

## **Research Student Lifecycle (RSL) FAQs**

### **Adding Formal Meetings**

#### **How do I record a formal meeting with my supervisor(s)?**

You can view a simulation that will guide you through the steps to add a record of a formal meeting by clicking [here](#).

---

#### **How often should I have a formal meeting?**

It is for you and your supervisor to agree on how often you meet. This must be no less than 10 times in an academic year, ideally once a month (adding up to 12). This can be once every other month in a Thesis Only year. Part-time students can also meet every other month.

Half of your formal meetings must include any secondary/tertiary/external supervisors.

It is your responsibility to organise these meetings and ensure they are recorded in Qsis.

---

#### **What counts as a formal meeting?**

Any meeting during which you and your supervisor(s) have discussed your research can be counted as a formal meeting. This can include a meeting with your supervisor(s) via video chat e.g. Skype.

Video chat should be recorded as a virtual meeting.

---

#### **Who should record the formal meeting?**

Formal meetings are usually recorded by the research student. Meetings can also be recorded jointly at a meeting.

---

#### **Once I have input the details of my formal meeting, can I click Submit?**

The 'Submit' button should only be clicked once you and your supervisor have agreed upon the contents of your formal meeting. Instead, it may be good idea to click 'Save' and liaise with your supervisor via email. Once they have had a look at and confirmed the details you have included, you can proceed to press the 'Submit' button.

---

#### **What type of attachments can I add and how large can they be?**

Attachments can only have the following extensions \*.doc, \*.docx, \*.xls, \*.xlsx, \*.pdf, \*.odf, \*.odt, \*.pps, \*.ppt, \*.pptx, \*.rtf, \*.txt.

The maximum size of any single attachment is 10 MB.

Attachments must only have one full stop and must not contain non-standard punctuation.

---

**When exactly does the Academic Year 2018/19 refer to?**

This refers to the period from 1<sup>st</sup> of October 2018 to the 31<sup>st</sup> of September 2019. The full description is available from the spyglass available next to the field.

---

**What is a Student Career Number and Candidate Number?**

If this is the first research degree you have studied at QUB, your Student Career Number will be 0. If this is your second research degree at QUB, it will be 1.

Each student is allocated a random candidate number. This is used by the system throughout your studies.

For a small number of students with more than one research degree they will also have more than one candidate number. It is important that you select your active career number/candidate number.

---

**General FAQs****The days are displaying with American dates – how do I correct this?**

Dates display according to your browser and computer settings. This is not something you change in Qsis. You will need to change your settings from the American format to the British format.

---

**My project title is blank – how do I get this added?**

Project Title

It is the responsibility of your School's administrative staff that to add your title. Please allow some weeks after you start for this data to be added. If this is still blank 4 weeks after you start please contact your School's Postgraduate Research administrator.

---

**When will the results of my Initial Review/Differentiation appear in Qsis?**

Your Initial Review should take place approximately three months after you begin your studies. It will be added to Qsis by the School in the weeks following the meeting.

Your Differentiation will take place approximately nine months after you begin your studies. For your first year of study, Differentiation will take the place of your Annual Progress Review (APR). It will be added to Qsis by the School in the weeks following the meeting.

---

**What are my days consumed?**

On your Student Overview page, you will see the words 'Days Consumed' next to a number. This refers to the days that have passed since you began your research at QUB. The number will change daily unless you are a part-time student, in which case the number will increase by one every two days.

Start Date	08/01/2018	Latest Submission Date	07/01/2022	Days Consumed	303.00
Admit Term	2171	Expected Graduation Term	2201	Max Days Left	1157.00

Standard PhD students generally have 3 years (3 x 365) in days of research and some students will also require additional time to write-up in a Thesis Only year (1 x 365). This gives a total of 1460 days. Not all students will require a Thesis Only year or the full 3 years of research.

---

### **My Start Date on my Overview page is not correct. How can I amend this?**

Let your School know immediately if you notice an error with your Start Date. Your School will then escalate the issue to Qsis Support who can amend this. It is very important that you make this known as soon as possible.

Start Date	08/01/2018	Latest Submission Date	07/01/2022	Days Consumed	303.00
Admit Term	2171	Expected Graduation Term	2201	Max Days Left	1157.00

---

### **I need to take a leave of absence, how will this affect my Days Consumed?**

You should communicate the details of your leave of absence to your School immediately. If your request for a leave of absence is approved, they will contact Qsis Support. The 'clock' on your days consumed will then freeze and begin once again when you return.

On your return your Student Overview page will indicate the number of days the 'clock' stopped.

---

### **I can see a 'Panel Member' that I do not recognise under the 'Supervisors' tab on my Student Overview Page. Who is this?**

A panel member is an external figure who may be present at your Differentiation or Annual Progress Review(s). Some students will see a panel member's name included under the 'Supervisors' tab on their Student Overview Page for the entire duration of their postgraduate research career. For others, a panel member's name may appear for a short time only.

---

## **Postgraduate Skills Training Programme (PSTP Training)**

### **Do I need to record my training?**

All full-time PhD students must have at least 30 days of training during their 3 years of research. These can include, but are not limited to,

- Formal courses which take place in the Graduate School
- External courses
- Attendance at conferences

- Presentations at conferences
- Poster presentations
- School Inductions

You should discuss with your supervisor exactly what type of training is appropriate to record for your studies.

---

#### How can I record any training I have done?



1. Any formal training courses that you have signed up for via MyFuture will be added manually by staff and can be accessed from your overview page under the PSTP Training link. This will be added to Qsis end the end of each month by the Graduate School.
2. You will need to manually add any additional training that you have undertaken under PSTP Additional Training. You must input the details of the training and its duration e.g. 1 day = 1.0, half day = 0.5, anything less than half day = 0.25