

Research Student Lifecycle

RSL for Students

Procedure

All research students can access details of their research studies in Qsis. The system provides students with a facility to view and manage their research progress.

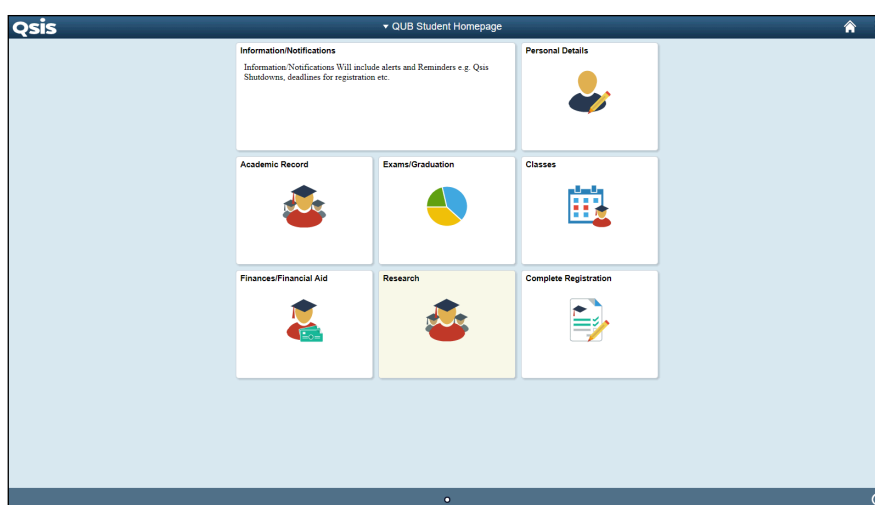
Instructions

Click **Try It** to go through this simulation at your own pace. You can follow the onscreen instructions or press **Enter** to move from screen to screen. You may need to allow Pop-ups in your browser.


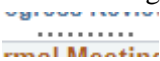

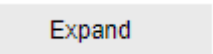
Click **Print It** to view a Microsoft Word version of the instructions.


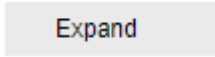

The students, supervisors and student information displayed throughout this simulation are purely fictional. No real students or student data has been used.

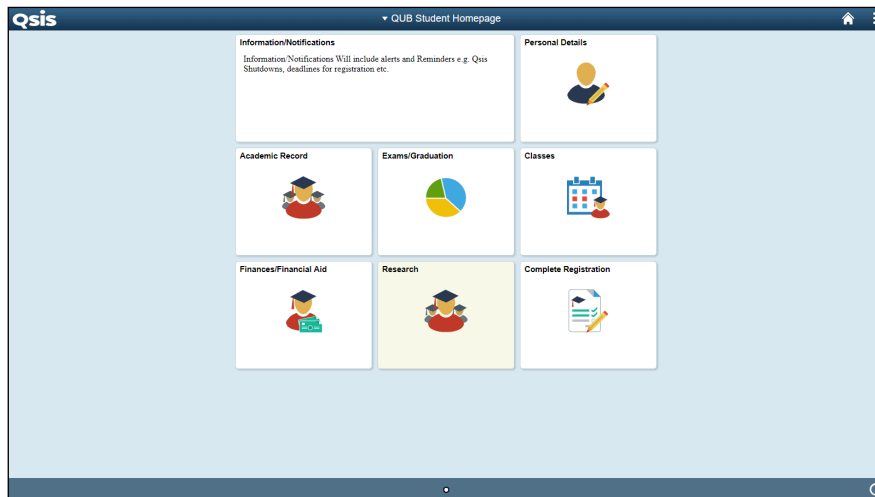
Step	Action
1.	Decision: Please make a selection from the options listed below. <ul style="list-style-type: none">• Student Overview Page Go to step 2• Viewing your Milestones and Formal Meetings Go to step 19• Adding a Record of Formal Meeting Go to step 29




Step	Action
2.	Click the Research tile

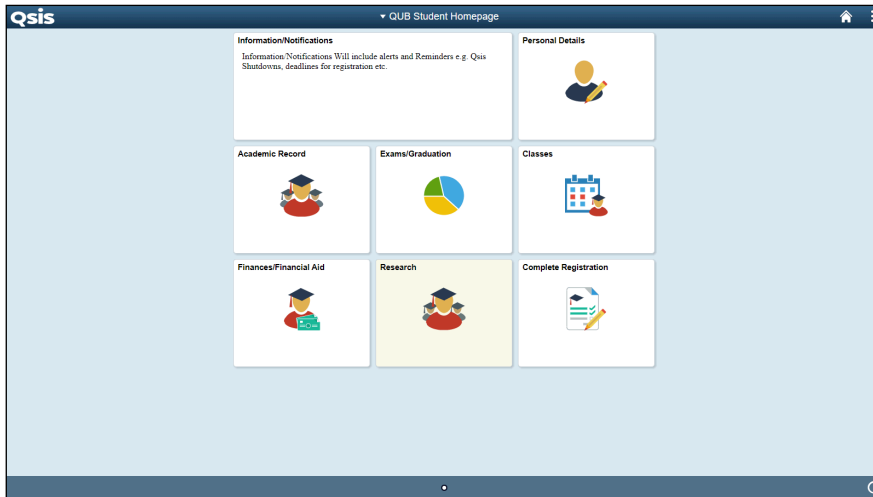
Step	Action
3.	<p>This will open up a view only page of details of your research studies.</p> <p>This data is maintained by your School.</p> <p>If you believe any of the information on the Overview page is incorrect i.e. project title, then please contact your School.</p>
4.	<p>The right side of the screen provides an overview of the main details of your studies.</p> <p>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.</p> <p>Any days on leave of absence will have been automatically removed from the Days Consumed and added to the Max Days Left.</p>
5.	<p>To see the details of your Supervisors, click on the arrow to expand the Supervisor section.</p> <p>The Thesis Management section will remain unpopulated until you have submitted your Intention to Submit ahead of your actual thesis submission.</p> <p></p>
6.	<p>Supervisors are now visible.</p> <p>If you think any of these are incorrect, you should contact your School Office.</p>
7.	<p>To the left, there are Navigation Short Cuts to other related pages.</p> <p>If your computer has a low screen resolution, you may not see all the links.</p> <p>You can drag the dotted line down to make this section larger.</p> <p></p>
8.	<p>All Navigation Short Cuts are now visible.</p>
9.	<p>Below the Shortcuts there is an area that will show how many Records of Formal Meetings you have recorded for each term.</p>
10.	<p>If you wish to see your research progress you can click the cog icon to expand this section.</p> <p></p>
11.	<p>Click Expand.</p> <p></p>
12.	<p>My Research Progress displays 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.</p> <p>When your School updates a milestone, the status will get automatically updated.</p> <p>Please note that this status indicates whether the milestones have been completed or not, and does not indicate whether it has been passed or not.</p>




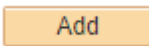
Step	Action
13.	You can scroll through your milestones by clicking and dragging the bar to the right.
14.	You can also see any leave of absences you have completed. Click the cog icon to expand section. 
15.	Click Expand . 
16.	My Completed Absences will show any completed periods of absence. It will also indicate how many days you were absent. Note: Your 'days consumed' in your summary will have stopped for the corresponding number of days.
17.	Click the Home icon to go back to the homepage. 
18.	You have now completed this topic. If you want to view another path you need to restart the simulation. To do this, click ACTIONS-RESTART PLAYBACK . If you have finished using the simulation click Finish or hit the Esc Key . End of Procedure. Remaining steps apply to other paths.




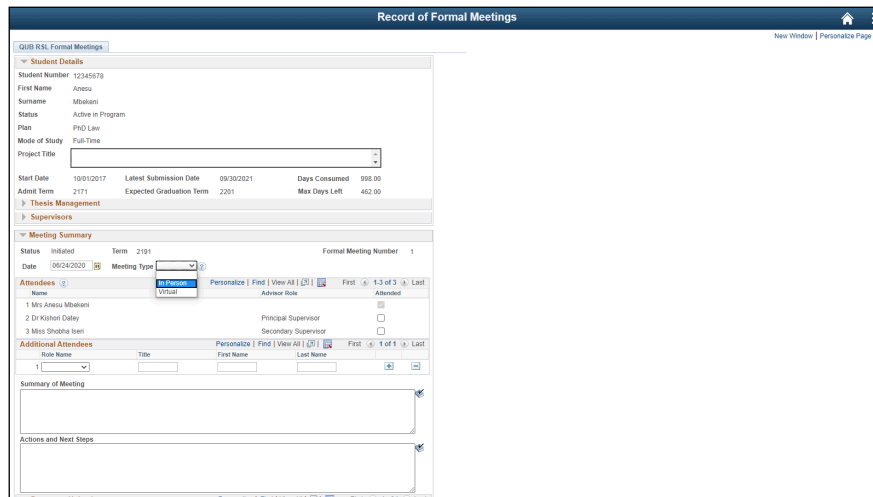
Step	Action
19.	Click the Research tile.

Step	Action
20.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> • Initial Review Go to step 21 • Differentiation Go to step 48 • Annual Progress Review Go to step 57 • Record of Formal Meetings Go to step 65
21.	<p>Click Initial Review.</p> <p>Initial Review</p>
22.	<p>Your student number and other necessary details will be filled in.</p> <p>Click Search.</p> <p>If no results are returned, then your Initial Review has not yet been added or approved. It will only appear here once it has been approved by your School.</p> <p>Search</p>
23.	<p>Following your Initial Review, this page will show you the details of who attended, and the outcome of the review.</p> <p>This information will be added by the Supervisor that attended your review meeting or by a School administrator on their behalf.</p>
24.	<p>Details about Project Titles and Recommendations are also included within the Initial Review section.</p>
25.	<p>Your Initial Review will also be approved by the Head of School or their Nominee.</p> <p>Click Initial Review Approval.</p> <p>Initial Review Approval</p>
26.	<p>In the Approval page you will see the confirmation and optional comments from the Head of School or their Nominee.</p>
27.	<p>Click the Home icon to return to the Homepage.</p> <p></p>
28.	<p>You have now completed this topic.</p> <p>If you want to view another path you need to restart the simulation. To do this, click ACTIONS-RESTART PLAYBACK.</p> <p>If you have finished using the simulation click Finish or hit the Esc Key. End of Procedure. Remaining steps apply to other paths.</p>

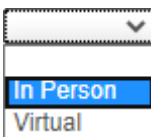


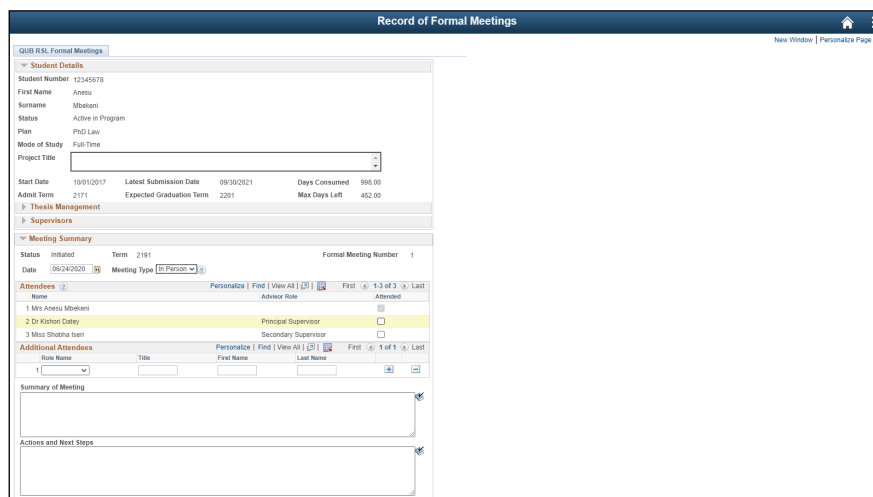
Step	Action
29.	Click the Research tile.
30.	Click Record of Formal Meetings . Record of Formal Meetings
31.	To add a Formal Meeting make sure you are on the Add a New Value tab. The first five fields will be pre-populated. However, you need to identify the term and meeting number. Click the spyglass to select the correct term . 
32.	Select the correct term from the list. 2191 Academic Year 2019/20
33.	Click the spyglass to select the Formal Meeting Number . 
34.	This page will only ever show one value. This will be the next meeting that needs to be added. In this instances, the first Record of Formal Meeting for the academic year will be selected. Click the 1 . 
35.	Once all the values have been entered, click the Add button. 

Step	Action
36.	<p>The Record of Formal Meetings page will open.</p> <p>The information at the top will be read only.</p> <p>The user is required to add information under the heading Meeting Summary.</p>
37.	<p>Click the Calendar icon to select the date the meeting took place.</p> 



The screenshot shows the 'Record of Formal Meetings' page. The 'Meeting Summary' section is expanded, and the 'Meeting Type' dropdown menu is open, showing 'In Person' as the selected option. The page includes sections for Student Details, Supervisors, Meeting Summary, Attendees, and Additional Attendees.

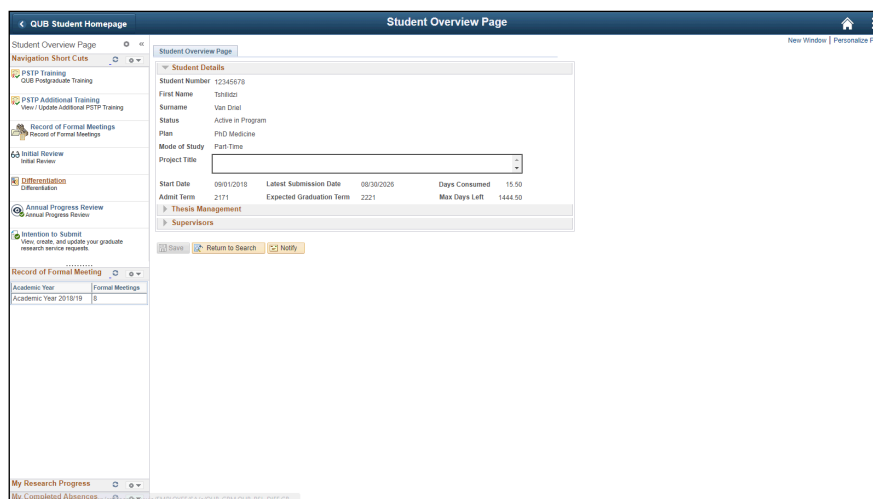
Step	Action
38.	<p>Select the Meeting Type from the dropdown.</p> 




This screenshot is similar to the previous one, showing the 'Record of Formal Meetings' page. The 'Meeting Type' dropdown menu is open, and 'In Person' is selected. The interface shows the same student and meeting details as the first screenshot.

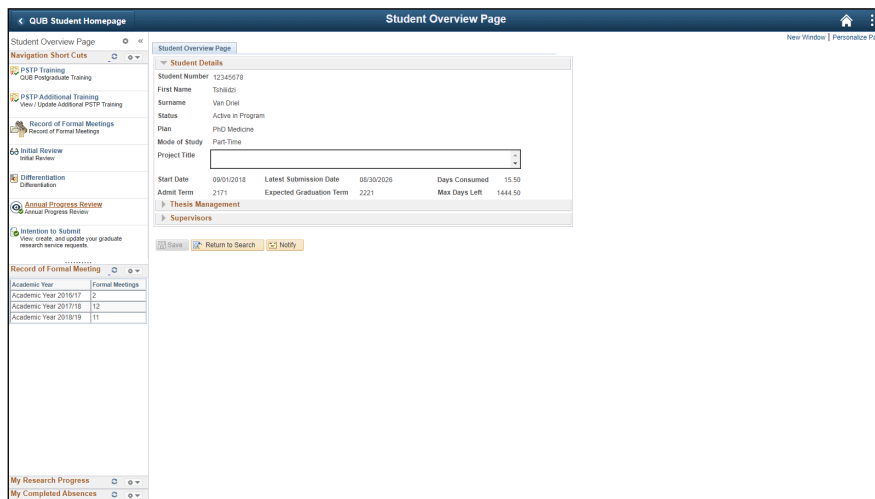
Step	Action
39.	<p>Use the tick boxes to record who attended the meeting.</p> <p>The student will always be ticked by default.</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
40.	<p>If there were any Additional Attendees at the meeting, you can use the Additional Attendees section to record this information.</p> <p>Click the +/- buttons to add and delete rows.</p> <p><input type="button" value="+"/> <input type="button" value="-"/></p>
41.	<p>Enter the Summary of Meeting and the Actions and Next Steps in the text boxes provided.</p> <p>There is a spell check attached to each of the text fields.</p>
42.	<p>If required, you can add attachments.</p> <p>Click the Add Attachment button.</p> <p><input type="button" value="Add Attachment"/></p>
43.	<p>Locate the file you want to attach by clicking Choose File.</p> <p>Once you select the file, click the Upload button.</p> <p><input type="button" value="Upload"/></p>
44.	<p>It is important that the content has been agreed by all attendees prior to submitting.</p> <p>If you are not 100% certain, click the Save button and ask the other attendee(s) to login to Qsis to check the data.</p> <p>Once you are satisfied with all the data entered, click the Submit button.</p> <p><input type="button" value="Submit"/></p>
45.	<p>You will be asked to confirm that the content you have added has been agreed by all attendees.</p> <p>If appropriate, click OK.</p> <p><input type="button" value="OK"/></p>
46.	<p>Once you submit, the page will become read-only for the student, supervisor(s) and administrative staff.</p> <p>All users can still download any attachments.</p>

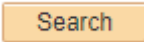
Step	Action
47.	<p>You have now completed this topic.</p> <p>If you want to view another path you need to restart the simulation. To do this, click ACTIONS-RESTART PLAYBACK.</p> <p>If you have finished using the simulation click Finish or hit the Esc Key. End of Procedure. Remaining steps apply to other paths.</p>




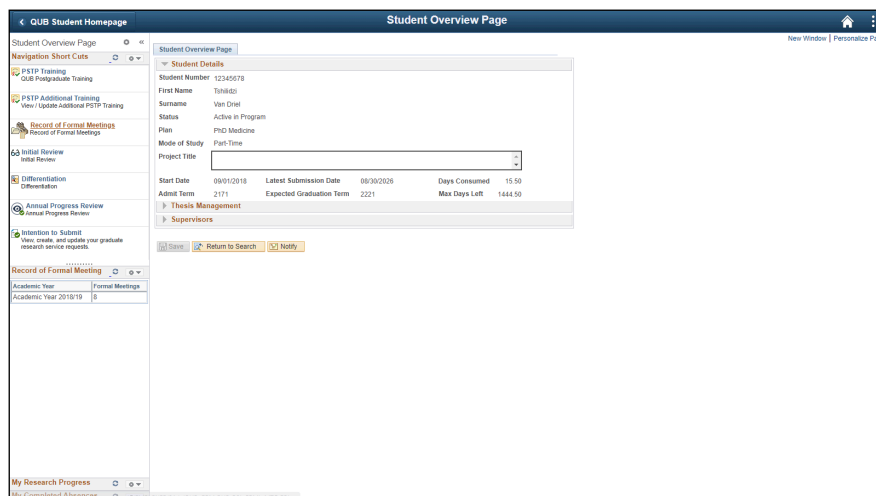
Step	Action
48.	<p>Click the Differentiation link.</p> <p>If no results are returned, then your Differentiation has not yet been added or approved. It will only appear here once it has been approved.</p> <p>Differentiation</p>
49.	<p>Differentiation will take place approximately 9 months after you start your studies.</p> <p>It will document the differentiation meeting, the panel members, feedback and recommendation.</p>
50.	<p>Feedback and the Recommendation from the School can be viewed here.</p>
51.	<p>Your School may also have added attachments.</p>
52.	<p>You will be able to view any documents uploaded by clicking View Attachment.</p> <p>View Attachment</p>
53.	<p>The Head of School or their Nominee will also have approved your Differentiation.</p> <p>Click Differentiation Approval to view the approval.</p> <p>Differentiation Approval</p>


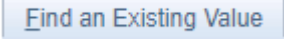
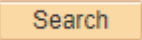

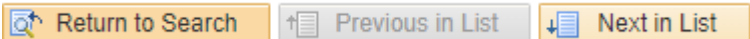
Step	Action
54.	The confirmation section is where the Head of School/Nominee outlines whether he/she approves the student progressing .
55.	Click the Home icon to return to the Homepage . 
56.	You have now completed this topic. If you want to view another path you need to restart the simulation. To do this, click ACTIONS-RESTART PLAYBACK . If you have finished using the simulation click Finish or hit the Esc Key . End of Procedure. Remaining steps apply to other paths.



Step	Action
57.	Click Annual Progress Review . <u>Annual Progress Review</u>
58.	Due to the 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. 

Step	Action
59.	<p>This will return a list of all your Annual Progress Reviews. They are named RSL_APR followed by a number e.g.</p> <p>RSL_APR1 RSL_APR2</p> <p>Select the appropriate APR.</p> <p>RSL_APR2</p>
60.	This will bring you to your data.
61.	<p>Similar to Initial Review and Differentiation, these pages are view only with the data added by your School.</p> <p>Annual Progress Reviews are also subject to approval by the Head of School or their nominee. To view this click Annual Progress Approval.</p> <p>Annual Progress Approval</p>
62.	This page will show the Confirmation and comments from the Head of School.
63.	<p>Click the Home icon to return to the Homepage.</p> <p></p>
64.	<p>You have now completed this topic.</p> <p>If you want to view another path you need to restart the simulation. To do this, click ACTIONS-RESTART PLAYBACK.</p> <p>If you have finished using the simulation click Finish or hit the Esc Key. End of Procedure. Remaining steps apply to other paths.</p>



Step	Action
65.	Click Record of Formal Meetings . 
66.	To view your existing Formal Meetings you need to click Find an Existing Value . 
67.	You do not need to add any search criteria as you can only see your own data . Click the Search button. 
68.	Select the appropriate meeting. Remember that there should be a minimum 10 meetings per term for full-time students. Part-time or Thesis Only students should have a minimum of 6 meetings. To identify the term take the number e.g. 2181 and add a zero after the first digit. This will give you the term that started in 2018 followed by the control number 1 which is the default. 
69.	You can review your meetings including downloading any attachments.
70.	If you wish to review another meeting, click the Return to Search button or use the Previous in List and Next in List buttons to cycle through your meetings. 
71.	You have now completed this topic. If you want to view another path you need to restart the simulation. To do this, click ACTIONS-RESTART PLAYBACK . If you have finished using the simulation click Finish or hit the Esc Key . End of Procedure.