



STUDENT USER GUIDE

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Introduction

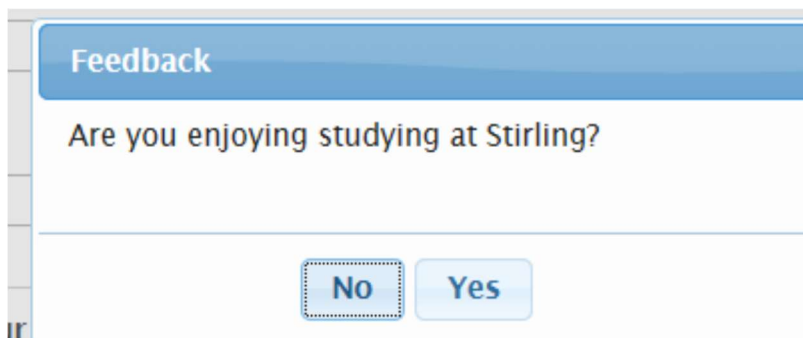
Research Compass is the online system used to support research students at Stirling and is a one-stop web-based system providing a framework of support, formal and informal progress monitoring and an interactive skills development and skills training system for our research postgraduate community.

Accessing Research Compass

To access Research Compass, log in to the portal. Go to the “My Student Life” panel, then click “**Research Compass**” and you will be taken in to the system:

Push Poll Question

From time to time you will be required to answer a push poll question before proceeding. Questions will be short with a single click response required - along the lines of that displayed below:



Please click ‘yes’ or ‘no’ to answer the question. Once you have answered you will proceed to your Research Compass.

‘Help’ and exiting Research Compass

At the top of the page on the left hand side underneath the Research Compass logo, there is a ‘home’ and a ‘contextual help’ button:



These buttons will remain at the top of the page regardless of which tab you are in. If you wish to exit Research Compass and go back to the portal, click the ‘home’ button then click ‘yes’:

If you click the ‘contextual help’ button, this will give you guidance relevant to the tab you are in, for example:



Help with the Home Items:

The University of Stirling wins top prize! ([Read details](#))

"Read details" can be clicked to visit the appropriate link

How to:

select a category

Contact:

select a contact

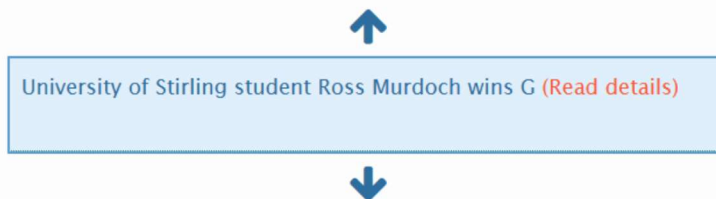
Start typing to see a list of matching items

Press enter or click on the item to see the appropriate details

Home tab

News Items

The first thing you will see on the home tab is news items. These will typically be University and/or research student specific items. Use the arrows to scroll up and down through the news items. If you would like further information, click on "read details":



You will then be taken to the relevant article:



Compass Comments/Suggestions

The feedback feature allows you to leave your comments on Research Compass. Simply enter your comments in the text box and click 'Submit Feedback' as shown below:



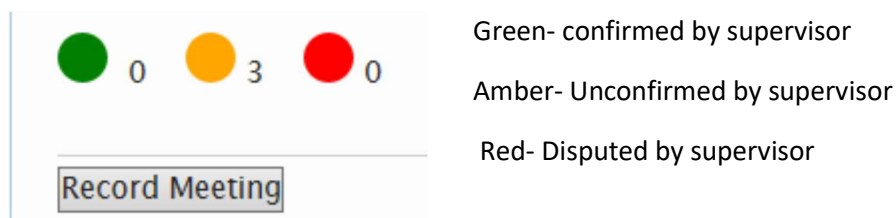
The screenshot shows a web form titled "Compass Comments/Suggestions". It features a speech bubble icon to the left of the title. Below the title is a large text input field with the placeholder text "Enter your comments here". At the bottom left of the form is a blue button labeled "Submit Feedback".

Meeting tab

The meetings tab allows you to keep a record of meetings with your supervisor and search for information relating to previous meetings.

1. Record
2. Search

Traffic lights show confirmed, unconfirmed and disputed meetings:



Record a formal meeting

To record a meeting, click 'record meeting' and enter details of the meeting as shown below:

Meeting details

Student: 22302903/1

Meeting With: [22302903/1 v]

Meeting Date: 24 July 2014

Meeting Type: Face to Face v

Meeting Notes: At this meeting we reviewed my work to date. I will write the next chapter before my next meeting.

Project progress: ★★☆☆☆

You also have the option to add any tasks you or your supervisor agreed to complete. An example is shown below:

Add Task:

Who: [22302903/1 v]

When: 1 September 2014

What: Write chapter 4

Once you have finished entering your meeting details, click 'record meeting'. This will appear in your list of meetings:



This will remain amber with a question mark until confirmed by your supervisor.

[Keyword search of recorded meetings](#)

The search function allows you to quickly pick out information relating to a particular meeting by searching using a keyword.

When the search finds a result, the relevant meeting(s) is highlighted. You can then click in to the meeting and view the information you searched for.

[Skills analysis tab](#)

The skills analysis questionnaire is based on the [Vitae Researcher Development Framework](#) and lists the attributes of a well-rounded researcher. When you click in to each skill, you will be asked

questions about your level of experience, evidence of that experience level and how you might try to improve your skills in that area.

Use the slider to indicate your level of experience, answer the questions and save your answer:

Teaching

In this area I have **moderate** experience

Why did you select this value and if appropriate, how will you improve it?

I have taught seminars for two different modules

Edit Answer

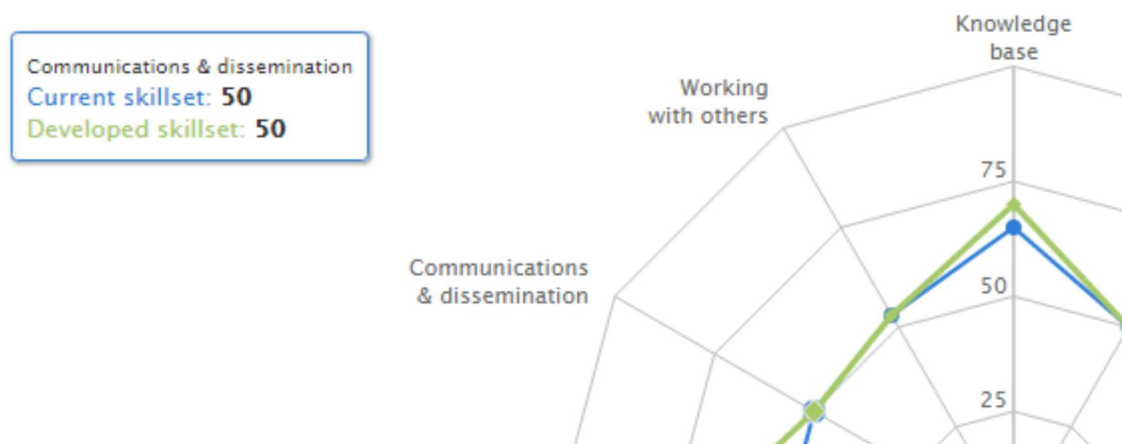
Save Answer

You can come back and answer the skills analysis questions at any time. Once your skills analysis is complete, click submit skills analysis". This will unlock the Skills Matrix and Skills Development tabs as shown below:

Home	Meetings	Skills Matrix	Skills Development	Skills Analysis	Calendar	Ongoing	Formal Staff	Portfolio
You have successfully completed your skills analysis!								
Knowledge and intellectual abilities		Personal effectiveness		Research governance and organisation		Engagement, influence and impact		
Knowledge base								(7 of 7 answered)
Cognitive abilities								(5 of 5 answered)
Creativity								(5 of 5 answered)
Personal qualities								(6 of 6 answered)
Self-management								(5 of 5 answered)
Professional and career development								(5 of 5 answered)
Professional conduct								(7 of 7 answered)
Research management								(3 of 3 answered)
Finance, funding and resources								(3 of 3 answered)
Working with others								(8 of 8 answered)
Communication and dissemination								(3 of 3 answered)
Engagement and impact								(6 of 6 answered)

Skills matrix tab

The skills matrix is a graphical representation of your current and developed skills which is driven by how you answered the skills analysis and skills development tabs. If you hover your cursor over a particular skill, your current and developed skillset scores for that skill will display:



If you would like to find out what each skill involves, double click on any skill to see an explanation as shown below:

Explanation of skill

Communications & dissemination

- Communication methods
- Communication media
- Publication

Improve Skills

If you click “improve skills”, you will be taken directly to the skills development tab where you can complete information on developing your skills:

Communication and dissemination

Current skill score: 50
Tasks in progress: 0
Development score: 50

Skill to develop: By when: This is worth:

Add development task

Current Tasks:
No current tasks for this category

Completed Tasks:
No completed tasks for this category

When you update information in your skills development tab, your skills matrix will reflect changes to your skills levels.

Skills development tab

The skills development tab allows you to record information on developing each of your skills. This interlinks with the skills matrix and the skills analysis tabs.

For each skill you will be able to add a development task (record the skill you wish to development and a timescale for this) and register for any relevant training courses which are running.

To add a development task, click in to one of the skills and fill in the information. Once finished, click “add development task”. An example is shown below:

Engagement and impact

Current skill score: 36.5
 Tasks in progress: 0
 Development score: 36.5

Skill to develop: By when: This is worth:

[Add development task](#)

Once you have recorded the development task, you will be able to mark this as completed, or delete it as shown below:

Engagement	01/10/2014	+20	Delete	Completed
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If a training course is available, you will be able to click “add training course” (if none are available, this option will be greyed out). After you have clicked this, details of the course will appear. If you would like to sign up for this course, click “register”. An example is shown below:

Choose which SGS training course to register on ✕

Name: Research Methods
Start Date: 15/09/2014 (09:00)
End Date: 19/09/2014 (17:00)
Location: Stirling campus
Presenter: Professor Smith

Skill Values:
 Finance, funding (+10)
 Knowledge base (+10)

Precursory Information: To learn about research methods.

[Register](#) [Cancel](#)

Once you have registered, this will be recorded (shown below). If you no longer wish to take part in the course, click “withdraw from course”.

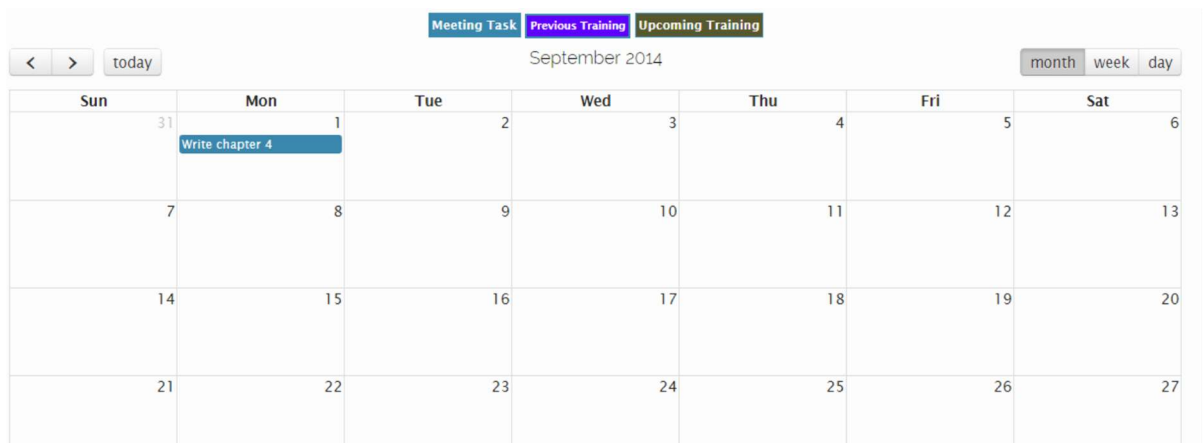
Current Courses:

Research Methods	15/09/2014 (09:00)	REGISTERED	Withdraw from course
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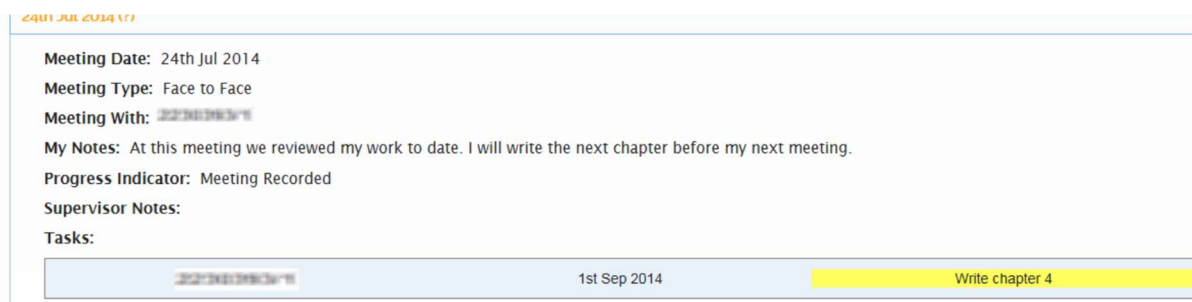
To see at a glance a summary of your skills development, click “view report” at the top of the list of skills.

Calendar

Tasks recorded in supervisory meetings, any training you have taken or are due to take and institutional milestones are displayed in the calendar. You will be able to see this in day, week or month view. An example is shown below:



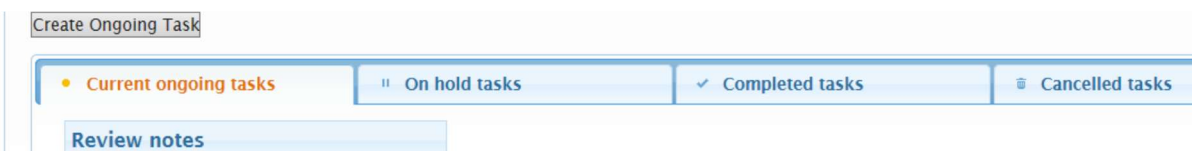
If you click on a task or training course, you will be taken to the section where you originally recorded the information, for example the relevant meeting:



Ongoing tab

The ongoing tab helps you to manage your workload by creating a list of the tasks you need to undertake. You can add a task by clicking the “create ongoing task” button. Give the task a name and click “create”:

When you create a task, it will automatically appear in the current on-going tasks category:



You can move the task to one of the other categories by selecting the task and dragging and dropping it to the appropriate heading:

Create Ongoing Task

Current ongoing tasks
 On hold tasks
 Completed tasks
 Cancelled tasks

[Review notes](#)

You will then find the task under the heading you have moved it to.

Formal stuff

The formal stuff tab allows you to manage the administrative aspects of your research degree.

Within this tab you can:

- View information relating to your progress, progress reports and formal meetings
- Apply for leave of absence, annual leave and fieldwork
- View your academic details
- View/edit your personal and next of kin details
- Submit notification of your thesis title

Click on one of the categories, for example “leave of absence”. Within this tab you will see a record of any leave of absence records you have made and a function to request a leave of absence. Click on the “request leave of absence” button to make a new application and fill in the details. An example is shown below:

Apply for leave of absence ✕

Principal Supervisor:

Leave starts: Leave ends:

Reason:

Please attach supporting documents below (e.g. medical certificates) where necessary:

No file chosen

No file chosen

No file chosen

Once you have filled in the details and attached any supporting evidence required, click “confirm application”. This will then appear in your record of current applications:

Current Applications

From	To	Application Date
05/10/2014	07/11/2014	02/10/2014

If, for example, you are ready to submit your thesis title, click on “notification of thesis title”. Answer the questions and fill in the details. When you have completed this, click “submit”:

Notification of thesis title

Details of how your thesis should be formatted can be found [here](#). Please note that the maximum permissible word count for your thesis is 60000. This figure includes appendices, but not bibliographies and references.

Are you, or have you been, a member of academic staff or a recognised teacher of the University? Yes No

Have you been in receipt of a staff fee waiver? Yes No

Title of Thesis:
Please clearly indicate upper and lower case letters

I wish to submit for the award of Doctor of Philosophy a thesis consisting of contextualised publications Yes No

Proposed Date of Submission of Thesis:

Once you have clicked “submit”, you will see a record of submission:

Notification of thesis title

Thesis title submitted (19/8/2014)

For guidance on other categories in the Formal Stuff tab, please see the contextual help feature.

Portfolio

The portfolio tab enables you to record details of events and teaching you have been involved in during your research degree. To add information, click on one of the categories, for example “events”. You will see a record of any previous publications and the option to add a publication. Click “Record Event” and fill in the information. An example is shown below:

Record your event

Name:

Start Date:

End Date:

Event Type:

Location

Notes:

Enter your notes here

When you have completed the information, click “save” and a record of this will be saved in your list of events:

Home Meetings Skills Matrix Skills Development Skills Analysis Calendar Ongoing Formal Stuff Portfolio

Publications

Events

Record Event

Name	Start Date	End Date	Type	Notes
Relationship management	08/11/2018	08/11/2018	Conference	Gave a paper on UK-SCL

Teaching