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.

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.
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.

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
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.

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.
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.

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.
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](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.