

Calendar of Events for Postgraduate Research Students and Supervisors 2019/20

Developing the skills of researchers at USW

The USW Graduate School provides postgraduate researchers with the optimum environment to reach their full potential during their early research career. The Graduate School brings postgraduate researchers together from a wide variety of disciplines into one community whose needs are supported effectively via a range of development opportunities and mentoring.

The Graduate School aims to stimulate innovative personal, professional and career development opportunities and improve the environment for postgraduate researchers and this events programme is a key to achieving this aspiration.

What we can offer you as a student

USW Graduate School engages with the University's experienced research staff to deliver credible, high-quality skills development opportunities to students. It also enhances the opportunities for multidisciplinary research and crossing discipline boundaries by making full use of the facilities in the Graduate School at Pontypridd Campus for events and training.

Coleg Cymraeg – Research Skills Programme

The purpose of the Research Skills programme is to support Welsh-medium research students, the only research training programme for our postgraduate students and early career academics wholly obtained through the medium of Welsh.

To find out more please visit:

<http://www.colegcymraeg.ac.uk/cy/ymchwil/rhaglensgiliauymchwil/>

Student Development and Study Skills Service

This service offers advice, information and resources to help USW students raise their aspirations, improve their academic performance and develop transferrable skills for employment. Please visit:

<http://studyskills.southwales.ac.uk/> for more information

Careers and Employability Service

A high percentage of PGR graduates go on to seek a career outside of academia, support offered by the Careers service can be found here:

<http://careers.southwales.ac.uk/>

Vitae

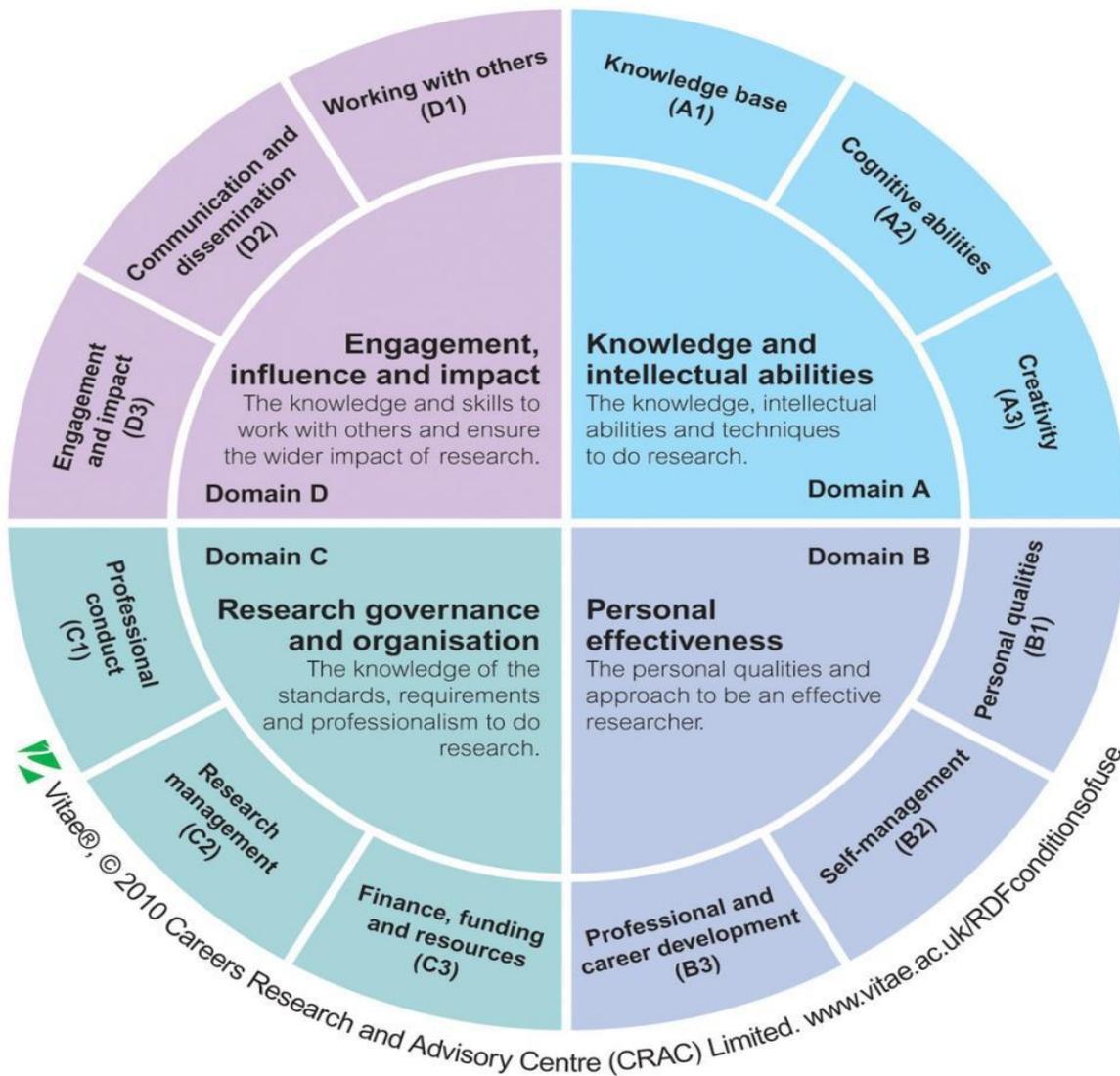
Vitae is a national organisation which champions the personal, professional and career development of doctoral researchers and research staff in UK universities. Vitae provides resources, advice and information for individual postgraduate researchers and members of research staff who are interested in their professional development and careers. The University has institutional membership of Vitae and as a student or a member of staff you can register with your University email address to access all of Vitae's resources free of charge <http://www.vitae.ac.uk>.

UK Research and Innovation

UK Research and Innovation (UKRI) is a new body which works in partnership with universities, research organisations, businesses, charities and government to create the best possible environment for research and innovation to flourish. For more information please visit: <https://www.ukri.org/>

Researcher Development Framework (RDF)

In partnership with RCUK, Vitae has published a Researcher Development Framework (RDF) which is a tool for planning, promoting and supporting the personal, professional and career development of researchers in higher education. It describes the knowledge, skills, behaviors and personal qualities of researchers and encourages them to aspire to excellence through achieving higher levels of development. It details the competencies they might aspire to at different stages of their careers. The RDF was created from empirical data, collected through interviewing researchers, to identify the characteristics of excellent researchers expressed in the RDF as 'descriptors'. The descriptors are structured in four domains and twelve sub-domains, encompassing the knowledge, intellectual abilities, techniques and professional standards to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. Each of the sixty-three descriptors contains between three to five phases, representing distinct stages of development or level of performance within that descriptor.



Each of our workshops is mapped back to one or more domains within the RDF, which include:

- A** Knowledge and Intellectual Abilities
- B** Personal Effectiveness
- C** Research governance and organization
- D** Engagement, influence and impact

Booking process

Bookings are taken in advance for all sessions and can be done via PhD Manager for students or by emailing Gradschool@southwales.ac.uk for staff members. If there are any changes to the bookings you will receive an email notification, please ensure you check the venue and times the day before the session you have booked on in case any changes have been made.

If a session is full you will be added to a “wait list” and if a place becomes free you will be contacted by email. Please reply promptly to accept the place as there may be other students waiting.

Professional etiquette

Before making a booking remember you are agreeing to:

- Attend the session for its full duration
- Arrive on time for the session
- Participate in activities taking place as part of the session
- Undertake any pre or post-event activities as requested

Please ensure you plan your training commitments; try to avoid over committing to lots of activities, which you may not have time to attend.

If you are running late please let us know as soon as possible, either by telephone or email to the Graduate School.

If you find you are unable to attend please contact us to let us know as soon as possible, the sooner we know the more chance we have to fill your place at the session. Please cancel your place on PhD Manager and, also, drop the Graduate School an email to let us know.

We monitor attendance, cancellations and “no shows” and this information is passed onto the Head of Postgraduate Research Studies regularly for review.

What's on? At a glance....

October

9 th October 2019	Induction for new Postgraduate (PGR) Students	Page 7
16 th October 2019	Research Supervision on the Run	Page 22
23 rd October 2019	Developing Best Practice in Research Supervision with John Wakeford (Modules 1 and 2)	Page 22
30 th October 2019	Shut up and WRITE	Page 13

November

6 th November 2019	Broadening Horizons – Beyond Academia	Page 14
6 th November 2019	Pushing Through to Year 2	Page 8
13 th November 2019	Researcher Teaching Development	Page 7
20 th November 2019	Research Degree Examining and Chair of Viva Session	Page 23
27 th November 2019	NVivo on the run	Page 12
27 th November 2019	Shut up and WRITE	Page 13

December

4 th December 2019	Productive Writing: techniques, planning & finishing	Page 9
4 th December 2019	Publish or Perish: Academic publishing in a nutshell	Page 10
11 th December 2019	The Literature Review: what is it and where to start	Page 8
11 th December 2019	Introduction to Open Access	Page 15
11 th December 2019	Introduction to Research Data Management	Page 15

January

8 th January 2020	Induction for new Postgraduate (PGR) students	Page 7
15 th January 2020	Pushing Through to Year 2 (April 2019 cohort)	Page 8
22 nd January 2020	Research Supervision on the Run	Page 22
29 th January 2020	Introduction to Statistical Analysis using R	Page 17
29 th January 2020	Shut up and WRITE	Page 13

February

5 th February 2020	Grant Writing workshop	Page 21
5 th February 2020	Understanding Research Impact	Page 21
12 th February 2020	Finishing Up: Thesis writing, submission and examination	Page 11
19 th February 2020	Advanced Statistical Analysis using R	Page 18
26 th February 2020	Research Degree Examining and Chair of Viva session	Page 23
26 th February 2020	Shut up and WRITE (B108)	Page 13

March

4 th March 2020	The Literature Review: what it is and where to start	Page 8
11 th March 2020	Introduction to Open Access	Page 15
11 th March 2020	Introduction to Research Data Management	Page 15
18 th March 2020	Developing Best Practice in Research Supervision with John Wakeford (Modules 3 and 4)	Page 22
18 th March 2020	Research Supervision on the Run (Cardiff)	Page 25
25 th March 2020	Generating Impact from your PhD	Page 16
27 th March 2020	Shut up and WRITE	Page 13

April

1 st April 2020	Researcher Teaching Development	Page 8
1 st April 2020	NVIVO on the run	Page 12
8 th April 2020	Induction for new Postgraduate (PGR) students	Page 7
22 nd April 2020	Social Media Skills	Page 14
30 th April 2020	Shut up and WRITE	Page 13

May

4 th May 2020	Time Management, Motivation & Prioritising your Workload	Page 20
4 th May 2020	Tech & Tools: choosing from over 1000 options	Page 19
13 th May 2020	Broadening Horizons	Page 14
13 th May 2020	Research Degree Examining and Chair of Viva session	Page 23
20 th May 2020	Finishing Up: Thesis writing, submission and examination	Page 11
20 th May 2020	Presentation skills: How to get your message across	Page 12
22 nd May 2020	Writing for a Public Audience	Page 11
27 th May 2020	Shut up and WRITE	Page 13

June

3 rd June 2020	Pushing Through to Year 2 (October 2019 cohort)	Page 8
10 th June 2020	Introduction to Statistical Analysis Using R	Page 17
17 th June 2020	Postgraduate Researchers Presentation Day	Page 13
27 th June 2020	Shut up and WRITE	Page 13

Contact us

For more information about the USW Graduate School please visit <http://gradschool.southwales.ac.uk> and to book onto any of our events please log into PhD Manager and access all events via your Calendar

If you have any specific requests for training and development sessions that are not included in this Calendar of events please contact gradschool@southwales.ac.uk for discussion

Workshops

The following Workshops are more relevant for First Year students:

Induction for New Postgraduate Research Students

A welcome to the University including an introduction to the University Research Degree Regulations including student and supervisor expectations, progression monitoring and assessment of research degrees, as well as USW's Calendar of Events for Postgraduate Researchers. Research students will be introduced to services available in the library to support researchers and an overview of the University's Governance and Ethical framework.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1, A2
- B** Personal Effectiveness: B1, B2, B3
- C** Research governance and organisation: C1, C2, C3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 9th October 2019, Wednesday 8th January 2020 and Wednesday 8th April 2020
 Sessions begin at 10.30am and will end at approx. 4pm
 Venue: TC104, Graduate School, Ty Crawshay Building, Treforest Campus

Researcher Teaching Development – an introductory workshop

This session is for all PGR Students who wish to undertake HPL work or who are planning a career in academia:

- Being a teacher in higher education in Wales
- What makes a good teacher
- How do students learn
- Assessing student work
- How do you know what you're doing is working

RDF Domains:

- A** Knowledge and Intellectual Abilities: A3
- B** Personal Effectiveness: B1, B2, B3
- D** Engagement, influence and impact: D1, D2

Dates: Wednesday 13th November 2019 and Wednesday 1st April 2020
 Sessions begin at 9am and will finish at 4.30pm
 Venue: TC104, Graduate School, Ty Crawshay Building, Treforest Campus

Maximum class size: 20

Pushing Through to Year 2

This workshop is designed to cover the transition into year 2, including researcher connections, preparing your transfer report and getting ready for your transfer viva, exploring further the student/supervisor relationship and expectations, reflecting on the first year and how to stay motivated and happy.

At the end of this workshop researchers will have:

- a clear overview of the transfer process and procedures
- an understanding of student/supervisor expectations;
- communicating research;
- how to stay motivated and on track to complete in fee paying period;

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1
- B** Personal Effectiveness: B2, B3
- C** Research governance and organisation: C2

Dates: Wednesday 6th November 2019 (*January 2019 cohort*) 1pm – 4pm

Wednesday 15th January 2020 (*April 2019 cohort*) 10am – 1pm

Wednesday 3rd June 2020 (*October 2020 cohort*) 10am – 1pm

Venue: TC104, Graduate School, Ty Crawshay Building, Treforest Campus

TC015, Ty Crawshay, Treforest Campus (June session)

Maximum class size: 25

The Literature Review: what it is and where to start

Whether you are undertaking a Masters by Research or PhD this session will help you develop your writing techniques with a particular focus on the literature review.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A3
- B** Personal Effectiveness: B1
- D** Engagement, influence and impact: D2

Dates: Wednesday 11th December 2019 and Wednesday 4th March 2020

Session starts at 10am and will last for 2 hours

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 25

The following Workshops are more relevant for students in their Second Year of Registration:

Productive Writing: techniques, planning & finishing

How do you initiate the writing process when faced with only a blank page or a cursor incessantly blinking on the screen? Effective written communication is an essential part of academia and researchers are required to write a variety of documents including proposals, theses, papers for publication, grant proposals and books. Manuscripts must be clear and concise and written in a manner that is appropriate for that particular style of document. Scholarly writing projects involve planning, drafting & redrafting, setting deadlines and collaboration.

This workshop will focus on how to start writing, how to keep going and how to finish. We will cover different styles of documents, language and the academic writing style, in addition to how to plan your writing and a short introduction to new collaborative writing tools.

The workshop will include writing exercises, advice on making writing part of your working routine and a short section on dealing with and providing feedback.

At the end of this workshop researchers will have:

- been introduced to a range of writing productivity techniques;
- planned out a manuscript from scratch;
- discussed various writing challenges with their peers;
- initiated a workplan & set deadlines for their writing project.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A2
- B** Personal Effectiveness: B2, B3

Date: Wednesday 4th December 2019

Session starts at 9am and will end at 12.15pm

Venue: TC104, Graduate School, Ty Crawshay, Treforest campus

Publish or Perish: Academic publishing in a nutshell

Publishing your work and sharing your findings is a key component of a successful research career. A significant time investment is required to successfully publish a paper and several skills are used during the process including collaborative writing, figure design, analysis and concise written communication. With 30,000 journals to choose from and various publishing models to consider, researchers need to be aware of which option will work best for them.

Academic publishing is currently evolving and there have been several new developments in recent years, including requirements for open access and new regulations. Participants will be introduced to the editorial process, various publishing models, open access publishing, legal considerations and how to navigate the academic publishing process.

This workshop is designed to cover the key actions and issues behind publishing a research paper including manuscript preparation, choosing the appropriate journal and peer review. In addition, it will include an introduction to the controversial subject of metrics.

The instructor's own publishing experience will be used to illustrate key points.

At the end of this workshop researchers will have:

- a clear overview of the publishing process & the time frame involved;
- an understanding of open access and copyright and how this applies to scholarly communications;
- an understanding of what is required of authors.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1
- C** Research governance and organisation: C1
- D** Engagement, influence and impact: D1, D2

Dates: Wednesday 4th December 2019

Session begins at 1pm and will last for 3 hours

Venue: TC104, Graduate School, Ty Crawshay, Treforest campus

Maximum class size 25

The following Workshops are more relevant for students in their Third Year of Registration:

Finishing Up: Thesis writing, submission and examination

This workshop is designed to equip participants with skills to finish their PhD successfully and move on to the next stage of their careers.

Topics covered in this course will include:

- Reviewing and applying the PhD Coach '7-Step Process for Completing Your PhD'.
- Strategies for overcoming perfectionism and writing your thesis.
- How to prepare for your viva.
- Developing a professional leadership mind set using the system of 'choices'.
- The '3min Breathing Space' to develop greater emotional resilience in the final stages.
- Coaching techniques and exercises for uncovering a future career that inspires you.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1
D Engagement, influence and impact: D1, D2

Dates: Wednesday 12th February 2020 and Wednesday 20th May 2020

Session starts at 9.30am until 12.30pm

Venue: TC104, Graduate School, Ty Crawshay Building, Treforest Campus

Maximum class size 25

Writing for a Public Audience

This masterclass led by Ruth Dawson, Wales Editor of The Conversation (TC), will support PhD students in their final year, to develop their communication skills for a wider public audience. Attendees will gain hands-on practice producing an outline 'pitch' for an article and there will be plenty of opportunity for questions and discussion. There will also be bookable one-to-one advice sessions with the editor in the afternoon.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1, A3
B Personal Effectiveness: B1, B2, B3
C Research governance and organisation: C3
D Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 22nd May 2020

Session begins at 9.30am and will last for 3 hours.

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 30

The following Workshops are relevant for all PGR students:

Presentation Skills: How to get your message across

This session will discuss how to prepare for your presentation; what to include, how to get your message across, PowerPoint design and preparation.

RDF Domains:

- B** Personal Effectiveness: B1
- D** Engagement, influence and impact: D1, D2, D3

Date: 20th May 2020

Session starts at 1.30pm and will last for 2 hours

Venue: TC104, Graduate School, Ty Crawshay, Treforest campus

Maximum class size: 25

NVivo on the Run

This session will introduce participants to the qualitative software NVivo, which can be used to assist in the analysis of qualitative data such as interviews, focus groups and questionnaires.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1, A2
- B** Personal Effectiveness: B3
- D** Engagement, influence and impact: D2

Dates: Wednesday 27th November 2019 (EM021) and Wednesday 1st April 2020 (AB102)

Sessions begin at 10am and will last for 2 hours

Venue: **EM021**, Elaine Morgan Building, Glyntaf campus (November)

AB102, Aneurin Bevan Building, Glyntaf campus (April)

Maximum class size: 12

Postgraduate Researcher's Presentation Day

This is an excellent opportunity for researchers to gain valuable experience in delivering and defending their research by giving an oral, poster or 3MT presentation and answering questions from the judging panel and audience of staff and students from across the University. Prizes are given for the best presentations. Winners of the 3MT presentations will be put forward to the national competition.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1, A3
- B** Personal Effectiveness: B3
- D** Engagement, influence and impact: D1, D2, D3

Dates: 17th June 2020

All day event

Venue: TBC

Shut up and Write!

Whatever you are writing, whether it's a thesis chapter, grant application, literature review, conference paper or that novel that you've always had in you this session offers a supportive and only slightly coercive place to do it; this session will give you some uninterrupted, structured time to write.

How it works:

Arrive at start time armed with notes/ideas/paper/pens/laptop/inspiration

Have 15 minutes to drink coffee, chat and arrange your space.

The first countdown starts for 30 minutes, silence and you write.

Timer ends and you have 15 minutes to refill your coffee, stretch and exchange witty repartee, then off we go for another 30 minutes.

The timer ends, you have written things, you feel marvelous, you vow to return to the next session.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A3
- B** Personal Effectiveness: B1, B2

Dates: The last Wednesday of every month

Sessions to run for 2 hours from 12 noon to 2pm

Venue: TC104, Graduate School, Ty Crawshay, Treforest

Social Media Skills for Researchers

The aim of this seminar is to introduce students to social media and discover ways to develop the use of emerging technologies such as mobile technology. Developing social media skills can support students' learning and strengthen their online experience.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1, A3
- B** Personal Effectiveness: B1, B2, B3
- C** Research governance and organisation: C3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 22nd April 2020

Session begins at 10am and will last for approximately 2 hours

Venue: TC104, Graduate School, Ty Crawshay, Treforest campus

Maximum class size: 25

Broadening Horizons – Enterprising Academics and Academic Entrepreneurs

Students will have expert advice from enterprising academics and entrepreneurs on how to make the most of their research and skills after their study. They will also have the opportunity to find out more about IP and the impact on their research and how their research and critical thinking skills are valued and used by employers from public, private and third sectors.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A3
- B** Personal Effectiveness: B1, B3

Dates: Wednesday 13th May 2020

Session begins at 12 noon until 4pm

Venue: TC104, Graduate School, Ty Crawshay, Treforest campus

Maximum class size: 30

Introduction to Open Access

This session aims to introduce the topic of open access to postgraduates and it will cover some of the background and drivers for why it plays an increasingly important role in modern research.

The session will include information on the major open access policies, including the REF OA Policy as well as the approach from UKRI. Other areas covered include open access licences, publisher policies on OA and institutional repositories.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1
- B** Personal Effectiveness: B1
- C** Research governance and organisation: C1
- D** Engagement, influence and impact: D3

Dates: Wednesday 11th December 2019 and Wednesday 11th March 2020

Session begins at 9am for 3 hours

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 30

Introduction to Research Data Management

This session aims to introduce the topic of Research Data Management (RDM) to postgraduates.

RDM has become an essential part of research activity to make research accessible and replicable. Managing the data elements from any research project is complex and this session will provide an overview of how to manage data as part of a good research practice.

Areas covered in the session include writing Data Management Plans, archival solutions for long-term access to data and creating metadata for research.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1
- B** Personal Effectiveness: B1
- C** Research governance and organisation: C1
- D** Engagement, influence and impact: D3

Dates: Wednesday 11th December 2019 and Wednesday 11th March 2020

Session begins at 1pm to 4pm

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 30

Generating Impact from your PhD

Generating societal, cultural and/economic impact from your PhD is an essential step on the career ladder. Being able to demonstrate impact from your PhD can set you apart and add real value to a prospective employer, whether you're looking at a career in academia or non-academic career. Impact opportunities can often turn into job opportunities.

This workshop for research students and supervisors will focus on best practice principles for embedding impact into your PhD.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1, A3
- B** Personal Effectiveness: B3
- C** Research governance and organisation: C1, C2
- D** Engagement, influence and impact: D3

Dates: Wednesday 25th March 2020

Session begins at 9.30am to 12.30pm

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 30

Introduction to Statistical Analysis Using R

This is a one day intensive course on R. This course will be a mixture of lectures and computer practicals. The main focus will be to introduce fundamental R concepts. No prior programming knowledge of any kind is assumed. This course is suitable for a wide range of applicants.

Course outline:

- Introduction to R: A brief overview of the background and features of the R statistical programming system.
- Entering Data: A description of how to import and export data from R.
- Data types: A summary of R's data types.
- R environment: A description of the R environment including the R working directory, creating/using scripts, saving data and results.
- R Graphics: Creating, editing and storing graphics in R.
- Manipulating data in R: Describing how data can be manipulated in R using logical operators.

Participants are encouraged to contact course presenter prior to the course for more information including use of own laptops so that software could be installed prior to the course.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1, A2
- B** Personal Effectiveness: B3
- C** Research governance and organisation: C2

Dates: Wednesday 29th January 2020 and 10th June 2020

Session begins at 9.30am and will end at 5pm, the session will be split into 1 and a half hour sessions.

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 25

Advanced Statistical Analysis Using R

This is a one day intensive course aimed at researchers who wish to further their capability of using the statistical software environment R for advanced statistical analysis. This course assumes prior experience in using R (e.g. 'Introduction Statistical Analysis using R').

This course will concentrate on both the methodology and the use of R to carry out associated data analysis. Here are some of the statistical tasks that are covered in the course: Analysis of Variance/Covariance, Simple and Multiple Linear Regression, Categorical data analysis including Chi-square test and Correspondence analysis, Multivariate analysis including Principal component and Factor analysis, Classification and Clustering. Use of data from experiments and surveys.

Some course material (including generic, commonly available material on the internet) will be made available prior to the course. Participants are encouraged to contact course presenter prior to the course with suggestions for topics that might be covered during or after the course.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1, A2
- B** Personal Effectiveness: B3
- C** Research governance and organisation: C2

Dates: Wednesday 19th February 2020

Session begins at 9.30am and will end at 5pm, the session will be split into 1 and a half hour sessions.

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 25

Tech & Tools: choosing from over 1000 options

In recent years, several digital tools have been released that are specifically designed to assist the research process. These include online platforms for finding and collating the relevant literature, sites to boost your online profile and attract attention for your research outputs, project management tools and writing productivity. This vast array of (approximately 1,000) tools can be overwhelming and time consuming to learn so how do researchers know what to use?

This workshop will introduce researchers to a selection of tools that can complement the research process including aspects such as literature searching, project management, profile visibility, interaction and collaboration. Additional resources and information are also provided so that participants can explore other tools in their own time and everyone is encouraged to share and recommend resources. A key component to the workshop includes the opportunity for participants use the Electv tool matrix to design their own digital strategy based on their individual working style and preferences.

The workshop will include short demonstrations, case studies, group discussions and examples from the instructor's own experience.

At the end of this workshop researchers will have:

been introduced to a range of digital tools that can be used to enhance the research process;
considered what aspects of their work could benefit from using relevant digital tools and the challenges associated with these;
initiated a plan and digital strategy that suits their own working style.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1
- B** Personal Effectiveness: B2
- C** Research governance and organisation: C2
- D** Engagement, influence and impact: D2

Dates: Wednesday 4th May 2020

Session begins at 9am and will finish at 12.15pm

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 25

Time management, motivation & prioritising your workload

Time management and motivation is not about working more, it's about working smarter. This half day workshop is designed specifically for researchers who are interested in developing their time management skills and optimising their working hours. With research activities, keeping up with the literature, publishing, tutoring and writing to consider, it can be challenging for researchers to fit everything in. How do you finish everything when you're under pressure? Why is there never enough time to do what you want to do?

In this workshop, participants will be introduced to techniques to optimise their time and discuss working patterns with others. Participants will evaluate what they currently spend their time on, what they would like to prioritise, how to measure their progress and how to keep motivated by considering what works best for them. The workshop will include individual exercises, short presentations from the instructor, group discussions and examples of good practice.

At the end of this workshop researchers will have:

- knowledge of how to apply these techniques to their own personal working style;
- an understanding of their priorities and how to optimise their time;
- a time management strategy that can be adapted on a regular basis to suit their workload.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1
- B** Personal Effectiveness: B2
- C** Research governance and organisation: C2
- D** Engagement, influence and impact: D2

Dates: Wednesday 4th May 2020

Session begins at 1pm and will end at 4.30pm

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 25

Grant Writing Workshop

Participants that attend the workshop will develop an understanding of the way the grant application process works. They will also develop a basic strategy which will give them an understanding of which kinds of grants they should apply for, when best to apply and how to write their applications quickly and efficiently.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1, A3
- B** Personal Effectiveness: B1, B2, B3
- C** Research governance and organisation: C3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 5th February 2020

Session begins at 9.30am and will last for 3 hours.

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 30

Understanding Research Impact

This workshop will provide an introduction to research impact, including drivers and benefits, the challenges that arise with impact and the fundamental principles of impact. It will provide participants with the space to think about what impact means for them in the context of their own research. The workshop is interactive with plenty of opportunity for discussion and questions.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1, A3
- B** Personal Effectiveness: B1, B2, B3
- C** Research governance and organisation: C3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 5th February 2020

Session begins at 1pm and will last for 3 hours.

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Maximum class size: 30

The following workshops are aimed at staff who undertake PGR supervision.

Please note that these sessions are mandatory, all supervisors must ensure they have undertaken some aspect of PGR supervision training and/or development every 3 years.

Developing Best Practice in Research Supervision with John Wakeford

The QAA Code of Practice for Research Degrees requires all of those appointed as research supervisors to have the relevant skills and training. This course will be of benefit to both new and more experienced supervisors who can draw on their own experiences. The course includes a number of case studies of good (and bad!) practice for discussion. All staff new to PGR Supervision must attend both sessions.

RDF Domains:

- B** Personal Effectiveness: B1, B2, B3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 23rd October 2019 (Modules 1 & 2)
Wednesday 18th March 2020 (Modules 3 & 4)
Sessions start at 9.15am and will last all day, until at least 4.30pm
Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus

Research Supervision on the Run

The QAA requires all institutions to provide training for staff involved in the recruitment and supervision of postgraduate research students. This workshop covers the University's admissions process, research regulations, requirements and expectations of all reviewers of research degree applications and research student supervisors. This is essential for all new supervisors and existing supervisors who wish to update their knowledge and skills in this area.

RDF Domains:

- B** Personal Effectiveness: B1, B2, B3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 16th October 2019, Wednesday 22nd January 2020, Wednesday 18th March 2020
Sessions will run for 2 hours from 12 noon until 2pm
Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus
CA A118, Atrium, Cardiff Campus (March)

The following workshop is mandatory for staff who to act as an Internal examiner for PGR students and/or act as a Chair for Viva voce examinations.

Degree Examining & Chair of Viva Seminar

This workshop will focus on USW examination processes and regulations - and how this fits in with the QAA. The examination process is constantly evolving and USW research degree regulations are updated each year. There may be small but significant changes that you aren't aware of and this could affect the examination process. It is a great forum for research staff, whether you are a supervisor, first time examiner/chair or an experienced Professor.

Professor Paul Roach, Head of Postgraduate Research Studies and USW Graduate School will be delivering the session but we welcome the sharing of good (and bad!) practice.

RDF Domains:

- B** Personal Effectiveness: B1, B2, B3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 20th November 2019, Wednesday 26th February 2020, Wednesday 13th May 2020 (Cardiff)

All sessions start at 12 noon and will run for 2 hours

Venue: TC104, Graduate School, Ty Crawshay, Treforest Campus (November)
TC104, Graduate School, Ty Crawshay, Treforest Campus (February)
CAD308, Atrium, Cardiff Campus (May)

Frequently Asked Questions

1. How much does it cost to attend?

All of the workshops that we offer are free of charge to all postgraduate research students and research staff. However, individuals who register for events and do not to attend without informing us in advance that they are unable to make it (on more than one occasion) will be charged £50 via their Faculty.

2. Am I eligible to attend?

All postgraduate research degree students and research staff are eligible to attend the workshops.

3. How do I book onto a workshop?

Places on courses are limited and booking is advised. Please contact the Graduate School directly to book a place via email gradschool@southwales.ac.uk.

4. What happens if a workshop is fully booked? A waiting list system is operated when a session becomes fully booked. If demand is high further sessions may be arranged if there is the resource to do so.

5. Are refreshments provided?

If the session you are attending is a full day or over a lunch time (12-2) then yes, lunch maybe provided.

6. Where are the workshops held?

Rooms TC103, TC104 are located in the Graduate School in Tŷ Crawshay on Treforest Campus. All other rooms beginning TC are located in Ty Crawshay, Treforest campus.

Rooms EM020 and EM021 can be found in the Elaine Morgan building on the Glyntaf campus.

Rooms beginning CA are located in the Atrium, Cardiff campus.

7. How do I cancel a booking?

If you are unable to attend a workshop after booking a place, please email gradschool@southwales.ac.uk at least 24 hours before hand.

8. Are the skills development workshops mandatory?

Some are mandatory (if so this will be indicated) but most are optional. You are advised to discuss your needs and the RDF with your supervisors at your 6 month review session and identify training and development that you feel will benefit you. Should you and your supervisors agree that you do not need to attend you will not be expected to.

9. Where can I find further information?

For further information please contact the USW Graduate School: E-mail:

gradschool@southwales.ac.uk