

Calendar of Events for Postgraduate Research Students and Supervisors 2018/19

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

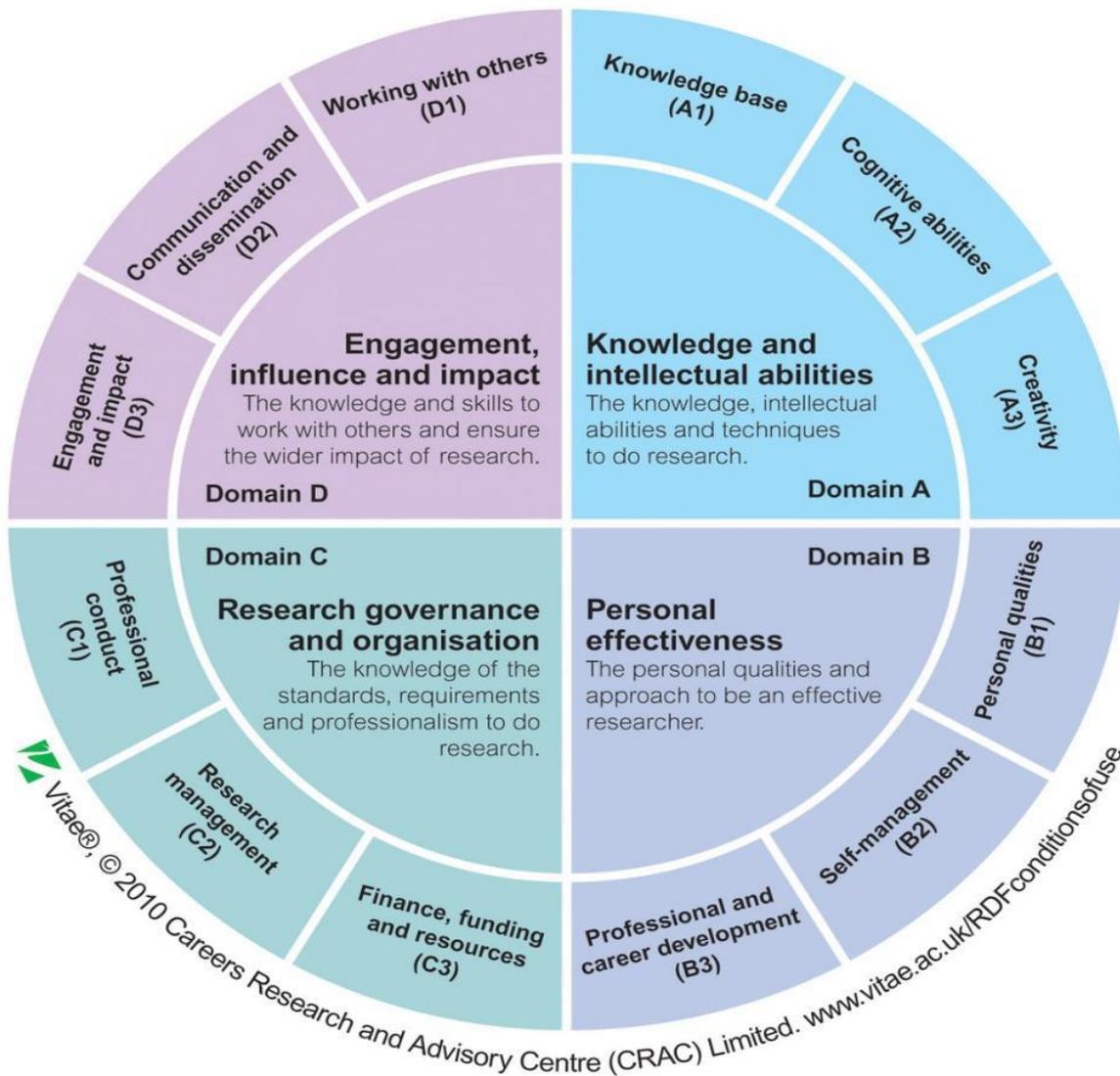
Vitae is a national organisation which champions the personal, professional and career development of doctoral researchers and research staff in UK universities. Vitae provides resources, advice and information for individual postgraduate researchers and members of research staff who are interested in 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

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

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December

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February

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April

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June

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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 email gradschool@southwales.ac.uk

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

Workshops

The following Workshops are aimed at First Year students:

Transferring from MPhil to PhD

The transfer process happens at the end of the first year of study for full-time MPhil/PhD students and within two years for part-time MPhil/PhD students. This seminar is essential for **first year students** and provides useful information to help students prepare for a successful upgrade to doctoral student status.

RDF Domains:

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

Dates: Wednesday 7th November 2018 and Wednesday 27th February 2019

Sessions begin at 10am and will last for 2 hours

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

Maximum class size: 25

Learning and Teaching in Higher Education (Session 1)

This session is for all PGR Students who wish to undertake some teaching hours and will cover the following:

- 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: Thursday 22nd November 2018 (Cardiff) and Monday 3rd December 2018 (Treforest)

Sessions begin at 3pm and will last for 2 hours

Venue: CA D201, Atrium, Cardiff Campus

TC103, Graduate School, Ty Crawshay Building, Treforest Campus

Maximum class size: 20

The Postgraduate Research Student Environment – What Matters?

This workshop will give you the opportunity to share your experiences and what is important to you. It will also give you the opportunity to discuss some of the issues with other research students and come up with ideas to improve the research student experience.

RDF Domains:

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

Dates: to be confirmed

Maximum class size: 25

Induction for New Postgraduate Research Students

A welcome to the University including a brief introduction to the 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 also be introduced to the services available in the library to support researchers, Intellectual Property Rights (IPR) and Academic Integrity, Ethics, Good Practice in Research Data Management and Open Access and finally, employability resources of interest to researchers. Students will be provided with memory sticks containing useful information and guides.

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 3rd October 2018, Wednesday 9th January 2019 and Wednesday 3rd April 2019

Sessions begin at 10.30am and will end at approx. 4pm

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

PhD in 3: How to complete your PhD within the fee paying period

Students will be introduced to the skills, techniques and strategies required to complete their PhD on time. Goal setting, planning and time management strategies will be introduced, together with the latest NLP (Neuro-Linguistic Programming) techniques to help students establish the most effective mindset for undertaking their work effectively. The workshop includes a variety of taught elements, student exercises and group activities. Students will be taught the '7-Step Process' for how to complete their own PhD on time.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1, A2, A3
- B** Personal Effectiveness: B1, B2
- C** Research governance and organisation: C1, C2, C3
- D** Engagement, influence and impact: D1, D2, D3

Date: Wednesday 24th October 2018

Session begins at 9.30am and will run all day, until 5pm.

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

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 28th November 2018 and Wednesday 20th March 2019

Session starts at 9.30am and will last for 2 hours

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

Maximum class size: 25

Reflecting on Learning and Teaching in Higher Education (Session 2)

This workshop is for students who have completed the Learning and Teaching in Higher Education session and who have undertaken some teaching hours. It will cover the following:

- Approaches to reflecting on our practice
- Sources of evidence to inform reflection
- How does this reflection inform our teaching
- Research informed teaching
- Recognition as Associate Fellows of the Higher Education Academy
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- Sources of evidence to inform reflection
- How does this reflection inform our teaching
- Research informed teaching
- Recognition as Associate Fellows of the Higher Education Academy

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1
- B** Personal Effectiveness: B1, B2, B3

Dates: Tuesday 26th March 2019 and Wednesday 5th June 2019

Sessions will last for 2 hours and will start at 10am

Venue: TC103, Graduate School, Ty Crawshay, Treforest campus
CA A419 Atrium, Cardiff campus

Maximum class size: 20

The following Workshops are aimed at students in their Second Year of Registration:

Fear of the blank page! Boosting Productivity and Writing

How do you initiate the writing process when faced with only a blank page? Effective written communication is an essential part of academia and researchers have to write a variety of documents including proposals, theses, papers for publication, grant proposals and books. Every writing project involves planning, setting deadlines and collaborative writing and must be written in a clear and concise manner that is appropriate for that particular style of document.

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.

All participants are required to bring an abstract of no more than 200 words with them and the workshop will include writing exercises, advice on making writing part of your life and a short section on dealing with and providing feedback. Finally, the class will discuss the academic publishing process, with a focus on research papers. This workshop is suitable for Research students and early career researchers.

RDF Domains:

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

Dates: Wednesday 20th February 2019

Session begins at 9am and will last for 3 hours

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

Maximum class size 25

The following Workshops are aimed at students in their Third Year of Registration:

Demystifying the Viva

Attendance at this workshop is an extremely useful exercise in order to demystify the viva and to really find out what to expect on the day. It is a great forum to share any concerns or anxieties ahead of your viva.

RDF Domains

- A** Knowledge and Intellectual Abilities: A1
- B** Personal Effectiveness: B3
- C** Research governance and organisation: C1, C2

Dates: Wednesday 31st October 2018 and Wednesday 30th January 2019

Session starts at 2pm and will last for one and half hours

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

Maximum class size 25

Finishing up and Moving On (FUMO)

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

By the end of this course you will have:

- Set your submission date and developed an action plan for finishing to which you are committed to.
- A greater understanding of the viva and how to prepare for it.
- Learnt how to increase your professional leadership skills.
- Developed greater clarity on what it is that you wish to move onto after finishing your PhD.

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
- B** Personal Effectiveness: B3
- C** Research governance and organisation: C1, C2

Dates: Wednesday 22nd May 2019

Session starts at 9.30am until 4.30pm

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

Maximum class size 25

The following Workshops are aimed all PGR students:

Pitch Perfect: Public Speaking, Networking and Engaging

Researchers are frequently under pressure to communicate their information verbally, whether it is an oral presentation, in a meeting or an interaction at a conference. Performing well in a keynote presentation or impressing at a chance meeting is key to facilitating collaborations, building relationships with future employers and boosting your career.

Public speaking and networking are key components to a successful career, both within academia and beyond. This workshop will cover various situations that researchers are faced with regularly with regard to verbal interaction. We will cover oral presentations, how to get the most from your poster session at a conference, how to pitch your research and how to network effectively.

Participants will be introduced to various techniques that they can use and adapt to a variety of situations: how do you respond to difficult questions? How do you effectively engage with senior academics?

RDF Domains:

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

Date: Wednesday 20th February 2019

Session starts at 1.30pm and will last for 3 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: Tuesday 27th November 2018 and Wednesday 10th April 2019

Sessions begin at 10am and will last for 2 hours

Venue: EM021, Elaine Morgan Building, Glyntaf campus

Maximum class size: 12

Spectacular images and visualising information

Displaying information in a visual format is an excellent way for researchers to communicate their work. You can enhance your research papers, thesis, conference posters, presentations and public engagement activities with accurate and clear visual representations. This workshop is designed to introduce participants to various types of visual formats including standard graphs, information visualisations and graphics for publication.

There are a number of different ways to display your data or ideas visually and it depends on who you are aiming to engage and what you want to tell them. How do you decide which format is best and how much time does it take? What story can your data tell? What style of image is suitable for a particular publication? There are a vast number of digital tools available, many of which are free, that allow you to build engaging graphics. Building excellent graphics and summary figures takes time, practice and a willingness to learn the appropriate software. This workshop will provide an overview of information visualization and further resources for participants to explore in their own time.

Data and information visualisation is a vast and rapidly growing field. This workshop covers the principles of visualising data, examples of excellent visualisations and poor visualisations and case studies including examples from the Instructor's own publications and experience. This workshop is suitable for students and early career researchers.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1, A2,A3
- B** Personal Effectiveness: B3
- D** Engagement, influence and impact: D1, D2, D3

Date: 8th May 2019

Session starts at 9am and will last for 3 hours

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

Maximum class size: 25

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

This will take place on 12th June 2019 in the Graduate School, Ty Crawshay, Treforest campus

Bibliographic Management – Using Endnote

This session will train researchers, in the storage and management of their personal catalogue of references and the generation of the thesis bibliography using specialized software.

RDF Domains:

- C** Research governance and organisation: C2
- D** Engagement, influence and impact: D2

Dates to be confirmed.

Tips on Planning and Writing Your Thesis

Writing up but don't know where to start? No matter what stage you are at in your research degree this session will provide some useful tips to tackle what may seem like a daunting task.

RDF Domains:

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

Dates: Wednesday 31st October 2018 and Wednesday 30th January 2019

Sessions start at 10am and will last for 2 hours

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

Maximum class size: 25

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 6th February 2019 and Wednesday 5th June 2019

Session begins at 10am in February and 2pm in June, both last for approximately 2 hours

Venue: TC104, Graduate School, and TC103 (June), Graduate School, Ty Crawshay, Treforest campus

Maximum class size: 25

Communicating your research online: digital tools, strategy & impact

The volume of new research that is published and shared is increasing rapidly so how can researchers make their work stand out? A range of new tools are emerging that compliment traditional publishing and communication methods and researchers can take advantage of these to enhance their online profiles, even before they have published any of their work. It is possible to track your research impact digitally, gain citations for your work, interact with peers and engage with a non-academic audience directly.

Tools such as these can be used to demonstrate public engagement in grants and department reports. Researchers post opinions, negative results, figures, posters, data, old student projects (and more) and receive acknowledgement from their peers and the public while building their own research profiles.

This course will introduce participants to a set of online tools (including Google Scholar, Figshare, ResearchGate, Academic.edu and F1000) designed specifically for academics that can be used to discuss, share and promote research. In addition, the course will touch on how popular social media platforms can be used to your advantage. Case studies explaining how other researchers build successful online profiles will also be included.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1
- C** Research governance & organisation: C2
- D** Engagement, influence and impact: D1, D2, D3

Date: Wednesday 8th May 2019

Session begins at 1.30pm and will last for 3 hours

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

Maximum class size: 30

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 1st May 2019

Session begins at 12 noon until 5pm

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

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 14th November 2018 (Modules 1 & 2) and Wednesday 13th February 2019 (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 10th October 2018, Wednesday 16th January 2019, Wednesday 6th March 2019 and 15th May 2019

Sessions will run for 2 hours from 12 noon and lunch will be provided

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

CA A118, Atrium, Cardiff Campus (January)

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 21st November 2018, Wednesday 27th February 2019, Wednesday 15th May 2019 (Cardiff)

All sessions start at 12 noon and will run for 2 hours (lunch included)

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