

RESEARCH TRAINING GUIDE 2012

FOR STUDENTS AND THEIR SUPERVISORS

All your training needs

<http://www.vu.edu.au/research/research-students/research-training-program>

Sessions open for registration can be found here:

<http://wcf.vu.edu.au/postgraduatetraining>

How to register at:

<http://wcf.vu.edu.au/PostgraduateTraining/LIB/Movie/LIB1.SWF>

Research Training for Postgraduate Researchers

To assist postgraduate researchers and their supervisors in selecting training appropriate to their needs, the range of training workshops offered by the Office for Postgraduate Research for 2012 has been broadly structured into a matrix along two dimensions:

- research stage
- research graduate capability

Research Development Stages

Research Stage 1: **Foundations of postgraduate research**

Workshops offered in this stage are especially designed to assist students who are in the first 6-9 months of their candidature. They introduce foundational skills and support students' development in a number of areas of research capability that are important in laying a strong foundation for the ongoing research project.

Research Development Stage 2: **Practising as a postgraduate researcher**

These workshops are geared to meet postgraduate researcher needs from when researchers have achieved or are close to achieving candidature through to the end of their data collection and analysis. The emphasis in all workshops is on the sharing of practice in different areas of research. This includes consideration of the nexus between theory and practice across a range of research methods and techniques, and sharing of experiences and strategies with other researchers (postgraduates, postdoctoral and experienced researchers) who are working with the same or similar data collection and analysis techniques. When selecting workshops, it is important to discuss with your supervisor/s how the content of a workshop will enhance your professional development in relation to your research project, and select those workshops that are relevant to your research program.

Research Development Stage 3: **Achieving Outcomes as a postgraduate researcher**

Postgraduate researchers are increasingly being expected to achieve a range of outcomes from their research. In addition to having the major goal of producing a research thesis with the associated skills in planning and structuring of chapters, and writing up and presentation of the research in ways that fit with disciplinary conventions and examiners' expectations, postgraduate researchers need to plan for other outcomes alongside the thesis, both while they are studying and following thesis submission. These outcomes may include conference papers and presentations, article/s for publication in journals, as well as other forms of presentation and recognition of their work through exhibitions, patents and commercialization of results, media coverage and book publication. Workshops offered as part of the 'Achieving Outcomes' program are most relevant for postgraduate researchers from the end of their first year onwards.

Research Graduate Capability

Information literacy: library skills, including accessing VU resources; accessing and searching online resources, use of databases; evaluating resources; tracking and maintaining project relevant resources; use of Endnote; referencing conventions;

IT and Technical Skills: use of software packages supported by the University that are required for research (eg. Microsoft Suite, Endnote, SPSS, NVivo); specific IT and technical skills relevant to the specific project (provided via Faculties/Schools/Institutes and through supervisors)

Written and Oral Communication: thesis writing; academic writing; academic reading and note taking; reviewing literature; technical aspects of the structuring of sentences and paragraphs; oral presentation skills; English for speakers of other languages.

Research Design and Methods: principles in research design, stages in the development and implementation of a research project; ethical conduct of research; data collection skills; data analysis skills

Processes and Procedures in PG Research: understanding VU processes and procedures in PG research; grant, travel support and international opportunities; intellectual property and commercialization in relation to postgraduate research projects

Wellness and Personal Development: developing an identity and confidence as a researcher; managing competing priorities; managing relationships in research; healthy living; career development planning and support; supplementary skill development schemes (commercialization training; tertiary teaching etc)

If you have comments or ideas about programs that might be offered, or feedback on programs you attend please contact: Nicole.Drage@vu.edu.au **Registration will open one week before each scheduled session and will be announced through research email accounts, followed by a global message.**

Why is it essential to access your research email account?

Information Technology Services (ITS) provides an email account to all postgraduate research students at Victoria University. All pertinent information to research students relating to your candidature, progress reports, leave of absence and other essential aspects of your enrolment, including training programs, meeting outcomes, scholarship opportunities and all special events are sent to the **University Email Account via the**

"Summary: Announcements for Postgrad by Research Students".

Further information on how to activate your email account can be found here:

<http://www.vu.edu.au/current-students/student-essentials/student-email>

***Supervisors should note** that training for supervisors is released via the "Global Announcements" and "Research-info@lists.vu.edu.au mailing lists." If you wish to be added to the mailing list research-info@lists please contact Nicole.Drage@vu.edu.au.

Accessing your university email account regularly will ensure you are kept well informed and up to date on research activity across the University, along with maximizing training opportunities. This is the only avenue of communication to reach the research community at large.

If you want to know more about how to access your University Email Account or have any problems accessing your account please call the University Help Desk on 9919 2777 or visit the ITS University Intranet site

<http://www.vu.edu.au/current-students/student-essentials>

Please bookmark this page in your favourites:

<http://wcf.vu.edu.au/postgraduatetraining>

Workshops open for registration are found here

You must register for all workshops via this link.

Supervisors should note: Successful registration on this site will ensure your attendance counts towards the requirement to maintain your supervision status.

Movie guide on how to register:

<http://wcf.vu.edu.au/PostgraduateTraining/LIB/Movie/LIB1.SWF>

The log in screen gives you step by step example of how to log in. I have included below for your reference.

Example:

1. At the training website click to log in on the very left of the screen.
2. Click the agreed box once you have read the terms and conditions.
3. **For students:** type in s followed by your 6 digit student number. ex s5014996 followed by your birthday: day/month/year ex 20091971. Your birth date is your default password.

For staff: type in **firstname.surname** followed by your LDAP password.
(Old netscape password)

4. You can now register for the program you wish to attend by finding the program and clicking onto the "register" button. Please ensure you fill all fields on the registration form.

**If you need your password reset, contact IT on 9919 2777.

Further problems getting access don't hesitate to contact Nicole on 9919 9584 to you can successfully access training on offer.

Training offered by the OPR is specifically targeted for research students and research supervisors; numbers permitting others to attend. The website is fully accessible to research students and supervisors.

Registration opens once you receive notification via your research email account. Session will be released online either individually or in blocks of sessions and at least one week prior to the scheduled session.

Once you have registered for a program you will receive email confirmation and a reminder email within the week of the scheduled session. If your timetable changes and you no longer can attend, please ensure you cancel yourself out of the program by logging back into the website and clicking onto the modify button and tick the cancel button. You will receive a cancellation email. This will allow another student to take your place.

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Postgraduate Research Training Officer
Office for Postgraduate Research

Available:

Tuesday–Friday 8am –4pm



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This document was prepared by Nicole Drage, Postgraduate Research Training Officer, Office for Postgraduate Research, Dec 2011. Every reasonable effort was made to ensure that the information in this document was accurate at the time of printing, and may be subject to change.