The Graduate School

Researcher Development Programme (RDP)

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

September 2015–June 2016
Welcome

I am delighted to welcome you to the fourth Researcher Development Programme at University Campus Suffolk for 2015/2016. In order to support the personal effectiveness and professional development of our emergent research community, UCS delivers a Researcher Development Programme designed to complement a range of other local developmental activities within the Faculties including, but not limited to, support for staff wishing to pursue a doctorate, research seminars, inaugural lectures, and disciplinary specific research skills training. There are specific opportunities at UCS for postgraduate research students. In addition all postgraduate research students have access to the full personal and professional development programmes for research students at the University of East Anglia and the University of Essex at no additional cost. Details of these are available from the University in which they are registered.

A separate Enterprise and Business Development programme is being introduced for 2015/2016 and will incorporate sessions for students, staff and businesses aimed at developing entrepreneurial skills and culture of enterprise development at UCS.

The logistical arrangements for the sessions in terms of dates and times will be published online in September 2015 by the Research and Enterprise team. Sessions will be arranged to, as far as possible to avoid teaching times, religious holidays, and with late start and earlier finish times to support researchers with childcare and other commitments. This programme can be made available in larger font.

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 Researcher Development Programme (RDP)

The Researcher Development Programme (RDP) provides professional and personal development opportunities to support the growing research and enterprise community at UCS. Delivered collaboratively with the Faculties, other Professional Services and external organisations, the RDP offers a range of workshops, seminars and resources designed to meet the development needs of postgraduate research students and early career research staff. All of the sessions within the Researcher Development Programme are aligned to the Vitae Researcher Development Framework (RDF), 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 contribute at a regional level to the delivery of the researcher development framework within HEIs.

The schedule for the Researcher Development Programme (RDP) is available online and published on a termly basis. The RDP concentrates on providing training in the transferable/professional skills area, complementing the discipline specific research training that is primarily available through departments and Faculties.

Researcher Development Updates

The Researcher Development Programme (RDP) Team endeavours to:

- Identify development needs in consultation with research students, academic staff and Faculties.
- Manage and deliver a range of training activities.
- Ensure that all researchers have access to personal development planning.
- Publicise both external and university development opportunities through regular emails and on Twitter.

Researcher Development Programme Team

Head of Research and Enterprise Services: Stef Thorne
Staff Development Coordinator, Human Resources: Rik Bond
Research Development Manager: Andreea Tocca
Research Administrator: Julie Barber
Feedback and getting involved?
Please complete the evaluation forms at the end of each researcher 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 graduateschool@ucs.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 graduateschool@ucs.ac.uk

- Would you like to tutor on a researcher development workshop?
  Please contact the team at graduateschool@ucs.ac.uk if you would like to become involved.

Useful Resources

Vitae provides an excellent research development resource for research students, supervisors and research staff. www.vitae.ac.uk

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

The Concordat to support the career development of researchers. The Concordat is an agreement between the funders and employers of researchers in the UK, setting out the expectations and responsibilities of each stakeholder in researcher careers – researchers themselves, 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. www.rcuk.ac.uk/ResearchCareers/Pages/home.aspx

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 UCS is a subscribing organisation. www.ukcge.ac.uk

How Do I…?

Book for a course?
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?
Although the majority of events take place at UCS Waterfront Building in Ipswich, we do also use other training venues. The location will always be clearly stated in the ‘Date, Time and Venue’ section.

Remember to attend?
You will receive a reminder email a week before the course, which will include all relevant information about venue, time and a short description of the session.

Are the opportunities free?
Yes, places are fully-funded for UCS PGRs and staff.

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.

Let someone know if I can’t come?
Please advise Rik Bond if you become unable to attend an event as we may be able to reallocate your place to someone else.

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 your 10 credits a year.
Feedback from previous Researcher Development Training programme (2014-2015)

"Excellent presentation; it was an extremely interesting topic; very knowledgeable presenter."

"A longer session would help more."

"An easy informative talk over the existing funding opportunities, helpful with its pace and included information; recommendation: some examples of already running projects is always helpful."

"Helpful: pertinent and engaging, humour, well-paced, willing to diverge if necessary; recommend: having access to content afterward."

"Facilitator was engaging and very clear."

"Great opportunity to hear from others already involved & structured fun too; light-hearted yet very informative; would recommend more time/further opportunity to meet others reflect on PhD process."

"Excellent methods used [to hold my interest]; gave an insight into process used."

"[Helpful] contributions by all; would recommend ‘hand-out on course’."

"Obviously knowledgeable speaker, interest was held; clear and concise presentation which stimulated good Q & A. All good, it was a very informative session."

"Pitched at the right level; put it over a longer time with breaks as could be a day’s session with all the exercises."

"Very clearly explained and opportunity for question clarification; Excellent update on streamlining of processes relevant to undertaking research in the NHS; Presented key information with clarity and relevant to the context of University staff and students; extremely informative."

"Helpful: examples provided and hand-out; recommend: more time assigned to training."
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

### 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
Introducing the Researcher Development Framework

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
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**January 2015-June 2015**

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Workshop: Understanding Open Access, copyright and publishing

In this workshop we will examine Open Access (OA) what this means for the publication of research and scholarly outputs. A section of the workshop will provide support for staff on using 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
- Use the UCS Institutional Repository—Open Access Repository Suffolk, OARS
- Use the UCS Open Access, copyright and publishing policy

Researcher Development Framework Mapping: A1, A2, D2, D3
Research Student Skills Development: 0.5 credit
Aimed at: Academic Staff and Postgraduate Research Students
Date and time: 8 October 2015, 2.00pm–3.00pm
Venue: Room L107
To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: Research Integrity and Ethics

This workshop will focus on why research ethics and integrity is important and the systems and processes that UCS has in place to support good practice and to ensure compliance. It will explore your responsibilities as an ethical researcher, explain UCS Research Ethics and Governance Review System and introduce the audience to the NHS research governance arrangements.

UCS is committed to the Concordat to support Research Integrity and the five commitments ensuring research is underpinned by highest standards of rigor and integrity. This workshop will introduce the Concordat and the approach at UCS to ensure appropriate systems and support are in place.

Researcher Development Framework Mapping: B1, C1
Research Student Skills Development: 0.5 credit
Aimed at: Academic Staff
Date and time: 13 October 2015, 3.00pm–5.00pm
Venue: Room W310
To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: Research project management

The Research project management is an introduction to the process of managing projects and the tools to assist in planning and tracking progress. This workshop is intended to be applicable to planning and managing research projects.

Indicative Learning outcomes:
- Learn the basics of the project planning process.
- Identify and schedule tasks, activities, milestones.
- Understand and manage stakeholders.
- Be aware of the critical factors that will influence whether a project will be successful or not, including identifying and managing risk.

Researcher Development Framework Mapping: D1, D2, D3
Research Student Skills Development: 0.5 credit
Aimed at: Academic Staff
Date and time: 19 October 2015, 12.00pm–2.00pm
Venue: Room W309
To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325
Section: Research and Scholarly Activity

Workshop: Public Engagement with Research

Session 1: Understanding your audience
Whether you are interested in disseminating your research findings, or working in partnership with community groups to collect data you will need to consider ways to ensure your planned activity is appropriate and relevant to the target audience so they can effectively contribute to your research. This session will introduce you to a collection of resources which you can use at the planning stage of public engagement to better understand your target audience and how to engage with them.

Session 2: The ethics of engagement
The session will address some of the ethical and social issues that may arise from engaging the public with your research.

Session 3: Marketing your Public Engagement
Marketing is a really important part of getting people to know about and participate in your public engagement activity. This workshop should provide you with the support you need to identify the key audiences for your public engagement activity.

Researcher Development Framework Mapping: D1, D2, D3
Research Student Skills Development: 1 credit
Aimed at: Academic Staff
Date and time: 22 October 2015, 2.00pm–4.00pm
Venue: Room W116

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Graduate School Talk

The Graduate School is holding a talk for postgraduate students in November 2015 for those postgraduate students who are thinking of continuing their studies on completion of their current course. This will be an opportunity to reflect on next steps and have your questions answered.

- Are you thinking of pursuing a PhD in October 2016?
- Would you like to know where to find sources of funding to pursue a research degree?
- What is a PhD in the UK?
- What are the early stages of a PhD going to be like?

UCS is currently able to accept applications for postgraduate research degrees in the following areas:

Business Management
Biomedical Science Regenerative Medicine
Health Services Research Smart Technologies
Heritage Management Social Science
Leadership and Enterprise

Date and time: 4 November 2015, 1.00pm–2.00pm
Venue: Room W315

If you would like to hear more about the postgraduate research degree opportunities at UCS please book your place at this talk via graduateschool@ucs.ac.uk
Section: Research and Scholarly Activity

Workshop: Grant writing and the pre-Award process at UCS

Session 1: Grant writing
For the vast majority of researchers, the ability to attract sustainable research funding is the biggest success/failure decider in career progression. The session covers the key elements of grant writing, from seeking a funder to responding to reviewers’ comments.

Session 2: Pre-Award process at UCS
The workshop will introduce participants to the support systems in place at UCS and provide costing guidance.

Indicative key learning objectives
- 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 credit
Aimed at: Academic Staff
Date and time: 12 November 2015, 2.00pm–4.00pm
Venue: Room W211

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: 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.

It is helpful if participants have a project idea or area of interest that they would like to search for.

Researcher Development Framework Mapping: C2, C3
Research Student Skills Development: 0.5 credit
Aimed at: Academic Staff and Postgraduate research students
Date and time: 18 November 2015, 1.00pm–2.30pm
Venue: Room W413
Mode of Delivery: Workshop
Followed by 1:1 support available on request (please e-mail researchoffice@ucs.ac.uk if you would like to arrange a 1:1 session)

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325
Workshop: Academic writing for research

This workshop will take you through the important stages of academic writing for research.

Indicative key learning objectives

- 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

Researcher Development Framework Mapping: A1, A2, A3

Research Student Skills Development: 0.5 credit

Aimed at: Academic Staff and Postgraduate research students

Date and time: 25 November 2015, 2.00pm–4.00pm

Venue: Room W413

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: Principal Investigator Roles, Rights and Responsibilities

Primarily aimed at Principal Investigators (PI) to support them in their roles, this workshop will introduce them to their roles, rights and responsibilities as UCS.

Indicative key learning objectives

- Pre and post award requirements of the Principal Investigator
- Effective management of research groups, units and centres
- Recruiting and hiring great researchers
- Project management, data management and ethics
- How the money works

Researcher Development Framework Mapping: D1

Research Student Skills Development: 0.5 credit

Aimed at: Academic Staff and Postgraduate research students

Date and time: 9 December 2015, 3.00pm–4.00pm

Venue: Room W211

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325
Workshop: An Introduction to 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.

Indicative key learning objectives

- Classify and code data for entry into SPSS
- Select and create an appropriate graphical representation
- Carry out summary statistical calculations
- Implement simple significance tests
- Understand and interpret typical SPSS output tables
- Network with UCS colleagues with a similar interest in quantitative research methods

Researcher Development Framework Mapping: A1, A2

Research Student Skills Development: 0.5 credit

Aimed at: Academic Staff and Research Degree Students

Date and time: 13 January 2016, 2.00pm–5.00pm

Venue: Room T303

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: An Introduction to 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.

Indicative key learning objectives

- Introducing the software and setting up a project
- Importing sources
- Coding sources
- Classifying and categorising data
- Exploring their data
- Exporting information

Researcher Development Framework Mapping: A1, A2

Research Student Skills Development: 0.5 credit

Aimed at: Academic Staff and Research Degree Students

Date and time: 27 January 2016, 2.00pm–4.00pm

Venue: Room T303

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325
Section: Research and Scholarly Activity

Workshop: Data Protection

Indicative key learning objectives

- Learn more about what your duties and legal obligations are under the Data Protection Act (DPA) and how to get it right
- What is sensitive data?
- Go through the Principles of the DPA and how they can practically apply to UCS
- 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 credit

Aimed at: Academic Staff and Postgraduate Research Students

Date and time: 3 February 2016, 2.00pm–4.00pm

Venue: Room W413

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

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Graduate School Talk

The Graduate School is holding a talk for postgraduate students in November 2015 for those postgraduate students who are thinking of continuing their studies on completion of their current course. This will be an opportunity to reflect on next steps and have your questions answered.

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- Would you like to know where to find sources of funding to pursue a research degree?
- What is a PhD in the UK?
- What are the early stages of a PhD going to be like?

UCS is currently able to accept applications for postgraduate research degrees in the following areas:

Business Management
Biomedical Science Regenerative Medicine
Health Services Research Smart Technologies
Heritage Management Social Science
Leadership and Enterprise

Date and time: 3 March 2016, 1.00pm–2.00pm

Venue: Room W410

If you would like to hear more about the postgraduate research degree opportunities at UCS please book your place at this talk via graduateschool@ucs.ac.uk
Workshop: Understanding Open Access, copyright and publishing

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

Indicative key learning objectives

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

Researcher Development Framework Mapping: A1, A2, D2, D3

Research Student Skills Development: 0.5 credit

Aimed at: Academic Staff and Postgraduate Research Students

Date and time: 8 March 2016, 2.00pm–3.00pm

Venue: Room L107

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: Plagiarism Awareness

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

Indicative key learning objectives

- What is plagiarism? What are the consequences?
- Tips for avoiding plagiarism
- Case studies involving plagiarism

Researcher Development Framework Mapping: A1, B1, C1

Research Student Skills Development: 0.5 credit

Aimed at: Academic Staff and Postgraduate Research Students

Date and time: 11 March 2016, 1.30pm–3.00pm

Venue: Room W315

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325
Section: Research and Scholarly Activity

Workshop: Your impact narrative

In this workshop you will understand what impact in research is and how to plan for impact within your research projects.

Indicative key learning objectives

- The REF assessment framework and Impact
- Strategies for communicating impact

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

Aimed at: Academic Staff
Date and time: 18 March 2016, 12.30pm–2.00pm
Venue: Room W114
Mode of Delivery: Workshop
Followed by 1:1 support available on request (please e-mail researchoffice@ucs.ac.uk if you would like to arrange a 1:1 session)

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: Grant writing and the Pre-Award process at UCS

Session 1: Grant writing
For the vast majority of researchers, the ability to attract sustainable research funding is the biggest success/failure decider in career progression. The session covers the key elements of grant writing, from seeking a funder to responding to reviewers’ comments.

Session 2: Pre-Award process at UCS
The workshop will introduce participants to the support systems in place at UCS and provide costing guidance.

Indicative key learning objectives

- 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 credit

Aimed at: Academic Staff
Date and time: 21 April 2016, 2.00pm–4.00pm
Venue: Room W602

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325
Section: Research and Scholarly Activity

Workshop: Intellectual Property in Higher Education

This workshop will introduce you to the principles of Intellectual Property within Higher Education. 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 credit
Aimed at: Academic Staff
Date and time: 27 April 2015, 2.00pm–4.00pm
Venue: Room W416

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: 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 credit
Aimed at: Academic Staff
Date and time: 6 May 2016, 1.00pm–2.00pm
Venue: Room W311

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: Negotiating and administering research contracts

The workshop will provide the participants with an overview of the contract negotiation process and the subsequent administration of the contract.

Indicative key learning objectives
- How to negotiate research contracts
- Types of research contracts, where to use them and requirements
- Support at UCS for the agreement of research contracts, ensuring they meet ethical, fiscal and legal requirements

Researcher Development Framework Mapping: C2, C3
Research Student Skills Development: 0.5 credit
Aimed at: Academic Staff
Date and time: 25 May 2016, 2.00pm–4.00pm
Venue: Room W416

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325
Section: Research and Scholarly Activity

Workshop: Understanding Open Access, copyright and publishing

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

Indicative key learning objectives

- Understanding the differences between Gold OA and Green OA
- Understanding funding, embargoes and other things to consider when publishing research
- Use the UCS Institutional Repository –Open Access Repository Suffolk, OARS
- Use the UCS Open Access, copyright and publishing policy

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

Aimed at: Academic Staff and Postgraduate Research Students
Date and time: 10 June 2016, 2.00pm–3.00pm
Venue: Room L107

To book: please contact Rik Bond, Training Co-ordinator, r.bond@ucs.ac.uk, 01473 (3)38325

Workshop: The Process and Experience of Supervision

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

Description:
The intention for this workshop is to offer supervisors the opportunity to explore the process and experience of supervision through the use of case studies. 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 UCS.

In addition to the opportunity for reflection on practice participants will have an understanding of:

- The external context for postgraduate research supervision
- The postgraduate research degree framework at UCS
- The Research Degree Regulations and Codes of Practice for postgraduate research degrees at UEA and Essex University
- Tips for successful supervisory relationships

Researcher Development Framework Mapping: D1  
Research Student Skills Development: 0.5 credit

Compulsory for Approval primary and secondary supervisors
Date and time: 17 June 2016, 9.30am–12.30pm
Venue: Room W415

To book: please contact The Graduate School, graduateschool@ucs.ac.uk
Research Student Welcome Event

Compulsory for new Research Students

In September and January each year the Graduate School holds a research student welcome event which is compulsory for all new research students. This will give you an opportunity to meet the Graduate School team, new and current students from across our Faculties. In addition you are expected to attend the induction events held at either UEA or the University of Essex, according to the institution in which you are registered.

Programme 2015 and 2016

Graduate School
Research Student Welcome

Date: Friday 25 September 2015 and Friday 16 January 2016

Venue: H104, James Hehir Building and Graduate School Space

09:00 Arrival, Tea and Coffee
09:30 Welcome and introductions, Tim Greenacre Deputy Provost (Resources)
10:00 Research Degree Milestones and Researcher Development
10:30 Research Ethics and Plagiarism Awareness
11:00 ‘Self Leadership’
11:50 Library and Online Services for Researchers
13:00 Lunch with Graduate School team, James Hehir Building (There will be an opportunity at lunchtime to obtain ID cards)
14:00 Second year students sharing experiences
14:30 School Inductions (students will spend time in their academic School)
16:00 Tour of the Campus (please meet back at Reception/Infozone)

A re-induction event will be held for all returning research students at the same time providing an opportunity for the whole postgraduate research community to come together.
Section: Postgraduate Researcher Development

‘Move on Masters’ workshops

Workshop for potential Masters students.

Are you ready to move on to postgraduate study from your undergraduate course?
What are the benefits?
What are the opportunities at UCS?
What funding is available?

Dates and times:  
21 October 2015, 12.00pm–1.00pm  Venue: Room W209
25 February 2016, 12.00pm–1.00pm  Venue: Room W116
11 May 2016, 12.00pm–1.00pm  Venue: Room W114

To book: please contact The Graduate School, graduateschool@ucs.ac.uk

Workshop: Personal Effectiveness

Description:
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 key learning objectives

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

Researcher Development Framework Mapping: B1, B2, B3

Aimed at: Postgraduate Research Students
Date and time: 27 November 2015, 10.00am–1.00pm
Venue: Room W211

To book: please contact The Graduate School, graduateschool@ucs.ac.uk

Workshop: Research Governance and Organisation

Participants will gain a sound understanding of Governance and Ethics in the Higher Education environment.

Indicative key learning objectives

- Have improved knowledge and understanding of the UK general ethical context
- Understand UCS ethical requirements and procedures
- Understand the UCS ethics application and associated paperwork
- Where relevant, have improved knowledge and understanding of the NHS ethical context

Researcher Development Framework Mapping: C1, C2, C3

Aimed at: Postgraduate Research Students
Date and time: 12 February 2016, 10.00am–1.00pm
Venue: Room W211

To book: please contact The Graduate School, graduateschool@ucs.ac.uk
Section: Postgraduate Researcher Development

Workshop: Knowledge and intellectual abilities

This event will focus on the knowledge, intellectual abilities and techniques to do research. This all-day event will help you to develop your academic writing at postgraduate level. You have an opportunity to learn how to develop your writing and referencing skills, understand how to deal with data more effectively and learn what is involved in writing a postgraduate dissertation.

Indicative Sessions

- Academic Writing
- Research as a contribution to academic and professional practice
- Reading Research Critically

Researcher Development Framework Mapping: A1, A2, A3

Aimed at: Postgraduate Research Students
Date and time: 15 April 2016, 10.00am–1.00pm
Venue: Room W211

To book: please contact The Graduate School, graduateschool@ucs.ac.uk

Workshop: Engagement, Influence and Impact

This event will bring together some key researcher development events in to one day and provide an opportunity for you to reflect on your knowledge and skills to work with others and ensure the wider impact of your research. Participants will learn about how to improve their presentation skills.

Indicative key learning objectives

- Understand the importance of public engagement in the research environment
- Discover new routes to engagement
- Develop a number of techniques to engage the public
- Apply the learning to a practical engagement activity

Indicative Sessions

- Public Speaking and Engagement
- Becoming an Engaging Researcher
- Communicating with Confidence—Presenting at Conferences
- Three Minute Thesis Competition
- Poster Presentations

Researcher Development Framework Mapping: D1, D2, D3

Aimed at: Postgraduate Research Students
Date and time: 27 May 2016, 10.00am–1.00pm
Venue: Room W211

To book: please contact The Graduate School, graduateschool@ucs.ac.uk
### Safeguarding Training in HE

**Aim**
This session will introduce and refresh knowledge of legislation, reporting procedures and safeguarding responsibilities relating to the protection of children and vulnerable adults.

**Overview**
Introduce and refresh knowledge of safeguarding; Child protection, vulnerable adults, e-safety and vulnerability to radicalisation (VTR), what to do when a disclosure is made and reporting processes. Using anonymous case studies you will take an active role to apply acquired safeguarding knowledge. You will reflect upon individual and institutional roles in endeavouring to ensure the protection of students.

**Indicative key learning objectives**
Through this session you will:
- Have discussed and identified responsibilities relating to duty of care and safeguarding.
- Understand the different types of abuse and identify possible signs of abuse.
- Develop strategies to respond to disclosure.
- Understand processes that relate to the protection of children, vulnerable adults and individuals vulnerable to radicalisation (VTR).
- Understand UCS and Suffolk safeguarding reporting processes and be able to apply your knowledge to take appropriate action if abuse or VTR is suspected.