



THE UNIVERSITY
of EDINBURGH



INSTITUTE FOR
**ACADEMIC
DEVELOPMENT**

Postgraduate Researchers 21/22

Transferable skills, professional and personal
development training and support





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Welcome

Welcome to the 2021/22 Institute for Academic Development (IAD) brochure for postgraduate researchers. This brochure is intended for all postgraduate researchers, specifically doctoral researchers, masters by research and professional doctorate students at the University of Edinburgh and details the range of provision on offer from the IAD.

Developing a range of personal and professional transferable skills is now widely recognised as a key element of the postgraduate research experience. The IAD offers a comprehensive programme of workshops, activities and courses designed to equip you with relevant skills to help you to get started, prepare for key milestones, and complete your research degree, as well as with skills which can be transferred to future employment.

The IAD programme is designed to complement School and College level support and is delivered by expert trainers. The focus is on providing interactive, practical and relevant support and this is delivered in a range of ways, from short workshop sessions to longer courses and through face to face and online delivery. As well as learning from the tutors, our workshops also provide opportunities to meet and share experiences with other research students.

We urge you to make the most of the opportunities on offer to you during your research degree, and look forward to welcoming you.



Dr Fiona Philippi



Louise McKay

Researcher Development Team
(Doctoral Provision)

Supporting you and your wellbeing

Your supervisory team will meet you regularly to ensure your PhD project is on track and to identify and tackle problems as they arise. In the same way, the University has a range of services and resources to help you recognise when issues are troubling you and affecting your wellbeing. The IAD's role is to support you in developing the skills you will need to succeed in research, but when you attend our workshops and events you can also meet other researchers and share perspectives from them about your concerns and successes.

We are continuing to develop a range of online resources, so you can access development opportunities flexibly.

There's no shame or stigma in admitting that you need help during your research degree. If you ask for help early, there's more time to work with you to find the right support for your needs. Schools and institutes support wellbeing in many different ways – coffee mornings, pastoral tutors, mentoring or student-staff committees. The fact these mechanisms are in place demonstrates that we expect you to need, and ask for help during your PhD.

If you need more than peer support, you can and should approach one of the University's support services. The Student Counselling Service supports the mental health of all students, including PhD researchers, through counselling, workshops and referral to other services. The Student Disability Service provides specialist support, advice and guidance on request. The Student Advice Place is the Edinburgh University Students Association's professional advice team. The Chaplaincy offers a wide variety of wellbeing activities, for people of all faiths and none. You can also access support from a range of expert third parties including TogetherAll and the Feeling Good app.

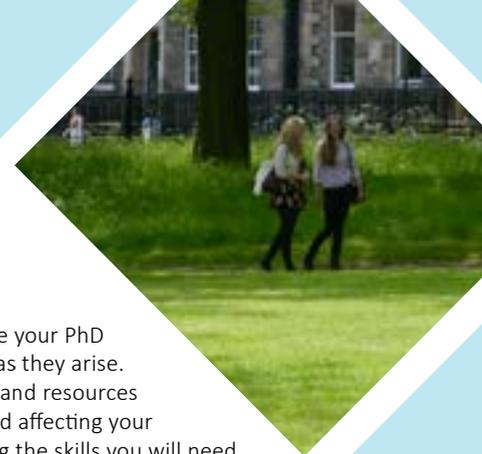
www.ed.ac.uk/counselling-services

www.ed.ac.uk/chaplaincy/mindfulness-and-wellbeing

www.eusa.ed.ac.uk/support_and_advice/the_advice_place/

www.ed.ac.uk/student-disability-service

www.togetherall.com



How to use this brochure

This brochure is a guide to the core training and support available through the IAD for postgraduate researchers. To make it easier for you to find what you are looking for, we have broken down our core programme of workshops into themes: Research Planning and Management, Communication and Impact, Writing and Publishing, Digital and Library Skills, Statistics, Personal Effectiveness and Public Engagement. Each workshop has a short description, suitability and an indication of how frequently it is run through the academic year. We have also mapped all our training to the Researcher Development Framework (RDF). You can find a short

introduction to this and an overview of the mapping on page 10.

Please note that the programme is subject to possible change throughout the year, the most up to date information (including dates, full descriptions and booking information) can be found here:

www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/course-list

How do I know what training I need?

We recognise that each researcher has a set of unique training needs and recommend that you consider the following:

1. Reflect on your current skills to identify your strengths and areas where you feel there are gaps. The RDF can be used for this purpose.
2. Speak to your supervisor about your training needs.
3. Speak to other researchers, to share advice and recommendations about training.
4. Check what your School/College provides in terms of support and training.
5. Look at the IAD web pages, read our monthly newsletter and follow our blog.
6. Complete the Training Needs Analysis Form on the IAD webpages.



Bookings and Cancellations

Booking: To book any of our workshops please visit our webpage:

www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/course-list

where you will find a list of all workshops on offer and a link to book a place. Workshops generally open for booking one month in advance of the shown date. If you do not see a live booking link, please check back nearer the workshop date.

Waiting lists: If the workshop is full please add yourself to the waiting list, if we see there is a high demand for a workshop we will aim to add additional workshops based on waiting list numbers.

Cancelling: If you need to cancel your booking, please do so at your earliest opportunity and at least 3 days before the event. Someone else may be able to take your place, but we need time to contact them. Also, although you are not charged for an event, there are costs we incur (e.g. administration costs, tutor fees and catering) which relate directly to places reserved.

How to cancel: You can cancel your booking via the MyEd Event Booking Channel. Go to MyEd and then the Event Booking Channel. Click on "My Bookings" - here you will have the option to cancel your place.

Attendance: We maintain attendance registers; unexpected absences will be noted. If you consistently fail to attend, or repeatedly cancel with very short notice, you may be prevented from booking future IAD events.

PGR Roadmap

This road map is designed to help you plan your development through your time as a postgraduate researcher. This is indicative only and you should always take time to reflect and plan your own personal development and discuss this with your supervisor.

STARTING OUT

Starting out is exciting, but can be daunting as there seems to be so much to do!

Consider the following

- Understand your expectations, those of your supervisor and of the institution. Look at the Code of Practice for Supervisors and Research Students, read information available through your School and College, speak to your supervisor.
- Understand the milestones– what are you working towards and make a plan. Remember to include time to relax and do activities outside your research.
- Start your networks with peers and other researchers. Find out what is available and attend relevant events.
- Take time to ensure you are confident with the basics, eg. do you know how to use the library? Do you know about reference managers?
- Breathe! Think of the first stage as a starting point in a much bigger project – you are not expected to have all the answers from day one!

Some skills to focus on

- Project planning and management
- Time management
- Library skills – finding literature, managing references etc.
- Language and writing skills
- Understanding ethics and integrity

Some recommended workshops

Getting Started with Postgraduate Research, How to be an Effective Researcher, Seven Secrets of a Highly Successful Research Student, Practical Project Management, Good Practice in Research Data Management, Time Management and Speed Reading

MID-STAGE

Take time to reflect, review your progress and start to look forward to life after your degree. If you are finding this period tough, try not to worry. Speak to others and identify ways to ensure you have a good work/life balance.

Some things to consider

- Review your research plan. Ensure it is still current.
- Focus on writing. Writing is hard work and requires commitment. Identify ways in which you can prioritise writing time. Experiment with different approaches to find ones which suit you.
- Reflect on the achievements you have made and how far you have come. Examine your skills, what have you developed and what do you want to develop now?
- Focus on communication skills. Find out about ways to communicate your research and build on your networking skills.
- Think about what next – do some career planning.

Some recommended workshops

Presenting Made Easy,
Effective Writing

FINAL STAGES

The end is in sight, although the writing up stage can seem to drag on! Make sure you know what is expected from you in terms of thesis formatting, submission and examination procedures and regulations.

Some things to consider

- If you are still finding it difficult to get into a regular writing habit, attend a writing retreat.
- Ensure you know the standards required for your thesis. Become an expert proof reader!
- Prepare as best you can for the viva examination.
- Continue to build a plan for your career post-degree.
- Although this can be a stressful time, do still plan for breaks and taking time out for yourself.

Some recommended workshops

Viva Survivor
Thesis Writing Bootcamp: Planning,
Finishing and Avoiding Pitfalls

Researcher Development Framework (RDF)

The Researcher Development Framework (RDF) was developed by Vitae (www.vitae.ac.uk) as a tool to assist researchers in identifying and planning their professional and personal skills development. It is a comprehensive framework made up of 4 main domains:

Domain A: Knowledge and Intellectual Abilities

Domain B: Personal Effectiveness

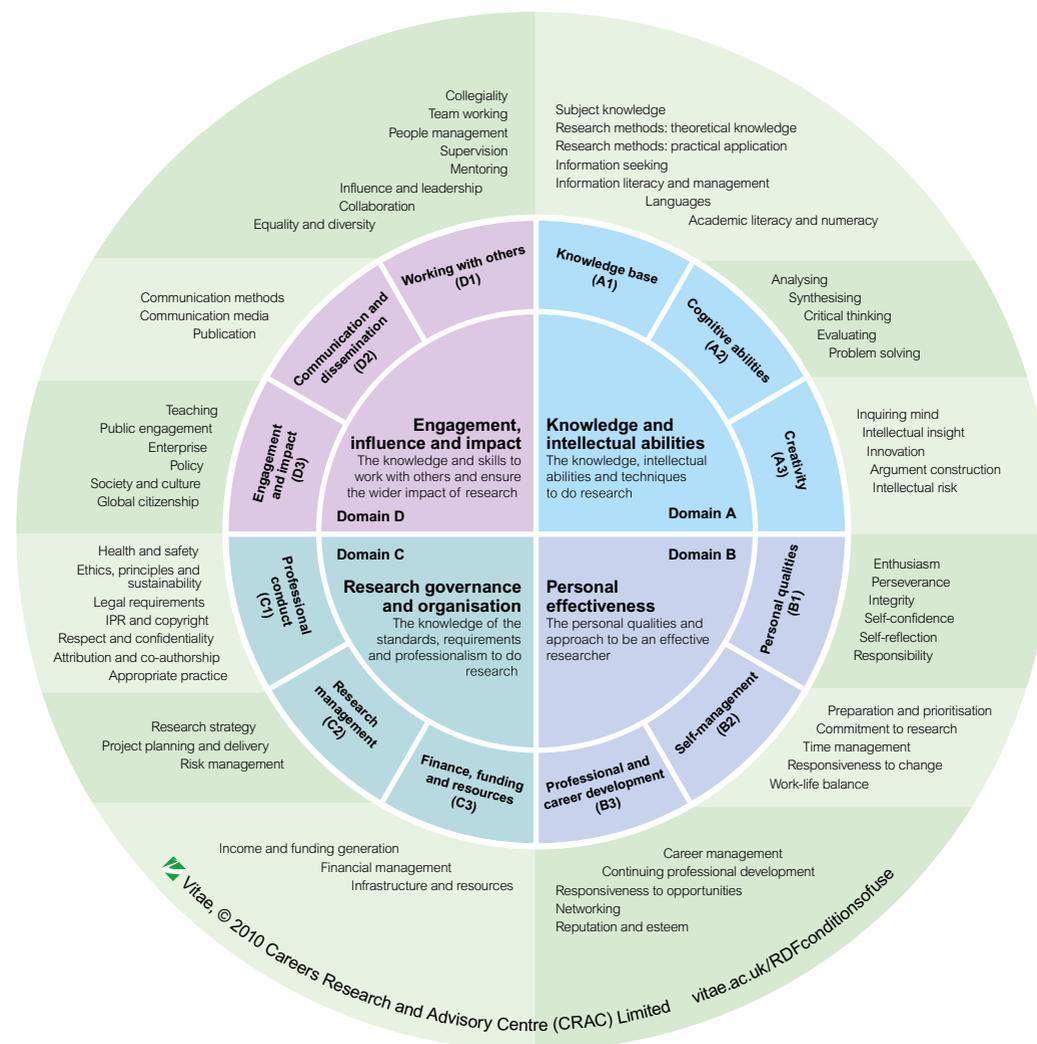
Domain C: Research Governance and Organisation

Domain D: Engagement, Influence and Impact

These domains are further categorised into 12 sub-domains and for each there are 5 stages of development.

There are many different ways in which researchers can make use of the RDF. One of these is to start by doing a skills audit to identify present and desired competence and confidence levels in a particular skill area. As a researcher you are likely to have a wide range of skills which may have been acquired through past studies, work or other experience. It is important to recognise these and to reflect on how these can be refined and developed. Equally, you may have gaps in your knowledge or experience of a particular skill area, and the RDF can help you to recognise these.

One way to develop skills is to undertake training in a certain area. At the IAD, we have mapped all our workshops to the domains of the RDF in order to support the use of the RDF by researchers. This mapping can be found on **pages 12-15**.



RDF Mapping

Domain A			Domain B			Domain C			Domain D		
A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3

Research Planning and Management

Realising the benefits of Good Research Data Management	●	●	●			●	●	●			
Managing Your Research Project				●			●				
Finding Funding for your Research						●	●				
Practical Project Management for Research Students				●		●					
Viva Survivor		●		●							
Writing a Data Management Plan for your Research	●					●	●		●	●	●

Communications and Impact

Designing Effective Slides	●									●	
Pitch Perfect: Public Speaking, Networking and Engaging					●					●	●
How to Design an Effective Conference Poster	●									●	
Presenting with Ease - Presentation Techniques				●						●	●
Communicating the Impact of your Reserach	●									●	●
Presenting with Ease - Delivering Presentations				●						●	●
Presenting your Poster Pitch										●	●
Figures, Images and Visualising Information	●			●	●						
Effective Conference Posters	●										●
Handling Presentation Difficulties	●			●							●

Domain A			Domain B			Domain C			Domain D		
A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3

Writing and Publishing

Beating Writer's Block	●			●							
How to Be Your Own Best Editor	●	●									
Is My Writing 'Academic' Enough?	●		●								
Proof Reading	●										
Text: Coherence, Structure and Argumentation	●										
The Writing Process: Getting Started	●										
Writing a Literature Review	●	●	●								
Writing and Designing Your Academic Poster	●										●
Writing Abstracts	●	●									
Writing Clinic	●										
Writing for Publication	●										●
Writing Well: Language and Style	●										
An introduction to copyright and publishing	●										●
Academic Publishing between Copyright, Creative Commons and Open Access	●										●
This is what I do... and this is why it matters	●										●
Academic Writer - The Creative Writer	●		●								●
Top Tips for Writing a Literature Review	●	●	●								●
Top Tips for Writing a Policy Brief	●	●	●								●
Advanced English Grammar and Punctuation	●	●									
Thesis Writing Bootcamp: Planning, Finishing and Avoiding Pitfalls	●	●									●

Domain A			Domain B			Domain C			Domain D		
A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3

Digital and Library Skills

Beginners Guide to Imaging	●	●	●								
Social Media for Research and Impact									●	●	
Managing a Bibliography in Endnote	●										
Finding Academic Literature	●	●									

Statistics

Statistical Consultancy 1:1 Session	●										
Introductory Statistics for Life Scientists	●	●					●				

Public Engagement

Public Engagement Beyond Public Lectures					●				●	●	●
Story Telling Techniques for Effective Communication					●				●	●	●
Voice and Presentation Skills				●					●	●	●
How to Design a Public Engagement Process					●				●	●	●
An Introduction to Public Engagement in Research					●				●	●	●
Facilitation Skills for Public Engagement					●				●	●	●
Creating Impactful Public Engagement									●	●	●

Domain A			Domain B			Domain C			Domain D		
A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3

Personal Effectiveness

Conference and Events Organising					●				●		
Creating Effective Collaboration				●					●		
Creative Problem Solving for Researchers		●	●								
Improve Productivity - Reduce Stress				●	●						
How to be an Effective Researcher				●	●	●	●		●		●
Seven Secrets of a Highly Successful Research Student				●	●						
Simply Assertive				●					●		
Speed Reading	●										
Team Building and Leadership Fundamentals									●		
Think Strategically and Respond Rapidly					●	●					
Managing Your Work, Yourself and Your Goals					●						
Managing Your Work: Working with Other People					●				●		
Imposter Syndrome: Why Successful People Often Feel Like Frauds					●	●					
Working with your Supervisor and your Supervisory Team	●								●		
Staying Well and Being Productive during your PhD					●	●					

Workshops

The following workshops make up our core programme (open to all postgraduate researchers), we also support many Schools in a range of other ways including: induction sessions, managing your PhD, preparing for first year review, PhD Thesis Workshops and viva preparation sessions. For information on these please check our webpages and with your School.

Please note that all workshops are subject to change throughout the academic year. Full descriptions, learning objectives and links to booking for each of our workshops are available on the IAD website at:

www.ed.ac.uk/instituteacademicdevelopment/postgraduate/doctoral/courses/course-list

Find out what support is available from your College by contacting the College Postgraduate Office:

College of Arts, Humanities and Social Sciences: hsspg@ed.ac.uk

College of Science and Engineering: pgrcse@ed.ac.uk

College of Medicine and Veterinary Medicine: mvmppg@ed.ac.uk



Research Planning and Management Workshops

Managing Your Research Project

This workshop focuses on the project management of research projects, covering topics such as high-level planning, prioritising, and monitoring the progress of your projects.

Practical Project Management for Research Students

This workshop aims to provide you with an introduction to project management. We will cover topics such as setting objectives, planning, managing stakeholders, risk management and reflecting on completion of projects.

Viva Survivor

This workshop covers preparation for the viva, sources of support, practical strategies and discusses common viva questions.

All 2nd and 3rd year PhD Students

Realising the Benefits of Good Research Data Management

This workshop explores key data management topics including day to day management, planning, back up and security.

Finding Funding for Your Research

This workshop explores the different sources of research funding and identifies a strategy for successful grant applications.



Writing a Research Data Management Plan for your Research

This practical workshop will explain the components of a good data management plan.

IP: Your most Valuable Asset?

This session is an introduction to the different types of intellectual property (IP) and why IP is important to the university and to individual researchers.

Final Year Focus

This session is for those approaching the end of their PhD and will look at tools and processes to help with the final year of your PhD

Communication and Impact

Designing Effective Slides

This session focuses on designing effective slides for presentations.

Pitch Perfect: Public Speaking, Networking and Engaging

This workshop will focus on verbal skills and communication, focusing on techniques for presentation delivery, pitching research, networking and handling questions.

How to Design an Effective Conference Poster

This workshop will examine in detail the features, design and layout of a good poster.

Presenting with Ease

This online course aims to teach you the basic rules of giving presentations.

Presenting with Ease - Presentation Techniques

This workshop is for those who want to develop and improve their presenting skills, focusing on delivery, body language, structure and dealing with nerves.

College-specific for all PGR students

Communicating the Impact of your Research

This workshop will cover strategies for developing a communication strategy to effectively communicate your research and its impact.

Presenting with Ease - Delivering Presentations

This is an optional follow-on workshop from 'Presentations Made Easy - Presentation Techniques', allowing participants the chance to deliver a presentation and receive feedback.

Presenting your Poster Pitch

This workshop focuses on how you pitch your poster using new 'elevator' and 'pecha kucha' techniques in verbal/visual communication.

To attend this workshop you must have attended 'Writing and Designing Your Academic Poster'

Figures, Images and Visualising Information for Research

This workshop is designed to introduce participants to various types of visual formats including standard graphs, information visualisations and graphics for publication.

Effective Conference Posters

This online workshop examines the features of good poster design, looking at the relative importance of pictures versus words, and will equip the participants to play an active role in the design of their future conference posters.

Handling Presentation Difficulties

This workshop will cover tips and tricks for dealing with the presentation stumbling blocks that you can't control, such as difficult questions.

Writing and Publishing

Academic Writer - The Creative Writer

This workshop explores some of the creative writer's toolkit through short writing exercises that initially take us outside the realm of academic writing, and eventually back into it.

An Introduction to Copyright and Publishing

This workshop provides an overview on the fundamentals of copyright as it applies to PhD students in terms of writing the PhD thesis and associated publications.

Academic publishing between Copyright, Creative Commons and Open Access

This workshop provides an overview of academic publishing, copyright, creative commons and open access as it applies to PhD students in terms of writing the PhD thesis and associated publications.

Beating Writer's Block

This workshop focuses on writer's block and strategies to overcome it.

College-specific for all PGR students

Collaborative Writing and Publishing

This workshop will explore both the benefits and potential pitfalls of writing in collaboration with others.

Grammar and Punctuation

This online workshop is designed to familiarise participants with the basic rules of good English grammar and punctuation.

How to Be Your Own Best Editor

This workshop focuses on the key qualities of good writing and strategies for editing effectively.

College-specific for all PGR students

Is My Writing 'Academic' Enough?

This workshop will look at academic conventions in terms of writing style, organisation, and linguistic and stylistic choices.

This is a college specific workshop and if possible, students should have attended 'The Writing Process - Getting Started'

Just Write/Researcher Writing Hour

A session to provide you with a quiet space and time to work on your chosen writing projects.

Text: Coherence, Structure and Argumentation

This workshop focuses on improving writing skills, including ordering sentences and paragraphs, signposting, and developing arguments.

The Writing Process: Getting Started

This workshop focuses on the early stages of the writing process: getting started, generating material, structuring a text and developing a first draft.

College-specific for all PGR students

This is what I do... and this is why it matters

This workshop explains how to capture what your research is about in an engaging way, so that it makes sense to others who might not share your background.

Top Tips for Writing a Literature Review

This online workshop will help participants understand the key elements of a good literature review and its purpose.

Top Tips for Writing a Policy Brief

This online workshop will look at the challenges faced by policy brief writers, especially understanding your audience, using appropriate language and style and thinking about impact.

Advanced English Grammar and Punctuation

This online session will look beyond the more basic aspects of grammar and punctuation covered in the introductory online session and focus on some trickier ones.

Writing a Literature Review

This workshop will focus on practical strategies for writing a literature review, including selecting source material, effective reading methods, note taking and structuring a review.

College-specific for all PGR students

Writing Abstracts

This workshop will scrutinise abstracts, consider the function of abstracts; their typical components and structure; abstract-related conventions in different disciplines; and the stylistic conventions associated with abstracts disciplines.

Writing Clinic

This workshop is an opportunity to receive feedback and discuss your writing individually in a dedicated 30 minute time slot.

Writing for Publication

This workshop aims to provide advice and information on the publication process, looking at publication strategies, revising material, preparing manuscripts, targeting journals, working with editors, and the review process.

Writing Freely: Blogging About Your Research

This workshop explores what blogging can add to your academic practice and how to use it to support your research.

Writing Retreats

A structured workshop providing dedicated writing time in a supportive environment.

Duration - Full day

Writing Well: Language and Style

The workshop focuses on key features and stylistic aspects of both academic and creative writing.

Thesis Writing Bootcamp: Planning, Finishing and Avoiding Pitfalls

This workshop explores the practicalities of thesis writing, including planning techniques, appropriate writing style and how to make writing more productive.



Digital and Library Skills

Beginners Guide to Imaging

This 10-week online course aims to give students a basic understanding of the history of imaging and imaging modalities.

Searching Research Literature and Managing Bibliographies

This workshop covers the information research process and developing good practice in literature searching, focusing on complex search strategies, complex search tools and appropriate referencing systems.

Citing sources and creating bibliographies with Mendeley

This session is intended for students who would like to get help or advice for using Mendeley to keep a database of literature sources and create reference lists easily in essays and other written work.

Citing sources and creating bibliographies with Zotero

This session is intended for students who would like to get help or advice for using Zotero to keep a database of literature sources and create reference lists easily in essays and other written work

Finding Academic Literature

This workshop provides an introduction to resources and databases available to research students when searching for academic literature.

College-specific for all PGR students

Social Media for Impact

This workshop outlines key strategies for developing an online presence and boosting career prospects through the use of social media tools.

Citing sources and creating bibliographies with Endnote

This workshop will provide advice on using Endnote to keep a database of literature sources and creating reference lists easily in essays and other written work.

Statistics

Statistical Consultancy 1:1 Session

This workshop is an opportunity to discuss your research individually with an experienced medical statistician during a 45 minute slot.

Introductory Statistics for Life Scientists - Level 1

This is an online five week course introducing students to the basic principles of statistical thinking and some of the most common types of analysis needed for research projects.

Aimed mainly at students in the College of Medicine & Veterinary Medicine, but open to all

Introductory Statistics for Life Scientists - Level 2

A five week online course building on material covered in the Level 1 course. The Level 2 course focuses on study design, correlation and linear regression, analysis of variance models and method comparison.

Open to all Postgraduate Research students who have completed Introductory Statistics for Life Scientists – Level 1



Personal Effectiveness

Conference and Events Organising

This workshop is designed for those interested in planning their own events, workshops and conferences. It covers topics such as planning, event structure, marketing, sponsorship, and post-event actions.

All Postgraduate Research Students/Staff

Creating Effective Collaboration

This workshop is an opportunity for participants to recognise their skillset, explore what makes collaborations work and identify their own collaboration goals.

Creative Problem Solving for Researchers

This workshop is designed to explore a range of methods for problem solving, and discusses how to apply and implement creative techniques to real problems experienced by researchers.

Imposter Syndrome: Why Successful People Often Feel Like Frauds

This workshop explains why high performing people often doubt their abilities and find it hard to enjoy their successes. It shows the links to perfectionism and self-handicapping strategies such as procrastination, avoidance and over commitment.

Improve Productivity - Reduce Stress

This workshop looks at time management and approaches to organisation that help reduce overall stress.

How to be an Effective Researcher

This workshop focuses on practical ways to increase your effectiveness as a researcher, covering project planning, working practices, working with others, receiving feedback and planning for the future.

First and Second year PhD Students

Speed Reading

This workshop provides you with the tools to help you read academic literature more quickly, strategically and critically.



Seven Secrets of a Highly Successful Research Student

This workshop looks at the evidence-based key habits that will make a difference to how quickly and easily you complete your PhD. Topics include dealing with your supervisor, time management, writer's block, getting the help you need and motivating yourself.

Simply Assertive

This workshop focuses on techniques for building self confidence in dealing with difficult situations in a clear and assertive manner.

Working with your Supervisor/ Supervisory Team

This workshop will explore the student/ Supervisor relationship and how to manage this effectively.

Working productively at a distance – working with your supervisor and time management

This workshop is for PhD students working remotely and will look at effective ways to manage your time and the relationship with your supervisor.

Team Building and Leadership Fundamentals

This workshop aims to help you understand how to be part of an effective team and enhance your leadership skills.

Time Management

This online workshop will cover the basics of effective time management and will apply these principles throughout in the context of an academic role.

Think Strategically and Respond Rapidly

This workshop focuses on responding quickly to opportunities as they arise, such as last minute conference invitations, grant announcements and journal calls.

Managing Your Work, Yourself and Your Goals

This workshop looks at different time management and goal setting models.

The Inner Game - Exploring Stress, Balance, Resilience and Self-Belief

This workshop will help participants recognise and pre-emptively manage the things that stress them and look at how to manage this in a positive way.

Managing Your Work - Working with other People

This workshop will develop your unique team working skills by helping you to focus first on how you like to work and then how to use this knowledge to co-operate and co-work with other professional people.

Staying Well and Being Productive during your PhD

This workshop will discuss dealing with isolation, staying motivated and keeping focussed during your PhD.

Public Engagement

Public Engagement Beyond Public Lectures!

This workshop gives practical guidance on how to have 'collaborative conversations' in a way that is relevant to your research. It builds on the principles of 'dialogue', which has proved a powerful approach to communication in public engagement and many other areas.

Storytelling Techniques for Effective Communication

This workshop is an introduction to using storytelling techniques for effective research communication.

Voice and Presentation Skills Workshop

This workshop will promote and enhance an awareness of what makes your voice interesting and sustainable and will focus on how you deliver a presentation.

How to Design a Public Engagement Process

This workshop will offer strategies to design public engagement activities where everyone is engaged and comes away with something useful.

An Introduction to Public Engagement with Research

This workshop provides an introduction to the ways you can engage the public with your research.

Facilitation Skills for Public Engagement

This workshop looks at ways of improving the communication and inter-personal skills needed to facilitate well.

Creating Impactful Public Engagement

This workshop introduces a flexible approach to planning engagement activities with focus on the outcomes.

Communications Toolkit for a Public Audience

This workshop is ideal for researchers who would like to improve their research communication skills and are new to engaging members of the public with their research.

Online Courses and Resources

We are continually increasing the online support and training we offer postgraduate researchers, please check our webpages for the most up to date information.

e-Writing

This is a self-study course specifically developed for postgraduate students, covering many aspects of writing successfully at University. To find out more or to take the course, visit:

<http://ewriting.org.uk>

Developing Digital Skills

The University aspires to be a fully digital organisation where all staff and students regularly plan and update their digital skills.

The development of digital skills is underpinned by the Digital Skills Framework - a tool to help you evaluate your current levels of digital capability, reflect on development needs, plan a development path and find resources to help develop your digital skills. See www.digitalskills.ed.ac.uk

You can attend classroom-based training through the Digital Skills Programme which offers some research-focussed workshops plus many other courses to develop a broader range of digital skills. See www.ed.ac.uk/is/skills

LinkedIn Learning is an online skills development service offering an extensive library of high quality video courses in digital, technology, creative and business skills. You have free access to the service as University staff and students. See www.ed.ac.uk/is/linkedinlearning

Getting Started with Postgraduate Research

Getting Started with Postgraduate Research is a 3-week, interactive course for all doctoral researchers at the University of Edinburgh. Starting a postgraduate research degree is a very exciting time, but it can also be difficult to know where to start. This course aims to help you settle in by sharing essential information, tips and advice and giving you an opportunity to interact with other students at the same stage. Find out more here:

www.ed.ac.uk/institute-academic-development/postgraduate/doctoral

MANTRA

MANTRA is a free, online non-assessed course with guidelines to help you understand and reflect on how to manage the digital data you collect throughout your research.

<http://datalib.edina.ac.uk/mantra/>

Global Research, Ethics and Integrity:

The Global Research Ethics and Integrity online course is a joint project of members of Universitas 21, which seeks to engage postgraduate students in considerations of ethical issues in a global context. To find out more, visit:

<https://greim.iad.ed.ac.uk/>

Research Ethics and Integrity

Research ethics and integrity underpins excellent research, and is at the heart of what constitutes good research practice. All researchers share the responsibility with their institutions to uphold research ethics and integrity and need to be proactive. It is important to educate yourself on your responsibilities and best practice, and be aware of what constitutes misconduct to avoid pitfalls.

For more information on relevant policies, codes of practice, training, guidance and support, go to the IAD research ethics and integrity webpages:

www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/online-courses/research-ethics

Events and Initiatives

In addition to our core workshop programme, we run additional events and activities throughout the year, including:

Postgraduate Researchers

Welcome Event

This session is for students who have missed a University Welcome event this academic year or have arrived recently.

You will be provided with information on:

- how to manage your research
- the support that is available to you at the University

More information can be found here:

www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/course-list

Writing Retreats

The aim of a writing retreat is to allow researchers to use dedicated writing time to progress any project in a supportive, non-surveillance environment. Most of the day is taken up for writing, with brief scheduled discussions to generate solutions to writing problems, develop drafts, lead to research-orientated conversations and provide feedback on writing in-progress.

www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/course-list



Three Minute Thesis

The Three Minute Thesis (3MT) competition is a research communication competition developed by the University of Queensland. The competition requires doctoral researchers to compete to effectively explain their research to a non-specialist audience in three minutes with one slide. The competition enables participants to share their research and develop their presentation skills, as well as competing for a prize fund and the chance to compete in the Universitas 21 competition.

3MT has been running since 2013 at the University of Edinburgh and is held annually. The competition starts with School Level Heats, which normally take place in March, winners then move on to College Level Heats, normally in April. Three winners from each College then compete in the University final, which takes place in June. Training entitled '3 Minute Thesis Competition Preparation Workshop' is provided for anyone interested in taking part in the competition, and the University finalists are offered specialist training in presentation and voice coaching, as well as effective slide design. The final is also live web-streamed and recorded and you can view previous competitions on the University's YouTube channel.

For more information see:

www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/3mt





The Doctoral College

The Doctoral College was founded in January 2020 by the University Executive. Its aim is to provide a coordinating structure, which brings together the Colleges, Graduate Schools, Institutes, Doctoral Training Centres and professional services to ensure the best support and training for all postgraduate researchers and supervisors across the University.

The Doctoral College is neither a Graduate School nor a professional service. It does not take over the day to day administration of PGR degrees. Its key role is to coordinate doctoral education in a horizontal fashion across the University, in order to facilitate communication of opportunities, training and support, sharing of best practice, and to inform policy making as well as supporting quality assurance and enhancement. It reports to the Senate Education Committee, which is the governing body for postgraduate research degrees.

You can find out more about the Doctoral College and access monthly updates on opportunities, training and support for PGRs from across the University and beyond on the sharepoint pages and via the DC twitter feed.

Doctoral Webpage – <https://www.ed.ac.uk/doctoral-college>

Twitter - [@UoE_Doc](https://twitter.com/UoE_Doc)

Support for Tutors and Demonstrators

The IAD supports tutors and demonstrators teaching and marking across the University by offering orientation courses for new or relatively new teachers, enhanced development courses for more experienced teachers, and support for gaining teaching accreditation.

All of our courses run twice per academic year, once in each semester



Dr. Fiona Quinlan-Pluck



Dr. Emily Woollen

Tutors & Demonstrators Team

Orientation Courses

These workshops are for new or relatively new tutors and demonstrators who will be teaching soon or who have already started teaching.

- Assessment and Providing Feedback
- Assessment and Providing Feedback in the Sciences
- Effective Tutoring Introduction
- Introduction to Laboratory Demonstrating
- Tutoring in the Sciences
- Engaging Students in an Online Environment

Enhanced Development

These workshops are for more experienced teachers who are interested in developing their teaching beyond basic orientation.

- Advising on Personal & Academic Matters
- Designing and Delivering Lectures
- Enhancing Tutorials
- Supervising Projects & Dissertations
- Teaching Outside the Box: Using Creativity in your Teaching

Teaching Accreditation

Introduction to Academic Practice (IntroAP)

This semester long course is aimed at tutors and demonstrators who want to gain accreditation for their teaching experience and become Associate Fellows of the Higher Education Academy (now part of Advance HE). The course is for current teaching staff at Edinburgh University who have at least two semesters of recent teaching experience at higher education institutions.

For further details and to find out more:

www.ed.ac.uk/iad/tutors-demonstrators

To contact us: IAD.tutdem@ed.ac.uk

Other relevant information and resources

Code of Practice

The Code of Practice for Supervisors and Research Students can be found here:

www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf

PhD Planner

This guide includes quick tips from other doctoral researchers, plus quick checklists suitable to different stages of your PhD:

www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/advice-support/phd-journey

Edinburgh Research Office

ERO work alongside researchers to grow ideas into fundable proposals. They also work with research leaders to develop research strategies

Find out more at:

www.ed.ac.uk/research-office

Careers Service

The Careers Service provides support, advice and information on careers and personal development. Find out more at:

www.ed.ac.uk/careers

English Language Education

The English Language Education provides a wide range of Academic and Specialist English courses for international students and teachers. Find out more at:

www.ed.ac.uk/english-language-teaching

Information Services

Learning Technology and Research Support. Find out more here:

www.ed.ac.uk/information-services

The Chaplaincy

The Chaplaincy is a safe and welcoming space for people of all faiths and none. More information here:

www.ed.ac.uk/chaplaincy

Edinburgh Innovations

Edinburgh Innovations lead the University's activities in industry engagement and business development, enterprise support and the identification, management and commercialisation of University intellectual property

www.edinburgh-innovations.ed.ac.uk

Disability Service

The Student Disability Service provides advice and support for disabled students. Find out more at:

www.ed.ac.uk/student-disability-service

The Student's Association

Edinburgh University Student Association works to support Postgraduate Students improve their university experience. Find out more at:

www.eusa.ed.ac.uk/activities/postgraduate

The Advice Place

The Advice Place is a professional, impartial and inclusive service for all students at the University of Edinburgh. Our service is free, independent and confidential. Find out more at:

www.eusa.ed.ac.uk/support_and_advice/the_advice_place/

Edinburgh Global

Edinburgh Global has a comprehensive range of services on offer to postgraduate students through the International Student Advisory Service. Find out more here:

www.global.ed.ac.uk

Sport and Exercise

The University of Edinburgh's sport and exercise facilities are ranked among the very best in the UK. Find out more here:

www.ed.ac.uk/sport-exercise

Student Counselling Service

The Student Counselling Service support the mental health of all students at the University. Find out more at:

www.ed.ac.uk/student-counselling

Photography

Images → Allan Bovill / Mihaela Bodlovic / Paul Dodds / Guthrie Aerial
Photography

Contact Details

If you would like to find out more about the workshops and resources offered by the IAD, or provide feedback on any of our services please visit our website

www.ed.ac.uk/iad/doctoral or email iad.phd@ed.ac.uk

Blog: iad4phd.wordpress.com

Twitter: [@iad4phd](https://twitter.com/iad4phd)

If you require this publication in an alternative format, please email:
iad.phd@ed.ac.uk