

CARDIFF
UNIVERSITY

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Doctoral Academy

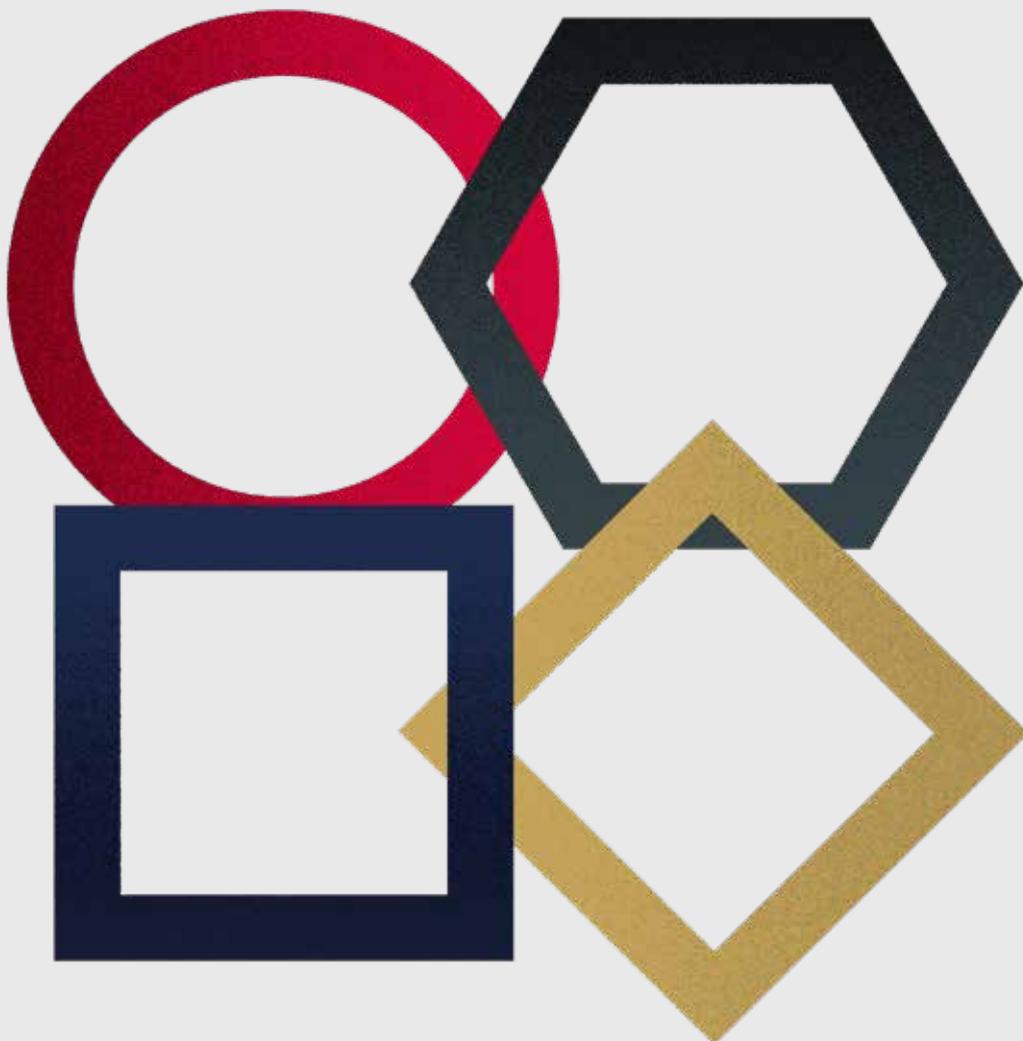
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Doctoral Academy **Programme**

for Postgraduate Researchers

September 2020 – July 2021

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Welcome

I am pleased to introduce the **2020-21 Doctoral Academy Programme** for postgraduate researchers at Cardiff University.

I am delighted to introduce the 2020-21 Doctoral Academy Programme for postgraduate researchers at Cardiff University. And for those of you just starting at Cardiff University, a big welcome from me, and your new University community.

The Doctoral Academy Programme of training and community activities aims to ensure that Cardiff postgraduate researchers develop the skills they need to deliver a high-quality research project. It has been developed in collaboration with our postgraduate students with the goal of providing an exceptional, integrated, outward-facing development programme, aligned to the specific needs of our students. It underpins our commitment to providing you with a high-quality postgraduate student experience at Cardiff.

In addition to helping you to settle into the research community, the Doctoral Academy Programme provides a breadth of professional development training to enhance your skills both for doctoral research and for wider personal development. In delivering this exciting training and community programme, Cardiff's Doctoral Academy collaborates with a wide network of academic staff, professional service colleagues, employers and other stakeholders. By taking part in activities, you will get the chance to network, connect and collaborate with people working in different disciplines and sectors, all with distinct experiences, perspectives and viewpoints.



Postgraduate research is exciting and stimulating. It can also be frustrating and challenging, with bumps in the road on the way to achieving your qualification. To complement support from your host School, the Doctoral Academy has a Programme of activities to help you when things are not going to plan, including community and peer-support networks to get you through any tough times.

Your postgraduate research studies at Cardiff will develop your creative and critical thinking, entrepreneurship, design, synthesis of complex arguments, data and statistics, writing, networking and influence, presentations, teamwork, and resilience. These are all skills highly valued by employers, placing you in a strong position for future employment. Cardiff University is proud of the diversity of the academic and non-academic positions now held by our previous postgraduate researcher alumni, many of whom benefited from undertaking career development training via the Doctoral Academy.

We look forward to meeting you at Doctoral Academy activities in 2020-21, whether just starting out on your postgraduate journey or looking forward to new horizons after successfully obtaining your qualification this academic year.



Professor Kim Graham
Pro Vice-Chancellor,
Research, Innovation and
Enterprise

The Doctoral Academy community

The Doctoral Academy offers a focal point for networking, learning and collaboration with other postgraduate researchers (PGRs) across the University, as part of a diverse and multidisciplinary research community.

Joining and connecting with your community

As a PGR, you will connect with other students and research staff in your cohort, discipline, School, and College. You will build even wider connections across disciplines and with other student communities. Over the academic year, we will offer a range of online activities, both structured and less formal, that you can participate in to further expand your network within a vibrant research culture.

Starting Out: induction event for new researchers

This is an enjoyable opportunity to meet other PGRs and to begin to develop important personal and professional networks. It introduces the wider research environment at Cardiff University and the services available to help you through your PhD. You will also learn about the training and learning opportunities at the Doctoral Academy and across Cardiff University, to help you start planning your skills and personal development.

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

By the end of this event you will:

- understand what a research degree involves;
- be aware of many sources of help and support for your student experience;
- be ready to plan your personal and professional development;
- recognise the many training opportunities available; and
- meet other new students who are sharing the Starting Out experience.

Reorientation events for year 2 and year 3 PGRs

Our reorientation events, **Pushing Through: Year 2** and **Finishing Up, Looking Ahead: Year 3** will be held for students returning to their second or final year.

These sessions revisit key information and introduce new contacts relevant to this stage of progression.



GW4

Cardiff University is part of a regional alliance with the University of Bath, the University of Bristol and the University of Exeter which aims to share research expertise, resources, and development opportunities. This enables you to work and learn with PGRs across the South West region. Find out more at: <https://gw4.ac.uk/>

Student-led conferences

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

Conferences in 2020-21:

- Breaking Boundaries (Arts, Humanities and Social Sciences)
- Speaking of Science (Biomedical and Life Sciences, Physical Sciences, Engineering)

Funding schemes

If you are interested in hosting a formal academic event, our **Interdisciplinary Funding Scheme** is available to support student-led training initiatives that bring together the PGR community. Our **Communities Fund** can also support you in connecting with PGRs through shared informal interests.

Student showcases

We will be running virtual research showcases which include **Images of Research** and **Three Minute Thesis (3MT®)** competitions. These exciting events invite PGRs to present their research to a wide audience through either a single image or a three-minute presentation.

Doctoral Academy blog

Contributing to the blog is a great opportunity to practise communication and public engagement skills and to showcase your research online. It also offers you the chance to connect with blog readers via the comments section and social media.

If you are interested in writing for the Doctoral Academy Blog, email dacommunications@cardiff.ac.uk

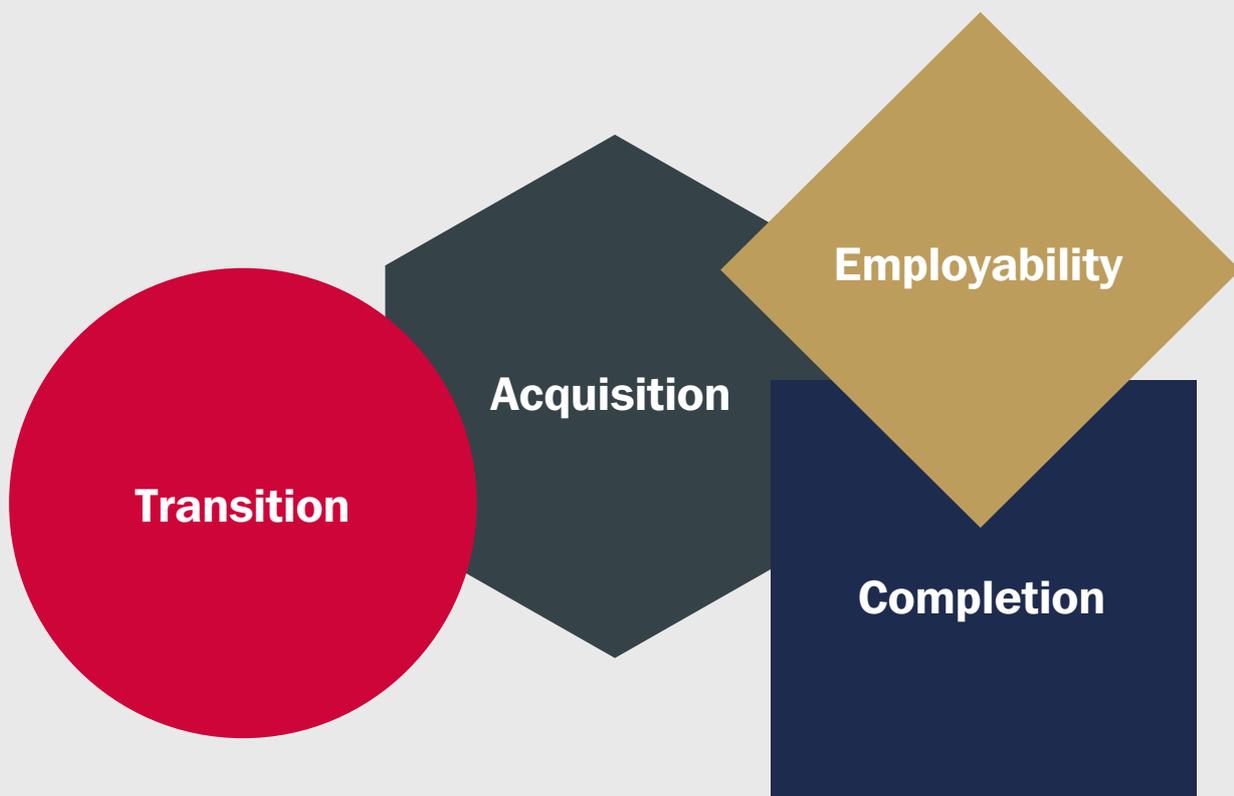
Informal groups

Throughout the year you will have opportunities to network with other PGRs as well as Doctoral Academy staff for chats, coffee and catch-ups via one of our virtual activities on Teams or Zoom e.g. Snack and Chat, book clubs, yoga and more.

Your doctoral journey

Undertaking a research degree is an experience which will stretch and challenge you, as you develop both as a researcher and an individual. Our Programme is designed to support you through the key stages of your doctoral journey: **Transition, Acquisition, Completion, and Employability (TACE)**.

As a researcher, you will go through several phases which will bring different experiences, priorities and learning needs. Our TACE framework ensures that our programme of learning and events has something to help you with every stage of your journey. Browse our booking system for information on sessions which are open for bookings or planned for the year.



Key Stages (TACE):

Transition (T)

At the beginning, your focus will be on settling into the doctoral environment, learning research essentials, understanding governance or mandatory requirements, getting involved in the PGR community, and completing a Training Needs Analysis with your supervisor.

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

- Look for online modules in Learning Central which include mandatory Research Integrity and a suite of HR topics including equality, diversity and inclusion, and information security.
- You will be provided with a LinkedIn Learning account. Explore your account and become familiar with topics in information technology, research tools and methods, and professional skills.
- Attend one of our sessions on writing a literature review, project management and the University of East Anglia (UEA) webinars on research methods to get your project started (see page 13).
- If you are a non-native English speaker, attend our English for Research Writing series to get tips on how to write effectively.
- Become familiar with student support services who are here to help you at any stage such as Student Advice, Health and Wellbeing, and Careers and Employability.

Completion (C)

As you approach the end of your research, focus typically shifts towards sustaining your momentum, maintaining your wellbeing, writing up your research, sharing it with wider audiences, preparing for the viva, and thinking ahead to post-PhD.

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

- Get involved with the PGR writing community by participating in our Writers' Retreats.
- Find out more about the viva process through our Mock Viva events and webinars.
- Develop your personal skills by reminding yourself about good time management, project management, personal organisation, and resilience; find a session on our booking system or a LinkedIn tutorial to help you.

Acquisition (A)

As your research gets underway you will be learning to use specific research tools and skills, developing personal effectiveness, organising your research, extending your research networks, and getting involved in PGR community events, placements and competitions.

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

- Attend our sessions on using statistical tools such as SPSS and NVivo and improve your skills in using software packages such as Microsoft Word to navigate long documents.
- Practise communicating your research by attending a presentation coaching session or entering one of our competitions e.g. Images of Research or 3MT®.
- Join the organising committee of our student-led conferences, Breaking Boundaries/Speaking of Science, to develop transferable skills that can be applied in a wide variety of future career paths. Alternatively, you could present at these conferences to practise your presentations skills and build networks.

Employability (E)

You may be thinking about what you need to do to prepare for your next careers step: consolidating transferable skills developed from the outset, exploring career options, building networks, seeking mentorship, updating your CV, and considering how your PhD will add value to future plans. Take advantage of opportunities to meet potential employers to find out what options they have for future employees with good research skills.

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

- Visit the Careers and Employability intranet pages to find out about employer events, talks, how to access guidance and available workshops.
- Login to the Your Career Journey portal (<https://cardiff.potential.ly/signin>) and browse the dedicated PGR resource, Career Directions for Researchers (see page 12).
- Look out for careers sessions and appointments for PGRs at the Doctoral Academy and our periodic information about short work placements for researchers.
- PGRs who have taught may be eligible to apply for Associate Fellow recognition from Advance HE. Find out more about how to apply at <https://www.advance-he.ac.uk/fellowship/associate-fellowship> and attend one of our coaching sessions to receive feedback and advice on your application.

The Doctoral Academy Skills Programme

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

Each event also brings the opportunity to meet researchers from outside your School and to gain from their experiences, skills, and approaches to research.

You can plan your training by:

Stage of your research journey

Our booking system uses the TACE framework to give you a rough indication as to what learning opportunities to consider and when, although this will vary across disciplines and methods.

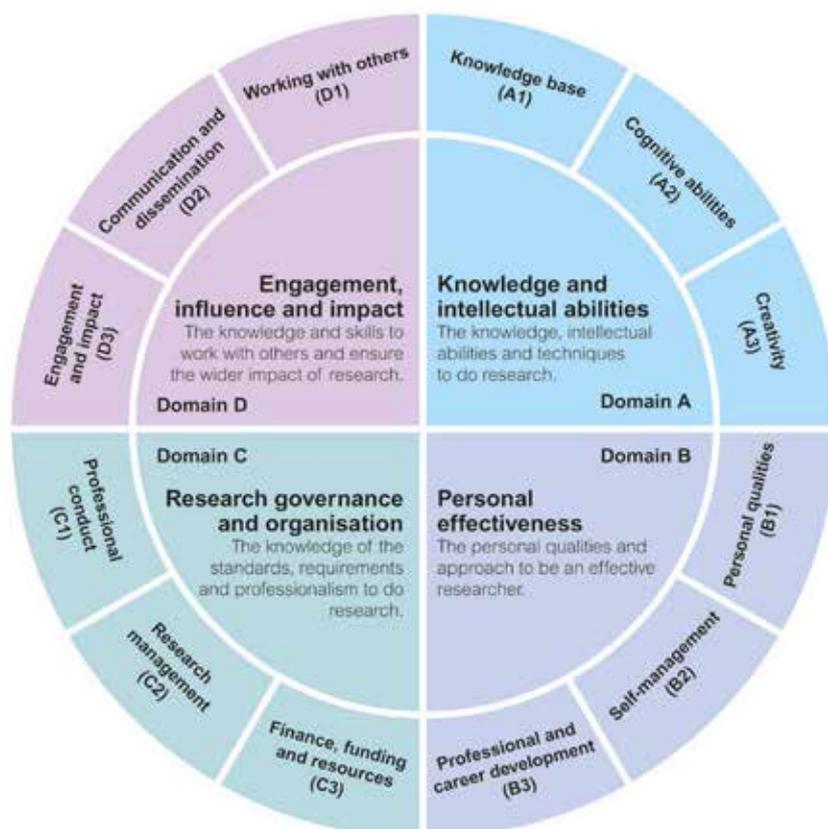
Stage of your research plan

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

The Researcher Development Framework

Our Programme is also mapped to the four domains of the Researcher Development Framework (RDF), which you may be asked to reflect in your training plan. The RDF, endorsed by UK Research and Innovation (UKRI) and other higher education bodies and institutions, outlines the knowledge, skills, behaviours and personal qualities of effective research professionals.

Find further information about the RDF at 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

To plan your development, browse the session descriptions and available dates provided in our booking system at <https://doctoralacademy.cardiff.ac.uk> Some of our sessions only happen once or at certain times of year, so plan ahead to ensure you access the appropriate training at the right time. When sessions prove to be popular or oversubscribed, we arrange more where possible.



Find out what's on via:

- our booking system
- Doctoral Academy emails
- our Twitter feed and Facebook page [@CardiffDA](#)
- the GW4 website <http://gw4.ac.uk/doctoral-developmentopportunities/>

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

Booking learning events and sessions

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

Booking process

Bookings are taken in advance for all sessions and open a month before the session runs. If you are a part-time or distance student or have clinical responsibilities (and require arrangements to be made more than one month in advance) contact us to discuss your needs.

You can book online at <https://doctoralacademy.cardiff.ac.uk> and browse sessions and their descriptions by date or by key word. To request a place, log in using your Cardiff username and password.

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

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

You can check the status of your bookings and attendances by logging into the booking system and viewing 'My Courses'.

If a session is full, you can opt to be added to a 'wait list' and if a place becomes free, you will be automatically booked onto it. If the session is no longer convenient, please cancel immediately.

Professional etiquette

Before making a booking, remember you are agreeing to:

- arrive on time for the session
- attend the session for its full duration
- participate in activities taking place as part of the session
- undertake any pre or post-event activities as requested.

Please ensure you plan your training commitments carefully and avoid overcommitting to lots of activities which you may not have time to attend.

Running late?

Unfortunately, for some sessions you may not be able to join once training is underway. We recommend that you connect to online sessions at least 10 minutes before they are due to commence, to allow for technical checks.

Can't attend?

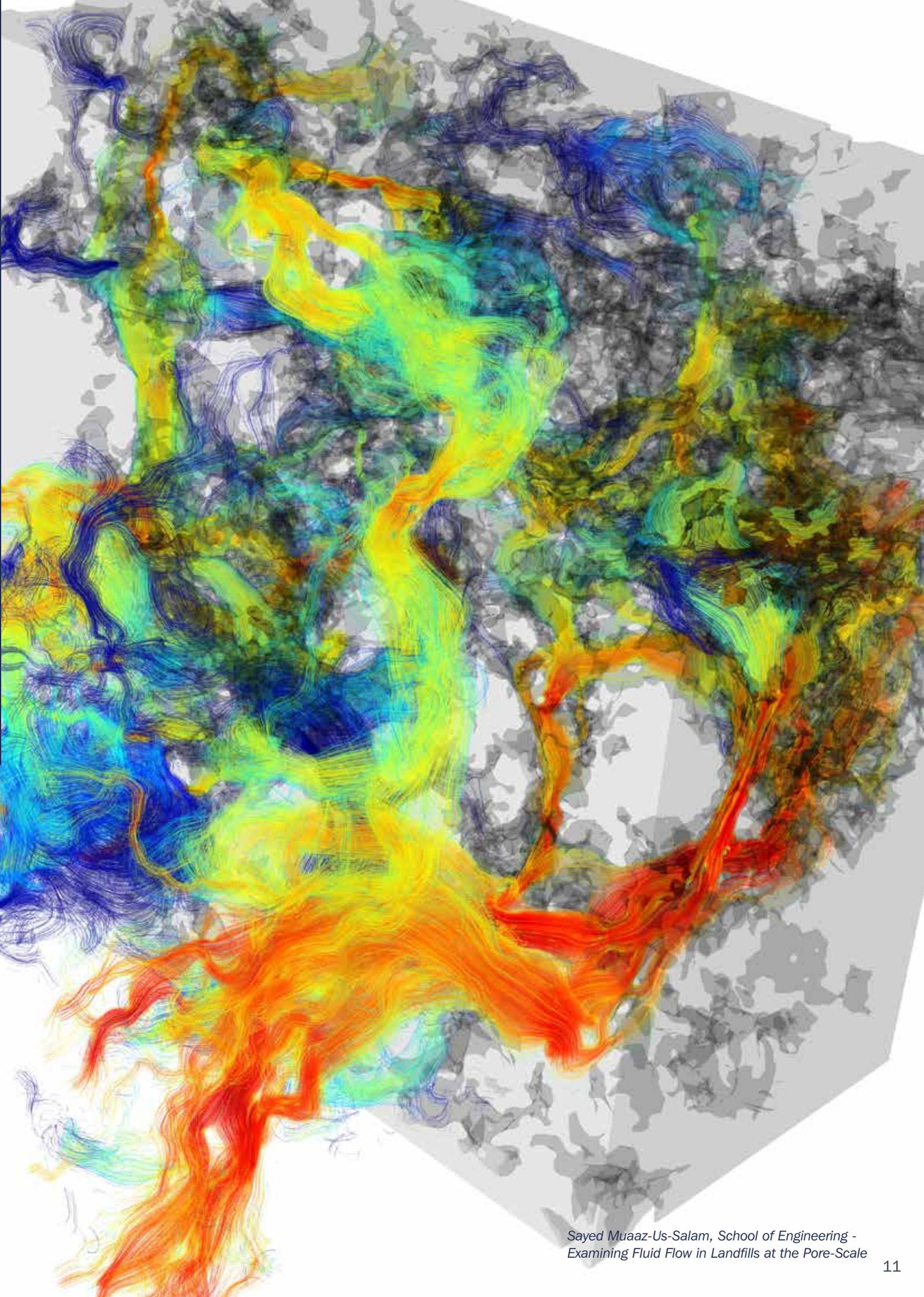
We do appreciate that situations sometimes arise which prevent attendance. The sooner we know that you can no longer attend, the more opportunity we have to fill your place.

Seven days prior to the event

Please cancel online. This enables a student on the waitlist to be automatically booked on.

We monitor patterns of attendance, cancellations, and 'no shows' and this information is passed on to the Directors of PGR Studies regularly for review.





Additional online resources

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

Learning Central

As a student you have access to Learning Central, Cardiff University’s Virtual Learning Environment (VLE). This is a web-based application that supports online learning and resources, which you will use when joining some of our online sessions or when completing mandatory training modules. You will be automatically enrolled on our module, Resources for Researchers, to find additional learning content or onward links related to our skills Programme. You will also find signposts to training available through key support services such as Careers and Employability and Health and Wellbeing. All students automatically have accounts created – visit Learning Central (<https://learningcentral.cf.ac.uk/>) and log in using your University username and password or through the Student App.

LinkedIn Learning

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

Career Directions for Researchers

Careers and Employability run regular online sessions to help you plan your career. In addition, their online career management platform (<https://cardiff.potential.ly/signin>) hosts a comprehensive, interactive resource, Career Directions for Researchers. This resource can help you explore your options as a researcher, develop your employability and compete for roles within and beyond academia. You can build a portfolio of your non-research activities, such as teaching or outreach, to gain the Cardiff Award. Search **Cardiff Award** on the intranet for more information.

Research Integrity

This mandatory online training has been approved by the University Research Integrity and Ethics Committee. It helps new researchers to understand their responsibilities and ensure that research is conducted to the highest professional standards. Search **postgraduate research support** on the intranet or view your Learning Central modules.

Research Skills

A series of online modules from the Research Skills Master Programme provide comprehensive training resources for researchers on topics such as ethics, getting published, career planning, conference networking, and intellectual property. Search **online learning** on the intranet.

Study Skills

Cardiff University hosts online tutorials and short videos (https://xerte.cardiff.ac.uk/play_12817) from our Library and Study Support services in academic topics such as library search, critical analysis, references and citations, avoiding plagiarism, digital identity, and writing at postgraduate level. Search **study skills** on the intranet.

Data Clinics

The Data Intensive Research Institute offers online support for data queries. Students can post their query to the generic email address data-clinic@cardiff.ac.uk and it will be directed to an appropriate staff volunteer.

Massive Open Online Courses (MOOCs)

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

Vitae

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

Online training series for PGRs

– webinars

We have procured a programme of webinars for research, writing, and teaching skills, hosted by University of East Anglia (UEA). Below is a list of the webinar topics:

Module 1 Academic Writing

1. What Should a Literature Review Do?
2. Writing Effectively
3. Academic Publishing
4. Writing & Structuring an Effective Thesis

Module 2 Qualitative Research Skills

1. A Comparison of Qualitative Methods
2. Qualitative Interviewing
3. Analysing Qualitative Data
4. Using NVivo for Qualitative Research

Module 3 Finishing your PhD

1. Preparing for your Viva
2. On the Job: Securing a First Academic Post
3. Preparing Impactful Research Proposals & Grant Applications

Module 4 Teaching Skills

1. Preparing & Delivering Seminars
2. Preparing & Delivering Lectures
3. Assessment, Feedback, & Module Design

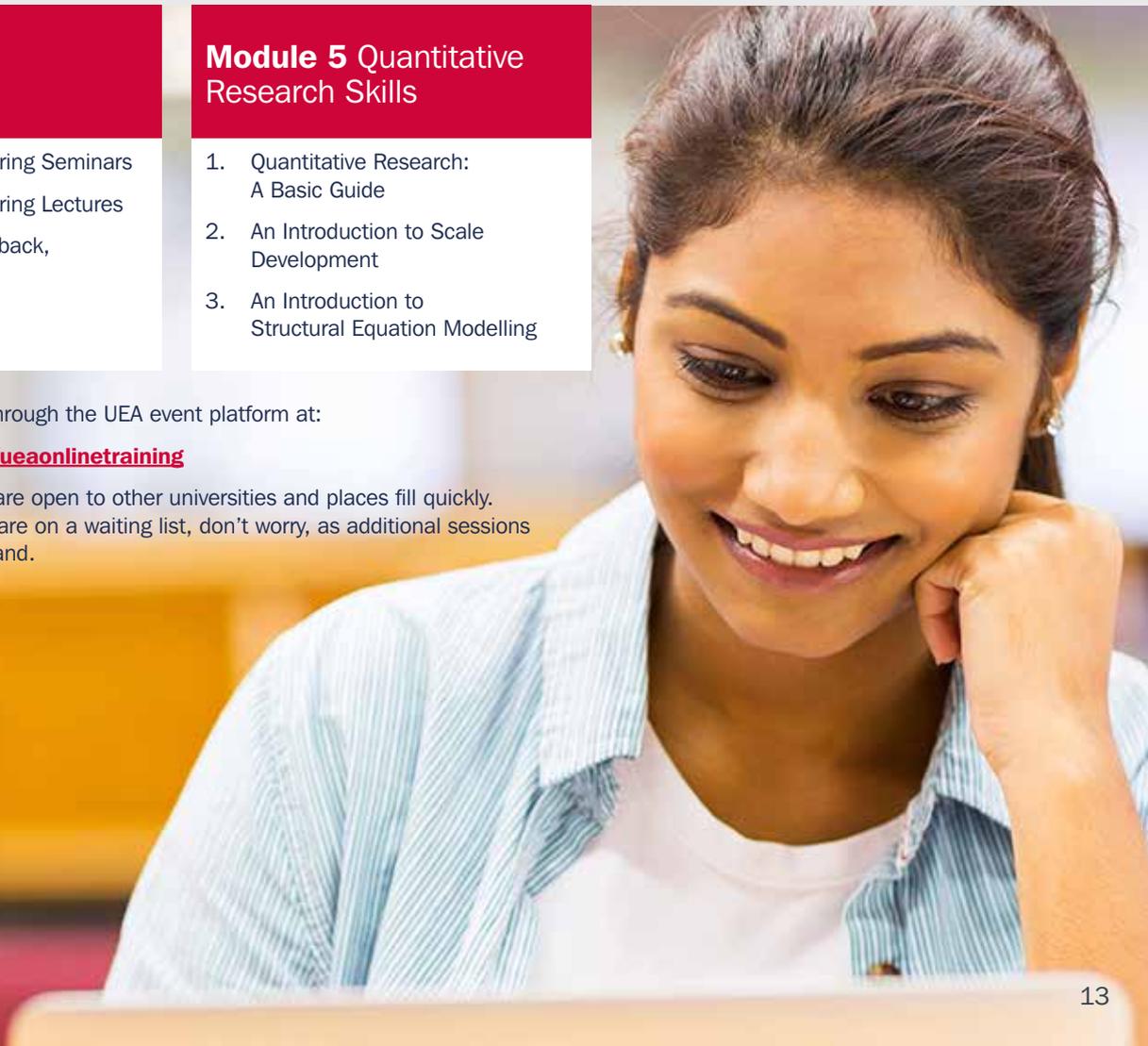
Module 5 Quantitative Research Skills

1. Quantitative Research: A Basic Guide
2. An Introduction to Scale Development
3. An Introduction to Structural Equation Modelling

View and book directly through the UEA event platform at:

<https://bookwhen.com/ueaonlinetraining>

These popular sessions are open to other universities and places fill quickly. However, if you find you are on a waiting list, don't worry, as additional sessions will be run to meet demand.





Doctoral Academy

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Connect with us:

If you have any queries about the Doctoral Academy Programme, please contact us at:

Tel: **029 2068 8482**

Email: doctoral-academy@cardiff.ac.uk

www.cardiff.ac.uk/doctoral-academy

Equality and Diversity

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

www.cardiff.ac.uk/public-information/equality-and-diversity

Important legal information

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

NB: A Welsh version of this brochure is available.