DEVELOPING RESEARCH AND STUDY SKILLS PROGRAMME

UNIVERSITY OF LEEDS

IMPORTANT INFORMATION

Information provided by the University, such as in presentations, University brochures and on the University website, is accurate at the time of first disclosure. However, courses, University services and content of publications remain subject to change. Changes may be necessary to comply with the requirements of accrediting bodies or to keep courses contemporary through updating practices or areas of study. Circumstances may arise outside the reasonable control of the University leading to required changes. Such circumstances include industrial action, unexpected student numbers, significant staff illness (where a course is reliant upon a person's expertise), unexpected lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and serious concern with regard to the transmission of serious illness making a course unsafe to deliver. After a student has taken up a place with the University, the University will look to give early notification of any changes and try to minimise their impact, offering suitable alternative arrangements or forms of compensation where it believes there is a fair case to do so. Offers of a place to study at the University will provide up-to-date information on courses. The latest key information on courses, entry requirements and fees can be found at **courses.leeds.ac.uk** and **www.leeds.ac.uk/pgr**. Please check this website before making any decisions.

BOOK AN ACTIVITY

All our events are free of charge and can be delivered on campus or in schools/colleges nationally.

To find out more and to request an activity, email the Education Outreach team **educationoutreach@leeds.ac.uk**

Please provide your full name, organisation and contact details.

THE EXTENDED PROJECT QUALIFICATION (EPQ) SUPPORT PROGRAMME

As a research intensive institution, the University of Leeds recognises the value of the EPQ and the benefits to students who complete one.

Undertaking a research assignment develops students' skills in independent study, provides academic confidence and prepares them for degree-level study.

The Education Outreach team works with schools and colleges across the UK to offer a series of research skills workshops, suitable for students of all disciplines, at all stages of their project.

Please note our EPQ support workshops are only suitable for groups of 30 students or less.

PLANNING YOUR RESEARCH PROJECT

WHY DO THE EPQ? THE UNIVERSITY VIEW   **B**

This session offers an introductory overview of the EPQ along with information and advice on how to become an effective researcher. Students will be exposed to a range of different example EPQ projects and also have the opportunity to hear about postgraduate research currently taking place at the University of Leeds.
Duration: 1 hour
Skills: Time and project management, starting to research

GRAND DESIGNS: AN INTRODUCTION TO RESEARCH   **B**

A session that allows students to focus and plan their research question. Offers an introduction to vital research skills such as time/project management, online researching and working with data.
Duration: 2 hours
Skills: Working with sources (primary and secondary), searching for information (online and offline), focusing questions, research ethics, project management

CRITICAL THINKING: CASE STUDY   **M**

Explores the skills needed to implement and conduct a research project. Students will learn how to work with a variety of sources and understand how to critically evaluate the information they collect. Students will also be given a case study to critically analyse and put their skills into practise.
Duration: 2 hours
Skills: Working with sources (primary and secondary), data management, critical thinking

All workshops are labelled with the appropriate project stage at which they should be delivered.

B Beginning   **M** Middle
E End   **A** Any

WORKING WITH SOURCES AND THINKING CRITICALLY

TIME AND PROJECT MANAGEMENT **B**

An interactive workshop to help students plan and manage their research project. Students will learn the skills needed in order to manage their time more effectively and productively.
Duration: 1 hour
Skills: Time and project management, health and safety, risk assessment

ESSAY AND REPORT WRITING **B** **M**

This session guides students through the crucial stages of essay writing. It equips students with the skills necessary to plan, structure and edit a coherent piece of academic writing. Students will learn how to adopt different reading strategies for different sources, how to take effective notes, how to proofread their work and, most significantly, how to structure an argument.
Duration: 1 hour
Skills: Planning, structuring, editing, source management, making connections

RESEARCH ETHICS **B** **M**

This workshop introduces students to the concept of right and wrong in a research context. Students will be provided with an overview of ethical frameworks and gain an understanding of the key principles of ethical research. Within this session, there will also be an opportunity for students to debate the ethical implications of animal testing.
Duration: 1 hour
Skills: Academic responsibility, research ethics

THE BUILDING BLOCKS **B** **M**

Explores the skills needed to implement and conduct a research project. Students will learn how to work with a variety of sources and understand how to critically evaluate the information they collect.
Duration: 1 hour
Skills: Critical thinking, working with sources (secondary)

THE GREAT BROTHERTON BAKE OFF: WORKING WITH PRIMARY SOURCES **M**

Inspired by the Brotherton Library's Special Collections, this session aims to encourage students to incorporate primary sources into their EPQs. Students will have the opportunity to work closely with facsimiles of rare and unpublished material taken from the Brotherton's designated Cookery collection – a collection which contains material dating from the 15th century. *Please note: this session is only available on campus.*
Duration: 2 hours
Skills: Critical thinking, working with sources (primary), presenting, evaluating

STARTING TO RESEARCH **B** **M**

Students learn how to intelligently and critically research online. The session equips students with the tools to manage their online research effectively and securely. *Please note computer facilities are required for this session.*
Duration: 1 hour
Skills: Critical thinking, working with online sources (primary and secondary), searching for information

INTRODUCTION TO NOTE TAKING **B** **M**

This session focuses on an, often overlooked, skill that is essential to recording and managing large quantities of information: note taking. Within this session, students will be exposed to three different note-taking techniques – including, linear, pattern and Cornell – and be given an opportunity to practice these techniques.
Duration: 1 hour
Skills: Planning, working with sources, reading effectively

DISNEY ON TRIAL: HOW TO DEBATE AND FORM AN ARGUMENT **M**

An interactive debating session where students analyse sources, create a short presentation and debate the outcomes of their arguments. Students will have the opportunity to form, debate and defend their arguments – a skill which is crucial when undertaking research at any level. *Please note computer facilities are required for this session.*
Duration: 2 hours
Skills: Working with sources, critical thinking, evaluation, presenting and debating

All workshops are labelled with the appropriate project stage at which they should be delivered.

B Beginning **M** Middle
E End **A** Any

THE FINAL PROJECT

PRESENTATION SKILLS FOR THE EPQ `M` `E`

Students will learn how to present a research project in an academic context and have the chance to practice presenting in a supportive environment.
Duration: 1 hour
Skills: Presenting and evaluating

REFERENCING AND PLAGIARISM `B` `M`

This session seeks to equip students with the skills required to reference correctly and avoid plagiarism. Students will be taught the necessary techniques and strategies required to reference an academic piece of writing. Please note: this workshop focuses specifically on the Harvard Style of referencing.
Duration: 1 hour
Skills: Referencing and evaluation

GENERAL SESSIONS

TEACHERS' CPD SESSION `A`

Aimed at teachers supporting the delivery of the EPQ, this session studies what the EPQ is, the benefits to students undertaking the qualification and advice on how to effectively support your students during the process.
Duration: 1 hour

LIBRARY RESEARCH SESSION `A`

Delivered on campus, this is an opportunity for students to experience the library facilities at the University. Students will participate in a library induction where they will learn how to use the library catalogue search system. They will also have the opportunity browse the shelves of one of our academic libraries, and access our subscription only online journals.
Duration: 2-3 hours

All workshops are labelled with the appropriate project stage at which they should be delivered.

`B` **Beginning**   `M` **Middle**
`E` **End**   `A` **Any**

THE INTERNATIONAL BACCALAUREATE (IB) SUPPORT PROGRAMME

We offer a range of workshops designed to help International Baccalaureate students of all disciplines develop the key skills required for the Extended Essay.

Delivered by experienced postgraduate researchers, these interactive sessions teach students skills necessary to succeed in an independent research project.

Please note our IB support workshops are only suitable for groups of 30 students or less.

THE EARLY STAGES OF THE EXTENDED ESSAY

CHOOSING A TOPIC AND WRITING A RESEARCH QUESTION

This session outlines the fundamentals of the extended essay and introduces students to the concept of independent research. Students will learn how to find and evaluate sources and be given the skills to make their research questions more focussed and specific.

Duration: 1 hour

Skills: working with sources, evaluating sources, focusing questions

STARTING TO WRITE: PLANNING AND STRUCTURING YOUR EXTENDED ESSAY

This session guides students through the crucial early stages of essay writing. It equips students with the skills necessary to plan and structure a coherent piece of academic writing. Students will learn how to adopt different reading strategies for different sources, how to take effective notes and, most significantly, how to structure an argument.

Duration: 1 hour

Skills: planning, making connections, note taking

KEY SKILLS FOR THE EXTENDED ESSAY

NOTE TAKING AND DATA MANAGEMENT

This session focuses on one of the key skills of managing a research project: how to record and manage information. The first part of the session will provide students with an overview of a range different note taking techniques and give them an opportunity to practice such techniques. The session will then consider how students can manage their research findings in both paper and digital form.

Duration: 1 hour

Skills: Note taking, research management, digital data management

CRITICAL THINKING: CASE STUDY

This session aims to help students develop one of the most crucial skills at higher-education level: critical thinking. Focusing on scientific research from 2015 which claimed that chocolate can aid weight loss, this session seeks to interrogate the veracity and reliability of a range of different sources.

Duration: 1 hour

Skills: Critical thinking, working with sources, interrogating sources

RESEARCH ETHICS

This workshop introduces students to the concept of right and wrong in a research context. Students will be provided with an overview of ethical frameworks and gain an understanding of the key principles of ethical research. Within this session, there will also be an opportunity for students to debate the ethical implications of animal testing.

Duration: 1 hour

Skills: Understanding ethics, forming an argument, debating

THE FINAL STAGES OF THE EXTENDED ESSAY

REFERENCING AND PLAGIARISM

This session seeks to equip students with the skills required to reference correctly and avoid plagiarism. Students will be taught the necessary techniques and strategies required to reference an academic piece of writing. Please note: this workshop focuses specifically on the Harvard Style of referencing.
Duration: 1 hour
Skills: Referencing, evaluation

FINAL JUDGEMENT: THE VIVA VOCE

Aimed at students about to sit their viva voce, this session provides an overview of, what is for many young people, an anxiety-inducing experience. Students will be given tips and advice on how to prepare for this interview and be given an opportunity to experience their own mock vivas which will be overseen by the postgraduate researcher.
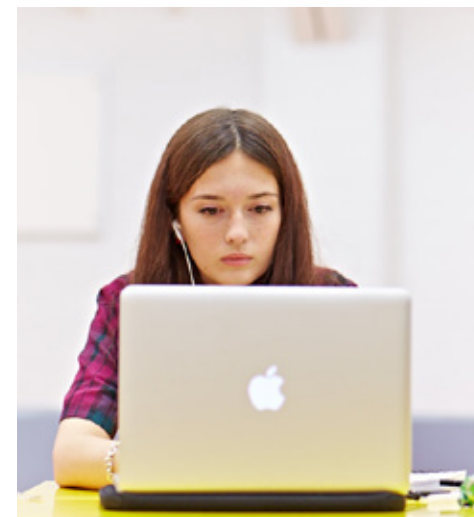**Duration:** 1 hour
Skills: Public speaking, presentation skills, defending an argument

ONLINE COURSE FOR INTERNATIONAL BACCALAUREATE STUDENTS

The IB Extended Essay: Managing Your Research Project is aimed at both IB students starting their extended essay, and the teachers supporting them through their project. It is free of charge to participate in and has been designed in collaboration with the IBO.

The course requires 2 hours learning per week over a 2 week period. Topics covered include; choosing a topic and a research question, finding sources, time and project management, critical thinking, writing effectively, and preparing to write. Full details and how to join the course can be found on the Futurelearn platform.
www.futurelearn.com/courses/ib-extended-essay

Future Learn

/universityofleeds

ALTERNATIVE FORMATS

If you require any of the information contained in this guide in an alternative format eg Braille, large print or audio, please email **disability@leeds.ac.uk**