

How to book training

Guide to booking Doctoral and Researcher College training

Most courses in the Reading Researcher Development Programme (RRDP), as well as some events, are booked via the RISIS (Reading Integrated Student Information System) portal.

First find a current timetable

Training is delivered in autumn, spring and summer. A timetable of RRDP course dates is published three times a year at www.reading.ac.uk/graduate-school/training-and-development/reading-researcher-development.

- A timetable for autumn training is published in late September
- A timetable for spring training is published in mid-December
- A timetable for summer training is published late March or April.

All doctoral researchers are informed by email when a new timetable is released. The timetable will indicate whether a course is delivered face-to-face (F2F) or online.

Request a place on a course via RISIS

To request training places, visit the Doctoral and Researcher College booking page on the RISIS portal at www.risisweb.reading.ac.uk. Do this as soon as possible after the timetable is published.

1. Go to www.risisweb.reading.ac.uk/
2. Enter your username and password
3. Go to the 'Actions' tab on the menu bar
4. Select the 'Doctoral and Researcher College Training & Events' header
5. Select 'Request a training/event place'

Print a record of your training

RISIS allows you to print a record of your Doctoral and Researcher College training which you may wish to do before you complete your studies and for progress monitoring and confirmation of registration.

Confirmation of training bookings

Places are confirmed by email (you do not have a place until you have received a confirmation). This may take up to fortnight if you book early after the timetable release.

Find further training materials and recordings in Blackboard

1. Log in to Blackboard at www.bb.reading.ac.uk/
2. Go to the Doctoral and Researcher College Blackboard organisation by pasting in the url
[www.bb.reading.ac.uk/ultra/organizations/ 190262 1/outline](http://www.bb.reading.ac.uk/ultra/organizations/1902621/outline)
3. Selected training materials can be found in the Learning Materials folder and in the Yuja folder.

Questions and problems

For queries email: DoctoralandResearcherCollege@reading.ac.uk

For further information visit www.reading.ac.uk/doctoral-researcher-college/training-and-development