduate School can help you discover the type of leader you are as you move forward in your academic studies and prepare for your career.

## **Master your leadership**

Working with an employer, take the opportunity to develop your skills in leadership and innovation. Build your confidence and enhance your communication and teamwork skills in becoming a dynamic leader in this four-day course. This is a course specifically for Master's students and a single route for the Future-Ready Award.

## **Six thinking hats**

Learn about Dr Edward De Bono's 'Six Thinking Hats' methodology. Learn how to manage meetings more effectively and develop your creativity skills.

This workshop, led by an accredited De Bono trainer, will help you apply both lateral thinking techniques and learn how to effectively lead meetings. You will become more productive in your time management and develop your problem solving skills.

## **Peer mentoring**

Become part of the peer mentoring network by mentoring first year PhD students. This workshop will help you develop the skills to advise and support new students as they begin their postgraduate journey.

## **Turn stress into success: navigate postgraduate life with confidence**

Boost your mental health awareness and discover strategies to manage stress during assessments and challenging times. This workshop will help you build resilience, reframe setbacks, and equip you with practical tools for time management and productivity. You will explore ways to improve your self care to support your overall wellbeing.

# TRANSITION SKILLS

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## **New opportunities for research students...**

### **Preparing for differentiation and APR**

Prepare effectively for Differentiation and Annual Progress Reviews in this interactive workshop. Gain insights into regulatory requirements, explore preparation strategies, and learn how to prioritise tasks if challenges arise. You'll also have the opportunity to practise communicating your research and refine your delivery for these key assessments.

### **Preparing for the viva**

This workshop provides a comprehensive guide to understanding the Viva process at Queen's and maximising your preparation. You'll learn about its purpose, key regulations, and effective preparation strategies. Build your confidence in communication, explore common Viva questions, and create a personalised plan to approach your Viva with confidence.

### **Research integrity: information and support**

Better understand the importance of ethics in research and develop the skills and techniques to avoid potential pitfalls.

### **How to peer review**

Enhance your early researcher career by developing essential peer reviewer skills. This workshop will provide insights into the peer review process, including models, ethics, and its importance in academic publishing. Learn effective strategies for writing peer review reports and take the first step by creating your own ORCID identifier.

### **Writing effective funding proposals**

Master the art of crafting outstanding funding applications to support your research journey. This workshop will guide you through identifying funding sources, understanding the steps to creating successful proposals, and breaking down the key elements of compelling applications. Start building your success as an impactful researcher today!

# CHARTERED MANAGEMENT INSTITUTE

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The Thomas J Moran Graduate School, in partnership with the Chartered Management Institute (CMI), offers you a unique opportunity to gain a Level 7 Certificate in Strategic Management and Leadership Practice. You can find the application form [on our website](#).

Enhance your employability opportunities and become an affiliate member of CMI with access to a library of online resources. CMI is the only chartered professional body in the field of management and leadership, and its qualifications are of the highest quality. The qualification requires you to complete two of the three CMI units offered at The Graduate School:

## **Strategic leadership**

This qualification helps you understand the complexities of leadership from an individual and organisational perspective.



## **Strategic project management**

Understand the key processes in successful project management from initiation to delivery.

## **Entrepreneurial practice**

Work on a real life challenge, set by an external project host. Develop creative skills and the know-how to bring business ideas to life.





## THE UEA ONLINE TRAINING SERIES FOR PGRS 2024-25

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Queen's are proud to work with the University of East Anglia to offer these unique opportunities to our postgraduate students.

The 'University of East Anglia (UEA) Online Training Series' offers research and professional skills training for postgraduate research students (PGRs) in a 'live-taught' online format. Last year over 7500 places were filled across the series, attendees being drawn from around 50 UK universities and a very wide range of disciplinary backgrounds.

Sessions are delivered via a virtual classroom, often on Tuesday/Wednesday/Thursday evenings between 7pm-9pm, but also on weekday mornings between 10am-12pm.

You can [discover more about this opportunity here.](#)



# CAREERS AND EMPLOYABILITY

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We offer a range of employability programmes and workshops to help you manage your own career and become future ready.

## Employability Programmes

### **Master your employability for postgraduate taught students**

During this employability programme for Master's students, you will have the opportunity to enhance your employability skills. Learn about successful CV writing, utilising LinkedIn, strategies for answering competency-based questions, and practise your interview skills.

*This is one of the combined route activities for the Future-Ready Award.*

### **Your PhD... what next? for postgraduate research students**

Embarking on a PhD journey is just the beginning. To thrive in your chosen career path, it is vital to gain clarity on your goals and develop a strategic plan. During this four day programme, you will explore key aspects of career development and equip yourself with tools to navigate the job market, both within academia and beyond.

*This is a single route for the Future-Ready Award.*



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## **Employability Workshops and Online Webinars**

### **How to write a successful CV**

Learn how to communicate your skills and experience effectively in a written format.

### **How to write a successful competency based application form**

Discover a strategy to tackle these common questions on application forms.

### **CVs and cover letters for academic jobs**

Explore the various components of an academic CV and learn how to write a winning cover letter that will set you apart when applying for academic jobs.

### **How to tailor your CV for non-academic jobs**

Make a good impact with your CV when applying for jobs outside academia.

### **How to start your LinkedIn profile**

Use LinkedIn to network with professionals and alumni.

### **How to prepare for a job interview**

Learn what to consider before interviews and how to make a good impression.

### **Develop your interview skills in a group setting**

Practise your interview skills for jobs with peers in a group setting.

### **5 tips for a stand-out job presentation**

Discover tips for preparing an effective presentation for a job interview and get a chance to practise.

### **Marketing your skills as a researcher and crafting your CV**

Learn how to present your unique strengths as a researcher to a range of employers.

### **What to expect at an assessment centre**

Discover how to prepare for assessment centre activities used by employers in the recruitment process.

### **How to overcome imposter syndrome and communicate assertively in a job interview**

Learn tips and techniques to present your best self and make a lasting impression in a job interview.

### **Effective career planning and job search skills for PhD students**

Reflect on the skills you are developing as a researcher and begin to explore your options post-PhD.

## ENTERPRISE AND INNOVATION

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The Thomas J. Moran Graduate School offers a range of innovative programmes, workshops and conversations to help you develop and harness your creative problem-solving skills, as well as taking ideas from concept to the next stage.

These events are hosted by a blend of the Graduate School staff and special guests - each with the knowledge and experience necessary to utilise creative thinking to bring your career to the next level, in academia and beyond.

Keep an eye on the [Graduate School Events Page](#) and social media channels to discover these events throughout the year.





# 1-2-1 CONSULTATIONS

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The Graduate School team provides a series of events, workshops and activities throughout the year.

However, if you feel you require more personalised support, our consultants are available for 1-2-1 appointments.

These consultations may be suitable if you would like tailored advice and guidance on your **career development**, for example feedback on your CV or support with career planning; or **academic advice**, for example academic writing, or support preparing for Differentiation, Annual Progress Review and the Viva. You can book these consultations via MyFuture.



*“[the consultant] listened to the challenges I have concerning academic writing and shared learning resources that would help me through this process. They also encouraged me to reach out for further advice and support.”*

**To find out more about our team of consultants who are available for personal consultations, visit [the Graduate School website](#).**



Follow us on social media to stay up to date  
with events and news.

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