

**Postgraduate Research Student Logbook**

**and**

**Professional Development Portfolio**

Name: **G……. G……. F…….** (ie given name(s) followed by family name)

Faculty: **Abc**

Department: **Xyz**

From**: dd-mm-yyyy** (ie date of initial registration as a research student with the university)

To**: dd-mm-yyyy** (ie date award is ratified by Academic Council)

September 2015 Edition

# STUDENT SUMMARY

|  |  |
| --- | --- |
| **Research Student’s Name:** (Given / Family) |  |
| **Banner Number:** |  |
| **Faculty/Department:** |  |
| **Working Title of Dissertation/Research Project:** |  |
| **Supervision Team** |  |
| **1st Supervisor:** |  |
| **Name:**  **Faculty/Dept:**  **Tel:**  **E-mail:** |  |
|  |
|  |
|  |
| **2nd Supervisor:** |  |
| **Name:**  **Faculty/Dept:**  **Campus/Address (if external):**  **Tel:**  **E-mail:** |  |
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| **3rd Supervisor:** |  |
| **Name:**  **Faculty/Dept:**  **Campus/Address (if external):**  **Tel:**  **E-mail:** |  |
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| **Programme at original registration** (i.e. MPhil, MPhil/PhD, PhD, EdD)**:** |  |
| **Date first registered by University as a research student:** |  |
| **Date research programme approved by Faculty Research Degrees Committee (RDA1 a&b):** |  |
| **Date of University Research Ethics Committee approval** (if applicable)**:** |  |
| **Date of transfer from MPhil to PhD** (if applicable)**:** |  |
| **Date thesis submitted for examination:** |  |
| **Date of oral examination *(viva voce)*:** |  |
| **Date award ratified by Academic Council:** |  |
| **Final award** (ie MPhil, PhD, EdD)**:** |  |

***About this document ………..***

The purpose of this document is to provide you with a valuable record of progress with your approved programme of research leading to the award of your research degree, along with an account of the training initiatives you have engaged with in developing your skills base during this time. Given these dual foci, the document is divided into two distinct, but complementary, parts:

**Part A - Research Student Logbook:** This part is where you evidence your progress towards your research degree, by way of providing a jointly agreed record of progress, and actions, between yourself and your supervisors following your regular progress meetings, including a record of the submission of formal documentation to your Faculty Research Degrees Committee for consideration and approval. This part also requires you to provide information on dissemination of any outputs from your research programme in terms of publications and presentations made by you to both internal and external audiences.

**Part B - Professional Development Portfolio:**  This part is where you evidence training and knowledge gained in developing your personal and professional skills base. It is presented in a format that aligns with the overarching Greenwich *Postgraduate Researcher Development Programme* (<http://www.gre.ac.uk/research/current/pgrdp>), which forms the basis of your skills development and commitment to continuous professional development (CPD) for the duration of your time as a research student at the university. Once complete, this part will provide you with a valuable evidence base to present to future employers about the way you have developed yourself during the course of working towards your research degree at the University of Greenwich.

**Completion of the document is not optional, but mandatory, and it is your responsibility to update it on regular basis. Be aware that it will be reviewed regularly through the following approaches:**

* **By your supervisors during their regular progress meetings with you – this document should feature as a ‘standing’ agenda item at such meetings.**
* **By your Faculty as an integral part of considering your annual progress report (Form RDA 4).**
* **By the university Director of Postgraduate Research prior to your thesis being forwarded to members of your Examination Panel for their consideration.**

**Please note that failure to complete this document to what is considered to be a satisfactory level at any of these review points may inhibit progress towards your chosen degree until any identified deficiencies have been addressed.**

**PART A**

**RESEARCH STUDENT LOGBOOK**

**PART A**

**Research Student Logbook**

**CONTENTS**

* **Student induction and orientation**
* **Summary record of major progress meetings with supervisors**
* **Research Degree Administration (RDA) forms submitted to Faculty Research Degrees Committee,** **feedback and approval**
* RDA 1: Application for approval of research programme
* RDA 2: Application to transfer registration from MPhil to PhD
* RDA 3: Transfer of registration from MPhil to PhD – assessment outcome
* RDA 4: Research progress report
* RDA 5: Changes to registration
* **Application submitted to university Research Ethics Committee, feedback and approval**
* **Outputs from research**
* Publications
* Presentations
* **Final research degree certificate and ‘Abstract’ of Thesis**

**Research Student Induction**

**and Orientation**

**Checklist and Confirmation**

***Form RDA1c submitted to FRDC***

**Summary record of major progress**

**meetings with supervisors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary record of major progress meetings with supervisors** | | **Student name:** | **Working title of dissertation/research project:** | |
| **Meeting date & supervisors present** | **Progress since last meeting** | **Agreed programme of work and target dates** | **Other issues, e.g. facilities, supervision, training needs, etc.** | **Date of next meeting** |
|  |  |  |  |  |
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| **Summary record of major progress meetings with supervisors** | | **Student name:** | **Working title of dissertation/research project** | |
| **Meeting date & supervisors present** | **Progress since last meeting** | **Agreed programme of work and target dates** | **Other Issues, e.g. facilities, supervision, training needs, etc.** | **Date of next meeting** |
|  |  |  |  |  |
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**Research Degree Administration (RDA) forms submitted to Faculty Research Degrees Committee, feedback and approval**

**Forms RDA 1a & b**

***Application for approval of***

***research programme***

***Copy(ies) of RDA 1 a & b forms submitted to Faculty Research Degrees Committee, feedback and approval of arrangements for research project***

**Form RDA 2**

***Application for transfer of registration from MPhil to PhD***

***(if applicable)***

***Copy of RDA 2 form submitted to Faculty***

***Research Degrees Committee, feedback and approval to proceed to assessment process for transferring registration***

**Form RDA 3**

***Transfer of registration from***

***MPhil to PhD – assessment outcome***

***(if applicable)***

***Copy(ies) of RDA 3 form(s) submitted by Assessors to Faculty Research Degrees Committee, feedback and approval to transfer registration, together with any other written feedback from Assessors***

**Form RDA 4**

***Research progress reports***

***Copies of progress reports (RDA 4) forms submitted to Faculty, feedback and approval***

**Form RDA 5**

***Changes to registration***

***Copies of RDA 5 form(s) submitted to Faculty Research Degrees Committee, feedback and approval (if applicable)***

**Application to University**

**Research Ethics Committee,**

**feedback and approval   
(if applicable)**

**Dissemination of outputs**

**from research programme**

***Publications and presentations***

**Publications**

|  |  |
| --- | --- |
| Publication | |
| Title: | |
| Co-authors: | |
| Tick and date as applicable   * Conference abstract accepted * Complete manuscript submitted * Manuscript refereed   + Accepted without revision(s)   + Accepted with revision(s)   + Rejected * Revised and resubmitted * In press * Published | Date |
| Publication details *(e.g. Journal, conference proceedings, book, including full archival reference)*: | |

|  |  |
| --- | --- |
| Publication | |
| Title: | |
| Co-authors: | |
| Tick and date as applicable   * Conference abstract accepted * Complete manuscript submitted * Manuscript refereed   + Accepted without revision(s)   + Accepted with revision(s)   + Rejected * Revised and resubmitted * In press * Published | Date |
| Publication details *(e.g. Journal, conference proceedings, book, including full archival reference)*: | |

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| --- | --- |
| Publication | |
| Title: | |
| Co-authors: | |
| Tick and date as applicable   * Conference abstract accepted * Complete manuscript submitted * Manuscript refereed   + Accepted without revision(s)   + Accepted with revision(s)   + Rejected * Revised and resubmitted * In press * Published | Date |
| Publication details *(e.g. Journal, conference proceedings, book, including full archival reference)*: | |

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| --- | --- |
| Publication | |
| Title: | |
| Co-authors: | |
| Tick and date as applicable   * Conference abstract accepted * Complete manuscript submitted * Manuscript refereed   + Accepted without revision(s)   + Accepted with revision(s)   + Rejected * Revised and resubmitted * In press * Published | Date |
| Publication details *(e.g. Journal, conference proceedings, book, including full archival reference)*: | |

**Presentations Made**

|  |  |  |
| --- | --- | --- |
| Presentation Made | | |
| Title of Presentation: | | |
| Date: | Location: | Duration: |
| Type of presentation: *(eg. oral with or without PowerPoint, Poster):* | | |
| Event and estimated size of audience: *(eg. internal research group seminar, national symposium, international conference etc.)* | | |
| Feedback from presentation/ reflective comments: | | |
| Event organiser: | | |

|  |  |  |
| --- | --- | --- |
| Presentation Made | | |
| Title of Presentation: | | |
| Date: | Location: | Duration: |
| Type of presentation: *(eg. oral with or without PowerPoint, Poster):* | | |
| Event and estimated size of audience: *(eg. internal research group seminar, national symposium, international conference etc.)* | | |
| Feedback from presentation/ reflective comments: | | |
| Event organiser: | | |

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| --- | --- | --- |
| Presentation Made | | |
| Title of Presentation: | | |
| Date: | Location: | Duration: |
| Type of presentation: *(eg. oral with or without PowerPoint, Poster):* | | |
| Event and estimated size of audience: *(eg. internal research group seminar, national symposium, international conference etc.)* | | |
| Feedback from presentation/ reflective comments: | | |
| Event organiser: | | |

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| --- | --- | --- |
| Presentation Made | | |
| Title of Presentation: | | |
| Date: | Location: | Duration: |
| Type of presentation: *(eg. oral with or without PowerPoint, Poster):* | | |
| Event and estimated size of audience: *(eg. internal research group seminar, national symposium, international conference etc.)* | | |
| Feedback from presentation/ reflective comments: | | |
| Event organiser: | | |

**Copy of final research degree certificate and   
‘Abstract’ of Thesis**

**PART B**

**PROFESSIONAL DEVELOPMENT PORTFOLIO**

**PART B**

**Professional Development Portfolio**

**CONTENTS**

* **Initial Review of Skills and Knowledge Needs**
* **Annual Reviews of Skills and Knowledge Needs**
* **Strand 1 – Section 1 – Introduction to Research Skills**
* Introduction to research skills
* Reflective comments, feedback on lectures and presentations, and record of attendance
* Evidence of engagement and compliance
* **Strand 1 – Section 2 – Introduction to Research Skills**
* Online modules, requirement and record of completion
* Evidence of engagement and compliance
* **Strand 2 – Teaching Skills: Teaching, Learning and Assessment**
* Lectures, requirements and record of engagement
* Evidence of engagement and compliance
* Record of assisting with teaching activities
* Reports on teaching assessments
* **Strand 3 – Generic, Personal and Professional Skills**
* Record of engagement, events, courses and workshops attended
* Evidence of engagement and compliance
* **Strand 4 – Subject Specific Research Skills**
* Record of subject specific events attended, skills developed / claimed etc
* Evidence of engagement and compliance
* **Strand 5 – Extra-Mural Activities**
* Record of engagement and reflective comments

**Professional Development Portfolio**

***Initial review of skills***

***and knowledge needs***

**Initial review of skills and knowledge needs** (Date: xxxxxxxxx – date at which initial review of skills and knowledge needs was undertaken with your supervisor)

Use the pro forma below to identify the skills and knowledge you feel will be necessary as part of your research training and personal development. This can then be compared to the skills and abilities you already possess through acquired prior learning, whether that is through prior education and training or experiential learning. It is by comparing the skills and knowledge that you need against what you already possess that will enable you to most effectively focus your training / learning activity on to what is important to enable you to successfully complete your research and then be successful in finding subsequent employment. **YOU SHOULD DISCUSS THE OUTPUTS FROM THIS PROCESS WITH YOUR SUPERVISOR AND USE THEM TO COMPLETE THE APPROPRIATE SECTION OF YOUR APPLICATION FOR RESEARCH DEGREES REGISTRATION WITH YOUR FACULTY RESEARCH DEGREES COMMITTEE (FORMS RDA1a & b). COPIES OF THESE FORMS MUST BE INSERTED IN THE RELEVANT SECTION IN PART A, RESEARCH STUDENT LOG BOOK, ELEMENT OF THIS DOCUMENT. Copies of the RDA1a and b pro forma may be downloaded @** [**www.gre.ac.uk/research/current/rdaforms**](http://www.gre.ac.uk/research/current/rdaforms)

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| --- |
| **PGRDP STRANDS 1, 2 AND 5 – These Strands are mandatory – see PGRDP Programme Handbook** |

|  |  |  |
| --- | --- | --- |
| **PGRDP STRAND 3 – Generic, Personal and Professional Skills – Although this Strand is mandatory, it offers considerable flexibility to address individual needs – see PGRDP Programme Handbook** | | |
| **What skills/knowledge do you need in this area to complete your research?** | **What skills/knowledge do you already possess in this area?** | **What skills/knowledge do you need to acquire and how can the training gap be best met and in what timescale?** |
|  |  |  |
| **PGRDP STRAND 4 – Subject Specific Research Skills and Knowledge – Although this Strand is mandatory, it offers considerable flexibility to address individual needs – see PGRDP Programme Handbook** | | |
| **What skills/knowledge do you need in this area to complete your research?** | **What skills/knowledge do you already possess in this area?** | **What skills/knowledge do you need to acquire and how can the training gap be best met and in what timescale?** |
|  |  |  |

**Professional Development Portfolio**

***Annual reviews of skills***

***and knowledge needs***

# Annual reviews of skills and knowledge needs: (ie. date of last review to date of current review).

Use the pro forma below to review training and development activity undertaken over the past year. Did the training/learning undertaken meet your needs, if not, why not, and how can this learning need be met over the coming year if still appropriate? Also detail any new skills/knowledge needs identified for the coming year. **YOU SHOULD USE THE INFORMATION IN THIS REVIEW TO HELP YOU TO COMPLETE THE RESEARCH PROGRESS REPORT (RDA4), WHICH YOU MUST SUBMIT TO YOUR FACULTY ON AN ANNUAL BASIS (AND NO LONGER), COPIES OF WHICH MUST BE INSERTED INTO THE RELEVANT SECTIONS OF PART A, RESEARCH STUDENT LOGBOOK, ELEMENT OF THIS DOCUMENT. Copies of the RDA4 pro forma may be down loaded at:** [**www.gre.ac.uk/research/current/rdaforms**](http://www.gre.ac.uk/research/current/rdaforms)

|  |  |  |
| --- | --- | --- |
| **PGRDP Strand 3 – Generic, Personal and Professional Skills:** | | |
| **What skills/knowledge do you need in this area to complete your research?** | **What skills/knowledge do you already possess in this area?** | **What skills/knowledge do you need to acquire and how can the training gap be best met and in what timescale?** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **PGRDP Strand 4 – Subject Specific Research skills and knowledge** | | |
| **What skills/knowledge do you need in this area to complete your research?** | **What skills/knowledge do you already possess in this area?** | **What skills/knowledge do you need to acquire and how can the training gap be best met and in what timescale?** |
|  |  |  |

**PGRDP**

***Strand 1***

***Theme***

***Introduction to Research Skills***

**Purpose of Strand 1**

The purpose of this strand is to focus on developing your *research skills* from an introductory level. It is intended to provide you with basic approaches and tools that will be valuable to you in undertaking your agreed programme of research, as well as providing you with an insight into wider research techniques that may be beyond your current area of interest. An underlying theme of developing professionalism also threads through the strand. The strand is delivered by two mechanisms:

* **Section 1** - a holistic course of ‘face to face’ lectures and presentations of six weeks duration throughout an academic term, and
* **Section 2** - parallel engagement with a complementary suite of on-line teaching modules.

**Requirements**

Engagement with all aspects of this strand of activity is mandatory. To be considered to have successfully completed the strand you must:

* Attend all 6 lectures / presentations comprising Section 1 of this strand, and successfully complete and pass any assignments set by lecturers.
* Engage with the *Epigeum* Research Masters on-line modules and successfully pass the end-test for each module in accordance with the requirements set out in Section 2 of this strand.

**Further information**

For further information on this strand of activity consult the PGRDP Handbook at:

<http://moodle.gre.ac.uk/course/view.php?id=771>

or

<http://www.gre.ac.uk/research/current/pgrdp>

**Important Note**

Successful completion of this strand of activity is a pre-requisite of a student being permitted to transfer registration from MPhil to PhD.

**PGRDP**

***Strand 1 – Section 1***

***Reflective comments, feedback***

***on lectures and presentations,***

***and record of attendance***

**PGRDP Strand 1 - Section 1**

|  |  |
| --- | --- |
| **Lecture 1** | |
| **Lecture Title:**  **Working towards a doctorate – roles and responsibilities** | **Date Attended:** |
| **Lead Lecturer:**  **Professor A Reed** | **Venue:** |
| **Objectives of Lecture:** *(from Lecture Specification)* | |
| **Reflective comments:** *(ie value of session*, *key messages, key areas for action by student, suggestions for improvement etc – 50 words minimum, 100 words maximum)* | |

|  |  |
| --- | --- |
| **Lecture 2** | |
| **Lecture Title:**  **Contextualising your research – sources of information** | **Date Attended:** |
| **Lead Lecturer:**  **Dr J Orchard** | **Venue:** |
| **Objectives of Lecture:** *(from Lecture Specification)* | |
| **Reflective comments:** *(ie value of session*, *key messages, key areas for action by student, suggestions for improvement etc – 50 words minimum, 100 words maximum)* | |

|  |  |
| --- | --- |
| **Lecture 3** | |
| **Lecture Title:**  **Project planning and time management** | **Date Attended:** |
| **Lead Lecturer:**  **Professor A Reed** | **Venue:** |
| **Objectives of Lecture:** *(from Lecture Specification)* | |
| **Reflective comments:** *(ie value of session*, *key messages, key areas for action by student, suggestions for improvement etc – 50 words minimum, 100 words maximum)* | |

|  |  |
| --- | --- |
| **Lecture 4** | |
| **Lecture Title:**  **Analytical techniques** | **Date Attended:** |
| **Lead Lecturer:**  **Professor A Reed** | **Venue:** |
| **Objectives of Lecture:** *(from Lecture Specification)* | |
| **Reflective comments:** *(ie value of session*, *key messages, key areas for action by student, suggestions for improvement etc – 50 words minimum, 100 words maximum)* | |

|  |  |
| --- | --- |
| **Lecture 5** | |
| **Lecture Title:**  **Good research practice and continuing professional development** | **Date Attended:** |
| **Lead Lecturer:**  **Professor A Reed** | **Venue:** |
| **Objectives of Lecture:** *(from Lecture Specification)* | |
| **Reflective comments:** *(ie value of session*, *key messages, key areas for action by student, suggestions for improvement etc – 50 words minimum, 100 words maximum)* | |

|  |  |
| --- | --- |
| **Lecture 6** | |
| **Lecture Title:**  **Research ethics** | **Date Attended:** |
| **Lead Lecturer:**  **Mr J Wallace** | **Venue:** |
| **Objectives of Lecture:** *(from Lecture Specification)* | |
| **Reflective comments:** *(ie value of session*, *key messages, key areas for action by student, suggestions for improvement etc – 50 words minimum, 100 words maximum)* | |

**PGRDP**

***Strand 1 – Section 1***

***Evidence of Engagement & Compliance***

***(Attendance certificate, confirmation of engagement/attendance,***

***proof of meeting requirements etc)***

**PGRDP**

***Strand 1 – Section 2***

***Online modules, requirements***

***and record of completion***

*Note: Modules to be accessed via:*

<http://moodle.gre.ac.uk/course/view.php?id:771>

**PGRDP Strand 1 – Section 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Online Moodle/Epigeum Modules for Research Students** | | | | | |
| **Course/Module** | | **Status** | | **Date Completed** (dd/mm/yyyy) | |
| **Group 1 - To be completed before submission of RDA2 for MPhil/PhD, within 18 months of registration for MPhil only, within 18 months of registration for PhD Direct, or before transfer from the taught phase to the thesis/research phase for EdD students** | | | | | |
| Epigeum - Video: An Introductory to Research Skills | | **Mandatory** | |  | |
| [Epigeum - Project Management](http://walton.gre.ac.uk/webct/urw/lc89202342001.tp89202364001/startFrameSet.dowebct?forward=organizer_generalFromCourseChannelList&lcid=89202342001) in the Work Context | | **Mandatory** | |  | |
| Epigeum - Research Methods in Literature Review | | **Mandatory** | |  | |
| Epigeum - Research Methods (Arts & Humanities) | | **Mandatory completion of course closest to area of research** | |  | |
| Epigeum - Research Methods (Social Sciences) | |  | |
| Epigeum - Research Methods (Sciences) | |  | |
| Epigeum - Ethics 1 - Good Research Practice | | **Mandatory** | |  | |
| Epigeum - Ethics 2 - Working with Human Subjects | | **Mandatory** | |  | |
| Epigeum - Working with your Supervisor | | **Mandatory** | |  | |
| Epigeum - IP in the Research Context | | **Mandatory** | |  | |
| **Group 2 - To be completed before submission of RDA6 for all students** | | | | | |
| Epigeum - Selecting a Conference, Presenting & Networking | | **Mandatory** | |  | |
| Epigeum - Getting Published In The Arts | | **Mandatory completion of course closest to area of research** | |  | |
| Epigeum - Getting Published In The Sciences | |  | |
| Epigeum - Career planning in the Arts, Humanities & Social Sciences | | **Mandatory completion of course closest to area of research** | |  | |
| Epigeum - Career planning in the Sciences | |  | |
|  | |  | |  | |

**PGRDP**

***Strand 1 – Section 2***

***Evidence of Engagement & Compliance***

***(Evidence of attaining at least 90% in the end test of each module)***

**PGRDP**

***Strand 2***

***Theme***

***Teaching Skills: Teaching, Learning***

***and Assessment***

**Purpose of Strand 2**

The purpose of this strand is to focus on developing *teaching skills* from an introductory level. It is intended to provide an insight into effective teaching practice, and basic skills relating to the teaching, learning and assessment of undergraduate students. Successful completion of this strand is intended to help you in any potential role involved in assisting and supporting a teaching team in activities such as tutorials, laboratory supervision etc. It should be noted that successful completion of this strand will not equip you with the skills that are required to undertake front-line lecturing duties and therefore you are prohibited from undertaking such duties.

**Requirements**

Engagement with all aspects of this strand of activity is mandatory. To be considered to have successfully completed the strand you must:

* Attend all 6 lectures/presentations comprising this strand
* Successfully complete and pass any assignments set by lecturers

**Further information**

For further information on this strand of activity consult the PGRDP Handbook at:

<http://moodle.gre.ac.uk/course/view.php?id=771>

or

<http://gre.ac.uk/research/current/pgrdp>

**Important Note**

Successful completion of this strand of activity is a pre-requisite of a student being permitted to transfer registration from MPhil to PhD.

**PGRDP**

***Strand 2***

***Lectures, requirements***

***and record of engagement***

**PGRDP – Strand 2**

**Teaching Skills: Teaching, Learning and Assessment**

**Delivery schedule:**

|  |  |  |
| --- | --- | --- |
| **Lecture** | **Topic** | **Date Attended** dd/mm/yyyy |
| 1 | How we learn |  |
| 2 | Assessment and Feedback |  |
| 3 | Delivery Strategies |  |
| 4 | Microteaching |  |
| 5 | Technology Enhance Learning |  |
| 6 | The UKPSF and The GOLD Professional Development Framework |  |

|  |
| --- |
| **Reflective comments:** *ie value of programme, key messages, key areas for action by student etc. (100 words min)* |
|  |

**PGRDP**

***Strand 2***

***Evidence of Engagement & Compliance***

***(University certificate indicating satisfactory completion of Strand)***

**PGRDP**

***Strand 2***

***Record of assisting with teaching related activities***

**IMPORTANT NOTE:**

No postgraduate research student is permitted to deliver front-line lectures unless:

* You have PgCertHE qualification from a UK university;
* You are undertaking a PgCertHE at a UK university;
* You are an Associate Fellow or higher of the Higher Education Academy (HEA);
* You have completed an approved course about teaching in Higher Education at another UK university;
* You hold a formal teaching contract with the University of Greenwich.

|  |  |  |
| --- | --- | --- |
| **Academic Session:** 20?? – 20?? | **Term:** | |
| **Start and end dates:** | **No. of engagements:** | |
| **Course:** (*eg. BA….., MSc……)* | **No. of students present:** | |
| **Subject matter:** | | |
| **Name of course leader:** | | |
| **Type of activity**: (*eg. supporting lectures, laboratory, tutorial, workshop, tutorial)* | | |
| **Reflective comments on involvement:** | | |
| **Were you formally ‘observed’ whilst acting in this capacity:** | | **YES / NO** |

|  |  |  |
| --- | --- | --- |
| **Academic Session:** 20?? – 20?? | **Term:** | |
| **Start and end dates:** | **No. of engagements:** | |
| **Course:** (*eg. BA….., MSc……)* | **No. of students present:** | |
| **Subject matter:** | | |
| **Name of course leader:** | | |
| **Type of activity**: (*eg. supporting lectures, laboratory, tutorial, workshop, tutorial)* | | |
| **Reflective comments on involvement:** | | |
| **Were you formally ‘observed’ whilst acting in this capacity:** | | **YES / NO** |

|  |  |  |
| --- | --- | --- |
| **Academic Session:** 20?? – 20?? | **Term:** | |
| **Start and end dates:** | **No. of engagements:** | |
| **Course:** (*eg. BA….., MSc……)* | **No. of students present:** | |
| **Subject matter:** | | |
| **Name of course leader:** | | |
| **Type of activity**: (*eg. supporting lectures, laboratory, tutorial, workshop, tutorial)* | | |
| **Reflective comments on involvement:** | | |
| **Were you formally ‘observed’ whilst acting in this capacity:** | | **YES / NO** |

**PGRDP**

***Strand 2***

***Copies of reports  
from observations and assessments of involvement in teaching related activities***

**PGRDP**

***Strand 3***

***Theme***

***Generic, personal and***

***professional skills***

**Purpose of Strand 3**

The purpose of this strand is to provide you with opportunities to develop *generic, key personal and professional skills* that are intended to assist you as work through your research programme and beyond. As such, the coverage of the topics encompassed by this strand is wide, with some elements mandatory in terms of engagement, with attendance at others, although recommended, being based on your personal need.

**Coverage of Strand**

This strand covers the following areas:

* **Study skills:** critical thinking, research and note taking skills, Harvard referencing, oral presentation skills etc.
* **Research specific and assistive tools:** electronic data bases, End Note, Turnitin, information compliance for researchers etc.
* **Working towards you end award\*:** pan-university induction: roles and responsibility, preparing for your MPhil/PhD transfer, preparing for your final examination, the Angel Productions series of ‘Good …….’ videos etc.
* **Career management skills\*:** events pointing to the Greenwich Employability Team (GET) advice service on matters such as CV preparation and covering letters, application forms, interview techniques, assessment centres etc – thereby preparing you for seeking employment following completion of your research programme.
* **English language support for international students:** a service aimed at providing support to students whose first / native language is not English.

**Further information**

For further information on this strand of activity consult the PGRDP Handbook at:

[http://moodel.gre.ac.uk/course/view.php?id=771](http://moodel.gre.ac.uk/course/view.php?id=771#section-23)

or

<http://gre.ac.uk/research/current/pgrdp>

**Important note**

**\* Attendance is mandatory for these elements. Attendance at other elements is highly recommended as appropriate to need and interest.**

**PGRDP**

***Strand 3***

***Record of engagement, events,   
courses, workshops attended***

**PGRDP – Strand 3**

|  |  |  |
| --- | --- | --- |
| **Courses/workshops etc attended** | | |
| **Title:** | | |
| **Date:** | **Location:** | **Duration:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company)* | | |
| **Reflective comments:**  *ie value of event, key messages, key areas for action by student etc – 50 words minimum: (100 words max)* | | |
| **Skill assisted / knowledge developed:** | | |

|  |  |  |
| --- | --- | --- |
| **Title:** | | |
| **Date:** | **Location:** | **Duration:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company)* | | |
| **Reflective comments:** *ie purpose / objective, value of event, key messages, key areas for action by student etc (50 words minimum, 100 words maximum)* | | |
| **Skill assisted / knowledge developed:** | | |
| **Courses/workshops etc attended** | | |
| **Title:** | | |
| **Date:** | **Location:** | **Duration:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company)* | | |
| **Reflective comments:**  *ie value of event, key messages, key areas for action by student etc – 50 words minimum: (100 words max)* | | |
| **Skill assisted / knowledge developed:** | | |

|  |  |  |
| --- | --- | --- |
| **Title:** | | |
| **Date:** | **Location:** | **Duration:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company)* | | |
| **Reflective comments:** *ie purpose / objective, value of event, key messages, key areas for action by student etc (50 words minimum, 100 words maximum)* | | |
| **Skill assisted / knowledge developed:** | | |

**PGRDP**

***Strand 3***

***Evidence of engagement and compliance***

***(Relevant certificates of attendance, evidence of development of skills etc)***

**PGRDP**

***Strand 4***

***Theme***

***Subject specific research skills***

**Purpose of Strand 4**

Strand 1 provided an introduction to research skills. The intention of Strand 4 is to build on Strand 1 by recording and evidencing higher level skills that are acquired, developed and refined by students during the course of their specific programme of research in furtherance of this.

**Coverage of Strand**

This coverage of this strand is intended to be wide to address personal needs and requirements, providing it is demonstrably a high level skill, the acquisition and use of which is essential to the successful completion of the approved research project. As a consequence, such skills may be wide ranging, eg. proficiency in the development/use of high level computer process software, development of such software or analytical technique, proficiency in the use of sophisticated scientific instrumentation etc.

**Requirements**

Any claim for the acquisition of such a skill must be evidenced and verified by an appropriate higher authority such as first supervisor, course/training provider, chief laboratory technician. Where possible this should be supported by appropriate certification, eg. certificate of attendance of training course, certificate of competency.

**Further information**

For further information on this strand of activity consult the PGRDP Handbook at:

[http://moodel.gre.ac.uk/course/view.php?id=771](http://moodel.gre.ac.uk/course/view.php?id=771#section-23)

or

<http://gre.ac.uk/research/current/pgrdp>

**PGRDP**

***Strand 4***

***Record of subject specific events attended, claimed etc, skills developed/certificates of attendance etc.***

**PGRDP – Strand 4**

|  |  |
| --- | --- |
| **Training attended, skills developed / claimed:** | |
|  | |
| **Student comments:** *(eg. relevance to approved programme of research etc)* | |
|  | |
| **Supported by Supervisor:** | **Date:** |

|  |  |
| --- | --- |
| **Training attended, skills developed / claimed:** | |
|  | |
| **Student comments:** *(eg. relevance to approved programme of research etc)* | |
|  | |
| **Supported by Supervisor:** | **Date:** |

|  |  |
| --- | --- |
| **Training attended, skills developed / claimed:** | |
|  | |
| **Student comments:** *(eg. relevance to approved programme of research etc)* | |
|  | |
| **Supported by Supervisor:** | **Date:** |

**PGRDP – Strand 4**

|  |  |
| --- | --- |
| **Training attended, skills developed / claimed:** | |
|  | |
| **Student comments:** *(eg. relevance to approved programme of research etc)* | |
|  | |
| **Supported by Supervisor:** | **Date:** |

|  |  |
| --- | --- |
| **Training attended, skills developed / claimed:** | |
|  | |
| **Student comments:** *(eg. relevance to approved programme of research etc)* | |
|  | |
| **Supported by Supervisor:** | **Date:** |

|  |  |
| --- | --- |
| **Training attended, skills developed / claimed:** | |
|  | |
| **Student comments:** *(eg. relevance to approved programme of research etc)* | |
|  | |
| **Supported by Supervisor:** | **Date:** |

**PGRDP**

***Strand 5***

***Theme***

***Extra-mural activities***

**Purpose of Strand 5**

The purpose of this strand is to broaden and develop your knowledge and skills base beyond of the narrow confines of your research programme.

**Coverage of Strand**

The university is not specific about how you go about this, but expects that you attend events such as professional lectures, public lectures (both internal and external), events organised by professional bodies etc, outside your specific area of research, with a view to, amongst other objectives, you learning from others and enhancing your communication skills in how to present complex material and ideas in an understandable way.

**Requirements**

It is expected that students will attend a minimum of four such events in each year of study, and record such engagements overleaf.

**Further information**

For further information on this strand of activity consult the PGRDP Handbook at:

[http://moodel.gre.ac.uk/course/view.php?id=771](http://moodel.gre.ac.uk/course/view.php?id=771#section-23)

or

<http://gre.ac.uk/research/current/pgrdp>

**PGRDP**

***Strand 5***

***Record of engagement***

***and reflective comments***

**PGRDP – Strand 5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event attended:** | | | |
| **Title:** | | | |
| **Date:** | **Location:** | **Duration:** | **Presenter:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company, other)* | | | |
| **Knowledge developed:** Reflective comments: *ie. knowledge gained, key messages, key areas for action by student, etc.* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event attended:** | | | |
| **Title:** | | | |
| **Date:** | **Location:** | **Duration:** | **Presenter:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company, other)* | | | |
| **Knowledge developed:** Reflective comments: *ie. knowledge gained, key messages, key areas for action by student, etc.* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event attended:** | | | |
| **Title:** | | | |
| **Date:** | **Location:** | **Duration:** | **Presenter:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company, other)* | | | |
| **Knowledge developed:** Reflective comments: *ie. knowledge gained, key messages, key areas for action by student, etc*. | | | |

**PGRDP – Strand 5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event attended:** | | | |
| **Title:** | | | |
| **Date:** | **Location:** | **Duration:** | **Presenter:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company, other)* | | | |
| **Knowledge developed:** Reflective comments: *ie. knowledge gained, key messages, key areas for action by student, etc.* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event attended:** | | | |
| **Title:** | | | |
| **Date:** | **Location:** | **Duration:** | **Presenter:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company, other)* | | | |
| **Knowledge developed:** Reflective comments: *ie. knowledge gained, key messages, key areas for action by student, etc.* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event attended:** | | | |
| **Title:** | | | |
| **Date:** | **Location:** | **Duration:** | **Presenter:** |
| **Provider:** *(eg. University of Greenwich, other university, professional body, company, other)* | | | |
| **Knowledge developed:** Reflective comments: *ie. knowledge gained, key messages, key areas for action by student, etc*. | | | |

**END**