



Postgraduate Certificate In Research Professional Development



What is NEPTUNE

NEPTUNE is the PGR Monitoring system used by students in the Engineering and HaSS Faculties. Your student will use NEPTUNE for the annual review, and an additional section of NEPTUNE has been developed to host the main PG Cert RPD interface, allowing the student to read about available activities, record completed activities, upload evidence, and complete the assessments for each PG Cert RPD class.

As a supervisor, you will be able to review the activities available to the student, monitor their progress by reviewing the activities the student has recorded, accessing the portfolio of evidence, and approve any assessments your student has completed.

Quick Reference Guide:

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Logging in to NEPTUNE

The best resource for finding out about the activities available to students in the Engineering and HaSS Faculties is the NEPTUNE PGR monitoring system:

<http://www.sbs.strath.ac.uk/neptune/>

Click on 'GO TO LOGIN PAGE' (circled in red in the figure below):

University of Strathclyde **NEPTUNE**
University of Strathclyde, Glasgow, Scotland

NEPTUNE is an information system used at Strathclyde University.

Login to NEPTUNE using your **Strathclyde University DS account**. The username is of the form e.g. ifs01234 **GO TO LOGIN PAGE**

→ [Student Guide to Neptune](#)

NEPTUNE Administrators

- Business School - sbs-rke@strath.ac.uk
- Engineering - c.brady@strath.ac.uk
- Humanities and Social Sciences - hass-postgrad@strath.ac.uk

NEPTUNE

- NEPTUNE has **5074** users
- NEPTUNE supports **13** classes

ACCOUNT

- If you are unable to login to NEPTUNE then contact d.crowe@strath.ac.uk

NEPTUNE Systems Administrator d.crowe@strath.ac.uk

Enter your DS **username** and **password** in the Institutional Login page that appears:



Institutional Login

www.sbs.strath.ac.uk A service provider needs you to login using your University ("DS") credentials (username and password)

Username

Password

You have been redirected here by another website, log in and you will be returned to the site.

Remember: to properly log out of any resource, you should always end your browser session.

Queries should be addressed to the [IT Helpdesk](#).



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Following a successful login, you will see information on your home page that depends on the roles you have been assigned in NEPTUNE. If you supervise a number of students, you will see a list of your students, their start date and degree type. Clicking on a student's name will take you to their NEPTUNE record:

A screenshot of the NEPTUNE web application interface. At the top, there is a navigation menu with links for HOME, CLASSES, RESOURCES, SEARCH, EMAIL, PROFILE, ABOUT, and a LOGOUT button. Below the menu is the NEPTUNE logo and the text "University of Strathclyde, Glasgow, Scotland". The main content area shows a user profile for "G, M" with options to "Upload Photo" and "Edit User". Below this is a dropdown menu for "Degree" set to "PhD", with links for "View", "Edit", "Reviews", and "PG Certificate Activities" (the last link is circled in red). A table below lists various fields: Name, Title, Gender, Nationality, Visa, Special Needs, Neptune Roles, Total Logins (44), and Last Login (8 Jul 2015 11:23). The "Total Logins" and "Last Login" rows are circled in green.

From this record you can access the annual review form, and see the **Total Login** and **Last Login**. Clicking on the **PG Certificate Activities** link will take you to the PG Cert RPD record of the student.



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Viewing a PG Cert RPD student record

This will bring up the NEPTUNE activities home page of your student. There three main sections: information about the class assessments (see 1 below), an annual summary of credits (see 2 below), a summary of activity (see 3 below). There is also a link to the list of activities available to the student (see 4 below), and information about the status of any submitted assessments (see 5 below).

HOME CLASSES RESOURCES SEARCH EMAIL PROFILE ABOUT
LOGOUT

NEPTUNE

University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development

M, C - PhD

4 → List of activities available to C M

The record of C M in completing activities for the PG Certificate in Researcher Professional Development is shown below.

1 **Class Assessment**

| Class | Status |
|--|-----------------------------|
| RD901 Knowledge and Intellectual Abilities (20 credit) | 5 Approved |
| RD902 Personal Effectiveness (10 credit) | Awaiting Student Submission |
| RD903 Research Governance and Organisation (10 credit) | Awaiting Student Submission |
| RD904 Engagement, Influence and Impact (10 credit) | Awaiting Student Submission |
| RD905 Elective (10 credit) | Awaiting Student Submission |

2 **Annual Summary of Credits**

| Year | Credits |
|-----------|----------------|
| 2013/2014 | 19 |
| 2014/2015 | 36 |
| | 55 / 60 |

3 **Summary of Activity**

| Activity | RD901 | RD902 | RD903 | RD904 | RD905 |
|--|-------|-------|-------|-------|-------|
| 1 Postgraduate Research Student Induction | | 1 | | | |
| 2 Planning Your Professional Development as a Researcher | | 1 | | | |
| 3 Obtaining external travel and training funds | | | 1 | | |
| 4 Poster Presentation at National Conference | | | | 5 | |
| 5 How to be an Effective Researcher | | 1 | | | |
| 6 EndNote | 1 | | | | |

Figure 1: PG Cert RPD student record



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Accessing a list of activities

Selecting the List of Activities Available to <student name> link (see 4 in Figure 1: PG Cert RPD student record) will take you to a list of all the activities available to your student:

HOME CLASSES RESOURCES SEARCH EMAIL PROFILE ABOUT LOGOUT



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University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development

A , A - PhD

→ [Activities home](#)

There are 145 activities available to

Click on an activity for more details.

| Activity | Credits | RD901 | RD902 | RD903 | RD904 |
|--|---------|-------|-------|-------|-------|
| Developmental - Career Development & Networking | | | | | |
| Achievement of an award or prize | 1 | | Yes | | |
| Membership of a professional networking group and participation in events | 1 | | Yes | | |
| Significant engagement in external careers activities (e.g. careers fairs, interviews) | 1 | | Yes | | |
| Developmental - Citizenship | | | | | |
| Being a mentor/mentee | 1 | | | | Yes |
| Department ambassador | 1 | | | | Yes |
| Elected member of a university organisation | 3 | | Yes | | |
| Elected member of an external organisation | 3 | | Yes | | |
| Membership of a Professional Body | 1 | | Yes | | |
| Sitting on a departmental committee (minimum 4 meetings) | 1 | | | Yes | |
| Sitting on a faculty committee (minimum 4 meetings) | 1 | | | Yes | |
| Sitting on a student committee or organisation (minimum 4 meetings) | 1 | | | | Yes |
| Sitting on a university committee (minimum 4 meetings) | 1 | | | Yes | |

The activities are organised by the hierarchy described in the [support for students guide](#). The activities are grouped by level of provision (department, Faculty, University, developmental) and the provider (department name, Faculty name, University provider such as the RDP programme, or the type of development activity such as Career Development and Networking). The initial view gives the title of the activity, the number of credits associated with the activity, and which class the activity contributes to.



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Accessing an individual activity

Clicking on the title of the activity will take you to more detailed information about the activity. The information includes: the level and provider of the activity, the class it contributes to, the credit value, the number of times the activity can be completed, if a compulsory upload is required, any official class code associated with the activity, contact information (the person to contact for more information about the activity), a brief description of the activity, the booking method, and any conditions attached to the activity relating to the evidence:

HOME CLASSES RESOURCES SEARCH EMAIL PROFILE ABOUT LOGOUT

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Achievement of an award or prize

→ | [Activities home](#)

| | |
|--|--|
| Level of Provision | Developmental |
| Provider | Career Development & Networking |
| Class | RD902 <i>Personal Effectiveness</i> (10 credit) |
| Credits | 1 |
| Number of Times Activity can be added | 1 |
| Portfolio of Evidence | Files are required to be uploaded for this activity |
| Class Code | |
| Contact | |
| Description | Participants will have their research activity recognised by an award or prize. This could be through a professional body for best student paper, or a prize for best presentation at a conference. The award should be directly related to your research and you should upload evidence of the prize. |
| Booking Method | N/A |
| Conditions | See activity description for upload requirements |

NEPTUNE Systems Administrator d.crowe@strath.ac.uk

This is the primary source of information for students planning what activities to complete, and students should follow the booking instructions when they have chosen an activity. The conditions will provide any additional information about the evidence required, for instance all half-day workshops from the Researcher Development Programme will require a short assignment to be uploaded along with the evidence of attendance.



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Reviewing your student's progress

Once the activities have been saved the number of credits will appear under the appropriate class in the Summary of Activity table, number 3 in Figure 1: PG Cert RPD student record. The summary shows the activities the student has recorded against each of the classes. The bottom of the table gives a running total of the number of credits added to each class:

Summary of Activity

| Activity | RD901 | RD902 | RD903 | RD904 | RD905 |
|---|-------|-------|-------|-------|-------|
| Workshop Attendance | 1 | | | | |
| 2 Your CV, Preparation for Interview and First Career Steps | | 1 | | | |
| 3 Obtaining departmental travel funds | | | 1 | | |
| 4 Membership of enterprise club/society and attendance at enterprise events | | | | 1 | |
| 5 Being a mentor/mentee | | | | | 1 |
| 6 Introduction to NVivo 10 | 2 | | | | |
| 7 Elected member of a university organisation | | 3 | | | |
| 8 Enhancing your Employability | | 1 | | | |
| 9 Obtaining external research funds (* 50k) | | | 5 | | |
| 10 Organisation of Postgraduate Research Presentation Day | | 5 | | | |
| 11 Experimental Methods: Experimental Reports | 10 | | | | |
| 12 Internship/work placement with external partner | 8 | | | | |
| 13 Workshop Attendance | 1 | | | | |
| 14 Demonstration/Tutoring | | | | 2 | |
| 15 Interview Success for Postgraduate Researchers | | | | | 1 |
| 16 CAPM exam preparation and exam | | | 5 | | |
| 17 Competing in an enterprise competition | | | | 5 | |
| 18 Oral Presentation at Peer-reviewed International Conference | | | | | 10 |
| | 22 | 10 | 11 | 8 | 12 |

Some activities are worth a range of credits depending on the amount of time spent on the activity. If an activity is worth a variable number of credits, the range of credits on offer can be seen in the credits column of the list of activities in the Activity Description page:

| External - Knowledge Exchange | | | | | |
|--|---------|-----|--|--|-----|
| Demonstration/Tutoring | 1 to 5 | | | | Yes |
| Entry in a international reseach-related competition | 3 | | | | Yes |
| Entry in a national reseach-related competition | 2 | | | | Yes |
| Entry in a university reseach-related competition | 1 | | | | Yes |
| Internship/work placement with external partner | 5 to 20 | Yes | | | |



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Activities with multiple credits

Students are responsible for selecting the most appropriate number of credits for activities that offer a range. You do not need to know which activities have a range of credits, but you should check that the evidence confirms the number of credits recorded, using the rule that 1 credit equals 10 hours of active engagement.

Multiple credits can apply to activities that occur regularly, but only last for a fraction of a day. Examples of this might be a seminar series, or teaching and demonstrating. In this instance the student should multiply the length of each seminar by the number of seminars attended. For example, if the student attended 5 seminars that lasted for 2 hours each, the student would be eligible to select 1 credit under the appropriate class. Teaching and demonstrating works in a similar way, but should include the preparation time for each lecture, tutorial, or laboratory.

As an exception to the '10 hours equals 1 credit rule', if an activity occurs over a number of days, you should base your selection on 1 credit per day. In the example above this is a 5-day internship with a company – in this instance you would select 5 credits under the 'internship/work placement with external partner option' for RD901.

If your student has taken part in an activity that is not listed in NEPTUNE, you can propose the activity to the PG Cert RPD course co-ordinator. Please follow the instructions in the [support for students guide](#).

Reviewing the portfolio of evidence

All activities require evidence of some sort to prove that the student completed the activity. You can read the portfolio requirements, by checking the **Portfolio of Evidence** row in the activity description, accessed by clicking on the activity title in the Activity Descriptions page:

|  NEPTUNE University of Strathclyde, Glasgow, Scotland | |
|--|--|
| PG Certificate in Researcher Professional Development | |
| Achievement of an award or prize | |
| Activities home | |
| Level of Provision | Developmental |
| Provider | Career Development & Networking |
| Class | RD902 <i>Personal Effectiveness</i> (10 credit) |
| Credits | 1 |
| Number of Times Activity can be added | 1 |
| Portfolio of Evidence | Files are required to be uploaded for this activity |
| Class Code | |
| Contact | |
| Description | Participants will have their research activity recognised by an award or prize. This could be through a professional body for best student paper, or a prize for best presentation at a conference. The award should be directly related to your research and you should upload evidence of the prize. |
| Booking Method | N/A |
| Conditions | See activity description for upload requirements |



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You can review the documents that have been uploaded to the portfolio of evidence. The documents are listed below the Summary of Activity table:

| | | | | | | |
|----|---|---|---|---|----|---|
| 8 | Communicating with Confidence - Assertiveness, influencing and networking | | | | | |
| 9 | Time and Self-Management for Researchers | | 1 | | | |
| 10 | HaSS Research Skills Programme: Qualitative Methods 1 | 3 | | | | |
| 11 | Getting Published in Academic Journals | | | | 1 | |
| 12 | HaSS Research Skills Programme: Engagement and Impact | | | | 3 | |
| 13 | HaSS PGR Research Day: PhD pitch semi-final | | | | 2 | |
| 14 | HaSS PGR Research Day: Poster Training | | | | 2 | |
| 15 | HaSS PGR Research Day: PhD pitch final | | | | | 1 |
| 16 | HaSS PGR Research Day: PhD Pitch preparation | | | | | 2 |
| 17 | HaSS PGR Research Day: Poster Presentation year 1 | | | | | 3 |
| | | 7 | 9 | 1 | 10 | 6 |

Portfolio of Evidence

Files uploaded by M G as evidence of achievement.

RD901 Knowledge and Intellectual Abilities

- Conference Attendance
 - SLSA Attendance and Activities (26 Jan 2015)
- HaSS Research Skills Programme: Qualitative Methods 1
 - Research Skills Programme - Task Unit 4 (18 Feb 2015)
- HaSS Research Skills Programme: Research Design
 - Course Assessment (17 Dec 2014)

RD902 Personal Effectiveness

- Communicating with confidence - Assertiveness, influencing and networking
 - Proof of Attendance (18 Feb 2015)
- How to be an Effective Researcher
 - Proof of Attendance (17 Dec 2014)
- PG Essentials
 - Confirmation E-mail (24 Apr 2015)

The portfolio of evidence lists the activities by class, then the activity title, then the name of the file that has been uploaded and the date it was uploaded. Clicking on the file name will open or download the document, depending on the format of the document.

Accessing a class assessment

A link to the assessment form for each class will only appear in the Class Assessment section of the Activities home page once your student has accumulated enough credits for a class.

You can access any saved or submitted assessments through the Class Assessment table (number 1 in Figure 1: PG Cert RPD student record). The status of the assessment can be: awaiting student submission, awaiting approval; approved. Awaiting student submission means the student has yet to record enough credits in the class or has not started the assessment, awaiting approval means the student has submitted the assessment to you as supervisor for approval, and approved means you have approved the assessment and the PG Cert RPD course co-ordinator has been notified.



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You will also be notified by email when a student has submitted an assessment for your approval. The email will contain a link that will take you directly to the assessment form.

Reviewing a class assessment

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PG Certificate in Researcher Professional Development - Class Validation

G P - PhD

-> PGR Credits Record for [Ask Student to Resubmit Assessment](#)

The student has achieved 17 of the required 10 credits for *Class RD903 - Research Governance and Organisation*.

This class has been **approved** for the student by on 26 November 2014.

Activities

- University (RDP) - Researchers Guide to Ethics (1 credit)
 - Ethics class booking confirmation and handout from training event Jpg 24 Feb 2014
- University (RDP) - Writing Winning Research Proposals - EPSRC/BBSRC/MRC (5 credit)
 - Submitted mock proposal for WWRP PDF 28 May 2014
 - Attendance confirmation for WWRP Png 2 Oct 2014
- Developmental (Funding) - Significant contribution to the preparation of an external research grant (5 credit)
Multiple credits available 5 to 10 - student selected 1 credits.
 - Grant Proposal Document Draft Doc 12 Sep 2014
- University (RDP) - Risk Management in the Real World (2 credit)
 - Risk management in the real world evidence Png 8 Jan 2015
- Developmental (Knowledge Base) - Part-time work as a Research Assistant (4 credit) **Multiple credits available 1 to 10 - student selected 4 credits.**
 - June 2014 timesheets Excel 21 Sep 2015
 - July 2014 Timesheets Excel 21 Sep 2015

Class Learning Outcomes

- Enhanced professional conduct in a research context (including: health and safety, ethics and principles and sustainability, legal requirements, IPR and copyright, respect and confidentiality, attribution and co-authorship, appropriate practice).
- Enhanced understanding of research management (including: research strategy, project planning and delivery, risk management).
- Enhanced understanding finance, funding and resources in a research context (including: income and funding generation, financial management, infrastructure and resources).

Assessment Criteria

Word Count: 1000 words + and evidence for each activity

Write a reflective essay of no more than 1000 words describing how the activities you took part in helped you to meet one or more of the learning outcomes for this class. As well as describing the activities, you should reflect on how you felt about the activities, what went well, what you would change, and how you will use what you learned in future. There is a 350 word limit on the description of activities. The remaining 650 should be reflective. In particular, your reflective essay should:

- describe the new skills and knowledge you acquired during each activity, or how you applied existing skills or knowledge to a new situation;
- describe which RD903 learning outcomes your activities met, and what aspects of each activity contributed to the learning outcome;
- make reference to the supporting documents you have provided in your portfolio of evidence;
- reflect on why you chose your activities to meet your development needs, and how you identified those needs;
- reflect on how you think the new skills or knowledge acquired during the activities can contribute to your research, and your professional development beyond your research;
- reflect on your expectations of the activity, and if those expectations were met.

The assessment is marked on a satisfactory/unsatisfactory basis, with the threshold for a satisfactory mark being set at 50%. If you do not meet the standard for a satisfactory mark, or you do not address enough of the criteria, the assessment will be returned to you. If the assessment is returned to you, you will be given sufficient feedback to allow you to get the essay to a satisfactory standard and resubmit it.

The first section of the assessment form lists the **activities** (highlighted in **green** above) the student recorded towards the class. Under the title of each activity are the files uploaded to the portfolio of evidence to support that activity. The evidence will be hyperlinked, clicking on the evidence will open or download the evidence depending on the format.



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The second section contains the [learning outcomes](#) of the class. The students should directly address the learning outcomes in their reflective essay.

The third section contains the [assessment criteria](#). The fourth section is a where the student should enter their reflective essay in the text dialogue box. Please see the [assessment guidance document](#) for details of how to mark the reflective essay.

At the end of the form is a section for the supervisor to enter feedback on the completed assessment. If the outcome is to approve the assessment, and therefore the class, the supervisor should provide feedback on what the student did well, and how to improve on future assessments.

If the outcome is that the student should resubmit the assessment, the supervisor should provide specific feedback on what needs to be improved. Clicking on the [Ask student to resubmit assessment](#) link at the top of the form will take you to a new page where you can enter the feedback and confirm that the assessment should be returned to the student.

Proposing a new activity

If your student identifies a new activity that is not already listed in NEPTUNE or covered by one of the generic activities, ask the student to provide you with details about the activity so that you can propose a new activity. The last section of the [student planning guidance](#) document describes the process the student must follow before bringing the new activity to your attention. You should review the description of the activity, the number of credits the student thinks the activity should be worth, and which class the activity should contribute to.

Once you have defined how many credits the activity is worth and which class it maps to, you can propose the activity, by clicking on the 'Propose a new activity' link at the top of the list of activities page. This will take you to the following page, where you will need to provide the following information:

- **Activity title:** A descriptive title that will be displayed in NEPTUNE
- **Provider:** Select the appropriate entry under the 4 categories of Department, Faculty, University or Developmental
- **Class:** Select which class the activity should contribute to
- **Number of times the activity can be added:** activities can be added multiple times if the student gains new knowledge and experience each time the activity is completed
- **Class code:** If the activity has an existing official class code
- **Description:** A 1 to 2 sentence description of the activity
- **Booking method:** How the student should book the activity, if known
- **Conditions:** Any conditions about submitting evidence or completing assignments



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HOME CLASSES RESOURCES SEARCH EMAIL PROFILE ABOUT

LOGOUT



NEPTUNE

University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development

Propose a New Activity

[→ Activity Descriptions](#)

Please use this facility to propose a new activity. Please see the **guidance documentation** for full instructions.

| | |
|---------------------------------------|--|
| Activity Title | <input type="text"/> |
| Provider | Select a Provider... <input type="button" value="v"/> |
| Class | Select a Class... <input type="button" value="v"/> |
| Number of Times Activity can be taken | Select Number of Times Activity can be taken... <input type="button" value="v"/> |
| Class Code | <input type="text"/> |
| Description | <input type="text"/> |
| Booking Method | <input type="text"/> |
| Conditions | <input type="text"/> |

:: Portfolio of Evidence

If the student is required to upload files as evidence of achievement then check the box.

:: Credits

If an activity has **multiple credits** available then select both min and max number of credits otherwise just select min.

| | |
|-------------|--|
| Min Credits | Select Min Credits... <input type="button" value="v"/> |
| Max Credits | Select Max Credits... <input type="button" value="v"/> |

:: Department/Faculty

If an activity is only available to students from a particular department or faculty, then select the appropriate option. Enter who a person should contact for further information about this activity.

| | |
|------------|---|
| Department | Select a Department... <input type="button" value="v"/> |
| Faculty | Select a Faculty... <input type="button" value="v"/> |
| Contact | <input type="text"/> |



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Click the **check box** under the Portfolio of Evidence section of the student should provide evidence that they participated in the activity. Remember to cross reference this with the **Conditions**.

The number of credits available for the activity should be entered under the Credits section. If the credits are fixed, select the correct value from the **Min Credits** drop down list. Otherwise select the minimum and maximum (**Max Credits**) values for activities worth multiple credits. Do not set the number of credits to more that the number of credits needed for the selected class.

You should consider if the activity is likely to be of benefit to students at a University, Faculty or department level. If a new activity is only likely to be taken by a small number of students within your **department**, you should recommend that only students within your department can see the activity.

If you would like students from the whole **Faculty** to be able to see the activity, select the appropriate Faculty from the drop down list. Leaving both the Department and Faculty fields will mean that all students will be able to see the activity.

You can also add a contact email address of someone who can answer any questions students might have about the activity.

Once you are happy with the information you have entered, you can click on the submit button. This will send a notification to the PG Cert RPD course co-ordinator who will review the activity and edit it as appropriate.