



**Supervision
Excellence
Programme**

Upcoming Workshops and Events

Getting Started with Worktribe	14/09/2022 - 12/06/2023
Outcome Options when Examining Research Degree Students at RGU	13/10/2022
Student Journey through Transfer to Doctoral Phase	01/11/2022
Supervising part-time and/or distance-based research students	08/11/2022 & 19/01/2023
Outputs for Academics	19/09/22 - 17/07/23
Creating the 7 Secrets of Highly Successful Research Students	18/11/2022
Giving and Receiving Feedback	30/11/2022
Postgraduate Research Experience Survey (PRES) 2022 Survey Outcome	08/12/2022
Internal Examiner Briefing Session	22/11/2022 & 09/05/2023
Research Data Management - A Walk Through the Moodle Module for RDCs and Supervisors	15/12/2022 - 14/06/2023
Progress Monitoring	12/01/2023
Mentoring and Coaching Skills for Supervisors	06/02/2023
Student/Supervisor Relationships	22/02/2023
Supporting International Research Students	28/02/2023
Update on the PgR Application System	14/03/2023
Preparations for Viva Assessments	20/04/2023
Internal Convenor Briefing Session	18/10/2022 & 21/03/2023
Student Wellbeing and Mental Health	11/04/2023
Intellectual Property and Doctoral Studies	26/04/2023
Initial Research Supervisor Briefing Session	26/01/2023 & 30/05/2023
Approach to Appointing External Examiners	02/05/2023
Researcher Development Programme & PgCert Researcher Development	01/06/2023

Mid-career researcher development

[EPIGEUM: Supervising Doctoral Studies](#)

* Please note that, while we endeavour to ensure all workshops run according to plan, some event details may be subject to change.





Supervision Excellence Programme

Welcome from Prof. Andrew Lamb

Over the years, postgraduate research students studying at RGU have indicated how valuable they have found the academic guidance, support and pastoral care offered by our research degree supervisors. This is evident from the Postgraduate Research Experience Surveys where satisfaction with supervision has been rated as one of the most highly valued aspects of research studies at our University. Indeed, it is widely acknowledged across the higher education sector that one of the most important factors in determining the successful outcome for a postgraduate research degree is the quality of supervision students receive. The positive impact of effective supervision cannot therefore be overstated.

It is for this reason the Graduate School has been working to revitalise and expand the Research Supervision Excellence Programme which offers support for professional development for research degree supervisors. The full details of the programme are provided below, with some elements more applicable to colleagues who are newer to the academic practice of research supervision, and others providing more general support to those already experienced in the role. The intention has been to assemble a programme providing a blend of online and in-person activities that will update you on current developments, foster peer-oriented discussion on topics related to supervisory practice and strengthen the research supervisory community within RGU. Live sessions are further supplemented with web-based resources from Epigeum - internationally recognised experts in the development of higher education materials, whose Supervising Doctoral Studies modules are now freely available to you through the Graduate School Moodle site.

It is our hope that the activities and materials included in this document will be of assistance in supporting your individual professional development and practice as research supervisors at RGU. We very much look forward to your participation in the Research Supervision Excellence Programme over the coming session.

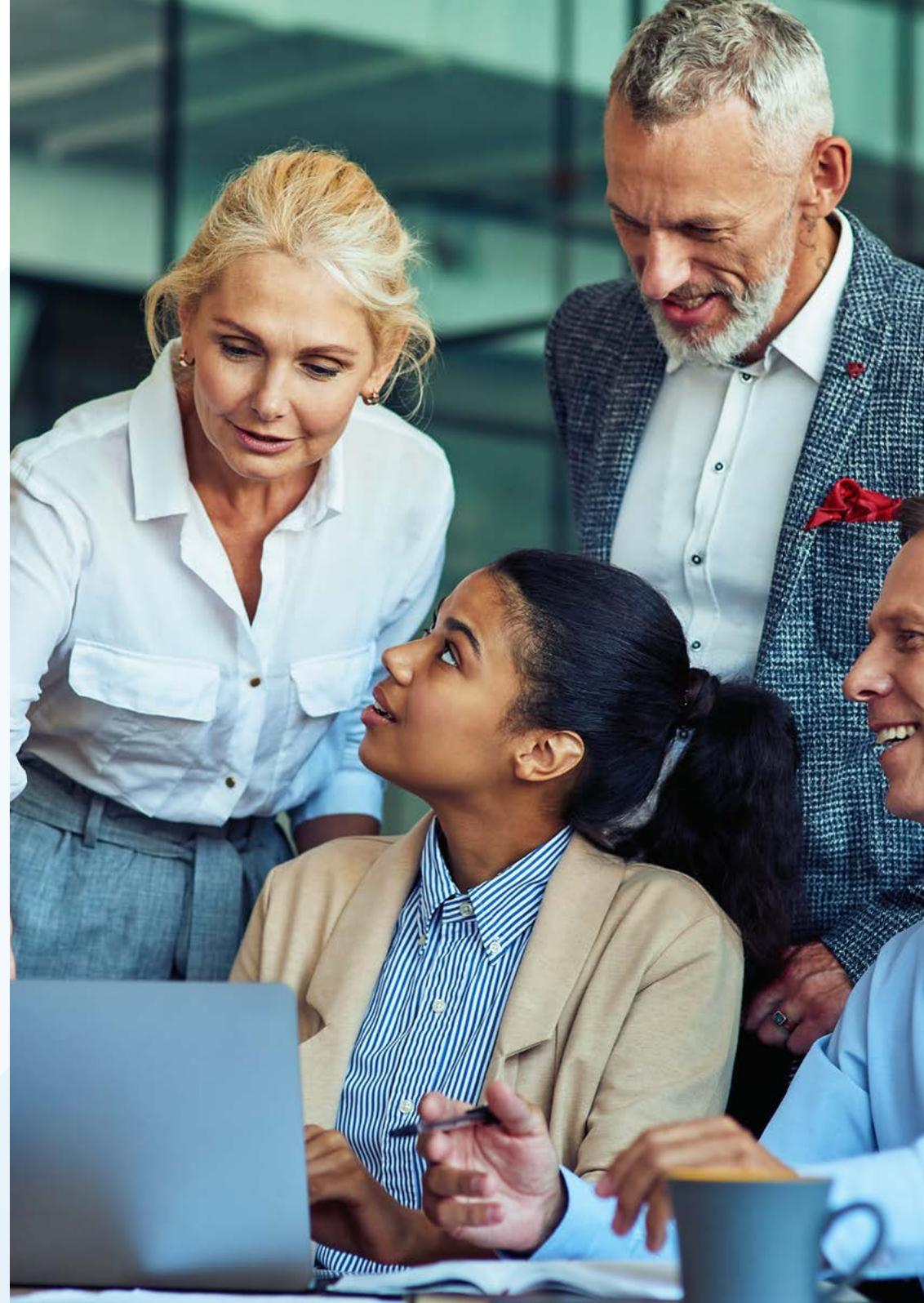
Professor Andrew Lamb, Dean of Graduate School



UK Council for
**Graduate
Education**

In its design, RGU's Supervision Excellence Programme adheres to the principles from the nationally-recognised **Good Supervisory Practice Framework** consolidated by the **UK Council for Graduate Education (UKCGE)**. The Framework recognises the highly complex and demanding range of roles and skills involved in supervision of postgraduate research students. Grounded in extensive research into supervision, the framework sets national standards of practice and has been designed to offer insight into how you can effectively develop the skills associated with excellent supervision. You are encouraged to download the Framework for quick reference and this is available at the [UKCGE website](#).

Please be aware that UKCGE has also set up a **Research Supervision Recognition Programme** as well as the [Research Supervisors Network](#). You are strongly encouraged to join these initiatives which have been created to allow knowledge exchange between peers as well as emphasise and celebrate the value and importance of excellent supervision across the UK.'





Supervising Doctoral Studies EPIGEUM

Epigeum is a leading provider of online courses that support the core activities of universities in four areas: teaching and development, research, studying, and support and wellbeing. Developed through a process of global collaboration between world-class subject experts, partner institutions, and in-house specialists Supervising Doctoral Studies addresses new and emerging developments in doctoral supervision. Topics covered include the widespread adoption of structured training programmes, the increasing diversity of the student population, the focus on developing respectful supervisory relationships, and recognition of the challenges relating to mental health and wellbeing that can be experienced by candidates, to ensure that supervisors are aware of the wider context and purpose of their work, and are able to navigate both academic and non-academic responsibilities with confidence.

Course materials are organised into 10 modules:

- Introduction: The Doctoral Context
- Attracting and Selecting Doctoral Applicants
- Research Cultures and Environments
- Managing Expectations, Responsibilities and Relationships
- Planning and Conducting Research
- Developing the Researcher and Enabling Progress
- Doctoral Writing and Effective Feedback
- Supporting your Candidate
- Preparing for Completion and Examination
- Developing your Supervisory Practice

 To access the modules, please go to their dedicated Moodle page [here](#).

Watch an introductory video [here](#).



Getting Started with Worktribe

Jane Williams, Research Policy and Strategy

Worktribe is RGU's Research Management System. It allows you to create your research profile which connects you with all the other academics at the university and increases the visibility of your work in the research community. Setting up your Worktribe profile is also necessary to generate your personal web page on the RGU website - a significant step in building your academic identity, making your research interests and achievements visible globally to anyone on-line. This session is an introduction which will allow you to start populating your page on Worktribe and practice creating a research project. You must register for the session so that a login can be generated for you in advance.

For additional video resources available on-line, visit [Make Worktribe Work For You](#)

14/09/2022	13:00
20/10/2022	13:00
09/11/2022	13:30
11/01/2023	14:00
09/02/2023	14:00
07/03/2023	10:00
10/05/2023	13:30
12/06/2023	14:00

→ Booking

Outcome Options when Examining Research Degree Students at RGU

Martin Simpson

13/10/2022
12:00 - 13:00

This briefing session is open to all members of academic staff, particularly those who have been appointed as an examiner and either not examined for a long time or those who have not examined before and, having attended the Internal Examiner Briefing session, are seeking a refresher of examination outcomes. The session will focus on the options that research student examinations teams

will be permitted to select after the oral examination (viva voce) with reference to the relevant assessment criteria. At the conclusion those attending should have a clear insight into what the examinations outcome options are along with an appreciation of why this is the approach adopted at RGU.

→ Booking



Student Journey through Transfer to Doctoral Phase
Dr Colin Thompson

01/11/2022
13:00 - 14:00

This session will take you through the process of PGR student transfer from the Masters to the doctoral phase. You will see the steps involved in this process and the ways in which you can assist your student as they look to move to the doctoral phase of their stage.

→ **Booking**

Supervising part-time and/or distance-based research students
Prof. Simon Burnett

In this roundtable discussion we will identify common issues relating to supervising distance learners and/or part-time students, and provide some possible solutions to addressing these. If you're currently supervising distance learners or part-time students, please feel free to raise any issues you're experiencing.

08/11/2022 12:00 - 14:00

19/01/2023 12:00 - 14:00

→ **Booking**

Outputs for Academics
George Bray, Library

01/11/2022
13:00 - 14:00

The purpose of this workshop is to introduce the "Outputs" module of Worktribe and enable you to begin adding your own outputs to the system. The session should take no more than an hour and will primarily consist of a live demonstration as we show you:

1. how to find outputs that are already on the system
2. how to create new output records
3. how the Publications Team process output records for addition to OpenAIR.

To book please e-mail:
publications@rgu.ac.uk

For additional video resources available on-line, visit [Make Worktribe Work For You](#)

19/09/2022	15:00 - 16:00
18/10/2022	09:00 - 10:00
16/11/2022	11:00 - 12:00
15/12/2022	15:00 - 16:00
20/01/2023	09:00 - 10:00
20/02/2023	11:00 - 12:00
21/03/2023	15:00 - 16:00
19/04/2023	09:00 - 10:00
18/05/2023	11:00 - 12:00
16/06/2023	15:00 - 16:00
17/07/2023	09:00 - 10:00



Creating the 7 Secrets of Highly Successful Research Students

Hugh Kearns

18/11/2022
11:00 - 13:00

You know what your research student should be doing, but it just doesn't seem to be happening. Despite your best efforts to set up good habits for your student, it does not work. Why is this, and what can you do to make completing a research degree easier for your students and for you?

Students attending the Seven Secrets workshop have consistently reported a marked improvement in their progress towards completing their degree. Now they have asked us to please tell their supervisors the same things! This course gives you practical strategies to deal with common problems such as:

- supervisor/student relations
- dealing with writer's block
- attitude (or lack thereof!) in

relation to the degree - it's not a Nobel prize

- getting your student to seek help when they are stuck
- the student who never has enough time
- treating the research degree like a job
- keeping on going when the going gets tough

Who is it for?

Supervisors of research students at any point in their candidature.

The companion book to this workshop is *The Seven Secrets of Highly Successful Research Students*.

→ Booking

Giving and Receiving Feedback

Dr Jen Allanson, Skillfluence

30/11/2022
10:00 - 11:30

In this workshop you'll find out how to reframe the difficulty of giving and receiving feedback by viewing these conversations as opportunities to deepen relationships and further personal growth during your students PhD journey.

→ Booking

Postgraduate Research Experience Survey (PRES) 2022 Survey Outcome

Martin Simpson

08/12/2022
12:00 - 13:00

Review of the most recent internal survey and a look forward to PRES 2023.

→ Booking



Internal Examiner Briefing Session

Prof. Andrew Lamb

For those colleagues who possess a doctorate themselves although with no prior experience of examining research students at RGU as an internal examiner. Before being eligible to be appointed as a member of the examination team by Research Degrees Committee, there is a requirement to attend this briefing session.

The intention is to ensure that all internal examiners of research students know what is being expected of them, which is an expectation set out in the UK Quality Code for Higher Education, Advice and Guidance for Research Degrees. The relevant timelines and regulations

will be used to frame what is required including completion of the relevant paperwork and a consideration of the examination options that will be select at the conclusion of the oral examination (viva voce). As this is intended to be an interactive session there will be a cap placed on attendance and early booking is advisable to secure a place.

22/11/2022 10:00 - 12:00

09/05/2023 10:00 - 12:00

→ [Booking](#)

Research Data Management - A Walk Through the Moodle Module for RDCs and Supervisors

Jane Williams

This Moodle module contains a wide range of resources to help students and their supervisors manage research data effectively and safely.

The workshop can also be requested on a school by school basis and arranged as required. (Min. 8 attendees required).

15/12/2022 11:00 - 11:45

08/03/2023 14:00 - 14:45

14/06/2023 09:00 - 09:45

→ [Booking](#)

Progress Monitoring

Martin Simpson

12/01/2023
12:00 - 13:00

This session focusses on the RGU system of monitoring PgR progress through the six-monthly system of interim and full reviews and of the importance of taking early action when problems with progress emerge.

→ [Booking](#)



Mentoring and Coaching Skills for Supervisors

Dr Jamie McDonald

06/02/2023
09:30 - 16:30

A workshop on listening, questioning and helping people find their own way.

The roles of postgraduate tutor, supervisor, manager and... well, university person in general... are diverse and rewarding. And it can be challenging to fulfil those roles without becoming overburdened, or shouldering more responsibility than necessary.

In particular, through time, the relationship between supervisor and doctoral researcher needs to change - in response to challenges, circumstances and as the confidence of the researcher develops. In this workshop, we introduce core skills and approaches from coaching and mentoring that can greatly enhance the supervisory relationship and help to develop the resilience, resourcefulness and autonomy of the researcher and,

importantly, without exhausting the supervisor in the process. More specifically, by the end of the day, participants will have:

- examined the evolving expectations and requirements of a supervisory role
- been introduced practically to core aspects of coaching and mentoring
- practiced coaching and mentoring skills to enable others to learn from their own experiences and develop their resilience
- explored the use of different styles of interaction with supervisors
- considered how to apply these to their role

→ Booking

Student/Supervisor Relationships

Prof. Flora Douglas

22/02/2023
12:00 - 13:00

A workshop dedicated to Student/Supervisor relationships.

By the end of this facilitated session you will have:

- discussed and considered aspects of constructive student-supervisor relationships that are based on examples shared from practice
- explored aspects of less effective student-supervisor relationships that are based on examples shared from practice
- investigated some of the possible expectations held by both students and supervisors
- considered different types of strategies and tools to help manage the relationship towards a successful student outcome.

→ Booking

Supporting International Research Students

Martin Simpson

28/02/2023
12:00 - 13:00

Workshop around the challenges international students could experience when their first language is not English, and they may be studying in the UK for the first time.

→ Booking

Update on the PgR Application System

Johanna Platt, Dr Lisa Turberfield and Martin Simpson

14/03/2023
12:00 - 13:00

Workshop on current strategies around PgR recruitment including research themes, studentships and speculative applications as well as an insight into the student application system.

→ Booking

Preparations for Viva Assessments

Prof. Peter Reid & Martin Simpson

20/04/2023

13:00 - 14:00

The session will deal with a range of issues which are likely to be encountered by any supervisory team in the run up to the viva. Key issues which will be included are:

- selection of the examination team
- preparation of the student
- common concerns
- learning from experience
- stage management of the viva itself
- things which may go wrong, and how to avoid them
- undertaking the viva online.

→ Booking

Internal Convenor Briefing Session

Prof. Andrew Lamb

Following best practice set out in the UK Quality Code for Higher Education, Advice and Guidance for Research Degrees, an independent internal convenor is appointed by Research Degrees Committee to chair the research degree examination. This briefing session is open to academic colleagues who wish to join the group of staff in the internal convenor pool and it sets out the expectations of what will be required of the convenor.

The expectation that, by attending, they will indicate a willingness to undertake the role at least once per academic year. Because of the critical nature of the role,

to be eligible to attend the session, it will be necessary that participants will have previously examined a PhD student either within RGU or externally at another University in the UK. As this is intended to be an interactive session there will be a cap placed on attendance and early booking is advisable to obtain a place.

18/10/2022 10:00 - 12:00

21/03/2023 10:00 - 12:00

→ Booking



Student Wellbeing and Mental Health

Annette Davidson

11/04/2023

12:00 - 13:00

Being an excellent supervisor involves knowing when to signpost to appropriate professional services and knowing what those services are and how they operate. This session aims to equip you with that knowledge, especially as it relates to students' mental health and wellbeing. You will gain an understanding of the support available to students and to those supporting students and how to access these services.

→ Booking

Intellectual Property and Doctoral Studies

Dr Graham Carter

26/04/2023

10:30 - 11:30

What do we tell research students about intellectual property? How does this align with RGU policy and what are the procedural aspects of managing expectations around IP when a student is also employed outside of the university? This session will seek to answer these questions and provide a refresher into the different types of IP and how 'IP issues' may be handled in RGU in conjunction with the IP Commercialisation Policy.

→ Booking



Initial Research Supervisor Briefing Session

Prof. Andrew Lamb

This workshop is aimed at academic colleagues who expect to shortly commence supervision of research degree students as well as those who have an interest in becoming a research supervisor in the future. To be permitted to formally supervise a research student as part of their supervisory team approved by Research degrees Committee, attendance at this briefing session is a minimum requirement to be eligible. This is in keeping with the Guiding Principles set out in the UK Quality Code for Higher Education, Advice and Guidance for Research Degrees. Over the course of the session expectations and experiences will be shared, with some exercises undertaken that are intended to explore what good supervisory practice involves. Time will also be

spent considering the administrative requirements so that it will be understood what is required from a research student supervisor at RGU. At the conclusion of the briefing session this will have set before participants several matters to consider for their individual approach to becoming an excellent supervisor of research students. It will be an interactive session and therefore a cap will be placed on attendance and early booking is advisable to secure a place.

26/01/2023 09:00 - 13:00

30/05/2023 09:00 - 13:00

→ Booking

Approach to Appointing External Examiners

Prof. Andrew Lamb

02/05/2023
12:00 - 13:00

Approach to Nomination and Appointment of External Examiners for Research Students Academic Regulation A6: Research Degrees sets out what the requirements are for the appointment of an examination team for research students. The workshop will set out these requirements and thereafter use a case study illustrate the means to nominate potential external examiners for research students, with

the nominations carefully considered by Research Degree Committee. The session is intended for those academic staff who are currently supervising their first batch of research students but have not yet had any experience of the steps involved in appointing suitable external examiners. As this is intended to be an interactive session there will be a cap placed on attendance and early booking is advisable to secure a place.

→ Booking

Researcher Development Programme & PgCert Researcher Development

Paula Sledzinska

01/06/2023
12:00 - 13:15

This session is designed to offer Supervisors an insight into the Researcher Development Programme and its connection to the PgCert course. It gives participants an opportunity to:

- reflect on their experiences of Researcher Development during their academic journey
- find out more about the rationale behind the RGU Researcher

Development Programme within the wider Higher Education context

- exchange ideas around required PGR support
- discuss future direction of training initiatives in the upcoming academic season.

The workshop is open to both experienced Supervisors and colleagues thinking about supervising postgraduate research students in the near future.

→ Booking



**ROBERT GORDON
UNIVERSITY ABERDEEN**