The Graduate School
Researcher Development Programme (RDP)

Enhancing the personal and professional development of our research and enterprise community

September 2016 - June 2017
Welcome

I am delighted to welcome you to the first Research and Enterprise Development Programme at the University of Suffolk for 2016/2017. This builds on the Researcher Development Programme (RDP) and Enterprise and Business Development Skills Programme that ran in 2015/16 and previous years.

This programme is designed to support the personal and professional development of our research and enterprise community which includes our postgraduate research students and academic staff. The majority of the sessions will be held in the seminar room within the new Ipswich Waterfront Innovation Centre (IWIC), Atrium building, a map of which is available at the back of this booklet.

The logistical arrangements will be published online in September 2016. Sessions will be arranged to, as far as possible, avoid teaching times, religious holidays and with later start and earlier finish times to support those with childcare and other commitments.

Events and seminars for our local business community will be arranged, as far as possible, outside normal business hours. The Quay to Growth Business Breakfast Seminar series will be held regularly and offer a unique opportunity to hear some unique insights into leadership, management and enterprise from academic staff across a variety of disciplines, to access collaborative funding opportunities and hear about the variety of knowledge exchange opportunities available with the University of Suffolk.

Please do contact me if you have any queries about the programme and I look forward to meeting you at one of these events.

Kind Regards,

Stef Thorne
Head of Research and Enterprise Services
The Research and Enterprise Development programme

Delivered in partnership, the REDP offers a range of workshops and resources designed to meet the development needs of University of Suffolk students and staff. This programme will be of particular interest to postgraduate research students, early career researchers and staff and students wishing to develop their entrepreneurial effectiveness.

All of the sessions within the Researcher and Enterprise Development Programme (REDP) are aligned to the Vitae Researcher Development (RDF) and Enterprise Lens.

The Researcher Development Framework is an external professional development framework for planning, promoting and supporting the personal, professional and career development of researchers within Higher Education. The RDF articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development. Research and Enterprise Services staff are members of the VITAE East of England hub and contribute at a regional level to the delivery of the researcher development framework within HEIs.

The Enterprise Lens is an external professional development framework designed to focus the knowledge, behaviours and attributes that you develop as a researcher and how these can be acquired through or used in enterprise activities.

Research and Enterprise Services

The REDP is delivered by the Research and Enterprise Services team at the University of Suffolk. Research and Enterprise Services has a cross institutional remit at the University of Suffolk to provide professional support to the Faculties in the implementation of the research and enterprise strategy. The team provides professional support in the following areas:

- Research Funding (Pre Award Services)
- Postgraduate Research and the Graduate School
- Business engagement, enterprise development and innovation support
- Researcher Development
- Research Ethics and Governance
- Ipswich Waterfront Innovation Centre

In addition to the support provided to our academic community, Research and Enterprise Services engages proactively with partners and organisational bodies supporting regional development and economic growth.

Andreea Tocca is the Research Development Manager and develops the elements of this programme that support the personal and professional development of researchers at the University. Working in collaboration with the Faculties, PhD students and the external organisations, Andreea develops and manages the sessions and is the first point of contact for any enquiries. Andreea is based within the Ipswich Waterfront Innovation Centre (IWIC) on the ground floor of the Atrium building.

Email: Andreea Tocca, a.tocca@uos.ac.uk
Research and Enterprise Development Updates

Updates to this programme will be published online and circulated via email and social media. Please check both to confirm whether there have been any recent changes.

Twitter: @UOS_Research
Facebook: @UOSResearchandEnterprise

Feedback and getting involved?
Please complete the evaluation forms at the end of each research and enterprise development event as your feedback will be used to review and improve the delivery of the programme.

- Have you identified an area of training that you feel should be provided that is currently not available? We welcome suggestions and comments at redp@uos.ac.uk
- Are you an experienced researcher? Do you feel you could help with mentoring a less experienced researcher? There may be an opportunity to become involved in the staff mentoring scheme. If you are interested in helping with this please contact us at redp@uos.ac.uk

Online resources
There are a wide-range of online resources and tools for both research students and early career research staff that can be accessed 24/7 from your desktop. Recordings of the workshops will be published within the toolkit for staff and students who have been unable to attend a particular session.

A key development for 16/17 is the introduction of the online research toolkit which seeks to support the researcher at every stage of the research journey. All sections are mapped to the Researcher Development Framework (RDF) and have been designed to support and complement the face to face workshops.

http://libguides.uos.ac.uk/c.php?g=270919&p=2510897

External Resources
Vitae provides an excellent research development resource for research students, supervisors and research staff www.vitae.ac.uk The University of Suffolk is a member of VITAE and access to the resources they provide.

Research Councils UK (RCUK) is committed to the career development, high level skills and training of researchers to ensure the excellence of the UK research base. The web pages of the Research Careers and Diversity Unit provide information about the approach of Research Councils UK to Researcher Development www.rcuk.ac.uk/ResearchCareers/Pages/home.aspx

Research Councils UK helps to develop Concordats which set out clear expectations for research organisations, researcher managers and supporters and researchers themselves.
The Concordat for Engaging the Public with Research outlines the expectations and responsibilities of research funders with respect to public engagement, to help embed public engagement in universities and research institutes. This will enhance the future of research and benefit the UK society and economy. The Concordat consists of a set of key principles for the future support of public engagement, and under each principle, an explanation of how it may be embedded into institutional practice. [http://www.rcuk.ac.uk/Publications/policy/perConcordat/](http://www.rcuk.ac.uk/Publications/policy/perConcordat/)

The Concordat to Support the Career Development of Researchers sets out the expectations and responsibilities of researchers, their managers, employers and funders. It aims to increase the attractiveness and sustainability of research careers in the UK and to improve the quantity, quality and impact of research for the benefit of UK society and the economy. More information and a copy of the Concordat to Support the Career Development of Researchers is available [https://www.vitae.ac.uk/policy/concordat-to-support-the-career-development-of-researchers](https://www.vitae.ac.uk/policy/concordat-to-support-the-career-development-of-researchers).

The UK Council for Graduate Education (UKCGE) is the leading independent representative body for Postgraduate Education in the UK. Its mission is to be the authoritative voice for postgraduate education in the UK, providing high quality leadership and support to its members to promote a strong and sustainable postgraduate education sector. The UKCGE provides resources and runs a number of events for research staff, managers and supervisors and University of Suffolk is a subscribing organisation [www.ukcge.ac.uk](http://www.ukcge.ac.uk).

The University of Suffolk subscribes to the UKCGE. Stef Thorne, Head of Research and Enterprise Services, is the link member and can provide advice on the resources available.

Alternative Guide to Funding Online
[www.postgraduate-funding.com/gateway](http://www.postgraduate-funding.com/gateway)

Enterprise Educators UK
Enterprise Educators UK (EEUK) is a national network of over 600 enterprise educators from around 75 higher education institutions. It is a member based organization and supports members to work with students, postgraduate researchers, academics and the business community to build enterprise capability [www.enterprise.ac.uk](http://www.enterprise.ac.uk)

National Association of College and University Entrepreneurs
National Association of College and University Entrepreneurs (NACUE) is a charity that stimulates student enterprise by supporting, connecting and representing enterprising societies, enterprising students and student entrepreneurs in colleges and universities across the UK [www.nacue.com](http://www.nacue.com)

National Centre for Entrepreneurship in Education
This Centre aims to raise the profile of entrepreneurship across further and higher education, stimulating cultural change across Universities and Colleges and building capacity through staff development [www.ncee.org.uk](http://www.ncee.org.uk)

The Institute for Small Business and Entrepreneurship
The longest established professional association of researchers, educators and practitioners concerned with entrepreneurship and small business in the UK. There are regional events, workshops, publications and a research fund with an annual competition.

The National Centre for Universities and Business
An independent and not for profit membership organisation that promotes, develops and supports university-business collaboration across the UK.
Research and Enterprise Development programme

Quality Assurance Agency
Enterprise and entrepreneurship education: Guidance for UK higher education providers (September 2012). This guidance reflects current thinking in enterprise and entrepreneurship education. It is intended to inform, enhance and promote the development of enterprise and entrepreneurship education among higher education providers in the UK.

How Do I…?

Book for a workshop or networking event
All activities have a section at the bottom of the page that lists the booking contact. You will then receive an email to confirm that you have been booked on the course.

Know when and where it is
The location will always be clearly stated in the ‘Date, Time and Venue’ section.
The majority of the events will take place in Seminar room, Ipswich Waterfront Innovation Centre (IWIC).
Map and Directions can be found at page

Remember to attend?
You will receive a reminder email a week before which will include all relevant information about venue, time and a short description of the session. Please advise if you are unable to attend a session you are booked.

Are the opportunities free?
Places are fully-funded for University of Suffolk students and staff.
The majority of events aimed at local businesses are free but some are subject to a charge. The fee will be clearly stated as part of the descriptor for the course and payable via the online shop.

Know if I need to prepare beforehand?
Most events do not require any preparation. Some sessions may have a questionnaire or some preparatory reading material, and this will be provided with your reminder email and specifically stated in the ‘prerequisites’ paragraph.

I am registered as a PhD student with the University of East Anglia can I use these sessions to earn credit?
Yes, the sessions all receive a credit and this will count towards the ten credits you need to acquire each year. Please email the Graduate School, graduateschool@uos.ac.uk if you have any queries.

Introducing the Researcher Development Framework

The Researcher Development Framework articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development. The Researcher Development Framework (RDF) was developed in response to a range of recommendations to create a UK development framework for postgraduate researchers and research staff in higher education institutions. The Researcher development framework is structured in four 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. Within each of the domains are three sub-domains and associated descriptors, which describe different aspects of being a researcher.
**Domain A: Knowledge and intellectual abilities**

The knowledge, intellectual abilities and techniques to do research.

**A1 Knowledge Base**

Researchers must develop a sound knowledge of their subject research area and the appropriate methods used, as well as the ability to access and manage Information.

Categories in this sub-domain are:

1. Subject knowledge
2. Research methods—theoretical knowledge
3. Research methods—practical application
4. Information seeking
5. Information literacy and management
6. Languages
7. Academic literacy and numeracy

**A2 Cognitive Abilities**

Cognitive awareness includes the ability to analyse and evaluate findings, to think critically and to synthesise large volumes of data and material. Researchers are also required to evaluate evidence and solve complex problems.

Categories in this sub-domain are:

1. Analysing
2. Synthesising
3. Critical thinking
4. Evaluating
5. Problem solving

**A3 Creativity**

Researchers need to have an inquiring mind and understand the role of innovation and creativity in research, allowing them to constructively defend their research.

Categories in this sub-domain are:

1. Inquiring mind
2. Intellectual insight
3. Innovation
4. Argument construction
5. Intellectual risk

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**Domain B: Personal effectiveness**

The personal qualities and approach to be an effective researcher.

**B1 Personal Qualities**

There are many personal qualities that are advantageous when undertaking a period of sustained research.

Categories in this sub-domain are:

1. Enthusiasm
2. Perseverance
3. Integrity
4. Self-confidence
5. Self-reflection
6. Responsibility

**B2 Self-management**

Throughout their career, researchers are required to be very well-organised. This includes the ability to manage their own time; to have a strategic approach to their research; to focus on the research project while maintaining a good work-life balance; respond to change and be largely self-motivated and self-reliant.

Categories in this sub-domain are:

1. Preparation and prioritisation
2. Commitment to research
3. Time management
4. Responsiveness to change
5. Work-life balance

**B3 Professional and Career Development**

A large part of a researchers’ career is being able to develop and manage their career. Researchers must have an insight into the transferable nature of their abilities and regularly update their achievement and experience record.

Categories in this sub-domain are:

1. Career management
2. Continuing professional development
3. Responsiveness to opportunities
4. Networking
5. Reputation and esteem
Domain C:
Research governance and organisation
The knowledge of the standards, requirements and professionalism to do research.

C1 Professional Conduct
Researchers are required to abide by Health and Safety regulations and understand any legal and ethical requirements and code of conduct(s) appropriate to their discipline.

Categories in this sub-domain are:
1. Health and safety
2. Ethics, principles and sustainability
3. Legal requirements
4. IPR and copyright
5. Respect and confidentiality
6. Attribution and co-authorship
7. Appropriate practice

C2 Research Management
In order for researchers to achieve the most out of their research, it is essential for them to have effective project management. This includes being able to set appropriate research goals and a programme of necessary steps to allow them to reach these goals by prioritising their activities, as well as assessing the risks.

Categories in this sub-domain are:
1. Research strategy
2. Project planning and delivery
3. Risk management

C3 Finance, Funding and Resources
In the current climate, it is particularly important that researchers understand good financial management and make best use of the available resources while also knowing the process for funding research.

Categories in this sub-domain are:
1. Income and funding generation
2. Financial management
3. Infrastructure and resources

Domain D:
Engagement, influence and impact
The knowledge and skills to work with others and ensure the wider impact of research.

D1 Working with Others
Researchers are required to interact constructively with colleagues, develop working relationships and be part of and/or build teams. They are also expected to develop and maintain professional networks.

Categories in this sub-domain are:
1. Collegiality
2. Team working
3. People management
4. Supervision
5. Mentoring
6. Influence and leadership
7. Collaboration
8. Equality and diversity

D2 Communication and Dissemination
It is essential that researchers are able to communicate their research effectively, by constructing coherent arguments.

Categories in this sub-domain are:
1. Communication methods
2. Communication media
3. Publication

D3 Engagement and Impact
Researchers should have knowledge of the global, economic, organisational and environmental contexts of research. It is important that they are aware of the mechanisms to support knowledge transfer and maximise the impact of research in academic, economic and societal contexts.

Categories in this sub-domain are:
1. Teaching
2. Public engagement
3. Enterprise
4. Policy
5. Society and culture
6. Global citizenship
The Researcher Development Framework

Please go to https://www.vitae.ac.uk/researchers-professional-development for further information
Introducing the Enterprise Lens on the Researcher Development Framework

The Researcher development framework is structured in four 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. Within each of the domains are three sub-domains and associated descriptors, which describe different aspects of being a researcher.

The Enterprise Lens provides an overview of the key knowledge, behaviours and attributes typically developed by researchers that can be acquired through, or used in, enterprise activities.

Please go to https://www.vitae.ac.uk/researchers-professional-development for further information.
# RDF and Enterprise Lens mapping matrix

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### Research and Enterprise Development programme

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#### RDF and Enterprise Lens mapping matrix

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Research and Enterprise Development programme
Networking Events

Informal Research and Enterprise networking meetings
Research and Enterprise Services facilitates monthly networking meetings with the Cult café Bar for academic staff, research degree students from across University of Suffolk. The purpose of our meetings is to share research and enterprise ideas and experiences in an informal setting.

- The meetings take place twice a month.
- No booking is required

Sustainable Futures - Lectures
The purpose of the 2016/2017 Sustainable Futures Lectures is to provoke discussion and debate across a range of topics that consider how we live, the work we do and the growth values we promote as individuals within our community environments, Higher Education and business.

East of England Agile Networking
Our meetings are designed for like-minded Agile enthusiasts and Scrum Practitioners to exchange ideas, network and provide an inclusive forum for others who are finding their way with Scrum and Agile. We aim to encourage and support Businesses, Academics, students and anyone in the community with an interest in Agile so they may also accomplish great things.

The group is Endorsed by Scrum Alliance and attendance will qualify you for SEUs
https://www.scrumalliance.org/certifications/scrum-educational-units
Quay to Growth Business Breakfast Series  
Sponsored by Ensors Chartered Accountants  
Venue: University of Suffolk Boardroom, Waterfront Building

The themed business breakfasts will provide:

Benefits for business

1. Opportunities to hear some unique insights into leadership, management, innovation and enterprise from academic staff across a variety of disciplines
2. Opportunities to hear about collaborative funding initiatives, benefits of internships and other knowledge exchange schemes.
3. An opportunity to share some news, ask for volunteers for new product trials, to ask if anyone has any recommendations for suppliers
4. Network with other local businesses wanting to grow

Benefits for staff

1. If you have a business-facing project or want to work with local, small and medium-sized businesses as part of your research, this is an opportunity to make contact with local business owners who are interested in what happens at UCS and who may be interested in participating with your initiative or accessing your course.
2. This is also an opportunity for business-facing Professional Services staff to network with and meet local business owners who may be interested in internships, working on Research and Development projects and knowledge transfer partnerships.

Benefits for students/graduates

1. Network with professionals from the business community, academics and students from outside of your subject discipline.
2. An opportunity to discuss your research, dissertation proposal and potentially get input, subjects if you’re running a focus group for example and/or new ideas.

Format of the Business Breakfast

- 7.45am – 8.10am  Registration, Breakfast and Networking
- 8.10am – 8.15am  Welcome and Introduction
- 8.15am – 8.45am  Presentation by a member of UOS academic staff
- 8.45am – 9.00am  Q&A
- 9.00am – 9.30am  Business/HE enquiries and networking for those who can stay.

Dates

24th October 7.45am – 9.00am  Presenter from the Suffolk Business School
24th November 7.45am – 9.00am  Rachel Heathershaw, School of Nursing
19th January 7.45am – 9.00am  Rob Ellis, Department of Science and Technology
2nd March 7.45am – 9.00am  Dr Tom Vine, Suffolk Business School
11th May 7.45am – 9.00am  Dr Kevin Barker, Lecturer in Law and Criminology

To book please contact: enterprise@uos.ac.uk
The Pre-Award process

The session will introduce participants to the support systems in place at University of Suffolk and provide costing guidance.

Indicative learning outcomes

- Have an understanding of the pre-award processes in place for supporting research bids and other funding applications.
- Be clear on support available for funding applications, including where to go and who to contact.
- Understand the basics of the costing model.
- Understand the sign-off requirements for all funding applications.

Researcher Development Framework Mapping: A1, C2, C3, D2
Research Student Skills Development: 0.5 credits

Aimed at: Academic Staff and Research Degree Students

Date and time: 12 October 2016, 12.00 pm-1.00 pm followed by 1:1 support available on request (please e-mail researchoffice@uos.ac.uk if you would like to arrange a 1:1 session)

Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk

Understanding Open Access, copyright and publishing

In this workshop we will examine Open Access (OA) and what this means for the publication of research and scholarly outputs. A section of the workshop will provide support for staff depositing outputs within our institutional repository - OARS (Open Access Repository Suffolk).

Indicative Learning outcomes:

- Understanding the differences between Gold OA and Green OA
- Understanding funding, embargoes and other things to consider when publishing research
- Using the University of Suffolk Institutional Repository—Open Access Repository Suffolk, OARS
- Understanding the University of Suffolk Open Access, copyright and publishing policy

Researcher Development Framework Mapping: A1, A2, D2, D3
Research Student Skills Development: 0.5 credits

Aimed at: Academic Staff and Research Degree Students

Date and time: 19 October 2016 and 13 February 2017
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk
Research Professional

This session will provide an introduction to online searching for funding opportunities. Participants will be shown the Research Professional database which provides a searchable database of funding calls and tenders and will set up their own accounts, conduct basic searches and learn how to save these for future references. The session will also briefly cover other online funding information.

Researcher Development Framework Mapping: C2, C3
Research Student Skills Development: 0.5 credits

Aimed at: Academic Staff and Research degree students

Date and time: 09 November 2016, 1.00 pm-2.30 pm
Followed by 1:1 support available on request (please e-mail redp@uos.ac.uk if you would like to arrange a 1:1 session)

Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk

The Process and Experience of PhD Supervision

This workshop is compulsory for newly appointed supervisors. All supervisors must attend this training every three years.

The intention for this workshop is to offer supervisors the opportunity to explore the process and experience of supervision. Participants will be provided with an opportunity to network with colleagues and reflect on their own supervisory styles. This session is of equal importance to new and more experienced supervisors at University of Suffolk. In addition to the opportunity for reflection on practice participants will have an understanding of the external regulatory context for postgraduate research supervision, the postgraduate research degree framework at the University of East Anglia and University of Suffolk, the Research Degree Regulations and Codes of Practice and tips for successful supervisory relationships.

Researcher Development Framework Mapping: D1
Aimed at: PhD Supervisors (primary and secondary)

Date and time: 15 November 2016, 9.30 am-12.30 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact graduateschool@uos.ac.uk
Social Media for Researchers

Social Media and its associated tools can be found all across the globe, this workshop will help guide on the effective use of Social Media and in particular its use as a Personal Learning Network (PLN) and to raise their research profiles. The workshop will also help to raise researchers’ awareness of how to stay safe while using Social Media as well as how they can use social media as a tool not just to absorb information but to broadcast it as well.

Indicative Learning Outcomes

- What is social media?
- Specific research focused social media tools
- How might I use social media to raise my profile as a researcher?
- How can I use social media to better engage my research with the public?

Researcher Development Framework: B3, D2, D3
Research Student Skills Development: 0.5 credit

Aimed at: Academic Staff and Research Degree Students

Date and time: 22 November 2016 and 14 March 2017
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk

Applying for external funding

Invited speakers will provide an introduction to the external funding opportunities available. The speakers will also offer the chance for individual applicants (or small groups of applicants) to ask in more detail about their own research interests and how they fit with the schemes offered by the invited funders.

Researcher Development Framework mapping: C3, D1, D3
Research Student Skills: 0.5 credits

Aimed at: Academic Staff and Research Degree Students

Date and time: December 2016
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk
Quantitative Data Analysis— Practical Session

Staff and Research Degree Students already involved in—or considering becoming involved in—quantitative research need not only to have a sound grounding in statistical methods but also need to be familiar with available software tools and how to interpret their output. This introductory workshop will demonstrate some essential features of SPSS in terms of data classification and entry, and discuss some of the more common statistical analysis and graphing facilities.

Researcher Development Framework Mapping: A1, A2
Research Student Skills Development: 0.5 credit

Aimed at: Academic Staff and Research Degree Students

Date and time: 18 January 2017, 1.00 pm-4.00 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk

Introduction to the Research Councils and dual support system for funding research in the UK

The Research Councils UK (RCUK), which is made up of seven UK research councils that together allocate £3 billion each year to research, is keen to maximize the economic, academic, and societal impact of research, and the councils are including information on these impacts in all of their funding applications. This occurs through knowledge exchange, new products and processes, new companies and job creation, skills development, increasing the effectiveness of public services and policy, enhancing quality of life and health, international development and so on. The workshop will introduce participants to the Research Funding Councils within the UK and the dual support system.

Researcher Development Framework Mapping: B3
Research Student Skills Development: 0.5 credits

Aimed at: Academic staff and research degree students

Date and time: 25 January 2017, 1.00 pm-2.00 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk
The use of Lego®Serious Play® (LSP)

As part of implementing innovative practice, this session will incorporate the use of Lego®Serious Play® (LSP) in order for researchers to explore issues related to finding resources, performing literature searches and developing research methodologies. With the aim to play with a serious purpose, stimulate imagination, ideas and creative expression, the use of LSP, as a tool for solving problems, will provoke discussion and sharing, and further solidify the relationship between Learning Services support and researchers.

Indicative Learning Outcomes:
- How can I use LSP to explore challenges, concepts and tools for research?
- What are some of the common challenges I face in my research, and how can I address these challenges?
- How do fellow researchers meet the challenges of conducting research?

Research Student Skills Development: 0.5 credit

Aimed at: Academic staff and research degree students
Date and time: 15 February 2017
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
Venue: W317
To book: please contact Rik Bond, r.bond@uos.ac.uk

Every Researcher Counts: Do not put me in a box

Using the VITAE materials developed by their ‘Every Researcher Counts’ project this interactive session will explore one of nine case studies for introducing diversity conversations with principal investigators, line managers and supervisors. This workshop will also introduce resources and support for disabled researchers.

Researcher Development Framework Mapping: B1, C1, D1
Research Student Skills Development: 0.5 credits

Aimed at: Academic Staff and Research Degree students
Date and time: 22 February 2016, 12.00 pm-1.00 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
To book: please contact Rik Bond, r.bond@uos.ac.uk

Introduction to NIHR Funding

We look at the most important aspects of putting together an application for NIHR research funding followed by a Q&A session and 1:1 queries.

Guest Speaker: Dr Judy Henwood, Research Design Lead; Honorary Senior Research Fellow, UEA, Norfolk and Suffolk Primary and Community Care Research Office

Aimed at: Academic Staff and Research Degree students
Date and time: 02 March 2017, 1.00 pm-2.00 pm
Venue: W418
To book: please contact Rik Bond, r.bond@uos.ac.uk
Research and Enterprise Development programme

Research-Teaching Nexus: Sharing Practice and ideas

This workshop will critically consider definitions of scholarship and research activity and examine the place of research activity within subject discipline and work roles. The workshop aims to provoke and inform participants' planning for scholarship and research activity as a key element of their continuing professional development.

Indicative Learning Outcomes:
- Undertaken a critical consideration of definitions of scholarship and research activity and investigated the contested idea of a link between university teaching and research (often referred to as the ‘Teaching- Research Nexus’).
- Explored ways of thinking and practising within a particular subject/discipline and considered the significance for the development of links between teaching and research within your department and your teaching programmes.
- Begun to plan the position and focus of scholarship and research activity within one’s own professional development and identity as an academic as part of an on-going plan for CPD.

Researcher Development Framework Mapping: D1, D2, D3
Research Student Skills Development: 0.5 credits

Aimed at: Academic staff and research degree students
Date and time: 20 March 2017
Venue: W317
To book: please contact Rik Bond, r.bond@uos.ac.uk

Intellectual Property in Higher Education

This workshop will introduce you to the principles of Intellectual Property within Higher Education and the IP policy at the University of Suffolk. There will be an opportunity to discuss this complex area with an IP expert and the support available for the commercialisation of your research outputs.

Researcher Development Framework Mapping: C1
Research Student Skills Development: 0.5 credits

Aimed at: Academic Staff and Research Degree students
Date and time: 22 March 2017, 2.00 pm-4.00 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk
Qualitative Data Analysis— Practical Session
Staff already involved in—or considering becoming involved in—qualitative research need not only to have a sound grounding in qualitative methods but also need to be familiar with available software tools and how to interpret their output. Participants will get a practical introduction to ATLAS.ti a software programme designed to help with the analysis of qualitative research data. The workshop covers the essential functions and concepts of the software.

Researcher Development Framework Mapping: A1, A2
Research Student Skills Development: 0.5 credits

Aimed at: Academic Staff and Research Degree Students

Date and time: 25 April 2017, 1.00 pm-3.00 pm
Venue: A111, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk

Knowledge Transfer Partnerships (KTP)
A Knowledge Transfer Partnership (KTP) is one of the world’s leading knowledge transfer mechanisms, which provides academics with the unique opportunity to apply their expertise to real world business projects.

Part 1: Knowledge Transfer Partnerships – what is in it for you?
3.00 pm-4.00 pm
If we look at it in terms of the REF, recently for REF2014, KTP featured in impact case studies from Universities all around the country. As we move to REF2020, impact is expected to continue to play a large part of the submissions and as such, KTP is a fantastic way to demonstrate impact from research
- Group discussion
- Case studies
Open to Academic Colleagues

Part 2: Growing Suffolk
4.00 pm-5.30 pm
- Business funding opportunities with the University of Suffolk
- Research funding opportunities with the University of Suffolk
- Graduate employment opportunities through the University of Suffolk
Opportunity for networking
Open to Businesses and Academic Colleagues

Date and Time: 26 April 2017
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
To book: please contact Rik Bond, r.bond@uos.ac.uk
Research and Enterprise Development programme

**Data Protection**

Indicative learning outcomes:

- Learn more about what your duties and legal obligations are under the Data Protection Act (DPA) and how to get it right
- Discuss good practice, issues and ideas relating to the DPA and research
- Data Protection Act and Research
- Discuss good practice, issues and ideas relating to the DPA and research
- Case studies: examples

Researcher Development Framework Mapping: C1, D3

Research Student Skills Development: 0.5 credits

Aimed at: University staff and students

Date and time: April 2017-tbc
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk

**Research Ethics and Governance**

**Session 1: Research Ethics and Integrity – for academic staff**

This programme, designed for academic and research staff in any discipline, aims to enable participants to develop the skills and knowledge to be reflective and to think creatively about the ethical problems that may arise in their research.

Researcher Development Framework Mapping: C1, C 2, C3

Date and time: May 2017-tbc
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk

**Session 2: Business Ethics – for the local business community**

Businesses face ethical issues and decisions almost every day – in some industries the issues are very significant. How do businesses ensure that its directors, managers and employees act ethically? Ethical codes are increasingly popular – particularly with larger businesses and cover areas such as:

- Corporate social responsibility
- Dealings with customers and supply chain
- Environmental policy & actions
- Rules for personal and corporate integrity

Date and Time: May 2017-tbc
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

To book: please contact Rik Bond, r.bond@uos.ac.uk
**Consultancy Skills for Researchers**

When examining employers’ requirements for skills in their workforce, they are very similar to the skills of a consultant and almost identical to the skills of an academic researcher. We will examine why ‘consultant thinking’ can be important in academia; a simple process for consulting and show how this is a classic problem solving device, whether for research or non-research situations; how to use these skills to enhance any situation where you need to produce work for someone or influence someone to do something for you. We will also look briefly at consulting career opportunities.

**Researcher Development Framework: D1, D 3**  
**Research Student Skills Development: 0.5 credit**

**Aimed at:** Academic Staff and Research Degree students

**Date and time:** 3 May 2017, 3.00 pm-4.30 pm  
**Venue:** Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building

**To book:** please contact Rik Bond, r.bond@uos.ac.uk

**Researching for Impact**

This session is looking at aspects of measuring impact that counts towards REF and their influences on Universities.

**Researcher Development Framework Mapping: B3**  
**Research Student Skills Development: 0.5 credits**

**Aimed at:** Academic Staff and Research degree students

**Date and time:** May 2017  
**Venue:** Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building  
**To book:** please contact Rik Bond, r.bond@uos.ac.uk

**Writing Skills**

This series of workshops will take you through the important stages of writing for research for a variety of audiences.

**Indicative learning outcomes**

- Understanding how writing a conference abstract differs from other kinds of research activity
- Develop strategies to write clearly and concisely
- Understand how to write up large amounts of data
- Understand how to write for different audiences
- Understand how to write for publication
Session 1: Writing an abstract
The abstract writing workshop includes information on:
- What exactly is an abstract?
- How do I write one?
- What information do I include?
- What information do I exclude?

Session 2: Writing for journal publications
This session looks at how academics can progress their career by writing for journal papers. The session focuses on journal publication and how to get the most from journals, conferences, as well as web publication. Details about how academics can set up an online professional presence to build their research profile are also included.
Researcher Development Framework Mapping: A1, A2, A3
Research Student Skills Development: 0.5 credits

Session 4: Writing a competitive tender- for local businesses
How can you ensure that you don’t undervalue yourself but still be able to win the business? The workshop will go through costing, competition, how to analyse requirements and how to add value-added benefits so your business comes out on top.

Date and time: 12 May 2017, 9.30-16.30 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
To book: please contact Rik Bond, r.bond@uos.ac.uk

Presentation Skills
The aim of these four workshops is to enable participants to gain confidence in oral presentation skills and to improve their presentation performance. Participants will be equipped with the skills and knowledge necessary to enable them to prepare and deliver an oral presentation with confidence, to a professional standard.

Session 1: Presenting to businesses – aimed at academic staff
The aim of the workshop is to enable participants to plan and structure their conversations with businesses more effectively and strategically. This workshop is for Academics and graduate students who want to engage with businesses in order to develop research collaborations or support.

Session 2: Conference presentations – aimed at academic and professional services staff
The aim of the workshop is to give participants some guidelines and advice for preparation, planning, content, and delivery of conference presentations.
Researcher Development Framework Mapping: A1, B1, C1, D1, D2, D3
Research Student Skills Development: 0.5 credits

Session 3: Pitching skills – aimed at academic, professional services staff and local businesses
The aim of the workshop is to enable participants to be able to convey their ideas to an unfamiliar audience, to be able to demonstrate their creativity and to engage the audience so they feel they are participating in the idea’s development.

Date and time: 12 May 2017, 9.30-16.30 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
To book: please contact Rik Bond, r.bond@uos.ac.uk
‘Move on Masters’ workshops

The Graduate School would like to invite you to a lunchtime Move on Masters session on

Tuesday 22 November 2016, 1.00 pm-2.00 pm, The Seminar Room, Innovation Centre, Atrium Building.

Wednesday 22 February 2017, 1.00 pm-2.00 pm, The Seminar Room, Innovation Centre, Atrium Building.

We will look at:

Postgraduate education in the UK
What is involved in a Master’s and/or or Doctoral degree
The benefits and opportunities this next step brings you
Masters and PhD courses at the University of Suffolk
Funding and support available
How to get started

To book a place please contact Rik Bond, Email: r.bond@uos.ac.uk

Graduate School Talk

Is a PhD for me? workshop

Wednesday 8 of March, 1.00 pm-2.00 pm, Graduate School Space, Room W1.24

Indicative learning outcomes:

- PhD admission process at the University of Suffolk
- PhD subject areas at the University of Suffolk
- Funding and support available
- An overview of the provision of the Graduate School support for part -time and mature learners
- Gain knowledge of the resources and services available to research students at the University of Suffolk

To book a place please contact Rik Bond, Email: r.bond@uos.ac.uk

Individual talks 1:1 with the Head of Research and Enterprise Services/Research Development Manager upon student request
**Graduate School at the University of Suffolk**  
**Research Student Welcome**  
*(For all research students)*

**Date:**  
Friday 23 September 2016 and 25 January 2017

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<th>Time</th>
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<td>10:00</td>
<td>Tea and Coffee</td>
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<td>10:15</td>
<td>Welcome and introductions</td>
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<td>10:20</td>
<td>The Graduate School at the University of Suffolk and UEA</td>
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<td>Top Tips for getting a PhD</td>
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<td>11:00</td>
<td>Research Ethics</td>
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<td>11:15</td>
<td>Break, Tea and Coffee</td>
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<td>11:30</td>
<td>The PhD Game</td>
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<td>12:00</td>
<td>The Supervisory Relationship</td>
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<td>12:15</td>
<td>Learning Resources plus social media</td>
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<td>12:45</td>
<td>My PhD journey</td>
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<td>13:00</td>
<td>Lunch with Graduate School team supervisors and students (There will be an opportunity at lunchtime to obtain ID cards from Infozone)</td>
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<td>13:45</td>
<td>Opportunities for student enterprise and entrepreneurship</td>
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<td>14:00</td>
<td>What’s next? (Specific information for second and third year students)</td>
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<td>New students – a chance to visit their academic departments. (please make contact with your supervisor to make sure they are available)</td>
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<td>15:00</td>
<td>Tour of the Campus (optional) - please meet back at Reception /Infozone</td>
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Research and Enterprise Development programme

DAY 1

Date and time: Friday 20 January 2017, 10.00 am-3.30 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
To book: please contact graduateschool@uos.ac.uk

Sessions 1: Plagiarism Awareness
The Plagiarism workshop will help research degrees’ students understand what plagiarism is and how to avoid it by developing their academic writing and referencing skills.

Researcher Development Framework Mapping: A1, B1, C1
Research Student Skills Development: 0.5 credit

Session 2: Social Media for Researchers
Social Media and its associated tools can be found all across the globe, this workshop will help guide on the effective use of Social Media and in particular its use as a Personal Learning Network (PLN) and to raise their research profiles. The workshop will also help to raise researchers’ awareness of how to stay safe while using Social Media as well as how they can use social media as a tool not just to absorb information but to broadcast it as well.

Indicative Learning Outcomes
- What is social media?
- Specific research focused social media tools
- How might I use social media to raise my profile as a researcher?
- How can I use social media to better engage my research with the public?

Researcher Development Framework: B3, D2, D3
Research Student Skills Development: 0.5 credit

Session 3: Managing References
This session introduces the bibliographic management system RefWorks, for the purpose of organising your references as they increase across the duration of your research. This session will introduce the user to the multiple functionalities of RefWorks, as well as a discussion related to the importance of proper referencing skills and techniques and organisation.

Indicative Learning Outcomes
- How to import content from a variety of sources including databases and other online resources
- How to set up folders to store and manage references
- How to create bibliographies and citations
- Understand the importance of checking references against University of Suffolk or other institutional / publisher referencing standards

Research Student Skills Development: 0.5 credit
Session 4: Advanced Literature Searching

A seminar in conducting a literature review, including the following components:
1. Forming a research question and constructing a search;
2. Search and retrieval of PhD Dissertations using the Dissertations & Theses database (a source of original research and literature reviews);
3. Journal articles
4. Books
5. Outputting a bibliography of sources using a specific citation style

Research Student Skills Development: 0.5 credit
Research and Enterprise Development programme

DAY 2

Date and time:  Friday 20 January 2017 10.00 am-3.30 pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
To book: please contact graduateschool@uos.ac.uk

Session 1: Making Progress with your PhD: Getting Started
The aim of the workshop is to give an overview of what is involved in completing a PhD successfully.
Indicative learning outcomes:
- Have an understanding of what constitutes a PhD in the UK and the PhD process at UCS
- Have an understanding of the tools and skills needed to complete a PhD and begin to identify their strengths and areas for growth
- Have the opportunity to meet fellow research students beginning their PhD and gain advice from research students in their second and third years of PhD study.
- Gain knowledge of the resources and services available to research students at UCS to help them complete their PhD successfully

Researcher Development Framework Mapping: B1, B2, B3
Research Student Skills Development: 0.5 credit

Session 2: Making progress in your research degree
This session is designed to give research students some guidance so that they can make better progress in their research degree. It allows participants to discuss their working practices and consider how constructive they are, reflect on the balance of activities in their life and discuss how to achieve progress.

Indicative Learning Outcomes:
- Know what to expect at their formal progress review meetings
- Know how to prepare a presentation and to write a progress report
- Know how to handle difficult questions and how to handle feedback
- Feel more confident

Researcher Development Framework Mapping: B1, C2
Research Student Skills Development: 0.5 credit
Session 3: Managing the supervisory relationship
This session aims to provide research degree students with a clear understanding of the working relationship between student and supervisor, roles and responsibilities as well as expectations from both sides. This session will highlight the challenges faced by both the students and the supervisors and provide strategies for getting the best out of this relationship. An interactive, discussion session based on managing the relationship between student and supervisor will also be included.

Intended Learning Outcomes:
- To clarify the role and responsibility of the supervisor
- To explore students’ expectations of supervisors and vice versa
- An opportunity to discuss challenges faced by research students in working with their supervisors and time to plan strategies and techniques to enhance the relationship

Researcher Development Framework Mapping: A1, B1, C1
Research Student Skills Development: 0.5 credit

Session 4: Completing and Surviving the Viva
By the end of the session participants will have considered the process of research degree assessment in the relevant university, the selection of examiners, the submission of the thesis and the nature of the viva meeting. They will know what alternative outcomes are available and how to respond if further work is required.

Researcher Development Framework Mapping: B1, B2, B3
Research Student Skills Development: 0.5 credit
PGR Student Experience-Focus Group (10.00 am-12.00 pm)

**Personal Effectiveness (1.00 pm-3.00 pm)**
Participants will learn a number of strategies for developing the skills needed for a successful research degree career. Participants will learn to work with greater effectiveness, support their overall well-being and maximise their time and energy.

Indicative Learning Outcomes:
- Time and Self-Management for Researchers n Managing your Career
- Planning your Professional Development as a Researcher n Self-Leadership
- How to be an Effective Researcher

Researcher Development Framework Mapping: B1, B2, B3
Research Student Skills Development: 0.5 credits
Session 1: Research Ethics for PhD Students
Ethical considerations are a key element of well-designed research. This session will set out the fundamental principles of research ethics as they apply to PhD research projects. Standard topics such as informed consent and confidentiality will be discussed as well as issues such as ethics relating to video, photographs and digital media. In the second part of this session, we will look at some practical examples of ethical problems. You are welcome to bring for discussion any ethical issues you are facing in your research.

Researcher Development Framework Mapping: C1, C2, C3
Research Student Skills Development: 0.5 credits

Session 2: Presentation skills for PhD students – conferences
Do you enjoy giving presentations? Improving the presentation skills can reduce your public speaking anxiety and increase the joy of giving talks. Supervisors focus mainly on science, not on making the presentation skills of PhD students better. It’s a scary task and our careers depend on how well we talk in public.

Researcher Development Framework Mapping: A1, B1, C1, D1, D2, D3
Research Student Skills Development: 0.5 credits

Session 3: Presentation skills for PhD students – Posters
Do you enjoy giving presentations? Improving the presentation skills can reduce your public speaking anxiety and increase the joy of giving talks. Supervisors focus mainly on science, not on making the presentation skills of PhD students better. It’s a scary task and our careers depend on how well we talk in public.

Researcher Development Framework Mapping: A1, B1, C1, D1, D2, D3
Research Student Skills Development: 0.5 credits

Session 4: Writing your PhD thesis
The main aim of the workshop is to help PhD students to produce a detailed plan of what they have achieved and what they have left to do. The workshop will also cover tips on editing and formatting a thesis for examination, as well as procedural issues around submission and examination. Students should leave with a clear idea of what they have left to do and a plan to help achieve it.

Researcher Development Framework Mapping: A1, A2, A3
Research Student Skills Development: 0.5 credits
Enterprising Students

The University of Suffolk Student Union Event and Enterprise Society aims to increase the practical opportunities for students to gain valuable experience in events and business, ultimately boosting employability. To support the core objective of getting practical experience, the Society in conjunction with the Research and Enterprise Department is offering workshops related to Enterprise and Entrepreneurship.

Aimed at: All UOS students and Alumni of any discipline

To book: please contact enterprise@uos.ac.uk

How to Own Tax Like a Boss
Delivered by: Ensors Chartered Accountants
Date and Time: 18 October 2016, 5.30pm – 7.30pm
Venue: W116

How to create your own Website
Delivered by: Evance IT
Date and Time: 1st November 5.30pm – 7.30pm
Venue: W116
Further Dates: 15 November, 6 December, 16 February, 2 March, 23 March, 6 April, 27 April and 11 May
Future Topics: Business Banking Made Easy; Cyber Crisis Management – Protecting your Business Online; Do you need an App for that; Financing your Business; Intellectual Property; Marketing your Business; Media Magic, Making your Business Stand Out; Social Media for your Business.

How to set up a Business
Delivered by: Young Director Officer, Institute of Directors
Date and Time: 22 November 5.30pm – 7.30pm
Venue: W116

Preparing for an internship within an SME
This workshop is aimed at students interested in developing the skills and knowledge set to prepare for a successful internship with a business.
On completion participants will be able to:
• Understand what an internship and the particular requirements involved in working with an SME
• Understand the range of internship opportunities available
• Reflect on their skill set and produce a development plan to make them internship ready

Date and Time: Refreshers Week
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
Graduate Skills for Businesses

This workshop is aimed at businesses interested in employing an intern to solve their short term business problems and the opportunities for development and growth this provides. A range of case studies will be presented and there will be an opportunity to meet our students and graduates.

Indicative Learning Outcomes:
- Reflect on the opportunity that employing an intern will bring to your organization.
- Understand the range of graduate skills on offer at the University of Suffolk
- Understand the costs, mechanism and method of recruiting a University of Suffolk student
- Hear about potential funding sources to support this collaboration

Aimed at: Businesses, students and graduates
Date and time: 15 March, 6pm – 8pm
Venue: Seminar room, Ipswich Waterfront Innovation Centre (IWIC), Atrium building
To book: enterprise@uos.ac.uk
Research and Enterprise Development programme

Doctoral Colloquium

09 June 2016

The Conference Doctoral Colloquium provides doctoral students the opportunity to present their work to our research and enterprise community and engage with one another in a setting that is relatively informal but that allows for the fullest of intellectual exchanges. This will be held in the seminar room of the Ipswich Waterfront Innovation Centre (IWIC), Atrium building.

12.00-1.00pm Networking Lunch
1.00pm Welcome

1.00 pm Doctoral Colloquium Opening

1.10 pm Presentations

2.00 pm Discussions and Ideas to Share