

Doctoral College Training and Development

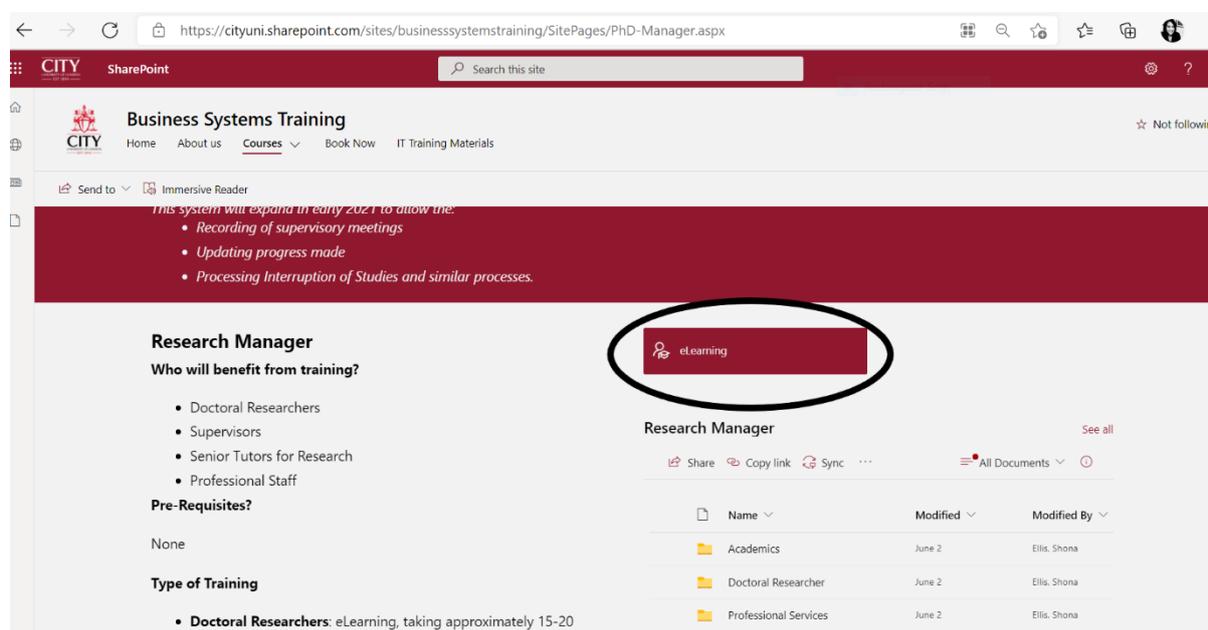
The following FAQs have been prepared in response to queries that have been received since the launch of the DRDP and associated training materials in October 2020.

Existing students will have had access to these training materials but may find these FAQs helpful to consolidate their understanding of the Research Manager system.

1. How do I log-in to Research Manager to access my T&D area?

We have provided a short introductory training video, which gives an overview. Please make sure you watch it.

Clicking on the icon (as shown in the screen shot below) will take you to your login page, and from there the training video will automatically start.



[Click on this link to be taken to the training landing page](#)

2. What is my profile landing page?

Once you have logged into Research Manager, you will see the following page. This is your landing page.

From here, click on the 'Doctoral Research Project' button which will take you to your personal profile page, and where you will be able to access your **training and development area**.

Quick search

Search Browse Recent Add

Nadja Abia Help

[Redacted]

Edit [dropdown] [download icon]

Permissions: User roles

Home



Doctoral
Researcher

Research Ethics Online

| | |
|--------------------|---------------------|
| Name | [Redacted] |
| Contact category | Doctoral Researcher |
| Email address | [Redacted] |
| Research institute | [Redacted] |
| Student ID | [Redacted] |

Doctoral Research Project

Ethics

City, University of
London

- Business School
- City Law School
- School of Arts and Social
Sciences
- School of Health Sciences
- School of Mathematics,
Computer Science &
Engineering

Committees

- Upcoming meetings
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Home

Research Ethics Online

City, University of London

Business School

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Doctoral Research Project

Title

Researcher

Supervisor

First Supervisor

Second Supervisor

Doctoral research project status

Doctoral research project stage

Enrolled

Project mode

Doctoral research project type

PhD

Fee status

Visa type

Programme

SCJ code

Date completed

Deadline

Reminder sent

Project start

01 Aug 2016

Project end

31 Jan 2022

Project history

Supervisory team details

Project dates

Supervision meetings

Ethics

Supervisory induction

Progress review

Transfer from MPhil to PhD

Candidature management

Absence

DEVELOPMENT

Training needs

Training plan

Training record

3. How to book into lectures/workshops in Research Manager

This is explained in the training video, provided above.

4. How to change your status once you have booked i.e. attending/ not attending

Click on the 'Training Record' (shown in the screen shot above). This will take you to a page tab that looks like this:

Training needs

Training plan

Training record

Display of overall log of training activity.

My log

Upcoming events

Attendance record

Add other activity...

Download development log: with notes for year All

Download

2020 - 2021

08 Jun 2021

Systematic Review

Add note

Certificate

Clicking on 'Upcoming events' will list the session(s) you are booked on and the time/date. Next to that there will be a button that says, 'Change RSVP' and from here you can change your status to 'Not attending'.

Please note that you need to change your status to 'not attending' **at least two days** before the session due date, otherwise a 'late cancellation' will show in your Attendance record and 'Project History log'. Please note that both of these are visible to your supervisors).

5. How to change your status to not attending after the deadline has passed.

Using the process described above, you will be able to change your status but you will automatically get a 'late cancellation' recorded on your project history. Once this notification is listed on your record, it cannot be changed. If you decide to leave your status as 'attending' but do not participate in the workshop on the day, this will show as a 'No show'.

6. Why do I have a 'no show' against my project history and training record'

You booked yourself into the session, but you did not attend. A register is taken by Doctoral College, as well as the session lead throughout the day. Please note:

- We understand that plans change, or life brings unexpected events our way, but always make time to go into your 'upcoming training events' record and change your status to 'not attending'
- This allows us time to allocate your place to somebody else who may be on the waiting list.
- If you do not attend the session, and you do not cancel your session, an automatic 'no show' will appear in your training record and project history. Please note both records are visible to your supervisors.
- **Important:** Please note that you have 3 or more 'no shows' against your record within an academic year, you will priority access to any training and development that is provided by the Doctoral College.

7. Why does it matter that I have 'No shows' or 'Late Cancellations' against my record? My supervisors say it doesn't matter.

This training record can be viewed by your supervisory team, but it can also be downloaded by the you to support research grant applications, or to demonstrate evidence of skills, experiences and competencies gained at future interviews .

The screenshot below shows a Doctoral Researcher who has attended all their sessions. Not only does this record strongly evidence skills gained, it also gives an indication of the researchers' work-life balance, ability to juggle research and CPD activities, and an indication of professionalism, integrity and commitment as a serious Researcher.

All of these traits are embedded and are requirements of a Doctoral Researcher as listed in the [Vitae Framework](#) (further details below).

| Training needs | | | Training plan | | | Training record | | |
|----------------|--|--|-----------------|--|--|-------------------|--|--|
| My log | | | Upcoming events | | | Attendance record | | |
| Date | Event | | | | | Status | | |
| 08 Jun 2021 | Systematic Review | | | | | Attended | | |
| 15 Apr 2021 | Research Ethics | | | | | Attended | | |
| 18 Mar 2021 | ETP 3 Engaging students and enabling them to participate in creative learning: | | | | | Attended | | |
| 02 Mar 2021 | FULLY BOOKED Academic Writing Skills (Academic Writing Skills Team) | | | | | Attended | | |
| 02 Mar 2021 | ETP 2 Planning teaching and presenting | | | | | Attended | | |

In contrast, below is an example of a Researcher's record which has 3 or more 'No shows' logged

| Training needs | | | Training plan | | | Training record | | |
|----------------|---|--|-----------------|--|--|-------------------|--|--|
| My log | | | Upcoming events | | | Attendance record | | |
| Date | Event | | | | | Status | | |
| 09 Jun 2021 | ETP 4 Reflection and developing your teaching (<i>no show</i>) | | | | | No show | | |
| 15 Apr 2021 | Research Ethics | | | | | Attended | | |
| 13 Jan 2021 | Using resources other than databases to support your literature search (<i>no show</i>) | | | | | No show | | |
| 06 Jan 2021 | Database Search Techniques to Aid Your Literature Search | | | | | Attended | | |
| 10 Dec 2020 | Introduction to Copyright (<i>no show</i>) | | | | | No show | | |
| 08 Dec 2020 | Start Writing! (<i>no show</i>) | | | | | No show | | |
| 03 Dec 2020 | Endnotes - an Introduction to Referencing (<i>no show</i>) | | | | | No show | | |
| 01 Dec 2020 | Academic Practice and Ethics | | | | | Attended | | |
| 12 Nov 2020 | Critical Thinking Skills | | | | | Attended | | |
| 10 Nov 2020 | Methodology, Theory, and Research Design Frames | | | | | Attended | | |
| 03 Nov 2020 | Academic Writing Skills (Academic Writing Skills Team) | | | | | Attended | | |
| 29 Oct 2020 | Why Learn Statistics? - Summarising Data. | | | | | Attended | | |

| Training needs | | | Training plan | | | Training record | | |
|----------------|---|--|-----------------|--|--|-------------------|--|--|
| My log | | | Upcoming events | | | Attendance record | | |
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| 06 Jan 2021 | Database Search Techniques to Aid Your Literature Search | | | | | Attended | | |
| 10 Dec 2020 | Introduction to Copyright <i>(no show)</i> | | | | | No show | | |
| 08 Dec 2020 | Start Writing! <i>(no show)</i> | | | | | No show | | |
| 03 Dec 2020 | Endnotes - an Introduction to Referencing <i>(no show)</i> | | | | | No show | | |
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| 29 Oct 2020 | Why Learn Statistics? - Summarising Data. | | | | | Attended | | |

Please note that most universities such as Kings, UCL, and Imperial encourage their researchers to implement the Vitae Framework into their research planning and to download their training record for interviews and grant applications, in order to demonstrate their skills and experience and increase chances of employability.

As such, we strongly advise that your training log is maintained and up to date, and that you refrain from booking sessions that you do not intend to participate in, as this can reflect negatively on your academic achievements both compared to other City Doctoral Researchers, and externally, for example when pursuing job opportunities, teaching opportunities, or grants.

8. Why can't I book? It says 'Booking not available'

You have missed the booking deadline. The booking deadline is usually listed on the course booking page, as demonstrated in the screenshot below.

It is your responsibility to book prior to the deadline. If you have missed the deadline, please contact the Doctoral College.

4. Entrepreneurial leadership and innovation - New product development

Home


CDC Workshop

Research Ethics Online

City, University of London

Business School
City Law School
School of Arts and Social Sciences
School of Health Sciences
School of Mathematics, Computer Science & Engineering

Committees

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| | |
|----------------------------|---|
| Title | 4. Entrepreneurial leadership and innovation - New product development |
| Date and time | 30 Jun 2021, from 10:00 to 15:00 |
| Location | Online |
| Event capacity | 30 |
| Booking availability | Available |
| Deadline for event booking | 25 Jun 2021, 12:00 |
| School | Business School City Law School Learning, Enhancement and Development School of Arts and Social Sciences School of Health Sciences School of Mathematics, Computer Science & Engineering |
| Organised by | Ms Nadja Abia |
| Skill | Enterprise Professional and career development Knowledge base Personal effectiveness |
| Academic year | 2020 - 2021 |
| Publication date | 18 May 2021 |

Intended audience

The programme is aimed for year 2+ PhD students from City, University of London who are interested in setting up the business, who are passionate about entrepreneurship or looking to develop new skills.

However, requests sent through to the Doctoral College on the day will not be accommodated. We have waiting lists that have to be allocated and connected, so contacting the Doctoral College less than one working day prior the day that and expecting to be given a slot is not reasonable.

9. Why am I getting so many notification reminders for events?

You need to update your status for the events you are being invited to via these notifications.

When a training and development session is ready for booking, we send invites to the relevant Schools. There will be a red 'Book now' button at the bottom of the email. These are not automated emails but generated by the Doctoral College to notify you of a session that is relevant for your studies. Ignoring these emails mean that the Research Manager platform will automatically generate weekly reminders for that session until you respond.

Even if you do not intend to participate in the session, you must click on 'Book now' and mark your status as 'not attending'. This will prevent you from receiving all reminders about this session.

Alternatively, if you do not receive any emails from within the Research Manager platform, you can create a rule from within your city email account, so that all emails from haplo@city.ac.uk are redirected into a sub-folder, which you can periodically review at your convenience.

Please note that from 2021/22 the Doctoral Researcher Development Programme (DRDP) October 2021+ timetable will be located on the Doctoral College website (the website go-live date and link will be communicated via the [Doctoral College MS Team Site](#) and Researcher Bulletin) with session details and booking deadlines clearly marked.

We advise that you then review the variety of sessions available with your supervisor to identify the sessions that are relevant to your needs, and only book into sessions that are relevant to your PhD milestones or research interests.

10. What is the Tray and why does it appear and disappear

The tray is a neat function that allows you to effectively save items for later. So, when you're looking at the training and development programme and see courses that you might want to attend, you can add these to your tray so that – rather than deciding then and there to attend – you can return to it later, perhaps with your supervisor. You can also save your booked programmes there in case you need to change your RSVP at a later date (please remember that you should change your status to not attending at least 48 hours in advance).

You can also bookmark processes you've started here, so you can easily see the status of a request you've made (for example for an interruption of studies, or request to change your thesis title) or a process such as your transfer to MPhil to PhD.

Once items in your tray are completed, you can remove them from your tray.

11. What is the Vitae Framework?

The Vitae - Researcher Development Framework (RDF) underpins all training and development that is delivered by the Doctoral College, and specifically within the Researcher Development Programme (DRDP)

The framework has been developed by **Vitae, a national organisation supporting researcher development** and is comprised of four domains that aim to promote excellence within research and professional development, specifically within:

- Knowledge and intellectual abilities (Domain A)
- Personal effectiveness (Domain B)
- Research governance (Domain C) and
- Engagement, influence and impact skills (Domain D).

The Doctoral College RDP has already been mapped against [The Vitae Researcher Development Framework \(RDF\)](#) for you, so that you can focus on formulating your training needs analysis and plan for the year with your supervisory team and easily book yourself onto the related courses you need.

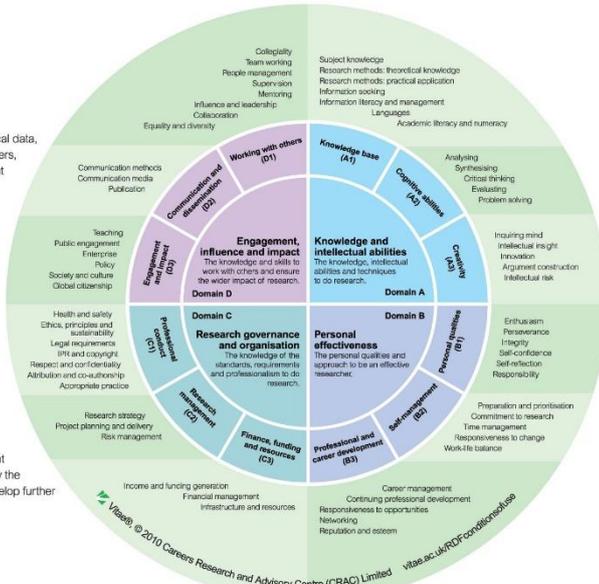
We strongly urge you to become familiar with Vitae, and to complete the 'PDP ROC' module mentioned below. As stated above, this is a national framework, used and heavily promoted by universities such as UCL, Imperial, King's College etc.

The range of lectures, workshops and self-directed online courses available within the RDP, mapped against the RDF will allow you to **identify goals, aid self-reflection** and help you to **better present** your skills and experiences to enhance career opportunities.

Structure

The RDF has been created from empirical data, collected through interviewing researchers, to identify the characteristics of excellent researchers expressed in the RDF as 'descriptors'. The descriptors are structured in four domains and twelve sub-domains, encompassing the knowledge, intellectual abilities, techniques and professional standards to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. Each of the sixty-three descriptors contains between three to five phases, representing distinct stages of development or levels of performance within that descriptor.

The RDF has been incorporated into a downloadable Professional Development Planner to enable researchers to identify the areas in the framework they want to develop further and to create an action plan.



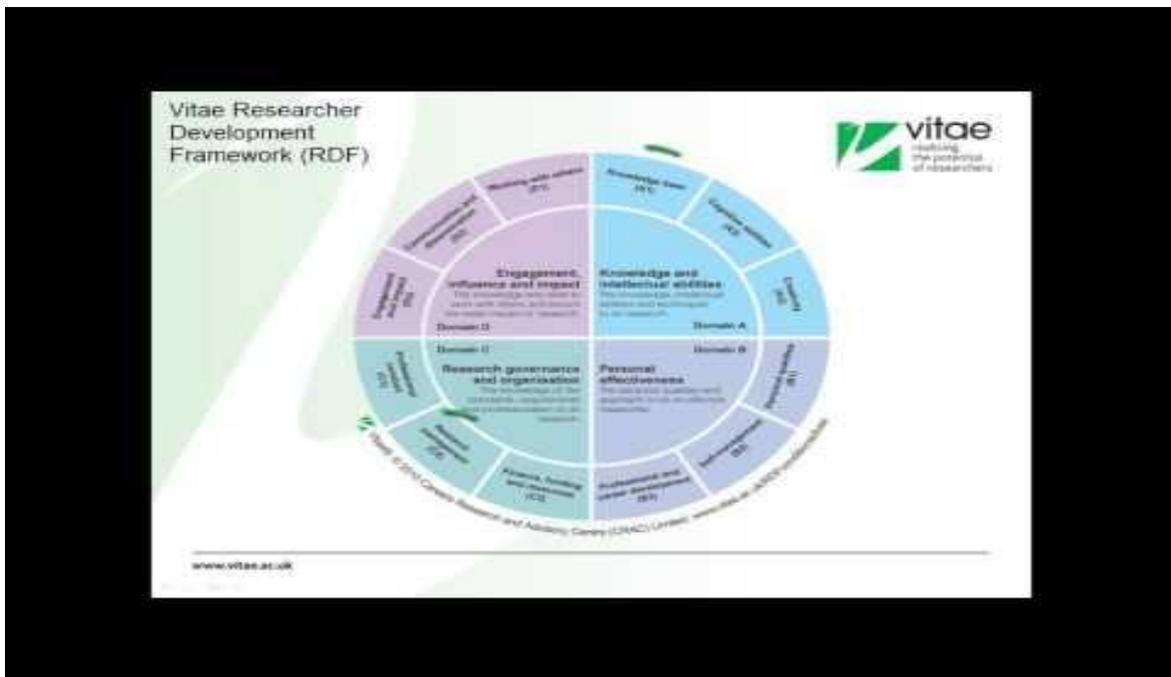
Researcher Development Framework

Vitae®, © 2010 Careers Research and Advisory Centre (CRAC) Limited. To ensure that this is the latest version of this document please go to www.vitae.ac.uk/rd/. For conditions of use please refer to www.vitae.ac.uk/rd/rdfframework.pdf. ISBN: 978-1-906774-18-9. Version 2 April 2011

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The following two introductory videos will also help you to better understand the framework

1. Introduction to the vitae framework: [Introduction to the Vitae Researcher Development Framework RDF HD](#)



2. How to use the Vitae Framework to plan and organise your PhD

milestones [Vitae's Researcher Development Framework](#)



[The Following five free online modules \(PDP-ROC\)](#) created by the Vitae Framework will help you to start planning your PhD milestones and help you identify the skills, knowledge and experiences you currently have.

You will then be able to better identify your gaps and hopefully, and better placed to select relevant training and development from the DRDP in collaboration with your supervisors.

12. I have completed the Vitae's PDP-Roc, but I want to be able to complete the Vitae's RDF Planner. Does the Doctoral College have institutional membership?

There is no need to complete the 'RDP Planner' from their website, as we have incorporated this into Research Manager for free, specifically into the 'Training needs tab' and then the 'Training plan' tab itself. As such, the university does not have institutional subscription with the Vitae.

The screenshot shows a web interface for 'Research Ethics Online'. At the top, there is a navigation bar with three tabs: 'Training needs', 'Training plan', and 'Training record'. The 'Training plan' tab is currently selected and highlighted with a dark grey background. Below the navigation bar, there is a message: 'Please keep your training needs priorities updated throughout your project.' Underneath this message are two buttons: 'My priorities' and 'My plan'. Below the buttons, there is a large grey box containing the text: 'No training needs have been identified yet.' To the left of this box is a red vertical bar. Below the grey box is a blue link that says 'Add training needs...'. On the left side of the page, there is a sidebar with a list of navigation links: 'Home', 'Research Ethics Online', 'City, University of London', 'Business School', 'City Law School', 'School of Arts and Social Sciences', 'School of Health Sciences', 'School of Mathematics, Computer Science & Engineering', 'Committees', 'Upcoming meetings', 'Past meetings', 'Guides', 'REF Units of Assessment', and 'Calendar Past events'.

12. I have watched the Vitae framework videos and completed the online modules, but I don't know how to complete the training needs analysis or the plan. What do I do?

We have advised all Doctoral Researchers to sketch out an initial draft/ideas outlining their existing knowledge and skills.

We then recommend you take this draft to your first supervisory meeting and work collaboratively with your supervisor to identify your goals and plans for the year, as well as to identify the relevant training and development that's being delivered by the Doctoral College.