Doctoral Academy Programme
for Postgraduate Researchers

September 2019 – July 2020
Medi 2019 i Orffennaf 2020
This rich and varied provision has been informed by feedback from our postgraduate research students, and we will continue to seek views over the course of this year to ensure that our training provision continues to meet the needs of our postgraduate student community.

The Doctoral Academy collaborates with a wide network of academic staff, professional service colleagues, employers and other stakeholders in order to offer you an exceptional, integrated, outward-facing development Programme, which models innovation and best practice. The Programme supports your journey from transition into the postgraduate research community at Cardiff University, through to successful completion and on to your future career. The Programme is also informed by the Researcher Development Framework (RDF) and the UK Research and Innovation Strategy.

The Doctoral Academy’s enterprising approach produces postgraduate researchers with the awareness, mindset and capability to generate original ideas in response to identified needs, opportunities and shortfalls. This Programme will support you to develop key attributes like open mindedness, proactivity, curiosity, self-efficacy, flexibility, adaptability, determination and resilience.

The Programme also provides a breadth of professional development training opportunities to enhance your capability and competencies so that you are able to play a role in meeting the global challenges ahead of us as part of a world class and highly skilled workforce.

The community of postgraduate researchers enrolled at Cardiff University is diverse and there is something for everyone in the Programme. I hope that you will make the most of the opportunities available to you. The Doctoral Academy is here to support you through your journey as a postgraduate researcher and onto a successful future.

Professor Amanda Coffey
Pro Vice-Chancellor,
Student Experience & Academic Standards
You will build even wider connections across disciplines and with other student communities. The Doctoral Academy space in Friary House offers an exclusive facility for PGRs and staff, creating a hub for interdisciplinary networking, learning and collaboration.

As a postgraduate researcher (PGR), you will connect with other students and research staff in your cohort, discipline, School and College.

You will find:
• seminar and meeting rooms for any focus groups, conferences or training held during office hours, accommodating between 12 and 200 people
• breakout and social space, with 24 hour access
• a quiet room for contemplation, meditation and personal prayer
• a printer which is linked to both I-Print and Web Print
• a kitchen with hot water and a microwave

Enquire about use of these facilities at DARoombooking@cardiff.ac.uk.

Please note that there is no car or bike parking available at the building.

Study spaces
Our IT suite is equipped with 20 PCs, each with full Windows/Linux set up. Every PC has specialist software packages installed such as MatLab, R Package, LaTeX and SPSS, in addition to the full suite of Office 365 applications. You are welcome to use the IT suite on a drop-in basis when no Doctoral Academy courses are running, or at evenings and weekends.

Our Researchers’ Room is a dedicated quiet space for PGRs who are in the final stages of writing up their theses. Apply for a designated desk for six months, including a networked computer, lockable storage, shared kitchen and printing facilities. With 24 hour access, seven days a week, you will work with focus alongside like minded peers, which can really boost your productivity.

Applications open for two main intakes in April and October.
Several desks are also open for short stay periods of up to six weeks for students at any stage, who just need to focus on a specific writing task – watch out for our calls for expressions of interest.

See our student intranet pages for more information about the facilities at Friary House or feel free to drop in and look around.
Induction

The PGR community at Cardiff University is diverse and multidisciplinary. The Doctoral Academy organises several key events and activities that provide opportunities for you to connect and work with other PGRs.

Starting Out: induction event for new researchers

This all-day event is an enjoyable opportunity to meet other PGRs and to begin to develop important personal and professional networks. It introduces the wider research environment at Cardiff University and key people and services who are here to support you through your PhD. You’ll see presentations by existing students about starting and enjoying your research programme. Importantly, the event will introduce the wider training and learning opportunities both at the Doctoral Academy and across Cardiff University, to help you start planning your skills and personal development.

Starting Out will complement more tailored induction provided by your School.

By the end of this event you will:
• understand what a research degree involves
• identify relevant University regulations and processes for PGR
• be aware of many sources of help and support for your student experience
• be ready to plan your personal and professional development
• recognise the many training opportunities available
• meet other new students who are sharing the “Starting Out” experience

Reorientation events for year 2 and year 3 PGRs

Reorientation events will be held in September 2019 for students returning to the second or final year. These half-day sessions revisit key information and introduce new contacts relevant to this stage of progression. Visit our booking system and search for “Pushing Through: Year 2” or “Finishing Up, Looking Ahead: Year 3”.

Induction dates

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<td>Apr 2020</td>
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Connecting with your community

Hugh Kearns
The Doctoral Academy regularly hosts inspiring speakers who talk on current topics from Cardiff and beyond, including a guest lecture series by Hugh Kearns, an internationally recognised public speaker, educator and researcher:
• Seven Secrets of Highly Successful Researchers
• Turbocharge your Writing
• Imposter Syndrome

Student-led conferences
Our student-led conferences provide opportunities for PGRs in different disciplines to present their work to each other, to share and develop their research interests, and to establish mutually beneficial interdisciplinary links. Each of the events is organised by a committee of PGRs from a number of Schools and the conferences provide an excellent opportunity to develop transferable skills to add to your CV.

Conferences in 2019-20:
• Breaking Boundaries (Arts, Humanities and Social Sciences)
• Speaking of Science (Biomedical and Life Sciences, Physical Sciences, Engineering)

Student showcase
Two highlights of our programme are the ‘Images of Research’ and ‘Three Minute Thesis (3MT®)’ competitions.

These exciting competitions are open to the public and invite PGRs to present their research either through a single image or a three-minute presentation.
Funding for interdisciplinary activities

The Doctoral Academy funds student-led interdisciplinary academic activities such as themed forums, reading groups, seminars, conferences and workshops organised by PGRs. You can apply for funding of up to £2000 to support an event with appeal and relevance to PGRs from different disciplines. This gives great practice in applying for funding, organising activities and reporting on outcomes. Find more information on our intranet pages.

Doctoral Academy blog

Contributing to the blog is a great opportunity to practise communication and public engagement skills and to showcase your research online. It also opens connection opportunities with blog readers via comments or Twitter. If you are interested in writing for the Doctoral Academy blog, email DAcommunication@cardiff.ac.uk.

New in 2020

Find out about the benefits of blogging and how to get started in our blogging workshop.

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Your doctoral Journey

Key Stages

**Transition (T)**
Settling into the doctoral environment, learning research essentials, understanding governance or mandatory requirements, getting involved in the PGR community, and completing a Training Needs Analysis with your supervisor.

**Acquisition (A)**
Learning to use specific research tools and skills, developing personal effectiveness, organising your research, extending your research networks, getting involved in PGR community events, placements and competitions etc.

**Completion (C)**
Sustaining your momentum, maintaining your wellbeing, writing up your research, sharing it with wider audiences, preparing for the viva and thinking ahead to post-PhD.

**Employability (E)**
Consolidating transferable skills developed from the outset, exploring career options, building networks, seeking mentorship, updating your CV and considering how your PhD will add value to future plans.

Our event directory is organised in these stages to help you prioritise your options. However, this is a flexible framework that can be tailored to your specific learning needs.
Undertaking a research degree is an experience which will stretch and challenge you, as you develop both as a researcher and an individual. Our programme is designed to support you through the key stages of your doctoral journey.

The programme is also mapped to the Researcher Development Framework (RDF) domains. Endorsed by UK Research and Innovation (UKRI) and other higher education bodies and institutions, it outlines the knowledge, skills, behaviours and personal qualities of effective researchers.

Find further information about the RDF at www.vitae.ac.uk/rdf.

Planning your skills development

In the first formal supervision meeting, you will complete a Training Needs Analysis as part of your Research Plan. This will be reviewed and discussed as part of the Research Student Progress Monitoring Procedure. Just as you plan the research project itself, you will form a plan for your personal and professional development.

As a guide, you should aim to engage in at least 10 days of development activity per year and should be proactive in finding and attending appropriate opportunities. Options include the Doctoral Academy Programme, activities provided by School or College, and external events.

Remember to RECORD your activities, REFLECT on what you have learned and PLAN for what you need to learn next. Check with your School about any documentation required or for tools in place to help you.

The RDF graphic has been used and adapted with permission from Vitae in accordance with the RDF conditions of use: www.vitae.ac.uk/rdfconditionsofuse
The Doctoral Academy Programme

Our programme offers a comprehensive package of workshops, events and activities which present exceptional opportunities for you to develop your research and professional skills.

Each event also brings the opportunity to meet researchers from other schools at Cardiff and to gain from their experiences, skills and approaches to research. Sessions run at Friary House, unless otherwise specified.

Key to our programme

You can plan your training by:

Stage of your research plan
Our directory is organised by our Transition, Acquisition, Completion and Employability framework. This gives a rough indication as to what to consider attending and when, although this will vary across disciplines and methods.

The Researcher Development Framework
Our taught sessions are mapped to the four domains, which you may be asked to record in your training plan (see page 8).

Mode of delivery
Our directory indicates the learning method or, if it is a blended approach, the primary method.

Key to learning method

Talk Workshop IT

Online Experiential

Browse the brief session descriptions provided here and then visit our booking system at https://rssdp.cardiff.ac.uk for more detailed descriptions and available dates.

Many of our workshops only happen once or at certain times of year, so plan ahead to ensure you access the appropriate training at the right time. When sessions prove to be popular or oversubscribed, we arrange more where possible.
Find out what’s on via:

• this brochure, which is also downloadable from our web page
• our monthly email, showing the next five weeks’ sessions
• additional emails with ad-hoc, new and one-off sessions
• our booking system
• our Twitter feed and Facebook page @DACardiff
• the GW4 website http://gw4.ac.uk/doctoral-developmentopportunities/

For further information, contact Doctoral-Academy@cardiff.ac.uk or by phone at 029 2068 8482 (ext 88482).
Learning events and sessions

Doctoral Academy learning events and sessions are free at the point of delivery for all PGRs at Cardiff University.

‘Postgraduate research’ includes: MPhil, MRes, PhD, MD, EngD, EdD, DClinPsy, DEdPsu, DSW, DHS, SPPD, DAHP, DNurs and EngD. Students enrolled on a Masters degree as part of a formal ‘1+3’ or ‘2+2’ research degree at Cardiff University are also eligible to attend.

Booking process

Bookings are taken in advance for all sessions and open on the first of the month for the following three month period. If you are a part-time or distance student or have clinical responsibilities, requiring arrangements to be made more than three months in advance, contact us to discuss your needs.

Book online at https://rssdp.cardiff.ac.uk. Browse sessions and their descriptions by date or by keyword. To request a place, log in using your Cardiff username and password.

You will be sent email confirmation of your place with details of any advance work required, venue and timings. Read these emails carefully, as occasionally there can be changes to this information.

If you are not receiving email confirmations, check ‘My Details’ to ensure your address is correct.

Check the status of your bookings by logging into the booking system and viewing ‘My Sessions’. You can also print a transcript of all workshops attended.

If a session is full, you will be added to a ‘wait list’ and if a place becomes free, you will be contacted by email. Please reply promptly to accept the place. If it isn’t convenient, you can rebook for a different date but be sure to cancel your ‘wait list’ place first.
Professional etiquette
Before making a booking, remember you are agreeing to:
• attend the session for its full duration
• arrive on time for the session
• participate in activities taking place as part of the session
• undertake any pre or post-event activities as requested.
Please ensure you plan your training commitments carefully and avoid overcommitting to lots of activities which you may not have time to attend.

Running late?
Let us know as soon as possible. Unfortunately, for some workshops you may not be able to join once the session is underway.

Can’t attend?
We do appreciate that situations sometimes arise which prevent attendance. The sooner we know of your unavailability, the more opportunity we have to fill your place.

Three days prior to the event
Cancel online. This enables us to offer your place to students on the waitlist.

Less than three days prior to the event
Email or phone the Doctoral Academy to cancel. As it’s a late cancellation, you will be marked as a ‘no show’.

We monitor attendance, cancellations and ‘no shows’ and this information is passed on to the Directors of PGR Studies regularly for review.
Online learning

We have a range of ‘on-demand’ resources, allowing flexibility and convenience for self-directed learning.

LinkedIn Learning
PGRs have access to a comprehensive suite of on-demand video tutorials, covering many of the topics in our workshop programme and much more. Popular subjects include: research methods, data, computing languages, speed reading, writing, IT and digital skills. Transferable skills include: personal effectiveness, leadership, communication, project management, and career management. You can complete whole courses or just ‘pick and mix’ to try out new things or follow other learning interests. You will receive an invitation from LinkedIn to activate your learning account soon after enrolment.

Research integrity
This mandatory online training has been approved by the University Research Integrity and Ethics Committee. It helps new researchers to understand their responsibilities and ensure that research is conducted to the highest professional standards. Search ‘postgraduate research support’ on the intranet.

Research skills
A series of online modules from the Research Skills Master Programme provide comprehensive training resources for researchers on topics such as Ethics, Getting Published, Career Planning, Conference Networking and Intellectual Property. Search ‘study skills’ on the intranet.

Study skills
Cardiff University hosts online tutorials and short videos from our Library and Study Support services in academic topics such as library search, critical analysis, references and citations, avoiding plagiarism, digital identity, and writing at postgraduate level. Search ‘study skills’ on the student intranet.

Massive Open Online Courses (MOOCs)
We encourage students to explore the free, open access courses developed by universities globally and hosted on platforms such as FutureLearn, EDX and Coursera. Join a wider virtual community to take structured, high quality online courses along with virtual learners and course facilitators.

Vitae
We are members of Vitae, the national body supporting researcher development. Use your Cardiff login to register at www.vitae.ac.uk for access to a wide range of learning opportunities via resources, webinars and hangouts.
Online training series for PGRs – evening webinars

We have procured a programme of live evening webinars for research, writing and teaching skills, hosted by University of East Anglia, that can be booked through the Doctoral Academy.

Below is a list of the webinar topics:

**Module 1 Academic Writing**
- (1) What Should a Literature Review Do?
- (2) Writing Effectively
- (3) Academic Publishing
- (4) Writing & Structuring an Effective Thesis

**Module 2 Qualitative Research Skills**
- (1) A Comparison of Qualitative Methods
- (2) Qualitative Interviewing
- (3) Analysing Qualitative Data

**Module 3 Finishing your PhD**
- (1) Preparing for your Viva
- (2) On the Job: Securing a First Academic Post
- (3) Preparing Impactful Research Proposals & Grant Applications

**Module 4 Teaching Skills**
- (1) Preparing & Delivering Seminars
- (2) Preparing & Delivering Lectures
- (3) Assessment, Feedback, & Module Design

**Module 5 Quantitative Research Skills**
- (1) Quantitative Research: A Basic Guide
- (2) An Introduction to Scale Development
- (3) An Introduction to Structural Equation Modelling

Search our booking system to find the individual events and links or view and book directly through the UEA event platform at [https://bookwhen.com/ueaonlinetraining](https://bookwhen.com/ueaonlinetraining). These highly popular sessions are open to other Universities and places fill quickly, but if you find you are on a waiting list don’t worry, as additional sessions will be run to meet demand.
Coaching opportunities

The Doctoral Academy is a base for several one-to-one or small group activities, designed to offer targeted learning support and guidance for research progress or career development.

Career appointments
One-to-one opportunities are available to speak to a Careers Adviser on career guidance, options after graduation and support during the application stage. Come for a drop-in appointment on the first Monday of every month between June – September, 14:00 – 16:00 at the Doctoral Academy.

Recognition for PGRs who teach
PGRs who teach during their degree may be eligible to apply for Advance HE (formerly Higher Education Academy) Associate Fellowship status. If you would like feedback on your application for Associate Fellow status, attend one of our coaching sessions.

Coaching and mentoring practice
If you are interested in coaching or mentoring and how to do it, book a place on our interactive ‘Coaching and Mentoring’ workshop, which will also include opportunities for peer-coaching within the session. Coaching practice is also integrated with our short ‘Progressing into Leadership’ programme.

Data clinics
The Doctoral Academy runs a drop-in data clinic once a week where you can seek support for statistical and data analysis queries. If you are unsure how to apply your data, then bring it along to an expert.

Applying for funding from the James Pantyfedwen Foundation
http://www.jamespantyfedwen.cymru/

The James Pantyfedwen Foundation is a charitable body that provides study grants to Welsh postgraduate students. All subject areas are considered but, to be eligible, students must meet the qualifying criteria. In all cases the grants will be for the payment of tuition fees only. If you would like advice on your application, email Doctoral-Academy@cardiff.ac.uk.
Supporting yourself

A research degree will be challenging but it should not be overwhelming. There are many services available at Cardiff University to help you overcome any difficulties you may experience during your studies.

Wellbeing and Counselling Services
wellbeingandcounselling@cardiff.ac.uk

The Health and Wellbeing service offers information, support services and events to help you manage your emotional, mental and physical health. You can access sports and exercise facilities, expert wellbeing advice, counselling and mental health support, as well as workshops, events and online self-help resources. There are drop-in services for immediate help and occupational health services. Search ‘health and wellbeing’ on the intranet for more information.

The Doctoral Academy hosts a range of activities and workshops which offer recreation, relaxation or practical advice on aspects of keeping yourself, your research and your life in balance. Look out for:
- Yoga
- Mindfulness
- Nutrition Awareness
- Laughter Workshops

Postgraduate Peer Support & Wellbeing Champions

These students offer knowledge, experience, and social or practical peer-to-peer help, promoting the importance of self-care, and providing information and signposting on a range of wellbeing related issues. Talk with a Wellbeing Champion at ‘Hotspots’ and events around Campus and at Chat to a Champion Peer Groups, or even volunteer for these roles.

A Postgraduate Peer Group, facilitated by the Postgraduate Peer Supporters, provides a safe space for you to talk about the challenges unique to the postgraduate experience. To book a place, visit http://blogs.cardiff.ac.uk/studentlifecu/postgraduate-peer-support/

Study skills

A wide range of people, services, workshops and online tutorials are available through Library Services, Academic Support, Maths Support, the Disability & Dyslexia Service and English Language support. Search ‘study skills’ on the intranet.

Student advice
https://www.cardiffstudents.com/advice

The Student Advice Centre provides independent advice and information, advocacy, representation and support through a free, confidential, impartial and independent service to members of the Students’ Union. Student Advice is independent from the University and all enquiries are dealt with in confidence. Support is available at both Park Place and Heath Park. Specialist advice includes:
- Advice and Money
- International Student Support
- Disability and Dyslexia
- Housing
- Academic and General Issues
Support for your career

The Careers & Employability service have many options available to support your career journey.

Preparing you for your future
Whatever the stage of your journey, professional careers advisers offer services to support you with your career development during your time at Cardiff University and beyond. Search ‘your future’ on the intranet for details of all support.

Online resources
The online platform Your Career Journey provides 24/7 support to help you with your self-development and career planning. Search ‘your career journey’ on the intranet.

You also have access to a careers account where you can book appointments and events, and search for employment opportunities with organisations recruiting directly from Cardiff University. Search ‘careers account’ on the intranet.

Employability workshops at the Doctoral Academy
The Careers & Employability service runs interactive employability-focused workshops at the Doctoral Academy that are tailored for PGRs. To find out more and to book, visit https://rssdp.cardiff.ac.uk/

In-school and Doctoral Academy careers appointments
Careers professionals are linked to academic Schools and can provide you with personal, subject-specific guidance on everything from career planning, skills development and job searches to interview preparation. Search ‘careers appointment’ on the intranet for more details.

PGR drop-in appointments with a Careers Adviser are available at the Doctoral Academy from 14:00 – 16:00 on the first Monday of every month between June and September.

Work experience
The Futures Connect team at Careers & Employability works across a wide range of industries and sectors to bring in work experience opportunities for all students, including:

- Insights - bite-sized work experience, flexibly set up around your timetable and available on a part-time basis.
- Classroom Experience Project - flexible opportunities in schools if you’re interested in exploring a career in teaching.
- Paid Internships - in a wide range of industries.

Search ‘work experience’ on the intranet.

Employer connections
You can also attend frequent careers fairs, employer presentations and specialist panel events, all designed to increase your sector knowledge and ability to navigate the job market. For job vacancies, search ‘jobs board’ on the intranet.

Hundreds of employers visit on campus throughout the year who are actively looking to recruit. Established strong links with a wide variety of third sector and SME organisations will afford you the opportunity to explore sectors or prospective employers. Search ‘careers fairs’ on the intranet.

Enterprise and start-up
Got an idea for a new business, social enterprise or freelancing opportunity? The enterprise team can help you unlock your creativity and achieve your potential. Access tailored personalised support to help establish or grow your business with one-to-one mentoring, start-up workshops, skills development sessions, funding opportunities, and online tools to bring your ideas to life. Search ‘enterprise’ on the intranet.
I really enjoyed my PhD journey (I’ve used the word ‘journey’ deliberately here as everyone’s PhD will be different and it is important to recognise that). When I reflect on my time as a PhD student it certainly was busy. I managed to get involved in lots of things and I definitely made the most of the opportunities that were available. Many of these were offered through the Doctoral Academy. I don’t think I necessarily realised it at the time, but it is a privilege to have access to a range of opportunities which allow you to train and develop your skills for free. Importantly, taking part in these workshops and events not only allowed me to enhance my CV but network, make contacts and think about my future career. Some were also a great deal of fun (which helps!)

I completed my postgraduate taught degree at Cardiff and after working for over ten years, I returned to do a PhD at the School of Welsh. It is a small, close-knit school with excellent bilingual events, training possibilities and a fantastic group of students and staff. Being a self-funded student, gaining a scholarship from the Finnish National Agency for Education and the Philological Society of Great Britain to complete my fieldwork in Finland has so far been one of the highlights. I’ve also had the opportunity to present my research on several occasions at national and international conferences.

In my three years as a PGR I have attended 48 training courses or events organised by the Doctoral Academy. Being a PGR can be an isolating experience, but within the Doctoral Academy I have found a beautiful community to share ideas and experiences on the PhD journey.
Transition

Options in this section will help you settle into your doctoral studies and equip you with essential skills for commencing your research.
Preparing and Presenting a Conference Paper (Humanities/Social Sciences)

Explore ways to structure, prepare and present a conference paper, including how to balance interest with rigour in the content, creating an engaging presentation and dealing with questions.

Researching and Writing a Literature Review in the Social Sciences: An Introduction

Learn how to get started with the literature review, find out what a review is, the different ways of structuring the review, how to search and select your sources, and how to write it up with a critical stance.

Systematic Database Searching For Literature Reviews

Become familiar with advanced database searching and techniques to develop a systematic search strategy. Learn to develop a focused question and how to define search terms that address the important concepts behind it.

Time Management

Develop strategies to use your time more effectively. You’ll identify your personal time challenges and learn how to prioritise and plan, with tips and techniques to help you optimise this key resource.

Writing a Literature Review in the Sciences

Understand what makes a good literature review and get help in starting to write yours. You’ll be able to identify key themes and arguments in the published work in your field and recognise how to bring critical and analytical skills to your reading.
Options in this section will build your skills and competence in progressing your research and using the right tools and methods.
**Be a Better Writer**
Learn how to present key but complex information to your audience in an accessible and understandable way. This course will help you to say what you mean with clarity and introduce you to the key rules of style and tone. Separate sessions are run for Humanities and Sciences.

**Collaboration: The Hidden Research Skill**
Explore the skills required for effective collaboration, identify barriers and opportunities and find out how engaging in collaboration can increase your research and professional development options.

**Data Visualisation with R and Python**
Learn about visualising data for presenting and communicating research. Gain basic theory then get practising using workbooks provided, using either R or Python.

**Excel: Using Graphs and Charts to Present Your Data, Microsoft**
See how graphs can be created and formatted using Microsoft Excel and other Office applications. Practice formatting and displaying data and incorporating your graphs into documents.

**Exploratory Data Analysis**
Understand how data visualization tools can help interpret various sets and discover how Exploratory Data Analysis (EDA) helps in seeking hypotheses which complement conventional statistical testing. You’ll experience new techniques for depicting data sets with multiple variables and/or large numbers.

**How to Present Your Research in Three Minutes**
Three Minute Thesis (3MT®) is a research communication competition which challenges PGRs to present a compelling oration on their thesis in just three minutes. Prepare to enter by receiving tips and help with your draft presentation and delivery from our 2018 winner.

**Improving your Interaction with Others**
Practise communication techniques to help you maintain constructive relationships and interpersonal interactions. Find out how to apply an assertive approach in situations when you are balancing your wants and needs with those of others.

**Interviews and Interviewing in Social Science Research**
Develop a clear view on the nature, strengths and limitations of interviews in social science research. Explore both practical and epistemological dimensions and learn about practicalities such as developing questions, recording and analysing data, and conducting interviews.

**MATLAB: An Introduction**
Gain a ‘learn by example’ introduction to the formal syntax and semantics of the MATLAB environment and its language, and find out how to use the extensive help library contained within it. Involves three separate sessions.

**Mentoring and Coaching**
Learn and try out skills and principles of mentoring and coaching and see how they can enhance your teaching practice, personal development, or roles in supporting others.

**Mixed Methods in Social Science Research: An Introduction**
Gain an awareness of different models and purposes of mixed methods designs in social science research. Learn how to discuss and justify your own methodological choices.

**NVivo 11 (Windows): Introduction to Qualitative Analysis Software**
Discover tools to use NVivo to create new projects, to import and create text or multimedia files, and to work with Cases, Attributes and Sets. You’ll be able to work with your own data, if preferred.

**PowerPoint: An Introduction to Creating Presentations, Microsoft**
Learn how to create presentations using Microsoft PowerPoint and how to enhance the content of your presentation using pictures and graphs. You’ll be able to set up and run a simple electronic slide show of your own presentation.

**PowerPoint: Enhancing Your Presentation, Microsoft**
Discover enhanced features of PowerPoint which can be used to improve the consistency and engagement of your presentations, such as Master slides and custom animation.
Public Speaking for Researchers

Draw on a fusion of academic skills, storytelling techniques and professional acting to improve your stage presence and personal impact. Discover how to use voice projection, body language and nerve control to pitch confidently to your audience and respond to their questions.

Python Advanced

Discover further language features and additional modules of Python including data extraction, analysis and visualisation, scientific computing and statistics and social network analysis. Attend the Introductory level first if you’re a complete beginner.

Python: An Introduction to Programming

Learn the fundamentals of programming using Python, including use of the syntax, basic control structures and features in order to develop simple programs.

R Package for Statistical Analysis: An Introduction

Join this beginners’ session to cover the basics of R package, including loading data sets, navigating basic commands for summarising and plotting data, running basic statistical procedures or tests, and downloading/accessing specialist R applications.

R Package for Statistical Analysis: Intermediate

Discover further features of R package such as data formatting, writing your own functions, coping with missing values, layered and lattice graphics and accessing data from the web. Learn several higher order functions including writing R scripts more compactly and/or making them run faster.

Run your Own Conference

Learn about the practicalities of event organisation including setting up a steering committee, applying for funding/budgeting, deciding the type and focus of an event, venue search, publicity and event logistics.

SPSS: An Introduction

Discover the basic functions of SPSS so you can create or import data from an Excel spreadsheet and define variables. You’ll learn about a range of commands and tools such as Recode and Compute, descriptive statistics and cross-tabs (including Pearson Chi Square), and how to effectively use the syntax window.

SPSS: Intermediate - Comparing Groups

Build your proficiency in carrying out statistical techniques to compare groups using IBM SPSS. You’ll learn about T-tests and one-way, two-way and mixed between-within analyses of variance (ANOVA).

SPSS: Intermediate - Exploring Relationships Among Variables

Apply advanced techniques using SPSS including correlation, Chi-Square, multiple regression, and logistic regression.

Statistics for Beginners

Learn how to apply statistical techniques in SPSS to help you report significant quantitative findings in a meaningful and clear way. Includes questionnaire design, frequencies and graphics, cross-tabulation, parametric and non-parametric tests, and regression. Involves three separate sessions.

UNIX/LINUX: An Introduction

Become familiar with the UNIX/LINUX operating system, including file hierarchy, UNIX commands, file and directory protection, redirection of input and output, modifying environment variables, setting terminal characteristics, and writing basic scripts.

Visualising Research Using Sketchnotes

Discover how this form of visual-notetaking can help with understanding and retention of key information. Gain tips on how to get started and enjoy a practical session in producing your own sketchnotes.
Options in this section will facilitate the successful completion of your thesis and viva whilst maintaining your motivation.
EndNote Desktop: For Experienced Users
Move on from the basics of Endnote to learn how to use term lists, modify output styles, create footnotes, and adjust citations to include information such as page numbers and cross references.

Enhance Academic Writing in your PhD Thesis
Reduce worry about academic writing and build confidence in identifying a central argument, planning thesis chapters and enhancing your style of writing. Bring along your ideas about the content of a chapter to work with.

Examination and the Viva
Become familiar with the process of doctoral assessment and how it works at Cardiff. You’ll gain practical advice in starting preparation for your viva. Separate sessions run for the Humanities and Sciences.

Managing Procrastination
Recognise what fuels procrastination and discover practical techniques and strategies to minimise it. You’ll regain time by getting procrastination habits under control.

Managing Stress and Anxiety in the PhD
Recognise common signs, symptoms and triggers of stress and anxiety and discover strategies to challenge unhelpful thoughts and behaviours. You’ll learn techniques to help you relax and regain balance.

Mendeley: An Introduction
Learn about this reference management tool which also allows you to collaborate with other researchers online or in public/private groups. Learn basic functions such as adding references, importing PDF files, and generating citations and bibliographies in a range of bibliographic styles.

Mock Viva
Demystify the PhD viva by observing a role-play conducted by a group of academic staff. You’ll see what happens in the roles of Chair, Internal Examiner, External Examiner and doctoral candidate. Separate sessions are run for the Humanities and Sciences.

Overcoming Perfectionism
Recognise perfectionism and the impact it can have on wellbeing. Learn techniques and strategies to help you re-focus on achieving realistic standards, rather than unachievable goals and targets.

Part Time PhD - All in one Day
Join other part-time students to learn about the essential requirements of a PhD and how to anticipate and navigate the various challenges which can be involved.

Staying Motivated During Your PhD
Boost yourself through dips in motivation by learning how to assume responsibility, exercise judgement, use your imagination, and apply your critical thinking, leadership and social skills. Runs over two-days and is based on The Pacific Institute® STEPS® to Excellence for Personal Success programme.

The Second Year: Making Effective Progress
Navigate this challenging stage of your research degree. Learn how to reflect realistically on your progress, define your research focus and develop a short to mid-term action plan to keep you on track.

The Third Year: End is in Sight
Look ahead to completing the PhD and planning to be successful in your next career step. You’ll find out what’s involved in completing your PhD, identify your transferrable skills and what you need to do to reach out successfully to the job market and potential employers.

Word: Working with Long Documents, Microsoft
Discover how the functions of Microsoft Word help with creating and editing longer documents. You’ll be able to format paragraphs and tables of contents, bring short documents together into a longer one and include navigation such as headers, footers, bookmarks and cross-references.

Writers’ Retreat
Devote a whole day to writing in a quiet, structured and supportive environment without internet or mobile phones. Most of the session will involve you writing but you’ll also learn good practices and habits to keep going.

Zotero: a Free Alternative to EndNote
Learn to manage and store bibliographic data and research materials (such as PDFs) using this alternative to Endnote, which also allows collaboration and sharing with like-minded researchers.
Options in this section will develop skills which can transfer readily into future employment and will help you to prepare for job applications.
Assessing Student Learning in the Sciences

Develop the skills to mark, write comments and give feedback on students’ work. You’ll find out about the purpose of assessment and the value of assessment criteria in postgraduate teaching.

Career Management for Postgraduate and Early Career Researchers

Join this blended programme to get started with managing your career planning. You’ll carry out self assessment activities, explore careers within and beyond academia and gain hands-on support in preparing for applications and interviews. Includes personal CV review and includes both face-to-face and online sessions.

Consultancy Skills for Researchers

Find out how to translate your researcher skills into consultancy as a career. You’ll learn about a simple process for consulting and problem solving and will develop your influencing skills.

Demonstrating/Laboratory Based Teaching in the Sciences

Develop a range of teaching skills which are commonly used in both lab and class-based settings. You’ll understand roles and responsibilities of the demonstrator before, during and after the practical class, and work through case studies which touch on health and safety, avoiding plagiarism and supporting diverse learners.

Effective CV Writing

Refocus and develop your CV to ensure that it presents your skills, knowledge and experience in a range of layouts that are appropriate to different types of employers.

Ever Thought about Freelancing?

Find out what working as a freelancer is really like, including the pros and cons of self-employment, common myths and fears, and how to get started.

From Complexity to Clarity: Successfully Communicating the Impact of your Research

Learn to communicate complex ideas simply and confidently to a range of audiences. You’ll cover warm-up and preparation, storytelling, media work, handling interviews, creating your content, and managing your nerves.

How to Develop Your Brand

Create a personal brand that helps you stand out. Gain practical tips on how to identify your personal brand message and then apply it across your online and offline communications.

How to use the Research Professional Funding database

Learn how to create a personal Research Professional account and to navigate this web resource to search for the latest funding opportunities in your research field.

Lecturing Skills

Improve your lectures by learning how to design and deliver content, to maximise participation from your learners, and to reduce nerves. You’ll engage in a range of practical activities.

Pitching a Personal Statement

Find out what employers are looking for in a personal statement and how you can use one to stand apart from the competition when making job applications.

Preparing for Leadership

Set the foundations for leadership by learning about your team and personal style, how to communicate with influence, and how to become a creative problem solver.

Progressing into Leadership

Build up your leadership capability by exploring how to lead yourself, to lead others, and to lead for outcomes. The programme runs over three separate days and includes a personal profile and an introduction to peer-based coaching.

Recognition as a Teacher in Higher Education - Individual Route: Coaching Session

Receive coaching and feedback on your application for Associate Fellow status from Advance HE. You’ll also understand how it can map onto the ‘UK Professional Standards Framework for Teaching and Supporting Learning in Higher Education’.

Researching Companies and Industries in The Private Sector

Get to know the range of company and industry search tools available at Cardiff University and how to use them to search for specific organisations or sectors, find background information, and relevant trade press sources.
**Strengthening your Profile**
Recognise your core and untapped strengths and how to draw on them in your research approach, when networking or when promoting yourself in job applications includes a personal strengths report.

**Teaching Diverse Learners**
Develop your confidence as an educator in meeting the needs of a wide range of students, including disabled students and students whose first language is not English. You’ll explore the key obligations, implications for designing learning activities, and how to handle difficult situations.

**Using Technology to Teach**
See how technology can be used to support teaching and learning through the use of virtual learning environments, specialist tools for collaboration, and technology for the classroom/lecture theatre.

**Writing and Publishing Your Research (Sciences)**
Recognise the importance of publishing at the right time, in the right journal, and develop habits that will help you write effectively. You’ll gain an insider’s view on the journal submission procedure and the way the publishing process really works.
Other learning and support opportunities

Advanced Research Computing at Cardiff (ARCCA)
arcca@cardiff.ac.uk
ARCCA provide high performance computing services and training for researchers who need additional computing power to solve complex problems.

Cardiff Institute for Tissue Engineering & Repair (CITER)
citer@cardiff.ac.uk
CITER support PGR volunteers from the Colleges of Biomedical and Life Sciences and Physical Sciences and Engineering to participate in outreach activities.

Coleg Cymraeg Cenedlaethol
www.colegcymraeg.ac.uk
The Coleg has an active branch in Cardiff, who offer several research-related skills sessions through the medium of Welsh.

English Language Service
insessional@cardiff.ac.uk
The service offers classes and one-to-one tutorials for international students whose first language is not English and several online materials to help you develop English for academic purposes.

GW4 alliance @GW4Alliance
www.GW4.ac.uk
PGR students at Cardiff can access training offered by our regional partners at the Universities of Bristol, Bath and Exeter, as well as several tailored GW4-led events. There is also a GW4 funding scheme to support discipline-specific learning activities which runs in parallel to the Doctoral Academy interdisciplinary scheme.

Glamorgan Archives
GlamRO@cardiff.gov.uk
You can contact the Archives to speak to staff individually about your research and gain practical experience in using archival material.

IT skills training & certification
it-training@cardiff.ac.uk
A range of IT certification is available related to common IT applications, including the European Computer Driving Licence (ECDL) and standalone MS Office Specialist qualifications. These are open courses and are not free but are reasonably priced.

Professional development
@learn.cardifftrain@cardiff.ac.uk
These open courses, run through the CPD Unit, cover many personal and professional skills whilst giving opportunity to learn with people from different external organisations, helping to build career networks. These are not free but are affordably priced.

Skills Development Service
SDS@cardiff.ac.uk
Based in the Students Union, this service offers a wide range of skills workshops, complementing the Doctoral Academy Programme. This includes opportunity to gain awards for Personal and Leadership development.

Special Collections and Archives
specialcollections@cardiff.ac.uk
If you are conducting research that involves examining archival/early book material, Cardiff University’s Special Collections and Archives section can help you get started.

The Students’ Union @cardiffstudents
@studentlifeCU
www.cardiffstudents.com
As well as being a social hub, the Students’ Union offers a range of clubs, societies and volunteering opportunities. You can meet advice teams to help with International Support, money matters and accommodation. The Vice-President for Postgraduate Students is one of seven elected sabbatical officers, who amongst other duties, chairs the Postgraduate Research Representative Forum.

Sustainability and corporate social responsibility
www.cardiff.ac.uk/sustainable-places
PGRs are encouraged to take advantage of the many seminars and events of the Sustainable Places Research Institute to help develop awareness of their impact on the environment, sustainable working and corporate social responsibility.
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Connect with us:
If you have any queries about a workshop in the
Doctoral Academy Programme, please contact us at:
Tel: 029 2068 8482
Email: Doctoral-Academy@cardiff.ac.uk
www.cardiff.ac.uk/doctoral-academy

Equality and Diversity
Cardiff University is committed to supporting and promoting equality and
diversity in all of its practices and activities and aims to establish an inclusive
culture free from discrimination and based upon the values of dignity,
courtesy and respect. The University celebrates diversity and recognises
that the differences individuals bring to the institution enhance the working
environment and reputation of the University. The University Equality and
Diversity Committee develop policy and take practical steps to eliminate
discrimination and promote equality. Read the Equality and Diversity
www.cardiff.ac.uk/public-information/equality-and-diversity

All sessions are described briefly in terms of their
content. For more detail and the most current training,
visit https://rssdp.cardiff.ac.uk

Important legal information
The contents of this brochure are correct at the time of
going to press. Please refer to the following webpage
for up to date information about the Doctoral Academy
www.cardiff.ac.uk/doctoral-academy. Where there is a
difference between the contents of this brochure and our
website, the contents of the website take precedence
and represent the basis on which we intend to deliver our
services to you.

NB: A Welsh version of this brochure is available.