



Postgraduate Skills Record and Logbook

Table of Contents

1. Welcome	02
2. Research Student Summary Sheet	03
3. Project-specific Skills	04
4. Postgraduate Induction	06
5. Research Degree Progress Plan	08
6. Skills Assessment	10
7. Record of Formal Review Meetings	13

Acknowledgement

Part of this Skills Record and Logbook were developed drawing on the Royal Society of Chemistry's Postgraduate Skills Record. We thank RSC for their kind permission to use this material.

1. Welcome to the UWIC personal record system for postgraduate researchers

Universities are focussing on the skills acquired during postgraduate research study because employers and research councils are increasingly looking for the development of a wide range of high-level skills during research programmes.

In addition, because each research programme is individually tailored, and takes a course that depends on results, researchers find it very useful to keep a written log of important activities. This can be used if you want to look back at the progress of your research, and helps you reflect on your professional development and plan for the future.

This log is not to be confused with laboratory logs or notebooks, for which there are generally separate protocols.

Our approach

You will have already developed a range of general and research skills during your previous study and also at work.

You will be able to develop these skills further during your research programme, and you will also be able to acquire and develop new skills and expertise. You can keep track of these using your Skills Record.

Your Skills Record will be valuable in preparing your CV to apply for a job, and in planning your professional development.

First, you will need to complete a brief review of any research training you may have undertaken already, and you will need to decide what you will be formally required to attend as part of UWIC's compulsory induction process. This should be completed with your supervisor, and submitted to Research & Enterprise Services, Llandaff Campus, as soon as possible.

The Training Review and Guidance Notes are on the Research web pages at: www.uwicresearch.co.uk/forms.



2. Research Student Summary Sheet

Name	
UWIC Enrolment Number	
School Director of Research	
Director of Studies	
Supervisory Team	
Full-time/Part-time	
Current Registration (PhD, MPhil etc.)	

Research Degrees Committee Stages	
	Date
Initial Registration	
Anticipated Completion	
Ethics Approval	
School R&E Committee Approval	
Transfer from MPhil to PhD	
Submission of Thesis	
Viva Voce Examination	

Training Programme Attendance	
	Date
Research Induction Programme	
Date Attended / Attending Day 1:	
Date Attended / Attending Day 2:	
M Level Research Training: Option	

3. Project-specific Skills

Engaging in a PhD programme will probably involve you in developing skills specific to your discipline area. If you understand the aims of your research then you can identify some of these techniques at an early stage, although as the research develops you may find you need other skills too.

Date	
Project Title	
What are you setting out to do?	
Reasons for trying to do this:	
Familiar with, but rarely used:	
Are you aware of previous research in the area?	
What contribution will your research make to your discipline or profession?	



Techniques you will be using in your research
Expert user of:
Competent user of:
Techniques you will need to develop:
How have you checked that these skills are the most appropriate?

4. Postgraduate Induction

From the outset of your research degree programme you need to understand the aims of your research, and the facilities and services available to you.

UWIC organises induction events both at the University and School level to help you become familiar with facilities, School and University procedures, and also help you identify the skills you will need to develop your research programme.

Read through the list of statements below to see if there are areas that need attention. If there are, set some targets for yourself.

Degree Aims			
Do you understand:	Y	N	N/A
The aims of your research project			
The techniques required to undertake your research			
How your project fits into a broader field			

Do you know about:	Y	N	N/A
Security and access arrangements			
Health and safety requirements			
Emergency evacuation procedures			
Safety checks for equipment and facilities			
Key technical staff			
Training for specialist equipment			
Laboratory rules			
Rules about intellectual property			
IT provision			
E-mail and internet facilities			
Supervisory arrangements and record-keeping			
Workbook or laboratory notebook requirements			
Arrangements for attending courses			
Requirements for written reports			

Library and Information Services			
Do you know about:	Y	N	N/A
Availability and location of facilities			
Library procedures (book-loans, photocopying, searches etc)			
Rules for interlibrary loans			
Reference and bibliography-organising software			
Key staff related to your subject			



Areas that need some attention	Target

5. Research Degree Progress Plan

Progress in research occurs at different rates, and you will develop some skills faster than others depending on the nature of your research.

The statements below relate to general skills and abilities; some may not be relevant to your particular research area. Enter Yes, No, or Not applicable (N/A) for each statement. At the end of the section you can identify short and long-term goals to develop skills you may lack.

As your research moves through different phases, you can re-assess your skills to monitor skills development.

Alternately, set your own phases.

Phase 1	1-4 months	
Phase 2	5-16 months	
Phase 3	17-28 months	

Research Progress	Phase 1	Phase 2	Phase 3
I have a clear understanding of the nature of my project, the objectives and a strategy for reaching targets			
I understand the relevant literature			
I have my own system for regularly reviewing the literature			
I have become familiar with, and use, literature search methods			
I have acquired research skills necessary for my project			
I have adapted proven techniques for my project			
I have completed COSHH details for my research			
I have identified relevant skills needed to support my research (eg statistics, interviewing, analytical)			
I have produced precise and informative summaries of my research			
I have kept precise experimental records, and retained a copy outside the laboratory			
I have contributed to discussions in seminars			



Research Progress	Phase 1	Phase 2	Phase 3
I have planned my research independently on a daily and weekly basis			
I have discussed with my supervisor whether my research direction needs changing			
I have presented my research and incorporated constructive feedback into planning my research			
I have discussed colleagues' projects and given constructive feedback			
I have reassessed my research techniques			
I have planned for, and gained, new research skills			
I have developed my transferable skills			
I have initiated plans for the structure of my thesis			
I have identified information (eg experimental work, data) which establishes and confirms my results/ideas			
I have developed the ability to recognise the amount of data needed to evaluate my results			
I have considered whether any aspect of my research could have commercial value			
I have identified the central message and key themes of my thesis			
I have planned and managed the writing of my thesis			
I have sought opportunities to present my research outside UWIC (eg conferences, meetings, exhibitions, journal articles)			
I have planned my oral examination			
I have carried out a Skills Audit (discipline-related and transferable)			
I have considered the next step in my career			

6. Skills Assessment

Discuss your responses to these questions with colleagues or your supervisor.
Responses could be:

Score	Level	Signs
S	Superior	Very confident of ability; at doctoral level
A	Adequate	Managing task satisfactorily, but could be better
N	Needs attention	Able to use skill, but not too confident
P	Experiencing problems	Feel my skill is really not up to what is needed
N/A	Never used	Skill that is not likely to be relevant to programme

Information Handling	Phase 1	Phase 2	Phase 3
I can use all aspects of the literature in my field			
I can use and maintain a bibliographic/reference database			
I can maintain my own electronic research database			
I can produce careful, detailed and accurate data			
I can carry out in-depth literature surveys			

Learning and Performance	Phase 1	Phase 2	Phase 3
I am able to assess my current and future skills requirements (subject-specific and general)			
I can identify opportunities to develop my skills			
I am able to maintain an interest in issues in my general discipline area			
I can review my PhD progress plan regularly and plan for skills development			
I am able to review targets in my research with my supervisor			
I can understand how my field of research could impact on other areas			
I am able to assess critically the skills I possess in relation to the needs of potential future employers			
I can comply with university policy on postgraduate research			



Communications Skills	Phase 1	Phase 2	Phase 3
I am able to give oral presentations of my research at laboratory or departmental meetings			
I can produce written reports of my research which support my conclusions			
I am able to give oral presentations of my research at external conferences			
I am able to present my research at poster sessions			
I can maintain full laboratory notes of my research			
I can participate actively in research seminars, giving constructive criticism			
I can report back on meetings and conferences to colleagues			
I can give oral presentations to an audience from an entirely different discipline area			
I am able to listen to colleagues' comments and suggestions			
I can take constructive criticism from colleagues and incorporate feedback in planning my research			
Planning and Organisation	Phase 1	Phase 2	Phase 3
I can identify a series of research objectives and targets			
I can develop a work plan so that I can achieve my targets			
I can develop a planning system for day to day work			
I can plan ahead for skills and techniques I will need to acquire			
I am able to plan for meetings with my supervisor			
I can take account of facilities or support I need from other people when planning my research			
I can take advice from my supervisor			
I can analyse the benefits and drawbacks of changes in my research direction			
I am able to plan for the next step in my career			

Working with Others	Phase 1	Phase 2	Phase 3
I am able to work as part of a research team			
I can help others with a specific technique that I have developed			
I am able to work with my supervisor to progress my research			
I can network with colleagues at my university			
I can network with colleagues nationally and internationally			
I can tutor undergraduates			
I am able to take the lead in my research group			
I can lead group seminars in my research area			

Subject Skills	Phase 1	Phase 2	Phase 3
I can comply with good practice in my work			
I can assess my research techniques and modify them if necessary			
I can work safely with tools and materials			
I can design and implement new research independently			
I can evaluate and interpret the results of my research			
I am able to consider and take responsibility for the possible impact of my research on society or the environment			
I can adapt proven procedures to meet the requirements of my research			



7. Record of Formal Review Meetings

This form should be used to record formal (usually 3-monthly) meetings with your supervisory team. Informal meetings need not be recorded in this manner. However, you might like to keep a note about any points coming out of informal meetings.

Research Degree Programme – Record of Progress Meeting	
Year 1 – Progress Meeting 1: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	

Research Degree Programme – Record of Progress Meeting	
Year 1 – Progress Meeting 2: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	



Research Degree Programme – Record of Progress Meeting	
Year 1 – Progress Meeting 3: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	

Research Degree Programme – Record of Progress Meeting	
Year 1 – Progress Meeting 4: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	

You and your supervisors need to complete the Candidate and Supervisor Reports, and send them to your School Director of Research and Graduate Studies.

Reports forms can be found at: www.uwicresearch.co.uk/forms.



Research Degree Programme – Record of Progress Meeting	
Year 2 – Progress Meeting 1: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	

Research Degree Programme – Record of Progress Meeting	
Year 2 – Progress Meeting 2: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	



Research Degree Programme – Record of Progress Meeting	
Year 2 – Progress Meeting 3: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	

Research Degree Programme – Record of Progress Meeting	
Year 2 – Progress Meeting 4: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	

You and your supervisors need to complete the Candidate and Supervisor Reports, and send them to your School Director of Research and Graduate Studies.

Reports forms can be found at: www.uwicresearch.co.uk/forms.



Research Degree Programme – Record of Progress Meeting	
Year 3 – Progress Meeting 1: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	

Research Degree Programme – Record of Progress Meeting	
Year 3 – Progress Meeting 2: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	



Research Degree Programme – Record of Progress Meeting	
Year 3 – Progress Meeting 3: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	

Research Degree Programme – Record of Progress Meeting	
Year 3 – Progress Meeting 4: Date	
Place of meeting	
Members of supervisory team present	
Brief update of progress since the last meeting, including outcomes of any action points previously agreed	
Details of actions agreed at this meeting	
Outline any concerns raised during the meeting	
Details of any research training requirements highlighted	
Details of any other issues raised during the meeting	
Date of next meeting	