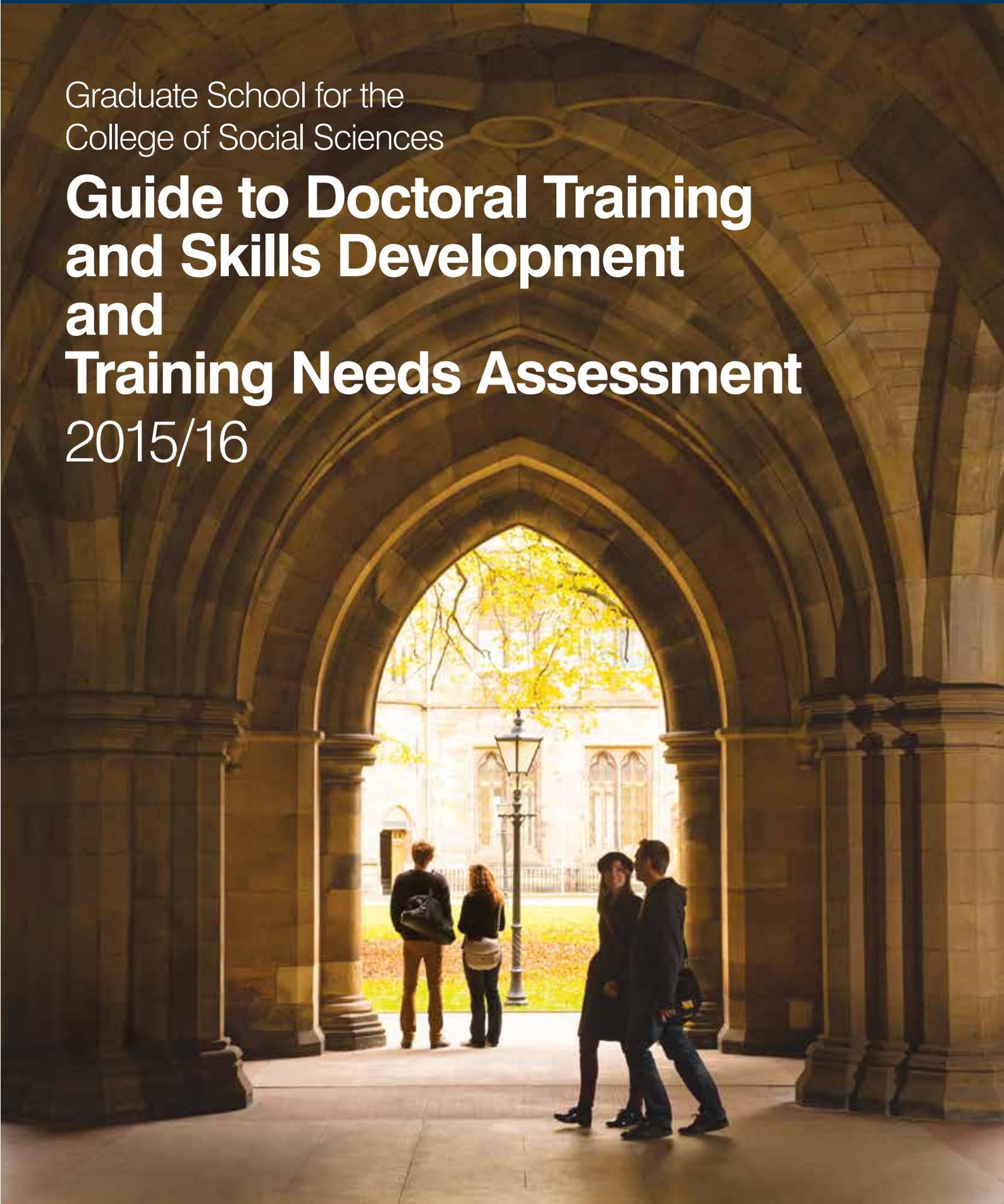




University
of Glasgow

Graduate School for the
College of Social Sciences

**Guide to Doctoral Training
and Skills Development
and
Training Needs Assessment
2015/16**





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Welcome

Our College is home to a vibrant and engaged research community. The Graduate School promotes the continuous development of our postgraduate communities by offering a highly developed series of research training courses as well as specialist training in skills development. We also offer a number of College scholarships, financial assistance and internships. Further detailed information can be found throughout the booklet.

Changes in recent Research Council policy, in respect of training, have led to the introduction of a new system of measuring and recording. The training needs analysis and development form and the log of activities are included in the brochure. These will allow students and staff to monitor the forms of training undertaken in the course of the PhD. We think that you will find these useful.



What is the Graduate School and how does it relate to other areas of the College?

The College of Social Sciences is home to five academic Schools:

- The Adam Smith Business School
- The School of Education
- The School of Interdisciplinary Studies
- The School of Law
- The School of Social and Political Sciences



Each School houses a number of Subject Areas or Research Groups:

The Adam Smith Business School

Accounting and Finance; Economics; Management.

Education

Creativity Culture and faith; Interdisciplinary learning Education Technology and Society; Professional Learning and Leadership; Social Justice, Place and Lifelong Education; Curriculum, Assessment and Pedagogy, Robert Owen Centre for Educational Change.

Interdisciplinary Studies

Education; Environment, Culture and Communication; Tourism Heritage and Sustainability Health and Social Policy, Palliative Care.

Law

Commercial and Competition Law; Criminal Law and Criminal Justice; Family Law; Intellectual Property; International Law; International Private Law; Labour Law; Legal History; Legal Theory; Private Law; Public Law.

Social and Political Sciences

Central and East European Studies; Economic and Social History; Politics; Sociology; Urban Studies, Social and Public Health Sciences Unit, Institute of Health and Wellbeing.

Colleagues in all of these Subject Areas and Research Groups are active in developing world-leading research, and support doctoral research programmes. As a doctoral student you will automatically belong to the School where your principle supervisor is based.

We encourage interdisciplinary opportunities, and a number of our doctoral students work across Subject Areas, Schools and even cross Colleges

We encourage you to make connections with students within and across disciplines, to exchange methods, tips, advice, support, knowledge, resources, creative and critical ideas. All Subject Areas and Research Groups run research seminars, inviting guest speakers to share emerging research.

Visit our Facebook to find out what students across the College are doing.

www.facebook.com/GlasgowSocSciPGR





The Graduate School

The sixth School in the College is the Graduate School. As a doctoral student in the College of Social Sciences you also belong to the Graduate School. The Graduate School is an energetic community seeking to bring together staff and postgraduate students in shared social, educational and research events. You are advised to visit the Graduate School website to keep up to date with news and events. www.glasgow.ac.uk/colleges/socialsciences/graduateschool/

The Graduate School has the following responsibilities for postgraduate studies within the College:

- Organising the set of courses which make up our core package of research training.
- Running the College Researcher Development Programme designed to help you enhance your research and professional skills to meet the standards laid out in the Research Councils' Researcher Development Framework
- Ensuring the successful management of the research process including the monitoring of progress and the preparation of the thesis.
- Managing the ethics approval process for staff and students
- Managing the procedures for a diverse range of internally and externally funded scholarships
- Providing support, advice and training to supervisors on their vital role in the research process.

The Graduate School Office is located at Florentine House, 53 Hillhead Street, G12 8QF and you can contact us at gradschool.socsci@glasgow.ac.uk

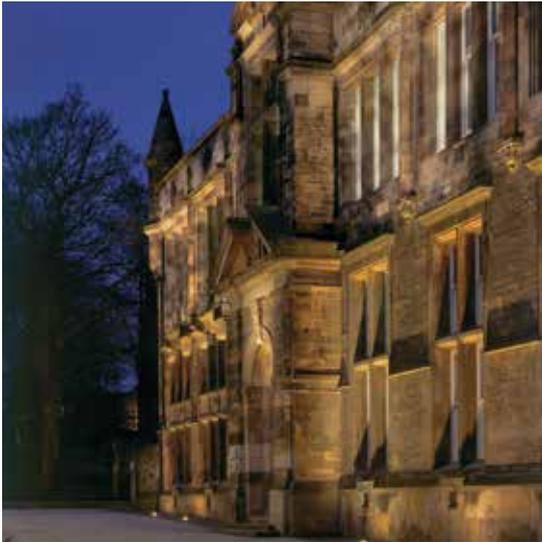
Where do I go for support in my School?

As a doctoral researcher you are supported by a number of people throughout your programme of study. The people you will see most regularly are your academic Supervisors. All doctoral students have at least two academic Supervisors. One or both of these are likely to be your first point of contact if you have any general queries or questions relating to your programme of study, and to academic matters.

Every School has a PGR Director and where applicable each Subject Area also has at least one PG Convener. These academic members of staff are responsible, along with your supervisor, for postgraduate matters within your School including your annual progress and any applications for suspension of study or extension to submission date.

In addition, each School has one or more Postgraduate Research Administrator(s) who may be able to answer specific queries relating to the administration of your programme of study.

You should be able to find the contact information for each of these people on your School's website.



What Support can I expect from the Graduate School?

The Graduate School team consists of Academics and admin staff whose role it is to support you through your life as a student.

Contact information for the current team is shown below and you can find out who does what by visiting the Information for Students pages on our website www.glasgow.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/contact/



Name	Email	Extension	Role
Prof Richard Berry	richard.berry@glasgow.ac.uk	8539/4389	Dean of Graduate Studies
Prof Robbie Paton	robert.paton@glasgow.ac.uk	5037	Deputy Dean of Graduate Studies
Fiona Green	Fiona.Green@glasgow.ac.uk	3461	Administrator
Dickon Copsey	Dickon.copsey@glasgow.ac.uk	4570	Employability Officer
Terri Hume	Terri.Hume@glasgow.ac.uk	3007	Administrative Assistant
Alan McConnell	Alan.McConnell@glasgow.ac.uk	4725	Administrative Assistant
Catherine Murphy	Catherine.Murphy@glasgow.ac.uk	1990	Administrative Assistant
Jennifer Porch	jennifer.porch@glasgow.ac.uk	3021	Administrative Assistant
Linda Thomson	Linda.Thomson@glasgow.ac.uk	2514	Administrative Assistant

Doctoral Training and Skills Development

Over the course of your PhD, you are expected to develop knowledge and skills that equip you to undertake independent research at the frontier of your field or to take up employment in policy or practice communities that exploit such knowledge. To enable you to achieve this goal the PhD programme offers a range of training opportunities in three broad domains:

1. Subject-Specific Training

This area relates to the bodies of knowledge that you need to absorb and any specific skills you need to carry out your research as well as your analytical and creative faculties. The training and experience for this strand will most often come from your own School or Subject Area or professional organisations in your field of study as well as services such as Information Technology or the University Library. Practical experience in this area might come from writing, teaching or presenting your research.

2. Research Methods Training

The Graduate Training Programme in the College of Social Sciences is ESRC accredited and built to create a learning environment to produce the next generation of global research leaders. There are five core courses in Social Science Statistics 1 (SSS1); Social Science Statistics 2 (SSS2); Qualitative Methods (QM); Advanced Qualitative Methods (AQM) & Introduction to Social Theory for Researchers (ISTFR).

SSS1 and QM anticipate that students may not have prior learning in research methods and provide a theoretical and practical grounding in data analysis, software and data collection. The courses use real data and 'real world' problems so that the analysis performed by students resonates with the substantive questions they are exposed to in their wider studies.

SSS2 and AQM are more challenging and orientated towards producing critically evaluated work and analysis. It moves from the skill training emphasised in SSS1 and QM to consider the impact of particular approaches for the researcher, and for the communities that they research. Similarly ISTFR makes strong links between traditional theorists and real world problems.

The courses are taught by teams of world-leading researchers from across the College of Social Science. Graduate training extends beyond the first year and opportunities for advanced training exist throughout the term of your PhD.

Further details can be found on our webpages: www.glasgow.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/graduateschoolresearchtrainingprogramme/

3. Researcher Development Skills – Researcher Development Programme

The Graduate School offers a range of training, funding and internships designed to support your development of research, transferable and professional skills. These activities have been designed to complement the core Research Training Programme in helping you to further enhance your research and professional skills, and to meet the standards laid out in the Research Councils' Researcher Development Framework (see diagram on page 11).

The UK Research Councils recommend that postgraduate research students undertake the equivalent of two weeks of transferable skills training, per year. This training is likely to be a combination of subject, school, college, university service, or personally organised training.

The courses and opportunities available via the Researcher Development Programme will help you to meet this requirement and also develop yourselves both professionally and personally. Your participation in Researcher Development Programme courses is recorded on MyCampus and will be discussed at your annual review.

College of Social Sciences Researcher Development Programme activity is advertised via our regular student newsletter and Facebook page and on our Researcher Development Programme webpages www.glasgow.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/pgrstudents/.

The College of Social Sciences Graduate School Researcher Development Programme has 4 main strands of provision:

■ Courses

The College of Social Sciences Researcher Development Programme offers a variety of courses to all research students registered in the College of Social Sciences. The Research, Strategy & Innovation Office also run Researcher Development courses. Courses offered by the Research, Strategy & Innovation Office are open to all research students in the University of Glasgow.

All Researcher Development courses offered by the University of Glasgow are available for enrolment on MyCampus.

The courses are intended to develop our students both professionally and personally. Participation in Researcher Development Programme courses is recorded on MyCampus and will be discussed at your annual review.

Each course offered relates to one of the four sections of the Researcher Development Framework (see diagram on page 11).

Our courses cover areas as diverse as academic writing, publishing, ethics, presentation skills, career development, and viva training.

■ Internships

The College of Social Sciences Graduate School Researcher Development Programme offers various internship and short-term employment opportunities to our research students. These positions aim to offer students the opportunity to develop their professional and personal skills in an academic setting. The Research Strategy and Innovation Office also offer internship positions. All internship opportunities are subject to open competition and are advertised on our College Researcher Development webpages and via email.

These internships opportunities are separate to the Graduate Teaching Assistant roles which may be offered by your School or subject area.

Funding for researcher development training

The University provides funding specifically targeted at developing transferable skills in doctoral students and the College of Social Sciences has been allocated funding for the development of such skills. The Graduate School is responsible for providing and facilitating training in line with the Researcher Development Framework, and for managing the allocation of this funding within the College.



■ Staff Initiatives

Funding is available for College of Social Sciences staff to organise personal development and skills training events for students in their particular subject areas and across the College.

■ Student Initiatives

Each year the University sets aside funding to support the personal, professional and career development of its postgraduate research students. This fund is called the 'New Initiatives Fund' and has application deadlines in November and April. This could be anything from a careers-focused or public engagement event, to an industry visit or even launching your own journal. The main proviso is that we can't fund something directly related to your research (e.g. subject-specific conferences or technical training). It is anticipated that most bids will be for activity that benefit groups of researchers from more than one College.

Decisions are made by a working group of the University's Researcher Development Committee which has representation from across the University and the student population.

Previously funded initiatives are list on the Graduate School's Researcher Development Programme webpages.

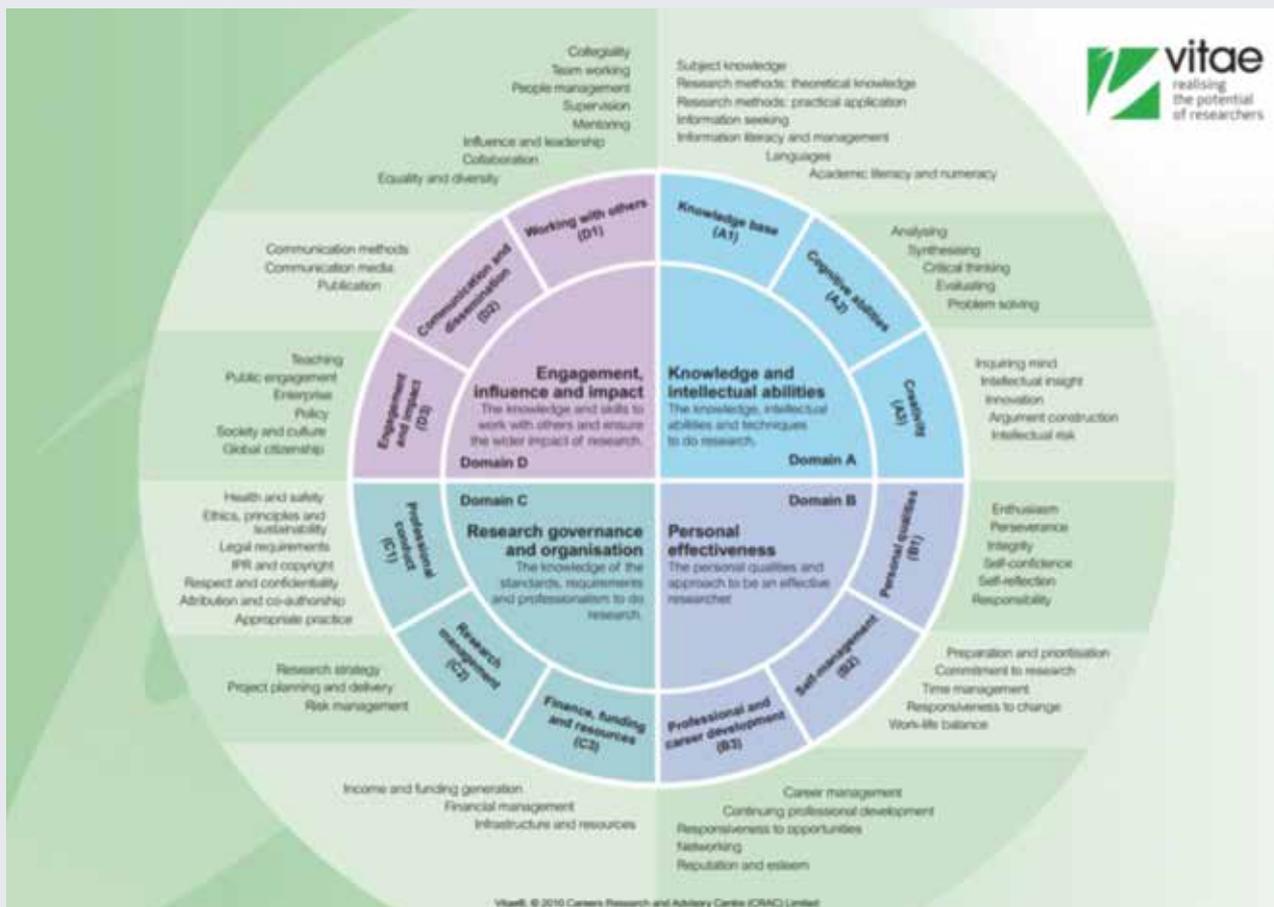
Recording and reviewing your training needs

In order to enhance your research skills it is important to identify your training needs. Working with your supervisors you will complete a Training Needs Assessment and Development Plan, normally within the first month of your studies. From analysing your needs, you will be able to create a bespoke plan of training and development opportunities, targeted to your specific needs and skills set, taking account of the skills and knowledge you bring with you from previous experience.

To help develop your skills development plan we suggest you ask yourself the following questions:

- When do I need to receive this training? Eg. Do I need to this training to allow me to begin my research – e.g. learn about databases to be able to store data – or is it something that can be scheduled for a later date within my PhD?
- Do I have a balance between subject-specific, research methods and researcher development training?
- What training do I require to complete my research?
- What training do I require to develop a broader set of transferable skills for my future career?





You will be expected to maintain a log of the training you have completed and present this as part of the annual progress review.

An example of a completed Training Needs Assessment and Training Log form can be found at the end of this guide and forms for completion can be downloaded from the Graduate School Web Page

www.glasgow.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/

As you complete your Training Needs Assessment and Training Log tables you should also reflect on your longer term professional development and career aims and aspirations. The Researcher Development Framework above is a professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in higher education. As you complete your training needs assessment and planning processes this framework will help you reflect on the knowledge, behaviours and attributes of successful researchers and how you might to realise your potential in these areas.

www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework



Training Need Assessment and Development Plans

Over the course of your PhD, you are expected to develop knowledge and skills that equip you to undertake independent research at the frontier of your field or to take up employment in policy or practice communities that exploit such knowledge. To achieve this goal, the PhD program offers a range of training opportunities in three broad domains: (1) subject-specific training, (2) research method and philosophy training, (3) researcher development skills. You are expected to undertake formal and practical training in all three domains throughout your PhD.

Within the Graduate School we provide both Research Methods www.glasgow.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/graduateschoolresearchtrainingprogramme/#d.en.180507 and broader Researcher Development Programme training www.glasgow.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/pgrstudents/rdpcourses/

We also offer a range of subject-specific courses and advanced research methods options (see Subject Pages for details). Students can also access external training, for example, courses provided by ESRC pathways (www.socsciscotland.ac.uk) or National Centre for Research Methods (www.ncrm.ac.uk/).

You should discuss your training and development needs and plans with your Supervisor(s) on a regular basis, to ensure that your skills development is appropriate to your current needs and future career aspirations.

The two professional development tables below – Training Need Assessment and Development Plan (A) and Training and Development Log (B) – should be completed as part of your Annual Progress Review.

Table A to be completed at the beginning of the academic session – identify the areas below where you would like to develop your skills through training or practical experience, over the coming academic year. You should then discuss with your Supervisors how you can meet these needs, whether through attending courses or practical experience. Gaps in the provision provided will be identified and filled where possible.

Table B to be completed throughout the session and submitted as part of your Annual Progress Review – please record training/practical experience completed during the session (April-April).

The following examples provide an indication of the level of detail and reflection which is required to complete your Training Needs Assessment and Training Log tables: The blank form can be downloaded from www.glasgow.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/ under the Development and Training tab.

Table A: Training Need Assessment and Development Plan

Session 2015	Training/Professional Activity Planned
<p>You are expected to undertake formal training and practical skill development activities in three domains:</p> <ul style="list-style-type: none"> (1) subject-specific knowledge (2) research methods/philosophy training (3) researcher development training <p>We would normally expect that students complete at least one course/practical activity in each domain per year.</p>	
<p>Training Needs</p> <p>Consider the requirements of your PhD vis-a-vis your existing skills and knowledge and identify your key training priorities for the forthcoming session.</p> <p>You should include details of the training (ie. title, dates, duration) and identify the key skills targeted.</p>	<p>1. Subject-specific training or practical skill Strong Structuration Theory in Accounting</p> <ul style="list-style-type: none"> ■ Training details – unknown ■ Skills/Knowledge – would like to develop my understanding of SST and how relevant this approach might be to my research; also keen to develop contact with experts in the field
	<p>2. Research methods/philosophy training Research Integrity Training</p> <ul style="list-style-type: none"> ■ Training details – 1 day workshop?; date unknown ■ Skills/Knowledge – develop my understanding of rigorous ethical research practice <p>Qualitative methods</p> <ul style="list-style-type: none"> ■ Training details – unknown ■ Skills/Knowledge – deepen understanding of effective QM approaches to focus groups and interviews and possible application within my research
	<p>3. Researcher development training and opportunities Public engagement/Impact</p> <ul style="list-style-type: none"> ■ Training details – unknown ■ Skills/Knowledge – explore increasing importance of public engagement and impact agendas and how this might impact on my future research career <p>Academic writing skills</p> <ul style="list-style-type: none"> ■ Training details – unknown ■ Skills/Knowledge – develop academic writing skills with a particular focus on drafting, editing and proofreading skills

Table B: Training and Development Log

Year	Training/Professional Development Activity Completed
<p>Prior training and practical experience</p>	<p>Please use this space to list all methods courses, philosophy training and broader research skills training undertaken prior to your PhD. Provide a short description of courses indicating topic, the length of training and training provider.</p>
<p>Year 1</p> <p>Use this space to record any formal training and practical skill development during the first year of your study.</p> <p>You should include details of the training (ie. title, dates, duration) and identify the key skills developed. You should include a reference to the Researcher Development Framework diagram featured above.</p>	<p>1. Subject-Specific Training</p> <p>Strong Structuration Theory in Accounting workshop</p> <ul style="list-style-type: none"> ■ Training details – ASBS; April 2016 ■ Skills/Knowledge – developed more detailed understanding of Strong Structuration Theory in Accounting and its applications in accounting research and opportunity to network with key academics in this field (RDF Domains A1 and A2 Research methods: Theoretical application and Analysis) <p>2. Research Methods/ Philosophy Training</p> <p>Research Integrity Training workshop</p> <ul style="list-style-type: none"> ■ Training details – CoSS; 1 day workshop; December 2015 ■ Skills/Knowledge – focused on ethics and principles of research process (RDF Domains C1 and C2 developing knowledge around legal requirements, IPR and copyright and attribution and co-authorship and B1 focusing on research integrity) <p>Qualitative methods course</p> <ul style="list-style-type: none"> ■ Training details – CoSS Research Training Programme; Semester 1; 11 weeks ■ Skills/Knowledge – focusing on effective QM approaches and techniques and developing skills and knowledge around in-depth interviews, focus groups and content analysis as well as the gathering of data based on observation and textual information (RDF Domains A1 and A2 Research methods: Theoretical application and Analysis) <p>3. Researcher Development Training and Opportunities</p> <p>Impact and Engagement of your Research workshop</p> <ul style="list-style-type: none"> ■ Training details – CoSS RDP; 1 day workshop; January 2016 ■ Skills/Knowledge – deepened understanding of renewed emphasis on public engagement and the social and economic impact of academic research and its relationship to research funding and knowledge production (RDF Domains D2 and D3 particularly Public engagement and Research communication) <p>Writing for popular audiences workshop</p> <ul style="list-style-type: none"> ■ Training details – CoSS RDP; 1 day workshop; June 2016 ■ Skills/Knowledge – developed skills in professional research writing with a particular focus on drafting, editing and proofreading skills (RDF Domains A1 focusing on academic literacy and D2 focusing on effective research communication)





