

Professional Development: Graduate School Training Programme 2018-2019

October				
Course Name	Date	Time	Eligibility	Course Stage
Viva: Preparation and Presentation (final year students) (D)	Monday 8 th October	14:00 – 16:00	PGR	Late
Graduate School Induction (A)	Wednesday 10 th October	10:30 – 14:00	PGR	Early
Demonstrating in Computer Laboratories (D)	Tuesday 16 th October	10:00 – 12:00	PGR	Early - Mid
Teaching/Assessment and Demonstrating in Laboratories (LHS) (D)	Wednesday 24 th October	14:00 – 16:00	PGR	Any
Microsoft Word for Researchers (A)	Wednesday 24 th October	09:30 – 16:30	PGR - ECR	Early - Mid
Mindfulness for Research Students (B)	Friday 26 th October	13:00 -14:00	PGR	Any
Microsoft PowerPoint Advanced (A)	Monday 29 th October	09:30 – 16:30	PGR - ECR	Any
Look After Your Mate (B)	Wednesday 31 st October	13:00 - 16:00	PGR	Any
Box Cloud Storage - an Introduction	Wednesday 31 st October	14:00 - 15:30	PGR – ECR	Any
Apollo - Start-up Programme (Week 1 of 6)	Wednesday 31 st October	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Demonstrating in Laboratories (EAS) (D)	Wednesday 31 st October	15:00 – 16:00	PGR	Any
November				
Course Name	Date	Time	Eligibility	Course Stage
Starting and Managing your PhD (B)	Monday 5 th November	10:00 – 12:00	PGR	Early
EndNote Bibliographic Software (A)	Tuesday 6 th November	09:30 – 16:30	PGR - ECR	Early - Mid
IS4001 part 1 (EAS and LHS) (cross domain)	Wednesday 7 th November	10:00 – 16:30	PGR	Early - Mid
Careers and Employability course – Stage 1 – Reality (B)	Wednesday 7 th November	14:00 – 16:00	PGR	Early - Mid
Apollo - Start-up Programme (Week 2 of 6)	Wednesday 7 th November	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Writing Your Thesis (EAS and LHS) (D)	Monday 12 th November	09:30 – 12:30 / 13:30 – 16:30	PGR	Mid - Late
IS4001 part 2 (EAS and LHS) (cross domain)	Wednesday 14 th November	10.00 - 16.30	PGR	Early - Mid
Microsoft Excel Intermediate (A)	Wednesday 14 th November	09:30 – 16:30	PGR - ECR	Early - Mid
Apollo - Start-up Programme (Week 3 of 6)	Wednesday 14 th November	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Building Resilience for Research Students 1 (B)	Friday 16 th November	12:30 – 14:00	PGR	Any
Reading and Note-Taking for Academic Purposes (A)	Tuesday 20 th November	13:30 – 15:30	PGR - ECR	Early - Mid
IS4001 part 3 (EAS and LHS) (cross domain)	Wednesday 21 st November	10:00 – 16:30	PGR	Early - Mid
Apollo - Start-up Programme (Week 4 of 6)	Wednesday 21 st November	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Building Resilience for Research Students 2 (B) (attend session 1 first)	Friday 23 rd November	12:30 – 14:00	PGR	Any
Designing Questionnaires and Surveys: An Introduction (A)	Monday 26 th November	09:30 – 16:30	PGR - ECR	Early - Mid
Apollo - Start-up Programme (Week 5 of 6)	Wednesday 28 th November	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Building Resilience for Research Students 3 (B) (attend sessions 1 and 2 first)	Friday 30 th November	12:30 – 14:00	PGR	Any
December				
Course Name	Date	Time	Eligibility	Course Stage
Research Student Supervision	Wednesday 5 th December	10:00 – 16:30	Academics	Not applicable
Apollo - Start-up Programme (Week 6 of 6)	Wednesday 5 th December	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Building Resilience for Research Students 4 (B) (attend sessions 1 and 2 first)	Friday 7 th December	12:30 – 14:00	PGR	Any
Conducting a Literature Review (A)	Monday 10 th December	14:00 – 16:30	PGR	Early
Building Resilience for Research Students 5 (B) (attend sessions 1 and 2 first)	Friday 14 th December	12:30 – 14:00	PGR	Any
January				
Course Name	Date	Time	Eligibility	Course Stage
Building Resilience for Research Students 6 (B) (attend sessions 1 and 2 first)	Friday 11 th January	12:30 – 14:00	PGR	Any
Nvivo - an introduction (A)	Wednesday 16 th January	09:30 – 16:30	PGR - ECR	Early - Mid
Writing Your Thesis (EAS and LHS) (D)	Friday 18 th January	09:30 – 12:30 / 13:30 – 16:30	PGR	Mid - Late
Building Resilience for Research Students 7 (B) (attend sessions 1 and 2 first)	Friday 18 th January	12:30 – 14:00	PGR	Any
Viva: Preparation and Presentation (final year students) (D)	Tuesday 22 nd January	14:00 – 16:00	PGR	Late
Graduate School Induction (A)	Thursday 24 th January	10:30 – 14:00	PGR	Early
Building Resilience for Research Students 8 (B) (attend sessions 1 and 2 first)	Friday 25 th January	12:30 – 14:00	PGR	Any
Reading and Note-Taking for Academic Purposes (A)	Monday 28 th January	13:30 – 15:30	PGR - ECR	Early - Mid
Viva: Preparation and Presentation (Qualifying Report) (D)	Wednesday 30 th January	14:00 – 16:30	PGR	Early

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February				
Course Name	Date	Time	Eligibility	Course Stage
Running Focus Groups (A)	Monday 4 th February	10:00 – 12:00	PGR - ECR	Any
Nvivo - follow-on workshop (A)	Wednesday 6 th February	09:30 – 16:30	PGR - ECR	Late
Introduction to Project Management (C)	Thursday 7 th February	10:00 – 12:00	PGR - ECR	Any
Research Student Supervision	Tuesday 12 th February	10:00 – 16:30	Academics	Not applicable
Apollo - Start-up Programme (Week 1 of 6)	Wednesday 13 th February	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Research Commercialisation and Intellectual Property Rights (C)	Wednesday 13 th February	13:00 – 15:00	PGR - ECR	Any
Managing your Time Effectively (B)	Thursday 14 th February	10:00 – 12:00	PGR - ECR	Any
Writing Your Thesis (ABS and LSS) (D)	Tuesday 19 th February	09:30 – 12:30 / 13:30 – 16:30	PGR	Mid - Late
Research Data Management and Open Access Publishing ¹	Wednesday 20 th February	14:00-16:00	PGR – ECR	Mid - Late
Apollo - Start-up Programme (Week 2 of 6)	Wednesday 20 th February	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Being an Effective Member of a Research Team (D)	Thursday 21 st February	10:00 – 12:00	PGR	Early
Presentation Skills for New Researchers (D)	Tuesday 26 th February	10:00 – 12:00	PGR	Early
Introduction to Qualitative Research Interviews (A)	Wednesday 27 th February	12:30 – 14:30	PGR	Early
Apollo - Start-up Programme (Week 3 of 6)	Wednesday 27 th February	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
March				
Course Name	Date	Time	Eligibility	Course Stage
Designing Questionnaires and Surveys: An Introduction (A)	Tuesday 5 th March	09:30 – 16:30	PGR – ECR	Early
Apollo - Start-up Programme (Week 4 of 6)	Wednesday 6 th March	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Confident About Copyright and Intellectual Property (C)	Thursday 7 th March	10:00 – 12:00	PGR – ECR	Any
Mindfulness for Research Students (B)	Friday 8 th March	13:00 – 14:00	PGR	Any
Viva: Preparation and Presentation (final year students) (D)	Tuesday 12 th March	14:00 – 16:00	PGR	Late
Apollo - Start-up Programme (Week 5 of 6)	Wednesday 13 th March	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Viva: Preparation and Presentation (Qualifying Report) (D)	Tuesday 19 th March	14:00 – 16:30	PGR	Early
Apollo - Start-up Programme (Week 6 of 6)	Wednesday 20 th March	13:00 – 16:00	Get in touch: enterprise@aston.ac.uk	
Building Resilience for Research Students 1 (B)	Friday 22 nd March	12:30 – 14:00	PGR	Any
Qualitative research interviewing: developing your practice (A)	Wednesday 27 th March	12:30 – 14:30		
Building Resilience for Research Students 2 (B) (attend session 1 first)	Friday 29 th March	12:30 – 14:00	PGR	Any
April				
Course Name	Date	Time	Eligibility	Course Stage
Building Resilience for Research Students 3 (B) (attend sessions 1 and 2 first)	Friday 5 th April	12:30 – 14:00	PGR	Any
Reading and Note-Taking for Academic Purposes (A)	Tuesday 9 th April	13:30 – 15:30	PGR - ECR	Early - Mid
Writing Your Thesis (EAS and LHS) (D)	Monday 29 th April	09:30 – 12:30 / 13:30 – 16:30	PGR	Mid - Late
Research Student Supervision	Tuesday 30 th April	10:00 – 16:30	Academics	-
May				
Course Name	Date	Time	Eligibility	Course Stage
Graduate School Induction (A)	Wednesday 1 st May	10:30 – 14:00	PGR	Early
Building Resilience for Research Students 4 (B) (attend sessions 1 and 2 first)	Friday 3 rd May	12:30 – 14:00	PGR	Any
Writing for Publication (D)	Tuesday 7 th May	09:30 – 16:30	PGR	Mid - Late
IS4001 part 1 (EAS and LHS) (cross domain)	Wednesday 8 th May	10:00 – 16:30	PGR	Early - Mid
Building Resilience for Research Students 5 (B) (attend sessions 1 and 2 first)	Friday 10 th May	12:30 – 14:00	PGR	Any
Starting and Managing your PhD (B)	Monday 13 th May	10:00 – 12:00	PGR	Early
IS4001 part 2 (EAS and LHS) (cross domain)	Wednesday 15 th May	10:00 – 16:30	PGR	Early - Mid
Nvivo - an introduction (A)	Thursday 16 th May	09:30 – 16:30	PGR - ECR	Early - Mid
Building Resilience for Research Students 6 (B) (attend sessions 1 and 2 first)	Friday 17 th May	12:30 – 14:00	PGR	Any
IS4001 part 3 (EAS and LHS) (cross domain)	Wednesday 22 nd May	10:00 – 16:30	PGR	Early - Mid
Building Resilience for Research Students 7 (B) (attend sessions 1 and 2 first)	Friday 24 th May	12:30 – 14:00	PGR	Any
Conducting a Literature Review (A)	Thursday 30 th May	14:00 – 16:30	PGR	Early
Building Resilience for Research Students 8 (B) (attend sessions 1 and 2 first)	Friday 31 st May	12:30 – 14:00	PGR	Any

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June				
Time	Eligibility	Time	Eligibility	Course Stage
Viva: Preparation and Presentation (final year students) (D)	Tuesday 4 th June	14:00 – 16:00	PGR	Late
Nvivo - follow-on workshop (A)	Thursday 6 th June	09:30 – 16:30	PGR - ECR	Late
Mindfulness for Research Students (B)	Friday 14 th June	13:00 – 14:00	PGR	Any
Research Student Supervision	Wednesday 19 th June	10:00 – 16:30	Academics	Not applicable
Careers and Employability – Stage 2 – Identity (B)	Thursday 27 th June	10:30 – 16:30	PGR	Mid - Late
Careers and Employability – Stage 3 – Transition (B)	Friday 28 th June	11:00 – 16:30	PGR	Mid - Late
Three Minute Thesis 3MT [®] Competition	TBC	-	PGR	Mid – Late

July				
Course Name	Date	Time	Eligibility	Course Stage
Viva: Preparation and Presentation (Qualifying Report) (D)	Tuesday 2 nd July	14:00 – 16:30	PGR	Early
Reading and Note-Taking for Academic Purposes (A)	Tuesday 9 th July	13:30 – 15:30	PGR - ECR	Early - Mid
Graduate School Induction (A)	Thursday 11 th July	10:30 – 14:00	PGR	Early

Online Resources in Blackboard (<https://vle.aston.ac.uk/>) Aston Graduate School: Postgraduate Research Students – Researcher Development

Title of Resource				
The "Good Viva" Video (D)				
The "What Next" Video (B)				
The "Good Doctorate" Video (B)				
The "Good Supervision" Video (B)				
The "Good Presentation" Video (D)				
The "Good Upgrade" Video (D)				
Endnote (A)				
Careers and Personal Development Planning (B)				
Refined Literature Searching (A)				
Introduction to Career Management for Research Students (B)				
Ethics and Code of Practice on Publishing in Journals (C)				
Measuring Research Impact: bibliometrics & what they can do for you (D)				
Cite it! Sort it! EndNote it! (A)				
Grey Literature (A)				
Open Science (D)				

Additional IT Training material is available on the intranet at <http://www.aston.ac.uk/ict/staffguide/it-training/support/>

Key
ECR - Early Career Researcher
PGR - Postgraduate Research Student
Vitae
Vitae is a national organisation which supports the professional development of researchers. As Aston University is a member of Vitae, students and staff can register to access the resources available on the Vitae website, using their University email address. The letter after a course indicates the specific Skills Domain from the Vitae Researcher Development Framework where that course fits.
Key Information
How to Book Training courses
Contact:
Professor Gertrud Reershemius – Dean of the Graduate School
Alison Birch – Graduate School Manager - MB652a
Dr Jeanette Lilley – Researcher Development Advisor - MB652a
Email: RKE_Research_Training@aston.ac.uk