YOUR FIRST THREE YEARS

Information on this programme for newly-appointed research-active staff

1. Research Methods and Management
2. Postgraduate Certificate in Teaching in Higher Education (PCTHE)
3. Supervisor Training
Who is it for?
‘Your first three years’ is a programme to support all newly-appointed members of academic staff at Oxford Brookes University who will be undertaking research as part, or all, of their role. This includes research-only staff on fixed-term or open-ended contracts and all academic staff who are already research-active or expect to become research-active.

How will I benefit from it?
The programme has three strands which will support your professional practice and career development as a researcher, as a teacher in higher education and as a supervisor of research degree students.

1. Research Methods and Management
   Introduces you to the research policies and procedures of the University; and to the resources and support available. It provides information and advice on securing external funding and managing research projects and people. The elements are covered in three half-day sessions, and provide an opportunity for those new to the University to meet with other researchers and network.

   For more information contact Louise Wood: louise.wood@brookes.ac.uk

2. Postgraduate Certificate in Teaching in Higher Education (PCTHE)
   This will support your development as a teacher in higher education. The PCTHE is validated as a postgraduate award carrying 60 M-level credits. Upon completion, staff will be awarded Fellowship of the Higher Education Academy. The course is designed to be flexible and offers choice in its structure and delivery. There are a variety of modes of study with taught sessions combined with online activities, tutorial support and independent study. If your teaching role is limited, you can take the Associate Teachers course (20 M-level credits) which confers Associate Fellowship status with the Higher Education Academy.

   Those on research-only contracts do not need to complete this element of the programme.

   For more information contact Fiona Smith: flsmith@brookes.ac.uk

3. Supervisor Training
   Guides you through the process of supervising research degree students within the University’s Research Degree Regulations and procedures, from initial recruitment and selection and project design through to the final thesis, viva examination and beyond. The elements are covered in three half-day sessions.

   For more information contact Jill Organ: jorgan@brookes.ac.uk
When should I do it?
As the name suggests, the ‘your first three years’ is designed to be undertaken during your first three years of employment at Brookes. You shouldn’t attempt to take all elements at once and should discuss with your line manager (e.g. head of research group, programme lead or Head of Department) and/or Research Lead what order, and when, you should do them. This will depend on your research and teaching commitments.

Line managers are expected to arrange workload planning to facilitate attendance at YFTY seminars and workshops, which are held on Wednesday afternoons. The YFTY programme complements other University induction events for staff, such as ‘Welcome to Brookes’ and Health and Safety training.

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<thead>
<tr>
<th>Element</th>
<th>When?</th>
<th>Comment</th>
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<tbody>
<tr>
<td>Research methods and management</td>
<td>Session 1, at least, during your first year. All sessions during your first year if possible.</td>
<td>Timetabled so that it is possible to undertake the PCTHE at the same time</td>
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<tr>
<td>Postgraduate Certificate in Teaching in Higher Education</td>
<td>During your first year, second year, or spread over years 1 and 2</td>
<td>Discuss with your line manager when is the best time to take the course</td>
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<tr>
<td>Supervisor training</td>
<td>During years 2 or 3</td>
<td>Should be undertaken after you have completed the PCTHE. Some sessions may clash with PCTHE.</td>
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What happens after my first three years?

‘Your first three years’ is part of the Oxford Brookes University ‘Academic Development Framework’, which provides a structure for your continuing professional development at all stages of your career. The Framework encompasses three elements of professional practice: researcher development, teacher development and leadership development. As part of this, your development and career progression as a researcher are underpinned by a comprehensive ‘Researcher Development Matrix’ of support and training opportunities.
For general information for new starters, go to
www.brookes.ac.uk/staff/new-starters/

For information regarding researcher development, training and support
contact Susan Brooks, University Research Training Co-ordinator
sbrooks@brookes.ac.uk