

## Welcome to Research & Progress

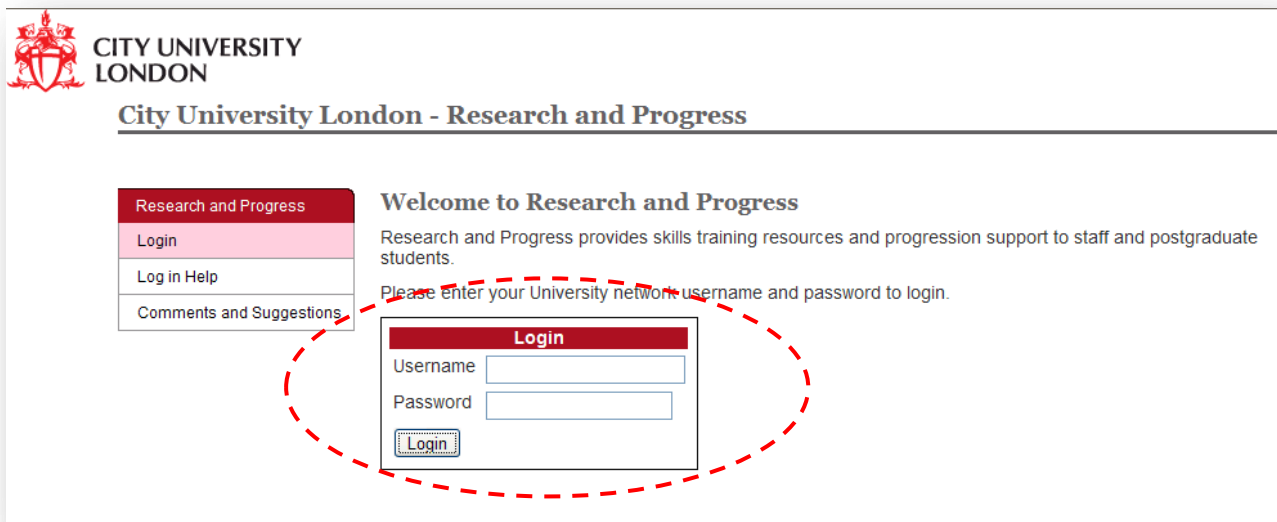
Welcome to Research & Progress the University-wide progression monitoring system and skills training catalogue for postgraduate research (PGR) students. Research & Progress enables you to record and track your progress according to key progression milestones and deadlines throughout your programme. Shortly after registering onto your programme you a Research & Progress (RaP) profile will be created for you.

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.

## 1. Getting Started

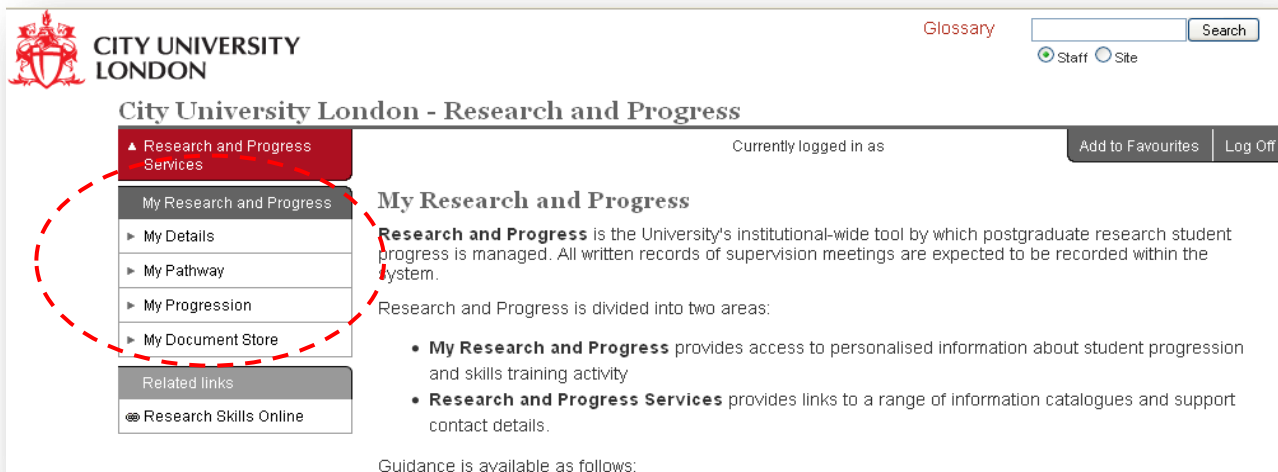
Research & Progress can usually be accessed by going to the following website: <https://rap.city.ac.uk>. You can also access RaP by typing research and progress in the search box on City University London's website.

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.



There are two main areas of RaP:

- Research and Progress Services, where you will find the Staff index, listing the names of all supervisory staff within your School and department.
- My Research and Progress, your own personalized area of the Research and Progress System.



## 2. My Research & Progress

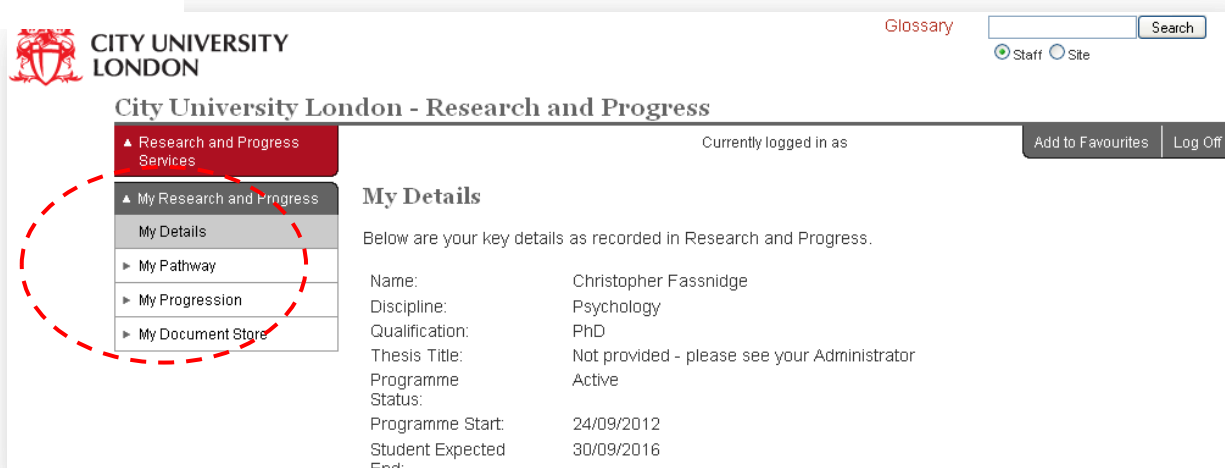
'My Research & Progress' is your personalised area of the Research & Progress system and provides the following information:

- 'My Details' which provides a summary of key information about you, your location, email address and other details such as your supervisors (further detail can be found in section 2.1).
- 'My Pathway' which provides you with a pictorial view of your progression over the forthcoming years (please refer to section 2.2 for more detail).
- 'My Progression' is where you will access each milestone you are expected to meet during the course of your programme of study (further information can be found in section 2.3).
- 'My document store' is where you will find any additional supporting documents you have uploaded to the Research and Progress system (you will find more detail about this in section 2.4).

The home page also enables you 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 Details

By clicking on my details you will bring up a page showing information about your programme start and end dates, supervisors, location and email address. You will be able to view more detailed information about your progress 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**

Currently logged in as **Christopher Fassnidge** | Add to Favourites | Log Off

**My Details**

Below are your key details as recorded in Research and Progress.

Name:	Christopher Fassnidge
Discipline:	Psychology
Qualification:	PhD
Thesis Title:	Not provided - please see your Administrator
Programme Status:	Active
Programme Start:	24/09/2012
Student Expected End:	30/09/2016

### 2.2 My 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.

- ▲ My Research and Progress
- ▶ My Details
- My Pathway
- ▶ My Progression
- ▶ My Document Store

Related links

- 🌐 Research Skills Online

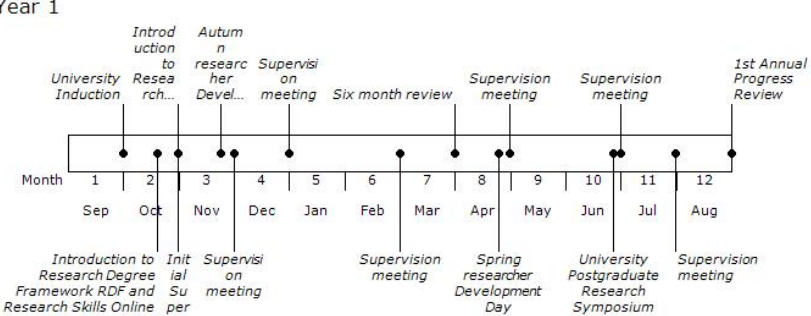
### My Pathway

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.

This is an overview illustration of your milestones; for actual due dates for individual milestones please go to [My Progression](#).

*Please note: If you registered before September 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. You may do this by completing the Additional Meeting Form available under [My Progression](#).*

**Year 1**



## 2.3 My Progression

The Progression area provides full details of your 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, most milestones will have forms attached to them 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, if required. Once you are satisfied with your commentary you will need to submit and notify your supervisor for comments and final submission.

In order to make monitoring of your progress more visual, the Progression area operates with a traffic light convention as illustrated in the screenshot below:

- **Green:** you have completed, attended or submitted the form and it has been authorised by all roles
- **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

- ▲ Research and Progress Services
- ▲ Student Index
- ▲ By Form
- ▲ Student Profile
- ▶ Pathway
- Progression
- ▶ Skills Training (hidden)
- ▶ Personal Document Store
- ▶ Internal Assessors (hidden)
- ▶ Comments Log

### Progression

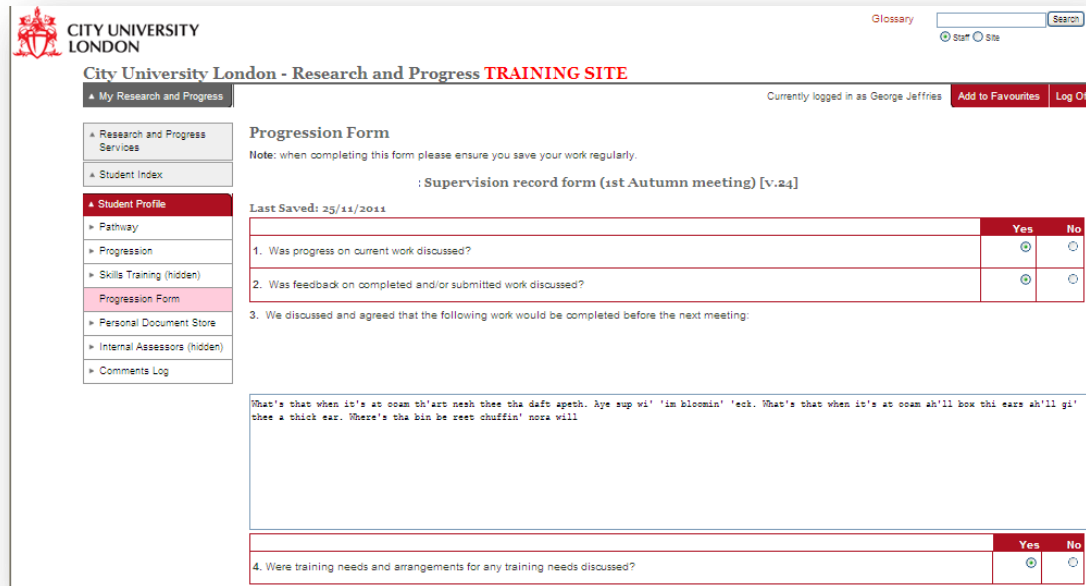
A student's progression displays all the milestones, skills training and any taught units for which the student is registered and the completion status of the student for each activity. The unit code links to a profile of the activity and, where the viewer has permission, it may be possible to access 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
CULCM1010	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
CULCM0010	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
CULCM1020	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
CULCM1030	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
CULCM1040	Supervision record form (1st Spring meeting)	28/02/2012	Authorised 1 of 2	Edit
CULCM1050	Six month review	31/03/2012	Form available	Edit
CULCM1050	Research Student Progress Report First Year Student – 6 month review	31/03/2012	Form available	Edit

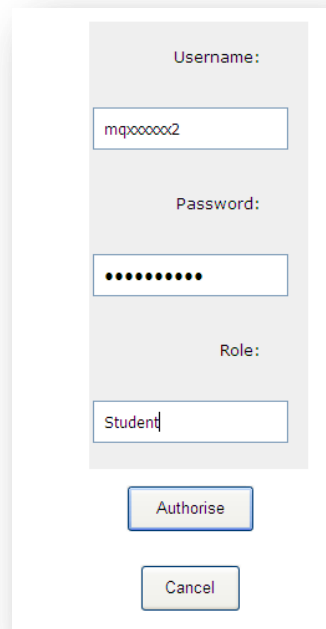
## Research & Progress: guidance for research students

You 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 'Progression Form' interface. At the top, it says 'City University London - Research and Progress TRAINING SITE'. The user is logged in as 'George Jeffries'. The form title is ': Supervision record form (1st Autumn meeting) [v.24]'. It includes a 'Note: when completing this form please ensure you save your work regularly.' and a 'Last Saved: 25/11/2011' timestamp. The form contains several questions with 'Yes' and 'No' columns for responses. A large text area is provided for notes, containing a placeholder text: 'What's that when it's at oom th'art nesh thee tha dafr apeth. hye sup wi' 'im bloomin' 'eck. What's that when it's at oom ah'll box thi ears ah'll gi' thee a thick ear. Where's tha bin be rest chuffin' nora will'. At the bottom, there is a 'Save' button and a '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.



The screenshot shows an 'Authorisation' dialog box. It has three input fields: 'Username:' with the value 'mqxxxxx2', 'Password:' with a masked password of 10 dots, and 'Role:' with the value 'Student'. Below the input fields are two buttons: 'Authorise' and 'Cancel'.

At any point both you and your supervisor 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 your 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**
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### Progression

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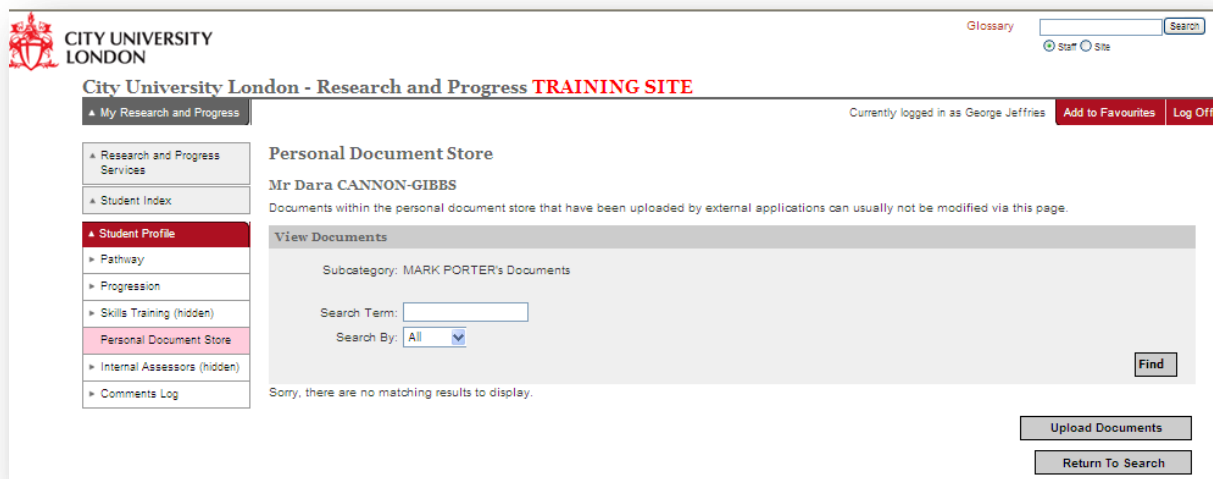
An **Additional Meeting Form** is available to record the outcome of any meetings between a student and a member of their supervisory team other than those prescribed on the student's progression record.

Sorry, there are no matching results to display.

[Return To Search](#)

## 2.4 My 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 your record such as reports, absence notifications, posters and publications. In this instance the term 'users' refers to yourself, the supervisory team, Senior Academics and Administrators. However, only administrators may edit or delete documents within this area. **You are advised to only upload information relevant to your progression e.g. posters, papers and reports etc.** 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 Glossary  [Search](#)

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

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

Research and Progress Services

Student Index

**Student Profile**

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- ▶ 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](mailto:rap@city.ac.uk).