

01	02	03	04	05	06
07	08	09	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48

PhD PLANNER

This planner has been designed to cover 48 months, if you are part-way through your studies or a part-time researcher, please feel free to adapt it in a way that suites your individual PhD.

In Month 1 write in your start date, we have left the boxes undated so you can choose a time scale which suits you.

Supervisor (s) Contact Details:	School/Programme Contact:
--	----------------------------------

First Year Review Date:	Intention to Submit Date:	Final Thesis Submission Date:
--------------------------------	----------------------------------	--------------------------------------



Your PhD is what you make of it, and so is your time here at Edinburgh. You have a myriad of opportunities open to you, and we hope you find the time to take advantage of those most relevant and useful to you.

The Institute for Academic Development offers courses and support for PhD students throughout their studies. Specifically tailored to the needs of researchers our courses will give you the tools you need to successfully manage your research, whilst equipping you with the skills essential to moving forward into your career.

PhD graduates today are expected to be more than just experts in their field. It is important that you focus on developing an excellent network of contacts; improving your research skills; pursuing publication and honing your professional skills in addition to writing your thesis.

These courses will offer you the chance to develop these skills and many more. Full details of our courses are available on our website—www.ed.ac.uk/iad/doctoral - including course descriptions, eligibility and booking information and links to other sources of training and support.

Resources:

The Institute for Academic Development – www.ed.ac.uk/iad/doctoral
International Office <http://www.ed.ac.uk/international-office>
Student Services - <http://www.ed.ac.uk/students/student-services>
Careers Service – www.ed.ac.uk/careers
University of Edinburgh Library <http://www.ed.ac.uk/information-services/library-museum-gallery>
Vitae – www.vitae.ac.uk/pgf
EUSA - <https://www.eusa.ed.ac.uk/activities/eusapostgraduate/>
Business Start-up advice – www.launch.ed.ac.uk
Beltane Public Engagement Network—www.beltanenetwork.org
Digital Skills and Training - <http://www.ed.ac.uk/information-services/help-consultancy/is-skills>
English Language Education -<http://www.ed.ac.uk/english-language-teaching>
Code of Practice for Supervisors and Research Students – <http://www.docs.sasg.ed.ac.uk/AcademicServices/Codes/CoPSupervisorsResearchStudents.pdf>
Postgraduate Assessment Regulations - <http://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>



PhD PLANNER

Welcome to the University of Edinburgh and to your doctoral studies. You have joined one of the world's leading research universities with a reputation for excellence and innovation. This is a stimulating and exciting place to do research!

Alongside your research, there are also many opportunities to develop a wide range of professional and personal skills which can assist you in completing your research project in a timely fashion, as well as helping you to prepare for your next career step. At Edinburgh we have a strong commitment to supporting researchers and as well as your research supervisors and advisors, you also have access to a large variety of services with expertise in professional and personal development, teaching and learning, digital skills, business and enterprise, careers advice and public engagement.

This planner is designed to help you manage your time during your doctorate, to highlight important milestones and to assist you to make the most of the opportunities available. As well as the planner itself, we have included tips and basic checklists to help you focus and develop at the beginning, middle and end of your degree.

We urge you to make the most of the opportunities on offer to you during your research degree, and look forward to welcoming you. Please do not hesitate to contact us if you have any queries.

www.ed.ac.uk/iad/doctoral
iad.phd@ed.ac.uk

The Researcher Development Team at the Institute for Academic Development (IAD)

STARTING OUT

This is an exciting time with lots to consider. It's important to meet with your supervisor, and explore your understanding of your PhD studies; the expectations on you and the milestones ahead. It is also important to find time to meet other researchers in your field and across the University. Your peers will be invaluable to you throughout your research.

Checklist

1. Look at the Code of Practice for Supervisors and Research Students
2. Pick up a copy of EUSA's Postgraduate Guide from the Advice Place
3. Meet with your supervisor(s), decide what your meetings will entail; find out about important dates such as the timing of the first year review; discuss your expectations. Work out what resources you need, and find out how to access them.
4. Develop a plan for your PhD, and check it is reasonable with your supervisor(s) and then get organised. Investigate the options, and make plans for how you will organise your time; your project; and your research results.
5. Find out about the requirements for first year progression.
6. Start your networks with your peers and other researchers. This could be as simple as finding out about a seminar series, or you could decide to set up a journal club – it's up to you.
7. If you are considering taking on demonstrating or tutoring responsibilities check out the Institute for Academic Development website for information before the start of the semester.
8. Find out if your school is running an induction or look at the Welcome events organised by the IAD
9. Find out what workshops your school is running at local level

Tips

Make an effort to talk to other PhDs, in your department and in other schools. It will help you be aware of how different everyone's PhD is and you will be less anxious about your progress

Joy (Tzou) Vamvakari, PhD Researcher, Institute for Music in Human and Social Development, Reid School of Music

Workshops

- Prepare for Doctoral Success
- How to be an Effective Researcher
- Seven Secrets of a Highly Successful Research Student
- Searching Research Literature
- Speed Reading
- The Writing Process: Getting Started

MID TERM GOALS

The middle of your PhD is a time to re-check your plans and review your expectations. Are things going as expected? If not, what can you do to get back on track? Has your research gone in an unexpected direction? Whatever is happening, make sure you keep your supervisor(s) informed, and enjoy the journey. And, if you are finding the middle period tough, don't worry, that's very normal – remember your work / life balance, and why you began your research. Re-engage and enjoy it.

Checklist

1. Re-check your PhD plan, are your goals and priorities still appropriate? Have you included plans for the final stage?
2. Don't leave writing to the end of your PhD. If you keep good notes, and write up, as you go through the process you will find writing your thesis much easier. You should make sure that you understand and are using the style of academic writing required in your discipline.
3. The middle of your PhD is an ideal time to start thinking about conferences; you have enough understanding of your subject to make a conference a really useful experience. The Institute for Academic Development run courses on becoming conference ready.
4. Don't forget your work / life balance, this is especially important in the middle period when the end can seem a long way off.
5. Examine your skills: what courses would help you fully explore your research area?
6. Regularly make back-ups of your notes and thesis saving copies to Dropbox, OneDrive, icloud, external hard drive, USB flash drive or University network space (personal drive).

Tips

Allow yourself to explore and be creative. Try reading texts from other disciplines that study your topic from a different perspective and talk about your research to people from different disciplines; they normally ask questions that people in your field don't, this allows you to see things differently.

Edgar Rodríguez Sánchez, PhD Researcher, Counselling and Psychotherapy, School of Health in Social Science

Workshops

- Effective Writing
- Presenting Made Easy
- Time/Project Management
- Statistical Consultancy 1:1
- Managing a Bibliography in Endnote

THE FINAL COUNTDOWN

The end of your PhD is in sight. This period is about consolidating your results, writing your thesis and considering your future. And, once you've passed, it's a time to celebrate your achievement.

Checklist

1. Consider your future plans. The Careers service can offer individual guidance. The University also offers support to students who wish to establish a business start-up advice at LAUNCH.ed
2. Hopefully, you've been writing as you went along so producing your thesis should be easier. The Institute for Academic Development offers courses in thesis preparation.
3. If you are an international student you might want to consider whether you want to submit a post study work application. The International Office runs post study work clinics in collaboration with the EUSA Advice Place.
4. Submit your thesis – it sounds obvious but ensure you follow the University's regulations for submission, and that you understand the viva procedure.
5. Finally, prepare for your viva – try to find out as much as possible about what is expected in your discipline, and prepare as much as possible.

Tips

When it came time for me to start thinking about submission, I was really glad that I had been writing regularly as part of my research; that way I had a body of work to draw upon during 'writing up'. I was also encouraged by my supervisor to adopt a 'good enough' approach to the final submission rather than tying myself in knots aiming for perfection, and I made sure to pay close attention to the style guide for my particular subject area when editing for submission.

Dr Amy Cartwright, PhD in English Literature

Workshops

- Proof Reading
- Viva Survivor
- Edinburgh Local GRADSchool
- Beating Writer's Block