Postgraduate Certificate In Researcher Professional Development

What is SPIDER

SPIDER is the PGR Monitoring system used by students in the Science Faculty. You will use SPIDER for your annual review, and an additional section of SPIDER has been developed to host the main PG Cert RPD interface, allowing you to read about available activities, record completed activities, upload evidence, and complete the assessments for each PG Cert RPD class.

Quick Reference Guide:

Logging in to SPIDER

The best resource for finding out about the activities available to students in the Science Faculty is the SPIDER PGR monitoring system.

SPIDER contains help pages that will take you through the most common features of SPIDER. This guide is designed to expand on the contents of the help pages.

You can access SPIDER using the following link:

https://spider.science.strath.ac.uk/spider/

Clicking on the link will take you to the following log in page:

Enter your username and password. If this is the first time you have used SPIDER, you will have to register as a new user.

If your log in is successful, you will see the following page, click on the tools link:

then the Postgraduate records link:

Staff Tools

System	Students & Classes	Assessment	Communication
▷ mySettings	▷ applicant records	▷ myAssignments	▷ messaging
▷ switch user group	▷ student awards (examination results)	▷ questionnaires	news & private messaging
▷ myFiles	▷ myClasses	**Quizzes**	▷ chat	new chat [beta]
▷ myLinks	▷ myDegree	▷ quiz build	▷ notes
Databases	▷ blogs	▷ exam paper builder	
▷ images	▷ user lookup		
postgraduate records [beta]	▷ groups		
▷ asset register	▷ attendance register		
▷ lab stock	▷ activity manager (project allocation)		
▷ radiation records	▷ PDP barcode manager		
▷ research admin	▷ PRS handset manager		
▷ safety	▷ PRS student activities: upload	view		
policy, risk, COSHH, radiation	▷ PDP meetings: set busy times		
▷ SIPBS workshop [beta]	**Web Modules**		
submit jobs etc	▷ Student Progress		
▷ booking system	▷ pageLoader		
Document Store	▷ pageBuilder		
▷ view	**Class lists**		
	▷ view		
	▷ add student to class lists		

Accessing a PG Cert RPD record

You will then be able to access a list of students that you supervise through the View/edit records option. If you click on the View credits link under the action column of the list of students, you will be taken to the PG Cert RPD credit record for that student:

You will now see the main interface that students use to view and record information about the PG Certificate in SPIDER:

The interface has a column for each class, and a row for each academic year. The orange and green boxes are individual activities recorded by the student. Orange boxes require approval by a supervisor or administrator. Approved activities turn green. The documents under each activity are the supporting evidence for that activity.

Postgraduate Certificate In Researcher Professional Development

Accessing a list of activities

To view a list of the activities available to you, click on either of the activity descriptions links in the text above the main credit table:

Most activities can only be added once. Some activities can be added multiple times: you can find this information in the activity descriptions or by clicking Add New Activity and selecting an activity. Some activities are worth more credits depending on the length of the activity. If you have selected an activity with a variable number of credits, it will be available in the credits drop down list of the activity description. You should only add activities to your summary of activities after you have completed each activity. If you would like to plan your activities please download the planning template (link on right)

RD901 Researcher Knowledge and Intellectual Abilities	RD902 Researcher Personal Effectiveness	RD903 Research Governance and Organisation	RD904 Researcher Engagement, Influence and Impact	RD905 Researcher Professional Development Elective
2013-2014	Advanced Techniques in Biochemistry (10) 199154141_lorem_ipsu 199154141_lorem_ipsu	Communicating with Confidence: Becoming a Networked Researcher (1) *file upload required*	Non-clinical university ethics committee application (1) *file upload required*	Enterprise, Creativity and Entrepreneurship (5) *file upload required*	Advanced Medicinal Chemistry (24 lectures) (8) *file upload required*

This will take you to a list of all the activities available to your student:

Developmental - Publication

Label	Credits	RD901	RD902	RD903	RD904	RD905	Info
Administration of research-related newsletter	1-3	✗	✓	✗	✗	✗	
Copy Editing a GIST Article	1-5	✗	✗	✗	✓	✗	
Editing a research-related magazine	1-10	✗	✗	✗	✓	✗	
Make a significant contribution to the preparation of a peer reviewed publication	5-10	✗	✗	✗	✓	✗	
Making a GIST Podcast	1	✗	✗	✗	✓	✗	
Making a GIST Video	1	✗	✗	✗	✓	✗	
Managing a research-related magazine	1-10	✗	✗	✓	✗	✗	
Peer reviewing a manuscript for a Journal	1-3	✓	✗	✗	✗	✗	
Specialist Editor for the GIST	1-5	✓	✗	✗	✗	✗	
Writing A GIST Feature Article	1	✗	✗	✗	✓	✗	
Writing a GIST Snippet Article	1	✗	✗	✗	✓	✗	

Developmental - Recognised Prior Learning

Label	Credits	RD901	RD902	RD903	RD904	RD905	Info
Domain A RPL	1-20	✓	✗	✗	✗	✗	
Domain B RPL	1-10	✗	✓	✗	✗	✗	
Domain C RPL	1-10	✗	✗	✓	✗	✗	
Domain D RPL	1-10	✗	✗	✗	✓	✗	

Developmental - University

Label	Credits	RD901	RD902	RD903	RD904	RD905	Info
A Career in Academia	1	✗	✓	✗	✗	✗	
Access - Creating a Simple Access 2010 Database	1	✓	✗	✗	✗	✗	
Access - Managing Complex Access 2010 Databases	1	✓	✗	✗	✗	✗	
An introductory course into NAMD, VMD and the Archie Supercomputer	3	✓	✗	✗	✗	✗	
Becoming an engaging researcher [PH966]	10	✗	✗	✗	✓	✗	
Becoming an Engaging Researcher Engage! mini-conference 2014 [PH966]	2	✗	✗	✗	✓	✗	
Becoming an Engaging Researcher Evaluation and Reflection 2014 [PH966]	3	✗	✗	✗	✓	✗	
Becoming an Engaging Researcher workshops and activities 2014 [PH966]	5	✗	✗	✗	✓	✗	
Business Beyond the Bottom Line	1	✗	✓	✗	✗	✗	
CAPM exam preparation	1	✗	✗	✓	✗	✗	
CAPM exam preparation AND exam	5	✗	✗	✓	✗	✗	

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 Publication, RPL or the RDP programme in the example above). The initial view gives the title of the activity, the number of credits associated with the activity, and which class the activity contributes to.

Accessing an individual activity

Clicking on the icon in the info column on the right hand side of an activity will provide more detailed information. These details include: a brief description of the activity, any conditions attached to the activity relating to the evidence, if a compulsory upload is required, the number of times the activity can be completed, contact information (the person to contact for more information about the activity), booking details, and a web link (if appropriate).

You and your student should use this as the primary source of information when planning what activities to complete, and your student 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.

Activities with multiple credits

Students are responsible for selecting the most appropriate number of credits for activities that offer a range – this will be shown in the Credits column of the activity description. 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.

Developmental - Publication

Label	Credits	RD901	RD902	RD903	RD904	RD905	Info
Administration of research-related newsletter	1-3	✗	✓	✗	✗	✗	🗎
Copy Editing a GIST Article	1-5	✗	✗	✗	✓	✗	🗎
Editing a research-related magazine	1-10	✗	✗	✗	✓	✗	🗎
Make a significant contribution to the preparation of a peer reviewed publication	5-10	✗	✗	✗	✓	✗	🗎
Making a GIST Podcast	1	✗	✗	✗	✓	✗	🗎
Making a GIST Video	1	✗	✗	✗	✓	✗	🗎

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. For example, a student might spend 5 days working with a company – in this instance the student 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 SPIDER, you can propose the activity to the PG Cert RPD course co-ordinator. Please follow the instructions in the support for students guide.

# Approving activities

All activities that the student adds to the credit table will have an orange background when they are first added. They will stay orange until the supervisor either approves each individual activity, or approves all the activities in a class.

This is to ensure that the student has discussed the activity and completed the activity before they add it to their record of activity. Supervisors can approve activities and view the list of activities from the supervisor view of the student's credit table.
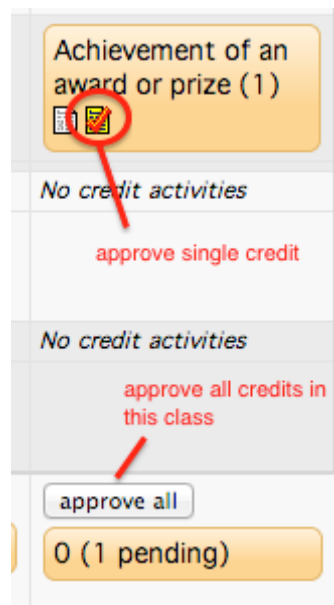
Click on the symbol of a document with the tick on it to approve an individual activity. This allows supervisors to approve items as and when the student completes them. Alternatively, if supervisors are reviewing progress at the annual review stage, the 'approve all' button at the bottom of the class can be selected to approve all the pending activities under a class.

Supervisors should only approve activities if they are happy that the student has attended the activity, completed any assignments and uploaded suitable evidence.

Reviewing the portfolio of evidence

You can access any documents the student has uploaded as evidence, by clicking on the hyperlinked document name below the activity name. The document type is indicated by an icon to the right of the document name. Clicking on the link will either open or download the document, depending on the type of document.

The text file upload required will be displayed in a red box if the student has recorded an activity but not uploaded any documents as evidence. Please do not approve an activity until the required evidence has been uploaded.

Accessing a class assessment

Once the student has accumulated the required number of credits in a class, and the supervisor has approved the activities, the complete assessment button will appear at the bottom of the table, underneath the Class Total.

The complete assessment button will only appear to the student if there are sufficient credits recorded in the class, and the activities have been approved. Not approving activities as supervisor may delay your student completing the assessment.

Reviewing a class assessment

Clicking on the complete assessment button will take you to the completed assessment form, which looks like this:

The top of the page will list the class code and title and the number of credits required. The first section lists the activities the student added to the class, and any files uploaded to the portfolio of evidence.

The next section of the form will give the class learning outcomes. Individual skills and competencies are listed in brackets at the end of each learning outcome.

The third section contains the assessment criteria, including instructions on the word count for the assessment, and the assessment criteria that the student must answer. Please see the assessment guidance document for details of how to mark the reflective essay.

The student should either enter the assessment in the reflective log text box, or upload a document using the upload file option.

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, the clicking on the return button to confirm that the assessment should be returned to the student.

Adding 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 successfully defined how many credits the activity is worth and which class it maps to, you can propose a new activity to the PG Cert RPD course co-ordinator by email.

You will need to provide the following information:

- Activity title: A descriptive title that will be displayed in SPIDER
- Description: A 1 to 2 sentence description of the activity that will be displayed in SPIDER
- Conditions: Any conditions about submitting evidence or completing assignments
- Level: Select from Department, Faculty, University or Developmental

- Provider: Select the provider from the drop down list
- Domains: Select which class the activity should contribute to
- Class code: If the activity has an existing official class code
- Credits minimum: select the appropriate number of credits
- Credits maximum: only enter this is there is a range of credits available for the activity
- Number of times the activity can be added: Some activities can be added multiple times if the student gains new knowledge and experience each time the activity is undertaken
- Required upload: indicate if evidence should be uploaded to the portfolio of evidence to demonstrate that the student participated in the activity. Remember to cross reference this with the 'Conditions'.
- Restrict to faculty/department: indicate 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.
- Contact information: details of who to contact for more information about the activity, if appropriate
- Booking method: Information about how the student should book the activity, if appropriate
- Web link: provide a web link with further information about the activity if appropriate
- Active: indicate whether the activity should be actively displayed in SPIDER