

Welcome to Research & Progress

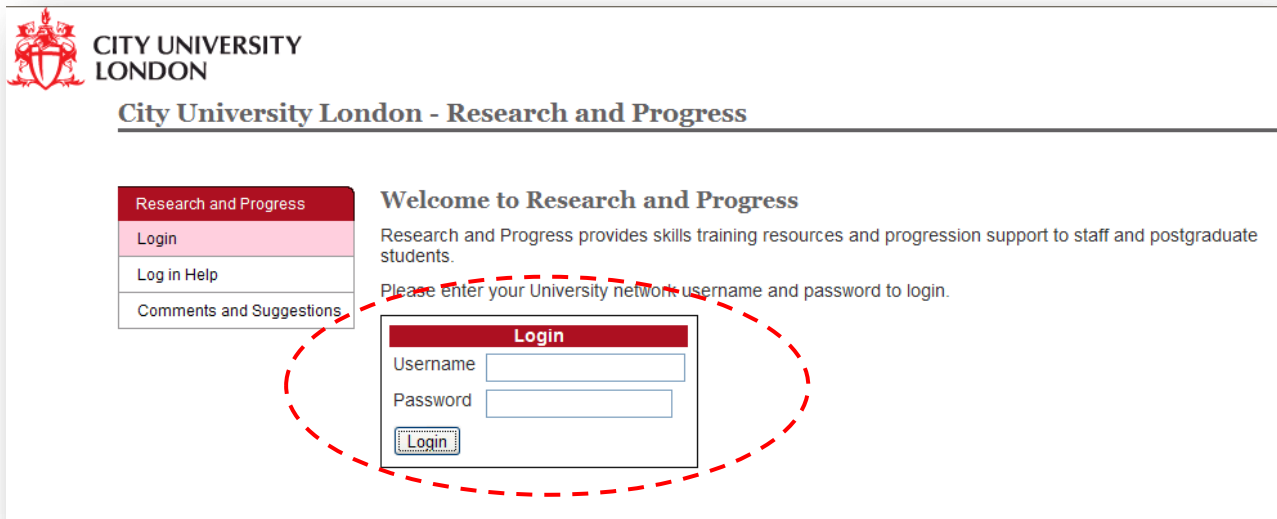
Welcome to Research & Progress the University-wide progression monitoring system and skills training catalogue for postgraduate research (PGR) students. Research & Progress enables PGR students to record and track their progress according to key progression milestones and deadlines throughout their programme and search and book online any skills training courses. As a member of academic staff you will be able to view, record and monitor the progress of any students you have direct responsibility for.

This guide is intended to give you a virtual tour of the features of Research & Progress and show you how to access and use the system. Students will also be provided with their own guide to help them to familiarise themselves with the key features of Research & Progress.

1. Getting Started

Research & Progress can usually be accessed via by going to the following website: <https://rap.city.ac.uk>. Alternatively you can type Research and progress in the search box on City University London's website.

If you go direct to the Research & Progress website, you will be prompted to enter your University username and password to log into Research & Progress



Research & Progress has two main areas where you can view student information:

- My Research & Progress
- Research & Progress Services



2. My Research & Progress

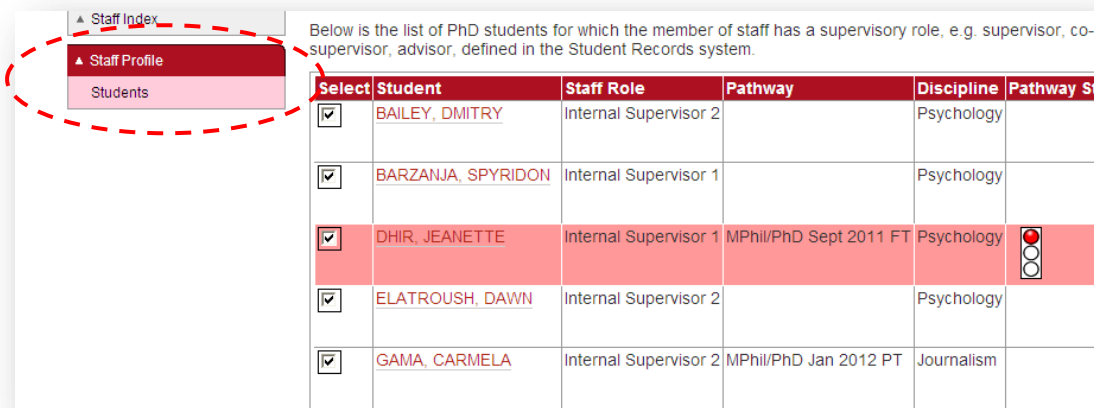
'My Research & Progress' is your personalised area of the Research & Progress system and provides the following information:

- 'My Details' which provides a summary of key information about you, your location, email address and other details
- 'My Research Students' which provides information about all students you have responsibility for either as part of the supervisory team, as an advisor or as an internal assessor during the review and examination process. Further details of the functionality within this area are provided in section 2.1


The home page also enables YOU, the user, to manage the My Favorites links. If you want to save any Research & Progress page to enable quicker access in future you can add the page to your Research & Progress favorites selecting the 'Add to Favorites' tab.

2.1 My Research Students

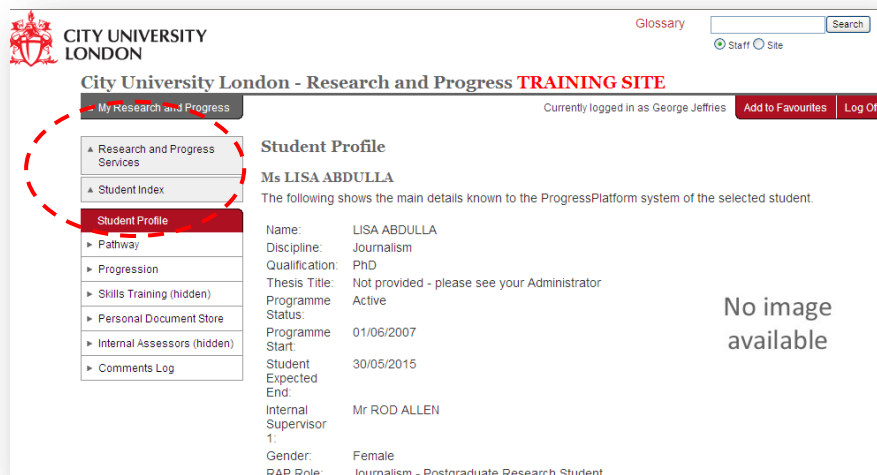
The 'My Research Students' area of Research & Progress allows you to view compulsory milestones and on-line forms for any students you have direct responsibility for. 'My Research Students' should provide you with a list of all students for which you have the role of main supervisor, co-supervisor, or advisor. In addition, if you are acting as an internal assessor for a student, you will be able to see that student's records for the period during which you are assessing that student's work. If there are student's missing from your 'My Research Students' area please contact your school PGR administrator, as Research & Progress pulls data from SITS where the links between students and supervisors are defined.



Below is the list of PhD students for which the member of staff has a supervisory role, e.g. supervisor, co-supervisor, advisor, defined in the Student Records system.

Select	Student	Staff Role	Pathway	Discipline	Pathway Status
<input checked="" type="checkbox"/>	BAILEY, DMITRY	Internal Supervisor 2		Psychology	
<input checked="" type="checkbox"/>	BARZANJA, SPYRIDON	Internal Supervisor 1		Psychology	
<input checked="" type="checkbox"/>	DHIR, JEANETTE	Internal Supervisor 1	MPhil/PhD Sept 2011 FT	Psychology	
<input checked="" type="checkbox"/>	ELATROUSH, DAWN	Internal Supervisor 2		Psychology	
<input checked="" type="checkbox"/>	GAMA, CARMELA	Internal Supervisor 2	MPhil/PhD Jan 2012 PT	Journalism	

By clicking on any of the student's names in that list you will link through to that 'student's profile' showing information about the student such as programme start and end dates, supervisors, location and email address. In addition you will then be able to view more detailed information about the student by clicking on the tabs on the left hand side of the page (pathway, progression, skills training and personal document store) as shown below.



City University London - Research and Progress TRAINING SITE

Currently logged in as George Jeffries | Add to Favourites | Log Off

Student Profile

Ms LISA ABDULLA

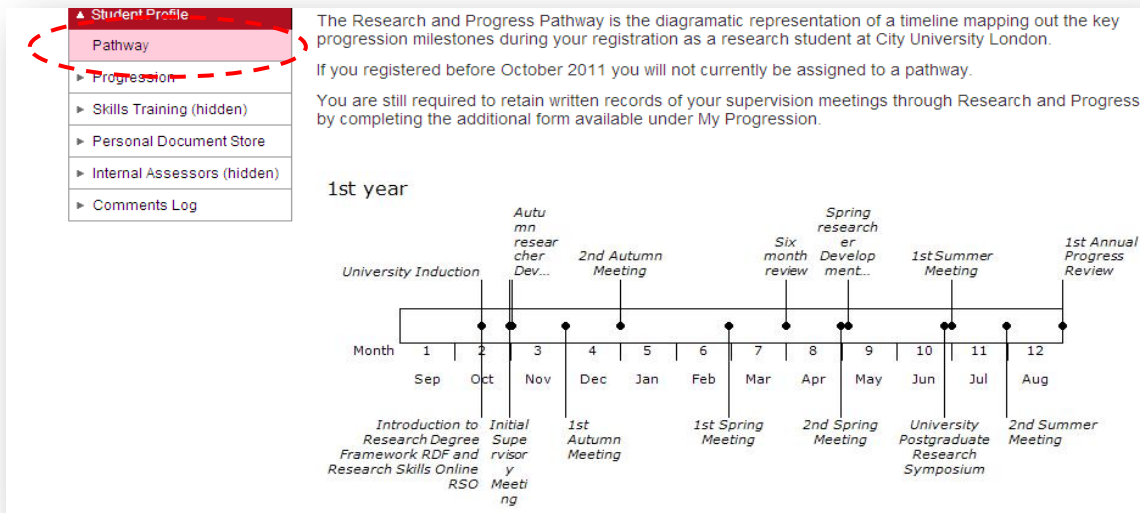
The following shows the main details known to the ProgressPlatform system of the selected student.

Name:	LISA ABDULLA
Discipline:	Journalism
Qualification:	PhD
Thesis Title:	Not provided - please see your Administrator
Programme Status:	Active
Programme Start:	01/06/2007
Student Expected End:	30/05/2015
Internal Supervisor 1:	Mr ROD ALLEN
Gender:	Female
RAP Role:	Journalism - Postgraduate Research Student

No image available

2.2 Student Profile > Pathway

The Pathway contains a personalised timeline image of the student's research programme. The timeline has been created by your school administrator and will show any major milestones. Different parts of the image will link through to the relevant milestone, where your school administrator has the opportunity to provide further information about that milestone.



The Research and Progress Pathway is the diagrammatic representation of a timeline mapping out the key progression milestones during your registration as a research student at City University London.

If you registered before October 2011 you will not currently be assigned to a pathway.

You are still required to retain written records of your supervision meetings through Research and Progress by completing the additional form available under My Progression.

1st year

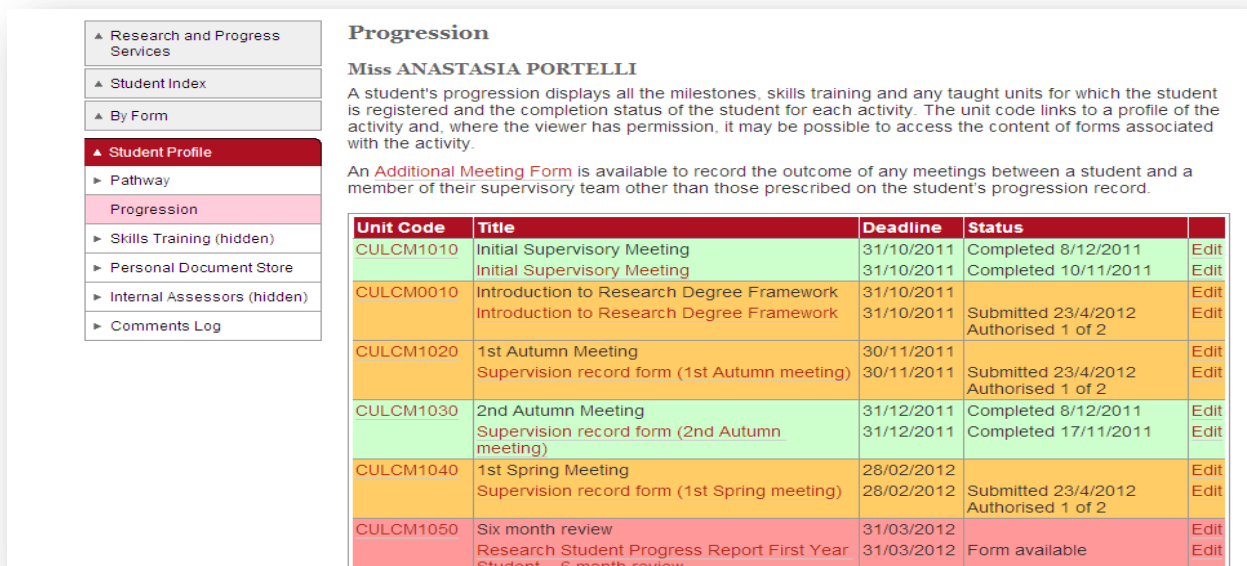
Month	1	2	3	4	5	6	7	8	9	10	11	12
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
	University Induction	Introduction to Research Degree Framework RDF and Research Skills Online RSO	Initial Supervisory Meeting	1st Autumn Meeting	2nd Autumn Meeting	1st Spring Meeting	2nd Spring Meeting	Six month review	Spring research Development	1st Summer Meeting	University Postgraduate Research Symposium	2nd Summer Meeting
												1st Annual Progress Review

2.3 Student Profile > Progression

The Progression area provides full details of the student's progression record. Each milestone, taught unit (if applicable) and skills training event has a deadline and a completion status and is colour coded to reflect the completion status as shown below. You can also click on the 'unit code' of each milestone or skills training event to link through to supporting information that your school administrator has provided about that milestone. In addition, some milestones will have forms attached to them which you can click on to view the student's comments, record your own comments and submit to save the final version and date stamp its completion.

Notice the traffic light convention in the screenshot below:

- **Green:** the student has completed, attended or submitted the form
- **Amber:** the form is overdue, has been saved at least once, but it has not yet been submitted or has been submitted but not authorised by all roles
- **Red:** the milestone or form is overdue and has not yet been saved or submitted
- **White:** the milestone or form has not yet been submitted and is not yet overdue



Progression

Miss ANASTASIA PORTELLI

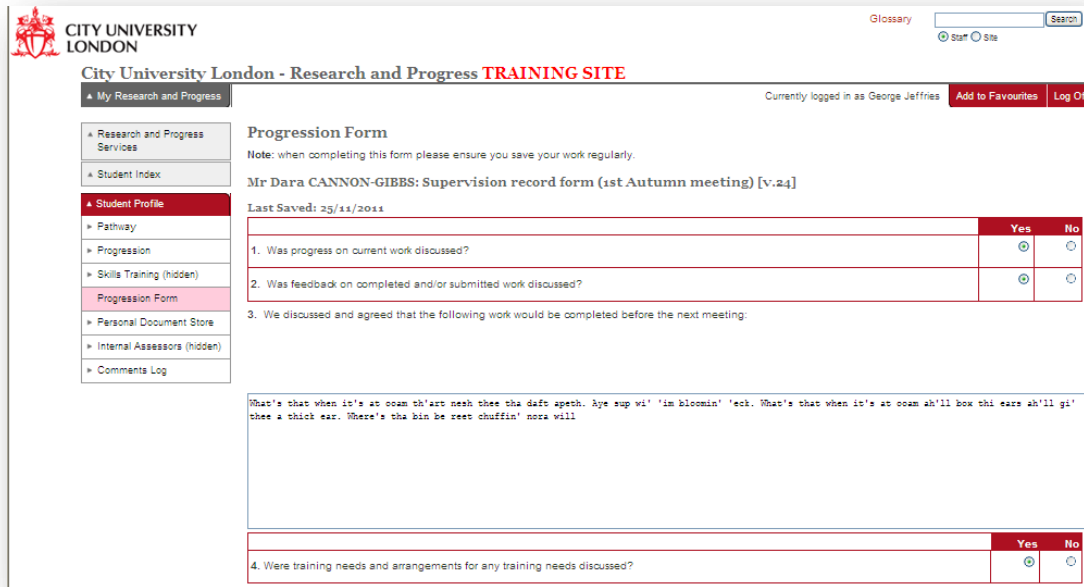
A student's progression displays all the milestones, skills training and any taught units for which the student is registered and the completion status of the student for each activity. The unit code links to a profile of the activity and, where the viewer has permission, it may be possible to access the content of forms associated with the activity.

An **Additional Meeting Form** is available to record the outcome of any meetings between a student and a member of their supervisory team other than those prescribed on the student's progression record.

Unit Code	Title	Deadline	Status	
CULCM1010	Initial Supervisory Meeting	31/10/2011	Completed 8/12/2011	Edit
	Initial Supervisory Meeting	31/10/2011	Completed 10/11/2011	Edit
CULCM0010	Introduction to Research Degree Framework	31/10/2011	Submitted 23/4/2012	Edit
	Introduction to Research Degree Framework	31/10/2011	Authorised 1 of 2	Edit
CULCM1020	1st Autumn Meeting	30/11/2011	Submitted 23/4/2012	Edit
	Supervision record form (1st Autumn meeting)	30/11/2011	Authorised 1 of 2	Edit
CULCM1030	2nd Autumn Meeting	31/12/2011	Completed 8/12/2011	Edit
	Supervision record form (2nd Autumn meeting)	31/12/2011	Completed 17/11/2011	Edit
CULCM1040	1st Spring Meeting	28/02/2012	Submitted 23/4/2012	Edit
	Supervision record form (1st Spring meeting)	28/02/2012	Authorised 1 of 2	Edit
CULCM1050	Six month review	31/03/2012	Form available	Edit
	Research Student Progress Report First Year Student – 6 month review	31/03/2012	Form available	Edit

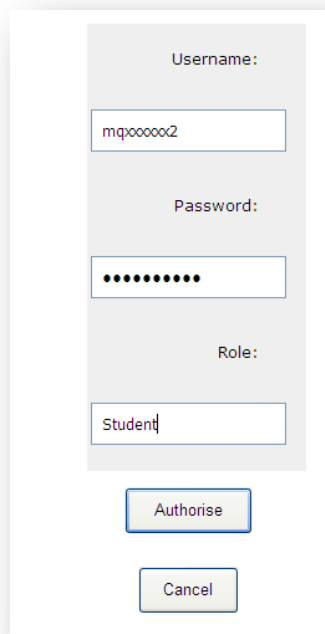
As part of the progression process, you may be required to complete sections of the progression forms in order to record your views on the progression of that student. Forms will be listed just below the associated milestone and the title of the form will be hyperlinked, so that you can easily click on the form to view and edit the contents.

The student can view and complete information on the form and save it at anytime by clicking on 'SAVE' at the bottom of the form. The form can then be completed by the supervisor or appropriate member of staff and saved as a read-only record by pressing the 'SUBMIT' button.



The screenshot shows the 'City University London - Research and Progress TRAINING SITE' interface. The user is logged in as George Jeffries. The main content area is titled 'Progression Form' and includes a note: 'Note: when completing this form please ensure you save your work regularly.' The form is for 'Mr Dara CANNON-GIBBS: Supervision record form (1st Autumn meeting) [v.24]' and was last saved on 25/11/2011. The form contains four questions with 'Yes' and 'No' columns, each with a radio button. The first question is '1. Was progress on current work discussed?' with 'Yes' selected. The second is '2. Was feedback on completed and/or submitted work discussed?' with 'Yes' selected. The third is '3. We discussed and agreed that the following work would be completed before the next meeting:' followed by a text area containing a block of gibberish text. The fourth question is '4. Were training needs and arrangements for any training needs discussed?' with 'Yes' selected.

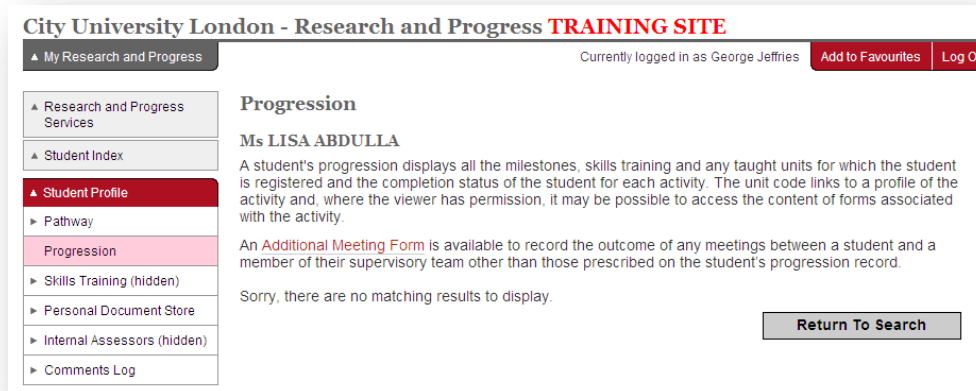
If an authorisation (electronic signature) is mandatory to the completion of the form, the signatories will be listed and must enter their University username and password to authorise the form. Additional authorisations may be added where appropriate.



The screenshot shows an authorisation form with the following fields and buttons:

- Username: mqxxxxx2
- Password: [masked with dots]
- Role: Student
- Buttons: Authorise, Cancel

At any point both you and your student can record any information which is additional to the compulsory progression milestones on an 'Additional Meeting Form'. Once submitted by the supervisor, this form will become complete and will be logged at the bottom of the student's progression page with a date stamp to record when it was completed.



City University London - Research and Progress **TRAINING SITE**

My Research and Progress Currently logged in as George Jeffries [Add to Favourites](#) [Log Off](#)

Research and Progress Services

Student Index

Student Profile

- ▶ Pathway
- Progression**
- ▶ Skills Training (hidden)
- ▶ Personal Document Store
- ▶ Internal Assessors (hidden)
- ▶ Comments Log

Progression

Ms LISA ABDULLA

A student's progression displays all the milestones, skills training and any taught units for which the student is registered and the completion status of the student for each activity. The unit code links to a profile of the activity and, where the viewer has permission, it may be possible to access the content of forms associated with the activity.

An [Additional Meeting Form](#) is available to record the outcome of any meetings between a student and a member of their supervisory team other than those prescribed on the student's progression record.

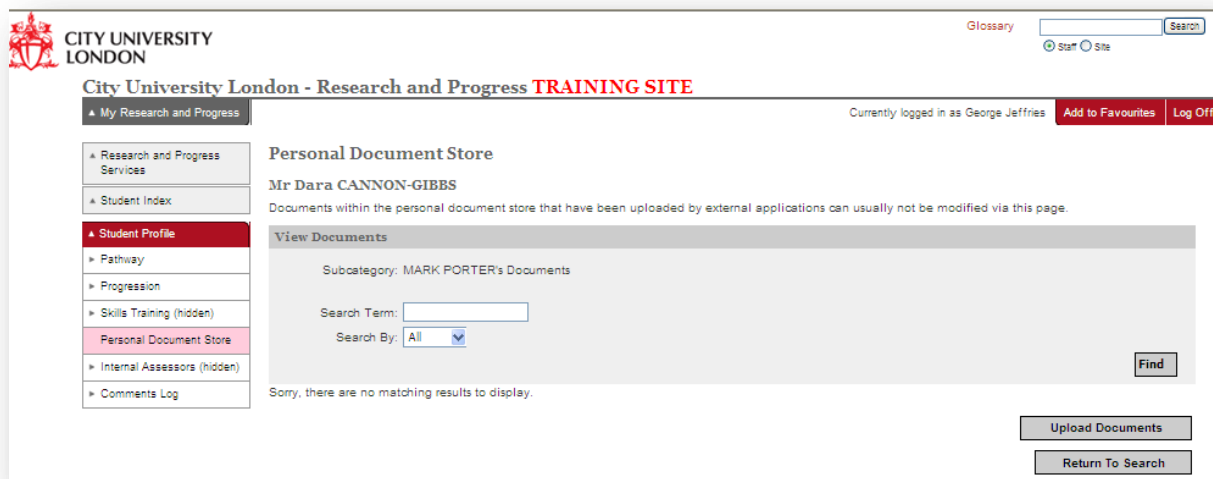
Sorry, there are no matching results to display.

[Return To Search](#)

2.4 Student Profile > Personal Document Store

The document upload area provides a storage space for all documents uploaded to forms where the document upload button has been added. This area also allows users to upload documents against the students' record such as reports, absence notifications, posters and publications. The student, supervisory team, Senior Academics and Administrators can all upload documents. However, only administrators may edit or delete documents within this area. **Students are advised to only upload information relevant to their progression e.g. posters, papers and reports etc.**

The document upload area is available in each student's profile. A search facility is available, to search by key word – enter the word into the **Search Term** box. The **Search By** dropdown can be used to refine the search by title of document or by author. The **Subcategory** dropdown allows administrators to refine their search to All documents or Form Documents. Form Documents is where a document has been uploaded as part of a form. Click **Find** to search.



City University London - Research and Progress **TRAINING SITE**

My Research and Progress Glossary [Search](#)
Start Site

Research and Progress Services

Student Index

Student Profile

- ▶ Pathway
- ▶ Progression
- ▶ Skills Training (hidden)
- Personal Document Store**
- ▶ Internal Assessors (hidden)
- ▶ Comments Log

Personal Document Store

Mr Dara CANNON-GIBBS

Documents within the personal document store that have been uploaded by external applications can usually not be modified via this page.

View Documents

Subcategory: MARK PORTER's Documents

Search Term:

Search By: All

[Find](#)

Sorry, there are no matching results to display.

[Upload Documents](#)
[Return To Search](#)

3.0 Further Help and Advice

Training, Help and Support

Help for staff and students in using Research and Progress is available:

- on-line in Research and Progress
- through the Training Guide (currently being drafted)
- dedicated staff within Schools, Academic Services and Information Services.

Should you have any questions about the information held about you in Research and Progress please contact your School/Department Research Degree Administrator, a list of Research Administrators can be found on RaP.

For further comments about Research and Progress please use the Comments and Suggestions box on the main login page at <https://rap.city.ac.uk/public/enquiry.aspx>.

If you have any problems accessing or using Research and Progress, please email rap@city.ac.uk.