Supporting you to succeed

September 2018 – July 2019

Doctoral Academy Programme for Postgraduate Researchers
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All sessions are described briefly in terms of their content. For more detail, 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 the up to date information https://rssdp.cardiff.ac.uk.

Where there is a difference between the contents of this brochure and the booking system, the contents of the booking system 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 on request.

COVER IMAGES

02
As the new Director of the Doctoral Academy, I am proud to introduce our 2018-19 training Programme that has been designed to meet the needs of postgraduate researchers (PGRs) at Cardiff University. We have taken on board the feedback you have given the Doctoral Academy Team directly and used comments received through the Postgraduate Research Experience Survey (PRES) dashboards (2017 and 2018) and via the Postgraduate Research Representative Forum (chaired by the Vice President Postgraduate Students) to design the Programme. In doing so, we have improved our training provision to enrich the wider student experience.

We continue to collaborate with a network of academic colleagues, support services and employers 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 to help prepare you for the changing world that we live in.

The Doctoral Academy’s enterprising approach produces PGRs with the awareness, mind set and capability to generate original ideas in response to identified needs, opportunities and shortfalls. This Programme will support you to develop enterprise 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 play your part in meeting the global challenges ahead of us as part of a world-class and highly skilled workforce.

The community of PGRs enrolled at Cardiff University is diverse; 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.

Professor Anwen Williams
Director of the Doctoral Academy
Cardiff University
Conveniently situated close to Cardiff City Centre and its many amenities, the Doctoral Academy offers modern and well-equipped facilities to support PGR students. These also reflect our commitment to the environment, for which we have been recognised with a Green Impact Award (Bronze).

Facilities include:

- Three seminar rooms for meetings, focus groups, training or conferences, available in office hours (or beyond, by arrangement) and which can be configured to accommodate between 12 – 100 people.
- Breakout and social space, available to meet or work, 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 microwave.

Enquiries about use of these facilities including information on room layout, capacity and any restricted access times can be made via DARoombooking@cardiff.ac.uk. Students who would like 24-hour access to Friary House can complete our short survey to enable us to set this up.

**Study Spaces**

Friary House includes:

- An IT Suite with 20 PCs. All computers have a Windows/LINUX setup and include MatLab, R Package, LaTeX, SPSS in addition to the full suite of Office 365 applications.

PCs in the IT Suite are available to PGR students for open access work on a drop-in basis when not in use for sessions being run by the Doctoral Academy.

- A Researchers’ Room for students in their writing-up stage who do not have facilities in their School.
How to get involved

Champion & Ambassador Project
We work hard to showcase our PGRs’ achievements at the Doctoral Academy. One of the ways that we do this is by recruiting champions and ambassadors.

Champions are current researchers who are engaged in research, innovation, engagement and/or teaching. Examples of champions include PGRs who have received awards for their research, scholarships facilitated by the Doctoral Academy, or have made a contribution to society. Essentially, they contribute to Cardiff University’s PGR community and are advocates of the Doctoral Academy offering.

Ambassadors are those who provide living proof of the efficacy of the skills taught and practices fostered at the Doctoral Academy, whether it is having benefitted from practice in public engagement or from our connections with industry. We work with Champions and Ambassadors to engage the postgraduate community and ensure as many researchers as possible benefit from our programme. We love to share our researchers’ success stories as well as their challenges and how we can help tackle them.

Doctoral Academy Blog
Our PGRs are involved in an incredible range of research across the University, and we want to showcase this. That is why we set up the Doctoral Academy Blog, where PGRs can share their research and their PhD journeys. Contributing to the Blog is a great opportunity for researchers to practise their communication and public engagement skills, and to get published. It also gives students the chance to discover and engage with each other by sharing their Twitter handles and contact details or striking up a conversation in the comments section.

If you believe having a desk would be an asset towards completing your research programme, feel free to drop in to receive a tour of the premises, find more information online at www.cardiff.ac.uk/doctoral-academy, or simply email us at Doctoral-Academy@cardiff.ac.uk if you have any questions.

Uses for the Doctoral Academy space
We already run a series of interdisciplinary conferences and host student-led events in the building, and encourage staff and students to make use of the space for meetings, research project work, focus groups, interviews and self-directed learning groups.

The environment lends itself to supporting student wellbeing, being spacious and well-equipped for work and for finding quiet PGR-only space. We are also in close proximity to several pleasant outdoor areas i.e. Friary Gardens, Bute Park. Email DARoombooking@cardiff.ac.uk to enquire about availability for your PGR events.

The Researchers’ Room: a collegial space for quiet writing and studying
The Researchers’ Room is a dedicated space for PGRs who are writing up their theses. The room comprises 40 individual desks; each allocated student receives access to a networked computer and lockable storage, as well as a shared kitchen with amenities and social space, and printing facilities. Allocations usually run for six months and, during this time, researchers have 24-hour access to the room, seven days a week, through secured doors – so that working towards submitting can fit around everyone’s schedules.

Being able to work alongside like-minded peers whilst working towards submitting your thesis can also boost both your networking skills and productivity. The sense of community built within the Researchers’ Room is not something easily found in alternative hot-desking spaces, and the security of having a desk allotted just for you can really benefit your work-life balance.

Applications are welcome throughout the year on a rolling basis, with two main intakes in April and October. If you are starting your research programme now, the Researchers’ Room will be there to support you at the final and critical stages of your PhD.

If you believe having a desk would be an asset towards completing your research programme, feel free to drop in to receive a tour of the premises, find more information online at www.cardiff.ac.uk/doctoral-academy, or simply email us at Doctoral-Academy@cardiff.ac.uk if you have any questions.

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Undertaking doctoral study is an experience which will test and challenge you, as you develop both as a researcher and an individual. Our Programme of learning opportunities is designed to support you through these key stages of the journey.

● **Transition (T)**
  Your early focus will be on settling into the doctoral environment, learning research essentials and understanding governance or mandatory requirements. You will start getting involved in the PGR community. You will also complete an early Training Needs Analysis with your supervisor.

● **Acquisition of skills (A)**
  As your research gets underway, you will be focusing on specific tools and skills, developing your personal effectiveness and organisation. You may be getting involved in wider learning opportunity through events, placements, competitions etc. You will be reviewing your ongoing needs during progression meetings and maintaining a record of activities.

● **Completion (C)**
  You will be focused on sustaining your momentum and ensuring you have the skills to complete, write and present your research. You will be thinking about its potential impact and how to share it more widely. Motivation and wellbeing can become more important at this time. You may also be completing a portfolio of activity and achievement ready to present to potential employers.

● **Employment (E)**
  The building and enhancing of generic transferable skills begins on day one and sets the foundation for your employability and career enhancement after the PhD. Career planning will become increasingly important as you move through the above stages.
Our Programme has been organised in these stages to help you recognise what to consider learning about and when, as a general guide; this is, of course, a flexible framework. Our programme is also mapped to the Researcher Development Framework (RDF) domains. The RDF is a tool for planning, promoting and supporting the personal, professional and career development of researchers in higher education. It describes the knowledge, skills, behaviours and personal qualities of researchers and encourages them to aspire to excellence through achieving higher levels of development. The RDF is endorsed by the UK Research and Innovation and other higher education bodies and institutions.

The RDF is structured into four broad domains and twelve sub-domains, encompassing the knowledge, intellectual abilities, techniques and professional standards to do research, as well as the personal qualities, knowledge and skills to work with others and to ensure the wider impact of research. The associated descriptors within the domains describe different aspects of being a researcher.

The RDF provides a way for you to assess your strengths and areas for further development to ensure you progress in your career. It provides a universal language for communicating your capabilities. This can be very valuable in planning your career, preparing for developmental meetings with your supervisor or updating your CV.

Further details about the RDF are available at [www.vitae.ac.uk/rdf](http://www.vitae.ac.uk/rdf)

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](http://www.vitae.ac.uk/rdfconditionsofuse)

Planning Your Skills Development

A key element of the research degree programme is the opportunity to develop research, personal and professional skills. Your development needs should be identified and agreed jointly by you and your supervisor at the start of the degree; these are regularly reviewed and updated as appropriate.

The expectation is that you will take part in a minimum of 10 days or equivalent professional skills development per year. You are encouraged to take ownership and responsibility for your own learning, during and after your programme of study, and to recognise the value of developing transferable skills. This involves an ongoing cycle of self-evaluation, reflection, target setting and action planning. Just as you plan the research project itself, you should have a plan for your personal and professional development. By doing so, you will be able to make more informed choices at key points during your career and to engage in continuing professional development (CPD) throughout employment.

In order for the skills development process to be effective, you need to REFLECT on what you have learned, PLAN for your progression, and RECORD your development – your School and/or the University have tools to help you plan your skills development.
The Doctoral Academy Programme

The Doctoral Academy Programme offers a comprehensive, blended suite of workshops, events and learning activities which present exceptional opportunities for you to develop your research and professional skills.

There is significant diversity in postgraduate research: diversity in research methods and approaches in and among disciplines; diversity in the initial preparation and experience of research students; diversity in modes of attendance; and diversity in the research student community. Therefore, our approach is student-centred and is needs-based, with the objective that your development plan should be appropriate to your needs both now and in the future.

Options are organised to reflect four stages of your research journey: Transition, Acquisition, Completion and Employment. They also map on the RDF subdomains.

Brief descriptions of sessions are provided in the brochure. Please visit our booking system (https://rssdp.cardiff.ac.uk) for more detailed descriptions to help you select the appropriate offering for your needs. For each session we indicate whether it is open to students of any discipline or if it is targeted towards particular disciplines or subject areas/stage of research; this is indicated in the title or session description.

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The second box shows the stage of your research for which this workshop is particularly suitable, whether in the early stages of your research or nearing completion. Many sessions are applicable to any stage and will be designated as “All”.

It is important that you always have in mind the skills that you need for the next stage of your research. Many of our workshops only happen once or at certain times of year, so you need to plan ahead to ensure you get the appropriate skills at the right time. See our booking system for available dates. We closely monitor bookings throughout the year and, where there is sufficient demand, attempts will be made to arrange additional sessions.

Our key community events are highlighted in gold in the Programme directory.

If you need further information, please contact us at Doctoral-Academy@cardiff.ac.uk or by telephone at 029 2068 8482 (ext 88482).
Learning Events
From first year induction and essential ‘starting out’ skills through to final year career planning and viva advice, we provide skills training in the broadest possible context that is able to meet student needs. This enables students to work in cross-discipline contexts that support the overall University research aims and help develop a supportive University research community, alongside the strong research cultures which exist in our academic Schools.

A very real benefit of this approach is the opportunity to meet researchers from other schools at Cardiff and gain from their experiences, skills and approaches to research. Some of the sessions, therefore, will include a complete mix of disciplines – you will be as likely to be working with a physicist as a philosopher or sociologist. Others are aimed at researchers in broad discipline areas, such as humanities, social sciences and sciences, or indeed subsets of these.

Community Events
The Doctoral Academy runs an events programme, presenting inspiring speakers on current topics from within Cardiff and from elsewhere. Also included are events that showcase postgraduate research, such as ‘Images of Research’ and ‘Three Minute Thesis’. Hugh Kearns, an internationally recognised public speaker, educator and researcher, will present a series of guest lectures as part of our events programme.
PGR Festival
The PGR Festival is a fortnight comprising a series of full-day events scheduled between 18 – 29 March 2019, and includes our popular ‘Three Minute Thesis’ competition.

Our student-led conferences will also take place during the PGR Festival. These provide opportunities for students in different disciplines to present their work to each other, to share and develop their research interests and to establish mutually beneficial interdisciplinary links. The conferences also build presentation skills in a supportive and friendly environment and foster collaboration within the wider research community. Through attendance you will become more aware of how to make your research accessible to colleagues in other areas and to wider audiences. You will also learn from hearing about research in other areas. Each of the events is organised by a committee of doctoral students from a number of Schools. This is an enjoyable and rewarding experience and provides an excellent opportunity to develop transferable skills in event organisation to add to your CV. If you wish to get involved, please email us at Doctoral-Academy@cardiff.ac.uk.

Conferences in 2018-19
- **Breaking Boundaries**
  (Arts, Humanities and Social Sciences) – Tuesday 19 March
- **Speaking of Science**
  (Biomedical and Life Sciences, Physical Sciences, Engineering) – Tuesday 26 March

Part Time and Distance Students: Workshop Programme
As a part-time or distance student it is often difficult to attend individual workshops due to the time and expense involved in travelling to Cardiff. We have therefore put together two week-long selections of workshops that part-time and distance students have identified as being particularly useful. Bookings for each workshop need to be made individually.

- Dates are 4 to 8 February and 1 to 5 July 2019

Note that not all workshops are available in both weeks. Additional workshops not listed may also be available. Please refer to the booking system for full listings and timings.

**Workshops include:**
- Be a Better Writer
- Consultancy Skills for Researchers: An Introduction
- The Part-time PhD: All in One Day
- Improving Your Interaction with Others
- Managing Stress in the PhD
- Mendeley: An Introduction
- Microsoft Excel: Using Graphs and Charts
- Microsoft PowerPoint: An Introduction to Creating a Presentation
- Microsoft PowerPoint: Enhancing Your Presentations
- Microsoft Word: Working with Long Documents
- Practical Project Management
- Writing and Publishing Research in the Sciences
- Writing a Literature Review in the Sciences

Funding for Interdisciplinary Activities
The Doctoral Academy provides funding for interdisciplinary academic activities organised by and for doctoral students, bringing students together from different subject areas to discuss shared research interests. You can apply for funding of up to £1,000 to support interdisciplinary activities such as themed forums, reading groups, seminars, conferences and workshops. The scheme provides an excellent opportunity for you to develop your transferable skills by working collaboratively to organise events. The processes of applying for funding, implementing activities and reporting on your work are similar to those required to apply for funds in future roles in academia or to ‘pitch’ and manage projects in non-academic roles. Further information about the scheme and how to apply can be found on the intranet.
Booking a Learning Event/Session

Doctoral Academy learning events/sessions are free at the point of delivery for all PGR students at Cardiff University.

Eligibility
The Programme is open to all PGRs studying any of the following: MPhil, MRes, PhD, MD, EngD, EdD, DClinPsy, DEdPsu, DSW, DHS, SPPD, DAHP, DNurs and EngD. Students enrolled on a Master’s degree as part of a formal ‘1+3’ research degree at Cardiff University are also eligible to attend, but are advised to consider whether the training would be more appropriate during the +3 element.

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, please contact us to discuss your needs.

Bookings are made online: https://rssdp.cardiff.ac.uk. The system allows you to browse the sessions and their descriptions by date or by key word. In order to request a place, log in using your Cardiff username and password.

You will be sent confirmation of your place by email, usually within two working days. The confirmation will include details of any advance work required, the venue and timings. Please read these emails carefully, as occasionally there are changes to advertised information.

If you are not receiving email confirmations, then log in and check ‘My Details’ to ensure your email address is correct. You can check the status of your bookings by logging into the booking system and checking ‘My Sessions’. You can also print a transcript of all workshops attended. If the session is full, you will be added to a ‘Wait List’. If a place becomes free, you will be contacted by email and you will need to reply to accept the place. To rebook a place on the same workshop on a different date, please cancel your ‘Wait List’ place first.
SUPPORTING YOU TO SUCCEED

Professional Etiquette
You are expected to identify the events/sessions which are most appropriate for your needs and to manage your diary in an efficient and professional manner.

In making a booking you are:
• committing yourself to attend the session for its full duration.
• agreeing to arrive on time for the session.
• indicating that you will participate in activities taking place as part of the session.
• agreeing to undertake any pre- or post-event activities as requested.

Arriving late for a session can be disruptive for other attendees, so you may be refused entry by the presenter. You must attend the full session or all parts of a multi-part series in order to be marked as attended.

Cancelling a Learning Event/Session
Once logged in to the booking system you will be able to view the sessions that you have booked, are pending confirmation and that you have attended. If you wish to cancel a place, click on the ‘Currently Booked Sessions’ icon, then click on ‘Cancel Registration’. Please cancel your booking at least three days prior to the event and no later than midnight on the third day, when online cancellation will no longer be an option. High cancellations can lead to withdrawal of events so we do ask that you plan your training commitments carefully.

We do appreciate that situations sometimes arise which prevent attendance, although, as a consequence other interested or waitlisted students may be unable to take vacant places. We therefore monitor late cancellations and ‘no shows’ and pass information onto School Directors of PGR Studies for review.

We may cancel workshops which do not meet the minimum booking number and aim to notify you at least one week in advance.
Induction

Starting Out: Induction Event for New Researchers

This event is an enjoyable opportunity to meet other doctoral students and begin to develop those important personal and professional networks. It provides an introduction to research at Cardiff University including rights, responsibilities and research integrity, the facilities and services offered by the University, the Doctoral Academy and presentations by existing students on starting and enjoying your research programme. Importantly, the event will introduce the wider training and learning opportunities at Cardiff University and enable you to begin planning your skills and personal development.

Starting Out is designed to complement, not duplicate, your School induction. The mid-year sessions include additional topics, as most Schools do not have in-house mid-year inductions.

By the end of this event you will have:

- a better understanding of the nature of the research degree.
- become familiar with University regulations and systems.
- understood key issues regarding research integrity.
- developed awareness of sources of help and support for your student experience.
- gained an understanding of the requirements of the Researcher Development Framework.
- understood the importance of monitoring your personal and professional development.
- gained an overview of the training opportunities available.

Dates/Times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday 2 October 2018</td>
<td>10:00 – 15:45</td>
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<td>Thursday 4 October 2018</td>
<td>10:00 – 15:45</td>
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<td>Tuesday 9 October 2018</td>
<td>10:00 – 15:45</td>
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<td>Tuesday 6 November 2018</td>
<td>09:45 – 16:15</td>
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<td>Thursday 17 January 2019</td>
<td>09:45 – 16:15</td>
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<td>Tuesday 9 April 2019</td>
<td>09:45 – 16:15</td>
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<td>Tuesday 10 July 2019</td>
<td>09:45 – 16:15</td>
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Induction Events for Year 2 and Year 3 PGRs

Induction events will be held in September 2018 for students entering the second or third year of their doctoral studies. For more information, visit our booking system and search for ‘Pushing Through: Year 2’ or ‘Finishing up, Looking Ahead’.
Transition

Options in this section will help you to settle into your doctoral studies and equip you with essential skills for commencing your research.

A FRAMEWORK FOR SUCCESS

TRANSITION

ACQUISITION

COMPLETION

EMPLOYMENT

Breaking Boundaries: Interdisciplinary Conference for Humanities & Social Sciences

This conference, organised by and for doctoral researchers, provides the opportunity to practise presenting your research to people outside your own specialist field, and showcases current research in the Humanities and Social Sciences at Cardiff and neighbouring institutions. It provides you with a valuable opportunity to meet other researchers and establish links. Proposals for oral presentations and/or posters will be invited. Cash prizes are awarded to the best oral and poster presentations.

How to Critically Appraise Quantitative Observational Research Papers

This interactive course on the appraisal of quantitative observational research papers will enable you to:

> Understand the different types of observational evidence (longitudinal studies, cohort studies, cross-sectional surveys)
> Critically assess a range of observational research papers for validity, reliability and applicability
> Locate checklists and guides for critically appraising observational studies

How to Critically Appraise Systematic Reviews and Intervention Studies

This interactive workshop on the appraisal of quantitative research papers examines the effectiveness of interventions. You will:

> Understand the different types of quantitative intervention studies (randomised and quasi-randomised controlled trials, systematic reviews)
> Assess quantitative intervention research for validity, reliability and applicability
> Locate critical appraisal checklists and guides

English for Research Writing (Non-native Speakers)

This multi-part course for non-native speakers of English comprises five sessions, which focus on:

> Structuring research writing to achieve a good academic writing style
> Improving clarity and flow of ideas through practice
> Writing about methods and literature reviews, whilst commenting on data

How to Critically Appraise Qualitative Research Papers

This workshop, featuring examples taken predominantly from the biomedical and health or social sciences, will enable you to:

> Understand what is meant by critical appraisal and why it is necessary
> Assess the reliability, validity and trustworthiness of different methods
> Critically appraise a qualitative research study

Keeping Your Research Up-to-Date

Are you keeping up-to-date with the latest publications and news in your field? Have you spotted the key new book or journal article on your topic? This online tutorial demonstrates how to use a range of alerting services to help you keep up to date. Tips on managing the services to reduce information overload are also provided.
<table>
<thead>
<tr>
<th>Library Catalogues; Electronic Journals; Dissertations and Theses (Humanities)</th>
<th>Early</th>
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<tbody>
<tr>
<td>By the end of this session, you will be able to:</td>
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<tr>
<td>&gt; Construct logical and effective searches in a range of sources, and identify materials held in libraries outside Cardiff through interlibrary loans</td>
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<tr>
<td>&gt; Save the information from your search results</td>
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<tr>
<th>Managing Research Data: Key Aspects of Legal Compliance and Record Management</th>
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<tr>
<td>This session, on the legal requirements of the Data Protection Act in terms of research data, will cover:</td>
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<tr>
<td>&gt; The impact of the Act on research projects, as well as best practice in the management of paper and electronic records</td>
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<td>&gt; Sources of advice and support for data protection queries</td>
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<tr>
<td>&gt; Informed consent, fair processing notices, confidentiality and retention periods</td>
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<tr>
<td>&gt; Aspects of the Freedom of Information Act</td>
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<th>Project Management in the Research Context</th>
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<tr>
<td>This online resource will introduce you to some of the key concepts of conventional project management and will cover:</td>
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<tr>
<td>&gt; The relationships between project components (resources, duration and scope)</td>
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<td>&gt; Developing a plan and understanding the concept of a ‘critical path’</td>
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<td>&gt; Identifying the stakeholders for your project and understanding their influence and potential impact, whilst managing risk</td>
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<tr>
<th>Researching and Writing a Literature Review in the Social Sciences: An Introduction</th>
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<td>This introductory workshop will address:</td>
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<tr>
<td>&gt; The function of the literature review and what is meant by a ‘critical’ review of literature</td>
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<tr>
<td>&gt; How to search, read, assimilate and evaluate writing</td>
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<td>&gt; How to devise a strategy to diagnose and resolve problems with your literature review</td>
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<th>Managing Your Research Supervisor</th>
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<tr>
<td>This online course aims to provide:</td>
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<tr>
<td>&gt; An overview of potential issues relating to your supervisor, and tips on how to manage them</td>
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<tr>
<td>&gt; An opportunity and encouragement for you to develop critical skills in relationship building</td>
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<th>Practical Project Management for Your Research</th>
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<tr>
<td>At the end of this highly practical course, you will have:</td>
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<tr>
<td>&gt; Understanding of the key principles of project management and how it relates to your research</td>
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<tr>
<td>&gt; A first draft plan that includes contingency, risk management, stakeholder activities and reporting requirements</td>
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<tr>
<td>&gt; A series of project management templates that can be adapted for individual use</td>
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<th>Speaking of Science: Interdisciplinary Conference</th>
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<td>This is a student-led conference for all doctoral research students in science-based subjects. Research students in the sciences will give talks and present posters across a wide range of subjects and disciplines, giving a fascinating insight into the research that is taking place across the University and in other local institutions. The conference subject area is kept deliberately broad – this makes for more interesting presentations and cross-subject exchange of ideas. The conference provides a supportive environment for you to present your work to an audience of peers and to find out what other students around the University are working on in their field. Proposals for oral and poster presentations will be invited. Cash prizes will be awarded for the best presentations and for the best posters.</td>
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Staying Safe When Doing Field Research
This highly interactive course, intended for researchers who undertake qualitative research, will:
> Facilitate the consideration of researcher risk
> Encourage you to think about emotional and physical safety in relation to your own work
> Help you to understand personal and institutional obligations and practical considerations and solutions

Systematic Database Searching For Literature Reviews
During this workshop, you will learn about:
> Advanced database searching techniques to develop a more systematic search strategy
> Formulating a focused question, identifying important concepts within the question and determining search terms that describe those concepts

NB: You will be encouraged to provide some basic information about your research prior to attending.

Webinar: Qualitative Research Skills – A Comparison of Qualitative Methods
In order to identify the types of research questions to which each method is best suited, this webinar will:
> Compare and contrast the aims, data collection preferences and analytic style of the research plan
> Consider the limitations and appropriate usage of four different qualitative methods: grounded theory, thematic analysis, interpretative phenomenological analysis and narrative analysis

Writing a Literature Review in the Sciences
By the end of this workshop, you will:
> Understand what makes a good literature review, and get help starting to write yours
> Be able to identify key themes and arguments in published work in your field
> Have developed critical and analytical tools for reading published work

The Good Supervision Video
Is your supervisor your teacher, friend, an authority figure or a resource for your use? This video will help students in all disciplines to get the most from their supervisors.

Time Management
By the end of this workshop, you will be equipped to:
> Use your time as effectively as possible, considering what your current challenges are
> Evaluate your workload and how you prioritise and plan
> Look at your time management skills through the scope of new techniques and strategies

→ Main image
Professor Colin Riordan, President and Vice-Chancellor of Cardiff University
Acquisition

Options in this section will build your skills and competence in progressing your research and using the right tools and methods.

Abstracts: How to Write Them in the Sciences

This interactive course will entail sharing your work with others and receiving feedback. The course will:

> Provide you with the ability to write effective abstracts for a variety of situations such as papers, conferences and presentations
> Teach you how to structure an abstract, with opening and closing sentences and the importance of key words and titling for a target audience

You are asked to bring along a published abstract from your own discipline to the course, or even one that you are working on.

An Introduction to Research Skills

This online resource aims to:

> Underline the importance of undertaking a skills training programme at the start of a doctorate or early research career
> Explain the structure of the Research Skills programme
> Provide a diagnostic tool to enable participants to identify the most relevant training for them

ARC: Advanced Research Computing at Cardiff University

Come along to this session if you are curious to find out more about how Advanced Research Computing @ Cardiff (ARCCA) can:

> Provide you with leading-edge IT resources and tools to pursue research
> Aid in computer simulation and modelling, and manipulating and storing large amounts of data
> Solve research problems that would otherwise be extremely difficult, if not impossible

ARC: Advanced use of ‘Hawk’ the Supercomputer

This course is aimed to review the ways in which the Hawk supercomputer can be used and will teach you how to improve the performance of jobs submitted to the cluster, including:

> Using advanced features in the Slurm Job scheduler
> Learning how to profile and debug your job to enable faster turnaround on the supercomputer
> Developing more efficient job scripts to run your software

Prerequisite: You must have attended ARC: Supercomputing for Beginners or actively be using the Hawk supercomputer.

ARC: An Introduction to Linux Shell Scripting

The aim of this workshop is to increase your productivity in a research environment by:

> Making use of the Linux command line’s expanded functionality for more sophisticated general-purpose programming
> Reducing the amount of time taken of with regular operations by automating repetitive tasks and subroutines
> Creating and running a script and detailing syntax and structure

Prerequisite: You must have attended ‘ARC: An Introduction to Linux with Command Line’.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Level</th>
<th>Description</th>
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| ARC: An Introduction to Linux with Command Line (& Windows 101) | All | This course, aimed at MS Windows users who need to use Cardiff University’s Supercomputer, will familiarise you with:  
> Techniques to improve your understanding of the command line and common editing tools in Linux systems  
> How to interact with the Supercomputer from a Windows environment, including getting the best out of PuTTY, WinSCP and Xming. |
| ARC: Introduction to Parallel Programming using Message Passing (MPI) | All | This course describes the fundamentals of Message Passing Interface (MPI), so that you can take full advantage of the power of parallel programming by  
> Demonstrating how to break up single pieces of work into node-sized blocks  
> Efficiently distributing work across multiple nodes of a supercomputer  
> Allowing users to create and run simple MPI programs using a common set of functions.  
Prerequisite: Experience of a programming language is required; knowledge of Fortran, Python or C and a working knowledge of Linux is desirable. |
| ARC: Introduction to Parallel Programming using OpenMP | All | This session will introduce programmers to the basics of parallel programming using OpenMP, in order to distribute pieces of code across multiple threads. OpenMP uses shared memory within the computer to communicate between threads and there are many methods available to distribute the work. |
| ARC: Supercomputing for Beginners | All | This half-day course on Hawk, the University’s supercomputer, will teach you:  
> How to access the supercomputer from a Windows PC  
> To have a better understanding of the software environment  
> How to use the module environment and to be able to submit jobs to the system |
| Be a Better Writer | All | By the end of the course you will:  
> Improve your written communication by learning key rules of style and tone  
> Effectively deal with editing and polishing your writing  
> Learn how to avoid common errors and say what you mean quickly and efficiently  
NB: Separate sessions are run for the Humanities and Sciences. |
| C Programming: An Introduction | All | By completing this full-day workshop, intended for scientists and engineers, you will:  
> Have acquired basic programming skills and know the difference between the English language and the C programming language  
> Be aware of arithmetic and comparison operators, simple input and output, formatting output and other features  
No prior programming knowledge is required. |
| Collaboration: The Hidden Research Skill | All | By attending this workshop, you will:  
> Explore the necessary skills for effective collaboration in the research environment  
> Be able to identify barriers and opportunities, as well as pitfalls and how to overcome them  
> Understand how collaboration can increase professional opportunities for you as a researcher |
| CorelDRAW: Using the Graphics Suite to Manipulate Images | All | By the end of this course, using a suite of image-manipulating applications, you will be able to:  
> Create a basic image using shapes for a flow chart or simple logo  
> Select parts of images, cropping and resizing them  
> Build up layered graphics by using transparency  
> Adjust settings to print and store better quality image files |
Data Visualisation for Communicating Research

- How to visualise data for purposes of presenting and communicating research outputs
- A range of simple, free, and easy-to-use tools and techniques used to demonstrate different ways of presenting data graphically
- Strengths and weaknesses of different approaches to and forms of visualisation

Discourse Analysis

- Help you develop appropriate critical approaches to analysing spoken and written discourse
- Provide an overview to different approaches and their theoretical and practical implications

Effective Researcher: Effective Progress – The Second Year

- Be aware of critical success factors for the middle phase of your PhD
- Begin to define your research hypothesis and thesis structure, and develop a short to mid-term action plan
- Understand the assessment criteria and examination process for a doctorate

Exploratory Data Analysis

- Be aware of the Exploratory Data Analysis framework as complementary to confirmatory analysis
- Understand how data visualisation tools can help interpret a variety of data sets
- Experiment with newer techniques for depicting data sets with multiple variables

Geographic Information Systems (GIS)

- This course, consisting of an introductory lecture followed by a practical workshop on either ArcGIS or QGIS, will equip you with tools available to collect, store, transform and analyse spatial data. This can help you whether your interests lie in planning, biodiversity, landscape genetics, earth sciences, social analysis, among others.

Human Tissue Act

- This online course covers the mandatory training for all persons involved in the collection, use, storage or disposal of relevant material. It covers how the HTA applies to research and the standards required within Cardiff University when using human tissue.

Images of Research

- This event showcases the amazing work of our doctoral researchers.

Including 3rd Party Copyright Material in your Thesis

- This presentation will discuss the issue of including copyright works in post-examination publications, including implications when submitting your thesis to ORCA. The session will also cover:
  > Sources of material and how to use these works
  > Permitted acts and licensing schemes that might help, and how to obtain permission from rights holders
  > What to consider when dealing with author/publisher agreements
Inkscape for Easy Illustrations

This introductory workshop on this free and simple graphic tool will address:
> Fundamental concepts of Inkscape accompanied by hands-on tasks
> Information on constructing from simple line diagrams to complex illustrations
> The features of alpha blending, node editing and SVG to PNG export

Intellectual Property and Copyright: Understanding Your Rights and Rights of Others

This seminar offers an introduction to:
> Various intellectual property rights that are available and how they are used when commercialising University inventions
> Trademarks, design right, generation of copyright and copyright law
> Practical mechanisms of licensing and spin-out companies

Intellectual Property in the Research Context

This online course aims to remedy a lack of IP awareness. It will provide you guidance on:
> Types of IP such as trademarks, patents, copyright and design rights
> Technology transfer and commercialisation in higher education

Interviews and Interviewing in Social Science Research

Through combined input and activity in this course, you will learn:
> How to develop a good overview of the nature, strengths and limitations of interviews in social science research
> Practical advice on devising questions and checklists, recording data and the interpersonal side of conducting interviews
> How to consider the practical and epistemological dimensions of interviewing in research, such as how interviewing fits with broader categories like ‘qualitative’, ‘quantitative’ and ‘case study’
> Where to find further advice in the methodological literature

Java: An Introduction

This full-day course, for beginners, will cover:
> Basic skills in programming in Java and an understanding of object-oriented programming
> An introduction to classes and objects, with a discussion on the basic elements of a class
> Arithmetic and comparison operators, and mathematical methods

LaTeX: An Introduction (Part 1)

This one-day course, which aims to introduce you to the LaTeX typesetting language, will cover:
> How this widely used system for writing papers, articles and theses works (especially in the sciences but also in other disciplines)
> How to go from complete beginner to being able to create basic documents
> Features such as formatting, lists and tables, graphics, mathematics and logic, referencing, multilingual typesetting, among others

LaTeX: An Introduction (Part 2)

This follow-up session on the LaTeX introductory course will allow you to create more sophisticated documents, and cover everything you need to be able to write a paper or thesis, including:
> Creating Presentations with Beamer
> Creating Your Own Macros
> Managing Bibliographies with Biber and BibLaTeX
> Managing Flots, Constructing Plots and Using Data

MATLAB: An Introduction

This learn-by-example, multi-part course will:
> Familiarise you with this sophisticated and powerful computing environment for the analysis and visualisation of complex numerical systems
> Provide you with an introduction to the formal syntax and semantics of the environment and its language, and guidance on how to use the extensive help file that accompanies it
Mixed Methods in Social Science Research: An Introduction

Through a combination of input, activity and discussion, this session will provide you with:
> A tour of key issues in mixed methods research in the social sciences, with a guide to useful methodological sources
> An awareness of different models and purposes of mixed methods designs
> An appreciation of the practical and epistemological arguments for and against mixed methods designs

NVivo 11 (Windows): Introduction to Qualitative Analysis Software

This course, to which you may bring your own data or use the sample data provided, will introduce you to NVivo. It will also:
> Enable you to make informed decisions about using this qualitative research tool in your study
> Teach you to create new projects, importing and creating text and multimedia files, as well as how to work with Cases, Attributes and Sets and making, assigning and retrieving codes
> Provide you with the tools to start using NVivo in your own project

Part Time PhD – All in One Day

If you are a part-time student who cannot come onto campus as much as you would like, this workshop is for you. It will help you to:
> Manage your project and time effectively, while staying motivated
> Creatively find solutions to the problems of producing a thesis, completing the doctoral process

All in one day!

PowerPoint: An Introduction to Creating Presentations

Upon completing this workshop, you will be able to:
> Create slides on MS PowerPoint in a series of basic standard layouts
> Enhance your presentation with pictures, graphs, notes and handouts
> Run a simple electronic slide-show of your presentation

PowerPoint: Enhancing Your Presentations

During this course, time will be spent looking at how to:
> Create a consistent appearance throughout a presentation
> Add your own custom animation to a slide-show
> Put you in charge of your presentation

Practise your Presentation Skills

This coaching session will give you the opportunity to:
> Practise your presentation and receive constructive feedback from your facilitators and peers
> Pick up tips for visual aids and on dealing with nerves

Preparing and Presenting a Conference Paper (Humanities/Social Sciences)

This session focuses on successfully delivering a conference paper. By the end of the session, you will have a range of:
> Strategies for planning and structuring a paper, as well as presenting and discussing it with intellectual coherence and rigour
> Strategies on how to maintain audience interest
> Tactics for using visual aids in support of the academic content of your conference paper

Preparing for Leadership

Through this short modular programme, which will lead to a Certificate in Personal Development, you will:
> Understand your personal team and leadership style
> Improve confidence and influence in communication with others
> Develop creative problem-solving skills

Presentation Skills: The Good Presentation Skills Video

Based on specially scripted drama scenarios and interviews with experienced academics and students, this video includes material on:
> Choosing appropriate content for a presentation
> How to practise using your voice, body and technology
> Expecting the unexpected
Progressing into Leadership

Through this session, you will learn about:

- Leading yourself, by developing your self-awareness, building your resilience, and self-directing your leadership skills development
- Leading with others, by stepping into leadership opportunities, collaborating with and engaging others, and developing negotiating styles, influencing, and performance coaching
- Leading for outcomes, by navigating uncertainty, holding your career direction lightly, clarifying what is most important to you, and establishing success criteria

Public Speaking for Researchers

This unique public speaking workshop fuses academic and acting skills and will take you through:

- Writing a speech and getting your message across, while keeping your audience engaged and enjoying the experience
- How to control your performance, including voice projection, posture, body language and nerves
- Techniques and tools of presenting, how to deliver complex ideas and ‘thinking on your academic feet’

Python: An Introduction to Programming

This course, for students with no prior programming experience, will provide an introduction to the fundamentals of programming using Python, a general purpose language designed with high readability in mind, covering:

- Syntax, basic control structures and features of the language
- The development of simple programs in the Python language

Python Advanced

This workshop is for students who have attended the introductory course to Python. The session will give you the skills to:

- Use Python to extract, manipulate, analyse and visualise data from a range of sources
- Install and utilise the necessary Python modules to solve given research problems
- Acquaint yourself with Python for scientific computing, statistics and social network analysis

Qualitative GIS: An Introduction

This introductory lecture on qualitative GIS will provide an overview to those who have no experience of GIS. Areas covered will include how to incorporate more alternative, qualitative characteristics of place into research for those working in a range of fields where it is important to understand how people feel about places.

R Package for Statistical Analysis: An Introduction

This beginners’ session on one of the best (and Open Source) statistical packages available will cover:

- Loading data sets into R
- Navigating basic commands for summarising and plotting data
- Running basic statistical procedures and tests and downloading further specialist R packages

R Package for Statistical Analysis: Intermediate

This course will pick up where the introductory session left off and will cover:

- Data formatting, layered and latticed graphics, accessing data from the Web
- Writing your own functions and coping with missing values
- Ways of writing R scripts more compactly and/or making them run faster

Research Data and Information Management

This University-wide online programme will help you manage your data effectively, meet funder requirements for open data and gain advice on how to keep it safe and secure both now and in the future.
### Research Ethics 1: Research Governance

This online course covers standard practice and recent changes in the Universities’ ethics relating to research that investigates people and their data. The research methods review in this context include qualitative and quantitative work, observations and experiments, survey and interviews, and analysis of texts and images.

### Research Ethics 2: Working with Human Subjects

Following on from “Research Ethics 1”, this online tutorial concentrates on the ethics of directly or indirectly involving human participants in research projects, helping you to:
- Define a human participant and informed consent
- Identify considerations when involving human participants in research
- Go over case studies and access links for additional information and resources

### Research Methods in Literature Review

This online course will help you to understand:
- What is a literature review and its importance
- Different perspectives on a literature review, and how to write your own
- The importance of a question to guide your review and of maintaining a critical stance

### Research Methods in the Sciences

This online course will help you to:
- Understand key concepts in scientific research, and why it is important to formulate a good research question
- Be able to identify, evaluate and select experimental designs for your research
- Assess the type and quantity of data needed for your project and how to analyse it

### Research Methods in the Social Sciences

This online course will help you to:
- Understand the difference between a positivist approach and an interpretative approach in research in the social sciences
- Develop a good research question and the importance of doing so
- Be aware of common research design and able to select the most appropriate one for you, as well as the most suitable data collection method

### Run Your Own Conference

This workshop will explain the benefits and practicalities of event organisation including:
- How to set up a steering committee
- Applying for funding and budgeting
- General administration, including the planning for catering, publicity, booking a venue and determining the type and focus of your event

### Selecting a Conference, Presenting and Networking

By completing this online module, you will be able to:
- Select a conference that is appropriate for you and get the most out of attendance
- Effectively convey your message
- Answer tricky questions and ask probing ones
SPSS Part One: The Art of Data Entry

Aimed at students with no prior experience of SPSS, this session will:
> Show you how to operate the SPSS software on Windows to record and analyse information, and how to import data stored in an Excel or Access file
> Teach you how to write a coding frame/metadata, defining variables and value labels and entering data directly into SPSS
> Make you confident to use SPSS to record your own data

SPSS Part Two: Basic Data Analysis and Manipulation

Geared towards users with little or no knowledge of SPSS, this workshop covers:
> Running basic SPSS analysis commands, such as descriptive statistics and cross-tabs
> The use of the Recode and Compute commands used to make new variables as well as Selecting, Counting and Sorting
> How to import data from external sources as well as the graphics options

SPSS: Intermediate – Comparing Groups

Particularly of use to psychologists and social scientists dealing with categorical data, this session on SPSS is designed to:
> Make you proficient in understanding and carrying out statistical techniques to compare groups
> Delve deeper into preliminary analysis, such as descriptive statistics and using graphs to describe and explore data – however, you should have a basic grasp of these before attending

SPSS: Intermediate – Exploring Relationships Among Variables

This course, especially useful for researchers dealing with continuous variables, will present content on:
> Correlation, multiple and logistic regression
> Factor analysis
> How to attain proficiency when carrying out statistical techniques to explore relationships among variables

Stata: An Introduction

This full-day workshop on the Stata statistical package will show you how to:
> Use this software which offers a great deal more than standard packages (such as SPSS) in the variety of statistical tests it can perform and in data management capabilities
> Program easily, providing highly efficient ways to perform repetitive tasks
> Use Stata as many leading researchers in the social sciences do

Statistical Theory and Method: Introduction (for Physical Sciences)

This multi-part workshop, comprised of two parts and aimed at researchers in the physical sciences, will equip you to:
> Learn the theory behind statistical methods and statistical theory in general
> Understand when different methods should be used
> Work through examples of statistical methods and techniques
> Understand topics such as standard statistics, regression and correlation, frequentist versus Bayesian statistics, error calculations, among others

Statistics for Beginners

This workshop, split into three days, comprises of a mixture of taught material, practical examples and exercises, and will cover:
> An introduction to quantitative analysis and how to use SPSS to run statistical analyses
> Questionnaire design, summary statistics and frequencies and graphics
> Cross-tabulation, hypothesis, parametric and non-parametric testing
> Linear and multivariate regression
Three Minute Thesis (3MT®) Competition at Cardiff University

An 80,000 word thesis would take 9 hours to present.
Your time limit: 3 minutes.
Three Minute Thesis (3MT®) is a research communication competition developed by the University of Queensland. It challenges PGR students to present a compelling oration on their thesis and its significance in just three minutes.

Cardiff University is taking part in the national 3MT® competition in 2019, which is sponsored by Vitae.

Prizes will be awarded and our winner will progress to the UK 3MT® semi-final at which six national finalists will be identified.

By participating in this competition, you will:
> Develop your academic, presentation and research communication skills
> Explain your research in language appropriate to an intelligent but non-specialist audience.

UNIX/LINUX: An Introduction

This introductory session, with no prior knowledge required, will familiarise you with:
> UNIX commands, file hierarchy and directory protection
> Writing basic scripts, the bash shell and phases of shell interpretation
> Redirection of input and output, setting terminal characteristics and modifying environment variables

Webinar: Qualitative Research Skills – Analysing Qualitative Data

This webinar will focus on:
> Discussion of a range of issues relative to the micro-analysis of qualitative data
> How to consider the analyst’s perspective
> Coding systems, how to choose extracts for analysis in a systematic fashion, interpreting data and generalising findings during write-up

Webinar: Qualitative Research Skills – Qualitative Interviewing

Upon completion of this webinar, you will have considered:
> The three different types of interviews: structured, semi-structured and unstructured
> The nature of interview questions
> The design and structure of an effective interview schedule and the mechanics of conducting a successful interview

Webinar: Quantitative Research – A Basic Guide

Aimed at students considering the use of quantitative methods and analyses for the first time, this webinar will:
> Provide a conceptual and methodological introduction to quantitative research
> Introduce concepts such as variables, hypotheses, probability, reliability and validity
> Take you to a tour through a range of statistical tests

Webinar: Quantitative Research – Introduction to Scale Development

This webinar aims to:
> Introduce you to the procedures used to develop reliable and valid scales
> Explore the scale development process from start to finish, beginning with item generation and moving on to the piloting of items, through data collection, and concluding with a guide to various analytic techniques

Webinar: Quantitative Research – Introduction to Structural Equation Modelling

Structural Equation Modelling is a powerful multivariate statistical technique. This webinar will:
> Provide an introduction to the key concepts involved in SEM, such as latent, exogenous and endogenous variables
> Cover the concepts of both the measurement and structural model before taking a step-by-step journey through the process of data analysis
> Consider issues of data collection, model specification, estimation, evaluation and modification
Completion

Options in this section will facilitate the successful completion of your thesis and viva whilst maintaining your wellbeing.

Access: Using Access to Organise your Data

Are you having difficulties using Microsoft Access to organise your data? Email Doctoral-Academy@cardiff.ac.uk to book a half-hour appointment with an expert to discuss your database issues.

Applying for Funding From the James Pantyfedwen Foundation

The James Pantyfedwen Foundation is a charitable body that provides study grants to Welsh PGR students. Grants cover payment of tuition fees only, up to a maximum of £7,000. In this interactive session, you will:

> Learn about the qualifying criteria and your eligibility for the scheme
> Receive hints and tips on how to write a good application
> Engage in peer-review exercises, learning from and sharing best practice with other applicants

Dealing with Anxiety

By the end of this workshop, which focuses on how your body reacts to anxiety, you will:

> Increase your awareness and understanding of what triggers and maintains your anxiety
> Learn skills to identify unhelpful thoughts, showing you how to challenge these and re-focus your strengths
> Learn techniques for calming and regaining control of your body’s response to anxiety

Effective Researcher: The End is in Sight

This full-day session, designed by Vitae and aimed at final-stage researchers, will allow you to:

> Understand what is required to successfully complete your PhD and build confidence in your ability to communicate your research
> Appreciate how the skills required to complete a PhD are valuable in many employment areas
> Recognise the things you have to do now in order to get a job after completing your doctorate
## EndNote: An Introduction to Managing Your References

During this online tutorial, you will learn how to:

- Create an EndNote library of references, adding entries automatically by importing from journal databases
- Insert those references into a Word document, creating a bibliography in the style of your choice

## EndNote: Further Techniques for Managing your References

This course, intended for students who have completed the introductory online tutorial, will teach you further EndNote features, including:

- How to use term lists to improve the consistency of your references
- Modifying output styles and creating footnotes instead of endnotes
- Adjusting citations to include information such as page numbers and cross references

There will be a Q&A session at the end, so you will be contacted to supply your questions in advance of the workshop.

## Excel: Using Graphs and Charts to Present Your Data

By the end of this session, you will be able to:

- Create a graph using Excel as well as other MS Office applications
- Format the graph to display data effectively, incorporating graphical data in a document and enhancing it by using drawing tools

## Finishing Your PhD

Designed for students in the final stages of their PhD, this lecture is delivered by staff from Registry and Library Services Teams to offer advice on:

- How to submit your thesis and arrange your viva
- How to deposit an electronic copy of your thesis into ORCA, and bar-on-access considerations

## Enhance Academic Writing in Your PhD Thesis

This interactive workshop on writing your PhD thesis consists of:

- Guidance on how to identify a concise central argument, plan thesis chapters and further enhance your writing style
- Direction on increasing your confidence in writing

To benefit from the course you should have a clear idea about the content of a chapter in your thesis.

## Imposter Syndrome: Why Successful People Often Feel Like Frauds

Why do so many high-performing people often doubt their abilities and find it hard to enjoy their successes? By attending this lecture, you will:

- Know what the latest psychological research tells us about the imposter syndrome
- Realise how widespread these feelings are and why successful people can feel like frauds
- Be aware of evidence-based strategies to reduce imposter feelings

## Improving Your Interaction With Others

The aim of this workshop is to consider some techniques that will help you to:

- Take care of your relationships
- Balance your needs and wants with others’ needs, via the use of assertiveness skills
- Build mastery and self-respect, interacting in a way which helps you to feel competent and effective
Managing Procrastination

The strategies learned in this course will stand you in good stead during your PhD and in the workplace by:
> Helping you understand the process that leads into and maintains procrastination
> Challenging and changing your procrastinating behaviour
> Effectively working to deadlines, planning your time and gaining control of your procrastination

Managing Stress in the PhD

By attending this workshop, you will be able to:
> Recognise signs, symptoms and triggers of stress
> Consider prevention of stress by looking at different techniques to minimise stressful situations
> Look at how relaxation exercises and other strategies can help you on a day-to-day basis during your PhD

Mendeley: An Introduction

As an alternative to EndNote, Mendeley is a free reference management software that combines web-based and desktop software. By attending this course, you will learn how to:
> Add references to Mendeley manually or using online databases
> Import PDF files
> Generate citations and bibliographies in a range of styles

Note: Please bring along a laptop for this session.

Overcoming Perfectionism

This course on an essential self-management skill for PhDs will:
> Help you understand the detrimental impact of perfectionism on the balance in your life
> Guide you on how to re-focus on achieving high, realistic standards, rather than pressuring yourself to attain unachievable targets
> Teach you about coping strategies and techniques for managing perfectionism

PhD Survival: Stress and Mental Health

‘The PhD Survival Video’ discusses how the stress and pressure of a PhD can be made manageable and offers practical advice when dealing with common problems, including:
> Self-help strategies such as stress control
> What students should and should not expect from supervisors when they are struggling
> The support they should find in their institutions to help them get through

Plagiarism: How to Avoid It

This online course will help you to understand what constitutes plagiarism and how to avoid committing it in your work, even if accidentally, which is not considered an adequate defence against an accusation of plagiarism.

Planning and Writing Your Thesis (Sciences)

This lecture will provide you with hints on how to start writing your PhD thesis, with guidance on:
> The purpose and structuring of each section, with tips on scientific writing and referencing
> The role of the supervisor, including feedback and how to agree timelines
> Where to start, how to plan ahead and questions arising from the viva voce

NB: There are separate sessions for the Humanities and the Sciences.
Seven Secrets of Highly Successful Researchers

This lecture describes the key habits that will make a difference to how quickly and easily you complete your PhD, and how to increase your effectiveness in the following key areas:
> Managing with your supervisor and getting the help you need when you are stuck
> Structuring your study time, attitude to research, and juggling multiple commitments
> Dealing with difficulty writing and writer’s block

Staying Motivated During Your PhD

This two-part workshop, devised by The Pacific Institute® STEPS® to Excellence for Personal Success programme and focused on applied self-image psychology, will:
> Give you opportunity to learn how to assume responsibility and exercise judgement during your research development
> Show you how to use your imagination and how to apply your critical thinking, leadership, and social skills in order to accomplish success and realise your potential

The Good Viva Video

This video examines the viva process and considers:
> The importance of the viva for your degree, how it differs between disciplines and understanding the possible outcomes
> How you can prepare and practise for the viva, what questions you should expect and the roles of the internal and external examiners
> How to cope with examiners’ mistakes and knowing the strengths and weaknesses of your thesis

Turbocharge Your Writing

By attending this lecture on the secret to high output and low-stress scholarly writing, you will learn:
> Clear and practical strategies that can increase your productivity
> The principles of quick starting, and how to avoid using distractions that slow down writing
> How to set a writing plan with achievable goals and stick to them
> A way to deal with destructive internal beliefs to greatly increase the number of actual words you produce, as well as improving the quality of your work

Webinar: Academic Writing – Academic Publishing

By completing this webinar, you will receive information on:
> The practicalities of journal publishing
> Choosing a target journal
> The mechanics of writing an effective paper and strategies for dealing with reviewer comments

Webinar: Academic Writing – What Should a Literature Review Do?

After completing this webinar, you will understand:
> The purpose of the literature review and importance of summarising, analysing and synthesising arguments
> How to locate your research ‘field’, and how to guide your reader around it

Webinar: Academic Writing – Writing and Structuring an Effective Thesis

This webinar will focus on:
> How to access relevant exemplar theses in your subject area
> Overall chapter structure, style and presentation
> Aims of sections such as the introduction, literature review and methodological chapters
> The need to create a single ‘golden thread’ or ‘guiding narrative’ throughout the thesis
Webinar: Academic Writing – Writing Effectively

This webinar will consider:
> The basic elements for effective academic writing and how to combine them
> Preparing to write, the task of writing, writing style and the need for a clear conclusion or ‘take-home’ message
> Issues specific to particular disciplines or students

Webinar: Finishing Your PhD – Preparing for Your Viva

The aims of this webinar are:
> To familiarise you with the oral examination process
> To help you understand how an examiner will assess your thesis
> To provide practical advice on how to prepare and build confidence in your ability to perform well at the viva

Word: Working with Long Documents

This session will look at the built-in functionality of MS Word for working with longer documents such as a thesis, and will equip you to:
> Create, apply and modify character and paragraph styles
> Maintain a table of contents using styles, and create bookmarks and cross-references in a document
> Combine a series of smaller documents to produce the final manuscript, with headers and footers and special features such as page numbering

Writers’ Retreat

This session provides an opportunity to devote a whole day to writing in a quiet, structured and supportive environment without internet or mobile phones. The majority of the session will entail you writing. The session will briefly touch upon:
> Good writing practice
> How to approach your writing as a professional task
> The writing goals for the day via a group discussion

Zotero: a Free Alternative to EndNote

By attending this hands-on course on one of the most popular and well established alternatives to EndNote, you will:
> Learn how to manage and store bibliographic data and related research materials
> Be able to integrate this data with MS Word in order to add citations and references
> Understand how to use Zotero for collaborative work with like-minded researchers
Employment

Options in this section will develop skills which can transfer readily into future employment and will help you to prepare for job applications.

Advancing LGBT+ Inclusivity Across Higher Education Teaching & Learning Environments

By attending this interactive workshop, you will:
> Gain insight of discrimination faced by LGBT+ people in learning environments
> Get acquainted with tools and techniques to deliver teaching that promotes inclusion
> Be introduced to resources to support your confidence to reflect LGBT+ individuals in curricula

Application Forms: Making your Answers Count

By the end of this session, run by the Careers & Employability Service, you will have:
> Considered how to evidence your skills, knowledge and experience and how to map them onto selection criteria
> Understood how to present yourself most effectively online and on paper
> Identified what constitutes good practice in completing job applications in higher education and beyond

Assessing Student Learning in the Sciences

The aims of this course are to:
> Examine the purpose of assessment and the value of assessment criteria for postgraduate teaching assistants
> Equip you with the skills to mark, write comments, and give feedback on students’ work

Career Planning in the Arts, Humanities and Social Sciences

By completing this online course, you will:
> Feel encouraged to explore the skills and motivations for a career in academia and beyond
> Know the importance of continually assessing your skills and interests and consider personal factors in your career planning
> Have completed a number of exercises in order to market yourself to prospective employers

Career Planning in the Sciences

Completing this online course will be equip you to:
> Use career management techniques when planning your future in academia or exploring a variety of alternative career options
> Build up a picture of your skills, as well as personal preferences and style, which may help you in your career choice, even if you have a definite plan in mind

Consultancy Skills for Researchers

This workshop will show you what consultancy skills are and will identify:
> Why ‘consultant thinking’ can be important in academia
> A process for consulting to show how this classic problem-solving device can work in both research and non-research situations
> Briefly what a consulting career looks like within and outside the academic environment
Demonstrating/Laboratory Based Teaching in the Sciences

Aimed at researchers with little or no prior teaching experience, this workshop covers:
> The roles and responsibilities of the demonstrator
> A range of teaching skills widely used in laboratory and practical teaching settings
> Issues such as health and safety, plagiarism and case scenarios analysis

Effective CV Writing

This course, developed by the Careers & Employability team, is designed to:
> Help you develop an effective CV that best represents your skills, knowledge and experience as a PhD student
> Show you how to get best value from your CV

Equality and Diversity in Teaching

By completing this online module, PGR students who teach will have learned:
> About their roles and responsibilities in relation to the legal requirements of the Equality Act 2010 and the University’s commitment to Equality and Diversity
> The benefits of good practice and the practical application of these requirements

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

This course, on how to improve your communication skills in order to better convince others of the impact of your work, will include information on:
> How to prepare your body and voice to present, and how to use body language while dealing with nerves
> What you can learn from traditional story-telling about how to communicate about your research
> How to prepare for an interview and how to make the most of an opportunity to work with the media

Getting Published in the Arts and Humanities

This online course will answer questions about why you should publish. It will also:
> Provide an understanding of the publishing process and assist with the process of preparing papers for publication
> Help you develop critical skills in reading and writing academically
> Instil confidence in dealing with academic journals

Getting Published in the Sciences

This online course on academic publishing aims to provide:
> An overview of the publishing process with tips on how to produce a paper
> Critical editing and proof-reading skills
> A supportive and pro-active attitude to academic publishing

How to use Research Professional Funding Database

Research Professional is an online database of research funding opportunities and a source of international research policy and practice news.

This talk will teach you to:
> Create a personal account and link it to your Cardiff University login
> Navigate the main database webpages and understand more about the resource
> Manage email alerts from Research Professional and keep up to date with the latest funding news

Lecturing Skills

After completing this highly practical and participant-centred workshop, you will:
> Be able to expertly design lectures
> Improve your lecturing skills and delivery
Working in partnership with the Doctoral Academy, Careers & Employability offer a range of internships in industry and the third sector that are specifically tailored for PGRs. In addition to gaining real-life experience in the workplace, undertaking an internship can aid in:

- Expanding and diversifying your skillset, whilst gaining valuable experience of work outside academia
- Establishing new networks and exploring roles and sectors that you had not considered, making you stand out from the crowd

For more information about these opportunities, visit the Jobs Board on the student intranet or email workexperience@cardiff.ac.uk.

During this session, which is delivered by staff from the Careers & Employability Service, you will:

- Explore how to prepare for the academic job market, analysing your motivation and identifying development points with regards to key criteria
- Learn about different academic trajectories, including postdoctoral research positions and lectureships
- Understand what to expect from an academic recruitment process, including how to articulate effectively in applications and interviews
- Discuss your ideas and experiences with peers, giving and receiving constructive feedback to inform your career plans

Psychometric or aptitude tests are an increasingly common part of the recruitment process, with many students reporting that they find them difficult and express concern about their under performance. With this in mind, the Careers & Employability service offers employer standard graduate practice tests free of charge, so that you can improve general performance on these tests.

This coaching session, aimed at those applying for Associate Fellow status from Advance HE, formerly known as the Higher Education Academy, will:

- Provide you with feedback on your application
- Show you how it can map onto the ‘UK Professional Standards Framework for Teaching and Supporting Learning in Higher Education’

On completion of this workshop, you will be able to:

- Identify the appropriate tool for searching a range of company, market research and newspaper databases to create an outline company or industry profile
- Find background information on a company and filter by geographic area
- Identify relevant trade press sources and use them to track relevant companies

The practical strategies offered in this workshop focus on:

- Developing your confidence in meeting the needs of a wide range of students, including disabled students and non-native speakers
- How students’ differences can influence learning and the implications for designing sessions, tutorials and lectures
- Developing your own approach to managing student interactions in the classroom by thinking about how to deal with awkward situations and inappropriate comments

This session, comprised of a mixture of information-giving and hands-on activity, will cover:

- An overview of how technology can be used to support teaching and learning, through virtual learning environments and specialist tools to encourage collaboration between students
- Technology to support teaching in the classroom and lecture theatres
Webinar: Finishing Your PhD – On The Job: Securing a First Academic Post

All

The advice given in this webinar will:

> Provide you with the know-how so that your subject knowledge, research and teaching skills do not get lost in the paperwork when applying for an academic post
> Focus on a number of relevant issues such as the need to establish an academic identity, how to recognise a ‘gettable’ post and the generation of effective paperwork
> Cover the structure and nature of academic interviews

Webinar: Finishing your PhD – Preparing Impactful Research Proposals and Grant Applications

All

By completing this webinar, you will have considered:

> The writing of effective research proposals and the best ways to create a compelling ‘case for support’
> The generation of a clear rationale, a set of research aims and questions and the proposal of a study that will deliver on those aims
> The overriding importance of articulating a relevant and impactful list of outcomes and contributions for the proposal

Webinar: Teaching Skills – Assessment, Feedback and Module Design

All

This webinar will cover:

> The act of marking and the writing and delivery of feedback
> How best to discuss and justify comments made and marks awarded
> Setting assignments and a brief discussion of module design

Webinar: Teaching Skills – Preparing and Delivering Seminars

All

This webinar will respond to the challenges faced by seminar tutors, such as:

> Providing coverage relative to both the preparation and delivery of excellent seminars, including stressing the importance of engagement and discussion and how to consider the needs of the students
> How to prepare yourself before engaging your students, and laying out the ground rules for interaction
> Giving you generic example exercises and activities for use during seminars

What Next? Career Planning for PhD Students

Late

For those planning to pursue a wider career after the PhD, this workshop will help with:

> Developing a structured approach to careers decisions and a personal action plan to get started
> Looking at the overall directions open to you, while evaluating your own interests and motivation
> Tips on job-hunting and where to find useful resources

NB: There are separate sessions for the Humanities and the Sciences.

Why Teach in Higher Education?

All

The course, specifically aimed at those who have not yet been engaged in teaching, will cover:

> Approaches to developing teaching skills and expertise to a required level, and how to embed these within your career development
> How teaching is an integral part of any academic career, and how these crucial skills are transferable to other professional aspects
> A basic understanding of the current challenges and main drivers in teaching and learning in Higher Education

Writing and Publishing Your Research (Sciences)

Middle/Late

Following completion of this workshop, you will know:

> The importance of publishing, including the right time for pursuing it and an insider’s view on the journal submission procedure
> Habits to help you to write effectively and to structure an excellent paper using a template that you can use again and again
> How to choose the right journal to get the impact you deserve and the way the publishing process really works
Not all students can attend face to face learning sessions in our Programme or can come to a particular session at a particular time. We have a range of ‘on demand’ resources, allowing flexibility and convenience for self-directed learning.

**Study Skills for Researchers**
You can link from our webpage or booking system to a suite of e-modules covering research skills, ethics, methods, working with your supervisor and career planning. There are also videos on a range of skills such as presentations and vivas, hosted on CardiffPlayer.

**LinkedIn Learning**
In this year’s Programme, students in the first two years of their research have access to a comprehensive suite of on-demand video tutorials, covering many of the topics in our workshop programme and much more. Subjects include: research methods, data, computing languages, speed reading, writing, or web, IT and digital skills. Transferable skills are also included, such as: collaboration, leadership, communication, project management and career management. You can build up modular learning pathways, or just ‘pick and mix’ to try out new things.

**Evening webinars**
A weekly programme of live evening webinars for research, writing and teaching skills, hosted by University of East Anglia, is included in our events programme and can be booked through the Doctoral Academy booking system. These include skills for research, writing up and completing your thesis.

**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. Here you can join a wider virtual community to take structured, high quality online courses along with virtual learners and course facilitators. It is another way of acquiring some of the skills which are popular in our Programme.

**Study Skills**
Cardiff University hosts a range of online tutorials and short videos from our Library and Study Support services such as library search, critical analysis, references and citations, avoiding plagiarism, digital identity and writing at postgraduate level. These can be found on the student intranet.

**Wellbeing**
A comprehensive range of on-line self-help resources can be found on the Health and Wellbeing area of the student intranet.

**Vitae**
We are members of Vitae, the national body supporting researcher development. Use your Cardiff login to register at [www.vitae.ac.uk](http://www.vitae.ac.uk) for access to a wide range of learning opportunities via resources, webinars and hangouts. These cover the four domains of the Researcher Development Framework (RDF).
Other Learning and Support Opportunities

In addition to the workshops and events you can find in this programme, we add initiatives, tips and information throughout the year. Read our regular mail updates, follow us on Twitter (@CardiffDA), join our Facebook page (https://www.facebook.com/CardiffDA/) or read our blogs (http://blogs.cardiff.ac.uk/doctoral-academy-blog/) for the latest news.

Bioinformatics and Statistics
The Bioinformatics and Biostatistics Unit in the School of Medicine deliver a programme in Bioinformatics. Part of this course is delivered via a module on Informatics which gives an introduction to bioinformatics, and the tools available to facilitate biomedical research and specifically next generation sequencing data. There are options to attend individual sessions or the entire module for those who can demonstrate value to their studies. Email Dr Ian Brewis (brewisia@cardiff.ac.uk) for further information.

Careers & Employability @cardiffcareers
Register on Career Central to find online and downloadable careers resources, graduate level jobs, work experience options, employer and sector-led careers events, help with enterprise skills and much more. You can book to meet with a careers adviser who works with your School for personal, tailored guidance or drop in for brief advice. You can also work towards The Cardiff Award, which gives recognition for extracurricular development and activities.

Cardiff Institute for Tissue Engineering & Repair (CITER) @CITERInst
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 @colegcymraeg
The Coleg has an active branch in Cardiff, who offer several research-related skills sessions through the medium of Welsh.

Engagement engagement@cardiff.ac.uk
Opportunities to attend learning events are available through the Engagement team’s programme of projects and initiatives.

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.

Global Opportunities GlobalOpps@cardiff.a.uk
The team can support you if you are considering, or currently spending, a period of time abroad on a study or work placement, or if you are interested in taking part on short-term programme including study, work and volunteering opportunities.

GW4 Alliance @GW4Alliance / www.GW4.ac.uk
PGR students at Cardiff can access sessions through skills programmes offered by our regional partners at the Universities of Bristol, Bath and Exeter as well as a number of GW4-led events. Opportunities to apply for funding are also available.

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.

Postgraduate Peer Support
PGR students trained in basic wellbeing techniques are available to support you with finding the right balance in your study and research. The PGR peer support group is intended to provide a safe space to talk to student facilitators, and others attending the group, who can understand the kind of challenges unique to the postgraduate experience. You can book to join a monthly group meeting via Eventbrite.
**Professional Development**
@learn.cardiff / train@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** @SDSCardiff
Based in the Students’ Union, this offers a wide range of skills workshops, complementing our 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.

**Statistics Doctor**
Doctoral-academy@cardiff.ac.uk
Prof Robert Hills offers one-to-one specific advice on statistical problems in the biological and health sciences and also general advice on further training. Before booking a slot you will need to have prepared your research plan. Sessions are suitable for all who have previously attended an introductory course in statistics. Email the Doctoral Academy to book an appointment.

**Study Skills**
A wide range of people, services, workshops and online tutorials are available through Library Service, Academic Support, Maths Support, Disability & Dyslexia Service, English Language support. Search and find all this in the Study Skills section of the Student Intranet.

**Student Support Centre** @studentlifeCU
Services in Park Place and Heath Park are on hand to help with Advice and Money, International Student Support, Disability and Dyslexia and Housing.

**Sustainability and Corporate Social Responsibility** @sustainablecu
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.

**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 opportunity. There is a dedicated Vice President for PGRs and a forum represented by PGR students.

**Wellbeing Champions**
Wellbeingchampion@cardiff.ac.uk
These are student volunteers who support other students in looking after their wellbeing through campaigns, events and drop-in sessions. They offer knowledge, personal experience and social or practical help and can signpost to wellbeing promotion activities across campus.

**Wellbeing and Counselling**
wellbeingandcounselling@cardiff.ac.uk
Through these services you can access expert wellbeing advice, counselling and mental health support as well as workshops, events and online self-help resources. This includes drop-in services for immediate help and occupational health services. Visit the Health and Wellbeing pages on the student intranet.

**Your School/College**
The Doctoral Academy Programme is designed to bring different disciplines together to acquire skills which are of common benefit to many students. For subject-specific needs, tools and techniques, your School will be offering its own training, coaching/mentoring or academic guidance. Each School has a PGR student representative.
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