

## INTRODUCTION

Welcome to De Montfort University and to the Research Training Programme. As a student studying for the award of MPhil or PhD at this University you are required to undertake training courses which are aimed to help you develop a wide array of key skills. The purpose of this handbook is to provide a source of information about the requirements of the Research Training Programme you need to follow.

Since the publication of the QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education, Section 1: Postgraduate Research Programmes (September 2004), increasing recognition has been given to the need to support students with appropriate training during the course of their research. Research Councils and other funding organisations request that all research students are given access to training in specialist and generic skills and taught how to apply appropriate research methodologies. Research Councils consider the development of these skills as a vital part of the research experience and produced a Joint Statement of Skills Training requirements in 2002 (refer to Appendix A).

In 2003 the Research Councils formed the UK GRAD programme, a body to help co-ordinate research training on a national basis and to provide residential training courses for Research Council funded students.

In 2008 Vitae, a new organisation to champion the professional and career development of doctoral researchers and research staff was launched. Vitae will build on previous work by the UK GRAD programme and UKHERD and is supported by Research Councils UK (RCUK), managed by The Career Development Organisation (CRAC) and delivered in partnership with regional Hubs. De Montfort University is a member of the Midlands Hub Steering Group.

Further information relevant to your experience as a research student can be found on the Vitae web-site at <http://www.vitae.ac.uk/> and for the Midlands Hub at <http://www.vitae.ac.uk/policy-practice/1746/Midlands-Hub.html>.

As a new student you will be given full support to help you undertake and complete your research degree effectively and efficiently. We will help you to identify your individual training needs through completion of a Training Needs Analysis document early on in your research. From the beginning of your research career with us we will give you advice on how to get started on your investigations, introduce you to the concepts of what a research degree entails and ensure that you are fully aware of all the services and facilities that are available to you.

During the course of your time here, this broad introduction will be expanded further to provide you with instruction on the various methodologies, skills and techniques you will need to use. Finally, we will help you prepare for your final examination and your career after the completion of your degree.

Throughout your period of registration we will provide you with the opportunity to complete a personal development planning record which will allow you to reflect on your academic progress and identify skills for further development.

We hope that you find the courses offered stimulating, enjoyable and useful. The Research Office is fully committed to providing support to help you get the best out of your research degree experience and wish you every success with your research.

*Kerry Mason*  
*Research Training Manager*

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## RESEARCH TRAINING PROGRAMME

As part of your research award you are required to attend a number of discipline specific and generic courses throughout your time at the University.

The discipline specific courses are organised by your Faculty or Research Centre and the generic courses are organised centrally by the Research Office.

The training you are required to undertake will be defined upon completion of your Training Needs Analysis (TNA) document; refer to page 4.

The Research Training Handbook, schedules and exemption forms can be accessed at <http://www.dmu.ac.uk/research/rtp/index.jsp>.

### Course Schedules

Training courses are delivered from September to June each year with course schedules being produced twice each academic year.

Schedules are posted to your correspondence address in July and December each year and can also be viewed through your Blackboard account or via the website link above.

### Course Bookings

#### Generic Training Courses

Places on each course are limited, so booking is essential. You can check availability of places and book to attend a course by email at [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk) or by phone on 0116 250 6242.

You will receive email confirmation of your booking and an email reminder will be sent to you approximately one week prior to the course taking place.

If you cannot attend a course for any reason it is vital you inform the Research Office as early as possible so your place can be offered to a fellow student.

#### Discipline Specific Training Courses

These courses are organised and delivered by your relevant Faculty or Research Centre.

To book a place on these courses please contact the relevant person listed on page 24.

Please note bookings are not required for courses which are delivered online via Blackboard. If a course can be studied online this will be indicated in the relevant course description.

### Attendance and Training Attendance Records

Attendance is compulsory for the entire duration of each course, failure to complete to the satisfaction of the presenter will be deemed as non-completion.

An attendance register will be taken at each course; please ensure you sign the register each time you attend a course.

Individual training attendance records which provide an overview of the courses you have completed and those still outstanding will be posted twice a year to all students in July and December.

In addition you can also view your individual record in the course section of myDMU by login to the site at <http://my.dmu.ac.uk>.

Attendance records are normally updated within two weeks of a *generic* training course being attended.

Attendance records for *discipline specific* training courses are normally updated within two weeks of the attendance lists being sent by the Faculty/Research Centre to the Research Office.

Attendance records for online courses are normally updated twice a year in January and July.

Attendance certificates will be issued upon completion of your MPhil or PhD.

### Course Completion

This handbook provides full details of each of the courses offered.

You are required to undertake all compulsory courses unless an exemption request has been approved; refer to page 3 for further details on the exemption process.

Each course is designed to be relevant to the various stages of the research process.

All compulsory courses are assigned to a group, which indicates whether the course is suitable for students at the beginning of their research or whether it should be taken in later years.

An exemption request must be approved before the date the course is expected to be completed.

The following table indicates when you are expected to complete courses within each group.

Course Group	Expected Completion For Full-Time Students	Expected Completion For Part-Time Students
Group A	Within 6 months of enrolment	Within 6 months of enrolment
Group B	Within 12 months of enrolment	Within 24 months of enrolment
Group C	Within 24 months of enrolment	Within 48 months of enrolment
Group D	Within 36 months of enrolment or before completion	Within 72 months of enrolment or before completion
Optional	Throughout period of registration - if desired, not compulsory	Throughout period of registration - if desired, not compulsory

We are aware part-time students have many commitments outside of their research degree.

If you are studying part-time you are given a longer time period to complete the compulsory elements of the Research Training Programme, in line with the expected timeframe for completion of your research degree.

The Research Office takes non-attendance very seriously and failure to attend courses booked, without prior notification, may affect your registration on the programme.

## Special Requirements

If you have any particular needs you would like the administrators or presenters to be aware of please notify us in advance of the course.

Contact the Research Office if you require:

- building or room access information,
- information on resources and equipment available to you,
- materials in an alternative format.

## Students Who Register For The Award of MPhil Only

If you are studying for the degree of MPhil only, you are not required to complete Group 'C' courses.

## Students Previously Awarded The Degree of MPhil

If you have been awarded the degree of MPhil, from an institution other than De Montfort University, within the 5 years prior to starting your PhD, you are not required to complete the generic Group 'B' courses.

It may be possible to apply for exemption from the relevant discipline specific course in Group 'B'.

If your MPhil degree was awarded by De Montfort University you will only be required to complete courses you have not already studied.

## Requirements For Students Where English Is Not The First Language

If you are a student studying in the UK at De Montfort University and English is not your first language you are **required** to attend an English language initial assessment session at the Leicester City campus **within 6 months** of commencing your research.

Students who have passed the necessary IELTS/TOEFL course are also required to attend the initial assessment.

The initial assessment requires you to undertake a written and spoken test to identify your level of English to determine:

- if the level of English is of a satisfactory standard for undertaking study at MPhil or PhD level, in which case you will not be required to attend any further sessions,
- if the level of English requires further assistance, in which case you will be advised how many classes you must attend to attain the required level.

The course duration is highly dependent on the needs of individual students.

Courses are held exclusively for research students and are targeted specifically at your needs.

Please refer to the course description on page 8 for further information on the areas covered.

If you have been awarded the degree of MA, MSc, MBA, you will not be required to attend the English language sessions if the following two conditions are met:

1. the degree was awarded by a UK University within the 5 years prior to your enrolment on a DMU research degree programme,
- and
2. your first supervisor confirms in writing, within 6 months of you starting your research degree,

that your English is of a sufficient standard to undertake research.

## **Students Based Overseas**

Courses offered through the Research Training programme are not currently compulsory for students who are located overseas.

Completion of the Training Needs Analysis document is also optional.

However, students who fall into this category are strongly encouraged to attend these courses whilst visiting the UK.

Students located overseas will be expected to complete the requisite courses when distance learning facilities are available.

If you would like to apply for an exemption please complete the relevant section in your Training Needs Analysis document.

Remember to ensure any supporting documentation is securely attached to the document.

Approval of all exemption requests will be sought from the relevant Faculty assessor and the Research Training Sub-Committee.

## **PhD by Published Works**

Students studying for a PhD by Published Works must complete the Training Needs Analysis (TNA) document.

However, you are eligible to apply for exemption from any or all of the Research Training Programme components if so indicated by the TNA document.

Evidence to support exemptions requests will be required.

## **Exemptions**

You may be eligible to apply for exemption from some of the compulsory courses you are required to complete.

Please refer to the individual course descriptions to see if exemptions will be considered.

Exemption requests will only be considered if one or more of the following criteria can be met:

- the content covered by the course was studied at advanced level as part of a Masters level degree programme; evidence will need to be provided of this in the form of a transcript and a module outline,
- the content has been studied as part of another course at a level deemed suitable for doctoral research; certificates and details of course content will need to be provided as evidence,
- you have previous work or research related skills, which have provided you with sufficient training in the topic covered; exemption requests via this route will require a written statement from both the student and supervisor.

## TRAINING NEEDS ANALYSIS AND PERSONAL DEVELOPMENT PLANNING

### Training Needs Analysis (TNA) Document

As a research student you are expected to take considerable responsibility for managing your research project.

An essential part of this is having an understanding of your strengths; using these to your best advantage; and recognising areas you need to develop further.

You are embarking on postgraduate research study not only with academic qualifications, but also with a wide range of skills. These are going to help you to be a successful research student.

To enable the Research Office to identify a portfolio of training courses you will be required to undertake, full-time students are required to complete a TNA document, which is compulsory for all students, within three months of enrolment; part-time students must complete within six months of enrolment.

You are strongly encouraged to complete this document as early as possible after enrolment. Student development needs will be identified and agreed jointly by the student and supervisory team.

Completion of the TNA document is currently optional for students who are registered under regulation 2.11 and/or who are located overseas.

This document has been designed to help you:

- reflect on the skills you already have;
- think about the areas you may need to work on;
- learn about training opportunities and support that are available; and,
- plan how and when you are going to develop your skills.

Your annual review will provide an opportunity to reflect on research training skills you have developed and review the areas you still need to address or identify new development needs.

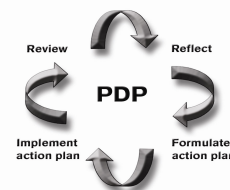
### Personal Development Planning (PDP)

Completion of the TNA document is also the beginning of your **Personal Development Planning (PDP)**. Although it is not compulsory to undertake PDP we strongly advise you to do so, as we believe it will be of great benefit to you both in your studies and in your future career.

You will be provided with the opportunity to maintain a record of personal progression by completion of PDP.

Students will be able to opt into completion of the PDP at any time during their period of registration. With advice and guidance, PDP will provide you with opportunities to:

- Reflect on your experience
- Formulate your own action plans
- Implement your action plans
- Review your personal, academic and career development



For more information refer to the Focus on Personal Development Planning for Research Students guide or go to the University's Managed Learning Environment (MLE) at <http://my.dmu.ac.uk>.

Here are the views of two DMU research students:

*"I found the training needs analysis extremely useful as it alerted me to resources, as well as issues, I hadn't really considered, such as some of the more long term career planning aims. As a student embarking on perhaps years of study, it was well worth the short time it took to complete. For me, the PDP part will just help me keep a record of my progress and ensure I follow through."*

**Heather Conboy, Faculty of Humanities**

*"Personal development planning is widely used in industry to help the individual and the organisation. This system is more about you as an individual, and is an excellent way of getting you into the PDP mindset for your future working life."*

**Andrew Wallace, Institute for Energy and Sustainable Development**

## SUMMARY OF COURSES

Below is a list of all courses currently offered as part of the Research Training Programme; refer to individual course descriptions for further information about the content of the course and whether exemption requests can be considered.

### Compulsory GENERIC Courses For All Students

Students are required to attend all courses listed as compulsory. The table on page 2 identifies when each group must be completed by. Some students are exempt from compulsory courses; refer to page 3 for further details.

Course Title and Code	Group
English Language for Academic Research Purposes* (REST7104)	A
Intellectual Property Rights and Ethics (REST7103)	A
Literature Searching and Reference Management including Endnote (REST7001)	A
Planning and Managing Research (REST7102)	A
Research Student Induction Event (REST7101)	A
Create and Manage Large Documents Using Word 2002** (REST7003)	B
Writing Skills (REST7002)	B
Effective Presentation Using Powerpoint (REST7202)	C
Presenting Your Research To An Audience (REST7201)	C
Writing for Publication (REST7203)	C
Preparing For Your Viva (REST7303)	D
Structuring and Completing Your Thesis (REST7301)	D
Written Application Skills and Job Interview Skills (REST7302)	D

\* Refer to page 2 to see if you need to complete this course.

\*\* Students enrolled within the Faculty of Technology are exempt from this course.

### DISCIPLINE SPECIFIC Courses Allocated To Group B

The following courses are discipline specific and are not compulsory for all students.

You are only required to complete the courses allocated to your Faculty or Research Centre.

For completion purposes all courses in this section are allocated to Group B.

Please refer to the relevant course descriptions for further information or your relevant Faculty or Research Centre co-ordinator.

#### Faculty of Art and Design

Research Methods (REST7020)

Research Seminars 1 - including Papers (REST7032)

Research Seminars 2 - including Thesis and Viva (REST7033)

#### Faculty of Business and Law

Research Methods Training Programme (REST7012)

Activity 1: Advanced Research Methodology

Activity 2: Research Seminars

Activity 3: Research Days (Workshops/Lectures)

#### Emerging Technologies Research Centre (EMTERC)

Research Methods (REST7051)

Research Methods: Technology (REST7013)

Research Ethics: Technology (REST7040)

#### Faculty of Health and Life Sciences

Health & Safety In Laboratories\* (REST7015)

Induction (REST7016)

Presentation of Research Data and Participation in Analytical Discussion (REST7026)

Principles of Research in Health and Life Sciences (REST7028)

Research Ethics Workshop (REST7025)

Masters Level Modules (*Optional*) (REST7027)

\* This course is only compulsory for students who will be working in a laboratory or similar setting during their research.

## Faculty of Humanities

### Research Methods (REST7014)

- Activity 1: Introduction and Bibliography Skills
- Activity 2: Project Design/Identifying a Method
- Activity 3: Research/Information Management
- Activity 4: Research Skills; Communication
- Activity 5: Teaching and Research; Archival Research
- Activity 6: Social Political Context; Critical Theory/Narratives

In addition to the above the Faculty will also advise each individual student on the compulsory training for their relevant subject area.

This will be monitored within the Faculty.

## Institute of Creative Technologies (IOCT)

Students registered within IOCT will be required to undertake the relevant compulsory training from within the most relevant Faculty.

The Research Office will advise accordingly.

## Institute of Energy and Sustainable Development Research Centre (IESD)

### Research Methods (REST7052)

## Faculty of Technology

### Research Ethics (REST7040)

### Research Methods (REST7013)

### Lego Mindstorms Workshop *Optional* (REST7044)

### Researching The Information Society *Optional* (REST7045)

## Compulsory Course For Postgraduates Who Want To Teach

### Postgraduates Who Teach (REST7017)

This course is only compulsory for students who are planning to undertake any form of teaching at De Montfort University.

Please note this course **must** be completed before any teaching activities commence. Refer to the course description for further information.

## Optional Courses Available To All Students

These courses are not compulsory and are available to all students who wish to attend.

Please refer to the course descriptions for further information.

- Advanced NVivo for Qualitative Data Analysis (REST7518)
- Advanced Presenting Your Research to An Audience (REST7508)
- Advanced Using Endnote (REST7517)
- Building an In Depth Career Profile (REST7511)
- Database Introduction (Introductory and Intermediate Level) (REST7501)
- Identifying Opportunities and Building Your Evidence (REST7510)
- Interdisciplinary Research (REST7519)
- Introduction to NVivo for Qualitative Data Analysis (REST7514)
- Introduction to Web Page Design (REST7502)
- Library Refresher - Keeping Up To Date (REST7516)
- Managing Data Using Excel 2002 (REST7504)
- Media Training (REST7018)
- New Media (REST7520)
- Poster Presentations: Effective Designs (REST7515)
- Qualitative Methods in Health and Social Sciences (REST7505)
- Strategic Career Planning (REST7509)
- Success at Assessment Centres and Psychometric Assessment (REST7512)
- Typesetting Documents With Latex (REST7043)
- Using SPSS (REST7506)
- Winning Grant Funding (REST7507)

We are continually enhancing our training course portfolio to meet the training needs of our research students. New courses will be piloted throughout the year and will be advertised to all students via Blackboard and the relevant training schedules.

## Workshops - Form Completion

The Research Office will run workshops for students who wish to receive advice on regulatory or presentation matters in relation to completion of their RDC forms.

These workshops will be aimed at students who are coming up to registration but staff will be happy to offer advice on any of the forms students need to complete.



Students should discuss completion of their forms with their supervision team in the first instance.

Students should note that advice surrounding the academic judgement of the form will not be given at these workshops, rather guidance on which boxes should be completed and presentation of the forms.

Students should also note that advice given does not guarantee acceptance of a form by the relevant Committee.

## **Open House Sessions**

The introduction of Open House sessions has proved to be a useful network for research students. These informal lunch time sessions are organised by Student Services and are held once a term.

The aim is to provide research students from across the University with an opportunity to get together over a free lunch.

Each session will include a topic such as mindmapping; understanding and capitalising on your own learning style; or how to stop procrastinating!

We also want you to make the most of these sessions, by getting to know colleagues from across the University, especially those from other subject areas, who you might otherwise not have met.

Dates for these sessions are published via Blackboard and the newsletter.

## **Knowledge Sharing Events**

The Postgraduate and Research Students Association (PRSA) have introduced informal knowledge sharing events for research students to attend and discuss topics with other research students to share personal experiences, exchange lessons and gain an increased knowledge of the topic being considered in an informal and friendly environment.

Topics have included how to get the best out of supervision and vivas. The typical format of a session will be an introduction presented by one student lasting around half an hour, followed by up to an hour's discussion.

These student led events complement the Research Training Programme. However, these sessions are in addition to the compulsory Research Training courses and do not replace them.

Attendance of these sessions will not provide the necessary skills in the topics discussed for students to be eligible for exemption from compulsory Research Training courses.

## GROUP 'A' GENERIC COURSE DESCRIPTIONS

Courses in this group are compulsory, unless otherwise stated, and must be completed within 6 months of enrolment, irrespective of whether you are registered as a full-time or part-time student.

Courses are held regularly throughout each year and it is recommended you attend as soon after you enrol to fully benefit from the information provided.

*Exemptions are not permitted unless students have been awarded the degree of MPhil by DMU and have completed these courses previously.*

To reserve a place on courses in Group 'A' please contact the Research Office on 0116 250 6242 or by email at [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk).

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### English Language for Academic Research Purposes (REST7104)

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#### Course Description:

This course is compulsory for students where English is not their first language and is targeted specifically at individual needs.

The following topics are covered:

- academic writing skills,
- presentation skills,
- general English language skills,
- advice on form filling,
- writing summaries, abstracts and journal articles.

#### Exemptions

Requests for exemption will be considered. Please refer to page 3.

#### Joint Skills Statement Competency

Communication Skills

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### Intellectual Property Rights and Ethics (REST7103)

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#### Course Description:

This is an introductory course to the concepts of and University regulations concerning intellectual property rights and ethics as they apply to research.

This course will:

- introduce postgraduates to the concept of intellectual property rights (IPR) with discussion on copyright, patents, trademarks, ethics, etc.,

- make postgraduates aware of the University's protocols regarding IPR arising from research and data protection,
- provide a basic overview of the key issues relating to copyright and ethics,
- outline the impact of Data Protection and Freedom of Information Legislation and the management of research records.

#### Exemptions

Requests for exemption will be considered.

#### Joint Skills Statement Competency

Research Environment

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### Literature Searching and Reference Management, including Endnote (REST7001)

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#### Course Description

Completing a comprehensive literature review is often one of the first tasks for many research students.

There are a great many resources available to you to help you keep up to date and informed on research in your chosen area.

It is recommended you attend this course at the earliest opportunity as it forms an important foundation for your future research.

This course will:

- review how to develop a strategy for undertaking the initial literature search,
- provide you with information on where to access information and secondary sources,
- enable you to find semi-published material, including conference papers and theses,
- offer advice on how to remain up to date with the literature throughout the course of your research,
- demonstrate how 'EndNote' can be used to create bibliographies and manage references.

#### Exemptions

Requests for exemption will be considered.

#### Joint Skills Statement Competency

Research Management

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## **Planning and Managing Research (REST7102)**

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### **Course Description:**

Starting a research project, whether your aim is to achieve a PhD or an MPhil degree is a major undertaking for any student.

This course aims to help you through the early stages of the research process, preparing you to successfully determine the direction of your research and plan and manage your project.

This course will:

- establish the differences between doctoral and masters level research,
- look at what makes a good research degree,
- provide assistance in defining your aims and objectives,
- enable you to review your current time management practices and develop new ones,
- assist you in scheduling and timetabling a project effectively,
- examine possible obstacles to achieving your goals and how to reduce or eliminate their impact.

### **Joint Skills Statement Competency**

Research Management

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## **Research Student Induction Event (REST7101)**

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### **Course Description:**

This course will provide you with information you need to be aware of at the start of your research.

This is an excellent opportunity to meet students from other areas and to be able to talk over lunch to other students in the same situation as you.

Topics covered will include:

- an introduction to the University and the research environment,
- code of practice incorporating research degree regulations and procedures,
- the registration and transfer process,
- an introduction to Library facilities for research students,
- the research training programme,
- the Training Needs Analysis document,
- personal development planning,
- an informal discussion with current research students,
- a demonstration of myDMU.

### **Joint Skills Statement Competency**

Research Environment

Personal Effectiveness

Networking and Teamworking

## GROUP 'B' GENERIC COURSE DESCRIPTIONS

The courses in this group are compulsory and must be completed within 12 months of enrolment if you are a full-time student and within 24 months of enrolment if you are a part-time student.

To reserve a place on courses in Group 'B' please contact the Research Office on 0116 250 6242 or by email at [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk).

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### Create and Manage Large Documents Using Word 2002 (REST7003)

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#### Course Description:

All students attending this course **must** have prior experience of using Microsoft Word or attended the Word Tables and Word Intermediate courses delivered by IT Skills.

This **advanced intensive course** will focus on how to get the best out of Microsoft Word when producing reports, academic papers or longer documents.

By the end you will be able to:

- create and apply templates,
- use styles effectively to control the appearance of a document,
- know how to outline and plan a document,
- ensure consistency of appearance,
- use a selected range of automated features provided with MS Word,
- create macros and use auto corrects.

*To reserve a place on this course you must complete the IT Training booking form and return to IT Skills, Kimberlin Library.*

#### Exemptions

Students awarded the degree of MPhil by DMU and who have completed this course previously will receive automatic exemption.

This course is not compulsory for students registered within the Faculty of Technology

Other requests for exemption will be considered.

#### Joint Skills Statement Competency

Research Management

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### Writing Skills (REST7002)

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#### Course Description:

Aimed at first year students, this course will help you overcome many of the barriers to writing effectively, producing reports and ultimately your thesis.

Objectives are to:

- consider different writing styles and approaches,
- identify ways to improve your writing,
- develop your writing style through short writing exercises aimed at the completion of your transfer report and/or thesis.

The final part of this session is aimed at those students who are required to complete the transfer report and will:

- explain the key elements of the transfer report,
- identify the building blocks of the transfer report.

#### Exemptions

Students awarded the degree of MPhil by DMU and who have completed this course previously will receive automatic exemption.

Other requests for exemption will be considered.

#### Joint Skills Statement Competency

Communication Skills

## GROUP 'B' DISCIPLINE SPECIFIC COURSE DESCRIPTIONS

The majority of courses in this group are compulsory; some are optional depending on your discipline. Compulsory courses must be completed within 12 months of enrolment if you are a full-time student and within 24 months of enrolment if you are a part-time student.

To reserve a place on courses in Group 'B' please contact your relevant Faculty Office or Research Centre, unless otherwise stated.

### Faculty of Art and Design

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#### Research Methods (REST7020)

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##### Course Description:

This COMPULSORY course enables you to develop a range of conceptual and practical skills relevant to the range of research areas supported within the Faculty.

##### Exemptions

Requests for exemption will be considered.

#### Research Seminars 1 - including Papers (REST7032)

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##### Course Description:

These COMPULSORY seminars will have varied research content from invited guest speakers and will also look at how to write and present papers.

##### Exemptions

Requests for exemption will be considered.

#### Research Seminars 2 - including Thesis and Viva (REST7033)

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##### Course Description:

These COMPULSORY seminars will have varied research content from invited guest speakers and will also look at how to write the thesis and prepare for your viva.

##### Exemptions

Requests for exemption will be considered.

### Faculty of Business and Law

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#### Research Methods Training Programme (REST7012)

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##### Course Description:

##### Activity 1: Advanced Research Methodology

This COMPULSORY component of the Faculty's Research Methods Training Programme comprises a taught module with two formal assessments. It is undertaken by students at the early stages of their research (year 1).

The module runs for a full semester and students are assessed in relation to both quantitative and qualitative research skills. Students gain some grounding in the use of a range of relevant methods as well as insight to their philosophical implications.

The module introduces students to the paradigmatic nature of social science research, to the epistemological foundations of these paradigms, to the key issues relevant to the alternative approaches and to examples of the styles of research in practice.

- quantitative research paradigms in the social sciences (inc. measurement, validity, reliability, sampling theory, SPSS, etc.)
- qualitative research paradigms in the social sciences (inc. ethnography, grounded theory, participant observation, NVivo, etc.)
- principles of scientific research and methods (inc. objectivity, subjectivity, positivism etc.)
- research ethics, data protection and intellectual property rights

##### Activity 2: Research Seminars

Research degree students are expected to contribute to the Faculty's research culture through active participation in research student seminars.

These COMPULSORY seminars will normally take place during Research Training Days.

As well as attending and contributing to the discussions, towards the end of their investigation all research degree students are also expected to present a formal seminar based on their research, in particular the methods employed.

##### Activity 3: Research Days (Workshops/Lectures)

Research degree days consist of lectures, workshops and seminars which are

COMPULSORY and where students are introduced to the range of research being conducted within the Faculty and, in particular, to the research methods used by such projects.

The lectures and workshops provide a means through which students can extend their grasp of research methodology beyond the scope of their own discipline and personal research project.

Research Training Days allow you the opportunity for networking and for the enhancement of a *research culture* within the Faculty: they provide an opportunity for part-time students to meet one another and to meet their full-time counterparts.

Also provide an opportunity for administrative *briefings and updates* to keep supervisors and students informed of national changes and amendments to the DMU regulations.

#### **Exemptions**

Requests for exemption will be considered.

### **Emerging Technologies Research Centre (EMTERC)**

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#### **Research Methods (REST7051)**

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##### **Course Requirements:**

Students of the Emerging Technologies Research Centre will participate in the following COMPULSORY research modules of the Faculty of Technology:

REST7013: Research Methods  
REST7040: Research Ethics

Please refer to the relevant course descriptions for the above two courses.

In addition to the above, EMTERC students will undertake discipline specific research training within their first twelve months of postgraduate degree within EMTERC.

The aims of the course are:

- to introduce research students to the research environment, activities, facilities and staff of EMTERC,
- to introduce students to research methods specific to microelectronics via a series of case studies,
- to highlight ethical and IP issues relevant to microelectronics,
- to introduce methodologies to enable timely completion of degrees.

Depending on the subject topic, specific training is given outside of the courses for instrument handling,

laboratory and safety issues. This provision ensures the needs identified by the TNA and lying outside the remit of the courses mentioned above are satisfied.

#### **Exemptions**

Requests for exemption will be considered.

### **Faculty of Health and Life Sciences**

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#### **Health and Safety in Laboratories (REST7015)**

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##### **Course Description:**

This course is only COMPULSORY for students who will be working in the laboratory or similar setting during their research.

This course will introduce postgraduates to the concepts and up-to-date regulations concerning safe working in laboratories.

#### **Exemptions**

Requests for exemption will be considered.

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#### **Induction (REST7016)**

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##### **Course Description:**

This COMPULSORY course will provide an opportunity for you to meet your Head of Research Studies and to gain an understanding about the procedures of research within the Faculty.

This uses the “Amy” scenario to introduce students to problems and solutions.

#### **Exemptions**

Requests for exemption will not normally be considered.

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#### **Research Ethics Workshop (REST7025)**

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##### **Course Description:**

This COMPULSORY course is delivered approximately two to three times a year and led by experienced members of the Faculty Research Ethics Committee.

Here students have the chance to consider, in the format of case studies, how they might approach a piece of research ethically.

#### **Exemptions**

Requests for exemption will be considered.

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## **Presentation of Research Data and Participation in Analytical Discussion (REST7026)**

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### **Course Description:**

This is a COMPULSORY element where guest speakers and students will give presentations in “laymans terms” and focus on the methods of research they have used and their experiences of research activities.

### **Exemptions**

Requests for exemption will be considered.

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## **Principles of Research in Health and Life Sciences (REST7028)**

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### **Course Description:**

This COMPULSORY course will discuss the principle elements of hypothesis-driven research methods, appropriate methods of data gathering and data analysis and the ethical constraints on research in Health and Life Sciences.

### **Exemptions**

Requests for exemption will be considered.

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## **Masters Level Modules (REST7027)**

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### **Course Description:**

The following Masters modules are OPTIONAL and open, subject to numbers, to doctoral students, at no extra charge, as part of the training programme:

- research designs
- health care management
- health policy and strategy
- research strategies
- qualitative and quantitative methods
- advanced quantitative methods
- health and social research methods

Further information can be obtained from the Faculty Office.

## **Faculty of Humanities**

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## **Research Methods (REST7014)**

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### **Course Description:**

Students enrolling in the Faculty of Humanities are required to attend this COMPULSORY Research Methods course which consists of six activities.

Further details will be available from the Faculty following enrolment/induction.

In addition the Faculty will also advise each individual student on the compulsory training for their relevant subject area.

This will be monitored within the Faculty.

### **Exemptions**

Exemptions based on prior experience and learning will be considered. Students should contact the Faculty to obtain an exemption form and to discuss with their first supervisor.

## **Institute of Creative Technologies (IOCT)**

Students registered within IOCT will be required to undertake the relevant compulsory training from within the most relevant Faculty.

The Research Office will advise accordingly.

## **Institute of Energy and Sustainable Development (IESD)**

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## **Research Methods (REST7052)**

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### **Course Description:**

This COMPULSORY Research Methods course provides an opportunity to acquire skills in research methodology, data acquisition, qualitative and quantitative methods and can be taken in either attended mode or in distance learning mode.

The course has a credit value of 15 (150 hours study) and both delivery modes are run annually in January.

### **Exemptions**

Requests for exemption will be considered.

## Faculty of Technology

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### Research Methods (REST7013)

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#### Course Description:

The aim of this COMPULSORY course is to prepare graduate students to undertake and fulfil the requirements for master and/or doctoral studies.

Selected topics will include:

#### *General*

- how to do research,
- how to theorise,
- carrying out a literature review,
- claims and disclaimers: knowledge, reflexivity and representation in computing and engineering research,
- deductive and inductive thinking,
- common errors made in research,
- defining the research problem,
- the evolution of research methodology,
- writing, presenting and disseminating research,
- the research process,
- on good research: persuasability and generalisability,
- introduction to the REST7040 'Research Ethics' module.

#### *Specific*

- abduction? deduction? induction? is there a logic of exploratory data analysis?
- confounding variables and evaluation design
- general statistical concepts

Students will also be required to attend workshops on two or three talks from Active Researchers. Each module will consist of two full days with the appropriate number of lectures/workshops for this time scale. Selected topics will be given as lectures, each of 20-30 minutes duration. Teaching materials for the module will be made available for distance learning via Blackboard.

Each student will be asked to read a published paper and present his/her understanding of it and in particular the articulation of the research question and method of research conducted to obtain the result.

#### Exemptions

Requests for exemption will be considered.

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### Research Ethics (REST7040)

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#### Course Description:

This is a COMPULSORY self-study training course using Blackboard facilities and complements the face to face sessions in the University compulsory unit and the Faculty Research Methods unit.

Tutors will monitor and input into the course via Blackboard.

There will be a series of discrete units which you can work through independently. Each unit ends with a short formative test.

In addition there will be comprehensive set of resources which students will be able to draw on throughout their research.

There will be a discussion board for students to discuss research ethics issues.

The outline syllabus is:

- Overview of research ethics
- Method
  - getting empirical evidence
  - errors in data and process
  - conflicts
- Conduct
  - ethical concepts
  - personal values
- Impact
  - pre and post analysis
- Authorship
  - credit
  - using the work of others
- Internet
  - research subjects
  - integrity

#### Exemptions

Requests for exemption will be considered.



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## **Lego Mindstorm Workshop (REST7044)**

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### **Course Description:**

The aim of this OPTIONAL course is to deliver 'hands-on' learning of:

- systems thinking
- agile development processes
- team working
- programming fundamentals
- an introduction to robotics

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## **Researching the Information Society (REST7045)**

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### **Course Description:**

The content of this OPTIONAL training course will be agreed with students and will be based on students' needs and interests.

Students will take turns preparing and organising the tutorials but will be supported by the module leader. The student responsible for the week will determine the topic and arrange and make available the preparatory reading. Students will be free to choose from a range of teaching and learning strategies which has the added advantage that students will gain teaching skills.

Indicative content of the module includes:

- Overview of different disciplines and their approach to issues of the information society. These include (but are not limited to):
  - computer sciences
  - information systems
  - philosophy
  - sociology
  - engineering
- Philosophical underpinnings of research. In order to appreciate current research and inform their own approach, students need to develop a sound understanding of the relationship of:
  - ontology
  - epistemology
  - methodology
  - ethics

- Discussion of appropriate methodologies for research questions and comparative studies of different methodologies. These will concentrate on non-quantitative methodologies typically used in research in the information society and will include:
  - qualitative research
  - grounded theory
  - participative research
  - action research
  - critical research
  - ethnomethodology
- Reading group sessions based on students' suggestions.
- Presentation of finished staff and student research projects.
- Presentation of staff and student research in progress as preparation of publication.
- Joint sessions by students / staff on areas of shared interest.
- Preparation of papers or editorships of special issues of journals in areas of shared interest.

Training courses will be scheduled for two hours, fortnightly, throughout the academic year.

## GROUP 'C' GENERIC COURSE DESCRIPTIONS

Courses in this group are compulsory and must be completed within 24 months of enrolment if you are a full-time student and within 48 months if you are a part-time student.

Courses are held regularly throughout each year.

To reserve a place on courses in Group 'C' please contact the Research Office on 0116 250 6242 or by email at [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk) unless otherwise indicated.

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### Effective Presentation Using PowerPoint (REST7202)

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#### Course Description:

PowerPoint is a commonly used tool to aid and assist you in giving an oral presentation. This session will cover the following topics:

- issues to consider when designing your presentation,
- how to get the most out of PowerPoint,
- creating a simple presentation,
- designing the layout and applying an appropriate colour scheme,
- adding graphics, sounds and movies to your presentation,
- animation effects.

*To reserve a place on this course you must complete the IT Training booking form and return to IT Skills, Kimberlin Library.*

#### Exemptions

Requests for exemption will be considered.

Students studying for the award of MPhil only will receive automatic exemption.

#### Joint Skills Statement Competency

Communication Skills

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### Presenting Your Research To An Audience (REST7201)

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#### Course Description:

This course will assist you in preparing to present your research at seminars and conferences. The objectives of this course are:

- describe the process of effective preparation,
- share some strategies for controlling nerves,

- highlight the importance of considering your audience,
- identify some of the features of effective spoken communication,
- provide you with the opportunity to practise the opening three minutes of your talk,

#### Exemptions

Requests for exemption will be considered.

Students studying for the award of MPhil only will receive automatic exemption.

#### Joint Skills Statement Competency

Communication Skills

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### Writing For Publication (REST7203)

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#### Course Description:

This is not a year one course but should be completed towards the end of year two or in year three.

As a researcher you will be expected to publicise your work to a wider audience. You will find that it furthers your own career if you publish as much as possible. On completion of this course you will have an understanding of:

- the criteria for selecting journals appropriate to your needs,
- the procedures for submitting articles to journals,
- the refereeing (peer review) process,
- online resources for guidance with writing research articles,
- conventions for structuring the content of research articles.

You will also have some insight into:

- the necessary skills for writing journal articles,
- how to respond to referees' comments,
- the commercial and political context of journal publishing,
- the informal, unwritten aspect of the publishing process.

#### Exemptions

Requests for exemption will be considered.

Students studying for the award of MPhil only will receive automatic exemption.

#### Joint Skills Statement Competency

Communication Skills

## GROUP 'D' GENERIC COURSE DESCRIPTIONS

Courses in this group are compulsory and must be completed within 36 months of enrolment if you are a full-time student and within 72 months if you are a part-time student.

Courses are held regularly throughout each year.

To reserve a place on courses in Group 'D' please contact the Research Office on 0116 250 6242 or by email at [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk).

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### Preparing For Your Viva (REST7303)

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#### Course Description:

This course is restricted to **final year students** only and will offer guidance on preparing for your viva examination.

At the end of this course you will:

- understand the format and purpose of the viva examination,
- know how to devise a strategy for preparing for the final viva,
- have gained confidence to perform well in your final examination,
- have viewed an example of a simulated viva examination

#### Joint Skills Statement Competency

Communication Skills

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### Structuring and Completing Your Thesis (REST7301)

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#### Course Description:

This course will offer guidance on organising, structuring and completing your thesis.

By the end of this course you will be able to:

- understand the process of completing the thesis,
- produce a timetable for completion of the writing up of your research,
- look at alternative models for thesis.

#### Joint Skills Statement Competency

Research Management  
Communication Skills

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### Written Application Skills and Job Interview Skills (REST7302)

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#### Course Description:

Knowing how to sell yourself on your CV and an application form is an essential skill for career success.

This participative workshop will also allow you to reflect on your skills and experience and acquire the skills to sell them.

It will also enable you to:

- understand the recruitment process and the reasons why employers ask for CVs or application forms,
- get to know CV conventions ..... and when and how to break the rules,
- how to compose a letter of application,
- deal with tough application forms.

Interviews can be stressful if you are not prepared or are unfamiliar with the process, which can differ between jobs and employment sectors.

This workshop will help to:

- understand the purpose of the interview in the recruitment process,
- explore the range of questions employers are likely to ask,
- look at what works and what doesn't when selling your skills verbally,
- develop an effective approach to interview preparation.

#### Exemptions

Requests for exemption will be considered

#### Joint Skills Statement Competency

Career Management

## **COMPULSORY COURSE FOR POSTGRADUATES WHO WANT TO TEACH**

This course is ONLY COMPULSORY for students who plan to teach, demonstrate or take tutorials/seminars at De Montfort University and must be completed before teaching activities commence.

Courses are held regularly throughout each year.

For further information on this course and to reserve a place please contact Nila Patel on 0116 257 7626 or by email at [nilapatel@dmu.ac.uk](mailto:nilapatel@dmu.ac.uk).

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### **Postgraduates Who Teach (REST7017)**

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#### **Course Description:**

This course is designed for postgraduates who teach in any discipline and has a very practical focus.

Topics covered will include how students learn, small group teaching, giving lectures/ presentations and assessing students' work.

Example feedback from students who have attended:

“I have enjoyed the workshop, even beyond my imagination”,

“Very interactive, very light hearted and very informative”.

#### **Exemptions**

Requests for exemption will be considered

#### **Joint Skills Statement Competency**

Communication Skills

## OPTIONAL COURSE DESCRIPTIONS

Courses in this group are optional and available to all students during their period of registration.

Courses are held regularly throughout each year.

To reserve a place on these courses in please contact the Research Office on 0116 250 6242 or by email at [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk) unless otherwise indicated.

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### Advanced NVivo for Qualitative Data Analysis (REST7518)

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#### Course Description:

This is an advanced NVivo course, therefore you will need to have completed the Introduction to NVivo Data Analysis course before booking to attend this course.

This course will build on the introductory course and focus on more advanced features.

**Joint Skills Statement Competency**  
Research Skills and Techniques

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### Advanced Presenting Your Research To An Audience (REST7508)

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#### Course Description:

This course will help students to further develop skills of effective spoken presentation.

Participants will be required to deliver a ten minute presentation to a small group of students and also listen to other student presentations.

Students will then watch and review all presentations and provide feedback to individuals on their style of delivery.

By the end of the course participants will have:

- reviewed the skills required for effective presentations,
- delivered a ten minute presentation which will have been video recorded,
- received feedback about their presentation.

**Joint Skills Statement Competency**  
Research Environment

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### Advanced Using Endnote (REST7517)

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#### Course Description:

Building on the Endnote introduction in the Literature Searching and Reference Management course this course will focus on using Endnote with Word and its more advanced features.

**Joint Skills Statement Competency**  
Research Management

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### Building an In Depth Career Profile (REST7511)

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#### Course Description:

This session will enable you to identify main factors that will affect your career choice, including your skills and personal motivations, to consider how to investigate your career ideas and options, and to start to take action in your career decision-making.

**Joint Skills Statement Competency**  
Career Management

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### Database Introduction: Introductory and Intermediate Level (REST7501)

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#### Course Description:

The **introductory** course runs for two half days and covers creating a small relational database, producing queries, simple forms and reports.

The **intermediate** course runs for four half days and includes more advanced queries, reports and forms. The reports include calculated fields, conditions and count features. The forms produced in this course are controlled using a macro. This course does not include creating a database; therefore anyone considering attending this course should either know how to create a database or have attended the introductory course first.

*To reserve a place on this course you must complete the IT Training booking form and return to IT Skills, Kimberlin Library.*

**Joint Skills Statement Competency**  
Research Management

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## Identifying Opportunities and Building Your Evidence (REST7510)

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### Course Description:

This workshop will focus on job search strategies for postdoctoral careers. It will provide the opportunity to identify employer requirements and key vacancy sources, to analyse opportunity information, to start evidence building and to explore creative job search techniques.

**Joint Skills Statement Competency**  
Career Management

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## Interdisciplinary Research (REST7519)

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### Course Description:

This one day course can be studied in attendance or by participation through Second Life and comprises the following:

#### *Introduction*

- what is interdisciplinary research and why is it important?
- inter-, multi- or trans- ?
- what is the context for this kind of research?
- examples of successful interdisciplinary research.

#### *Interdisciplinary Research Methods*

#### *Managing Interdisciplinary Research*

- dealing with supervisors who have different approaches to research,
- overcoming the constraints of a mixed method approach,
- framing appropriate research questions.

#### *Publication and Dissemination*

- peer and discipline recognition of research that falls 'in-between' areas,
- publication avenues and possibilities,
- benefiting more than one discipline.

**Joint Skills Statement Competency**  
Research Management  
Communication Skills

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## Introduction to NVivo for Qualitative Data Analysis (REST7514)

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### Course Description:

NVivo is a software package designed to help with the analysis of qualitative data (text and images).

It has become established as the most widely-used computer-aided qualitative data analysis software (CAQDAS) package, much like SPSS has in relation to quantitative data analysis.

NVivo helps with the management and coding of interview data. This introductory course will provide:

- grounding in the research methodologies suitable for CAQDAS
- an introduction to the basics of coding and memoing using NVivo package.

Participants will also have an opportunity to practise using the software in the computer lab through a series of exercises.

**Joint Skills Statement Competency**  
Research Skills and Techniques

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## Introduction To Web Page Design (REST7502)

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### Course Description:

The web is fast becoming a popular medium for broadcasting information relating to research or other activities. Many researchers choose to publish their results online.

Creating your own website provides an excellent opportunity to publicise both yourself and your work to a wider audience and to establish links with the global research community. This course will:

- look at the factors you need to consider when designing your own website,
- provide information on the various tools which will help you create the site,
- help you create a simple site with links, graphics and text.

Students attending this course must have some prior experience of using computers.

*To reserve a place on this course you must complete the IT Training booking form and return to IT Skills, Kimberlin Library.*

**Joint Skills Statement Competency**  
Research Management

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## Library Refresher – Keeping Up To Date (REST7516)

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### Course Description:

This course will explore a range of current awareness services for academic content, fast and easy ways of setting up alerts and RSS feeds alongside essential sources to help when writing up.

**Joint Skills Statement Competency**  
Research Management

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## Managing Data Using Excel 2002 (REST7504)

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### Course Description:

Microsoft Excel is a widely used spreadsheet package which gives you the ability to present your results in tabular and graphical format as well as carry out complex analysis.

This is an introductory level course and looks at how to start using Excel including:

- inputting data and information,
- formatting data and text,
- producing tables of information,
- selecting the correct graph to represent your data, creating and modifying graphs,
- performing simple calculations on your data.

*To reserve a place on this course you must complete the IT Training booking form and return to IT Skills, Kimberlin Library.*

**Joint Skills Statement Competency**  
Research Management

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## Media Training (REST7018)

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### Course Description:

This is an introductory session on the media and how to attract and handle interviews leading to positive and useful coverage of your research. This session will consider:

- why you should talk to the media,
- the difference between print, broadcast and new media,
- radio interviews and a word about TV.

It will also cover:

- the journalist's agenda,

- the needs of different media,
- how to prepare for a media interview,
- how to interest the media in your story.

**Joint Skills Statement Competency**  
Communication Skills

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## New Media (REST7520)

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### Course Description:

The content of this course includes:

- using non-academic tools to support the research cycle,
- Wiki's, Blogs etc.,
- case histories for students who used the tools and how it helped their research.

**Joint Skills Statement Competency**  
Research Management

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## Poster Presentations: Effective Designs (REST7515)

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### Course Description:

The aim of this course is to help you prepare an effective poster.

By the end of this course you will have considered:

- the aims of poster presentations and the contexts within which they are used,
- possible formats and structure for posters,
- effective use of size, font and colour,
- methods of adapting your message to meet the needs of your audience,
- practical factors linked to successful poster presentations.

Students looking to enter the De Montfort University poster competition are recommended to attend this course prior to submission of their poster.

**Joint Skills Statement Competency**  
Communication Skills

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## **Qualitative Methods in Health and Social Sciences (REST7505)**

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### **Course Description:**

This session provides a brief introduction to some of the major issues in qualitative research and explains how qualitative approaches can help doctoral research.

Students will deal with theories, methods and findings from the last two centuries and discuss the role of approaches such as grounded theory, discourse analysis, ethnomethodology and phenomenology in contemporary research programmes.

This event may be of interest to students in health care, social sciences and those in the physical and life sciences who are studying the human aspects of their field.

Further workshop sessions will be arranged for students who wish to use some aspect of qualitative methodology in their work.

These will explore in more detail some common approaches and will allow students the opportunity to discuss their own work.

**Joint Skills Statement Competency**  
Research Skills and Techniques

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## **Strategic Career Planning (REST7509)**

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### **Course Description:**

This workshop will introduce you to a model for career planning which is developed in more depth throughout the courses offered for career development.

In addition this workshop will provide an opportunity to evaluate your current career position, explore the range of opportunities for early career researchers and strategies for broadening your ideas.

**Joint Skills Statement Competency**  
Career Management

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## **Success in Assessment Centres and Psychometric Assessment (REST7512)**

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### **Course Description:**

This workshop will provide an introduction to a range of selection methods used in the graduate job market.

It will explore good practice in assessment centre preparation, performance and review, and provide an opportunity to practice psychometric tests.

**Joint Skills Statement Competency**  
Career Management

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## **Typesetting Documents with Latex (REST7043)**

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### **Course Description:**

Latex can be used to produce all sorts of documents from letters to complete books, and is the undisputed industry standard for typesetting mathematical text.

Course contains features for:

- typesetting journal articles, technical reports, books, and slide presentations,
- control over large documents containing sectioning, cross-references, tables/figures,
- automatic generation of bibliographies and indexes,
- multi-lingual typesetting,
- inclusion of artwork, and process or spot colour,
- typesetting of complex mathematical formulae.

The course is intended to be delivered through Blackboard over five weeks. However, it will be necessary to meet students twice during the course, once at the beginning and once at the end.

The first meeting will be used to introduce the course and to give students essential material to follow it, and the second one for feedback and to evaluate the course.

**Joint Skills Statement Competency**  
Research Management



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## Using SPSS (REST7506)

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### Course Description:

SPSS is a powerful statistical analysis package and is recommended for those students who will be carrying out a large amount of data analysis and require a powerful tool with which to do so.

This quantitative methods course covers:

- introduction to SPSS and its capabilities,
- introduction to descriptive statistics with SPSS,
- introduction to inferential statistics (chi square) with SPSS,
- presenting your results.

### Joint Skills Statement Competency

Research Skills and Techniques

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## Winning Grant Funding (REST7507)

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### Course Description:

When a student completes their degree at De Montfort University, they will need to explore the possibilities of gaining new funding if they wish to pursue research interests.

Wide ranges of funding sources are available and understanding the process involved in obtaining the grants on offer will increase chances of success.

The purpose of this course is:

- to help locate, get information about and know how to approach relevant funding bodies,
- to help gain insights into the way decision-makers assess and evaluate research proposals.

### Joint Skills Statement Competency

Research Environment

## CONTACTS

### Research Training Programme and Generic Training Courses

Queries relating to the Research Training Programme, information about the course schedules or reserving a place on a generic course should be referred to:

Kerry Mason  
Research Training Manager  
The Research Office  
12 The Newarke  
Phone: 0116 257 7015  
Email: [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk)

OR

Jimi O'Callaghan  
Administrative Assistant  
The Research Office  
12 The Newarke  
Phone: 0116 250 6242  
Email: [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk)

### Discipline Specific Training Courses

Queries relating to the discipline specific courses should be referred to the relevant Faculty or Research Centre training contact identified below:

#### Art and Design

Clive Pickering

Room: F1.64, Fletcher Low Rise  
Phone: 0116 250 6493  
Email: [cpickering@dmu.ac.uk](mailto:cpickering@dmu.ac.uk)

#### Business and Law

Linda Dowsett

Room: 1.16, Bede Island  
Phone: 0116 250 6071  
Email: [ldowsett@dmu.ac.uk](mailto:ldowsett@dmu.ac.uk)

### Emerging Technologies Research Centre

Shashi Paul

Room: 00.27, Hawthorn Building  
Phone: 0116 255 1551 x8548  
Email: [spaul@dmu.ac.uk](mailto:spaul@dmu.ac.uk)

### Health & Life Sciences

Faculty Research Office

Room: 2.25d, Hawthorn Building  
Phone: 0116 257 7118 or 0116 207 8798  
Email: [HLSFRO@dmu.ac.uk](mailto:HLSFRO@dmu.ac.uk)

### Humanities

Graduate Centre Team

Room: 3.06, Clephan Building  
Phone: 0116 250 6179  
Email: [pghums.gradcentre@dmu.ac.uk](mailto:pghums.gradcentre@dmu.ac.uk)

### Institute of Creative Technologies

Andrew Hugill

Room: 0.80, Gateway House  
Phone: 0116 255 1551 x6752  
Email: [ahu@dmu.ac.uk](mailto:ahu@dmu.ac.uk)

### Institute of Energy and Sustainable Development

Greig Mill

Room: 2.09, Queens Building  
Phone: 0116 257 7965  
Email: [gmill@dmu.ac.uk](mailto:gmill@dmu.ac.uk)

### Technology

Beverley Lambie or Veena Vora

Room: 4.11 or 4.30, Gateway House  
Phone: 0116 207 8066 or 0116 257 7091  
Email: [blambie@dmu.ac.uk](mailto:blambie@dmu.ac.uk) or [vvora@dmu.ac.uk](mailto:vvora@dmu.ac.uk)

### Research General Enquiries

If you have any general enquiries regarding other aspects of your research programme please contact the Research Office:

Phone: 0116 250 6309  
Fax: 0116 250 6431  
Email: [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk)

## Joint Statement Of The Research Councils Skills Training Requirements For Research Students

Research students are provided with a range of courses within their research training programme designed to help in the following three ways:

1. The first, considering you in your role as a student studying for a demanding higher degree, will provide you with a range of generic, advanced study skills.
2. The second, recognising that when you graduate you will have re-positioned yourself in terms of available life and/or career choices, will equip you with some of the generic skills you will need in your future life.
3. The third considers your new role as a prospective researcher and provides training in generic research methods and discipline specific skills needed for research in your chosen topic.

Several national bodies have considered the best ways of helping students to develop in these new roles as an advanced student, future research graduate and future independent researcher.

The Quality Assurance Agency (QAA) has recently published its Code of Practice for postgraduate research students and the Higher Education Funding Council for England (HEFCE) has laid down specific requirements for Universities that provide research training programmes.

For generic skills training in particular, the Research Councils play an important role in setting standards and identifying best practice in research training requirements.

They have produced a Joint Skills Statement which outlines training to be undertaken in the following seven areas:

- |                                    |                                |
|------------------------------------|--------------------------------|
| (A) Research Skills and Techniques | (E) Communication Skills       |
| (B) Research Environment           | (F) Networking and Teamworking |
| (C) Research Management            | (G) Career Management          |
| (D) Personal Effectiveness         |                                |

The expectations within these seven areas are as follows.

### (A) Research Skills and Techniques - to be able to demonstrate:

1. the ability to recognise and validate problems
2. original, independent and critical thinking, and the ability to develop theoretical concepts
3. a knowledge of recent advances within one's field and in related areas
4. an understanding of relevant research methodologies and techniques and their appropriate application within one's research field
5. the ability to critically analyse and evaluate one's findings and those of others
6. an ability to summarise, document, report and reflect on progress

### (B) Research Environment - to be able to:

1. show a broad understanding of the context in which research takes place
2. demonstrate awareness of issues relating to the rights of other researchers, of research subjects, and of others who may be affected by the research, e.g. confidentiality, ethical issues, attribution, copyright, malpractice, ownership of data and the requirements of the Data Protection Act
3. demonstrate appreciation of standards of good research practice in their institution and/or discipline
4. understand relevant health and safety issues and demonstrate responsible working practices
5. justify one's own research and contribute to promoting the public understanding of one's research field
6. understand the process of academic or commercial exploitation of research results

**(C) Research Management - to be able to:**

1. apply effective project management through the setting of research goals, intermediate milestones and prioritisation of activities
2. design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment
3. identify and access appropriate bibliographical resources, archives, and other sources of relevant information
4. use information technology appropriately for database management, recording and presenting information

**(D) Personal Effectiveness - to be able to:**

1. demonstrate a willingness and ability to learn and acquire knowledge
2. be creative, innovative and original in one's approach to research
3. demonstrate flexibility and open-mindedness
4. demonstrate self-awareness and the ability to identify own training needs
5. demonstrate self-discipline, motivation, and thoroughness
6. recognise boundaries and draw upon/use sources of support as appropriate
7. show initiative, work independently and be self-reliant

**(E) Communication Skills - to be able to:**

1. write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, thesis
2. construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques
3. constructively defend research outcomes at seminars and viva examination
4. effectively support the learning of others when involved in teaching, mentoring or demonstrating activities

**(F) Networking and Teamworking - to be able to:**

1. develop and maintain co-operative networks and working relationships with supervisors, colleagues and peers, within the institution and the wider research community
2. understand one's behaviours and impact on others when working in and contributing to the success of formal and informal teams
3. listen, give and receive feedback and respond perceptively to others

**(G) Career Management - to be able to:**

1. appreciate the need for and show commitment to continued professional development
2. take ownership for and manage one's career progression, set realistic and achievable career goals, and identify and develop ways to improve employability
3. demonstrate an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia
4. present one's skills, personal attributes and experiences through effective CVs, applications and interviews

## PROGRAMME OVERVIEW: Generic Training Courses

Course Title	Page	Group	Compulsory or Optional	Course Length	Joint Skills Statement Competencies							Course Completed
					Research Skills and Techniques	Research Environment	Research Management	Personal Effectiveness	Communication Skills	Networking and Teamworking	Career Management	
Building An In Depth Career Profile	19		Optional	½ day							✓	
Create and Manage Large Documents Using Word 2002	10	B	Compulsory*	1 day			✓					
Database Introduction	19		Optional	Varies			✓					
Effective Presentation Using Powerpoint	16	C	Compulsory	1 day					✓			
English Language Course For Academic Research Purposes	8	A	Compulsory*	Varies					✓			
Identifying Opportunities and Building Your Evidence	20		Optional	½ day							✓	
Intellectual Property Rights and Ethics	8	A	Compulsory	½ day		✓						
Interdisciplinary Research	20		Optional	1 day			✓		✓			
Library Refresher – Keeping Up To Date	21		Optional	½ day			✓					
Literature Searching and Reference Management including Endnote	8	A	Compulsory	1 day			✓					
Managing Data Using Excel 2002	21		Optional	1 day			✓					
Media Training	21		Optional	½ day					✓			
New Media	21		Optional	1 day			✓					
NVivo for Qualitative Data Analysis (Introduction)	20		Optional	½ day	✓							

Course Title	Page	Group	Compulsory or Optional	Course Length	Joint Skills Statement Competencies							Course Completed
					Research Skills and Techniques	Research Environment	Research Management	Personal Effectiveness	Communication Skills	Networking and Teamworking	Career Management	
NVivo For Qualitative Data Analysis (Advanced)	19		Optional	½ day	✓							
Planning and Managing Research	9	A	Compulsory	1 day			✓					
Poster Presentations: Effective Designs	21		Optional	½ day					✓			
Postgraduates Who Want To Teach	18		Compulsory*	2 days					✓			
Preparing For Your Viva	17	D	Compulsory	½ day					✓			
Presenting Your Research To An Audience	16	C	Compulsory	½ day					✓			
Presenting Your Research To An Audience (Advanced)	19		Optional	½ day		✓						
Qualitative Methods in Health & Social Sciences	22		Optional	½ day	✓							
Research Student Induction Event	9	A	Compulsory	1 day		✓		✓		✓		
Strategic Career Planning	22		Optional	½ day							✓	
Structuring and Completing Your Thesis	17	D	Compulsory	½ day			✓		✓			
Success At Assessment Centres and Psychometric Assessment	22		Optional	½ day							✓	
Typesetting Documents With Latex	22		Optional	Varies	✓		✓					
Using Endnote (Advanced)	19		Optional	½ day			✓					
Using SPSS	23		Optional	½ day	✓		✓					

Course Title	Page	Group	Compulsory or Optional	Course Length	Joint Skills Statement Competencies							Course Completed
					Research Skills and Techniques	Research Environment	Research Management	Personal Effectiveness	Communication Skills	Networking and Teamworking	Career Management	
Web Page Design (Introduction)	20		Optional	1 day			✓					
Winning Grant Funding	23		Optional	½ day		✓						
Writing For Publication	16	C	Compulsory	½ day					✓			
Writing Skills	10	B	Compulsory	½ day					✓			
Written Application Skills and Job Interview Skills	17	D	Compulsory	1 day							✓	

\* Not compulsory for all students – refer to course description