

**Imperial College
London**

Graduate School

**Professional skills
development for
Doctoral students
2018–19**

Welcome from the Director



Professor Sue Gibson

Director of the
Graduate School

"Welcome to Imperial College London. In a highly competitive job market, it is important that graduates demonstrate a broad range of skills applicable to a variety of careers. With that in mind, the Graduate School at Imperial has developed an industry and Faculty informed comprehensive and tailored professional skills development programme for all doctoral students at the College. All courses are free and you are encouraged to take as many as you can."

“

I took some of the first courses ever run by the school when I studied for my own PhD and have found them very valuable in my career so far. In particular, they broadened my horizons of what was valuable for working effectively and achieving results both within academia and outside

”

**Imperial Alumnus,
Guest on FUMO**

Professional Skills Development

The Graduate School's doctoral professional skills development programme has been designed to support research and personal skills development, helping you to improve your ability to undertake focussed research and to progress in your chosen career.

Attendance Requirement

To reflect the importance of professional skills development, it is a College requirement for all doctoral students to attend Graduate School courses.

By the early stage assessment (at 9 months for full-time students and 18 months for part-time students), students must have

- **Completed 2 professional skills courses plus the online plagiarism awareness course**

Or

- **Completed a Graduate School retreat (including Industrial xChange) plus the online plagiarism awareness course**

Or

- **Completed an International Global Fellows Programme plus the online plagiarism awareness course.**

By the Late Stage Review, all students must have completed a further 2 Graduate School courses.

To enrol onto Graduate School courses, please visit our website:

www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development

Please contact the Graduate School if you have any queries:
graduate.school@imperial.ac.uk

Why take advantage of our professional skills programme?

The main purpose of a PhD programme is to develop your research skills, but it also cultivates a skillset and competencies that can prepare you for a career inside or outside of academia. According to global employers in a recent study*, the most valuable elements of that skillset are:

- The ability to work collaboratively
- The ability to communicate effectively (including both speaking and listening)
- The possession of drive and resilience
- The ability to embrace multiple perspectives

Although you will gain some of these skills naturally whilst studying for your PhD, the Graduate School’s programme has been designed specifically to ensure that you have the opportunity to hone and develop your competence in these areas, enhancing not only your ability to carry out your research successfully but making sure that employer expectations are met and that global employability is embedded in your learning experience.

Top Ten Competencies as Ranked by 12 Global Companies*

Top Ten Competencies as Ranked by 12 Global Companies	Mean Ranking
An ability to work collaboratively with teams of people from a range of backgrounds and countries	8.2
Excellent communication skills: both speaking and listening	7.5
A high degree of drive and resilience	5.6
An ability to embrace multiple perspectives and challenge thinking	5.4
A capacity to develop new skills and behaviours according to role requirements	4.6
A high degree of self-awareness	4.4
An ability to negotiate and influence clients across the globe from different cultures	4
An ability to form professional, global networks	3.9
An openness to and respect for a range of perspectives from around the world	3.6
Multi-cultural learning agility (e.g. able to learn in any culture or environment)	2.4

As well as the obvious benefits to employability and your own personal development, the Graduate School's programme as a whole, including the series of events, access to the research community fund and coaching programme, enables you to get to know your PG community as well as helping you to understand the support systems you may need in order to balance studying for a doctorate with your day-to-day life. As a consequence, we hope that this will enrich your overall experience here at Imperial College.

The truly unique aspect of a PhD programme is that it teaches you how to conduct research, however the professional and personal skills you learn along the way are equally as important and can have far-reaching benefits, all of which will stand you in good stead, whatever path you choose to take.

**Global Graduate into Global Leaders, Dr Abigail Diamond, Liz Walkley, Peter Forbes, Tristram Hughes, Jonathan Sheen*



Support at the Beginning & Throughout your Studies

Short Workshops

The short workshops offered by the Graduate School have been designed to improve your ability to carry out research successfully as well as enhancing your employability.

There are over 50 different courses to choose from, which cover a wide variety of topics from academic writing through to careers, from personal and professional management through to business and entrepreneurship. As well as supporting your personal development, the courses are a fun and exciting way to meet people from across the College and we hope that engaging with the programme will enhance your overall student experience at the College.

Webinars

The Graduate School has a suite of webinar courses, covering a variety of subjects, which enable you to access our courses from wherever you may be around the world. These are one hour long, are highly interactive and an excellent time efficient way to undertake professional development training.

Attending a webinar counts towards your Graduate School course requirements.

More courses will be added to the programme over the course of the year, please check the website and look out for more information in our weekly course bulletins and monthly newsletters.

www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/webinars/

Residential Retreats

A series of two day long exciting and challenging, residential retreats have been specifically designed to develop a range of skills and attributes around the following themes:

- Team Building & Communication
- Impact and Influence
- Thesis Writing

The courses take place off campus at Cumberland Lodge, which is in the beautiful and historic Great Windsor Park just to the west of London. Over the course of the two days, you will have the opportunity to develop a range of relevant skills such as communication, negotiation, and influence. The retreats are an excellent way to meet others from across the college and remove yourself from your usual working environment in order to think in new and dynamic ways.

Global Fellows Programmes

The Global Fellows (GF) Programmes present excellent international networking opportunities and will enable you to form links with researchers in overseas partner institutions. The GF Programmes last between 1 and 4 weeks with the 4 week Programmes incorporating a research placement. The GF Programmes take place in the UK as well as overseas and will be advertised in the autumn term, so please look out for more information and check our website for application deadlines.

www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/global-fellows-programme



Industrial XChange Programme

As part of supporting delivery of the government's industrial strategy, in 2018, the Graduate School launched the Industry xChange Programme to connect Imperial College doctoral student talent to industry. The programme runs three times a year, providing you with an opportunity to gain an understanding of the viewpoints of industrialists, by engaging in various industry relevant activities, helping you enhance interactions with people outside of academia in order to transform research into real business innovation.

www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/industry-xchange



Graduate Teaching Assistant (GTA) Programme

The Graduate School has developed the GTA Programme (GTAP), which consists of a range of courses to support you if you decide to teach. The current courses are:

Teaching 1: Introduction to Learning and Teaching
Teaching 2: Introduction to Assessment and Feedback for Learning
Teaching 3: Microteaching
Teaching 4: Supporting Active Learning in Labs

Teaching 1 and 2 are core courses, which must be attended before you can teach at College (unless you attend local provision). Where possible, the core courses will be team-taught with experienced peer GTAs, who will be able to provide discipline-specific insights.

GTAP has been accredited by the Higher Education Academy (HEA) as a taught pathway in the College's STAR Framework, so if you participate in the programme then you are eligible to apply for professional recognition of your teaching in the form of Associate Fellowship of the HEA (AFHEA). The Programme also consists of a suite of optional courses and one-day GTA retreats. These will be piloted and phased in during academic year 2018-19. The optional courses are:

Teaching 5 : Preparing an AFHEA Submission (webinar)
Teaching 6: Introduction to Technologies for Learning and Teaching
Teaching 7: Facilitating Learning in Small Groups
Teaching 8: Inclusive Learning and Teaching
Teaching 9: Performative Aspects of Teaching
Teaching 10: Conducting and Publishing Pedagogic Research
Teaching 11: One-day GTA Retreat

Online Courses and Resources

As well as our suite of webinars, the Graduate School has a number of other online, anytime, anywhere courses and resources.

Ensuring Integrity: Plagiarism Awareness

It is a College requirement for all doctoral theses to be submitted electronically, so the Graduate School, in conjunction with the Library, has developed an online course entitled Plagiarism Awareness. The course is designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College's policy concerning plagiarism is.

The Plagiarism Awareness course is compulsory for all 1st year Doctoral students and **MUST** be completed before the 9 month Early Stage Assessment (ESA) for full-time students and by 18 months for part-time students.

Ensuring Integrity: Intellectual Property

This course aims to equip Imperial students with a working knowledge of the concept of Intellectual Property (IP), and an awareness and understanding of the basic principles surrounding IP rights, such as patents, copyright, design rights, and other forms of IP.

An understanding of IP and its application is important for all students; for those intending to continue in academia as well as those intending to enter the commercial world after graduation.

If you are interested in joining academia you will be able to reflect on the potential and actual 'impact' of your research on the wider world, which has growing importance. Many technical advances will never be adopted and developed by industry without the protection provided by patents or copyright, for example.

If you are intending to enter the commercial world, an acquaintance with the fundamental issues around intellectual property may well prove highly valuable in the increasingly competitive jobs market irrespective of sector or specialisation.

Ensuring Integrity: Copyright

This course aims to convey copyright essentials. The structure of the course reflects stages of your research. Completing this course will equip you with a working knowledge of copyright and licensing so that in your career as a researcher you can use and share information in a copyright safe way.

The course content provided is based on UK Copyright Law and includes changes to the law made in 2014. If you live or work in a different country you should familiarise yourself with the copyright laws of that country and read any copyright advice provided by your workplace

Online Resources

These additional resources below can be accessed at any time.

- Maths & Stats Online Catch-Up (Blackboard based resource)
- Entrepreneurship 8: Sourcing Funding (Blackboard based resource)
- Presentation Skills (Web based video)

More information about all our online courses can be found online at:

www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/online-courses/



Support in the Last Year of Your Studies


Flagship Courses

The Graduate School has two flagship courses; the award winning FUMO course (Finish Up Move On +), and the Residential Thesis Writing Retreat.

Thesis Writing Retreat

The Thesis Writing Retreats are open to you if you intend to submit your thesis within the next six months. The aim is to boost your motivation and energy to make significant advances in the writing of your thesis in a supportive environment. During the retreat, you will have the opportunity to review your current writing habits, gain new perspectives on your approaches to writing, and become more productive for future writing.

Over the two days, there will be plenty of time available for writing, as well as for discussion, review, and reflection. On the first day there will also be the opportunity to attend a maximum of six optional plenary talks that will address specific writing issues. Tutors from the Graduate School and from the Centre for Academic English will be available at allocated times for 1-1 support throughout the retreat to generate solutions to writing problems, assist in developing drafts, and provide feedback on writing-in-progress.



FUMO+ (Finish Up Move On+)

FUMO+ is an interactive two day, non-residential course which covers what you need to know to successfully complete your research degree and move on to the next phase of your career.

Topics include:

- Your thesis: structuring your thesis; managing the writing; what to write; shaping the narrative of your thesis
- Your viva: what to expect; how to prepare; being successful
- Careers: how to decide what to do; discovering career options; informal Q & A with Imperial alumni; networking; preparing for successful transitions
- Leadership: skills and qualities of leaders; practical exercises to develop leadership skills.
- Presenting your research for impact and influence
- The programme includes discussion, reflection and practical exercises.

There is also a small reception and networking event to give you the opportunity to talk to your peers, Alumni and the tutors in a relaxed and friendly atmosphere.

For more information, including dates for the 2018-19 sessions, please visit:

www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/professional-progression/



Supporting the Postgraduate Student Experience

Research Community Fund

The Research Community Fund is designed to support you by enhancing your research environment through encouraging connection with peers. You are able to apply for funding to support cohort and community development and can access this funding to support activities such as networking, social or academic events. The range of projects which have been funded to date are available to view online.

In 2015, the Graduate School's Cohort Building Programme was shortlisted for a Times Higher Education Leadership and Management Award.

For more information about the Programme, including how you can apply for funds to support cohort building activities visit:

www.imperial.ac.uk/study/pg/graduate-school/community-support/cohort-building



Doctoral Student Coaching Programme

The Graduate School's doctoral student coaching programme has been established to provide you with an opportunity to talk, independently from your academic department, about challenges you may be experiencing as you study for your doctorate. Although the Graduate School's coaching programme primarily focuses on building effective working relationships, it is recognised that there may be other self-development issues that you may wish to explore with a coach.

For more information about the scheme or to sign up to the organised drop-in sessions, please visit:

www.imperial.ac.uk/study/pg/graduate-school/community-support/coaching

Awards

The Graduate School is dedicated to supporting the Postgraduate student experience and has been recognised nationally for its work in doing so. In March 2018, the Graduate School was shortlisted for a Guardian University Award in the Digital Innovation category. In 2017, we won the 'Student Experience' category at the Guardian University Awards for our work in enhancing the wellbeing of the Doctoral students with the introduction of the Residential Retreats and Doctoral Student Coaching Programme. The Graduate School was also shortlisted for a Times Higher Education Leadership and Management Award – in the category for Best Student Services Team!



Graduate School Events

The Graduate School runs a number of events each year to provide you with an opportunity to meet other students and make interdisciplinary connections. Details of upcoming events will be publicised in our regular newsletters.

DATES FOR YOUR DIARY:

Falling Walls Competition – NEW EVENT for 2018/19*

Look out for more information from the Graduate School about how to get involved!




PhD Summer Showcase – July 2019*




**Final dates to be confirmed*

Full details of each event are available on our website:
www.imperial.ac.uk/study/pg/graduate-school/events/

Stay in touch

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