Training Handbook for Masters by Research 2017/18

DMU Graduate School

De Montfort University

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Section 1: Introduction and Welcome

On behalf of De Montfort University (DMU) and the Graduate School, I would like to welcome you to your research programme. As a postgraduate research student (PGR) working toward a MA/MSc by Research, you need to complete an integrated programme of research training which is designed to equip you with the skills you need to complete your research.

Although these courses are not credit-bearing, they are a compulsory element of the Masters by Research and attendance will be monitored. You may well have additional research needs specific to your area of research or project and you will be asked to discuss these with your supervisor so that all reasonable support can be offered to you.

The purpose of this handbook is to provide a source of information about the training requirements and also a tool for you to consider the skills you already have and those you need to develop further. The Masters by Research extends the skills required for the study of a discipline at degree level, but also requires higher level research skills associated with independent study and with managing and completing a substantial research project. The characteristics of Masters Graduates are outlined by the UK Quality Assurance Agency for Higher Education in their *Master's Degree Characteristics* (published March 2010).

These include the possession of:

- in-depth knowledge and understanding of the discipline informed by current scholarship and research,

- the ability to study independently,

- the ability to use a range of techniques and research methods applicable to advanced scholarship in the subject,

- the ability to continue to learn independently and develop professionally , including the ability to pursue further research where appropriate.

What to do next?

Please refer to **Section 2** which identifies the training courses you are required to complete. If you cannot show that you have attended all the required training courses you will not be able to progress to submission of your thesis.

Please complete **Section 3 – Training Needs Statement** which you can find through the relevant milestone in your progression tab within myResearch (https://myresearch.dmu.ac.uk) to identify your strengths and those areas you need to develop further.

Section 2: Generic and Faculty Training Courses

As part of your Masters by Research award you are required to attend a number of generic and Faculty specific courses throughout your time at the University. These courses are not credit-bearing but they are a compulsory element of the Masters and attendance will be monitored. The courses are organised centrally by the Graduate School.

It is your responsibility as a student to ensure you attend and complete each training course.

Course Bookings

The bookings can be made through the Graduate School. 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 or by phone on 0116 250 6242. Alternatively several of the courses are available to take online via Blackboard.

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 as early as possible so your place can be offered to a fellow student.

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.

Attendance certificates will be issued upon completion of your Masters.

Course Completion

This handbook provides full details of each of the courses offered. You are required to undertake all compulsory courses and these are assigned to a group, which indicates which stage of your research the course is most suitable for.

All compulsory courses must be completed before being eligible to progress to submission of the thesis.

We are aware part-time students have many commitments; if you are studying part-time you are given a longer time period to complete the compulsory training courses, in line with the expected timeframe for completion of your degree.

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 3 months of enrolment	Within 3 months of enrolment
Group C	Within 9 months of enrolment	Within 18 months of enrolment

The Graduate School 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 if you require:

- building or room access information,

- information on resources and equipment available to you,

- materials in an alternative format.

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 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 Masters by Research 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.

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.

Summary of Generic Courses

Below is a list of all generic courses that form part of your Masters by Research; refer to individual course descriptions for further information about the content of the course.

Compulsory

Course Title	Group
English Language for Academic Research Purposes* (REST7104)	A
Literature Searching (REST7001)	A
Planning and Managing Research (REST7102)	A
Preparing For Your Viva (REST7303)	C

*Refer to page 3 to see if you need to complete this course.

Optional

Course Title
Intellectual Property Rights and Data Management (REST7103)
Research Ethics and Integrity: Online Resource (REST7525)

Summary of Faculty Courses

Each Faculty has its own research methods training for MA/MSc Research students, which are designed to facilitate the change in level from undergraduate to postgraduate study. The main aim of this training is to equip students with the tools and knowledge essential to effective research in their discipline.

Only when a student has successfully completed all components will they be eligible to progress to submission of the thesis. Faculty Heads of Research Students will assume responsibility, in liaison with supervisors, for recording successful completion of research methods training and will confirm this in writing to the Graduate School for their records.

In addition to the training courses you are required to complete the Training Needs Statement found within your progression tab on myResearch (https://myresearch.dmu.ac.uk).

Faculty of Art, Design and Humanities (ADH)

You will need to complete the training most relevant to your area of research.

Course Title	Group
Research Methods: Online Resource (REST7701)	A

Faculty of Health and Life Sciences (HLS)

Course Title	Group
Introduction to the Faculty and Principles of Research in the Health and Life Sciences (REST7016)	A
Health and Safety in Laboratories* (REST7015)	A

* Only compulsory for students working in a laboratory or similar setting during their research

Faculty of Technology (Tech)

Course Title	Group
Research Methods (REST7013)	A

Generic Course Descriptions

Courses are held regularly throughout the year and managed by the Graduate School. To reserve a place on these course please contact the Graduate School on 0116 250 6242 or by email at rtp@dmu.ac.uk.

English Language for Academic Research Purposes (REST7104)

Course Completion: Compulsory - Group A

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.

By the end of this course students will be able to understand the writing conventions of a thesis/journal article and produce both genres using appropriate academic style and lexis.

This face to face course is supported by online resources: these materials can be used as an introduction before you start, to support you while you are attending the face to face sessions or to remind you of what was covered once you have completed the course.

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

Intellectual Property Rights and Data Management (REST7103)

Course Completion: Optional

Course Description:

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

- introduce postgraduates to the concept of intellectual property rights (IPR) with discussion on, patents, trademarks, etc.; special emphasis will be given to copyright when conducting research,

- make postgraduates aware of the University's protocols regarding IPR arising from research and data protection,

- outline the impact of Data Protection and Freedom of Information Legislation and the management of research records,

- provide an understanding of the need to take account of information legislation in conducting research and know where to find assistance to deal with it.

Exemptions: Requests for exemption will be considered.

Literature Searching (REST7001)

Course Completion: Compulsory - Group A

Course Description

In this course we focus on how to conduct an effective literature search, which will form a critical part of your research. It is recommended you complete 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 a literature search,

- outline databases and sources to find different types of literature,

- develop advanced searching and citation searching techniques,

- offer advice on how to remain up to date with the literature throughout the course of your research.

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

- develop and implement a search strategy using key resources relevant to your discipline,

- identify and use appropriate tools to stay up to date in your discipline.

Delivery: This course can either be taken by attending a face to face workshop or online via Blackboard.

The three hour face to face workshop will demonstrate the key principals for literature searching and allow time for discussion and hands-on practice. We recommend that you that you sign up for the face-to-face session as this will enable you to talk through your literature searching with a subject librarian and discuss strategies with your fellow students. The dates of the workshop are detailed in Blackboard and can be booked by contacting at rtp@dmu.ac.uk. However, an online Blackboard version is available if you are unable to attend in person or prefer to study online.

Exemptions: Requests for exemption will be considered.

Planning and Managing Research (REST7102)

Course Completion: Compulsory - Group A

Course Description:

Starting a research project 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 undergraduate 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 exemptions will be considered.

Preparing For Your Viva (REST7303)

Course Completion: Compulsory - Group C

Course Description:

This course is intended for students who are close to submitting their thesis and will offer guidance on preparing for your viva examination. This course is available to attend face to face or can be completed online.

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 viewed an example of a simulated viva examination,

- have participated in a role play of a viva,

- have had a chance to discuss your viva concerns with others.

By the end of this course you will be prepared for the viva examination.

Exemptions: Requests for exemption will NOT be considered.

Research Ethics and Integrity: Online (REST7525)

Course Completion: Optional

Course Description:

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

The key learning objectives are:

- to gain an understanding of the history and motivation behind modern research ethics and integrity,

- to gain an understanding of the broad range of topics in research ethics and integrity,

- to gain an understanding the topics in research ethics that are specific to your discipline,

- to gain an understanding of the research integrity and how to conduct your research with integrity,

- to be able to identify and address the ethical issues specific to your research from inception through to completion,

- to be able to accurately and thoughtfully complete your research ethics review form.

Exemption: Requests for exemption will be considered.

Research Ethics and Integrity: Online (REST7525)

Course Completion: Optional

FACULTY COURSE DESCRIPTIONS

Courses are held throughout the year and can be booked through the Graduate School.

Faculty of Art, Design and Humanities

Research Methods: Online Resource (REST7701)

Course Completion: Compulsory - Group A

Course Description:

This is compulsory course will give you an overview of Research Methods in Arts, Design and Humanities, including:

- formulating your research question,

- identifying your research objectives,

- establishing appropriate research methodologies,

- gathering your data,

- analysing your data,

- presenting your research,

- disseminating your research,

- research methods in practice including various case studies.

Exemption: Requests for exemption will be considered.

Faculty of Health and Life Sciences

Introduction to the Faculty and Principles of Research in Health and Life Sciences: (REST7016)

Course Completion: Compulsory - Group A

Course Description:

This COMPULSORY course will provide an opportunity for you to meet with the Faculty Head of Research Students Dr Tina Harris and the Doctoral Training Programmes leads within Health and Life Sciences; Dr Sally Ruane (applied Social Sciences DTP) and Professor Martin Grootveld (Bioanalysis, Pharmaceuticals and Health DTP).

The course is designed to gain an understanding about the procedures that will govern your time as a research degree student within the Faculty. You will gain an understanding of principle elements of hypothesis-driven research methods, appropriate methods of data gathering and analysis and the ethical constraints on research in Health and Life Sciences. In addition you will gain an understanding of the development opportunities available to you within the Doctoral Training Programmes in Health and Life Sciences.

At the end of the session you will:

- be aware of facilities available for research students within the Faculty,

- have met with other research students from the Faculty of Health and Life Sciences,

- have learned about the opportunities which exist for research methods training to support your PhD studies and other development opportunities such as networking and teaching,

- have learned about opportunities which exist to participate in and make a contribution to the research culture of the Faculty,

- outlined your own research to other research students,

- have discussed your proposed methodology with other research students,

- have exchanged information about useful approaches to data collection,

- have an opportunity to ask questions.

Exemption: Requests for exemption will be considered.

Health and Safety in Laboratories (REST7015)

Course Completion: Compulsory - Group A

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.

By the end of this course you will have gained a sound understanding of the application of Health and Safety in a laboratory environment at DMU, it will give you basic information, sign posting and support to ensure you adhere to DMU policy and rules.

Exemptions: Requests for exemption will be considered.

Faculty of Technology

Research Methods (REST7013)

Course Completion: Compulsory - Group A

Course Description:

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

You will be required to complete this course before, if applicable, you transfer. 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: persuasivability 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.

Exemptions: Requests for exemption will be considered.

Contacts

Training Course Enquiries

Queries relating to training courses, information about the course schedules or reserving a place on a generic course should be referred to the: Graduate School, 3rd Floor, Gateway House

Phone: 0116 250 6242

Email: rtp@dmu.ac.uk

Research General Enquiries

If you have any general enquiries regarding other aspects of your research programme these should be referred to the: Graduate School, 3rd Floor, Gateway House

Phone: 0116 250 6309

Email: researchstudents@dmu.ac.uk

Research General Enquiries

If you have any general enquiries regarding other aspects of your research programme these should be referred to the: Graduate School, 3rd Floor, Gateway House

Section 3: Training Needs Statement

As a research student you are expected to take responsibility for managing your research project and assessing the skills you need to acquire, develop or refine in order to achieve successful completion. Completion of the Training Needs Statement is compulsory and can be accessed through the relevant milestone in myResearch (https://myresearch.dmu.ac.uk).

Your supervisor will be able to supply support and advice in assessing your additional training needs and the Training Needs Statement provides the opportunity for you to reflect on the skills you have and those you need to develop.

Submission

The Training Needs Statement must be completed and submitted within three months of enrolment for full-time students and within six months for part-time students, to the Graduate School. You are strongly encouraged to complete this document as early as possible after enrolment.

The completed statement within the milestone will be processed by the Graduate School.

If you have any queries regarding the Masters by Research Training programme please email rtp@dmu.ac.uk

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