

GRADUATE SCHOOL

Research training policy

Research Training Programme (RTP)

We know that postgraduate research study is challenging. As a research student, you are expected to gain the skills needed to become a competent researcher in your chosen discipline and develop a range of transferable skills to broaden your future options in the workplace. The RTP helps by providing a range of development opportunities. The outcome and impact of these activities will be reflected on and collated in the form of an e-portfolio and ultimately through the production of your thesis.

The RTP is compulsory for full-time and part-time students studying for a Master of Philosophy (MPhil), Doctor of Philosophy (PhD) or a professional doctorate, whether studying on or off campus. For those studying for a Masters by Research (MRes) degree, the RTP is not compulsory as this programme has a proportion of research training included.

The RTP offers a range of workshops and seminars, generic and subject-specific, designed to develop your skills as a research student. Based on [Vitae's Researcher Development Framework](#), we have mapped our development provision to Vitae's four domains: (A) knowledge and intellectual abilities, (B) personal effectiveness, (C) research governance and organisation, and (D) engagement, influence and impact. You will find workshops and seminars at the university and within your academic school, a wealth of online provision, and opportunities to attend internal and external conferences.

How long will it take?

As you develop your skills, your needs will change and this will be reflected as you progress through your programme of study. You will continue with the RTP until you reach the writing-up stage of your degree. You must have completed the RTP before your viva voce examination. Your completed RTP should be submitted to your Director of Studies for assessment and review.

How to get started: research student skills and development training needs analysis (TNA)

Your research is unique and your skills development will be individual to you. There is no right or wrong approach, but to help you understand your strengths, weaknesses and development needs, you will carry out a training needs analysis (TNA) within your first month, most likely at your first meeting with your supervisor(s). We will introduce the RTP and the types of training and development activities available at your university induction.

The TNA covers the four broad domains of the [Researcher Development Framework](#). In completing the TNA, you should analyse:

- Whether or not you already have the particular skills
- Areas where you think you need more development
- The new skills you require

You should assess your current skills level to indicate gaps using a rating scale from 1 to 3 (1 indicating no skill to 3 very confident). The development needs should then be rated by priority, for example, low, medium or high.

Need further help?

As well as talking to your supervisors, [The Graduate School](#) can give you advice, and we recommend reading the skills training section on the [Vitae website](#). Vitae have developed 'lenses' to help you focus on particular themes when identifying your skills training needs. These themes include: getting started, leadership, enterprise, intrapreneurship, teaching, engineering, employability, mobility and information literacy.

Collecting evidence to support your development

Your TNA will form the basis of your development and training. The next stage will be to develop a method of recording, evidencing and reflecting on your training and development. A reflective diary is a personal account of your research process, your responses to information received and records of ideas you may have considered. It becomes a portfolio, e-journal (accessed via [PebblePad](#)) or source document of your experiences and achievements, both positive and negative. It may contain useful information such as:

- Reflective notes to remind you of conversations with other researchers
- Attendance dates and materials from workshops or conferences along with your notes and opinions
- Extracts or cross-references to research work
- Mind-mapping notes on specific issues
- Presentations or copies of poster presentations you have given and any feedback received.

Your portfolio should contain a record of your thoughts, experiences and feelings about your research work as it develops and not just a list of facts. You might also refer to planned activities arising out of this experience or provide solutions to specific problems you have encountered previously.

Reviewing your development

You and your supervisor should regularly review your plans and activities as your needs will change as you progress. The portfolio or e-journal will develop over the course of your research degree programme into an excellent reference point, a demonstration of your competencies and the skills you have gained, and a major resource for crafting your CV in the future.

Where to find training and development opportunities

The university provides an array of development and training opportunities. We have developed the RTP to equip you with the skills and competencies required to complete your thesis. Online training provision is delivered through [MyBeckett](#) and includes the research masters skills programme package from [Epigeum](#).

Complementing this, your academic school and our central support services will also provide training opportunities. Our Library's [Skills for Learning](#) resource includes a range of support and our enterprise and careers services offer training through [MyHub](#).

MyBeckett

[MyBeckett](#) is the university's virtual learning environment and is available from the Leeds Beckett homepage. You will be able to access your email account and your personal storage area on our university IT servers. When you enrol, the Graduate School will also add you to the RTP module that appears on the modules tab. Here you will find workshop materials, announcements (calls for papers, conferences and external training opportunities) and our online training, including Epigeum.

MyHub

All training offered by the Graduate School must be booked through [MyHub](#). You can log in [here](#) using your university username and password. Please note that staff members who are also studying must log in as a student for the research-related workshops to be visible. If you wish to cancel any training you have booked, please provide at least 48 hours' notice, otherwise your school may be charged.

Vitae

[Vitae](#) is an international programme managed by CRAC (the Careers Research and Advisory Centre) which, in partnership with a number of agencies, works to support the skills development of researchers in the UK. The resources available are aimed at research staff and students. In particular it introduces the Researcher Development Framework and details how it can be used to its best effect. There is also general advice on studying for a doctorate and how to access further support, an online member community and details of any events held by Vitae. To access the resources you need to sign up using your university email address.

PebblePad

[PebblePad](#) is an innovative personal learning system that can help you plan, record and reflect on all aspects of your research studies. Whether you need to carry out a training needs analysis, record the details and outcomes of your supervision meetings, keep a record of your publications, or ultimately produce a portfolio to help with your future employment, PebblePad can help you progress your studies. This powerful tool securely holds your private data in an institutional account, but allows you to share information easily in a variety of ways. When you have finished your studies, you will be able to continue using your PebblePad account for free, making use of it during career and professional development activities post-university.

You can access PebblePad [here](#) or by logging in to the RTP Module on MyBeckett. The link can be found in the grey left-hand column on the landing page:

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Research Training Programme (RTP)

VLE001098 - Research Training Programme - 01108 - 0 - PERM (01108-PERM)

Research Training Programme (RTP)

Useful Links

Epigeum Research Skills Master Programme

Epigeum Resources

Professional Doctorate in Education

M.Res in Professional Practice

Information, Regulations & Forms

Announcements

FAQs

Turnitin

PebblePad

Mixed Methods Session

Research Training Programme (RTP)

Build Content Assessments Tools

Research Training Programme

Background to the Research Training Programme (RTP), outline of resources for

Research Resources - A-Z (currently being updated)

Resources and materials related to research training courses and workshops org

Past Events

Resources and materials relating to inductions, conferences, study days and oth

Careers

As well as developing your research skills, you should be thinking about your future. The [Employability & Progression team](#) can help you enter and succeed in student and graduate employment by combining an employment agency (the Job Shop), a careers advisory service and an employer engagement team into one. They can help you make career choices (including careers within and outside of academia), find temporary employment while studying, meet graduate employers and access graduate vacancies, and prepare for applications, interviews and assessment centres. They offer a wide range of online careers resources, including information developed specifically for research students. They also offer support for up to five years after you have left Leeds Beckett. You can find out about careers workshops and employer events and fairs happening on campus, book individual careers appointments, and access careers resources by logging in to [MyHub](#).

Postgraduate Research Society

Our Postgraduate Research Society is run by students for students, giving our postgraduate research students a space to connect and share their experiences.

The society organises regular social events and an annual symposium where students are able to present their research. It also provides a platform for research students to provide feedback to the university. You can get in touch by email at:

ResearchSociety@LeedsBeckett.ac.uk and follow the society on Twitter at [@LBResearchSoc](#) and [Facebook](#).