

# Newsletter

September 2008

## Welcome to The University of Edinburgh!

We hope you are looking forward to starting your postgraduate research. Transkills is a service that provides transferable skills training to all postgraduate students throughout the University.

We will be distributing our newsletter regularly throughout the coming year and will include details of the courses we offer and other news relevant to your studies. All available courses can be found online at [www.transkills.ed.ac.uk](http://www.transkills.ed.ac.uk) so you don't need to wait for the newsletter to book your place.

### PG Essentials

New for this academic year transkills will be running an interactive online course specifically for first year PhD researchers. 'Postgraduate Essentials' offers you the opportunity to network with other students whilst gaining the practical information and skills necessary to make the best possible start to your PhD. The course will be time released and covers Getting Started, Organising, Supervisors, Literature, Writing and Confirmation. For more information please visit the course section of our website: <http://www.transkills.ed.ac.uk/pgessentials.htm>

### Transkills PhD Planners

Transkills provide a PhD planner which is free to all PhD students. We will be distributing these at inductions and through our courses and School Offices. We hope that you will find it useful! If you have any problems obtaining your copy please ask your school office or contact us and we will get one to you.

Email: [katrina.kerr@ed.ac.uk](mailto:katrina.kerr@ed.ac.uk) or call 0131 650 5395

### A Message from Careers Service

Welcome to Edinburgh University!

At the Careers Service we offer careers information, advice and guidance to *all* students, including postgraduates. We are based at two locations: 33 Buccleuch Place and the Weir Building (KB). You will find further details of the support we provide, including information and advice specifically for PhD students at [www.careers.ed.ac.uk](http://www.careers.ed.ac.uk). We look forward to meeting you over the course of your studies!

### Vitae

The Vitae programme is dedicated to realising the potential of researchers; supporting your personal, professional and career development.

Vitae, which launched on 25 June, will extend the work of the UK GRAD Programme and UKHERD to create one organization that champions the careers of doctoral researchers and research staff.

Vitae provides resources, advice, information and fora for individual doctoral researchers and members of research staff who are interested in their professional development and careers. This support includes a dedicated researchers' portal with information, news and opportunities:

The Vitae programme homepage – Researchers' portal - [www.vitae.ac.uk](http://www.vitae.ac.uk)

Vitae resources include:

PGR information including PGR Tips and GRADSchools:

<http://www.vitae.ac.uk/1218/Postgraduate-researchers.html>

Research Staff information:

<http://www.vitae.ac.uk/1269/Research-staff.html>

The Balanced Researcher:

<http://www.vitae.ac.uk/CMS/files/Vitae-Balanced-Researcher-June-2008.pdf>

For more information on Vitae, please contact Dr Amy Cartwright at [sandnithub@vitae.ac.uk](mailto:sandnithub@vitae.ac.uk) or call 0131 650 7002



### Information Services

Information Services exists to support the University's learning, teaching and research activities. It incorporates the University's Library, Archives, Museums and Galleries and also the Computing, IT Infrastructure and IT support services. It also hosts national services such as EDINA and the Digital Curation Centre.

IS offers a wide range of help, support, training and documentation for Students at all levels and Academic Staff.

More information about IS and their service is available at: <http://www.is.ed.ac.uk/>

### Communication in Action

Communication in Action is a three part communication skills training course open to early careers researchers (PhD students and Postdocs). The latest courses begin in October 2008.

The course combines an interactive training day (Phase I), where you learn ways of communicating effectively, with experience (Phase II) - that is, the opportunity to be involved in exciting & engaging communication activities. Depending on your subject area the practical experience could range from workshops with school pupils to public lectures to talks with policy makers and practitioners. To find out more about the course or to book a place on one of the Initial Training Days in October visit the website:

<http://www.transkills.ed.ac.uk/services/coursedetails.cfm?ID=61>

Listed below is a selection of the courses transkills is running over the next few months designed to help you develop skills related to your PhD.

### *Computing and Information Technology*

Introduction to writing Web Pages	Tuesday 7 <sup>th</sup> October 2008
Developing your HTML skills	Tuesday 14 <sup>th</sup> October 2008
Developing Web Forms	Tuesday 21 <sup>st</sup> October 2008
Improving your HTML skills	Tuesday 28 <sup>th</sup> October 2008
Introduction to UNIX	Tuesday 11 <sup>th</sup> November 2008
UNIX part 2	Tuesday 25 <sup>th</sup> November 2008
Publishing using LaTeX	Tuesday 2 <sup>nd</sup> and Friday 5 <sup>th</sup> December 2008
Poster Production	Tuesday 9 <sup>th</sup> December 2008

### *Communication Skills*

Effective Writing – Style and Structure	Friday 10 <sup>th</sup> October 2008
Communication in Action	Wednesday 29 <sup>th</sup> October 2008
Effective Presentations	Friday 7 <sup>th</sup> November 2008
Effective Writing – Grammar	Tuesday 25 <sup>th</sup> November 2008
Proof Reading	Friday 28 <sup>th</sup> November 2008
Effective Writing – Follow up Session	Friday 5 <sup>th</sup> December 2008

### *Project Planning and Research Methodology*

Searching Research Literature and Managing Bibliographies	Thursday 2 <sup>nd</sup> October 2008
Getting Started with your PhD	Tuesday 4 <sup>th</sup> November 2008
How to be an Effective Researcher	Thursday 27 <sup>th</sup> and Friday 28 <sup>th</sup> November 2008
Managing your Research Project	Thursday 11 <sup>th</sup> December 2008

### *Professional Development and Career Management*

Project Management in the Real World	Thursday 16 <sup>th</sup> October 2008
Careers in Academia part 1	Friday 24 <sup>th</sup> October 2008
Careers in Academia part 2	Friday 24 <sup>th</sup> October 2008
Time Management	Friday 7 <sup>th</sup> November 2008
MBTi Personality Type workshop	Friday 14 <sup>th</sup> November 2008
Reviewing your Career	Friday 21 <sup>st</sup> November 2008
Marketing yourself Effectively	Friday 5 <sup>th</sup> December 2008

### *How to book:*

To book a place on any of these courses please email [pgskills@ed.ac.uk](mailto:pgskills@ed.ac.uk) and include: your full name; matriculation number; course title; the date of the course; and which School you belong to. For further information about transkills or any of the above courses please visit: [www.transkills.ed.ac.uk](http://www.transkills.ed.ac.uk)