

Calendar of Events for Postgraduate Research Students and Supervisors 2017/18

Developing the skills of researchers at USW

The Graduate Research Office (GRO) at USW provides postgraduate researchers with the optimum environment to reach their full potential during their early research career. The GRO 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 GRO 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

The GRO 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 Postgraduate Centre at Pontypridd Campus for events and training. Some events such as the 'How to be an Effective Researcher' are delivered jointly with Cardiff and Cardiff Metropolitan Universities. This provides an excellent opportunity to network with staff and students from different disciplines and institutions.

Coleg Cymraeg – Research Skills Program

The purpose of the Research Skills program is to support Welsh-medium research students, the only research training program 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

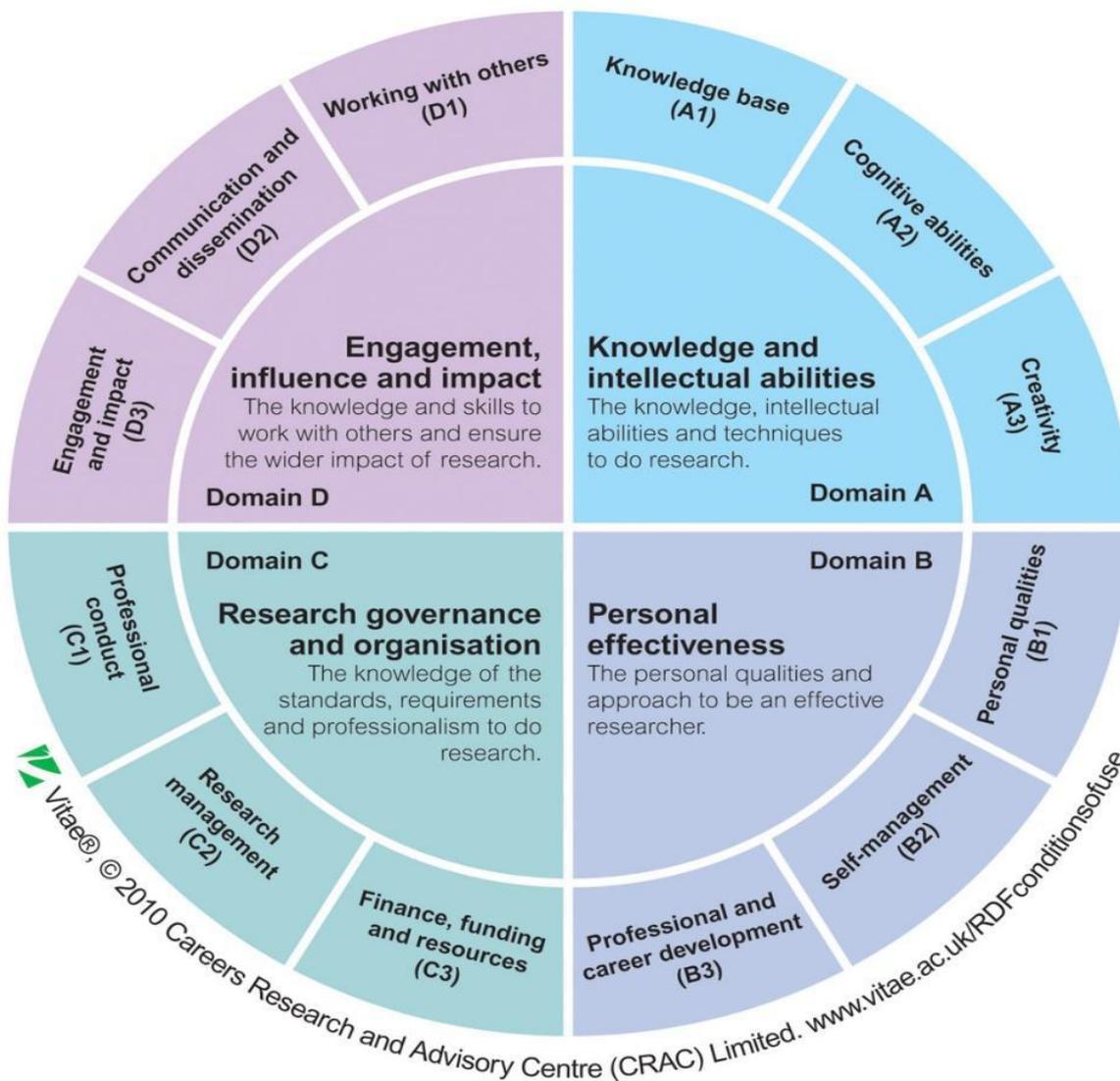
Vitae is a national organisation which champions the personal, professional and career development of doctoral researchers and research staff in UK universities. Vitae provides resources, advice and information for individual postgraduate researchers and members of research staff who are interested in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

Research Councils UK

Research Councils UK (RCUK) is a strategic partnership between the seven UK Research Councils. RCUK was established in 2002 to enable the Councils to work together more effectively to enhance the overall impact and effectiveness of their research, training and innovation activities, contributing to the delivery of the Government's objectives for science and innovation. <http://www.rcuk.ac.uk>

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....

November

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| 23 rd November 2017 | Writing at Master's and Doctoral Level | Page 16 |
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December

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| 6 th December 2017 | Degree Examining & Chair of Viva seminar | Page 21 |
| 8 th December 2017 | Pitch Perfect: Public Speaking, Networking and Engaging | Page 14 |
| 8 th December 2017 | Designing, creating and presenting posters | Page 15 |
| 12 th December 2017 | Learning and Teaching in HE (Session 1) | Page 6 |
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January

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| 5 th January 2018 | Statistical Package for Social Scientists (SPSS) | Page 13 |
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| 23 rd January 2018 | Learning and Teaching in HE (Session 1) | Page 6 |
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February

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| 13 th February 2018 | Pitching and Presenting: Being Enterprising | Page 14 |
| 23 rd February 2018 | Developing Best Practice in Research Supervision with John Wakeford | Page 20 |
| 27 th February 2018 | PhD in 3: How to complete your PhD Within fee paying period | Page 8 |
| 28 th February 2018 | Shut up and WRITE | Page 17 |

March

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| 21 st March 2018 | Reflecting on Learning and Teaching in HE | Page 18 |
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April

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May

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| 3 rd May 2018 | Publish or Perish: Academic publishing in a nutshell | Page 10 |
| 3 rd May 2018 | Evaluating and critiquing a research paper: Process, analysis and journal clubs | Page 19 |
| 15 th May 2018 | NVivo on the run | Page 14 |
| 16 th May 2018 | Degree Examining & Chair of Viva seminar | Page 21 |
| 16 th May 2018 | How to be an Effective Researcher | Page 18 |
| 30 th May 2018 | Shut up and WRITE | Page 17 |

June

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| 29 th June 2018 | Analysis of data (as required) using SPSS | Page 13 |

July

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| 10 th July 2018 | How to be an Effective Researcher | Page 18 |
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Contact us

For more information about the Graduate Research Office please visit <http://gro.southwales.ac.uk> and to book onto any of our events please email gro@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 gro@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 organization: C2

Dates: Thursday 30th November 2017 and Monday 19th March 2018

Sessions begin at 9.30am and will last for 2 hours

Venue: TC103, Postgraduate Centre, TC104 (March)

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: Tuesday 12th December 2017 (Treforest) and Tuesday 23rd January 2018 (Cardiff)

Sessions begin at 10am and will last for 2 hours

Venue: TC120 Ty Crawshay building, Cardiff session held in AH004, Atlantic House

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 organization: C1, C2, C3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Monday 9th October 2017, Monday 8th January 2018 and Monday 9th April 2018

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

Venue: TC104, Postgraduate Centre

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 organization: C1, C2, C3
- D** Engagement, influence and impact: D1, D2, D3

Date: Tuesday 27th February 2018

Session begins at 9am and will run all day, until 5pm.

Venue: TC104, Postgraduate Centre

Maximum class size: 25

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

The Resilient Researcher (for 2nd years)

This one-day workshop will teach researchers how to use key mindfulness techniques to begin to develop greater emotional resilience, reduce stress and increase their effectiveness in their work.

How do some people seem to cope better with stress than others? How is it possible to stay calm and resilient when things go wrong? What is this craze of mindfulness that everyone is talking about? If you'd like to find out then this workshop will be of interest to you.

By the end of this course you will:

- Understand, in a simple and practical way, the nature of your mind and how to let it settle
- Have insight into the scientific research underpinning mindfulness resilience training
- Discover the difference between your primary and secondary experiences, and how to come off autopilot
- Experience a guided body scan meditation for increased relaxation and greater awareness of yourself
- Understand how to use your senses as a means to skillfully engage your mind
- Develop the ability to tune into your breath and drop the anchor!
- Learn and experience a very simple, yet incredibly effective, time-out tool for use in daily life
- Discover the three main emotional systems and how to practice self-kindness through present moment awareness and acceptance
- Learn how to get your needs met through mindful communication
- Learn about the perils of the exhaustion funnel, how to spot it, and how to avoid being sucked into it
- Uncover what sustains and drains you, and how to increase the sustainers
- Learn how to continue to grow your emotional intelligence and resilience through establishing a sustainable home practice.

RDF Domains:

A Knowledge and Intellectual Abilities: A3

B Personal Effectiveness: B1, B2

Dates: Tuesday 30th January 2017

Session begins at 9am and will last all day, until 5pm

Venue: TC103, Postgraduate Centre

Maximum class size 25

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 undergoing a revolution and there have been several new developments in recent years, including the rise of open access journals, the requirement to share data 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.

RDF Domains:

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

Dates: Thursday 3rd May 2018

Session begins at 9am and will last for 3 hours

Venue: TC103, Postgraduate Centre

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 organization: C1, C2

Dates: Wednesday 11th April 2018

Session starts at 2pm and will last for 1 and half hours

Venue: TC104 Postgraduate Centre

Maximum class size 25

Unlocking the secrets of employability: Developing a positive mindset

This session is relevant to anyone who is looking to be positive in their career choices and who wants to maximise their potential in the world of work. A must for anyone thinking about career development and fulfilment.

In the session Charlie will help YOU to:

- Understand mindset and how it influences your choice in early career
- Describe your current mindset
- Shape your mindset further to grasp opportunity and reach for success

RDF Domains

- B** Personal Effectiveness: B1, B2, B3
- C** Research governance and organization: C1, C2, C3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Wednesday 29th November 2017

Session begins at 10am and will last for 1 and a half hours

Venue: G219, Glynneath Building

To book on please click on this [link](#).

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 mindset 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, A2
- B** Personal Effectiveness: B1, B2
- C** Research governance and organization: C1, C2

Dates: Tuesday 17th April 2018

Sessions starts at 9am and will last all day, until 5pm

Venue: TC103, Postgraduate Centre

Maximum class size 25

The following Workshops are aimed all PGR students:

Three Minute Thesis Challenge

The Three Minute Thesis challenges doctoral candidates to present a compelling spoken presentation on their research topic and its significance in just three minutes (and one slide). It is based on a concept developed by the University of Queensland which has gone global.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A3
- B** Personal Effectiveness: B1, B2,
- C** Research governance and organization: C1
- D** Engagement, influence and impact: D1, D2,

Dates: Friday 1st December 2017

Session will begin at 9.30am and last for 4 hours

Venue: TC104, Postgraduate Centre

Statistical Package for Social Scientists (SPSS)

SPSS 1 - Introduction to SPSS

SPSS2 - Analysis of data (as required) using SPSS

The morning session will cover an Introduction to SPSS and then in the afternoon attendees will be analyzing data using the software.

Dates: Friday 5th January 2018 and Friday 29th June 2018

Sessions start at 9am and will last all day, until 5pm

Venue: EM020, Elaine Morgan Building

RDF Domains:

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

Maximum class size: 12

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 organization: C2
- D** Engagement, influence and impact: D1, D2, D3

Date: 8th December 2017

Session starts at 9am and will last for 3 hours

Venue: TC104, Postgraduate Centre

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 13th February 2018 and Tuesday 15th May 2018

Sessions begin at 9am (February) and 10am (May) and will last for 2 hours

Venue: EM021

Maximum class size: 12

Designing, creating and presenting posters

Communicating your research on a poster is an excellent way to engage your peers, attract attention to your work and network with senior colleagues. Effective poster presentations require the researcher to consider several aspects such as design, data visualization, image quality, key messages, concise written communication, public speaking and networking: it is therefore important to start planning your poster well in advance of the event.

How can you display your research in an engaging visual format using accurate and clear visual representation? How should you present and discuss it during a poster session at an event? How can you use your poster to engage senior colleagues and expand your network?

This workshop is designed to introduce participants to effective poster design and networking strategy, it will also touch on some online tools and technologies that may be helpful for poster presentations. Short group exercises, case studies and the instructor's personal experience will be included to illustrate key points.

RDF Domains:

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

Date: 8th December 2017

Session starts at 1pm and will last for 3 hours

Venue: TC104, Postgraduate Centre

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 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.

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 in the summer term, date to be confirmed.

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 organization: C2
- D** Engagement, influence and impact: D2

Dates to be confirmed.

Writing at Master's and Doctoral Level

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: Thursday 23rd November 2017 and Thursday 8th March 2018 (Cardiff)
Session starts at 9.30am and will last for 3 hours
Venue: TC103, Postgraduate Centre and CA AH006, Atlantic House
Maximum class size: 25

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: Thursday 30th November 2017 and Thursday 19th of April 2018
Sessions start at 11am and will last for 1 and a half hours
Venue: TC103, Postgraduate Centre

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: 29th November 2017, 20th December 2017 and the last Wednesday of every month

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

Venue: TC104 Postgraduate Centre

Pitching and Presenting: Being Enterprising

An enhanced session using an entrepreneur to talk through the art of pitching and selling yourself in person. This will be supplemented by some practical tips on interview techniques.

RDF Domains:

A Knowledge and Intellectual Abilities: A3

B Personal Effectiveness: B1, B3

Dates: Tuesday 13th February 2018

Session will begin at 12noon and last for 3 hours

Venue: LRC Training room

Maximum class size: 30

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
- 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

RDF Domains:

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

Dates: Wednesday 21st March 2018 and Monday 4th June 2018 (Cardiff)

Sessions will last for 2 hours and will begin at 2pm in March and 10am in June

Venue: TC103, Postgraduate Centre and CA AH004 Atlantic House

Maximum class size: 20

How to be an Effective Researcher

This workshop has been designed for first and second year PhD students. It covers PhD project planning, effective working practices, the research environment, managing your supervisor, negotiating, obtaining feedback, making the most of your PhD and planning for the future.

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1, A2, A3
- B** Personal Effectiveness: B1, B2, B3
- C** Research governance and organization: C1, C2
- D** Engagement, influence and impact: D1, D2

Dates: Friday 26th January 2018, Wednesday 16th May 2018, Tuesday 10th July 2018

Sessions begin at 9am and will last all day, until 5pm.

Venue: Hadyn Ellis Building, Cardiff University Graduate College

Maximum class size: 12

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 organization: C3
- D** Engagement, influence and impact: D1, D2, D3

Dates: Tuesday 6th February 2018

Sessions begin at 2pm and will last for 2 hours.

Venue: TC103, Postgraduate Centre

Maximum class size: 25

Evaluating & Critiquing a research paper: process, analysis & journal clubs

This half day workshop is designed specifically for researchers who are interested in developing their literature analysis skills. With over 30,000 journals and 2.5 million academic papers being published each year, it can be challenging for researchers to read and assess all of the relevant literature; using a logical process to evaluate research papers can be efficient and strategic.

In this workshop, we will cover the key aspects to critiquing a paper, how to extract the main points and techniques to optimise your time. In groups, we will critique an example paper during the workshop and participants will be asked to follow a particular workflow to complete this evaluation. What should you look for when evaluating a paper? Are the figures clear? Where do you start?

RDF Domains:

- A** Knowledge and Intellectual Abilities: A1, A2, A3
- D** Engagement, influence and impact: D1

Dates: Thursday 3rd May 2018

Session begins at 1pm and will last for 3 hours

Venue: TC103, Postgraduate Centre

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: Friday 17th November 2017 (Modules 1 & 2) and Friday 23rd February 2018 (Modules 3 & 4)
Sessions start at 9.30am and will last all day, until at least 4.30pm
Venue: TC104 Postgraduate Centre

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: Monday 4th December 2017 and Friday 6th April 2018
Sessions will run for 2 hours from 12noon
Venue: TC103, Postgraduate Centre

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, Chair of Research Programmes Sub Committee 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 6th December 2017, Wednesday 7th March 2018, Wednesday 16th May 2018 (Cardiff)

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

Venue: RBE Meeting room, 1st Floor, 8 Forest Grove

And room to be confirmed for Cardiff session.

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 Research Office directly to book a place via email gro@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 Postgraduate Centre in Tŷ Crawshay on Trefforest 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. Room G19 can be found in the Glynneath Building, Treforest campus. Rooms beginning AH are located in Atlantic House, part of the Cardiff campus.

7. How do I cancel a booking?

If you are unable to attend a workshop after booking a place, please e-mail gro@southwales.ac.uk at least 24 hours before.

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?

Booking Information

For further information or to book a place on any of the workshops listed please contact the Graduate Research Office: E-mail: gro@southwales.ac.uk