Research Student Lifecycle

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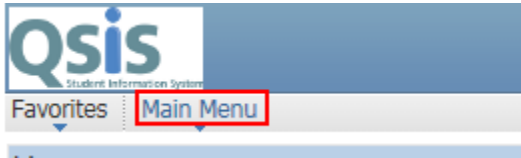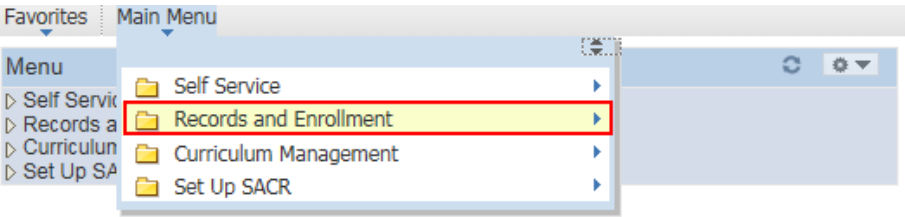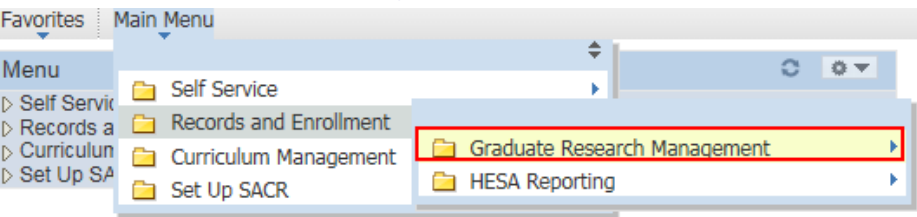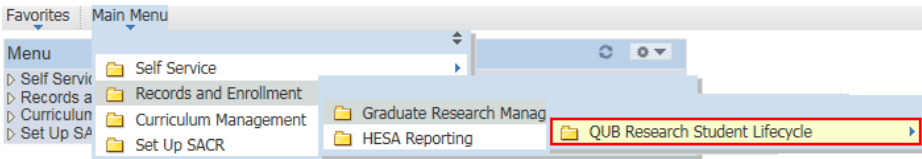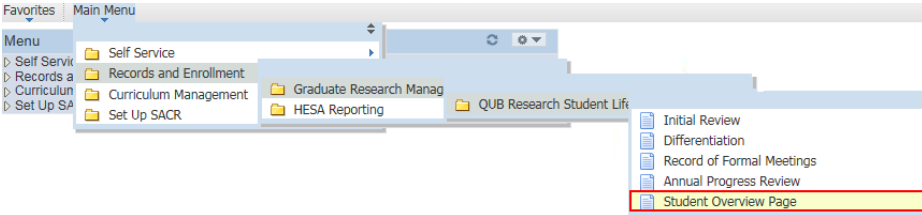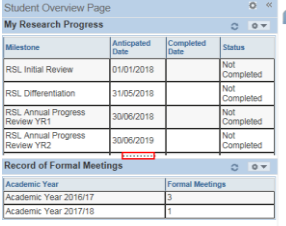
Research Student Lifecycle

1. Student Overview Page

From October 2017, all research students will be able to access their student overview page. This page will provide students with a facility to view and manage their research progress.

The Students, Supervisors and student information displayed throughout this simulation are purely fictional. No real students or student data has been used.
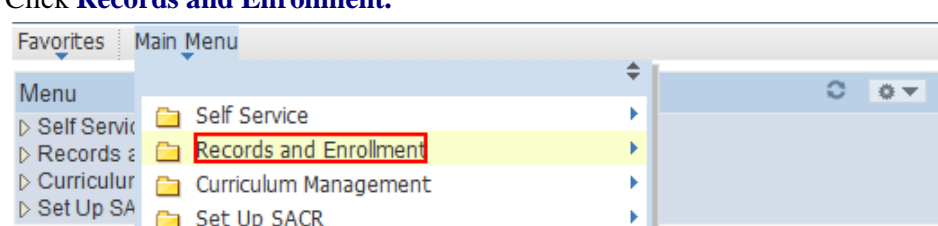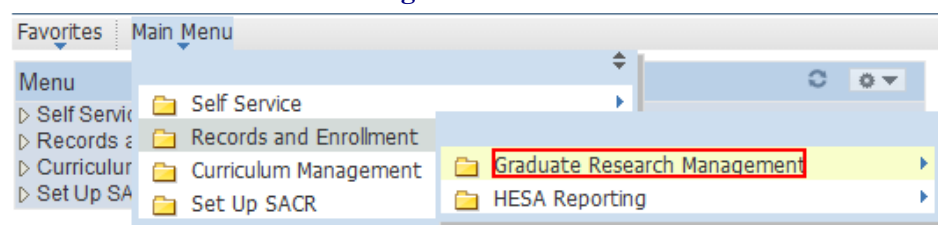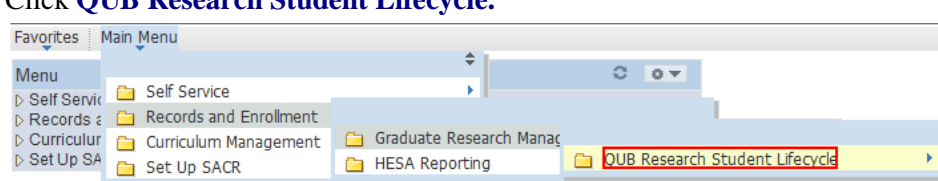
Step	Action
1.	**Login** to Qsis. Click **Main menu**
2.	Click **Records and Enrollment**.
3.	Click **Graduate Research Management.**
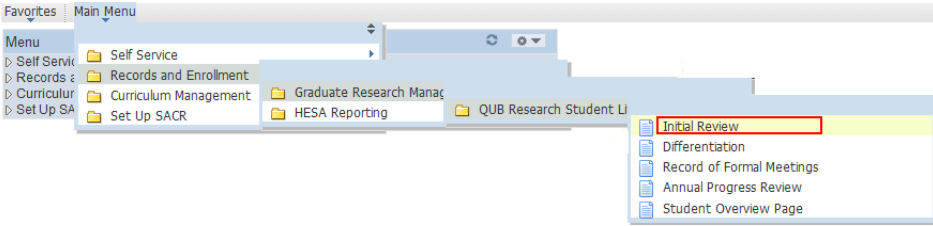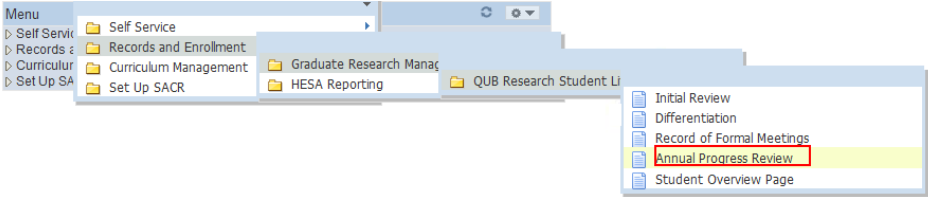
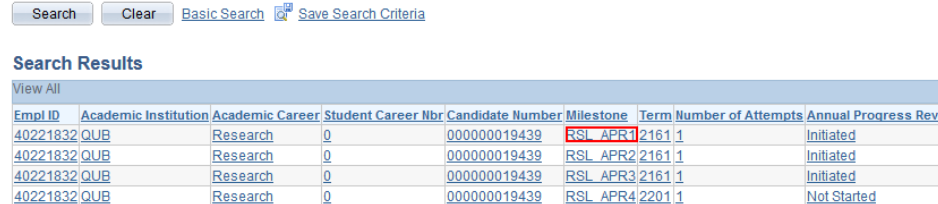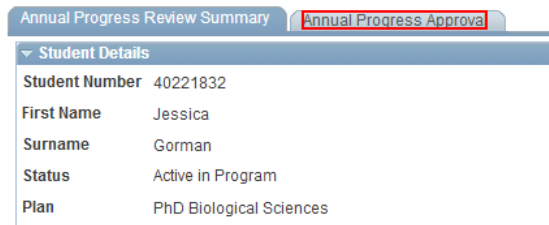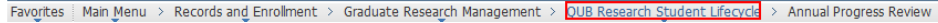| Step	Action
4.	Click **QUB Research Student Lifecycle.** Favorites Main Menu Menu ▷ Self Servic Self Service ▶ ▷ Records a Records and Enrollment ▷ Curriculun Curriculum Management Graduate Research Manag ▷ Set Up SA Set Up SACR HESA Reporting QUB Research Student Lifecycle ▶
5.	Click **Student Overview Page**. Favorites Main Menu Menu ▷ Self Servic Self Service ▶ ▷ Records a Records and Enrollment ▷ Curriculun Curriculum Management Graduate Research Manag ▷ Set Up SA Set Up SACR HESA Reporting QUB Research Student Life Initial Review Differentiation Record of Formal Meetings Annual Progress Review Student Overview Page
6.	This will open up a **view only** page of the details of your research studies This data is maintained by your **School.** If you believe any of the information on the **Overview page is incorrect** i.e. project title, then please contact your School.
7.	To see the details of your supervisors, click on the arrow to expand the supervisor section. The **Thesis Management** section will remain unpopluated until you have submitted your Intention to Submit ahead of your actual thesis submission.
8.	Some existing students may not see all their milestones. In order to show all milestones, expand on the section by **dragging downwards**.
9.	The right of the screen provides an overview of the **main details** of your studies. It includes details of your current **project title, start date and how many days you have 'consumed'** of the days allocated for your research programme. Any days on leave of absence will have been automatically removed from the **Days Consumed** and added to the **Max Days Left.**

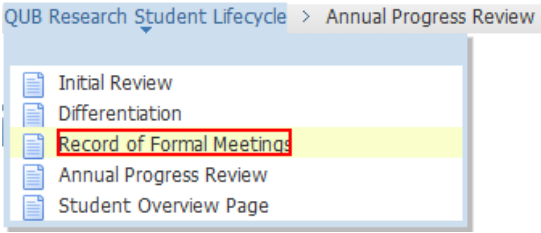| Step	Action
10.	The left of the screen shows your **milestones** (Initial Review, Differentiation and Annual Progress Reviews). The system will calculate the **anticipated date** of your milestones and provide the **status** of the milestones. When you have completed the respective milestones, the status will get automatically updated. Please note that this status indicates whether the milestone has been completed or not, and **does not indicate** whether it has **been passed or not.** This area also shows your records of formal meetings and any periods of absence.

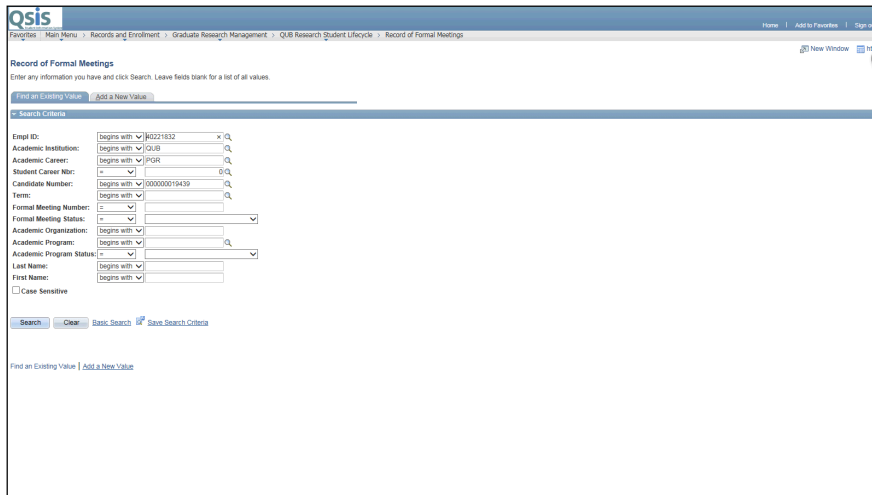## 2. Viewing your Milestones and Formal Meetings

From October 2017, all research students will have access to view records of their milestones (Initial Review, Differentiation and Annual Progress Reviews) and Records of Formal Meetings.

Step	Action
1.	Click **Main Menu**. Favorites | Main Menu Menu ▷ Self Service ▷ Records and Enrollment ▷ Curriculum Management ▷ Set Up SACR
2.	Click **Records and Enrollment.** Favorites | Main Menu Menu ▷ Self Servic☐ Self Service ▷ Records a☐ Records and Enrollment ▷ Curriculur☐ Curriculum Management ▷ Set Up SA☐ Set Up SACR
3.	Click **Graduate Research Management.** Favorites | Main Menu Menu ▷ Self Servic☐ Self Service ▷ Records a☐ Records and Enrollment ▷ Curriculur☐ Curriculum Management ☐ Graduate Research Management ▷ Set Up SA☐ Set Up SACR ☐ HESA Reporting
4.	Click **QUB Research Student Lifecycle.** Favorites | Main Menu Menu ▷ Self Servic☐ Self Service ▷ Records a☐ Records and Enrollment ▷ Curriculur☐ Curriculum Management ☐ Graduate Research Manac ▷ Set Up SA☐ Set Up SACR ☐ HESA Reporting ☐ QUB Research Student Lifecycle

Step	Action
5.	Click **Initial Review.**
6.	Following your Initial Review, this page will show you the details of **who attended**, and the **outcome** of the review. This information will be added by the **Supervisor** that attended your review meeting or by a School administrator on their behalf.
7.	Details about **Project titles and Recommendations** are also included within the Initial Review section.
8.	Your Initial Review will also be approved by the Head of School or their nominee. Click **Initial Review Approval**.
9.	In the Approval page you will see the **confirmation and comments** from the Head of School or their Nominee.
10.	Each academic year research students are required to attend an Annual Progress Review. In your first year, **Differentiation** may take place **instead** of your Annual Progress Review. To view your reviews, click **Annual Progress Review**.

Step	Action
11.	Due to fact that there will be more than one APR **this will always** bring you to a **search screen.**
	You **do not** need to add any search criteria as you can only see **your own data.**
	Click the **Search** button.
12.	This will return a list of all your **Annual Progress Reviews.** They are named RSL_APR followed by a number e.g.
	RSL_APR1
	RSL_APR2
	Select the appropriate **APR**.
13.	Similar to Initial Review and Differentiation these pages are view only with the data added by your School.
	Annual Progress Reviews are also subject to approval by the Head of School or their nominee. To view this click **Annual Progress Approval**.
14.	This page will show the **Confirmation and comments** from the Head of School.
15.	Finally students can view all Records of Formal Meetings.
	To view these, click **QUB Research Student Lifecycle**.

Step	Action
16.	Click **Record of Formal Meetings**. QUB Research Student Lifecycle > Annual Progress Review Initial Review Differentiation Record of Formal Meetings Annual Progress Review Student Overview Page

Step	Action
17.	This will bring you to a search screen. Click the **Search** button.

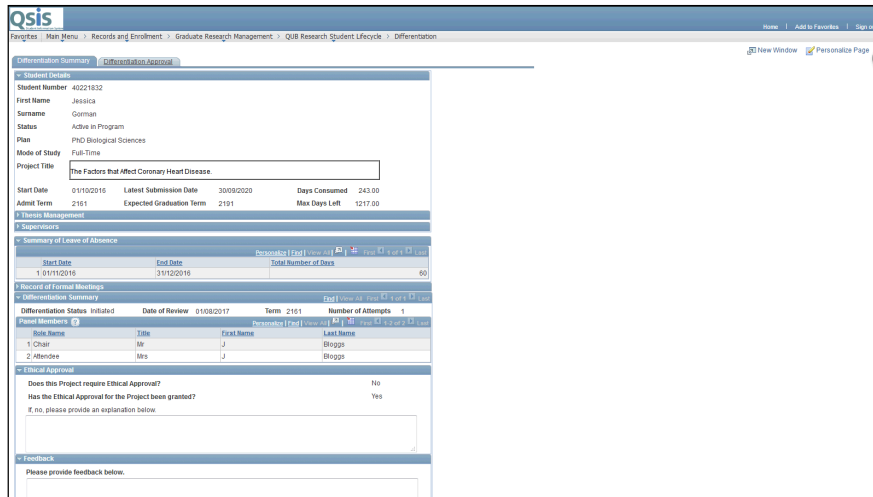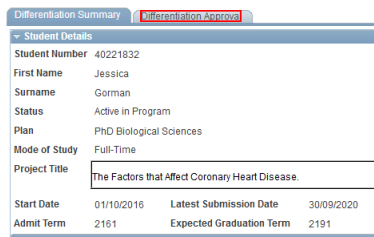| Step	Action
18.	Select the appropriate meeting. Remember that there may be up to **10 meetings** per term. To identify the term take the number **e.g. 2171** and **add a zero** after the first digit. This will give you the year 2017 followed by the control **number 1** which is the default**.** Click the **Search** button.
19.	You can **review your meetings** including downloading any attachments.

Step	Action
20.	It is possible for students to **view any documents** that were uploaded for that formal meeting. All users can also download any attachments.

Step	Action
21.	If you wish to review another meeting, click the **Return to Search** button.
22.	You have now completed this topic. If you with to view the other path (Differentiation or Initial Review), you can either rewind to the selection page or close the simulation and restart.
23.	Click the **Differentiation** button
24.	Due to fact that usually there may be more than one **differentiation,** the system may bring you to a search screen. You do not need to add any **search criteria** as you can only see your own data. Click the **Search** button.
25.	Differentiation will take place after approximately 9 months. It will document the differentiation meeting, the panel members, feedback and recommendation.
26.	Scroll down to see **Feedback** and **Recommendation** from the School.
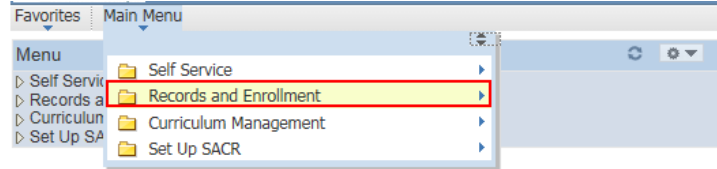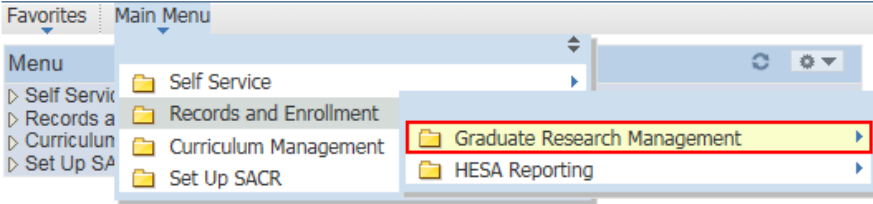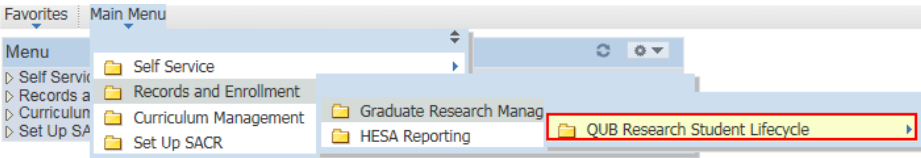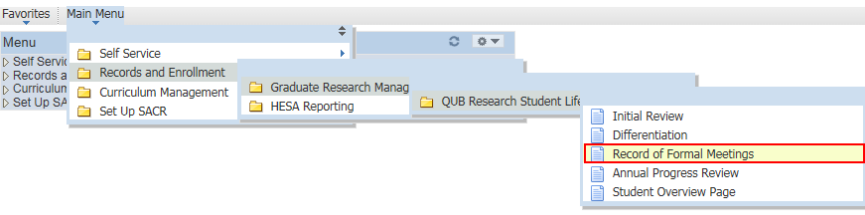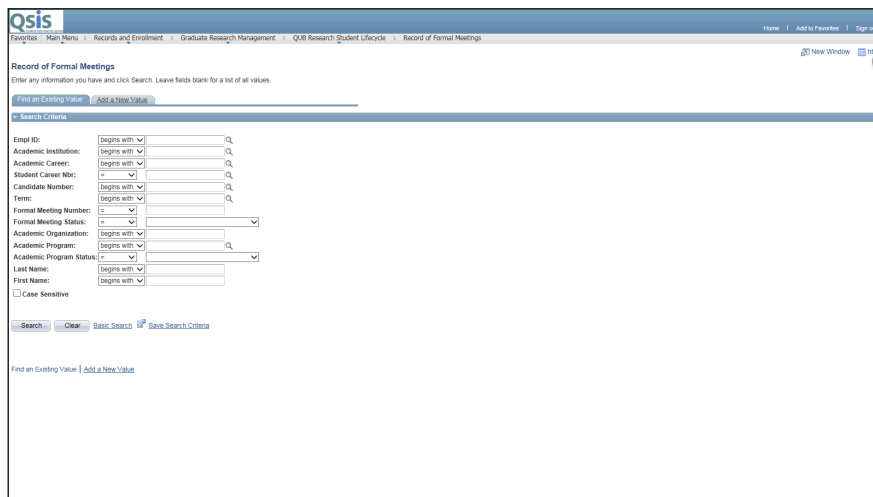
Step	Action
27.	Click **Differentiation Approval**.
28.	The confirmation section is where the Head of School/Nominee outlines whether he/she **approves the student progressing** to the next year.

3. Adding a Record of Formal Meeting

Staff and Students can enter details of formal meetings that have been held throughout a student's postgraduate research career.

Step	Action
1.	To navigate in Qsis click **Main Menu.**
2.	Click **Records and Enrollment**.

Step	Action
3.	Click **Graduate Research Management**.
4.	Click **QUB Research Student Lifecycle**.
5.	Click **Record of Formal Meetings**.

Step	Action
6.	Click the **Add a New Value** tab.

Step	Action
7.	On this page the student details need to be added. Add the **student number** in the **Empl ID** field. Next, click the **Look up Academic Institution** spyglass button.
8.	Click the **QUB** link.
9.	Click the **Look up Academic Career** spyglass button.

Step	Action
10.	Click the **Research** career. If the student has previously studied in Queens, you may see undergraduate or postgraduate rows in this box. Empl ID: 40221840 Academic Institution: QUB Academic Career: = Look Up Clear Cancel Basic Lookup **Search Results** View 100 First 1 of 1 Last Academic Career Research
11.	Click the **Look up Candidate Number** spyglass button. Empl ID: 40221840 Academic Institution: QUB Academic Career: PGR Student Career Nbr: 0 Candidate Number: 000000000000 Term: Formal Meeting Number: Add
12.	Students who have more than one postgraduate research career/ application may see more than one row. If you see more than one candidate number, please contact your School to ask which number to use. Click the **Candidate Number** link. Empl ID: 40221840 Academic Institution: QUB Academic Career: Postgraduate Research Student Career Nbr: 0 Candidate Number: begins with Look Up Clear Cancel Basic Lookup **Search Results** View 100 First 1 of 1 Last Candidate Number 000000019447
13.	Click the **Look up Term** spyglass button. Empl ID: 40221840 Academic Institution: QUB Academic Career: PGR Student Career Nbr: 0 Candidate Number: 0000000194 × Term: Formal Meeting Number:
14.	Click the correct **Academic Year** link. Empl ID: 40221840 Academic Institution: QUB Academic Career: Postgraduate Research Student Career Nbr: 0 Candidate Number: 000000019447 Term: begins with Description: begins with Look Up Clear Cancel Basic Lookup **Search Results** View 100 First 1-2 of 2 Last Term Description 2161 Academic Year 2016/17 2171 Academic Year 2017/18

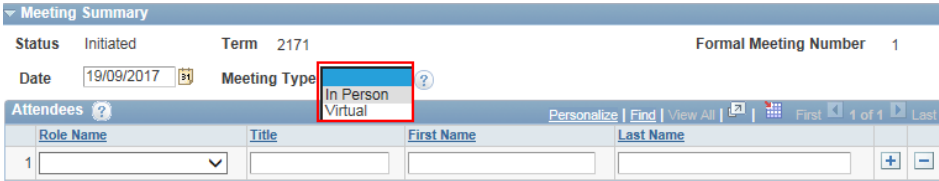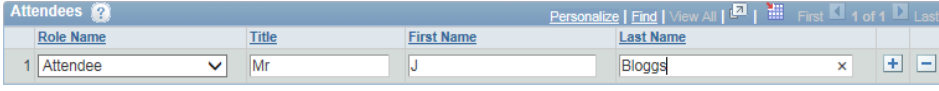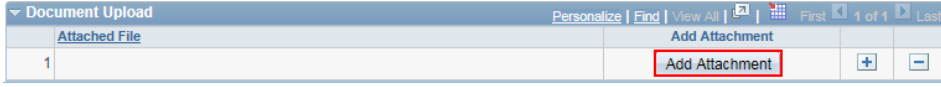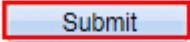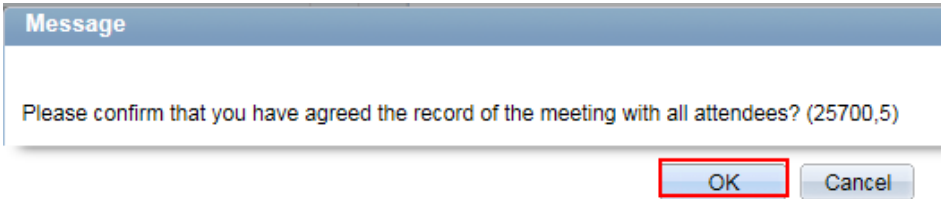| Step	Action
15.	Click the **Look up Formal Meeting Number** spyglass button. Empl ID: 40221840 Academic Institution: QUB Academic Career: PGR Student Career Nbr: 0 Candidate Number: 000000019447 Term: 2171 Formal Meeting Number:
16.	This page will only ever show **one value.** This will be the **next meeting** that needs to be added. In this instance, the first **Record of Formal Meeting** for the academic year will be selected. Click the **1** link. Look Up Formal Meeting Number Empl ID: 40221840 Academic Institution: QUB Academic Career: Postgraduate Research Student Career Nbr: 0 Candidate Number: 000000019447 Formal Meeting Number: = Look Up Clear Cancel Basic Lookup **Search Results** View 100 First 1 of 1 Last Formal Meeting Number 1

Step	Action
17.	Once all the values have been added, click the **Add** button Record of Formal Meetings Find an Existing Value	Add a New Value Empl ID: 40221840 Academic Institution: QUB Academic Career: PGR Student Career Nbr: 0 Candidate Number: 000000019447 Term: 2171 Formal Meeting Number: 1 Add

Step	Action
18.	The **Record of Formal Meetings** page will open. The information at the top will be read only. The user is required to add information under the heading **Meeting Summary.**

Step	Action
19.	Click the **Meeting Type** list and select either **In Person** or **Virtual** depending on how the meeting was conducted.
20.	The next step is to add the attendees. Click the **Role Name** and select either **Attendee or Chair.** Add the Title, First and Last Name.
21.	Press the **Plus** button to add further attendees.
22.	It is necessary to have at least two attendees including the student. It is not necessary to have a Chair.
23.	Enter the **summary** of the meeting in the first field. Enter the agreed **actions and next steps** in the second field There is a **spell check** attached to each of the text fields.

Step	Action
24.	If required, you can add attachments. Point to the **Add Attachment** button and locate the required file. Document Upload — Personalize | Find | View All | First 1 of 1 Last Attached File — Add Attachment 1 — Add Attachment — + — −
25.	Make sure that you check the date before you submit. This will default to the date that the form is being filled in. However, it should reflect the actual date of the meeting. Select the **Date** field and enter the correct date. The date format will be the standard UK format but may display in the American format depending on the defaults on your machine. Meeting Summary Status Initiated — Term 2171 — Formal Meeting Number 1 Date 19/09/2017 — Meeting Type In Person
26.	It is important that the content has been agreed by all attendees prior to submitting. If you are not 100 % certain, click the **Save** button and ask the other attendee(s) to login to Qsis to check the data. Once you are satisfied with all the data entered, click the **Submit** button. Submit
27.	**You will be asked to confirm that the content you have added has been agreed.** If appropriate, click the **OK** field. Message Please confirm that you have agreed the record of the meeting with all attendees? (25700,5) OK — Cancel
28.	Once you submit, the page will become read-only for the student, supervisor(s) and administrative staff. All users can also download any attachments.
29.	You can view all saved or submitted Records of Formal Meetings. Saved, but not submitted, meeting records will show with a status of **Initiated.**
30.	You have now completed this topic.