

# Research Training Programme (RTP) Guidance



## Introduction

The Research Training Programme (RTP) provides a framework for planning, undertaking and reflecting on your development throughout your research degree.

Rather than following a prescribed programme of training, each postgraduate researcher (PGR) will have different development needs. Your development should reflect your research project, previous experience, career aspirations and areas for growth as a researcher.

Working with your supervisory team, you will identify and engage with the activities, experiences and opportunities that best support your development. This should help you build the knowledge, skills and experience needed to successfully complete your research and prepare for your future career.

## Who needs to complete the RTP?

The RTP is compulsory for all postgraduate researchers studying for:

- PhD
- MPhil
- Professional Doctorate programmes

MRes students and students studying for a PhD by Existing Published Works are not required to participate in the RTP.

## Planning Your Development

Your development should be planned and reviewed in discussion with your supervisory team and reflect your individual needs throughout your degree.

Development needs and priorities are likely to change as your research progresses. You should therefore view your development as an ongoing process that evolves throughout your research degree rather than a fixed programme of activities agreed at the start of your studies.

Training and development may take place through a wide range of formal and informal activities, including workshops, conferences, networking, mentoring, public engagement, online learning and other relevant experiences.

There is no prescribed set of development activities that all PGRs must complete. The focus should be on engaging with activities and experiences that are relevant to your development needs, stage of study and future aspirations.

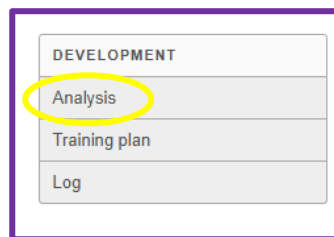
## Using SAM to Support Your Development

The [Student Admin Manager \(SAM\)](#) provides tools to help you identify, plan and record aspects of your development.

### Identifying Development Needs

Within the first few months of your degree, you should discuss your development needs with your supervisory team.

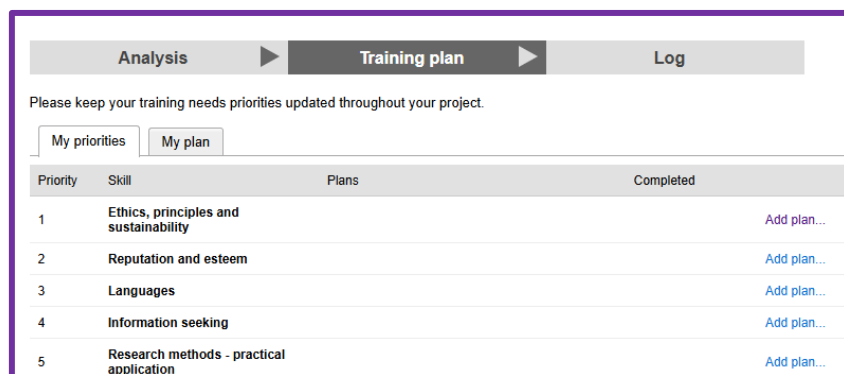
SAM includes a Training Needs Analysis (TNA) which can be used to help identify strengths, areas for development and future priorities. The TNA is intended as a tool to support reflection and discussion and should be reviewed periodically as your development needs change.



Development needs may also be identified through supervisory discussions, progression meetings, feedback, career planning and other experiences throughout your degree.

### Planning Development Activities

SAM includes a Training Plan which can be used to record development priorities and planned activities identified through discussions with your supervisory team.

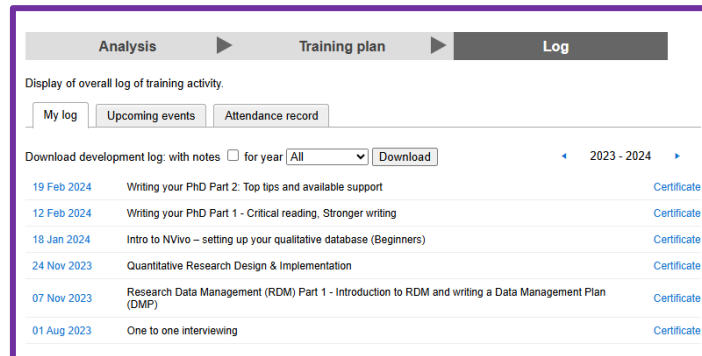
A screenshot of the SAM Training Plan interface. At the top, there are three tabs: 'Analysis', 'Training plan', and 'Log'. The 'Training plan' tab is active. Below the tabs, there is a message: 'Please keep your training needs priorities updated throughout your project.' There are two buttons: 'My priorities' and 'My plan'. Below this is a table with columns: Priority, Skill, Plans, and Completed. The table contains five rows of data, each with an 'Add plan...' link.

Priority	Skill	Plans	Completed
1	Ethics, principles and sustainability		<a href="#">Add plan...</a>
2	Reputation and esteem		<a href="#">Add plan...</a>
3	Languages		<a href="#">Add plan...</a>
4	Information seeking		<a href="#">Add plan...</a>
5	Research methods - practical application		<a href="#">Add plan...</a>

Your development priorities may change throughout your degree as your research develops and new opportunities arise.

## Recording and Reflecting on Development

SAM includes a Training Log which can be used to record and reflect on training and development activities undertaken throughout your degree.



Date	Activity	Certificate
19 Feb 2024	Writing your PhD Part 2: Top tips and available support	<a href="#">Certificate</a>
12 Feb 2024	Writing your PhD Part 1 - Critical reading, Stronger writing	<a href="#">Certificate</a>
18 Jan 2024	Intro to NVivo – setting up your qualitative database (Beginners)	<a href="#">Certificate</a>
24 Nov 2023	Quantitative Research Design & Implementation	<a href="#">Certificate</a>
07 Nov 2023	Research Data Management (RDM) Part 1 - Introduction to RDM and writing a Data Management Plan (DMP)	<a href="#">Certificate</a>
01 Aug 2023	One to one interviewing	<a href="#">Certificate</a>

The Training Log should be viewed as a tool to support reflection and discussion rather than a comprehensive record of every development activity undertaken.

Some activities, such as centrally coordinated training events booked through SAM, may be recorded automatically, while other activities can be added manually. Not all development activities will necessarily be recorded within the Training Log.

## Reviewing Progress

Discussions about training and development should form part of your regular supervisory meetings.

You should regularly review your development needs, priorities and progress to ensure they remain relevant to your research project and longer-term development goals.

You should also be prepared to discuss your development activities as part of the University's progression processes, including Confirmation of Registration and Annual Progression.

## Attendance and Engagement

Postgraduate researchers are expected to engage actively with the training and development opportunities identified through discussions with their supervisory team and through the wider development planning process.

When registering for a training or development activity, whether delivered by the University, a School, an external organisation or another provider, you should make every effort to attend. If you are no longer able to attend a session, you should cancel your place as soon as possible in accordance with any published cancellation requirements.

Attendance and engagement with development activities should be discussed regularly with your supervisory team as part of ongoing conversations about your development.

## Completing the RTP

Your RTP should be maintained throughout your research degree and **completed before submission of your thesis.**

As part of the thesis submission process, you will be asked to confirm that you have completed the RTP. Your supervisory team will also be required to confirm that they are satisfied that you have engaged appropriately with your development throughout your degree.

The evidence used to support this discussion may vary between researchers and may include information recorded within SAM alongside other development activities and experiences undertaken during the course of your studies.

## Roles and Responsibilities

### Postgraduate Researchers

*PGRs are responsible for:*

- Taking ownership of their development throughout their research degree.
- Discussing development needs and priorities with their supervisory team.
- Engaging with appropriate training and development opportunities.
- Using SAM to support and record their development where appropriate.
- Completing the RTP before thesis submission.

### Supervisors

*Supervisors are responsible for:*

- Supporting PGRs to identify development needs and priorities.
- Discussing training and development as part of regular supervisory meetings.
- Advising on appropriate training and development opportunities.
- Supporting PGRs to review and reflect on their development throughout their degree.
- Confirming completion of the RTP before thesis submission.

## Training and Development Opportunities

Training and development opportunities are available from a range of sources across the University.

All centrally coordinated PGR training and development opportunities can be viewed and booked by clicking on 'Calendar' on [SAM](#).

## Staying Connected

We encourage all PGRs to [join the LBU PGR Community on Microsoft Teams](#).

The community provides information about upcoming development opportunities, resources and events taking place across the University, as well as opportunities to connect with fellow researchers.

In addition, all PGRs receive a monthly newsletter to their student email account containing information about training and development opportunities, events and other information relevant to postgraduate researchers. As many opportunities and University communications are sent to student email accounts, PGRs are encouraged to check these regularly.

## Support

If you have any questions about the RTP or training and development opportunities, please contact the [Researcher Development Team](#). For technical support with SAM, please refer to the [SAM User Guide](#) in the first instance.

## Useful Resources

- [SAM User Guide](#): Guidance on accessing and completing your Training Needs Analysis, Training Plan and Training Log, as well as registering for training and events.
- [Vitae Researcher Development Framework \(RDF\)](#): A useful tool for understanding and reflecting on the knowledge, behaviours and attributes associated with successful researchers, supporting both personal and professional development throughout your research degree and beyond.
- [Research support](#) within the library offer a range of support for our postgraduate research students and staff, including tailored [PhD student support](#) and [Skills for Learning](#), a collection of online resources to support the development of academic skills.
- [LBU PGR Community on Microsoft Teams](#): Connect with fellow PGRs and keep up to date with development opportunities, events, resources and announcements from across the University.