There are three categories of training available in the PGR Development Programme: compulsory, compulsory, with a possibility of exemption and optional:

**Compulsory**
There are two processes that are compulsory and from which absolutely no possibility of exemption is provided:
- Three years’ completion of Annual Progression Requirements
- Participation in the University Poster-day in Year 2 (recommended for Year 2)

**Annual Progression Requirements**
The Annual Progression Requirements comprise
- the record of Supervisory Meetings between student and primary supervisor
- a PGR portfolio of activity

Both are completed on-line, using the Liverpool PGR Toolbox (for more information see [http://www.liv.ac.uk/pgr-development/further-development/toolbox/](http://www.liv.ac.uk/pgr-development/further-development/toolbox/)).

The Annual Progression Requirements must be fully up-to-date by 31 May in each year; credit is awarded once the student has successfully completed the Annual Progress Monitoring process in June-September. (The concept of “Annual Progression Requirements” has replaced what used to be called PDR — a term that survives in the web-address and elsewhere in official literature and unofficial parlance.)

All full-time students are expected to record formal meetings with their supervisor on a monthly basis. Part-time students are expected to record meetings every two months. The dates and agenda for each meeting should be entered in advance of the meeting and all records for a reporting year, 1st June to 31st May should be entered into the PGR toolbox by the 31st May each year for input into the Annual Progress Reports.

[http://www.liv.ac.uk/pgr-development/annual-progression/supervisory-meetings/](http://www.liv.ac.uk/pgr-development/annual-progression/supervisory-meetings/)

The Portfolio of Activity records all optional training since the start of research. (Compulsory elements of the Development Programme are recorded separately.) This might include
- teaching, demonstrating, tutoring, marking
- conference attendance, presentations
- optional subject-specific training
- seminar organization or other research-related administrative activity
- museum or fieldwork activity

**University Poster Day**
This happens in March of each year.
There is also an on-line version available for students off-campus.

**Compulsory but with some possibility of exemption**

**University requirements**
First Year Development Workshop Year 1
Effective Information Management (LIBR 001) Year 1
1. Information searching and resources
2. Organising research with bibliographic software
3. Copyright, Open Access, and Electronic Thesis
Career Skills Development Year 3

Notes
- The First Year Development Workshop workshop serves inter alia as an induction into the University's research environment (in both academic and institutional terms) and exemption is very unlikely to be granted. You register for this component by booking in for a particular workshop or (if appropriate) for the on-line alternative.
- http://www.liv.ac.uk/pgr-development/first-year/dates/ provides details and booking opportunities for First Year Development Workshops.
- An on-line version of the First Year Development Workshop (officially known as First Year Development Online) exists for part-time students. See http://www.liv.ac.uk/gradschool/events/onlineskillscourse.htm.
- Effective Information Management
- Registration for this is via Liverpool Life (see http://www.liv.ac.uk/student-administration/liverpool-life/, and login at http://liverpool-life.liv.ac.uk).
- Exemption requests for LIBR001 should be sent directly to Martin Wolf at Martin.Wolf@liv.ac.uk. As the module covers three distinct components, exemption requests should indicate to which component(s) they refer – for example, those already familiar with reference management packages can apply for an exemption from component 2 while still attending components 1 and 3.
- Career Skills Development
- Information at: http://www.liv.ac.uk/pgr-development/careers-development/
- There is talk of the workshops being articulated in relation to the so-called Researcher Development Framework (see Appendix for relevant URL). What this means and whether it has any practical significance remains to be seen.

Departmental training
In terms of departmental training, research students should note that the training is split between Modern Languages and Latin American Studies options. You are required to attend at least one week of subject specific training over the three years of a PhD and most of this should be completed in the first year. All CLAS MA students (PGTs), whether they follow an MA in Modern Languages or in Latin American Studies, take a Research Skills module as part of their MA programme. If you have attended as an MA student you are eligible for exemption from either MDLR600 or LATR503.

Any PhD students (PGR) who has not taken such a module, or its equivalent, will be asked to take the appropriate MA Research Skills module: MODL500 for Modern Languages students or LATI503 for LAS PGRs, or to offer appropriate other qualifications in lieu. These modules are listed in the University PGR Development Programme (as MDLR600 and LATR503 respectively) so PGRs who have taken these or equivalent modules can request exemptions from them. Those taking the modules should register for them via the PGR Development Programme and Liverpool Life in order to gain the appropriate credits. For further information see the CLAS Research Degrees Handbook.

Subject Specific training for CLAS
<table>
<thead>
<tr>
<th>Liverpool Life Code</th>
<th>Description</th>
<th>Length of Course</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>MDLR604</td>
<td>CLAS Postgraduate Day, Year 1 (annual research presentation day in which every registered PGR offers a twenty-minute paper)</td>
<td>1 day</td>
<td>Ian Magedera (<a href="mailto:magedera@liv.ac.uk">magedera@liv.ac.uk</a>)</td>
</tr>
<tr>
<td>MDLR600</td>
<td>Research Skills For Languages and Cultures (Modern Languages PGRs only). Includes bibliographical searches, internet sources, history of texts, reviewing, proof reading. Modern Languages research students.</td>
<td>6 x 2-hour seminars over the course of one semester</td>
<td>Ian Magedera (<a href="mailto:magedera@liv.ac.uk">magedera@liv.ac.uk</a>)</td>
</tr>
<tr>
<td>LATR503</td>
<td>Research Methods (LAS PGRs only) Lectures, workshops and computer based sessions. Syllabus 1. Introduction: Understanding Area Studies plus study skills; 2. Online resources for Latin American Studies I; 3(a). Online resources for Latin American Studies II; 3(b). Libraries, archives and bibliographies; 4. Research project design; 5. Qualitative data collection; 6. The pros and cons of quantitative research methods; 7. The politics of social research in Latin America I: Ethics, gender and participation; 8. The politics of social research in Latin America II: Memory, testimony and ‘truth’; 9. Ways of working in Latin American literature; 10. Introduction to subaltern studies; 11. Qualitative data analysis; 12. Research project workshop</td>
<td>12 x 2-hour seminars over the course of one semester</td>
<td>Andrew Redden (<a href="mailto:aredden@liv.ac.uk">aredden@liv.ac.uk</a>)</td>
</tr>
<tr>
<td>MDLR607</td>
<td>CLAS Research Seminar Attendance at CLAS seminars and participation in the CLAS seminar research clusters. Visiting speakers and research student speakers.</td>
<td>Weekly seminar series</td>
<td>Ian Magedera (<a href="mailto:magedera@liv.ac.uk">magedera@liv.ac.uk</a>)</td>
</tr>
<tr>
<td>LIBR001</td>
<td>Effective information management for arts and humanities research PGR students in the Faculty of Humanities and Social Sciences are required to attend EITHER this module - LIBR001 (oriented towards Arts and Humanities) - or LIBR002 (oriented towards social sciences). PGRs from other Faculties are welcome to attend, and the module is optional for them. This module comprises three separate components, all of which must be completed for credit to be awarded. Component 1: Information searching and resources. Component 2: Organising research with bibliographic</td>
<td>Half day course</td>
<td>Martin Wolf, Humanities Librarian (<a href="mailto:Martin.Wolf@liv.ac.uk">Martin.Wolf@liv.ac.uk</a>)</td>
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Component 3: Copyright, Open Access, and Electronic Thesis. More details, including dates, times and venue are available in the LIBR001.pdf. Exemptions from individual components can be applied for by emailing the organiser.

LIBR002 Effective information management for Social Science Research PGR students in the Faculty of Humanities and Social Sciences are required to attend EITHER this module - LIBR002 (oriented towards social sciences) - or LIBR001 (oriented towards Arts and Humanities). PGRs from other Faculties are welcome to attend, and the module is optional for them. This module comprises three separate components, all of which must be completed for credit to be awarded. Component 1: Information searching and resources. Component 2: Organising research with bibliographic software. Component 3: Copyright, Open Access, and Electronic Thesis. Exemptions from individual components can be applied for by emailing the organiser. Half day course Lisa Hawksworth (Lisa.Hawksworth@liv.ac.uk)

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<tbody>
<tr>
<td>MDLR609</td>
<td>CLAS Postgraduate Day, Year 2 (compulsory annual research presentation day in which every registered PGR offers a twenty-minute paper)</td>
<td>1 day</td>
<td>Ian Magedera (<a href="mailto:magedera@liv.ac.uk">magedera@liv.ac.uk</a>)</td>
</tr>
<tr>
<td>APPR002</td>
<td>Poster Day Poster presentations from PGR students in Year 2 of their programme (or part-time equivalent) across all three faculties. The objective is to produce a professionally prepared, computer-plotted poster which is designed to summarise your research project. Credit will be awarded for the submission of an abstract (within the poster) and presentation of the poster (portrait AO size) for the day. There are also optional sessions provided for students who have not</td>
<td>1 day (plus additional optional workshop)</td>
<td>PGR Development</td>
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prepared a large poster for conferences before run by the Skills team - see APPR003. Further details will be circulated to Departments by PGR Development and there will be further information available on the PGR Development website: http://www.liv.ac.uk/pgr-development/poster-day/. Poster day can also be completed on line.

Subject Specific Training – Year Three Full-time Research Students

<table>
<thead>
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<th>Length of Course</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>MDLR610</td>
<td>CLAS Postgraduate Day, Year 3</td>
<td>1 day</td>
<td>Ian Magedera (<a href="mailto:magedera@liv.ac.uk">magedera@liv.ac.uk</a>)</td>
</tr>
<tr>
<td>APRC 102</td>
<td>Career Skills Portfolio</td>
<td>3 training days</td>
<td>PGR Development</td>
</tr>
</tbody>
</table>

Optional Modules: MDLR614, MDLR615, MDLR 617 (these can be taken in any year of study)

The School of Histories, Languages and Cultures Graduate Teaching Programme (GTP) will be made available to all doctoral students registered for either F/T or P/T research as an optional skills training programme. It offers a supportive introduction to teaching at university level, allowing doctoral students to get the best of the limited teaching opportunities available, without making significant demands on their time. Run in conjunction with the Centre for Lifelong Learning, it offers six sessions over the course of the academic year. Successful completion of the GTP will become a part of the student’s record and will also count towards the university’s ‘Teaching for Researchers’ programme (http://www.liv.ac.uk/eddev/teaching_qualifications/TRs/index.htm) and enable candidates to apply for Associate Fellow of the HEA status.

MDLR615 comprises: 6 x 90-minute workshops run between October and July and is worth 30 credits
MDLR614 comprises six teaching sessions on three of which the PGR’s mentor provides detailed feedback and is worth 30 credits.
MDLR 617 comprises six teaching sessions on three of which the PGR’s mentor provides detailed feedback and is worth 30 credits.

Completion of these modules (for which exemptions can also be sought) fulfils the careers skills training element of the graduate skills programme. For both modules contact: clmarsh@liv.ac.uk.