

## Skills Training for Doctoral Researchers and Supervisors at Sheffield Hallam University 2018/19

### Introduction from Dr Nicola Palmer, Head of Doctoral Training

Connectivity with a research community plays an important part in surviving the doctorate, and having a sense of community is reported to be the biggest contributory factor to happiness around the world. At Sheffield Hallam Doctoral School we recognise that you are 'an individual but not alone'. One of our key aims is to achieve a vibrant inclusive postgraduate research community. With this in mind, we have produced this guide to provide you with an overview of training and community-building opportunities for postgraduate research students and supervisors throughout the coming academic year.

In recent years we have witnessed an increasing amount of resources dedicated to supporting the skills development of postgraduate researchers in response to shifting employment landscapes, redefined international research agendas and policy structures and, a much-welcomed, recognition of the importance of researcher wellbeing. Through our active engagement with European, national and regional bodies and our knowledge of the postgraduate research landscape we have identified skills training opportunities to develop and enhance your researcher capabilities.

### Developing the skills of researchers at SHU

All doctoral researchers at Sheffield Hallam University have the opportunity to develop a range of research, personal and professional skills during the course of their programme. Transferable skills training as a key component of undertaking a PhD or professional doctorate is required by the university regulator, expected by research funders, and promoted by the University as part of its commitment to 'education for employment'.

We recognise that all doctoral researchers arrive at the start of their programme of study with different experiences and career plans. Therefore, our doctoral skills training offer is, as far as possible, needs-based and individually-tailored. Rather than being required to complete a set training programme, each doctoral researcher's development needs are identified and jointly agreed with their supervisory team at the start of their research degree; and these are regularly reviewed and updated as appropriate. This guide is intended to facilitate awareness of opportunities that are available to support your skills training and personal development needs.

We strive to provide a blend of flexible, timely, relevant and applied skills training opportunities. Events form just one part of our offer, but hold significant value for community-building and the development of healthy, happy and confident researchers, equipped to compete with postgraduate researchers globally. We hope that you will be able to join us at events listed in our calendar this academic year.

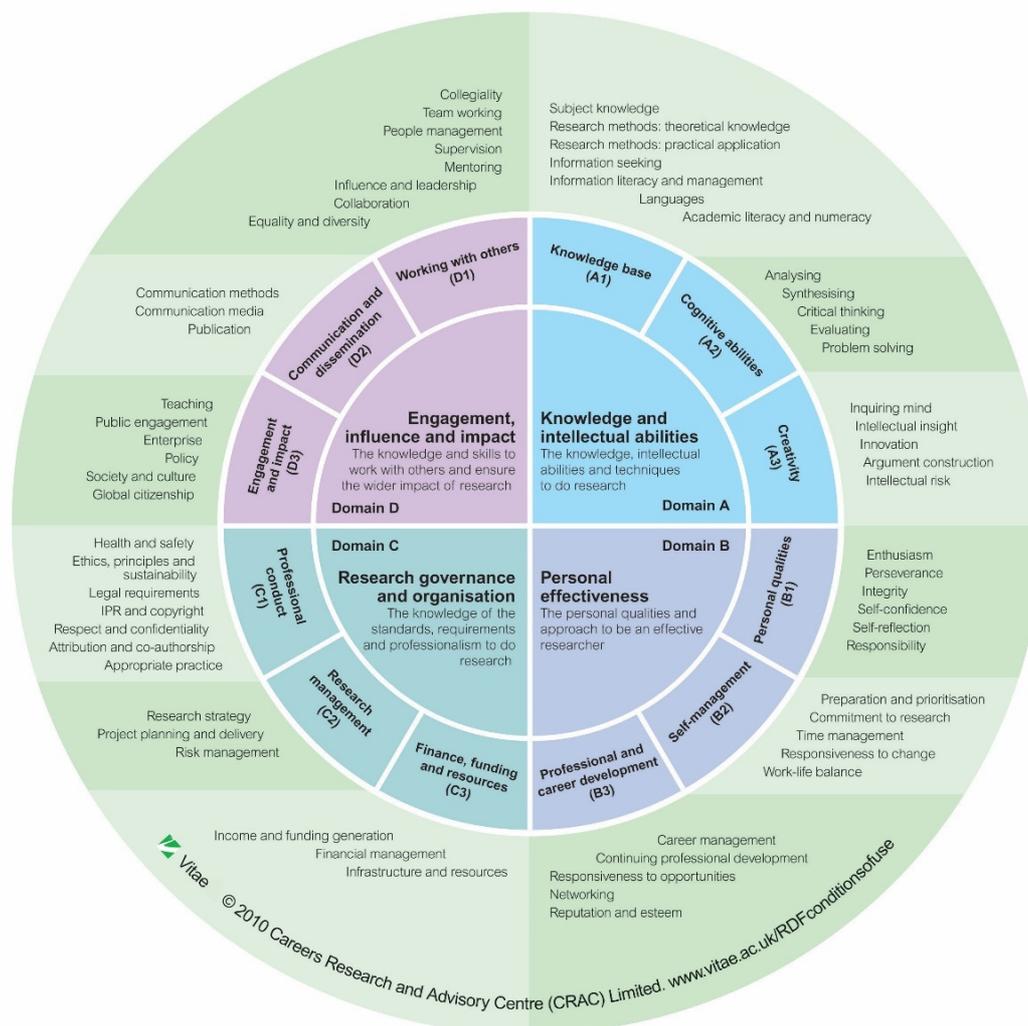
## The Vitae Researcher Development Framework (RDF)

Development needs analysis (DNA) should be undertaken alongside a professional standards framework of the knowledge, behaviours and attributes of excellent practitioners. Alongside other UK universities, we use Vitae's Researcher Development Framework (RDF) <https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework> to help researchers articulate their skills and provide a common language for understanding and communicating their capabilities.

The RDF is structured into four domains covering the knowledge, behaviours and attributes of researchers. It sets out the wide-ranging knowledge, intellectual abilities, techniques and professional standards expected to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. Within each of the domains there are three sub-domains and associated descriptors. There are sixty-three descriptors in total, each of which contains between three to five phases, representing distinct stages of development or level of performance within that descriptor.

To help make the RDF more practical and usable, the University has acquired licences for all doctoral researchers for an online system called the RDF Planner (<http://vimeo.com/53575801>). The RDF Planner helps doctoral researchers undertake a skills audit against 63 descriptors, which capture the characteristics of excellent researchers. This enables identification of areas of strength and those in need of development.

You will need to use the RDF Planner to carry out a Development Needs Analysis and create a bespoke personal development plan. This should be agreed with your supervisor and submitted as part of the RF1 (or equivalent) process.



# What's on? At a glance....

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Wed 3 July 2019	Insider Guide to the Doctoral Viva	8
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**Contact us**

For more information about the Doctoral School please visit <https://blogs.shu.ac.uk/doctoralschool/>

If you have any specific requests for training and development sessions that aren't included in this Calendar of events please contact [doctoralschool@shu.ac.uk](mailto:doctoralschool@shu.ac.uk) for discussion

Each of our workshops is mapped back to one or more sub-domains within the RDF:

-  Knowledge and Intellectual Abilities (A1-3)
-  Personal Effectiveness (B1-3)
-  Research governance and organization (C1-3)
-  Engagement, influence and impact (D1-3)

The following Workshops are aimed at Year 1 Full-Time (Year 1-2 Part-Time) Students

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## Becoming a SHU Doctoral Researcher - Induction [mandatory session]

A University-wide doctoral induction session which will introduce new starters to the life of a SHU doctoral researcher and provide orientation on a number of key elements relating to doctoral study. It is the perfect opportunity to meet with staff involved in supporting your studies and to get to know doctoral researchers from across the University. The event includes a full introduction to research ethics and integrity and research data management - mandatory elements of your doctoral research studies. You will also have an introduction to the Research Degree Regulations including student and supervisor expectations, progression monitoring and assessment of research degrees. There will also be information about library support for researchers and an introduction to the Doctoral School community, societies and support networks and doctoral skills development training.

RDF Domains:

-  Personal Effectiveness: B2, B3
-  Research governance and organization: C1
-  Engagement, influence and impact: D1

Dates: Wednesday 24 October 2018; Wednesday 27 February 2019 and Wednesday 22 May 2019

Sessions begin at 10.00 am and will end at approx. 4.00 pm

Venue: October session will be held at the Showroom Workstation, Paternoster Row, Sheffield.

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## Professional Development Planning using the Vitae Researcher Development Framework (RDF)

As part of the RF1 (or equivalent) process, new doctoral researchers at Sheffield Hallam University are required to confirm they have undertaken a Development Needs Analysis and set some initial actions in priority areas. This must be done on the Vitae Researcher Development Framework (RDF) Planner and the 'my actions' and 'my action plan' reports must be attached to your RF1 application.

This classroom-based session is designed to introduce researchers to the importance of Professional Development Planning and how to undertake a Development Needs Analysis using the Vitae Researcher Development Framework (RDF). You will start to consider your priority areas for development and how to set actions to help you meet your development goals.

Open to all, aimed at those in the first 3 months of doctoral study (6 months if part-time) i.e. pre-RF1 stage.

RDF Domains:

-  Personal Effectiveness: B3

Date: Tuesday 30 October 2018

11.00 am - 12 noon

Venue: City campus

Date: Tuesday 5 March 2019

11.00 am - 12 noon

Venue: City campus

Date: Wednesday 31 October 2018

11.00 am - 12 noon

Venue: Collegiate campus

Date: Wednesday 5 June 2019

11.00 am - 12 noon

Venue: City campus

## Introduction to the Vitae Researcher Development Framework (RDF) Planner - practical session

As part of the RF1 (or equivalent) process, new doctoral researchers at Sheffield Hallam University are required to confirm they have undertaken a Development Needs Analysis and set some initial actions in priority areas. This must be done on the Vitae Researcher Development Framework (RDF) Planner and the 'My Actions' and 'My Action Plan' reports must be attached to your RF1 (or equivalent) application.

This practical, hands-on session provides an introduction to the Vitae RDF Planner online tool and an opportunity for new doctoral researchers to get started on their Development Needs Analysis and to ask questions

If you don't already have an RDF planner account, please contact Liz Brearley via [doctoralschool@shu.ac.uk](mailto:doctoralschool@shu.ac.uk) who will arrange this for you. Please make sure you have activated your account and can remember your log-in details before attending the session.

If you are unfamiliar with the process of planning your professional development then attendance at the session 'Professional Development Planning using the Vitae Researcher Development Framework' would be helpful but not essential.

Open to all, aimed at those in the first 3 months of doctoral study (6 months if part-time) i.e. pre-RF1 stage.

RDF Domains:

 Personal Effectiveness: B3

Date: Tuesday 13 November 2018

11.00 am - 12 noon

Venue: City campus

Date: Tuesday 12 March 2019

11.00 am - 12 noon

Venue: City campus

Date: Thursday 15 November 2018

11.00 am - 12 noon

Venue: Collegiate campus

Date: Wednesday 12 June 2019

11.00 am - 12 noon

Venue: City campus

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## Dealing with Data

We all have to deal with data in our doctoral studies in a variety of shapes and forms. This session is designed to offer support prior to the submission of the RF2 stage of the doctoral lifecycle. It will focus on the preparation of your Data Management Plan and talk you through the open access of data agenda, with a focus on SHURDA. The session will also include a discussion of good practice when working with different types and sources of data. The aim is to prepare you for the storage, analysis and presentation of data with an opportunity to draw on a range of transferable experiences from researchers working with data across fields and disciplines. Our indicative focus will encompass: secondary data; qualitative and quantitative data; online data; visual data. The session will end with a 'data think tank' where you will have the opportunity to share common issues or challenges and draw on the expertise of our invited researcher speakers.

RDF Domains:

 Knowledge and Intellectual Abilities: A1

 Research governance and organization: C1, C2

Date: Thursday 14 March 2019 | Venue: Aspect Court 15202

Session begins at 10.00 am and will continue until 4.00 pm.

<https://blogs.shu.ac.uk/doctoralschool/>

The following Workshops are aimed at Year 2 Full-Time (Year 3-4 Part-Time) Students:

## Communicating your Doctoral Research

The doctoral examination requires you to be able to communicate effectively in both the written thesis and the oral viva. There is also an increasing expectation that you will communicate your doctoral research throughout your doctoral studies - at the point of RF2 (or Prof Doc equivalent) assessment as well as at internal and external events. This session is intended to support you in the communication of your doctoral research to multiple audiences as part of your researcher profile-building skills. It will provide you with an insight into the importance of the open access and research impact agendas as well as highlighting techniques to help you to feel more confident in communicating your research, on paper and in person.

RDF Domains:

-  Knowledge and Intellectual Abilities: A3
-  Personal Effectiveness: B2, B3
-  Research governance and organization: C1
-  Engagement, influence and impact: D2, D3

Date: Thursday 22 November 2018 | Venue: 12.6.13 Charles Street  
Session begins at 10.00 am and continues until 4.00 pm

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## Preparing to Complete the Thesis and Finish the Doctorate

This session is intended to get you thinking about the completion of your thesis and to ensure that you have a clear understanding of the path ahead during the writing-up phase of the doctorate. It is intended to provide you with an opportunity to share experiences and concerns with researchers who will reflect on this stage of their own doctorates and offer tips and advice to support you to 'cross the finishing line'. The intention of the session is to help to manage your expectations and prepare you for the last stage of the doctoral researcher lifecycle.

RDF Domains:

-  Personal Effectiveness: B1, B2
-  Research governance and organization: C2

Date: Thursday 18 April 2019 | Venue: 12.4.12 Charles Street  
Session begins at 10.00 am and continues until 1.00 pm

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## Revisiting Your Professional Development Plan

This classroom-based session is designed as a follow-on to the Professional Development Planning support you receive in your first year to help you reflect on your actions and set new targets.

Open to all, aimed at those in their second or third year of doctoral study onwards i.e. post-RF1 stage.

RDF Domains:

-  Personal Effectiveness: B1, B3

Date: to be confirmed | Venue: City Campus  
2.00 pm - 3.00 pm

<https://blogs.shu.ac.uk/doctoralschool/>

The following Workshops are aimed at Year 3 Full-Time (Year 5-6 Part-Time) Students:

## Insider Guide to the Doctoral Viva

The event is designed to supplement mock viva support that you receive from your supervisors. It is intended to provide an opportunity for you to liaise with colleagues from a range of SHU disciplinary areas with considerable experience of being involved in doctoral examinations. This will facilitate sharing of knowledge and tips. An informal, discursive tone is intended so please try to come along and take this opportunity to deepen your understanding of the research degree viva and shape your expectations. Doctoral researchers at all stages of research are welcome

RDF Domains

-  Personal Effectiveness: B1, B2
-  Research governance and organization: C1
-  Engagement, influence and impact: D2

Dates: Thursday 6 December 2018 | Venue: Stoddart 7516  
Wednesday 3 July 2019 | Venue: Norfolk 505  
Session starts at 10.00 am and continues until 1.00 pm

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## What Next? Preparing for Life After the Doctorate

This session focuses on your preparation for life after completion of the doctorate. Do you have a career strategy or plan? What options are available to you in academia, public, private and voluntary sectors or through self-employment? How can you best equip yourself to enter the next phase of your life post-doctorate?

We will hear from experienced careers and employability advisers as well as doctoral alumni. The event will incorporate a researcher support clinic.

RDF Domains

-  Personal Effectiveness: B3

Date: Thursday 10 January 2019 | Venue: Norfolk 505  
Session begins at 10.00 am and will last until 4.00 pm

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The following Workshops are open to all Doctoral Researchers:

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## Teaching

### Teaching Skills for Doctoral Students (TSDS)

This course aims to prepare doctoral researchers for teaching and lecturing in higher education. Generally, doctoral researchers should complete the TSDS course before undertaking teaching at the University.

This training programme consists of four sessions (lasting 3 hours each):

1. Introduction to teaching in HE – Setting the scene; teaching at Sheffield Hallam University
2. Session planning and 'delivery' – How to plan effective sessions
3. Active learning – introduction and exploration of active learning approaches
4. Personal approaches / theories – relating personal approaches to teaching with theoretical ideas

The first session is compulsory, and participants must attend at least three out of four sessions (including the first one) to complete the course and also complete a minimum of 3 pieces of self-directed assessment.

The course runs in November and February each year. Please complete the Google form on the following link to register your interest in attending the next cohort <https://goo.gl/forms/x7e1CaWcr6jJsaBmz>. There are a limited number of places available on each cohort and the Faculty Heads of Research Degrees (HORDs) will decide who is eligible for a place from their Faculty. If you have any questions, please email [doctoralschool@shu.ac.uk](mailto:doctoralschool@shu.ac.uk) for assistance.

### The Brilliant Club

The Brilliant Club is an award-winning university access charity that works with schools and universities across the UK. It exists to increase the number of pupils from under-represented backgrounds progressing to highly selective universities. They do this by mobilising the PhD community to share its academic expertise with state schools.

In pursuit of their mission The Brilliant Club runs two core programmes; The Scholars Programme and Researchers in Schools.

The Scholars Programme recruits, trains and places doctoral and postdoctoral researchers in schools to deliver programmes of university-style tutorials, which are supplemented by two university trips.

Researchers in Schools recruits PhD graduates, places them as trainee teachers in schools and supports them to develop as excellent teachers and research leaders committed to closing the gap in attainment and university access.

Further information can be found on <https://thebrilliantclub.org/the-brilliant-club-for-researchers/get-involved/>

## Online Teaching Courses

The modules below are available online from Epigeum.

### Learning and Teaching Development

- University and College Teaching
  - Lecturing
  - Resources to Enhance Student Learning
  - Making the Most of Discussion
  - Supervising Projects and Dissertations
  - Marking and Giving Feedback
  - Understanding the Principles of Course Design
  - Developing your Teaching
  - Teaching with Patients
- Teaching Online
  - Introduction to Teaching Online
  - Mastering Online Pedagogy
  - Designing and Developing your Online Course
  - Being a Successful Online Teacher
  - Using Technology Tools for Teaching Online
  - Studying Online – A Guide for Students

You will need to register for an Epigeum account on <https://learningtechnologies.epigeum.com> using your **SHU** email address. This guidance document [Epigeum Teaching Online Modules – Getting Started](#) explains the registration process and how to access the modules. (You are advised to access these in Chrome to gain full functionality)

RDF Domains:

-  Engagement, influence and impact: D3

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## Writing

### Shut up and Write!

The aim of a Shut Up and Write! session is to provide you with dedicated time and space, away from everyday distractions, to progress your own writing projects. You will work in short, focused bursts of time on a writing task of your choice (eg a journal article, monograph, thesis chapter, conference paper, blog post or any other scholarly output).

There is no 'facilitation' or specific feedback on your writing, but we encourage you to set yourself writing targets and share progress with each other and there will be a member of staff on hand to keep time.

RDF Domains:

-  Knowledge and Intellectual Abilities: A3
-  Personal Effectiveness: B2
-  Engagement, influence and impact: D2

Dates: to be confirmed

Sessions to run for 2 hours

Venue: City Campus and Collegiate Campus

<https://blogs.shu.ac.uk/doctoralschool/>

# WRITEfest2018

November is Academic Writing Month, an academic write-a-thon that happens every year, inspired by NaNoWriMo (National Novel Writing Month) but catering to the specific needs of academic writers. It's hosted by [PhD2Published](#), as an online space where the global academic community can pledge their writing projects, record progress, and share thousands of writing tips via the #AcWriMo hashtag on Twitter.

We will be joining the University of Sheffield WriteFest (#AcWriFest18) initiative, by bringing together people from across the university to recognise and celebrate writing. During WriteFest we will be running Shut Up and Write sessions and writing retreats to provide you with space and time to write, along with a selection of workshops and resources to support your writing.

WriteFest is a collaboration with the Universities of [Manchester](#), [Sheffield](#), [Exeter](#), [Bristol](#), Kings College London, [Keele](#), Sheffield Hallam, Liverpool, Newcastle, Derby and Adelaide.

The festival aims to provide protected time and space for writing to help you to:

<b>HABITS</b> develop good writing practices and strategies	<b>BLOCKS</b> overcome blocks, proactive approach	<b>PROTECT</b> academic writing as part of the working day	<b>SOCIAL</b> spend some time out writing with others
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How to get involved:

Book onto a workshop or writing retreat – have a look at our [WriteFest events page](#) to see what is running

Take advantage of the [WriteFest resources](#) that have been curated by us and others

Use the hashtag #AcWriFest18 to share your progress with other researchers, and follow @SHDocSchool, @SHARD\_Programme and @shu\_suw to keep up to date with what is happening during the month.

Also use the Academic Writing Month hashtag #AcWriMo to get some inspiration from Academic Writing Month overall

See also University English Scheme (page 16) and The Skills Centre (page 17)

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## Communication

### Three Minute Thesis (3MT®)

The Three Minute Thesis (3MT®) challenges doctoral candidates to present a compelling spoken presentation on their research topic and its significance in just three minutes (and with one slide). 3MT® is an academic competition developed by the University of Queensland, Australia. Its success has led to the establishment of local and national competitions in several countries.

### Doctoral Researcher of the Year

The SHU Doctoral Researcher of the Year competition is open to doctoral researchers in their final year of study (who have not submitted their thesis prior to the competition date) and recognises excellence in doctoral research.

The judges will be seeking to see that participants have demonstrated:

- i. Ability to **communicate** research to the lay and non-specialist research audience
- ii. **Impact/potential impact** of the research in terms of e.g. application of findings for economic, social or cultural benefit; the significance of the contribution/potential contribution of the research to the academic subject area.

The process for entries and nominations is as follows:

- Each nominee will be asked to provide a 250 word (max) abstract of their research and a 200-300 word statement outlining the impact/potential impact of their research. These submissions will be assessed by the Head of Research Degrees in each Faculty who will nominate 2 entries from each Faculty to go forward.
- All nominees will provide a 10-minute oral presentation of their research within the Creating Knowledge Conference in June 2019. Presentations should provide an overview of the research and include a summary of potential impact.
- An independent judging panel will select a SHU Doctoral Researcher of the Year to be awarded a prize of **£250** to be recognised at graduation.

## Image competition

The Research Image competition is open to all doctoral researchers in any year of study. We are seeking attention-grabbing images to intrigue, inform or excite a lay/non-specialist research audience about your research. Images may be arresting, beautiful, moving or even amusing but they must relate to your doctoral research project. We would expect submissions to be photographs which can be enlarged to A2 size without blurring or pixelation.

Each image should be accompanied by a title and caption that will relate the image to your doctoral research project (max 150 words) and will also provide some insight into the researcher behind the image. This must be written in accessible English that gives simple yet informative facts about the image and your research. You must also give any due acknowledgements. Entries from individual doctoral researchers or groups are welcome.

All entries will be considered by an academic selection panel and if successful the image will be displayed on the day of the Creating Knowledge Conference and the prizes will be decided by audience vote (First and Second prize).

## **These three events (above) will take place within the Creating Knowledge Conference 2019 on Monday 17 June 2019**

There will also be opportunities within your Faculty to practice communicating your research through conferences, poster displays and other events. For further information please contact your Research Administrator or Postgraduate Research Tutor (PGRT).

RDF Domains:

 Engagement, influence and impact: D2, D3

## PubhD

PubhD has a really simple, relaxed format...

In exchange for a pint (or two), three researchers will be given a white board, marker pen and 10 minutes to explain their research, followed by 20 minutes of friendly Q&A.

For the speakers PubhD is a great way to test their public speaking and public engagement skills. For the audience it is a great opportunity to learn something new, without needing any prior knowledge of the topic!

Further information on <http://pubhdsheffield.strikingly.com/>

# Career Development

A series of 4 Careers & Employability workshops. The Career Development workshops will help you find your way through the career planning maze, find out more about yourself and give you tips on CV writing and maximising your chance of success in job applications.

## Session 1: Career Planning Tactics

This session will help you:

- Find your approach to career planning
- Increase your awareness of career opportunities and vacancy sources after your Doctorate/Masters by research
- Know where to go for further Careers support, guidance and self-help resources

Date: Friday 2 November 2018 | Venue: Cantor 9232  
Session begins at 11.00 am and will last until 1.00 pm

## Session 2: Personal Skills Analysis

This session will help you:

- Develop your self awareness
- Build your personal profile
- Try practical exercises to explore your career readiness
- Identify your preferences
- Start action planning

Date: Friday 16 November 2018 | Venue: Cantor 9012  
Session begins at 11.00 am and will last until 1.00 pm

## Session 3: Effective Applications

This session will help you:

- Put together effective CVs, Cover letters and applications
- Understand how to use a job description
- Think about your selling points and how to use these in your applications.

Please print and bring along a copy of your CV if you are happy to share it with others in the group.

Date: Friday 30 November 2018 | Venue: Stoddart 7512  
Session begins at 11.00 am and will last until 1.00 pm

## Session 4: Interview Techniques

This session will:

- Explore the purpose of an interview
- Outline different interview formats
- Identify what employers want
- Show you how to present yourself effectively
- Help you prepare for the Viva
- Give you a chance to practice your interview techniques

Please think about roles you might be interested in applying for in preparation for the workshop.

Date: Friday 14 December 2018 | Venue: Stoddart 7511  
Session begins at 11.00 am and will last until 1.00 pm

## **Supervision - *These sessions are open to staff only***

### **Doctoral Supervisor Development Programme**

The Doctoral Supervisor Development Programme (DSDP) consists of a series of six modules\*.

The programme is aimed at: The main target audience is new staff without previous research supervisor experience and/or research supervisors who have yet to supervise a doctoral programme to completion. However, research supervisors with considerable experience gained at Sheffield Hallam University and/or elsewhere may find particular modules useful and are invited to consider what best meets their needs in respect of keeping up to date with current regulations.

Overall programme aims: To disseminate information relevant to the process of the supervision of doctoral researchers, to assist staff to develop and enhance effective research supervision skills and to facilitate the development and sharing of good practice.

Programme co-ordinators: Professors Lisa Hopkins and John McAuley, supported by the Doctoral School.

Booking a place: please speak with your local PGR tutor to discuss your attendance, and then fill in your details on our google form <https://goo.gl/forms/tlM2jo1VVx25mfxb2> to express your interest in the programme. Applications will be approved by your Faculty Head of Research Degrees.

There will be 3 cohorts in the 2018/19 academic year – November, January and April (6 x 2 hour sessions, on Wednesday afternoons in November & April and on Thursday mornings in January).

\*To achieve successful completion of the course, participants must attend a minimum of 5 of the 6 modules and submit homework for modules 1 – 5 (even if attendance at one of those modules is missed) .

### **Research Degree Examiner Workshop**

The workshop is intended to be of benefit to a wide range of Sheffield Hallam staff with an interest in, or responsibility for, research degree student examinations. It is likely to be of particular interest to inexperienced research degree examiners and staff who are considering putting themselves forward for such a role.

#### Aims

- to raise awareness of the University's Research Degree Examination Procedures;
- to explore the roles of the internal and external examiner;
- to provide an opportunity for sharing good practice;
- to encourage debate on the issues around the definition and maintenance of research degree standards;
- to explore the management and conduct of the viva voce examination.

Dates: Monday 3 December 2018 | Cantor 9002

Monday 11 March 2019 | Norfolk 505

Sessions will start at 0930 and continue to 1230

## Research Degree Examination – Independent Chair Workshop

The workshop is intended to be of benefit to a wide group of Sheffield Hallam staff with an interest in, or responsibility for, research degree student examinations. It is likely to be of particular interest to inexperienced research degree examination independent chairs and staff who are considering putting themselves forward for such a role.

Topics covered:

- A summary of the research degree examination process at Sheffield Hallam University
- The role of the independent chair
- Case studies – to consider
- Learning Contracts
- Suggestions for enhancements to process and/or documentation

Dates: Monday 14 January 2019 | Norfolk 505

Thursday 4 April 2019 | 12.4.12 Charles Street

Sessions will start at 0930 and continue to 1230

## Supervising Doctoral Studies (Epigeum online resource)

This online training is one module from a series delivered via Epigeum (hosted externally by Oxford University Press)

Supervising Doctoral Studies will empower universities to ensure all staff members involved in the supervision of doctoral candidates (including external supervisors) are well equipped to deal with emerging challenges in this continually-changing field. The programme provides reassurance that institutions are employing the most effective and up-to-date techniques in supervision, ensuring the best possible environment for their doctoral candidates.

There are 10 hours of core activities and 20 hours of additional activities

- Introduction: The Doctoral Context
- Attracting and Selecting Doctoral Applicants
- Approaching Supervision
- Setting your Candidate on the Right Course
- Managing Progress
- Expectations and Preparing for Examination
- Issues in Supervision
- Continuing your Supervisory Development

Further information about registering for an account with Epigeum can be found here: [Epigeum guidance document](#). The direct link to access the training is <https://researchskills.epigeum.com/>

## Supervisor Forums

Supervisor forums will run during the year to cover specific areas of interest. These will be open to new and experienced supervisors and will be a chance to learn new skills or refresh existing knowledge and keep up to date with regulations and procedures.

### Supervisors and the RDF Planner

Date: Wednesday 13 December | 5520 Surrey

Time: 1200 - 1330

### Completion Plans - Pre and Post RF2

Date: TBC (mid-January 2019) | Venue TBC

Time: TBC

RDF Domains:



Engagement, influence and impact: D1

<https://blogs.shu.ac.uk/doctoralschool/>

# Frequently Asked Questions

**1. Am I eligible to attend?**

All postgraduate research degree students and research staff are eligible to attend the workshops.

**2. How much does it cost to attend?**

All of the workshops that we offer are free of charge to all postgraduate research students and research staff. If you book a place and find you can't attend, please let us know in advance and cancel your place. Although you are not charged to attend an event, nor a cancellation fee, hosting these events does incur costs for the Doctoral School (eg admin costs, speaker fees, etc). Our resources and budget are finite and need to be used as effectively as possible.

**3. How do I book onto a workshop?**

Places on courses are limited and booking is required. Please use the relevant Eventbrite booking link shown on the Doctoral School blog/events calendar to book a place. Enquiries can be sent to [doctoralschool@shu.ac.uk](mailto:doctoralschool@shu.ac.uk)

**4. What happens if a workshop is fully booked?**

A waiting list system is operated when a session becomes fully booked and if places become available, people on the waiting list will be contacted. If demand is high, further sessions may be arranged if there is the resource to do so.

**5. What if I need to cancel my place?**

Please contact the Doctoral School ([doctoralschool@shu.ac.uk](mailto:doctoralschool@shu.ac.uk)) as soon as possible, and ideally no less than 2 days before the event. We may then be able to offer your place to someone else, but need time to contact them. You can also cancel a place booked via Eventbrite, but if there is less than a week before the event, please also email the Doctoral School.

**6. Attendance at Workshops**

We maintain attendance registers at workshops. If you consistently book and don't turn up or repeatedly cancel at very short notice without a valid reason, we reserve the right to temporarily moderate any booking requests you make for future workshops. When you book a place on a workshop, please remember that you are committing to attend the full duration of the session, so please plan your time and commitments to ensure that you don't need to leave before the session ends.

**7. Are refreshments provided?**

To comply with University spending policy, we're not able to provide refreshments for our sessions. Please feel free to bring your own refreshments/food (this may be restricted in IT rooms).

**8. Where are the workshops held?**

Sessions will take place at various locations on City and Collegiate campuses (campus maps are provided at the end of this booklet).

**9. Are the skills development workshops mandatory?**

Some are mandatory (if so this will be indicated, eg Induction) but most are optional. You are advised to discuss your needs and the RDF with your supervisors at your supervisory meetings and identify training and development that you feel will benefit you. Collaboration and discussion generate ideas, learning and growth - so please contribute fully to the events you attend.

**10. Why am I asked to complete an event feedback sheet?**

Feedback and reflection is essential to continuous improvement, so by completing an evaluation form you can help us shape future events. If you don't tell us what's not so great, we can't improve it. We also like to hear what we're doing well.

**11. Where can I find further information?**

For further information please visit the Doctoral School blog and events calendar. Any queries can be sent to [doctoralschool@shu.ac.uk](mailto:doctoralschool@shu.ac.uk)

## Further Sources of Development

### Library Research Support Team

The Library Research Support team provides high quality information and advisory services to research students, researchers and research active academic staff and other university colleagues in support of the University's aim to build on strengths in research, innovation and knowledge transfer.

They are here to help you throughout your research project with:

- Open Access, publishing for the REF, and Article Processing Charges
- Research Data Management and Data Management Plans
- Finding information
- Literature reviews
- Managing your information and keeping up to date
- Disseminating and publishing your work
- Maximising the reach and visibility of your work
- Tracking the impact of your work
- Attributing your work unambiguously to you with an ORCID iD
- Accessing books, journals and databases relevant to your research
- Co-curating the University's Special Collection

The team work with the Doctoral School and SHaRD to deliver workshops throughout the year and also welcome your individual queries via [library-research-support@shu.ac.uk](mailto:library-research-support@shu.ac.uk) or on 0114 225 3852. Further information can be found on <https://blogs.shu.ac.uk/libraryresearchsupport>

### Careers and Employability service

Helping you to get ahead of the competition

We can help you get work-ready skills that make you stand out when you graduate. And our expert advisers will support you as you plan your future career.

Come along to our new centre to discover more about

- getting work experience
- part-time jobs, on and off campus
- graduate careers
- building work-ready skills
- our mentoring scheme
- becoming self-employed
- career planning and help with applying for jobs

<https://www.shu.ac.uk/current-students/careers-and-employability>

### Vitae

Vitae is a national organisation which champions the personal, professional and career development of doctoral researchers and research staff in UK universities. Vitae provides resources, advice and information for individual postgraduate researchers and members of research staff who are interested in their professional development and careers. The University has institutional membership of Vitae and as a student or a member of staff you can register with your University email address to access all of Vitae's resources free of charge <http://www.vitae.ac.uk>. This will be the same login details that you use to access the RDF Planner.

## Epigeum Online Training Modules

The University has paid for an institutional subscription for access to a number of the Epigeum online courses. They are available via an external website hosted by Oxford University Press (the owners of Epigeum). This content is available to all SHU staff and students. In order to access the modules, you will need to set up an account on the system using your **SHU email address** (please do not use a personal email address as this will not link you to the SHU subscription). A document which walks you through the registration process can be accessed via <https://blogs.shu.ac.uk/shard/resources/>

The Modules available are:

- Research Ethics
- Research Methods
- Enhancing Research Impact
- Introduction to 'Research Skills'
- Research Integrity
- Entrepreneurship in the Research Context
- Transferable Skills
- Statistical Methods (for Biomedical Sciences; Business; Engineering; Natural Sciences; Social Sciences)
- Supervising Doctoral Studies
- Professional Skills for Research Leaders

## University English Scheme (UES)

The UES offers a module for students engaged in research (ie Doctoral students). The focus is on developing the language to explain and present your research in both written and spoken formats. This support is for all students, not solely for non-native speakers. Find out more on <https://students.shu.ac.uk/shuspacecontent/languages/university-english-scheme-ues>

## Student Development and The Skills Centre

The Skills Centre offers advice, information and resources to help all SHU students raise their aspirations, improve their academic performance and develop transferrable skills for employment. The Centre runs sessions on both City and Collegiate campuses covering all sorts of topics, from improving your writing to stats help. If you don't fancy coming to a session or are a distance learner, you can log in to [Skills 4 Study Campus](#), a module based web resource covering the same topics.

Further information can be found on <https://blogs.shu.ac.uk/skillscentre>

## Videos

Good Doctorate  
Good Upgrade  
Good Viva

Good Supervision  
Good Presentation  
The UK Doctorate

<https://blogs.shu.ac.uk/shard/resources>

SHU login required, work best in Internet Explorer

## Lynda.com

All students have access to Lynda.com - an online library of video tutorials to help you improve your IT skills or learn something new. You can access [Lynda.com](#) 24/7 from any PC, smartphone, tablet or laptop. Choose to view bite-sized chunks or watch entire courses at a time.

Playlists help you keep track of what you'd like to learn and bookmarks will let you remember where you last finished watching. There are videos on absolutely everything you can think of on Lynda, from basic Office applications to advanced programming, and of course Blackboard

<https://students.shu.ac.uk/shuspacecontent/it/improve-your-it-skills-lynda>

<https://blogs.shu.ac.uk/doctoralschool/>

## USEFUL LINKS

### Doctoral School Blog

<https://blogs.shu.ac.uk/doctoralschool/>

### SHaRD Blog

<https://blogs.shu.ac.uk/shard/>

### Doctoral Community

Further details of SHU's researcher led communities can be found on the Doctoral School blog

<https://blogs.shu.ac.uk/doctoralschool/doctoral-community-2/>

### Research Degrees Blackboard Site

All research students and supervisors will be attached to the Research Degrees Blackboard site. This is a comprehensive source of information about processes and regulations. Login to Blackboard via

<https://www.shu.ac.uk/myhallam>

### Code of Practice

The Code of Practice for Supervisors and Research Students can be found on the Research Degrees Blackboard site

### Library Research Support Team

The team work with the Doctoral School and SHaRD to deliver workshops throughout the year and also welcome your individual queries via [library-research-support@shu.ac.uk](mailto:library-research-support@shu.ac.uk) or on 0114 225 3852. Further information can be found on

<https://blogs.shu.ac.uk/libraryresearchsupport>

### Ethics

Further information on the University's Ethics policies and procedures can be found on:

<https://www.shu.ac.uk/research/ethics-integrity-and-practice>

### Converis

The portal to which all Ethics applications must be uploaded. Please direct all Converis system enquiries to [converis@shu.ac.uk](mailto:converis@shu.ac.uk)

### Vitae

<https://www.vitae.ac.uk/> For further information about the RDF Planner and Personal Development Planning, along with lots of useful resources and materials.

### Epigeum

#### Research Skills

<https://researchskills.epigeum.com/>

Please visit the Resources page on the SHaRD blog for instructions on how to set up your account with Epigeum and access all the training modules (<https://blogs.shu.ac.uk/shard/resources/>)

<https://blogs.shu.ac.uk/doctoralschool/>

### Careers and Employability Service

Appointments can be booked with a Careers Consultant and the Careers Service offer workshops during the year.

<https://www.shu.ac.uk/current-students/careers-and-employability>

### IT Help

Providing support and help for any IT related queries. They can be contacted on [ithelp@shu.ac.uk](mailto:ithelp@shu.ac.uk) or 0114 225 3333.

### The Multifaith Chaplaincy

The Multifaith Chaplaincy is a safe and welcoming space for people of all faiths and none. More information can be found here: <https://students.shu.ac.uk/shuspacecontent/stay-well-stay-safe/spirituality-faith-and-belief>

### Disability Support

<https://students.shu.ac.uk/shuspacecontent/disability/contact-disabled-student-support>

### Student Wellbeing (Mental Health & Counselling)

Further information can be found here: <https://students.shu.ac.uk/shuspacecontent/stay-well-stay-safe/wellbeing-personal-support-and-development>

### Students' Union

<https://www.hallamstudentsunion.com/>

A useful site for accessing information and support provided by the Students' Union during your studies - including news about societies and social events and representation.

There is a society you can join, specifically for Postgraduate Research Students. ([link](#))

### Sports

Sheffield Hallam Active - further info on <https://students.shu.ac.uk/shuspacecontent/sport/sport-fitness-shu>

### Research Methods Training (MRes Modules)

Enquires about research methods modules from the MRes course can be directed to Courtney Burgess (course administrator) on [c.burgess@shu.ac.uk](mailto:c.burgess@shu.ac.uk)

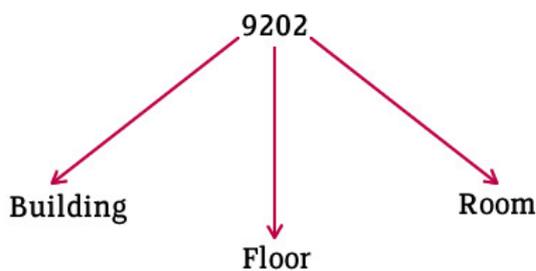
## Guide to room numbers

### City Campus

Room numbers help you identify the building, floor and room easily.

In the example (right), the room number 9202 is in Cantor (Building 9), Floor 2, Room 02. Hence, 9202.

Some buildings or floors within buildings are accessed from other areas of the university. For instance, Howard, Norfolk and Surrey buildings are accessed mainly through the Atrium. The same goes for certain floors of City Campus' largest building, Owen.



Here is a list of the buildings within City Campus together with their numerical designations:

- 2 Harmer
- 3 Eric Mensforth (EMB)
- 4 Sheaf
- 5 Howard / Surrey
- 6 Adsetts
- 7 Stoddart
- 9 Cantor
- 10 Arundel
- 11 Oneleven
- 12 Charles Street
- 16 Sheffield Institute of Arts (SIA)

Owen & Norfolk buildings do not have building numbers; these rooms are numbered according to the floor and room number. For instance Owen 222 is Floor 2, room 22.

### Collegiate Crescent Campus

Collegiate buildings are numbered slightly differently, using alphabetical prefixes as follows. Buildings are numbered using the same principle as City Campus. So F508 is Robert Winston Building, floor 5, room 08.

- A Collegiate Hall
- B Saunders Building
- C Library
- D Main Building
- F Robert Winston Building
- G Woodville
- HC Heart of the Campus
- N The Mews
- R Willow Court
- S Chestnut Court

Other locations, start with the building name, for instance Southbourne 201 is in the Southbourne building, floor 2, room 1.

