



Postgraduate Certificate In Research 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.

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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:

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

Click on the link and then enter your **username** and **password**. If this is the first time you have used SPIDER you will have to register as a new user.

The screenshot shows the SPIDER login page. At the top left is the SPIDER logo with a spider icon. Below it, the text 'teaching in focus' is repeated in a faded, overlapping manner. The University of Strathclyde logo is at the bottom left. In the center, there are two input fields: 'username' (circled in red) and 'password' (circled in green), followed by a 'login' button. To the right of the login fields are three circular icons: a question mark for 'help', an 'i' for 'about', and a key for 'register'. At the bottom, there is a row of links: 'terms & conditions', 'help', 'about', 'register', 'mobile', 'email', 'blog', 'SPIDER-DEV', 'login', and 'accessibility', followed by social media icons for RSS, Twitter, and Facebook.

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

The screenshot shows the SPIDER dashboard after a successful login. The user is logged in as 'student_pg' with the email 'bioscience'. The dashboard features several navigation options: 'help' (question mark icon), 'discussion' (two people icon), 'info' (i icon), 'classes' (group of people icon), 'myStuff' (key icon, circled in red), 'comms' (envelope icon), and 'logout' (logout icon). The 'discussion' section shows a dropdown menu set to 'SPIDER discussion' and a 'go' button. Below this, it says 'new in: no unread posts'. The 'news' section has a 'mark read' button and a warning box that reads: 'WARNING: You havent set your news filter, so may miss important news items. The filter allows you to select which classes you will see news for.' At the bottom, it says 'no unread news in last 7 days' and provides links to 'news archive' and 'news filter'.



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then the [Postgraduate records](#) link:

[help](#)
[info](#)
[myStuff](#)
[classes](#)
[comms](#)

myStuff

System	Study	Development & People	Communication
mySettings news filter discussion filter myFiles booking system Databases images postgraduate records radiation records lab stocks research admin SIPBS safety policy, risk, COSHH, radiation PDP barcode manager Document Store view myLinks myClass lists	myDegree myClasses myQuiz results myExam results myAssignments myAttendance myQuestionnaires myActivity choices	myPDP myCounsellor myGroups myBlogs	myDiscussions my posts myMessages chat new chat [beta] Web Outlook/Nemo notes

[university home](#) | [SPIDER home](#) | [help](#) | [info](#) | [myStuff](#) | [myClasses](#) | [comms](#) | [accessibility](#) | [mobile](#) | [copyright](#) | [logout](#)

Then select **view my PG Credits**:

PG Students
[View my PG record](#)
[View my PG reports](#)
[View my PG Credits](#)



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PG Cert RPD homepage

You will now see the main interface for viewing and recording information about the PG Certificate in SPIDER:

class code and name academic session	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	Annual Summary of Credits
2012-2013	Advanced and Modern Methods in Organic Synthesis A (2) student_pg_MHRMav13P delete file Metal in Medicine (2) student_pg_MHRMav13P delete activity	Significant contribution to Student Conference organisation (5) delete file	Conversational Chemistry (2) Obtaining faculty research funds (1) click to view activity details	Being a mentor/mentee (1) activity approved by supervisor (green) activity awaiting approval (orange)	No credit activities	13 activity credits total for this session
2013-2014	No credit activities	No credit activities	No credit activities	No credit activities	Achievement of an award or prize (1) upload evidence	0 (1 pending)
2014-2015	No credit activities	No credit activities	No credit activities	No credit activities	No credit activities	0
2015-2016	No credit activities	No credit activities	No credit activities	No credit activities	No credit activities	0
Class Total	4 activity credits total for this class	5	3	1	0 (1 pending)	13 (1 pending) overall total credits

Accessing a list of activities

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



PG Certificate in Researcher Professional Development: Activities Home Page

Summary of Credits for: [student_pg](#) - Postgrad Student

Supervisor: Dr Mark Deup

Most activities can only be added once. Some activities can be added multiple times: you can find this information in the [activity descriptions](#) by clicking selected an activity with a variable number of credits, it will be available in the credits drop down list of the activity description.



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

Developmental - Career Development and Networking							
Label	Credits	RD901	RD902	RD903	RD904	RD905	Info Action
Achievement of an award or prize	1	✖	✔	✖	✖	✖	edit
Membership of a professional networking group and participation in events	1	✖	✔	✖	✖	✖	edit
Description Participants will provide evidence of their membership of a professional networking group and that they have engaged in networking events. This could be through a University Alumni or attending events organised by groups such as the Strathclyde S100. Your activity should represent at least 10 hours of engagement. Conditions See activity description for upload requirements Requires upload? Yes Times activity can be completed: 1 Contact information: Booking method: Web link: no link listed							
Significant engagement in external careers activities, (e.g., careers fairs, careers service, CV clinic, interviews, Employer events)	1	✖	✔	✖	✖	✖	edit
admin users can edit activity details							
Developmental - Citizenship							
Label	Credits	RD901	RD902	RD903	RD904	RD905	Info Action
Being a mentor/mentee	1	✖	✖	✖	✔	✖	edit

The activities are organised by the hierarchy described in [planning guidance document](#). The activities will be grouped by level of provision (department, Faculty, University, developmental) and the provider (department name, Faculty name, University provider such as the RDP programme, and the type of external 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.

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 should use this as your primary source of information when planning what activities to complete, and you should follow the booking instructions when you 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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Recording an activity

After you have completed an activity, you should add it to your credits table under the appropriate class and academic year. Clicking on the **add activity** button at the bottom of the cell under each class in the current academic year (highlight 1 below) will bring up the Add New Activity dialogue:

Find the activity you have completed in the **drop-down list** (highlight 2 above). This will bring up a description of the activity in the right hand side of the dialogue box. You should then select the number of **credits** you wish to add – this will be a fixed value for most activities, but there may be a range of credits available for some activities (highlight 3 above). Once you have selected the number of credits, you can then click the 'add' button. This will add the activity to your credits table.

Activities with multiple credits

If an activity has multiple credits, you will see the range of credits in the drop down list next to **Credits** (highlighted 3 above). You should select the number of credits that best reflects the amount of time spent on the activity, remembering that 10 hours of active engagement equals 1 credit. You will be required to justify your choice, so do not select the maximum number of credits without being able to evidence the hours involved.



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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 you should multiply the length of each seminar by the number of seminars attended. For example, if you attended 5 seminars that lasted for 2 hours each, you would be eligible to select 1 credit under the appropriate class. Teaching and demonstrating works in a similar way, but you 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 you have taken part in an activity that is not listed in NEPTUNE, you can propose the activity to your supervisor. Follow the instructions in the [planning guidance document](#).

Uploading a file to your portfolio of evidence

You should now be able to see the activity in your credit table. If the activity requires you to upload a document to your portfolio of evidence, the text **file upload required** will appear below the title of the activity, and an **upload evidence** button will appear next to the add activity button at the bottom of the cell:

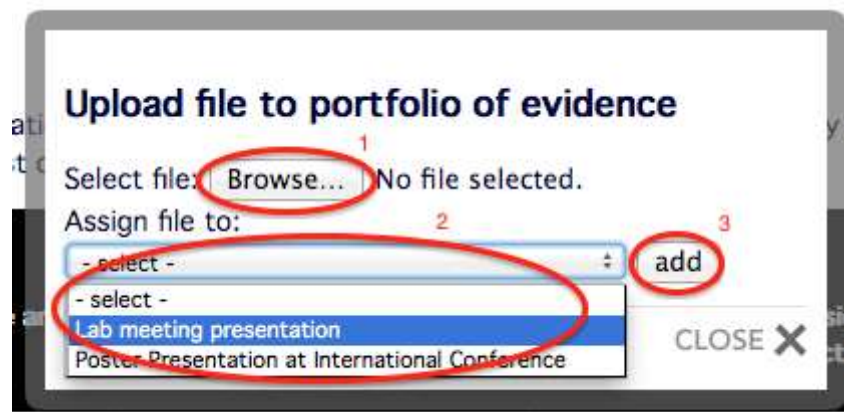




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Clicking on the **upload evidence** button will bring up the Upload file to portfolio of evidence dialogue:



You should click the **Browse** (highlight 1 above) button and navigate to the location of the file you wish to upload. Then select the activity you want to assign the file to in the **Assign file to:** dropdown list (highlight 2 above). This list will contain all the activities you have added to your credits table. It is important that you select the correct activity to associate your evidence with. When you have found the file and selected the correct activity, click on the **add** button (highlight 3 above). Your file will be uploaded and assigned to the activity, and you can assign as many files as you wish to each activity. The uploaded files will be listed in the credits table below the activity (see next image).

Deleting a file from your portfolio of evidence

To delete a file you have uploaded to your portfolio of evidence, click on the **red cross** next to the file name, listed under the activity title. You will be asked to confirm that you want to delete the file, click ok if you are sure that you want to delete the file.





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Deleting an activity from you credits table

To remove an activity from your credit table completely, click the **waste bin** icon under the activity name in the credit activity box (see above). Again, you will be asked to confirm that you want to delete the file, click ok if you are sure that you want to delete the file.

Completing a class assessment

All activities that you add to the credit table will have an orange background when you first add them. They will stay orange until your supervisor either approves each individual activity, or approves all the activities in a class. This is to ensure that you have completed the activity before you add it to your record of activity.

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

The screenshot displays a web interface for a credit table. On the left, a sidebar shows the academic year '2013-2014' and a 'Class Total' section. The main area contains a table with two rows of activities. The first row, 'Advanced Organic Synthesis (2)', has a green background and icons for a document and a trash bin. The second row, 'Achievement prize (1)', has an orange background and icons for a document, a checkmark, and a trash bin. Below the table, a red text box states: 'once the target credit value for a class is achieved, the complete assessment button will be shown'. At the bottom, a green bar shows the 'Class Total' as '28'. Below this bar, the 'complete assessment' button is highlighted with a red circle and a red arrow points to it from the text box above.

Activity	Credits	Status	Actions
Advanced Organic Synthesis	2	Completed	upload evidence, add activity, upload evidence
Achievement prize	1	Pending	upload evidence, approve all, complete assessment

Class Total: 28

complete assessment



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Clicking on the 'complete assessment' button will take you to the following page:

Report: PG Certificate in Researcher Professional Development

Class code and title: RD901: Researcher Knowledge and Intellectual Abilities

Credits: 20

Activities undertaken (credits)

Internship/work placement with external partner	14	
Interpretative Spectroscopy	2	 199154141_lorum_ipsum.doc
Advanced Techniques in Immunology	10	
Advanced Organic Synthesis	2	

The top of the page will list the class code, the number of credits required, a list of the activities you added to the class, and any files uploaded to your portfolio of evidence.

The next section of the form will give the class learning outcomes, instructions on the word count for the assessment, and the assessment criteria that you must answer. Please see the [assessment guidance document](#) for details of how to complete the reflective essay.

Class learning outcomes

1. Enhanced knowledge base in a research context (including: subject knowledge, theoretical knowledge of research methods, practical application of research methods, information seeking, information literacy and management, languages, academic literacy and numeracy).
2. Enhanced cognitive abilities in a research context (including: analysing, synthesising, critical thinking, evaluation, problem solving).
3. Enhanced creativity in a research context (including: inquiring mind, intellectual insight, innovation, argument construction, intellectual risk).

Assessment criteria

Word Count: 2000 words + and evidence for each activity

Write a reflective essay of no more than 2000 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 700 word limit on the description of activities. The remaining 1300 should be reflective. In particular, your reflective essay should:

1. describe the new skills and knowledge you acquired during each activity, or how you applied existing skills or knowledge to a new situation;
2. describe which RD901 learning outcomes your activities met, and what aspects of each activity contributed to the learning outcome;
3. make reference to the supporting documents you have provided in your portfolio of evidence;
4. reflect on why you chose your activities to meet your development needs, and how you identified those needs;
5. 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;
6. 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.



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At the bottom of the form is a section for you to enter your assessment. You can write your essay directly in the text box, or copy and paste it from a word processor. Once you have completed the reflective log, you will be able to submit the assessment to your supervisor.

A screenshot of the assessment form showing two text input areas. The top section is titled "Reflective log" and contains a text box with the placeholder "Reflective log entry by student goes here". Below the text box is a word count indicator showing "7/2000 words used". The bottom section is titled "Supervisor comments" and contains a text box with the placeholder "Supervisor comments are made here". Both sections have a rich text editor toolbar above the text boxes.

Your supervisor will review the assessment and decide if you have met the requirements of the class, based on the assessment criteria. There is a section on the assessment form for your supervisor to provide you with feedback. This may be general comments if your supervisor has approved the class, or specific information regarding what you need to improve before the assessment can be approved.

If you want to upload any supporting documents, or even upload your assessment as a separate document, you can use the upload function:

A screenshot of the "Files" section of the assessment form. It includes a label "Files", an "Upload file:" label, a "Choose File" button, and a "No file chosen" text. Below this is a "Name of file:" label and a text input field.