



**UNIVERSITY
OF WARWICK**

Postgraduate Certificate in Transferable Skills

DC903: Doctoral Skills 3

Programme Director

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Doctoral Skills 3: List of Tasks

This is an overview of the list of tasks to be completed during your PhD year.

Title of assessments
DS3.1 Progress report, literature review, Y3 research plan, project budget & risk analysis
DS3.2 Time Management
DS3.3 Networking
DS3.4 Oral Presentation
DS3.5 Teaching/supervision
DS3.6 Career Development
DS3.7 Problem Solving
DS3.8 Ethical Principles
DS3.9 Skill Transfer

The Director of Graduate Studies, their representative or equivalent, will check the assessments for completeness before signing off each task online in SkillsForge.

Learning outcomes

By the end of the module, students should be able to:

- 1. Formulate and justify career development strategies, evaluating skills, experiences, and future goals within and beyond academia.**
- 2. Communicate research in writing with clarity, precision, and academic rigour.**
- 3. Deliver confident and structured verbal presentations of complex research, including under questioning.**
- 4. Initiate and sustain effective professional external collaborations.**
- 5. Design and manage a long-term research project, including appropriate planning, risk, intellectual property considerations, and resource management.**
- 6. Demonstrate leadership and management in research, teaching or supervision, and professional contexts, including applying ethical principles, guiding others, and taking responsibility for shared goals.**
- 7. Reflect critically on the transfer and application of skills, methods, or knowledge from one domain to another.**
- 8. Reflect critically on your role in resolving problems that involve others in academic settings.**

Doctoral Skills 3 Introduction

This module results in a portfolio of work that will facilitate and evidence your transferable skills development during your time as a research student.

The portfolio makes use of the things you will do as a research student to develop transferable skills. It will require you to think about, then reflect on what you do. The tasks will originally be done for another primary purpose, and the portfolio building for this module allows to extract more from them and actively develop transferable skills.

Many of the tasks in this module directly follow on from those in Doctoral Skills 1 and Doctoral Skills 2. In these instances, the tasks have increased in depth and complexity to meet Learning outcomes that reflect a high level of developed transferable skills.

For each task, you should seek feedback from your academic supervisor, or another relevant academic, such as a member of your PhD Advisory Panel. Brief guidance for supervisors can be found here: <https://warwick.ac.uk/services/dc/transferable-skills/pgctss/staffresources/>

Your Director of Graduate Studies, or the PGCTS Director, or either's nominated representative will then review your submission in SkillsForge and if finished successfully will mark as complete.

This module is a core module for the Postgraduate Certificate in Transferable Skills, and optional for the Postgraduate Award, as such the tasks will be assessed and made available to the Exam Board. All tasks in the module must be passed to pass the module; marking is on a pass/fail only. Where tasks are not passed, you will be provided with feedback and the opportunity to revise them.

When you have completed a task, your work and your supervisor's comments need to be uploaded to your on-line portfolio in SkillsForge and marked 'ready for final review'.

You are expected to keep your on-line portfolio up to date. **The online portfolio, in SkillsForge, will be your official record of your progress on the module.**

If you have queries about any of the module, contact the PGCTS team at transferable.skills@warwick.ac.uk.

Task details

Once each task is complete, upload your completed work *and* your assessor's comments into SkillsForge.

DS3.1 Progress report, literature review, Y3 research plan, project budget & risk analysis

Progress report, literature review, Y3 research plan, updated (from Y1) budget, updated project risk analysis and contingency planning (focusing on risks to research progress such as access to data, supervisor availability, skill gaps, time constraints - This is not a health and safety risk assessment).

DS3.2 Time Management

Strategic time management for completion and beyond – Write a reflective summary (300–500 words) discussing how your approach to time management has evolved throughout your PhD. Provide specific examples of strategies that have been most effective for you. Reflect on how these strategies can be adapted or transferred to future academic, professional, or personal contexts beyond your PhD. Consider any challenges you anticipate in applying these strategies in new environments and how you might address them. The purpose is to consolidate time management skills developed during the PhD and support you in preparing to apply these strategies in diverse future contexts.

DS3.3 Networking

Write a short summary of your interactions with others from *outside the institution* about your work or work in the wider field. You must include the **research** outcomes. Include evidence of those research outcomes.

DS3.4 Oral Presentation

Prepare and deliver a presentation to an **external** audience. After presenting, submit a document stating where the presentation was given and who the audience were. Include a written reflection (approx. 400 words) of your oral presentation skill development. Highlighting what has improved and what you would still like to improve. Explain how you can still improve your oral presentation skills. Upload your reflection and your slides. If you do cannot present to an audience, record your presentation, upload the recording and your reflection.

DS3.5 Teaching/supervision

In approximately 500 words, reflect critically on your role in leading or taking initiative in a teaching, supervision, or educational outreach context. This might involve planning and delivering a session, mentoring a student over time, contributing to curriculum design, or coordinating a learning activity. Evaluate your approach to leadership and communication, the outcomes achieved, and how the experience influenced your perspective on guiding others.

DS3.6 Career Development

Using insights from your earlier career development reflections, write approximately 500 words evaluating your readiness for your intended career pathway(s), both within and beyond academia. Critically assess how your skills, experiences, and research outputs position you for these roles, and identify any gaps that remain. Discuss how you have acted on the goals you set in Doctoral Skills 1 and 2, what you have learned from these activities, and what further steps you will take during and beyond your doctoral programme to enhance your career prospects. Your reflection should demonstrate a clear, evidence-based strategy for transitioning into your chosen field(s).

DS3.7 Problem Solving

Reflect (approximately 500 words) on a problem that involved working with or through others, such as within a collaboration, supervision, or leadership context. Explain how you managed the situation, the outcome, and how you will apply this learning to future shared challenges.

DS3.8 Ethical Principles

Write a critical reflection (approximately 500 words) on a real or hypothetical ethical challenge you have encountered or could plausibly encounter in the course of your doctoral work. This could include but is not limited to authorship disputes, working with vulnerable groups, managing sensitive data, navigating collaboration dynamics, or conflicts of interest. Discuss the ethical considerations involved, referencing relevant codes of conduct or institutional frameworks. Evaluate the possible courses of action and justify your approach with reference to ethical reasoning and professional standards in your field.

DS3.9 Skill Transfer

Write a reflective commentary (approximately 500 words) describing how you have adapted or applied a skill, method, or concept from one domain (e.g., previous study, work, another field) to your current research context. Discuss the rationale, challenges, and outcomes, and reflect on the broader implications of skill transfer in research.