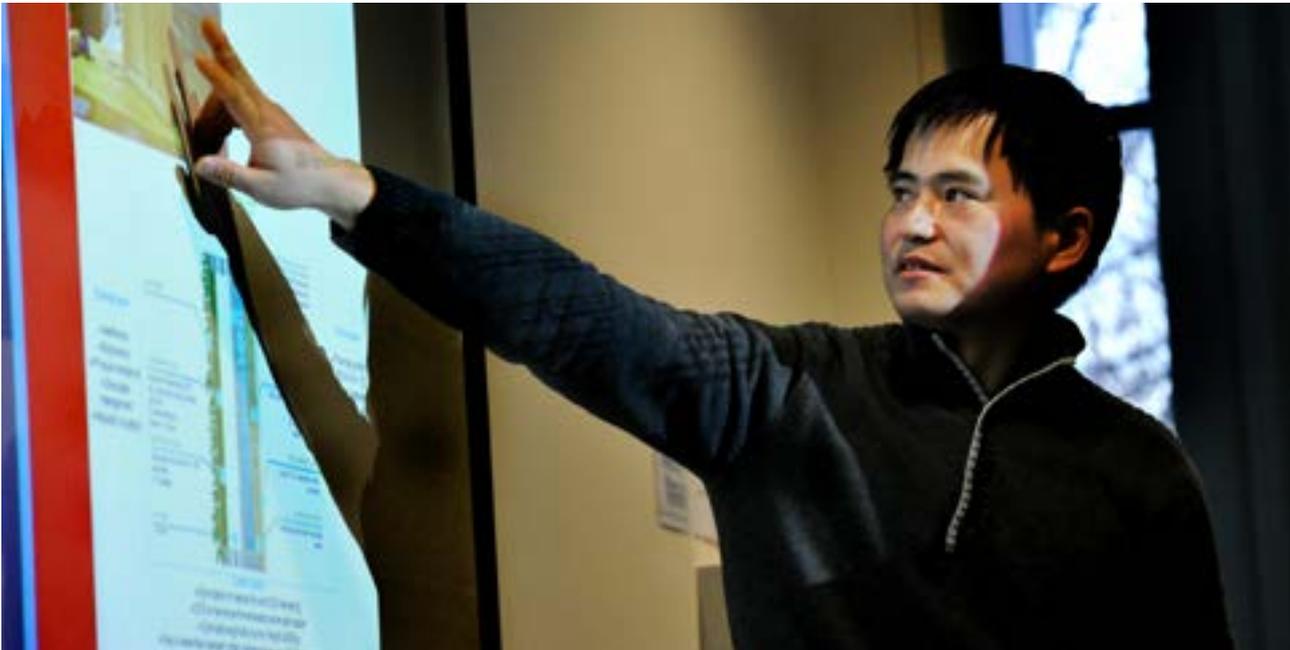




**Brunel**  
University  
London

# BRUNEL RESEARCHER DEVELOPMENT PROGRAMME HANDBOOK 2017/18



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# Welcome from the Director of the Graduate School

Brunel is committed to supporting its research students to succeed in their degrees and be well prepared to develop their careers in future. Across the University and beyond there are a huge number of workshops, courses and other opportunities to help you develop relevant skills. However, finding out what is on offer can be a real challenge in a complex organisation such as ours. We have therefore produced this handbook to help you understand the University's requirements in terms of your engagement in training and development and also to help you to navigate the available opportunities so that you can find the ones that best fit your needs and aspirations as an individual researcher. We also set this in the context of the Brunel 3D Researcher Development Tool© which provides a common framework across the University for thinking about the kinds of skills that you should aim to develop as an effective researcher and, importantly, a clear structure to gather evidence of your achievements that can inform how you present your rich skill set to future employers.

We hope that you find this guide helpful and we'd really value your feedback, positive or negative, so that we can develop this as a resource that best supports our researchers' needs.



Professor Kate Hone, Graduate School Director and Professor in the Department of Computer Science

[kate.hone@brunel.ac.uk](mailto:kate.hone@brunel.ac.uk)

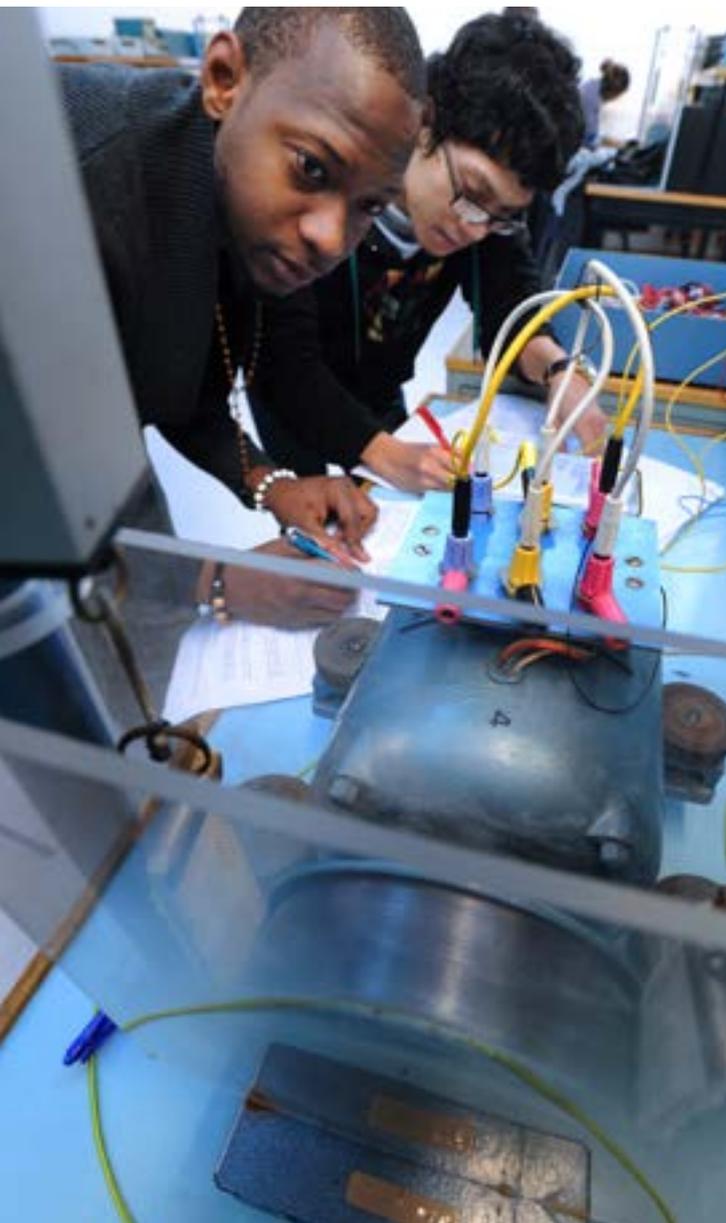


## Introduction

This guide is for all current research students at Brunel University London. It introduces the benefits of research and professional development and provides an overview of the opportunities for development provided within and beyond Brunel. It also sets out the University's expectations for engagement in developmental activities.

An indicative list of workshop descriptions for 2017/18 is included here for your reference, but it is likely that additional content will be added throughout the year. For up-to-date listings and workshop availability you should go to the Researcher Development booking website: <https://resdev.brunel.ac.uk>

Can't see the training you need? Email your suggestions for new workshops to [graduateschool@brunel.ac.uk](mailto:graduateschool@brunel.ac.uk)



## Key Contacts

### Graduate School Contacts

#### Our Graduate School Tutors

Our tutors organise a range of workshops to support researcher development and are also available to offer one-to-one advice by appointment. For an appointment please email [graduateschool@brunel.ac.uk](mailto:graduateschool@brunel.ac.uk)

#### Dr Senthila Quirke



Senthi is a Graduate School tutor, University Lead for Postgraduate Researcher Development. She delivers a number of sessions on the Researcher Development Programme.

#### Dr Tina Ramkalawan



Tina is a Senior Graduate School tutor and University Lead for Research Staff Development. Tina coordinates activity around the Concordat for the Career Development of Researchers. She also provides 1-to-1 coaching and delivers sessions within the Researcher Development Programme.

## Our support team

### Ms Evie Xinos



Evie is Training Administrator for the Graduate School. She will be happy to help you if you have any enquiries related to booking onto a training course on the Researcher Development Programme.

### Ms Sarah Benbow



Sarah is an Events and Administration Manager within the Graduate School. She can help you with general enquiries about Graduate School services and the events that we run.

### Mr Vladislav Ermakov



Vlad is an Events and Administration Assistant within the Graduate School. He can help you with general enquiries about Graduate School services and the events that we run.

### Dr Inma Andres

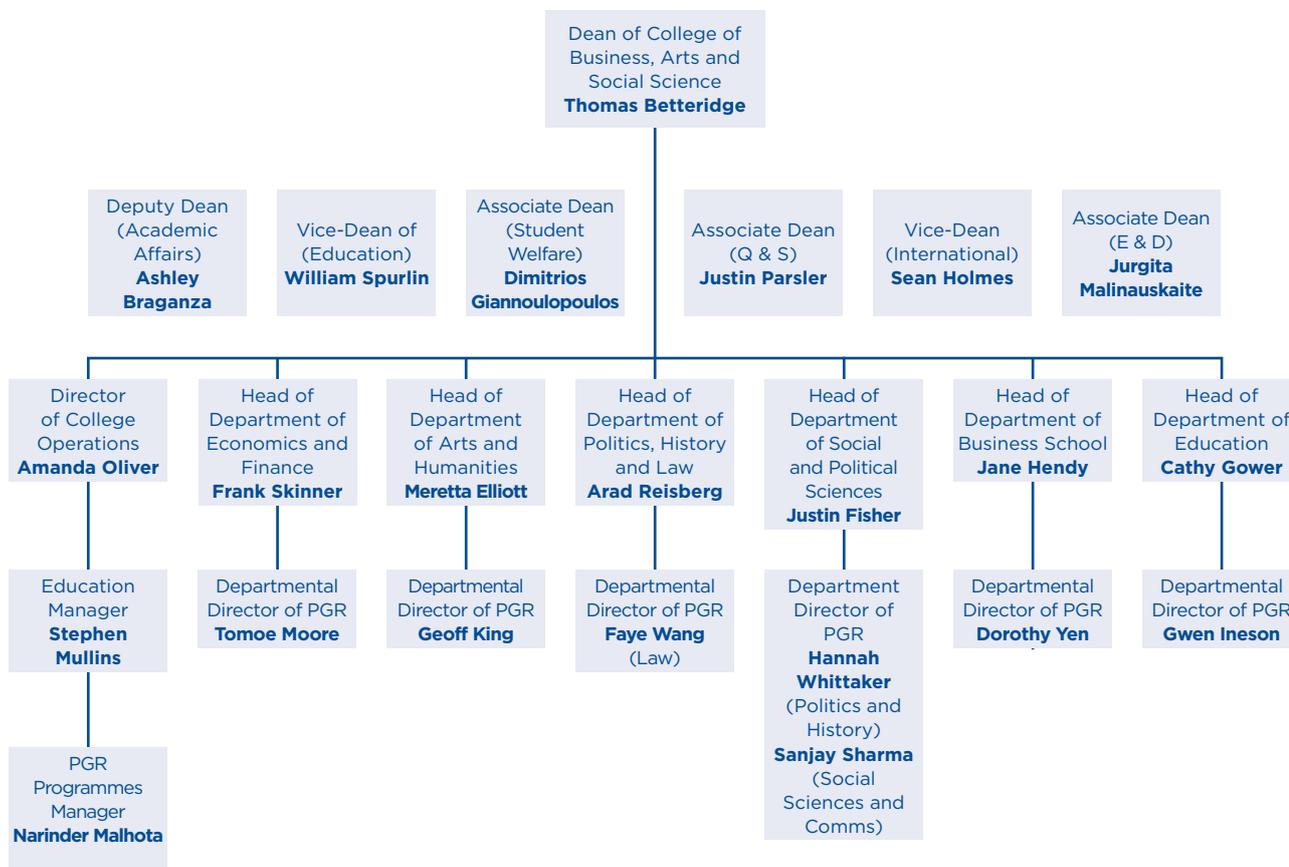


Inma is Student Programme Manager within the Graduate School. She manages the Brunel Integrated PhD programme and also administers the Vice-Chancellor's Travel Prize.

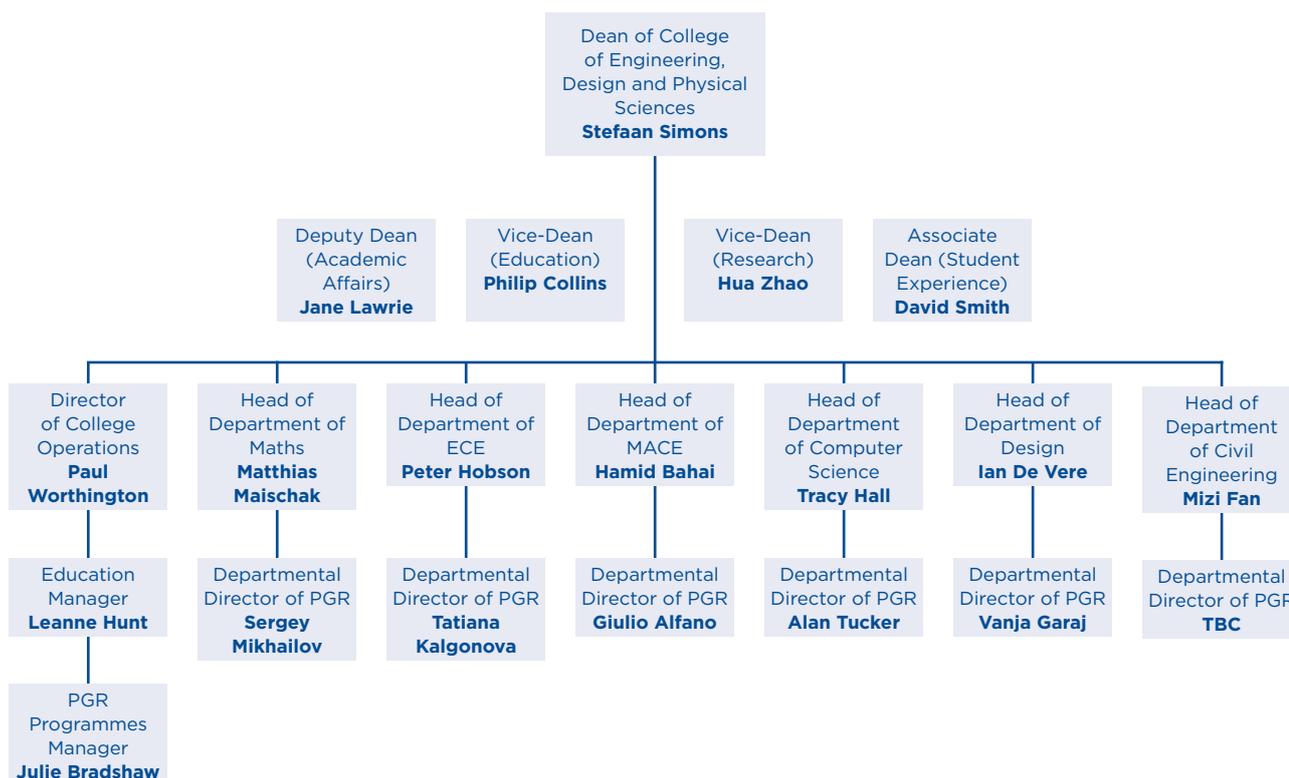


# College Contacts

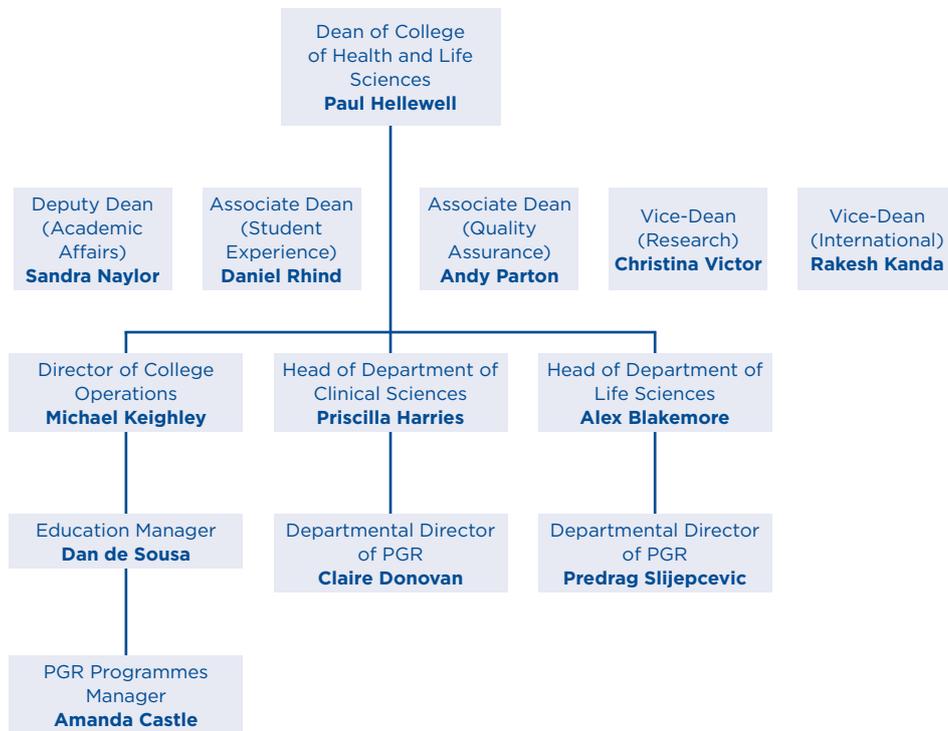
## College of Business, Arts and Social Sciences



## College of Engineering, Design and Physical Sciences



## College of Health and Life Sciences



# Getting Started

## New Researcher Induction

Induction refers to the process by which you acclimatise and adapt to your new role as researcher at Brunel. It should be considered as an ongoing process during which you will be supported by various events, locally within your departments, and at University level. Some of the key induction activities for new researchers are as follows:

### Arrival and welcome

Your pre-arrival letter will give you information about who to contact on arrival at the University. Your department will devise an appropriate set of induction activities tailored to your needs. Normally this will include orientation within the department and University (e.g. location of offices of key staff, location of noticeboards and online resources, photocopies, computing facilities, UBS, Sports Centre, Graduate School); introduction to the University's computing network and resources; arrangement of an induction tour of the Library.

### 4-week review

The 4-week review gives you a chance to meet your full supervisory team, talk through your research plans and discuss your development needs. Your supervisory team will be keen to see that you have settled in and are engaging with your studies. They should also be able to help you with any concerns or issues you have experienced in acclimatising to your department. The 4-week review represents a formal progression step so you must engage with it in order to progress with your degree (for more information see the Code of Practice for Research Degrees [www.brunel.ac.uk/about/quality-assurance/research](http://www.brunel.ac.uk/about/quality-assurance/research)).



### College/department induction event

Each college runs a one or two-day induction event for new researchers. These events typically focus on college-specific information and advice and represent a great opportunity to get to meet other college staff and research students. They may be supplemented by additional events at departmental level. Your college PGR Manager and/or departmental PGR Administrator will contact you with dates and further information about what is happening in your college.

### Graduate School Researcher Development Series 1: New Researcher Induction

This one day event aims to highlight the resources and support available at Brunel which will facilitate your journey through the PhD. It provides you with an introduction to the research journey and an insight into the practicalities of doing a PhD at Brunel; it will introduce important issues such as research integrity; and it will cover issues such as planning your development and how to get the most out of the supervisory relationship. It also provides you with an opportunity to meet research students from a variety of disciplines across the whole University. Free lunch is provided and a social event for all research students is normally held at the end of the day.

The dates for 2017-18 are as follows:

- RDS1: 15 November 2017
- RDS1 (repeat for those joining after November 2017): 7 February 2018

Places on the Researcher Development Series should be reserved in advance (for catering and seating purposes) via the Graduate School's online booking system (see page 18).

### College Induction Events 2017/18

CBASS College Induction: 4 October 2017, Eastern Gateway Building ESGW103

Contact: [cbass-pgr-office@brunel.ac.uk](mailto:cbass-pgr-office@brunel.ac.uk)

CEDPS College Induction: 26 October 2017, Michael Sterling Building, MCST362

Contact: [cedps-pgr-office@brunel.ac.uk](mailto:cedps-pgr-office@brunel.ac.uk)

CLHS College Induction: 13 October 2017, Heinz Wolff Building HNZW224 (for October starters)

CHLS College Induction: 12 January 2017, Heinz Wolff Building HNZW224 (for January starters)

Contact: [chls-pgr-office@brunel.ac.uk](mailto:chls-pgr-office@brunel.ac.uk)

# Researcher Development at Brunel

## Introduction

The importance of developing research and other skills during a research programme is well recognised by research funders, employers and doctoral graduates. A doctoral qualification demonstrates an exceptionally high level of academic achievement. However, to be effective as a doctoral researcher and subsequently in a doctoral career (within or outside of academia) you also need a broader range of personal and professional (transferable) skills.

Brunel offers a variety of opportunities for you to develop your skills, both in your Department, Research Institute or College and at University level. It is important to recognise that development is about much more than just attending training; workshops are typically only the starting point in terms of developing your skills as a researcher. Expertise and skill are developed via deliberate practice and you should therefore aim to reinforce training with other activities (for example through engaging in seminars, research conferences and external networking). Figure 1 illustrates that development opportunities come in various forms and are available at different organisational levels. The alternatives all come with their own advantages; for example departmental training or mentoring by the supervisory team will be highly specific and relevant to your own topic; University-wide training will be less specific but may expose you to alternative views and expand your thinking or approach. Thus it is beneficial, where possible, to include variety within your overall approach to development in terms of both mode of delivery / type of activity and the organisational level of the opportunity. Ideally you should aim to include, where possible, activities:

- at all organisational layers (circles) in figure 1
- in all five modes (slices) in figure 1

You may also want to plan a progression through the layers in the case of some skills development (for example presenting at a departmental seminar, department/college conference, or university conference / 3MT<sup>®</sup> external conference).

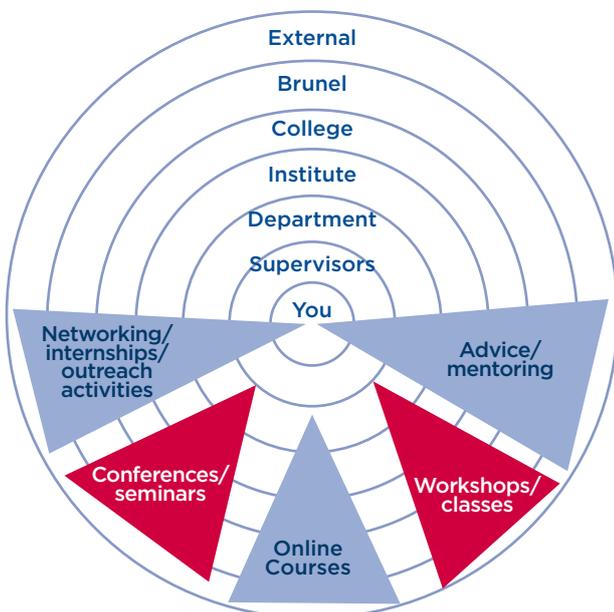


Figure 1: Development Opportunities and Organisational Levels



## Assessing your training and development needs

Research students are expected to take responsibility for shaping, managing and directing their research training (with advice from their supervisory team). The Brunel 3D Researcher Development Tool<sup>®</sup> has been developed by the University to provide a common framework to enable all Brunel research students to reflect upon their training and development needs. Using this tool, students are encouraged to consider their current competencies in three broad areas which are sub-divided into further sub-categories as shown below:

3D category	Sub-category
Skills needed to <b>DO</b> your research	Research & Information Literacy
	Critical thinking & analysis skills
	Research management
Skills needed to <b>DISSEMINATE</b> your research	Communication skills
	Engagement & impact
	Teaching & learning
Skills needed to <b>DEVELOP</b> your research and career	Inter & intrapersonal skills
	Career management skills

Since October 2014, use of the 3D Tool has been a requirement for all research students as part of the 4-week review and subsequent reviews. Other researchers (who started before 1st October 2014) are encouraged to use the tool (or another structured framework such as the Researcher Development Framework by Vitae) to help reflect upon and plan their development.

A copy of the 3D Tool can be downloaded from: <http://www.brunel.ac.uk/services/graduate-school/training-development-and-support/research-students/assessing-your-training-and-development-needs>

A short video informing you about the Brunel 3D Tool can be accessed at: <https://resdev.brunel.ac.uk/brunel3d>

## Recommended and required training

All researchers are strongly encouraged to engage fully with the development opportunities that are available. In total it is recommended that full time researchers engage in at least 10 days of developmental activity per year, including own study time and participation in research events, as well as training/workshops per se.

Brunel is currently implementing a phased introduction of compulsory researcher development, so your required level of engagement will depend on your individual programme start date. The table below summarises the requirements by start date.

It is University policy that all research students who teach or support student learning MUST attend training before they can take on this work.<sup>1</sup> Full details of the University policy can be found at <http://www.brunel.ac.uk/about/quality-assurance/documents/pdf/Employment-of-Postgraduate-Research-Students-in-Supporting-Teaching-and-Learning-Policy.pdf>

Training for research students who teach is provided by the Brunel Educational Excellence Centre (BEEC). All enquiries and requests for bookings should be made to [BEEC-AcademicPractice@brunel.ac.uk](mailto:BEEC-AcademicPractice@brunel.ac.uk)

Start date	Training requirements	Where to find information
Pre Oct 2014	Supervisory team can specify recommended and/or compulsory training on an individual basis	Normally this will be specified in annual review paperwork
	Some departments or colleges or programmes may specify compulsory training for all postgraduate research students	Departmental PGR administrator; college and/or department intranet
1 Oct 2014 - 1 Sept 2015	As above, plus the University online course in Research Integrity is compulsory in year 1	The online course can be accessed at <a href="http://www.brunel.ac.uk/integrity-training">www.brunel.ac.uk/integrity-training</a>
1 Oct 2015 -	As above, plus the Brunel 3D Researcher Development Programme	Described in the next section of this handbook

Figure 1: Development Opportunities and Organisational Levels

## The Brunel 3D Researcher Development Programme

Doctoral research students joining Brunel on or after 1st October 2015 are expected to undertake and document training and/or development activity covering all eight<sup>1</sup> sub-categories of the Brunel 3D Researcher Development Tool© (see above).

Every research student undertaking the Brunel 3D Researcher Development Programme must document substantive<sup>2</sup> training or development activity for each sub-category of the 3D Tool over the course of the doctoral research degree. Some training or development activity must be undertaken during each year of the research degree. Ideally each year would include activity in all categories, but this is not a requirement.

It is recognised that researchers vary in terms of their background and their needs (given their individual research focus, research programme and career aspirations). Therefore, there is considerable flexibility around the specific focus of an individual's developmental activities. Planning of such activities should be tailored to the individual and form a regular topic for discussion and negotiation with the supervisory team. The 3D Tool provides a framework to support such discussions and ongoing monitoring is supported via the 4-week, 9-month and annual progress reviews.

While the University strongly encourages a researcher-led approach to development planning, it also recognises that it is vital for researchers to receive appropriate initial training in the conduct of research. Therefore the following training is compulsory for all research students in their first year (for part-time students, this period may be extended to up to two years):

- Research Integrity: via online module accessed at [www.brunel.ac.uk/integrity-training](http://www.brunel.ac.uk/integrity-training)<sup>3</sup>
- Research Methods including methods for conducting a literature review: normally this will be via bespoke training course in Department/College; but online training is also available<sup>4</sup>

These compulsory elements are explained in more detail overleaf.

Individual research students may have additional compulsory training requirements. This may be because these have been specified by their supervisory team (for example subject-specific training); because they are part of their offer of admission to the University (for example compulsory in-session English); because they are part of their programme of study (for example Brunel Integrated PhD, NERC Doctoral Training Centre, NSIRC); because they have GTA or demonstrating

<sup>1</sup> Research students who do not have teaching or demonstrating duties may omit the teaching and learning sub-category if they agree with their supervisory team that it is not relevant to support their career aspirations.

<sup>2</sup> For the purposes of this exercise 'substantive' refers to activities equivalent to between 10-40 hours of study (including but not limited to face-to-face or online training time)

<sup>3</sup> Note that as part of engaging effectively with Research Integrity, all Research Students are required to ensure that they attend basic health and safety awareness training (normally provided as part of College Induction) and identify and attend any further health and safety training relevant to the specific nature of their work

<sup>4</sup> In exceptional circumstances this requirement can be waived on the basis of evidence of prior achievement (e.g. award of an MRes degree) but in such cases researchers would be expected to complete further advanced training related to the relevant 3D sub-categories in order to meet the minimum requirements.

duties (see page 15) or because they are a requirement within a specific College, Department or Division. These requirements will be discussed at the 4-week review and should be clearly documented in the outcomes of the 4-week review recorded on eVision.

All activities completed as compulsory elements of an individual's research programme count towards completion of the 3D Researcher Development Programme. Researchers should use their discretion (and take the advice of their Researcher Development Advisor) in mapping these activities to the 3D subcategories.

## How your engagement with training is monitored

Your engagement with training is monitored formally at least once a year as part of your progression review (e.g.

9 or 18 month review; annual review). Failure to engage appropriately with required training may mean that your review panel decide that you should not progress with your research degree. Further information on research degree progression can be found in the University's Code of Practice for Research Degrees ([www.brunel.ac.uk/about/quality-assurance/research](http://www.brunel.ac.uk/about/quality-assurance/research)).

## Compulsory 3D Programme Elements in More Detail

### 3D Programme: Compulsory Research Methods Training

All research students must complete research methods training in their first year (or two years part time). Typically this training is offered as a programme of face-to-face seminars or workshops. The requirements are explained in more detail in the following table:

Departmental training	
You will normally be required to attend a research methods training Study Block within your department. You may also take the online training (described below) in addition if you wish or this may be included as part of a 'blended learning' delivery.	
<b>Level of engagement required</b>	This depends on the department requirements and will be set out in a Study Block outline. There will usually be a minimum number of sessions which must be attended. Consult your local PGR Administrator or the course convenor. If your mode of study makes it difficult to attend sessions in person you should discuss this with your supervisory team who may seek approval for alternative arrangements (for example online training).
<b>Mapping to 3D requirements:</b>	The hours completed will normally count towards the 'Skills needed to DO your research: research and information literacy'. If you cover analysis of research data within the course, these hours would map to 'Skills needed to DO your research: Critical thinking and analysis skills'.
<b>Number of hours towards 3D total:</b>	Depends upon the Departmental provision. Please see the Study Block outline for indicative contact hours.

The university also offers the following supplementary online research methods training as described in the following table:

Online training and follow-up activities	
The University offers an online Research Methods course which can supplement Departmental training. The training can be accessed on Blackboard Learn under My Organisations/Brunel Graduate School-Research & Teaching Courses/Research Skills Programme/Research Methods	
<b>Level of engagement required</b>	Completion is optional if you are completing a Research Methods Study Block within your Department. If you have been permitted to substitute Departmental training with the online course then you must complete the core activities for one discipline specific research methods course and the Research Methods in the Literature Review course (approximately 6 hours) and complete the associated online quizzes.
<b>Which courses to choose</b>	Versions of the main research methods course are available for the Arts and Humanities, the Social Sciences and the Sciences. See 'which online course is right for me' for general guidance, but if unsure consult with your supervisory team on which version is the best fit for your research focus.
<b>Mapping to 3D requirements:</b>	The hours completed will count towards the 'Skills needed to DO your research: research and information literacy and critical thinking and analysis skills'.
<b>Number of hours towards 3D total:</b>	6-29 hours in total depending on how many of the online activities you engage with.

### 3D Programme: Compulsory Research Integrity Training

All researchers are required to complete the Research Integrity online training as described in the following table:

Online training and follow-up activities	
	The online research integrity course can be accessed on Blackboard Learn under MyOrganisations/Brunel Graduate School-Research & Teaching Courses or at <a href="http://www.brunel.ac.uk/integrity-training">www.brunel.ac.uk/integrity-training</a> (if you have previously used BBL)
<b>Level of engagement required</b>	You must complete the core activities for one discipline specific version of the course and the associated online quiz. You will be expected to show an ongoing commitment to research integrity during your studies including engaging in the required follow-up activities shown below.
<b>Required follow-up activities</b>	You should ensure you follow up any <b>workplace health &amp; safety</b> issues you identified in the course with your supervisory team and attend relevant additional training if required.  The Research Integrity course will provide an awareness of <b>Research Ethics</b> issues, but if and when you begin work on a research project involving human participants you must supplement what you have learnt with more thorough training on this topic.
<b>Which course to choose</b>	Versions of the course are available for Engineering & Technology, Arts & Humanities; Natural and Physical Sciences or Social and Behavioural Sciences. See ' <i>which online course is right for me</i> ' for general guidance but if unsure, consult with your supervisory team.
<b>Mapping to 3D requirements</b>	The hours completed will count towards the 'Skills needed to DO your research: Research management'.
<b>Number of hours towards 3D total</b>	5-20 hours in total depending on how many of the online activities you engage with.



# Which online course is right for me?

<b>College of Engineering, Design and Physical Sciences</b>	
Computer Science	Research Methods in the Sciences or Social Sciences (depending on research focus) Research Integrity: Engineering and Technology
Design	Research Methods in the Sciences / Social Sciences / Arts and Humanities (depending on research focus) Research Integrity: Engineering and Technology
Electronic and Computer Engineering	Research Methods in the Sciences or Social Sciences (depending on research focus) Research Integrity: Engineering and Technology
Mathematics	Research Methods in the Sciences Research Integrity: Natural and Physical Sciences
Mechanical Aerospace and Civil Engineering	Research Methods in the Sciences Research Integrity: Engineering and Technology
<b>College of Business, Arts and Social Sciences</b>	
Brunel Business School	Research Methods in the Social Sciences Research Integrity: Social and Behavioural Sciences
Arts and Humanities	Research Methods in the Arts and Humanities Research Integrity: Arts and Humanities
Economics and Finance	Research Methods in the Social Sciences Research Integrity: Social and Behavioural Sciences
Education	Research Methods in the Social Sciences Research Integrity: Social and Behavioural Sciences
Politics, History and Brunel Law School	Research Methods in the Arts and Humanities Research Integrity: Arts and Humanities
Social Sciences, Media and Communications	Research Methods in the Social Sciences Research Integrity: Social and Behavioural Sciences
<b>College of Health and Life Sciences</b>	
Clinical Sciences	Research Methods in the Social Sciences or Sciences (depending on research focus) Research Integrity: Natural and Physical Sciences or Social and Behavioural Sciences (depending on research focus)
Life Sciences: Biosciences	Research Methods in the Sciences Research Integrity: Biomedical Sciences
Life Sciences: Psychology	Research Methods in the Social Sciences Research Integrity: Social and Behavioural Sciences
Life Sciences: Environmental Sciences	Research Methods in the Sciences Research Integrity: Natural and Physical Sciences

# Researcher Development Programme (RDP): Overview of Opportunities

## Graduate School RDP Series and Workshops

Brunel Graduate School coordinates a University-wide programme of researcher development activities. The Researcher Development Programme (RDP) offers over 300 hours of workshops and seminars in a range of skill areas: Research, personal effectiveness, enterprise and employability.

### Researcher Development Series

The annual Researcher Development Series I, II and III comprise one day events which cover:

- I. New Researchers Induction (for those in the first 6 months or P/T equivalent of study)
- II. Intermediate Researcher Development (for those between 12 and 24 months)
- III. Advanced Researcher Development (for those in the final phase of their programme)

These events are designed to cover the key issues of concern to research students at the different stages of their PhD journey and also represent an important opportunity to bring the wider Brunel researcher community together to network and share experiences. The events are usually combined with an evening social event to maximise the opportunities for community building.

Research students should attend the series at appropriate times during the course of their research programme. You should register for only one of the above workshops per year - the one corresponding most closely to the stage of your research study. Registration is via the Researcher Development Programme online booking system.

### RDP Workshops and Seminars

The workshops within the Researcher Development Programme have been designed to align with both the Brunel 3D categories and the national Researcher Development Framework (Vitae, 2010) which sets out the knowledge, behaviours and attributes of effective researchers appropriate for a wide range of careers (see appendix 1). The workshops are delivered by Brunel and external academics and experts. The majority are delivered across disciplines to encourage researchers to develop their interdisciplinary skills and networks.

The following are examples of some of the topics available within the programme:

Statistics and SPSS	Preparing your viva
Presentation skills	Leadership and influencing skills
Planning your career	Stress reduction and well-being
Understanding impact	Qualitative research methods

A more extensive list, mapped to the Brunel 3D categories, is provided later in this guide, along with indicative content descriptions. A full up-to-date listing of available workshops can be accessed via the Researcher Development Programme online booking system.

The Graduate School operates an online booking system for its workshop programme which also allows you to access your record of attendance. This system is explained in more detail later in this handbook.

### RDP Online Courses

Brunel offers access to a number of high quality online training courses for researchers which are available 24/7 via the Blackboard Learn (BBL) Virtual Learning Environment to supplement the face to face provision. These courses can be accessed via the 'Brunel Graduate School - Research & Teaching Courses' link in the 'My Organisations' area of Blackboard Learn.

Recommended courses for research students are:

- **The Research Skills Master Programme** - includes 18 separate courses including research methods, research ethics, getting published, working with your supervisor, career planning, academic entrepreneurship and research project management
- **Research Integrity** (required for research students joining from 1 October 2014)
- **Statistical Methods for Research** (compatible with most statistical software packages)
- **Professional Skills for Research Leaders**
- **University and College Teaching**

The following video resources are also available from the 'Brunel Graduate School - Workshop Resources' area of Blackboard Learn (under Researcher Development Programme):

- The Good VIVA Video
- The Good Supervision Video

Workshop slides for the RDP can also be found in the same area of Blackboard Learn.

## Other Graduate School Events and Support

### University-wide Research Student Poster Competition

The annual Brunel University Poster Conference provides research students with a peer-reviewed platform for showcasing their work within a multidisciplinary poster competition. This offers an impetus to engage in professional development, and to offer an opportunity for networking with staff and students from across the University. The event aims to provide a focal point for the research student community, to encourage collegiality and to facilitate the cross-fertilisation of ideas and expertise between disciplines.

Prizes of up to £500 are offered for the best presentations.

The 2018 Research Poster Conference is scheduled to take place (4 - 5 July 2018).

### University-wide 3-Minute Thesis (3MT®) Competition

Three Minute Thesis (3MT®) is a research communication competition which challenges research higher degree (PhD and MPhil) students to present a compelling oration on their thesis topic and its significance in just three minutes. 3MT® develops academic, presentation, and research communication skills and supports the development of research students' capacity to effectively explain their research in language appropriate to a non-specialist audience.

College heats will be held on 5, 6, 8 January 2018 and the University final is scheduled to take place in the Eastern Gateway auditorium on Wednesday 20 March 2018. The winner of the Brunel competition will go forward to the national 3MT competition organised by Vitae [www.vitae.ac.uk](http://www.vitae.ac.uk)



## BRUNEL RESEARCH STUDENT WINS NATIONAL 3MT© FINAL 2017

Following the Graduate School's successful Three-Minute-Thesis (3MT©) competition in March 2017, we are proud to announce that our competition winner this year – **Thomas Fudge** – beat 58 semi-finalists to present and win the **Vitae National 3MT© Competition Final 2017**. Thomas was in the first few months of his PhD when he initially entered the competition at Brunel, and was still in his first year of study when he won. He is the second Brunel University London (BUL) student to have reached the national final in the last 3 years.

After completing his MSc in 2016 in *Sustainability, Entrepreneurship and Design* at BUL, Thomas is now conducting his research in the College of Engineering, Design and Physical Sciences. For the final, he presented plans for his research on **'Decentralised Sanitation for Developing Communities with Energy and Nutrient Recovery'**, describing a workable sanitation and energy creation system that promises to improve health, reduce water pollution and the use of fossil fuels amongst other benefits. The competition judges were highly impressed with Thomas's passion for the project, its connection to industry and its potential to deliver real-world impact.

One of six finalists, Thomas delivered a well-timed presentation to the audience of 350 people during the **Vitae International Conference** gala dinner in September 2017. He beat off strong competition from the other finalists to secure the prize of £3,000 to spend on public engagement activities (sponsored by Taylor & Francis publishers). Thomas will also spend a week in the offices of Taylor and Francis, learning more about research communication and publishing.

The 3MT© competition challenges doctoral candidates to present a compelling spoken presentation on their research, and its significance, in just three minutes. One static slide only is permitted and the presentation must be accessible to a wide non-specialist audience.

The Graduate School runs presentation skills training throughout the year, including training and preparation for the 3MT©, which Thomas attended several times before participating in the competition.

Professor Kate Hone, Director of the Graduate School, attended the final and commented: "Thomas did an amazing job presenting to a packed audience, then winning the national final of the 3MT© competition. His research explores the use of biological electrochemical systems and their application in remote and developing communities to treat wastewater and provide alternatives to basic sanitation... More than 1,000 doctoral students entered this year's competition across the UK, so this win is an incredible achievement."

The winners of the Brunel University 3MT© competition have participated in the last four national semi-finals. In 2015, Chioma Paul, a second-year PhD student in the Department of English (CBASS) also made it to be one of the six finalists, presenting her research entitled *'Using Fiction to Explore the Traumatic Impact of Grenada's Taboo History'*.

3MT© was developed by the University of Queensland, Australia. Its success has led to the establishment of local and national competitions in a number of countries. The UK national competition has been sponsored by Vitae since 2014.

### Vice-Chancellor's Travel Prize

Vice-Chancellor's Travel Prizes are awarded on the basis of academic excellence to research students who have had a research paper or poster accepted for presentation at an international or national conference. The standard prize is £500 but for applications meeting all excellence criteria awards of up to £750 can be made. There are four competition deadlines per year (31 January, 30 April, 31 July and 31 October). For more information see: [www.brunel.ac.uk/study/postgraduate-study/graduate-school/Researcher-Development/Vice-Chancellors-Travel-Prize](http://www.brunel.ac.uk/study/postgraduate-study/graduate-school/Researcher-Development/Vice-Chancellors-Travel-Prize)

### Postgraduate Newsletter

A regular e-newsletter delivered to your Brunel email account provides updates on workshops, researcher development activities, events and issues of interest to postgraduate students.

## Brunel Educational Excellence Centre (BEEC) Training and Development Opportunities

### Training for postgraduate researchers who teach

It is University policy that all research students who teach or support student learning MUST attend training before they can take on this work. Full details of the University policy can be found at <http://www.brunel.ac.uk/about/quality-assurance/documents/pdf/Employment-of-Postgraduate-Research-Students-in-Supporting-Teaching-and-Learning-Policy.pdf>

The Brunel Educational Excellence Centre (BEEC) currently offers two types of training for research students who teach:

- APEX 1 – a one year programme for Graduate Teaching Assistants who teach and support learning for six hours per week. Completion leads to Associate Fellowship of the Higher Education Academy (HEA).
- A one-day Introduction to Teaching and Supporting Learning for PG Students (for those who are about to start teaching/or support teaching and learning and are not eligible for the APEX 1 course).

All enquiries and requests for bookings should be made to [BEEC-AcademicPractice@brunel.ac.uk](mailto:BEEC-AcademicPractice@brunel.ac.uk)

### Academic English Support

Brunel's International Pathways and Language Centre (IPLC) within BEEC offers in-session English language courses for students whose first language is not English, including an 8 week course in English for Research Writing (PhD Students). IPLC's classes aim to maximise research students' chances of academic and professional success. Note that some students whose first language is not English may also have a condition for in-session English training and support in place as part of their offer of admission. See [www.brunel.ac.uk/international/current-students/in-session-english](http://www.brunel.ac.uk/international/current-students/in-session-english) for more information and to book.

## ASK

The Academic Skills Service (ASK) is mainly aimed at supporting undergraduate and Masters students develop the skills that they need to learn independently. However, if you feel that you need a refresher on the basics of writing, learning or mathematics, they will also be happy to help research students where appropriate. They also provide some online content related to study skills. See: [www.brunel.ac.uk/services/library/ask-ltt/ask](http://www.brunel.ac.uk/services/library/ask-ltt/ask)

As a joint service the Graduate School and ASK offer a statistics drop-in clinic. Further details can be found on the online booking site for the Researcher Development Programme.

## Professional Development Centre (PDC)

The services within the Professional Development Centre provide development support and opportunities for research students:

### PDC-Careers

The PDC has a dedicated team of Careers Advisors who can work with you to identify potential career options and navigate the recruitment process. See: [www.brunel.ac.uk/services/pdc/careers-advice](http://www.brunel.ac.uk/services/pdc/careers-advice) or email [careers@brunel.ac.uk](mailto:careers@brunel.ac.uk) stating your programme and the help you need and the relevant Careers Advisor will reply.

### PDC-Job Shop

The Job Shop advertises part-time work opportunities on campus and in the local area, including research related roles. Engaging in such work can provide a useful opportunity for personal and professional development. However, note that care should be taken to limit time spent on part-time work so that it does not affect progress on the PhD; researchers on a Tier 4 visa also need to ensure that all work they undertake is within the limits permitted by their visa. See [www.brunel.ac.uk/services/pdc/job-shop](http://www.brunel.ac.uk/services/pdc/job-shop) for more information and to search current vacancies.

## Modern Languages

Brunel offers a range of language classes consisting of 20 weekly two-hour sessions run in 10-week blocks over two terms. Languages offered include French, German, Italian, Japanese, Mandarin, Portuguese, Russian and Spanish. Participants are issued with an Attendance Certificate provided they have attended 14 out of 20 sessions or a Certificate of Achievement if they additionally complete and pass the progress tests.

Classes start in September and January each year. It is advisable to request your place as soon as the booking opens (typically a couple of weeks before the course start date). Classes starting in January will run from the 15 January until 23 March. For up-to-date information see: [www.brunel.ac.uk/international/iplc/modern-languages](http://www.brunel.ac.uk/international/iplc/modern-languages) or email [richard.bale@brunel.ac.uk](mailto:richard.bale@brunel.ac.uk)

## The Library

### LibSmart and Subject Liaison Librarians

LibSmart is a service provided by the Subject Liaison Librarians which can help researchers get the most out of the Library's resources. One-to-one appointments can also be booked with Subject Liaison Librarians which can help hone your literature search. See <http://libguides.brunel.ac.uk/libsmart>

## Staff Development

Staff Development offer a programme of workshops primarily aimed at University Staff, however, for general workshops (for example on use of popular software packages such as Microsoft Word, Excel etc. and Adobe products) research students can attend subject to availability. These workshops can be booked online at: <https://intra.brunel.ac.uk/s/StaffDev/Workshops/Workshops.aspx?cat=114>

## Media Services

### Media Teaching Centre (MTC)

The Media Teaching Centre can deliver training across film, television and other visual media platforms. They also have an extensive stock of equipment which can be loaned to support research projects and an editing suite which can be booked. For more information see <https://intra.brunel.ac.uk/s/mediaservices/Pages/default.aspx>

## College and Department Workshops and Events

### All Colleges - Taught Modules

Research students are normally welcome to attend lectures and seminars provided as part of Brunel's extensive portfolio of taught programmes as a means of improving their subject knowledge or skills in areas relevant to their research<sup>1</sup>. Master's modules (identified by the starting number 5) or specialist level 3 modules (identified by the starting number 3) are likely to be most relevant to doctoral students, but advice on relevance should be sought from your supervisory team.

A full listing of modular and study block outlines can be viewed at: <https://intra.brunel.ac.uk/s/DocumentArchive/Pages/Programme-Documentation-Repository.aspx>

Timetable information can be accessed on Blackboard Learn (select 'visit the timetable page' from the 'Useful Student Information' section and then select 'Modules' from the Web timetables menu to search for the module you are interested in).

Permission from the module leader should be sought before attending classes - your supervisory team and/or departmental research administrator should be able to help you with this.

<sup>1</sup> Some specialist professional courses with specific accrediting body requirements (such as the MBA) represent exceptions to this.

## College of Business, Arts and Social Sciences

College induction takes place on 4 October (see Induction section above). A College-wide programme of PhD Masterclasses is offered annually

<https://intra.brunel.ac.uk/cbass/PhDMasterclass/Pages/default.aspx>

The Business School Doctoral Symposium will take place on date to be announced

## College of Engineering, Design and Physical Sciences

College induction takes place on 26 October (see Induction section above).

Information about the research methods training events for PGR students within the College of Engineering, Design and Physical Sciences will be circulated during the academic year.

In the Department of Mathematics, research students in Mathematics and Statistics are encouraged to attend courses at the London Taught Course Centre for PhD students in the mathematical sciences (LTCC), please see [www.ltcc.ac.uk](http://www.ltcc.ac.uk); Operational Research and Statistics students may also attend NATCOR courses: [www.natcor.ac.uk](http://www.natcor.ac.uk).

## College of Health and Life Sciences

College induction takes place on 13 October 2017 for new students starting in October (see Induction section above). For January starters the date is to be confirmed. Attendance is compulsory for all new students.

College training is scheduled to take place on 22, 23, 24 November 2017 and 2, 3, 4 May 2018. For further details please see the College Student Handbook - under section Training and Professional Development/College Specific Training. Participation is compulsory for all year 1 students.

CHLS 3rd PGR Student Conference will take place on 14 December 2017 in the Newton Room. PhD students will be presenting oral and poster presentations. Audience attendance is compulsory for new students.

## Research Institutes Workshops and Events

The University has set up three major research institutes in areas where the University has a critical mass of world leading research. These institutes will have programmes of seminars and events which may be of interest to research students working in fields aligned to the institutes. For upcoming events see:

[www.brunel.ac.uk/research/news-and-events](http://www.brunel.ac.uk/research/news-and-events)

## External Workshops and Events

### External Open Online Courses (MOOCs)

There are a growing number of open educational courses, many provided by world leading universities, which may help you refresh your subject knowledge or learn new

skills. Platforms such as FutureLearn, Coursera, edX and Udacity contain hundreds of courses accessible to all.

Typically access to the courses themselves is free, but a small charge (usually less than £50) is made if you wish to earn a certificate of achievement to evidence your completion of the course. Certificates from the major platforms can normally be linked to your LinkedIn profile and downloaded for future use.

FutureLearn is a UK-based provider owned by The Open University offering a wide range of specialisations: [www.futurelearn.com](http://www.futurelearn.com)

The Graduate School is also building a **curated directory of Open Online Courses mapped to the 3D sub-categories**. In order to build this resource we are looking to draw upon the experiences of current Brunel researchers and we can offer help and incentives to get you started. Visit the **Open Online Course Wiki on Blackboard Learn/My Organisations/Brunel Graduate School- Workshop Resources/Researcher Development Programme**

Coursera is a US-based provider founded by Stanford academics and offers a wide range of content: [www.coursera.org](http://www.coursera.org)

edX is a US-based provider set up by MIT and Harvard and offers a wide range of content: [www.edx.org](http://www.edx.org)

Khan Academy originally focussed on Mathematics education but has expanded to cover other topics: [www.khanacademy.org](http://www.khanacademy.org)

Udacity is a US-based provider founded by Stanford academics and supported by Silicon Valley with a focus on programming and IT: [www.udacity.com](http://www.udacity.com)

The following website is an aggregator (directory) of courses from different providers: [www.mooc-list.com](http://www.mooc-list.com)

## External Courses

A number of external bodies (for example Vitae, the Research Councils, learned societies etc) run courses aimed at researchers, some of which may be free to attend or heavily subsidized. Vitae also provides a rich set of development materials for researchers including the Researcher Development Framework, see: [www.vitae.ac.uk](http://www.vitae.ac.uk)

It is advisable to sign up to news feeds relevant to your discipline to be alerted to such opportunities. Opportunities that the University is informed about will be published via the Graduate School newsletter and on the Graduate School Facebook and Twitter feeds.

## Researcher Development Programme Online Booking System

The Researcher Development Programme workshops operate using an online booking system. This can be found at <https://resdev.brunel.ac.uk/>

All Graduate School Researcher Development workshops will be bookable via the online system. Additionally other areas of the University will be able to use this system to manage their bookings for Researcher Development workshops.

Figure 2: Finding workshops and your records

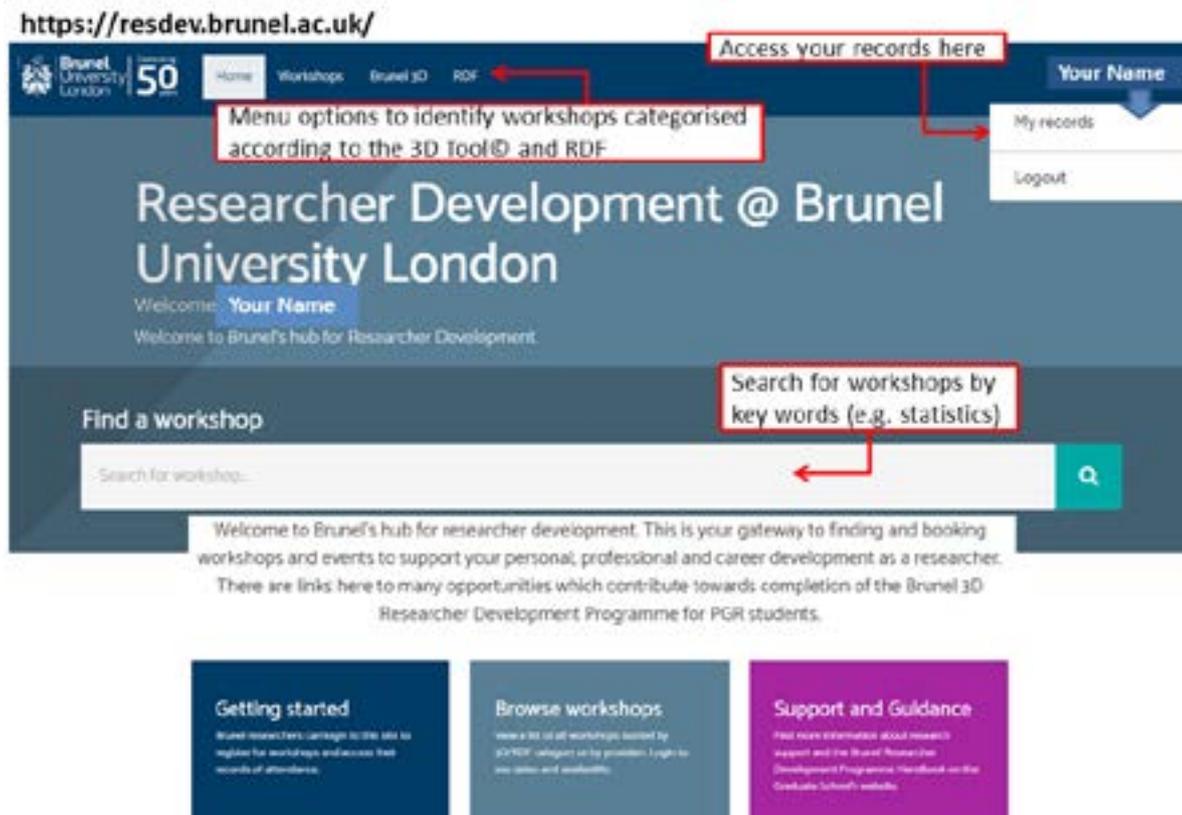
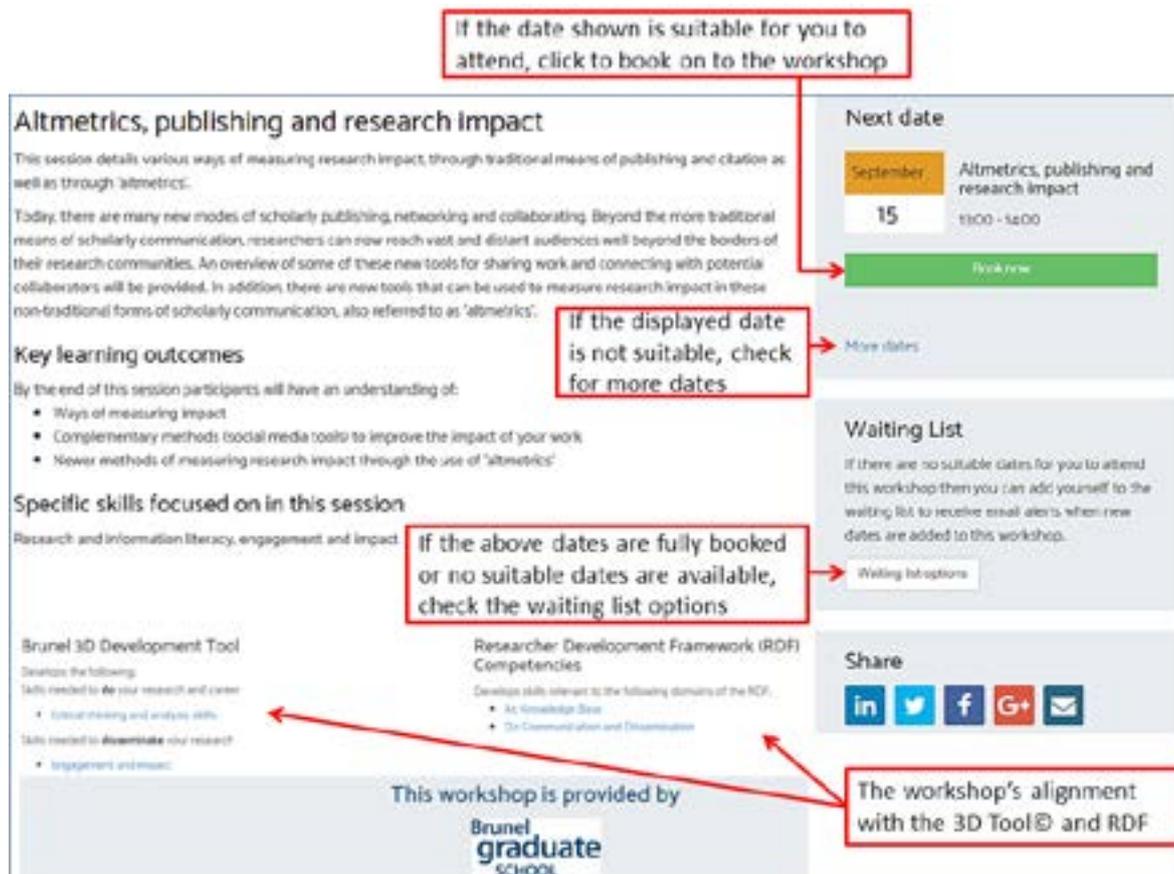


Figure 3: Booking a workshop place



## Registering for a workshop

You will need to pre-register to attend events within the Researcher Development Programme. Most workshops have a limited number of places which are generally available on a first come, first served basis.

To see the full listing of workshops, go to the Researcher Development @ Brunel homepage (<https://resdev.brunel.ac.uk/>). You can search for workshops or browse workshops alphabetically, by provider, or by Brunel 3D or Researcher Development Framework category (see figure 2). To see workshop dates or register for a session you will need to login to the system (with your normal Brunel intranet login details). Once you are logged in you will also be able to browse workshops dates in a calendar.

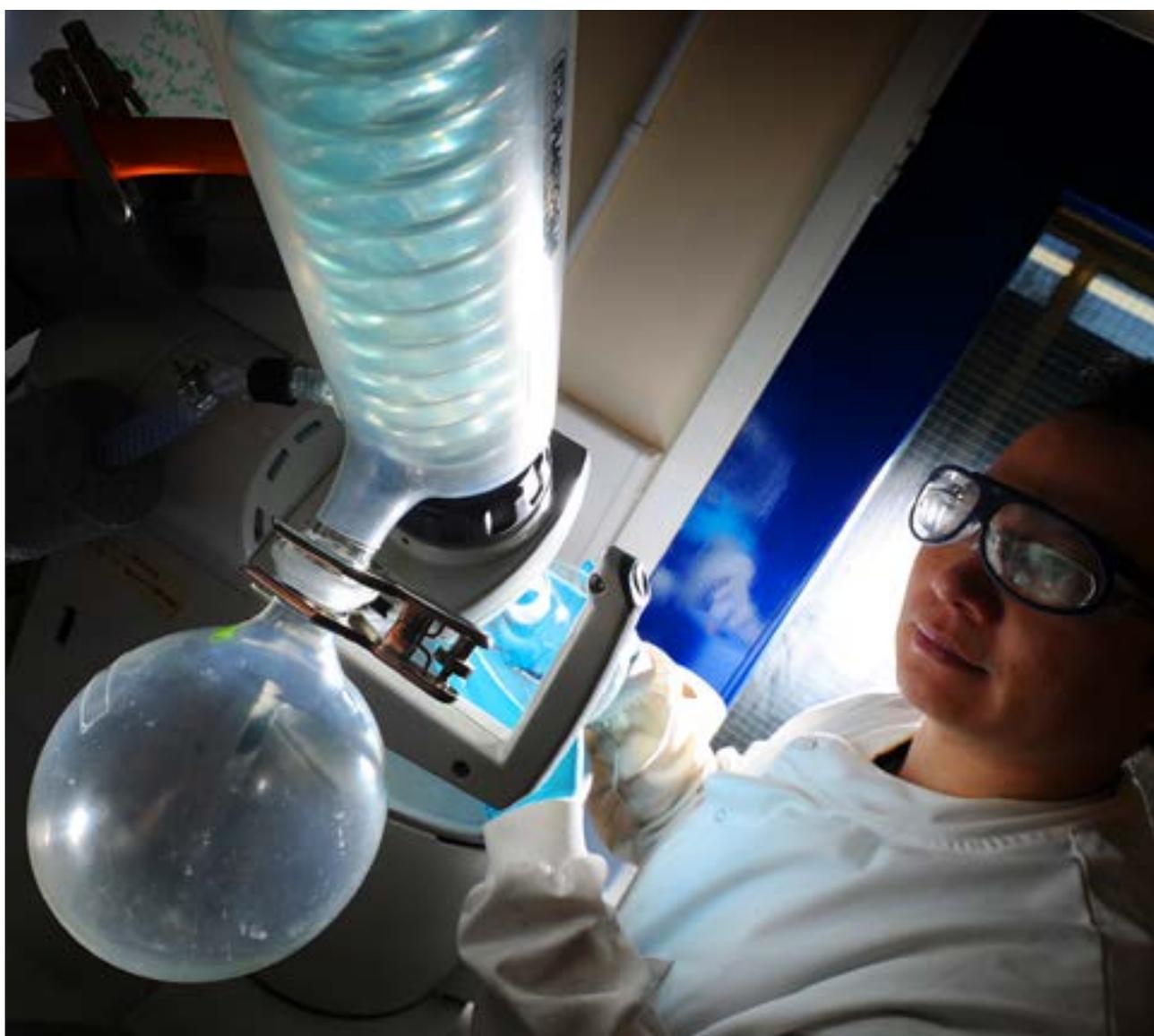
Where workshop dates are listed you can register by clicking on the date and following the instructions (see figure 3). If no date is scheduled, or if the date is not suitable for you, you can add your name to the waiting list to be notified when new dates become available. Note that adding your name to a waiting list does not guarantee your place on the workshop as you will still need to book once the new date is released.

All workshops are free to attend but for a small number of external workshops a refundable deposit may be required to secure your place.

When you register onto a workshop you will receive confirmation by email which will be copied to your principal supervisor. Your principal supervisor will also receive a notification if you fail to attend a workshop on which you are registered

## Cancelling a workshop registration

If you cannot attend an RDP workshop, please cancel your registration at least 48 hours in advance. You can cancel online via the booking system or by emailing the workshop provider (for example to cancel your registration for a Graduate School workshop email: [graduateschool@brunel.ac.uk](mailto:graduateschool@brunel.ac.uk)). Failure to attend registered Graduate School workshops or to cancel within the notification period will result in you losing the privilege to register for future Graduate School Researcher Development Programme events.



# University-Wide Workshops and Opportunities by 3D Sub-category

SKILL	SUB-CATEGORY OF SKILLS	EXAMPLES OF OPPORTUNITIES OFFERED UNDER EACH SUB-CATEGORY WITHIN BRUNEL
Skills needed to DO your research	Research & information literacy	<p><b>Researcher Development Programme (RDP):</b> Citation Searching with Google Scholar and Web of Science; RefWorks; Literature Reviews: Structured Searching for Quality Results; Literature Review Writing; MATLAB: Introduction/Programming (Basics); Qualitative Research: introductory /advanced series (Researching Beneath the Surface); Thinking Like a Researcher; NVIVO: Qualitative Research Software.</p> <p><b>Staff Development:</b> Microsoft software workshops; Adobe software workshops; Xmind – mind mapping software.</p> <p><b>Online (BBL):</b> Research Skills Master Programme: Research Methods in the Arts and Humanities/Social Sciences/Sciences/Literature Review.</p> <p><b>Library:</b> LibSmart sessions and one-to-one appointments with Subject Librarians.</p>
	Critical thinking & analysis skills	<p><b>RDP:</b> SPSS: the Basics; SPSS and Statistics; Statistics: Drop-in clinic; NVIVO: Qualitative Research Software; AMOS: Introduction to Structural Equation Modelling (SEM); Thinking Like a Researcher.</p> <p><b>Online (BBL):</b> Statistical Methods for Research (compatible with all major statistics packages such as SPSS, GenStat, Mintab and Stata); Research Skills Master Programme: (as above)</p> <p><b>Online (ASK YouTube SPSS Videos):</b> <a href="https://www.youtube.com/user/BrunelASK">https://www.youtube.com/user/BrunelASK</a></p>
	Research management	<p><b>RDP:</b> PhD journey: Drop-in clinic; Research Ethics: An Introduction; Management Skills for Researchers; Intellectual Property; Research Funding Proposals; Understanding the Brunel 3D Researcher Development Tool© (video briefing); Researcher Development Series I, II and III (Induction to final stage).</p> <p><b>Online (BBL):</b> Research Skills Master Programme: Ethics 1: Good research in practice/Ethics 2: Research with humans in the health and social sciences/Intellectual property in the research context/Managing your research project; Research Integrity: Biomedical Sciences/Natural &amp; Physical Sciences/ Engineering &amp; Technology/Social and Behavioural Sciences/Arts &amp; Humanities.</p>
Skills needed to DISSEMINATE your research	Communication skills	<p><b>RDP:</b> Academic Writing; Writing Forum; Literature Review Writing; Thesis Writing; VIVA: Preparing for your thesis examination and VIVA VOCE; Presentation Skills: Creating posters in PowerPoint/ Designing Posters for Academic Conferences/ Oral Presentations/How to Make the Perfect Presentation (Bite-sized workshop); Making the Most of Research Conferences; Technical Writing.</p> <p><b>International Pathways &amp; Language Centre:</b> In-sessional English (BEEC); Modern Languages (PDC).</p> <p><b>Online (BBL):</b> Research Skills Master Programme: Conferences, Presenting and Networking/Getting Published in the Arts/Sciences; The Good VIVA video.</p> <p><b>Online (BEEC/Staff Development):</b> Enhanced Communication Skills; Clear Pronunciation.</p>
	Engagement & impact	<p><b>RDP:</b> Commercial Skills For Research Students, Podcasting: A Practical Workshop; Blogs and Blogging: An Introduction; Twitter: An Introduction; Media Skills: A Practical Workshop, Presentation Skills: Presenting To Non-Specialist Audiences; Technical Writing; Social Media for Research: Publicise, Discover and Engage; Making the Most of Research Conferences.</p> <p><b>Online (BBL):</b> Research Skills Master Programme: Academic Entrepreneurship-An Introduction/Entrepreneurial Opportunities-Recognition &amp; Evaluation/ Entrepreneurial Resources: People, Teams &amp; Finance.</p>
	Teaching & learning	<p><b>Brunel Educational Excellence Centre (BEEC):</b> One day Introduction to Teaching; APEX 1 programme for GTAs.</p> <p><b>Online (BBL):</b> University and College Teaching.</p>

Want to know more about the workshops in the Researcher Development Programme? Brief descriptions are provided in the next section.

SKILL	SUB-CATEGORY OF SKILLS	EXAMPLES OF OPPORTUNITIES OFFERED UNDER EACH SUB-CATEGORY WITHIN BRUNEL
<b>Skills needed to DEVELOP your research and career</b>	Inter & intrapersonal skills	<b>RDP:</b> Finding Your Way Through Series 1: Making Plans and taking Action/Series 2: Adapting styles of relating in the workplace; Influencing Skills: How to Influence & Persuade (Bite-sized workshop); Time Management: How to Manage your Time Better (Bite-sized workshop); Leadership Skills for Researchers; Stress Reduction and Well-being; Personality Test MBTI Workshop & Feedback For Researchers; Making the Most of Research Conferences.  <b>Online (BBL):</b> Research Skills Master Programme: Working With Your Supervisor; The Good Supervision Video.
	Career management skills	<b>RDP:</b> Job Interview Techniques For Researchers; Job Applications and CV Writing For Researchers; Job Applications - Writing Cover Letters; Making the Most of Research Conferences.  <b>Online (BBL):</b> Research Skills Master Programme: Career Planning in the Arts, Humanities & Social Sciences/Sciences; Professional Skills for Research Leaders.  <b>PDC-Careers:</b> Careers podcasts and one-to-one appointments with a Career Consultant.

**Can't see the training you need?**

Email your suggestions for new workshops to [graduateschool@brunel.ac.uk](mailto:graduateschool@brunel.ac.uk)

New workshops will appear throughout the year, so keep an eye on the Graduate School newsletters for announcements

Have you considered studying an Open Online Course (MOOC) to support your development? Providers such as Coursera, Future Learn, EdX and more offer thousands of free advanced courses in a huge range of topics. See External Workshops and Event section above.



# Graduate School Researcher Development Programme

## Workshops

### Keeping records of your training

You are encouraged to keep a reflective record of your personal and professional development. This may include the reflective account and evidence that you build up through your engagement with the Brunel 3D Researcher Development Tool. You may also choose to use an online portfolio tool, for example Pebblepad, as a record of your continuous professional development (CPD). Training in the Pebblepad software will be available to facilitate this process.

A record will be kept of all RDP workshops that you attend. You may access these records at any time and download a certificate of attendance via the 'My Records' section of the Researcher Development booking site (see figure 2). Note that you may be asked to supply evidence of these attendances for your progression reviews.

### Brief Descriptions (Alphabetical listing of workshops)

#### Academic Writing

<b>Brief description</b>	This workshop will introduce a practical strategy that can help academic writers start and develop a writing project. Participants will be encouraged to write short pieces of text relating to their research during this workshop.
<b>Objectives</b>	Identify academic writing Look at style and tone in academic writing Explore vocabulary, grammar, paraphrasing, hedging, argument and how they can be used. Plagiarism and citing
<b>Skills addressed</b>	<b>Communication skills</b> , engagement and impact

#### Blogs and blogging: An introduction

<b>Brief description</b>	A blog is a means of communication used to examine a topic that often consists of written text, video, audio or other ways to exchange information. Attend this workshop to get started with blogging.
<b>Objectives</b>	Blogs to disseminate Blogs to improve career prospects
<b>Skills addressed</b>	Communication skills, <b>engagement and impact</b> , career management skills

#### Careers: Preparing for job interviews within and outside academia

<b>Brief description</b>	This session aims to prepare prospective candidates for their job interviews.
<b>Objectives</b>	Performing well at job interviews The different types of questions asked by employers at interviews for all types of roles: both academic and non-academic How to answer different types of questions (via mock interviews)
<b>Skills addressed</b>	<b>Career management skills</b>

#### Careers: CVs for careers OUTSIDE academia

<b>Brief description</b>	The aim of this workshop is to help postgraduate students to write effective CVs in application for positions outside academia. If you intend to apply for a position in industry, commerce or the public sector, this workshop will help you to successfully market the transferable skills of your postgraduate course.
<b>Objectives</b>	Writing high quality CVs and cover letters for academic positions
<b>Skills addressed</b>	<b>Career management skills</b>

#### Careers: CVs and supporting statements for academic positions

<b>Brief description</b>	The aim of this workshop is to help postgraduate students to write effective CVs and supporting statements in applications for positions within academia.
<b>Objectives</b>	Writing high quality CVs and cover letters
<b>Skills addressed</b>	<b>Career management skills</b>

**Attended a great workshop? Want to tell others?** Did you know that you can leave an online review of Graduate School Researcher Development Programme workshops on the booking site?

### Citation searching with Google Scholar and Web of Science

<b>Brief description</b>	This hands-on session provides an introduction to citation searching.
<b>Objectives</b>	Understand bibliometrics Determine journal impacts Tracking journal papers
<b>Skills addressed</b>	<b>Research and information literacy</b>

### Commercial Skills for Research Students

<b>Brief description</b>	It is important to recognise the potential commercialisation opportunities that might arise from your research, and to understand key issues around intellectual property rights, commercial contracts and consultancy. This workshop will provide you with an overview of the terminology, practicalities and skills to enable you to explore the potential of commercialising your current or future research activity. The workshop also helps in the development of planning and negotiation skills. The workshop is highly practical in nature and will give you a set of skills to enable you to explore commercialising current and / or future research activity.
<b>Objectives</b>	Assess a range of IP commercialisation opportunities Appraise competition using a customer perspective Critique a range of rapport-building techniques Plan to deliver a compelling commercial proposal Design and execute an effective negotiation
<b>Skills addressed</b>	<b>Engagement and impact</b> , career management skills

### Finding your way through series

<b>Brief description</b>	The aim of this series is to create a forum to assist new graduates in making the transition to life at Brunel and for those graduates new to this country, and life in the UK. This series is facilitated by Brunel University Counselling Service.
<b>Objectives</b>	Codes of behaviour, expectations, obligations Identify a series of 'soft' skills of an interpersonal nature that are valued by employers Styles of interaction and expectations in differing cultural and educational contexts Identify and dissolve fears and anxieties to achieve more productive working relations
<b>Skills addressed</b>	<b>Inter and intrapersonal skills</b>

### Influencing skills: How to influence and persuade (Bite-sized workshop)

<b>Brief description</b>	Influencing and persuading skills are indispensable in modern organisations. Command and control structures have given way to less hierarchical, cross-team working where you get things done by inspiring and persuading. This highly interactive and practical workshop will enable you to understand and develop your preferred influencing and persuading style so that you can communicate confidently and professionally without undermining your personal integrity.
<b>Objectives</b>	Reflect on the difference between influencing and persuading Identify preferred influencing style Get to know the 3 things all great influencers do Explore the 10 key interpersonal skills for influencing
<b>Skills addressed</b>	Critical thinking, <b>inter and intrapersonal skills</b> , career management skills

## Intellectual Property, Copyright and Patents

<b>Brief description</b>	This session provides an introduction to IP Rights, Copyright and Patents for research.
<b>Objectives</b>	Finding information and support on IP Rights Understand copyright regulations Resources for finding patent information
<b>Skills addressed</b>	<b>Research and information literacy</b> , career management skills

## Leadership Skills for Researchers

<b>Brief description</b>	A highly participative and interactive day focusing on leadership skills for researchers. It provides a valuable opportunity to evaluate your own leadership style and think about how you might use these skills to effect change both within your work environment and personal life.
<b>Objectives</b>	Leadership in the 21st century – leading the teams of today Leadership profile analysis – a consideration of different styles of leadership and your own leadership style and how this transfers into the workplace Leading in organisational change – change models Personal transitions, change journeys and action planning
<b>Skills addressed</b>	<b>Inter and intrapersonal skills</b> , career management skills

## Literature Review Writing

<b>Brief description</b>	This workshop is designed to equip participants with an understanding of the purpose, process and production of a literature review and how to tackle the process through three phases of searching, critical reading and writing up.
<b>Objectives</b>	Understand the nature and purpose of the research literature review Recognise the importance of an appropriate structure for the review Devise a method of reading and note-taking tailored for their review preparation Write it efficiently
<b>Skills addressed</b>	<b>Research and information literacy</b> , Communication skills

## Management Skills for Researchers

<b>Brief description</b>	This training will equip participants with the skills needed to manage the uncertainties of research so that the research objectives are met on schedule and to a high quality.
<b>Objectives</b>	Understanding targets, aims and objectives Resource management Understanding and managing your professional relationships with others in your team Effective professional communication, assertiveness, leadership, teamwork, and positive stress management
<b>Skills addressed</b>	Research and information literacy, critical thinking and analysis skills, <b>research management</b> , inter and intrapersonal skills

Did you know that you can download a copy of NVivo to your home computer or laptop from Brunel's Connect Portal? Log in to <https://connect.brunel.ac.uk/> and click on My Apps for more information.

### MATLAB workshop series

<b>Brief description</b>	MATLAB is a powerful high-level programming language and interactive environment which supports functions such as numerical computation, visualization and application development. This workshop series will help you get started before moving on to consider some of the functions most relevant to research students at Brunel.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Getting started</li> <li>Simple operations using MATLAB</li> <li>Plotting graphs, exporting and importing data</li> <li>Creating your own MATLAB programs</li> <li>Creating MATLAB functions</li> <li>Running and debugging your MATLAB programs and functions</li> <li>Using MATLAB built-in functions and routines</li> <li>Using control operations ('if' and 'for')</li> <li>Plotting graphs, exporting and importing data</li> </ul>
<b>Skills addressed</b>	<b>Research and information literacy</b> , critical thinking and analysis skills

### Media skills: A practical workshop

<b>Brief description</b>	This training will prepare the participants for media interviews, to get the most out of them for the researcher and the University, and to encourage them to seek out media opportunities.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Know how to identify newsworthy, 'media-friendly' elements in your research</li> <li>Know how to 'pitch' your research to the media</li> <li>Master techniques for taking control of the interview and for answering difficult or hostile questions</li> <li>Increased confidence in giving expert comments to the media</li> <li>Increased confidence in giving interviews to print media, radio and TV</li> </ul>
<b>Skills addressed</b>	Communication skills, <b>engagement and impact</b> , career management skills

### NVIVO: Managing literature sources for BEGINNERS

<b>Brief description</b>	Start your literature review with this hands-on workshop. This course is designed for the complete beginner as well as those who have used previous versions of the software but did not use it for their literature review. You will be introduced to how to use NVivo to manage your literature sources such as journal articles, e-books, policy documents, and website resources. You will be shown how to use NVivo's powerful search functions to search for key words and phrases across all your literature sources and 'harvest' or code the finds into themes; and critically review the literature and carry out comparative and correlational analysis which you can never do by hand. This is a time saver course.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Import into NVivo, literature sources, either as files or directly from reference manager software such as EndNote, RefWorks, Mendeley, and Zotero libraries</li> <li>Add annotations of ideas, explanations, and interpretations to key points in data.</li> <li>Compare and critically evaluate the works of various authors by using framework matrices.</li> <li>Use Node Matrix to compare different authors by topics to see which themes are well covered and which themes need further exploration.</li> <li>Generate 'Word Cloud' of key words for poster presentation.</li> <li>Use graphics to explore and present findings.</li> <li>Use queries to carry out in-depth analysis of the literature.</li> <li>Import findings and analytical memos to Word for writing up.</li> </ul>
<b>Skills addressed</b>	<b>Research and information literacy</b> , critical thinking skills

## NVIVO: Advance functions in NVIVO 11 Pro for Windows

<b>Brief description</b>	Take your NVivo skills to the next level. Learn how to enhance your coding; classify your data with demographic attributes to allow comparative analyses; use advance queries, maps, charts and diagrams to explore and to conduct in-depth analyses and presentation.
<b>Objectives</b>	Classify your data (subjects) by their demographic attributes and values. Sort, merge, relocate, organise, rename, and restructure their thematic coding. Use variety of queries - coding, matrix and group queries to ask questions and gather coded references to answer them. Use sets and search folders to filter data to help asking specific research questions. use advance queries, maps, charts and diagrams to explore and to conduct in-depth analyses and presentation.
<b>Skills addressed</b>	<b>Research and information literacy, critical thinking skills</b>

## Personality Test MBTI Workshop & Feedback for Researchers

<b>Brief description</b>	Have you ever wondered about the differences in personalities in others? Why do you prefer to stay in your room studying to complete a project with a two week deadline while your friend socialises and only gets down to doing the project a few days before handing it in? The MBTI workshop will give you clues as to why and go some way to helping you understand your personality.
<b>Objectives</b>	Develop an enhanced awareness of team dynamics and how you relate to colleagues Gain a better understanding of how you process information and make decisions Think about the type of work, and working environment, you might be best suited for Consider aspects of personality in your career planning and development
<b>Skills addressed</b>	<b>Inter and intrapersonal skills</b>

## PhD Clinic: Drop-in for a chat and support

<b>Brief description</b>	During your PhD journey, you may come across difficulties or situations where you need to talk to someone outside your Supervisory Team. This is a drop-in session with the Graduate School Tutor to discuss any issues (non-subject-specific) that have risen.
<b>Objectives</b>	Give you an opportunity to speak out about your concerns Signpost you towards the right sources of support and solutions Help you overcome the issues by exploring your options Help you remain focused and motivated to complete your PhD on time Give you advice about the Brunel 3D Tool, to facilitate your personal and professional development
<b>Skills addressed</b>	<b>Research management, inter and intrapersonal skills, communication skills, critical thinking</b>

## PRESENTATION SKILLS: Creating posters in PowerPoint

<b>Brief description</b>	Are you designing a poster for a presentation event or a conference? Are you planning on using PowerPoint, but don't know where to start? This workshop will provide you with a practical introduction and guidance on using PowerPoint to design your research posters.
<b>Objectives</b>	Create a custom sized slide or poster Insert shapes, SmartArt and charts Copy, paste, resize, rotate and flip objects Group and layer objects Use different styles to format objects and text
<b>Skills addressed</b>	<b>Communication skills</b>

## PRESENTATION SKILLS: How to make the perfect presentation (Bite-sized workshop)

<b>Brief description</b>	In today's working environment presenting is a fact of life – it is a core business skill and we are expected to be good at it. For the majority of us who worry about presenting, this poses a huge problem: how do we learn to present and get good at it? No matter what your current level is, you can teach yourself to be a really good presenter. In this fast-paced workshop every aspect of presenting is covered, so that you can learn not only the nuts and bolts of putting a presentation together, but also the art of presentation performance.
<b>Objectives</b>	Identify the 10 qualities/skills of a great presenter Identify the 3 things you must do when preparing your presentation Learn a simple 3-part structure to make your presentation memorable Learn how to design your visual aids for maximum impact Reflect on the innovative presentation techniques used so eloquently by Barack Obama
<b>Skills addressed</b>	<b>Communication skills, teaching and learning, inter and intrapersonal skills</b>

## PRESENTATION SKILLS: Techniques to deliver successful oral presentations

<b>Brief description</b>	Delivering presentations and being part of public engagement activities are now common in most academic and non academic careers. As PhD students you may be speaking at departmental events and conferences and are seeking ways to perfect your presentation delivery. This session aims to help you identify your strengths and support you with overcoming your limitations. It will cover methods of communicating, body language and responding to questions as well as discussing ways to make your presentation more memorable.
<b>Objectives</b>	Methods of communicating Body language and responding to questions Overcoming nervousness
<b>Skills addressed</b>	<b>Communication skills</b>

## RefWorks: An introduction

<b>Brief description</b>	In this session you will learn how to use RefWorks, bibliographic software that helps you document and manage your references, allowing you to cite while you write. This session is particularly recommended for those at the early information gathering stage of their research, although all researchers may find it useful.
<b>Objectives</b>	Awareness of bibliographic software and its uses Creating a database of references using various methods of adding bibliographic details Using a database of references to cite in a Word document Using a database of references to create a bibliography/reference list in a Word document
<b>Skills addressed</b>	<b>Research and information literacy</b>

## Research ethics: An introduction

<b>Brief description</b>	This course is suited to anyone intending to engage in research or supervise research involving human participants or animals. The course covers the importance of responsible conduct in research as well as more practical training in research ethics practices and the University's research ethics application process.
<b>Objectives</b>	Understanding of the background to research ethics Conducting research in line with the relevant policies Guidelines and funder and professional body requirements
<b>Skills addressed</b>	<b>Research management</b>

## Researcher Development Series 1: New Researcher Induction

<b>Brief description</b>	Starting a PhD with good working habits, a sound knowledge of what is expected of you, and a strong support network of peers can ensure the successful completion of your research. This one day event aims to highlight the resources and support which might facilitate your journey through the PhD. It also provides you with an opportunity to meet research students from a variety of disciplines across the whole University.
<b>Objectives</b>	The practicalities of doing a PhD at Brunel Introduction to the research journey Research ethics, integrity and data management Managing the supervision process Researcher development and CPD
<b>Skills addressed</b>	<b>Critical thinking skills, research management, communication skills, inter and intrapersonal skills</b>

## Researcher Development Series 2: Intermediate Researcher Development

<b>Brief description</b>	Becoming a good researcher in any field requires the development of a variety of different skills. This one-day training event provides you with an opportunity to meet other research students from across the University, develop your research ideas, plan the next year of your skills training, think about career development, and focus on the areas you need in order to successfully progress through the mid-stage of your PhD.
<b>Objectives</b>	Research dissemination methods Career options and teaching and learning Engagement and impact building Higher-order thinking skills
<b>Skills addressed</b>	<b>Critical thinking skills, research management, communication skills, teaching and learning, career management skills</b>

## Researcher Development Series 3: Advanced Researcher Development

<b>Brief description</b>	Becoming a well accomplished professional in any field requires the development of a variety of different skills. This one-day event provides you with an opportunity to focus on the areas you need to develop in order to successfully move towards the completion of your PhD and plan for your future.
<b>Objectives</b>	Thesis submission Preparing for your VIVA Public engagement Social media and developing an academic profile
<b>Skills addressed</b>	<b>Critical thinking skills, research management, communication skills, teaching and learning, inter and intrapersonal skills, career management skills</b>

## Social Media for Research: Publicise, Discover and Engage

<b>Brief description</b>	This practical workshop will show how social media can help you at all stages of your research: from exploration to engagement, from planning to publicising, and much more.
<b>Objectives</b>	Be aware of the benefits of a social media Make use of it to increase the reach and impact of your work
<b>Skills addressed</b>	<b>Communication skills, engagement and impact, career management skills</b>

Did you know that you can download a copy of IBM SPSS and IBM SPSS to your home computer or laptop from Brunel's Connect Portal? Log in to <https://connect.brunel.ac.uk/> and click on My Apps for more information.

## SPSS: The basics

<b>Brief description</b>	SPSS Statistics is a software package for statistical analysis originally developed for use in the Social Sciences but now widely used in many fields. This workshop introduces the basics of using SPSS.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Purpose and use of SPSS</li> <li>Open SPSS on the network</li> <li>What is a Variable?</li> <li>Defining variables in SPSS</li> <li>Entering Data</li> <li>Saving data &amp; output files</li> <li>Opening existing data and output files</li> <li>Import data from Excel</li> <li>Choose appropriate numerical summaries</li> <li>Choose appropriate graphical summaries</li> <li>Descriptive statistics in SPSS (using Frequencies &amp; Explore)</li> <li>Frequency &amp; Contingency tables in SPSS (using Frequencies &amp; Crosstabs)</li> <li>Charts and graphs in SPSS</li> </ul>
<b>Skills addressed</b>	<b>Research and information literacy, critical thinking and analysis skills</b>

## SPSS Statistics

<b>Brief description</b>	This course is designed to develop the skill and confidence needed to select the correct statistics to analyse your data and to draw informed conclusions; to understand when and how to use Chi-squared, Ttest, and One-way Analysis of Variance (ANOVA), Correlation and Regression.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Recognise the difference between data types- categorical (nominal and ordinal) and continuous.</li> <li>Understand data types and their relationship to the choice of summary and inference statistics.</li> <li>Understand the assumptions of using parametric or non-parametric tests</li> <li>Learn when and how to use parametric tests such as chi-squared, Ttest, ANOVA, Correlation and Regression and the non-parametric equivalents.</li> <li>Learn how to establish a statistical significant finding and how to report it.</li> </ul>
<b>Skills addressed</b>	<b>Research and information literacy, critical thinking skills</b>

## Technical Writing

<b>Brief description</b>	This workshop outlines the principles and methods for good technical writing, the importance of being aware that technical pieces have different purposes and readers. The value of planning structure, style and content is made clear.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Appreciate the scope, purpose and readership of various types of technical writing</li> <li>Properly time- and resource-manage the production of written material</li> <li>Be equipped with techniques to write with confidence and overcome reluctance to write (or "writer's block")</li> <li>Plan and create effective figures, tables and graphs</li> <li>Understand the importance of clear, precise forms of expression in both the text and the figures of a technical piece</li> </ul>
<b>Skills addressed</b>	<b>Research and information literacy, Communication skills, engagement and impact</b>

## Thesis writing workshop

<b>Brief description</b>	This training will enable the participant to prepare for the all-important thesis-writing phase of their studies as well as to approach other academic writing tasks with confidence.
<b>Objectives</b>	Structuring your thinking and your thesis Identifying characteristics of a successful thesis Examination criteria Academic writing skills
<b>Skills addressed</b>	<b>Research and information literacy, communication skills</b>

## Time management: How to manage your time better (Bite-sized workshop)

<b>Brief description</b>	In this fast-paced, highly interactive and practical 90-minute workshop we will learn how to effectively manage our time and priorities. If you find yourself with too little time to get everything done and are struggling to cope, this workshop, in a short period of time, will give you some basic strategies to help you organise your time and prioritise your activities.
<b>Objectives</b>	Reflect on the signs of poor time management Identify the biggest time stealer Identify your time management personality Explore the 3 key skills of brilliant time managers Write SMART goals, prioritise effectively, and delegate correctly
<b>Skills addressed</b>	<b>Research management, inter and intrapersonal skills</b>

## Twitter: An introduction

<b>Brief description</b>	This session will provide an introduction to Twitter for doctoral researchers. An overview of the benefits and risks will be addressed followed by the chance to create an account and explore Twitter.
<b>Objectives</b>	Benefits of tweeting Potential risks
<b>Skills addressed</b>	<b>Communication skills, engagement and impact, career management skills</b>

## VIVA: Preparing for your thesis examination and VIVA VOCE

<b>Brief description</b>	This session helps students to gather prior information about the PhD VIVA. There will be two themes in the session that will acquaint participants with the essential features of a successful thesis and demystify the viva process.
<b>Objectives</b>	Purpose of the UK PhD VIVA Regulations and outcomes Preparing for the VIVA Dealing with questions and comments
<b>Skills addressed</b>	<b>Critical thinking skills, Communication skills, engagement and impact, inter and intrapersonal skills</b>

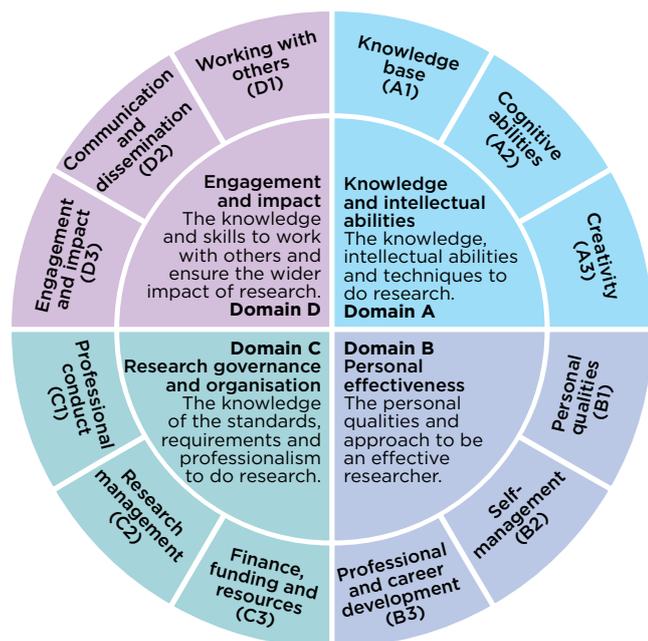
## Useful Links

The Research Councils UK (RCUK) Statement of Expectation for Doctoral Training:  
[www.rcuk.ac.uk/documents/skills/statementofexpectation-pdf/](http://www.rcuk.ac.uk/documents/skills/statementofexpectation-pdf/)

UK Quality Code for Higher Education – Chapter B11: Research Degrees  
[www.qaa.ac.uk/en/Publications/Pages/Quality-Code-Chapter-B11.aspx](http://www.qaa.ac.uk/en/Publications/Pages/Quality-Code-Chapter-B11.aspx)

The Royal Society statement on Doctoral students' career expectations: Principles and responsibilities  
<https://royalsociety.org/-/media/policy/projects/doctoral-students/doctoral-students-career-expectations-principles-responsibilities.pdf>

### Appendix 1: The Researcher Development Framework (RDF)



Source: Vitae Researcher Development Statement, Vitae, © 2010 Careers Research and Advisory Centre (CRAC) Limited, see: [www.vitae.ac.uk/rdf](http://www.vitae.ac.uk/rdf)

### Appendix 2: Brunel 3D categories cross referenced to the Researcher Development Framework

#### BRUNEL 3D RESEARCHER DEVELOPMENT TOOL©

#### VITAE RESEARCHER DEVELOPMENT FRAMEWORK

SKILL	SUB-CATEGORY OF SKILLS	DOMAIN	SUB-DOMAIN
<b>DO</b>	Research information & literacy	<b>Domain A - Knowledge and intellectual abilities</b>	A1 Knowledge base
	Critical thinking and analysis skills		A2 Cognitive abilities A3 Creativity
	Research management		<b>Domain C - Research Governance and Organisation</b>
<b>DISSEMINATE</b>	Communication skills	<b>Domain D - Engagement, Influence and Impact</b>	D2 Communication and dissemination
	Engagement & impact		D3 Engagement and impact
	Teaching & learning		D3 Engagement and impact
<b>DEVELOP</b>	Inter & intrapersonal skills	<b>Domain D - Engagement, Influence and Impact</b>	D1 Working with others
	Career management skills	<b>Domain B - Personal Effectiveness</b>	B1 Personal qualities B2 Self management B3 Professional and career development