

## 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.

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 you find the courses offered stimulating, enjoyable and useful. The Graduate School 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*

## Research Training: The Background

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>.

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## RESEARCH TRAINING PROGRAMME

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

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

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/graduate-school/current-phd-students/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 Graduate School 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 26.

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 Graduate School 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 Graduate School 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 Graduate School 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 studying for the degree of MPhil only, you are not required to complete some of the 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 9 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.

## **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.

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 Training Assessor and the Research Training Committee.

# 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 Graduate School 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 myDMU.

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.

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
Presenting Your Research To An Audience (REST7201)	B
Research Ethics: Online (REST7525)	B
Writing Skills (REST7002)	B
Structuring and Completing Your Thesis (REST7301)	C
Writing for Publication (REST7203)	C
Preparing For Your Viva (REST7303)	D
Written Application Skills and Job Interview Skills (REST7302)	D

\* Refer to page 2 to see if you need to complete 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 MOST courses in this section are allocated to Group B, those that are not will have the completion Group identified.

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

### Faculty of Art and Design

Students are required to attend a Faculty Induction session which will take place immediately after the generic Research Student Induction Event.

Research Methods (REST7020)

Research Seminars 1 - including Papers (REST7032) – *Group C*

Research Seminars 2 - including Thesis and Viva (REST7033) – *Group D*

### Faculty of Business and Law

Research Methods Training Programme

Advanced Research Methodology (REST7012)

Research Seminars (REST7070) – *Group D*

Research Days (Workshops/Lectures) (REST7071) – *Group D*

### Emerging Technologies Research Centre (EMTERC)

Research Methods: Technology (REST7013)

### Faculty of Health and Life Sciences

Health & Safety In Laboratories\* (REST7015)

Induction (REST7016)

Presentation of Research Data and Participation in Analytical Discussion (REST7026) – *Group D*

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 – Introductory Block (REST7014)

Research Methods – Communication (REST7061) – *Group C*

Research Methods – Present and Future (REST7062) – *Group D*

## **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 Graduate School Office will advise accordingly.

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

Research Methods (REST7052)

## **Faculty of Technology**

Research Methods (REST7013)

Researching The Information Society Optional (REST7045)

## **Compulsory Course For Postgraduates Who Want To Teach**

Beginning To Teach In Higher Education (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)
- Create and Manage Large Documents Using Word 2007 (REST7003)
- Effective Presentation Using PowerPoint 2007 (REST7202)
- Identifying Opportunities and Building Your Evidence (REST7510)
- Interdisciplinary Research (REST7519)
- Intermediate Quantitative Data Analysis Using SPSS/PASW (REST7528)

- Introduction to NVivo for Qualitative Data Analysis (REST7514)
- Introduction to Quantitative Data Analysis Using SPSS/PASW (REST7506)
- Library Refresher - Keeping Up To Date (REST7516)
- Managing Data Using Excel 2002 (REST7504)
- Media Training (REST7018)
- Poster Presentations: Effective Designs (REST7515)
- Qualitative Methods in Health and Social Sciences (REST7505)
- Qualitative Methods: Online (REST7526)
- Strategic Career Planning (REST7509)
- Success at Assessment Centres and Psychometric Assessment (REST7512)
- 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.



## ADDITIONAL SUPPORT

### Key Information For The Early Stages Of Your Research

Once you have completed your enrolment there is a presentation on Blackboard we recommend you view.

This presentation will provide you with a brief overview of the key information you will require in the early stages of your research study. Further detailed information will be provided when you attend the Research Student Induction Event.

The presentation can be found under course code REST7101: Research Student Induction Event. To view the presentation you will need to select the 'Presentation' tab and click on the link provided.

Guidance on how to access Blackboard will have been sent to you.

### Writing Support Services

The Centre for Learning and Study Support (CLaSS) is located on the Ground Floor of Kimberlin Library. Their primary role is to help students develop writing and study skills, enabling them to achieve a confident academic writing voice. To facilitate this, a range of services are offered to support students at every stage in the research process.

#### Workshops

A series of workshops are available to research students during term-time and cover a variety of topics including:

- Writing a literature review
- Linking ideas clearly
- Critical thinking
- Writing in an academic style

#### One-to-one Tutorials

Research students also have the opportunity to book a one-to-one tutorial with an experienced writing/study tutor who will read a sample of your work and suggest ways you can improve your writing and approach to studying.

#### Online Resources

We also have a number of online resources which can be accessed via the Ask Gateway website: [www.askgateway.dmu.ac.uk](http://www.askgateway.dmu.ac.uk). These include our:

- 'Focus On ...' Study Guides – these contain concise, practical advice on a range of writing and study issues,

- DMU Writing Quiz – this self-diagnostic online tool can help you to improve your grammar, punctuation and writing style.

CLaSS can be contacted in the following ways:

In person: Student Support Office, Ground Floor, Kimberlin Library

By phone: 0116 257 7042

By email: [class@dmu.ac.uk](mailto:class@dmu.ac.uk)

Visit our webpage: [www.library.dmu.ac.uk/link/CLASS](http://www.library.dmu.ac.uk/link/CLASS)

### Statistics Advice

The Maths Learning Centre offers advice to research students whose work involves collecting and analysing quantitative (numerical) data.

A 50 minute advice session can be booked with the Maths Learning Centre in the Kimberlin Library if you would like:

- advice on what techniques might be appropriate,
- suggestions for sources to understand how to get the computer to do the calculations,
- explanations of how to do calculations manually if required.

The Maths Learning Centre is not able to:

- advise on the subject of the project,
- do the analysis,
- provide software support or advice,
- proof read.

Sessions can be booked subject to availability.

Contact the Maths Learning Centre on [fmwright@dmu.ac.uk](mailto:fmwright@dmu.ac.uk) or 0116 250 6432.

### De Montfort University Researcher WIKI

The DMU Researcher Wiki is an online community for researchers to share their experiences and thoughts on research at De Montfort University. The Wiki can be found at <http://dmuresearcherwiki.wikis.org> and can be viewed at any time without restrictions.

The more content you add the more likely the Wiki is to be relevant to everyone and the better it will be.

If you would like to contribute you will need a username and password. To obtain these please email the Wiki administrator, Amanda Poulton, on [apoulton@dmu.ac.uk](mailto:apoulton@dmu.ac.uk).

## **Access To Software Packages For EndNote, NVivo and SPSS**

EndNote is only available for installation on University owned computers and laptops. If you would like information on how to obtain a licence for your own personal computers and laptops further information can be obtained at the following link: [http://intranet.dmu.ac.uk/isas/dmu/Services\\_for\\_staff/software/endnote.htm#Obtaining personal copies](http://intranet.dmu.ac.uk/isas/dmu/Services_for_staff/software/endnote.htm#Obtaining%20personal%20copies).

NVivo and SPSS licences are currently centrally funded by the University. To obtain copies of this software you must fill in a form 'application for rights to install a personal copy'. These forms are available in the Graduate School Office or from the Information Services and Systems (ISAS) Reception Desk which is located in room 1.6, Gateway House.

Following completion of the form you will be able to obtain a licence code for installing a copy of the relevant software.

Copies of the software CD for NVivo Versions 7 or 8 and SPSS are available from the Graduate School Office or can be borrowed from the library if you submit your form to ISAS.

## **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 Graduate School 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 and content available through institutional and subject research repositories, 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.

### **Exemptions**

Requests for exemption will be considered.

### **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,
- 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 Graduate School Office on 0116 250 6242 or by email at [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk).

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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.

#### Exemptions

Requests for exemption will be considered.

#### Joint Skills Statement Competency

Communication Skills

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### Research Ethics: Online (REST7525)

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#### Course Description:

This online Blackboard course is designed to give you some detailed understanding of research ethics and the role it plays in your studies as a research student.

'Your Course' should not simply be viewed as a one-off course you have to complete but rather as an ongoing resource which you can draw upon throughout your time as a registered research student here at De Montfort University.

For this reason there are facilities where you can post your ideas and comments, and enter into discussion with others in this research community throughout your time here.

Furthermore, there is an additional area in the Blackboard resource called 'Your Community' where you can develop and share knowledge with other research university students.

You are encouraged to use this area to discuss research ethics related issues with other students, share news items you may have seen and generally use the area to sustain ongoing activity amongst research students on this important subject.

The key learning objectives are:

- to understand the broad range of topics in research ethics,
- to understand the topics in research ethics specific to your discipline,
- to be able to identify and address the ethical issues specific to your research from inception through to completion,
- to be aware of the need to share good research ethics practice.

#### Exemptions

Requests for exemption will be considered.

#### Joint Skills Statement Competency

Research Environment

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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.

#### Exemptions

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 these courses please contact your relevant Faculty Office or Research Centre, unless otherwise stated.

### Faculty of Art and Design

Students are required to attend a Faculty Induction session which will take place immediately after the generic Research Student Induction Event.

In addition to the following course you will also be required to attend Faculty Seminars as outlined in the Group C and Group D course descriptions.

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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.

### Faculty of Business and Law

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#### Advanced Research Methodology (REST7012)

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##### Course Description:

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

### 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.

##### Exemptions

Requests for exemption will NOT normally 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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## **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.

## **Faculty of Humanities**

In addition to the following course you will also be required to attend further training sessions as outlined in the Group C and Group D course descriptions.

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## **Research Methods – Introductory Block (REST7014)**

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### **Course Description:**

The session will include the following sections:

- an introduction to the practice of research in the Humanities,
- recording and monitoring progress,
- research and information management.

This session will be run twice during the academic year in Term 1 and Term 2.

### **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 Graduate School Office will advise accordingly.

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## **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.

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## **Faculty of Technology and Emerging Technologies Research Centre**

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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.

#### *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 course 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.



## 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 Graduate School 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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### 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.

#### Exemptions

Requests for exemption will be considered.

#### Joint Skills Statement Competency

Research Management  
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 'C' DISCIPLINE SPECIFIC COURSE DESCRIPTIONS**

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

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

### **Faculty of Art and Design**

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#### **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.

### **Faculty of Humanities**

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#### **Research Methods - Communication (REST7061)**

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

The session will include the following sections:

- identification of appropriate topics for conference papers,
- preparation of proposals/abstracts,
- argumentation and communication in conference papers,
- presentation and delivery.

These sessions will address issues of research, communication and delivery, preparing students for the Faculty Conference. Students will be expected to present a paper at the Faculty Conference and will receive written feedback on the paper and its delivery.

This session will run once during the academic year in Term 2.

##### **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.

## 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 Graduate School 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

#### Exemptions

Requests for exemption will NOT be considered.

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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,
- to compose a letter of application,
- approach applications with confidence.

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 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

## GROUP 'D' DISCIPLINE SPECIFIC COURSE DESCRIPTIONS

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

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

### Faculty of Art and Design

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

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##### Course Description:

These 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 Seminars (REST7070)

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##### Course Description:

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

These 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.

#### Research Days (*Workshops/Lectures*) (REST7071)

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##### Course Description:

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.

### Faculty of Health and Life Sciences

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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.

### Faculty of Humanities

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#### Research Methods – Present and Future (REST7062) Humanities

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##### Course Description:

The session will include the following sections:

- research and teaching practice,
- academic networks and career structures.

This session will run once during the academic year in Term 1.

##### 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.

## **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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### **Beginning To Teach In Higher Education (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

## GENERIC 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 Graduate School 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 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.

#### Pre-requisite

Students must have completed the Endnote element of the Literature Searching and Reference Management course before attending.

**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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### Create and Manage Large Documents Using Word 2007 (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.*

**Joint Skills Statement Competency**  
Research Management

## **Effective Presentation Using PowerPoint 2007 (REST7202)**

### **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.*

**Joint Skills Statement Competency**  
Communication Skills

## **Identifying Opportunities and Building Your Evidence (REST7510)**

### **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

## **Interdisciplinary Research (REST7519)**

### **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

## **Intermediate Quantitative Data Analysis Using SPSS/PASW (REST7528)**

### **Course Description:**

Based on the Introduction to Quantitative Data Analysis Using SPSS/PASW, this course will explore how to use SPSS/PASW to achieve desired analyses when

- you have more than one influencing factors in your research design,
- you have more than two samples collected,
- you explore or quantify associations and course-effective relationships of two factors.

It will also provide guidance on how to interpret and present complicated statistical results from SPSS/PASW.

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

Research Skills and Techniques  
Research Management

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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 Quantitative Data Analysis Using SPSS/PASW (REST7506)**

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#### **Course Description:**

SPSS is to become IBM SPSS or PASW (Predictive Analytics Software) in 2010. PASW is essentially SPSS version 18.0 and the University is to install PASW in September 2010.

This course will take you step-by-step, through the decision process that leads to appropriate statistical tests for different types of data, different types of research questions, and different types of hypotheses.

The course is suitable if you collect data using scientific measurements or questionnaires that have closed questions. It will provide:

- considerations of statistics in research design,
- practical information on basic operation of SPSS/PASW,

- practising SPSS/PASW, with provided data, in achieving descriptive statistical, simple parametric and non-parametric analyses,
- guidance on how to read, interpret and present results produced by SPSS/PASW.

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

Research Skills and Techniques  
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 2007 (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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## 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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## Qualitative Methods: Online (REST7526)

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### Course Description:

Qualitative methods are of growing importance in a whole range of disciplines where researchers are seeking to identify the key features of the human social world. They originated in the social sciences, but have taken hold in the health care disciplines and are of interest to those working in design disciplines and computer science too, where researchers are concerned to understand how people use artefacts and technologies.

This online course is accessible via Blackboard and the "Course" provides an outline of a number of approaches to qualitative methodology, with examples and questions to act as an 'aide memoir' that all research students can undertake.

The examples come from a range of disciplines, including health care, management and organisation studies, as well as design and technology, where these kinds of methods can offer some insight into human affairs. In addition there are some more extended treatments of selected methods, which we

hope will grow as additional material becomes available.

The “Course” is designed to give you some detailed understanding of qualitative methodologies and the role they might play in your studies as a research student. It should not simply be viewed as a one-off course to be completed but rather as an ongoing resource which can be drawn upon throughout your time as a registered research student.

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

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

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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 look at a range of psychometric tests.

**Joint Skills Statement Competency**  
Career Management

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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.

## DISCIPLINE SPECIFIC OPTIONAL COURSE DESCRIPTIONS

Courses in this group are optional and available to students studying within the relevant Faculty.

To reserve a place on these courses please contact your relevant Faculty Office.

### Faculty of Health and Life Sciences

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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

### Faculty of Technology

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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.

## 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 Graduate School Office  
John Whitehead Building

Phone: 0116 257 7015  
Email: [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk)

**OR**

Jimi O'Callaghan  
Administrator  
The Graduate School Office  
John Whitehead Building

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

Paula Brennan

Room: 0.40, Hugh Aston Building  
Phone: 0116 250 6332  
Email: [pbrennan@dmu.ac.uk](mailto:pbrennan@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 and Life Sciences

Faculty Research Office

Room: 1.07, Estates Development 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

Elaine Aspell or Veena Vora

Room: 4.11 or 4.30, Gateway House  
Phone: 0116 255 1551 x8627 or 0116 257 7091  
Email: [easpell@dmu.ac.uk](mailto:easpell@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 Graduate School 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	
Beginning To Teach In Higher Education	19		Compulsory*	2 days					✓			
Building An In Depth Career Profile	20		Optional	½ day							✓	
Create and Manage Large Documents Using Word 2007	20		Optional	1 day			✓					
Effective Presentation Using Powerpoint 2007	21		Optional	1 day					✓			
English Language Course For Academic Research Purposes	9	A	Compulsory*	Varies					✓			
Identifying Opportunities and Building Your Evidence	21		Optional	½ day							✓	
Intellectual Property Rights and Ethics	9	A	Compulsory	½ day		✓						
Interdisciplinary Research	21		Optional	1 day			✓		✓			
Library Refresher – Keeping Up To Date	22		Optional	½ day			✓					
Literature Searching and Reference Management including Endnote	9	A	Compulsory	1 day			✓					
Managing Data Using Excel 2007	22		Optional	1 day			✓					
Media Training	23		Optional	½ day					✓			
NVivo For Qualitative Data Analysis (Advanced)	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 (Introduction)	22		Optional	½ day	✓							
Planning and Managing Research	10	A	Compulsory	1 day			✓					
Poster Presentations: Effective Designs	23		Optional	½ day					✓			
Preparing For Your Viva	17	D	Compulsory	½ day					✓			
Presenting Your Research To An Audience	11	B	Compulsory	½ day					✓			
Presenting Your Research To An Audience (Advanced)	20		Optional	½ day		✓						
Qualitative Methods in Health and Social Sciences	23		Optional	½ day	✓							
Qualitative Methods: Online	23		Optional	Online	✓							
Quantitative Data Analysis Using SPSS/PASW (Intermediate)	21		Optional	1 day	✓		✓					
Quantitative Data Analysis Using SPSS/PASW (Introduction)	22		Optional	1 day	✓		✓					
Research Ethics: Online	11	B	Compulsory	Online		✓						
Research Student Induction Event	10	A	Compulsory	½ day		✓		✓		✓		
Strategic Career Planning	24		Optional	½ day							✓	
Structuring and Completing Your Thesis	15	C	Compulsory	½ day			✓		✓			
Success At Assessment Centres and	24		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	
Psychometric Assessment												
Using Endnote (Advanced)	20		Optional	½ day			✓					
Winning Grant Funding	24		Optional	½ day		✓						
Writing For Publication	15	C	Compulsory	½ day					✓			
Writing Skills	11	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