

# POSTGRADUATE WORKSHOPS & FORA 2024

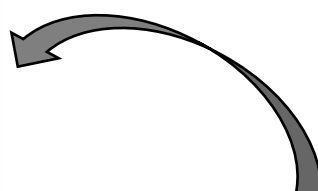
These **free** workshops and fora are designed for AUT postgraduate research students.

We recommend you plan your attendance in advance, as some sessions are offered infrequently. If your chosen workshop or fora is not listed online, please check again later.

View workshops and book via ELab at [elab.aut.ac.nz](http://elab.aut.ac.nz)

## Contents

<b>Planning</b> .....	<b>2</b>
<i>Project planning &amp; research milestones</i>	
<b>Reading</b> .....	<b>3</b>
<i>Literature searching, reference management, &amp; staying current</i>	
<b>Analysing</b> .....	<b>4</b>
<i>Data collection, management, &amp; analysis</i>	
<b>Writing</b> .....	<b>4</b>
<i>Drafting, editing, &amp; formatting</i>	
<b>Disseminating</b> .....	<b>7</b>
<i>Publishing, presentation skills, &amp; research impact</i>	
<b>Graduating</b> .....	<b>8</b>
<i>Career planning, research commercialisation, &amp; next steps</i>	



**Book at [elab.aut.ac.nz](http://elab.aut.ac.nz)**

# PLANNING

## **CONFIRMATION OF CANDIDATURE: Q&A FORUM**

*0.5 hours*

This forum is an opportunity to ask questions about aspects of the confirmation of candidature. Please note, you must watch the 'Confirmation of Candidature: Processes' and 'Confirmation of Candidature: Presenting Well' videos available on the PG\_Me organisation on Canvas prior to attending.

## **FINDING SCHOLARSHIP FUNDING FOR POSTGRADUATE STUDIES**

*1 hour*

This workshop will show you how to search for and find various scholarship and research funding avenues and receive tips on how to draft up an application for external funding. There are different sources of funding for every postgraduate course and for every type of candidate.

## **UNDERSTANDING FORMAT 2 AT AUT: Q&A FORUM**

*0.5 hours*

This forum is an opportunity to ask questions about aspects of Format 2. Please note, you must watch the relevant video available on the PG\_Me organisation on Canvas prior to attending.

## **UNDERSTANDING FORMAT 3 AT AUT: Q&A FORUM**

*0.5 hours*

This forum is an opportunity to ask questions about aspects of Format 3. Please note, you must watch the relevant video available on the PG\_Me organisation on Canvas prior to attending.

## **THINK ABOUT THE DATA! STARTING A DATA MANAGEMENT PLAN AT AUT**

*1.5 hours*

Writing a Research Data Management Plan (DMP) enables you to be able to describe your data and detail the appropriate storage, access, publication and sharing of it, along with any legal, ethical and funder requirements. This workshop walks you through AUT's DMP tool, introducing you to the world of data management and helping you embark upon a more organised research data journey.

## **RESEARCHER IDS: WHICH ONES AND WHY?**

*1 hour*

How can you improve the chances people can discover and read your published research? In this library workshop we discuss how researcher IDs and profiles can help promote your work. You will have time to try tools for yourself in order to identify what is best for your current needs.

## **GENERATING CONTENT FOR ONLINE RESEARCHER PROFILES**

*2 hours*

Focuses on thinking through who you are as a researcher for the purpose of generating and refining content for research profiles. Participants will engage in practical activities to identify and reflect on what they research, how and why they research it, and who is in their research network. Suited to doctoral and non-doctoral students (masters, honours) who want to develop and communicate their research identity.

## **YOUR THESIS AND COPYRIGHT**

*1 hour*

Did you know that you may need copyright permission to use third party material in your thesis? This workshop gives you practical advice on what your copyright obligations are, how to gain copyright permission and how to find copyright-free images for your thesis, dissertation, or research project.

## **DOCTORAL ORAL EXAMINATION: Q&A FORUM**

*0.5 hours*

This forum is an opportunity to ask questions about aspects of the doctoral oral examination. Please note, you must watch the 'Doctoral Oral Examination: Processes' and 'Doctoral Oral Examination: Presenting Well' videos available on the PG\_Me organisation on Canvas prior to attending.

## **READING**

### **GETTING STARTED WITH LIBRARY RESEARCH**

*1 hour*

A Library workshop especially for new AUT Postgrads or those returning to study. We aim to give you a good understanding of the types of databases and/or search engines you may use in your literature research, when searching for different types of literature. We will revise how to begin searching using core search techniques and we will cover essential library information for postgraduates, such as how to use an ebook, select a database for finding academic articles, order an interloan and make an appointment with your Liaison Librarian.

### **LIBRARY ESSENTIALS FOR POSTGRADUATES**

*1.5 hours*

For new, returning, or international postgraduate students. Find out about digital library resources and services and discover how to use the library search tools (catalogue and databases). We will answer any specific questions students have about the Library. By the end of this workshop you will be able to: locate and use databases to find and access relevant materials; identify library services including interloan, Bonus + and article reach to access materials; identify your liaison librarian and how they can assist with research.

### **LITERATURE SEARCHING FOR POSTGRADUATE RESEARCH**

*1.5 hours*

This Library workshop will take you through an advanced literature searching process: developing a search strategy, using different search techniques and best practices for recording and managing results. Participants will have a chance to practise and ask questions.

### **SYSTEMATICALLY SEARCHING FOR HEALTH LITERATURE**

*1.5 hours*

This Library workshop will take you through the literature searching process: developing a search strategy, searching health databases in a systematic way, and best practices for recording and managing results. Participants will have a chance to practise and ask questions.

### **SYSTEMATIC REVIEWS: METHODS, SEARCH TECHNIQUES AND WRITING**

*1 hour*

This Library workshop will take you through systematic reviews, including the methods, search techniques, and steps for writing.

### **ENDNOTE FOR RESEARCHERS**

*1.5 hours*

EndNote is reference management software used by many researchers for storing and organising references. Its "Cite While You Write" function on Microsoft Word is useful for academics inserting in-text citations and reference lists. This workshop will show you the best practice for using EndNote: downloading the software; creating and populating an EndNote library; organising your EndNote library; using EndNote with Word; and backing up your EndNote library.

## ANALYSING

### **NVIVO QUICK START**

*6.5 hours*

This introductory course covers the basics of NVivo. In addition to gaining an overview of the software, it covers the logistics of setting up a project, importing data (documents and PDFs), coding, and basic reporting tools. Advanced features such as queries and visualisations will also be briefly introduced. This course is ideal for those who are new to the software, as well as more experienced users looking for a quick refresher. Please be aware that you need to attend the full duration of the workshop; late arrivals will not be permitted. This workshop will be taught in a computer lab, using NVivo 12 for Windows.

### **SPSS QUICK START**

*3 hours*

SPSS is designed to assist researchers in the analysis of quantitative data, and is one of the most user-friendly and popular packages on the market today. This training course will teach participants how to successfully set-up SPSS data files and also run some basic analyses. No statistical knowledge is required for this workshop; however, the focus of the session will be on the SPSS software rather than statistical theory.

### **INTRODUCTION TO MIXED METHODS**

*3 hours*

This workshop will provide a foundational understanding of mixed methods research. Attendees will explore the key principles of mixed methods, including design strategies, implementation techniques, and methods of data interpretation. The workshop will focus on practical skills, demonstrating how to integrate different data types to address research questions effectively. Suitable for students across various disciplines, this workshop aims to equip attendees with the necessary tools to conduct a mixed methods research project.

### **INTERVIEWING SKILLS FOR QUALITATIVE RESEARCHERS**

*2 hours*

This workshop aims to help researchers decide when interviews are suitable as a data gathering tool. It will look at the aim of interviews, what research questions they can answer and what they can't. It will also discuss different types of interviews and when they might be employed. Finally, it will look at the different styles of questioning and strategies that researchers can use to illicit the fullest answers from interviewees.

### **QUALITATIVE ANALYSIS FOR BEGINNERS**

*3 hours*

Research data collected via qualitative approaches (e.g. focus groups or interviews) can be difficult to analyse. There may be a lot of material, it may not be very uniform, and it's often unclear what to prioritise. Furthermore, knowing how to identify a "theme" or do justice to contrasting views expressed by participants is rarely straightforward. This workshop provides a focused introduction to qualitative data analysis, and will cover the key stages in the process such as data preparation, coding, and identifying patterns in your data. It is interspersed with practical tips and aims to leave attendees feeling more confident in approaching this vital—but inevitably messy—stage of the research cycle.

## WRITING

### **QUALITATIVE WRITING FOR BEGINNERS**

*2 hours*

Writing up qualitative data can be challenging for researchers at all levels. It is often hard to know where or when to start, and transforming the rich and often unwieldy material into a presentable written form may be difficult. This training course covers tips and tricks for managing this process, as well as techniques for getting started and keeping going. A demonstration of the writing process is also provided. There will be guidance on

representation of the researcher's voice, which can be a challenge for those new to qualitative approaches. Practical ideas for working with NVivo outputs, and effective use of verbatim extracts will also be covered.

### **GETTING STARTED WITH WRITING**

*2 hours*

Focuses on strategies to help researchers initially get words on the page and create more structured writing. Participants try freewriting and mapping concepts. There is also time to analyse examples relevant to each participant and practice using language to introduce concepts succinctly. Suited to doctoral and PG coursework students who want to focus on their own writing strategies and improve the organisation of their writing.

### **WRITING CLEAR AND PERSUASIVE ARGUMENTS**

*2 hours*

Considers fundamental differences between writing descriptively and persuasively. Participants will look closely at why some arguments are easy to follow. We also consider the way language enables us to control how much we align with other points of view. Bring an article you have read recently and a sample of your own writing where you are either writing about past literature or discussing your research findings. Suited to doctoral or PG coursework students who are undertaking their own research projects.

### **THESIS WRITING: USING LITERATURE TO SUPPORT YOUR VIEW**

*2 hours*

Discusses writing strategies and reasons for bringing in past research to support your own arguments. Participants will practice precise language that changes the extent to which you may agree or disagree with the views of others. Bring an article you have read recently and a sample of your own writing. Suited to doctoral or PG coursework students who are undertaking their own research projects.

### **THESIS FORMATTING: INTRODUCTION**

*3 hours*

This workshop provides an introduction to Microsoft Word for academic writing. Learn formatting, editing and file management skills so that you are ready to start your thesis writing with confidence. This workshop provides an overview of MS Word for academic purposes, and is designed to answer your questions and clear up your confusion.

### **THESIS FORMATTING: THE WORKS**

*5 hours*

This workshop focuses on the best ways to use Microsoft Word to handle a long document such as a thesis. Topics covered will include: using styles, section breaks, table of contents, page numbering and using various techniques to move around a long document easily. A comprehensive set of notes is supplied for you to take away.

### **THESIS WRITING: INTRODUCTIONS**

*2 hours*

Provides an overview of the structure of an Introduction section of a thesis. Identifies typical functions and distinctive features of this section in relation to the whole research project. Participants analyse and discuss text examples and relate these to their own writing. Suited to doctoral or PG coursework students who are undertaking their own research projects. Good timing for students who are planning, starting, or editing their Introduction sections of their thesis or dissertation.

### **THESIS WRITING: LITERATURE REVIEWS**

*2 hours*

Provides an overview of the structure of literature reviews within a thesis. Identifies typical functions and distinctive features of this section in relation to the whole research project. Participants analyse and discuss text examples and relate these to their own writing. Systematic reviews are not covered in this workshop. Suited to

doctoral or PG coursework students who are undertaking their own research projects. Good timing for students who are planning, starting, or editing their Literature Review sections of their thesis or dissertation.

#### **THESIS WRITING: FINE-TUNING YOUR LITERATURE REVIEW**

*2 hours*

Introduces a process to cross-check how a literature review connects to other sections, such as findings and discussion chapters or parts of a journal article. Participants will use their own work to visually track where concepts are first introduced and then continue to be used. Suited to research students who have already drafted both their research findings and literature review.

#### **THESIS WRITING: DISCUSSIONS**

*2 hours*

Provides an overview of the structure of discussion sections within a thesis. Identifies typical functions and distinctive features of this section in relation to the whole research project. Participants analyse and discuss text examples and relate these to their own writing. Suited to doctoral or PG coursework students who are undertaking their own research projects. Good timing for students who are planning, starting or editing their Discussion sections of their thesis or dissertation.

#### **THESIS WRITING: HIGHLIGHTING RESEARCH SIGNIFICANCE**

*2 hours*

Explores where and how you can make your research findings stand out. Participants will consider 'what matters' and 'who cares' and where this information goes across a thesis or research output. Bring an article you have read recently and a sample of your own writing. Suited to doctoral or PG coursework students who are undertaking their own research projects and who already have their research findings.

#### **THESIS FORMATTING: BYO TEXT**

*4 hours*

This practical, computer-based workshop is designed for research students who have started writing their dissertation/thesis in Microsoft Word and are having problems formatting their document. Learn the solutions to your issues and ways to prevent future problems. Note: You are encouraged to bring your work along; get hands-on assistance by solving your dilemmas.

#### **THESIS WRITING: CONCLUSIONS**

*2 hours*

Provides an overview of the purpose of a Conclusion section of a thesis. Identifies typical functions and distinctive features of this section in relation to the whole research project. Participants analyse and discuss text examples and relate these to their own writing. Suited to doctoral or PG coursework students who are undertaking their own research projects. Good timing for students who are planning, starting, or editing their Conclusions sections of their thesis or dissertation.

#### **THESIS WRITING: CONNECTING PARTS TO THE WHOLE**

*2 hours*

Discusses how the different parts of a thesis connect to each other. Participants will analyse examples relevant to them and practice using language to clearly show how existing knowledge connects to their new research, to what others may do with it in the future, and where that information gets organised across a thesis. Bring an article you have read recently and a sample of your own writing. Suited to doctoral or PG coursework students who are undertaking their own research projects.

#### **THESIS WRITING: CONNECTING CHAPTERS AND SECTIONS**

*2 hours*

Explores how we can organise research writing so that our readers clearly see how sections within a chapter and different chapters connect. Participants will use the principle of 'writing in layers' to critically examine their own reading and writing samples. This principle can be applied to writing theses, dissertations, book

chapters, and journal articles. Bring a research article that you think has a nice flow (one you think it is well written and easy to follow). Suited to research students who have fully drafted at least one chapter or article.

### **TOOLS FOR EDITING YOUR WRITING**

*2 hours*

Introduces ProWritingAid as a tool for editing. Focuses on using statistics to examine draft writing. These statistics are related to choices about paragraph structure, and where to condense your writing or elaborate. Participants will have time to use the tool to edit their own work. Suited to doctoral and PG coursework students who want to focus on their own writing strategies and improve the organisation of their writing.

## DISSEMINATING

### **WRITING AN ABSTRACT FOR A CONFERENCE OR SYMPOSIUM**

*1 hour*

This workshop is designed for students who aim to present their research at a conference or symposium. It will cover the principles of writing an abstract for a presentation, including: defining the scope of the presentation, communicating its purpose, writing for specialist and/or educated lay audiences, fulfilling conference criteria, and responding to reviewers' comments. The workshop will be particularly useful for students preparing their abstract for the AUT Postgraduate Research Symposium.

### **3MT DROP-IN WORKSHOP FOR COMPETITORS**

*1 hour*

This drop-in session is designed for doctoral students who have entered the Three Minute Thesis (3MT) Competition. Come along to get help and feedback with academic presentation content, presentation skills, slide design, and working to the judging criteria. Note: You are encouraged to bring your presentation and/or slide along; get hands-on assistance and improve your presentation.

### **GROWING YOUR RESEARCH IMPACT**

*1 hour*

This Library workshop provides practical tips for growing your research impact. Learn how to plan for research impact (your impact goals, pathway and engagement strategy), make your research accessible to everyone and easy to find, and communicate your research findings effectively.

### **WHAT'S SO GOOD ABOUT OPEN ACCESS?!**

*1 hour*

During the workshop, the Research Services librarians will clarify what open access really is, identify the different ways you can publish openly, discuss the benefits of open access, and explore what else can be made open access (beyond journals).

### **PUBLISHING FOR POSTGRADUATES AND EARLY CAREER RESEARCHERS**

*1.5 hours*

This Library workshop is designed to guide you through the process of finding relevant publications for your research: Understand elements of a publishing strategy; use databases and online tools to find relevant journals to publish in; and, evaluate journals for suitability and quality.

### **RECORDING YOUR RESEARCH IMPACT**

*1 hour*

There are several resources and tools you can use to keep track of your research outcomes and impact in its various forms. This workshop will explore how traditional metrics found in the databases of Scopus, Google Scholar, and Dimensions can be used to evaluate your publications' academic impact, and how alternative metrics, known as altmetrics, can be used to monitor your publications' societal impact. We will also look at

the databases of Altmetric Explorer and Overton to explore broader attention of your research, including how research is cited in policy around the world.

## GRADUATING

### **BEYOND AUT INFORMATION SESSION**

*0.5 hours*

This is an information session to get you started on your Beyond AUT Award Journey. It is the first step of the award programme. The Beyond AUT Award is open to all postgraduate students. You will hear about the different streams of the award (volunteering, employability and leadership and challenge), register yourself on the programme and receive the student handbook which will help you get started. The Beyond AUT Award is easy and fun and will help you stand out from the crowd with employers.

### **CREATE AN ENGAGING LINKEDIN PROFILE**

*1 hour*

In this workshop you will: learn what LinkedIn is and how it can benefit you; look through a completed LinkedIn profile; be given clear step-by-step instructions about how to create your profile; be given time to complete practical activities; learn about how to control your privacy on LinkedIn; and find out how to get further help with LinkedIn.

### **USING LINKEDIN EFFECTIVELY**

*1 hour*

In this workshop you will learn: how to use LinkedIn to gain industry information & research your target organisations; build connections and connection etiquette; how to use the LinkedIn jobs board effectively and how to enhance your brand on the platform.

### **PROFESSIONAL NETWORKING AND INTRODUCTIONS**

*1 hour*

This workshop helps you to understand and demonstrate networking as an essential job search strategy and creating a great first impression with your "elevator pitch" or introduction.

### **JOB SEARCH STRATEGIES**

*1 hour*

Fine tune or develop your job search skills. Discover the most effective methods to innovatively and proactively gain work, and find out what skills you need to overcome barriers to job search.

### **CV, COVER LETTERS, LINKEDIN & JOB INTERVIEW TIPS FOR ACADEMIC ROLES**

*2 hours*

Getting a job in academia is hugely competitive. If you want to stand a chance of succeeding, you've got to stand out. This workshop can help you understand what you should be adding to your CV and LinkedIn, and articulating in a job interview for a role in the academic world.

### **CV, COVER LETTER & JOB INTERVIEW TIPS FOR WORKING IN INDUSTRY**

*2 hours*

Getting a job can be hugely competitive. If you want to stand a chance of succeeding, you've got to stand out. This workshop can help you understand what you should be adding to your CV or articulating in a job interview for a job in industry.



## **UNDERSTANDING PSYCHOMETRIC ASSESSMENTS**

*1 hour*

This workshop gives an overview about psychometric testing and why hiring managers use this to complement their recruitment process. Students will gain an understanding regarding the various platforms used and how they can help themselves be as prepared if faced with a psychometric.

## **OPEN ACCESS WITHOUT APC: READ & PUBLISH OPTIONS AT AUT**

*1 hour*

Te Mātāpuna Library & Learning Services has agreements with some publishers that enables AUT authors to publish open access in some journals without paying the Article Processing Charge. Find out: the context of Read & Publish agreements; which publishers and journals are included; the submission and acceptance process; what other open access publishing options you have.