PRES 2018 – School of Computer Science and Electronic Engineering Action Plan

	Question	Comments / Actions	Action owner(s)
Supervision	2.1.a. My supervisor/s have the skills and subject knowledge to support my research	Seminar session on 'how to manage your supervisor'; checklist of what to cover in meetings with supervisor and Blackboard PGR page to include checklist	PGR Lead (6 months)
	2.2.a. I have regular contact with my supervisor/s, appropriate for my needs	Seminar session on 'how to manage your supervisor'; checklist of what to cover in meetings with supervisor and Blackboard PGR page to include checklist	PGR Lead (6 months)
	2.3.a. My supervisor/s provide feedback that helps me direct my research activities	Seminar session on 'how to manage your supervisor'; checklist of what to cover in meetings with supervisor and Blackboard PGR page to include checklist	PGR Lead (6 months)
	2.4.a. My supervisor/s help me to identify my training and development needs as a researcher	Seminar session on 'how to manage your supervisor'; checklist of what to cover in meetings with supervisor and Blackboard PGR page to include checklist	PGR Lead (6 months)
Resources	4.1.a. I have a suitable working space	Survey of PGR students to include whether they have a suitable working space	PGR Lead (6 months)
	4.2.a. There is adequate provision of computing resources and facilities	Promotion of outsourcing of resources; survey of PGR students to include survey of resources / computing resources they require	PGR Lead (6 months)
	4.3.a. There is adequate provision of library facilities (including physical and online resources)	Survey of PGR students to include whether library resources are adequate	PGR Lead (6 months)
	4.4.a. I have access to the specialist resources necessary for my research	Promotion of the outsourcing of resources; survey of PGR students to include survey of resources / computing resources they require	PGR Lead (6 months)
Research Culture	6.1.a. My department provides a good seminar programme	Set up vibrant seminar programme; set up website to advertise and record future / past seminars; encourage attendance 'with donuts' / attendance monitoring	PGR Lead (1 year)
	6.2.a. I have frequent opportunities to discuss my research with other research students	Seminar training sessions to promote mixing of students; social and training talks by past and current students of their experiences; mock vivas plus 3 minute theses sessions and encourage staff and students to attend in the process	PGR Lead (1 year)
	6.3.a. The research ambience in my department or faculty stimulates my work	Set up vibrant seminar programme; promote attendance by both staff and students	PGR Lead (1 year)

	6.4.a. I have opportunities to become involved in the wider research community, beyond my department	Encourage participation at external seminars, conferences and workshops	Director of Research, PGR Lead (1 year)
Progress and Assessment	8.1.a. I received an appropriate induction to my research degree programme	Ensure / promote participation in College Induction and review success	Director of Research, PGR Lead (2 years)
	8.2.a. I understand the requirements and deadlines for formal monitoring of my progress	PGR review meetings with every student; clarify progression requirements in advance and in each meeting	PGR Lead (1 year)
	8.3.a. I understand the required standard for my thesis	PGR review meetings with every student; make clear standard required in each meeting	PGR Lead (1 year)
	8.4.a. The final assessment procedures for my degree are clear to me	PGR review meetings with every student; make clear assessment procedures in each meeting	PGR Lead (1 year)
Responsibilities	10.1.a. My institution values and responds to feedback from research degree students	Put PGR reps on the Research committee; add standing item on committee on PGR feedback; advertise this action plan	Director of Research (3 months)
	10.2.a. I understand my responsibilities as a research degree student	Seminar training session on 'How to be an effective PGR student'	PGR Lead (6 months)
	10.3.a. I am aware of my supervisors' responsibilities towards me as a research degree student	Seminar training session on 'How to manage your supervisor'; checklist of what to cover in meetings with supervisor and Blackboard PGR page to include checklist	Director of PGR Research, PGR Lead (3 months)
	10.4.a. Other than my supervisor/s, I know who to approach if I am concerned about any aspect of my degree programme	Blackboard PGR page to include information on who to approach	Director of PGR Research, PGR Lead (3 months)
Research Skills	12.1.a. My skills in applying appropriate research methodologies, tools and techniques have developed during my programme	Seminar training session on research technologies, tools and techniques; encourage participation at Masters Research Project Foudations module and other appropriate modules	PGR Lead (1 year)
	12.2.a. My skills in critically analysing and evaluating findings and results have developed during my programme	Seminar training session on critical analysis and how to evaualte findings	PGR Lead (6 months)

	12.3.a. My confidence to be creative or innovative has developed during my programme	Seminar training session on 'How to be an effective PGR student'	PGR Lead (6 months)
	12.4.a. My understanding of 'research integrity' (e.g. rigour, ethics, transparency, attributing the contribution of others) has developed during my programme	Seminar training session for PGR students on research integrity; mention for PGR students to consult chair of ethics committee	PGR Lead (1 year)
Professional Development	14.1.a. My ability to manage projects has developed during my programme	PGR students to build own research profile in PURE; seminar training session on 'How to be an effective PGR student'	PGR Lead (6 months)
	14.2.a. My ability to communicate information effectively to diverse audiences has developed during my programme	PGR students to be required to do two talks per year; School / college Seminar Event to also be organised	Director of PGR Research, PGR Lead (1 year)
	14.3.a. I have developed contacts or professional networks during my programme	Encourage participation at conferences; more outside talks in seminar programme	Director of Research and PGR Lead (7 months)
	14.4.a. I have increasingly managed my own professional development during my programme	PGR students to build own research profile in PURE; seminar session on 'How to be an effective PGR student'	Director of Research and PGR Lead (6 months)
Overall	18.1.a. Overall, I am satisfied with the experience of my research degree programme	Good seminar programme (with 'donuts')	PGR Lead (1 year)
	18.2.a. I am confident that I will complete my research degree programme within my institution's expected timescale	PGR review meetings with every student; make clear standard required in each meeting; provide milestone / checklist for PGR students in Blackboard PGR page for progression: 1st year – conference poster; 2nd year paper etc.	PGR Lead (1 year)