

# Calendar of Events for Postgraduate Research Students and Supervisors 2020/21

## **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**

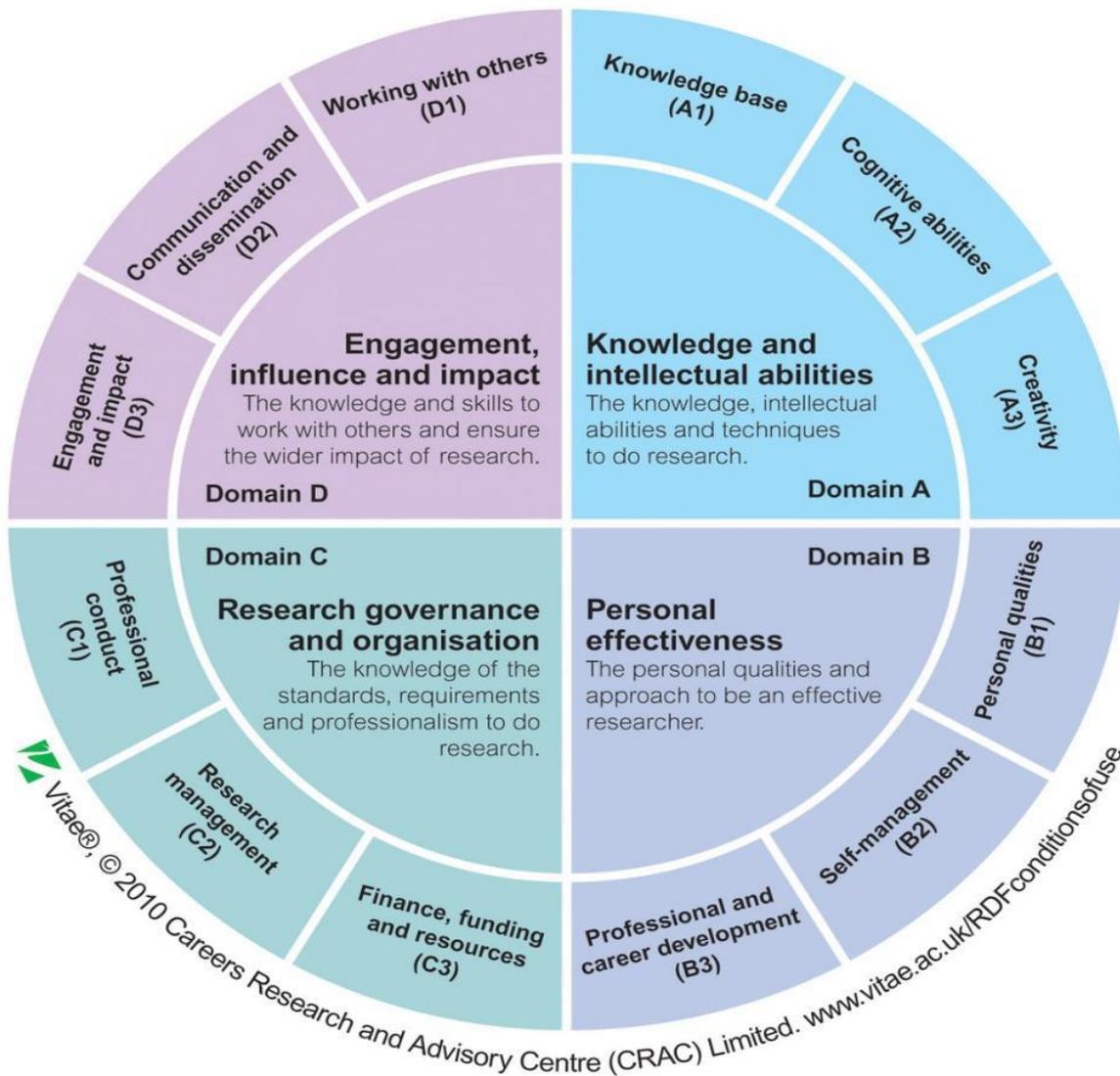
Vitae is a national organisation which champions the personal, professional and career development of doctoral researchers and research staff in UK universities. Vitae provides resources, advice and information for individual postgraduate researchers and members of research staff who are interested in 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 via [ITRENT](#) 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, [gradschool@southwales.ac.uk](mailto:gradschool@southwales.ac.uk)

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

7 <sup>th</sup>	Induction for new Postgraduate (PGR) Students	Page 7
21 <sup>st</sup>	Social Media Skills	Page 12
21 <sup>st</sup>	Pushing Through to Year 2 (January 2020 cohort)	Page 8

### November

11 <sup>th</sup>	The Literature Review: what is it and where to start	Page 8
18 <sup>th</sup>		
& 19 <sup>th</sup>	Presentation skills: How to get your message across	Page 9
25 <sup>th</sup>	Shut up and WRITE	Page 11

### December

1 <sup>st</sup>	NVIVO on the run	Page 10
9 <sup>th</sup>	Finishing Up: Thesis writing, submission and examination	Page 9
16 <sup>th</sup>	Shut up and WRITE	Page 11
18 <sup>th</sup>	Christmas Quiz/catch up	

### January

6 <sup>th</sup>	Induction for new Postgraduate (PGR) students	Page 7
13 <sup>th</sup>	Pushing Through to Year 2 (April 2020 cohort)	Page 8
27 <sup>th</sup>	Shut up and WRITE	Page 11

### February

10 <sup>th</sup>	Grant Writing workshop	Page 14
10 <sup>th</sup>	Understanding Research Impact	Page 15
11 <sup>th</sup>	NVIVO on the run	Page 10
17 <sup>th</sup>	Introduction to Open Access	Page 13
17 <sup>th</sup>	Introduction to Research Data Management	Page 13
24 <sup>th</sup>	Shut up and WRITE	Page 11

### March

9 <sup>th</sup>	Researcher Teaching Development	Page 7
17 <sup>th</sup>	The Literature Review: what is it and where to start	Page 8
31 <sup>st</sup>	Shut up and WRITE	Page 11

### April

14 <sup>th</sup>	Induction for new Postgraduate (PGR) students	Page 7
14 <sup>th</sup>	Social Media Skills	Page 12
21 <sup>st</sup>	Finishing Up: Thesis writing, submission and examination	Page 9
28 <sup>th</sup>	Shut up and WRITE	Page 11

## May

5 <sup>th</sup>		
& 6 <sup>th</sup>	Presentation skills: How to get your message across	Page 9
19 <sup>th</sup>	Introduction to Open Access	Page 11
19 <sup>th</sup>	Introduction to Research Data Management	Page 12
26 <sup>th</sup>	Broadening Horizons	Page 12
26 <sup>th</sup>	Shut up and WRITE	Page 11

## June

9 <sup>th</sup>	Pushing Through to Year 2 (October 2020 cohort)	Page 8
18 <sup>th</sup>	Postgraduate Researchers Presentation Day	Page 11
30 <sup>th</sup>	Shut up and WRITE	Page 11

## July

9 <sup>th</sup>	Researcher Teaching Development	Page 7
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### 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](mailto: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 7<sup>th</sup> October 2020, Wednesday 6<sup>th</sup> January 2021 and Wednesday 14<sup>th</sup> April 2021  
Sessions begin at 10am and will end at approx. 3pm

### 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:** Tuesday 9<sup>th</sup> March 2021 and Friday 9<sup>th</sup> July 2021  
Sessions begin at 9am and will finish at 4.30pm

Maximum class size: 20

## Pushing Through to Year 2

This mandatory 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: B1, B2, B3
- C** Research governance and organisation: C2

**Dates:** Wednesday 21<sup>st</sup> October 2020 (*January 2020 cohort*) 10am – 12.30pm

Wednesday 13<sup>th</sup> January 2021 (*April 2020 cohort*) 10am – 1pm

Wednesday 9<sup>th</sup> June 2021 (*October 2020 cohort*) 10am – 1pm

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## 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: B2
- D** Engagement, influence and impact: D2

**Dates:** Wednesday 11<sup>th</sup> November 2020 and Wednesday 17<sup>th</sup> March 2021

Session starts at 10am and will last for 2 hours

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 9<sup>th</sup> December 2020 and Wednesday 21<sup>st</sup> April 2021  
Session starts at 9.30am until 12.30pm

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**The following Workshops are relevant for all PGR students:**

### **Presentation Skills: How to get your message across**

This session will be held over 2 days, the first day we will discuss how to prepare for your presentation; what to include, how to get your message across, PowerPoint design and preparation. On the second day we will come back together for you to give a short presentation, using your newly acquired skills

RDF Domains:

- A1
- B** Personal Effectiveness: B1, B2, B3
- D** Engagement, influence and impact: D1, D2, D3

Date: 11<sup>th</sup> and 12<sup>th</sup> November 2020 and 5<sup>th</sup> and 6<sup>th</sup> May 2021  
Session starts at 1.30pm and will last for 2 hours

## **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: Tuesday 1<sup>st</sup> December 2020 and Wednesday 11<sup>th</sup> February 2021  
Sessions begin at 10am and will last for 2 hours

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:** 16<sup>th</sup> June 2021

All day event

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## 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

## 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 21<sup>st</sup> October 2020 and 14<sup>th</sup> April 2021

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

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## 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 26<sup>th</sup> May 2021

Session will start at 12 noon and last until approximately 4pm

## 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 17<sup>th</sup> February 2021 and Wednesday 19<sup>th</sup> May 2021  
Session begins at 10am for 2 hours

Maximum class size: 30

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## 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 17<sup>th</sup> February 2021 and Wednesday 19<sup>th</sup> May 2021  
Session begins at 2pm for 2 hours

Maximum class size: 30

## Introduction to Statistical Analysis Using R

This is not run as a stand alone session, if you are interesting in learning about this concept please book onto the November event and you will be sent some course materials and the course leader will be available for any questions around R. 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 date set for more information including use of own laptops so that software could be installed.

### RDF Domains

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

No dates yet confirmed

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## 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 10<sup>th</sup> February 2021

Session begins at 9am and will last for 3 hours.

## 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 10<sup>th</sup> February 2021

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

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: tbc

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### **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: 11<sup>th</sup> November 2020

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: tbc

## 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](mailto: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. Where are the workshops held?

All workshops are currently being held online, via Blackboard Collaborate or Microsoft TEAMS

### 6. How do I cancel a booking?

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

### 7. 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.

### 8. Where can I find further information?

For further information please contact the USW Graduate School: E-mail: [gradschool@southwales.ac.uk](mailto:gradschool@southwales.ac.uk)