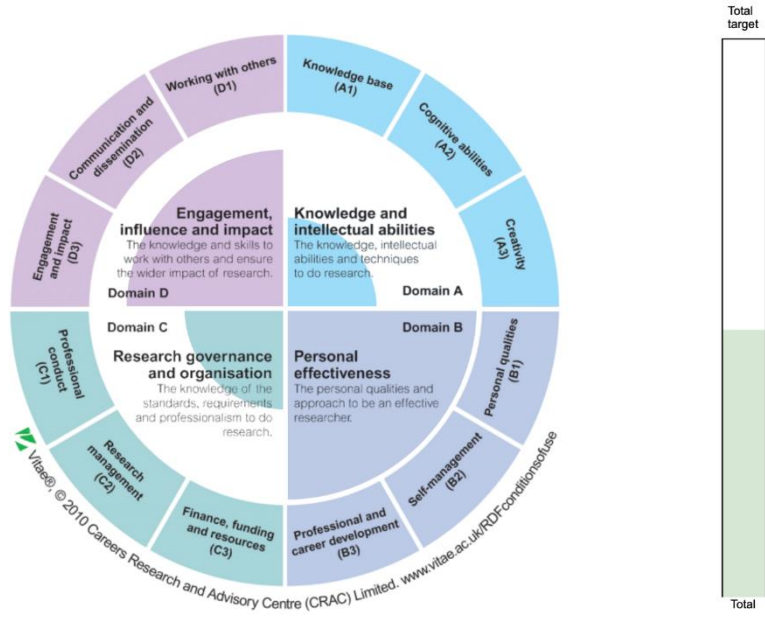


Progress Summary Personal Details Activities

**Progress**

Click on each quadrant to find out how to develop your skills in that area



# How to use the Skills Points System (SPS)

**Doctoral College**  
**Researcher Development (PGR)**  
**[spdsupport@qmul.ac.uk](mailto:spdsupport@qmul.ac.uk)**

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## Introduction

Every doctoral student is expected to take part in approximately **210 hours** of development activities over the course of their studies. This is the quantity of training advised by the [UK Research Councils](#), and is roughly equal to two weeks training and development for each full-time year of study.

To help you keep a record of all the training and development activities you take part in during your doctorate, you will be automatically registered on a database called [Skills Points System \(SPS\)](#) soon after you enrol as a doctoral student at Queen Mary.

The SPS captures generic and discipline-specific developmental activities that doctoral students are involved in, through the allocation of points. Points are given for courses or workshops run by Researcher Development, Schools and Institutes, and external organisations. Points are also awarded for participation in other activities such as conference attendance, teaching and attending seminars. It is your responsibility to ensure that your training record is kept up to date.

### Key facts

- Points can be accrued at any time during your doctorate.
- Any activity that has helped to develop your research, skills or knowledge can be added. This includes training courses and workshops run by Researcher Development, Schools and Institutes, and external organisations.
- The only activities that cannot be claimed are things that are integral parts of the doctoral process (eg your research, meeting your supervisor, writing your 9-month report and thesis, mandatory Health & Safety training, etc) and courses run by [Organisational and Professional Development](#).
- Most recurring activities (such as conference or seminar attendance and teaching) will have a maximum cap of points that can be gained, either per year or over the course of the degree.
- If students come to Queen Mary with significant prior development training (gained, for example, through previous employment), this training may be accredited, subject to approval by Researcher Development who will also determine the points allocated.
- Points gained are mapped against the four domains of the [Vitae Researcher Development Framework](#) (RDF) in order to assist students and supervisors in planning individual personal development with the assistance of the [Skills Assessment and Personal Development Plan](#).

### How many points do I need to get?

Students are expected to accrue 210 points across the course of their doctorate. These points should be spread across all four domains, but there are a minimum number of points required in each domain:

Domain	Minimum number of points
Domain A: Knowledge and intellectual abilities	60
Domain B: Personal effectiveness	20
Domain C: Research governance and organisation	15
Domain D: Engagement, influence and impact	30

All Queen Mary doctoral students who log 210 hours of researcher development activities on the Skills Point System by the time they complete their doctorate will be awarded the [Queen Mary Diploma of Researcher Development](#) (Q-Dip) by the Doctoral College.

#### Additional help

This guide provides step-by-step guidance on how to use the SPS. If you need any further help, please contact [spdsupport@qmul.ac.uk](mailto:spdsupport@qmul.ac.uk).

## 1. How to log in

The database is a web-based application which can be accessed from anywhere. The following are step by step instructions on how to get started on the database.

To log in:

- a) Go to <https://webapps2.is.qmul.ac.uk/sps>
- b) Enter your QM student username\* (eg abc123)
- c) Enter your QM student password\*  
\*Every student\*\* has one of these; it is what you use to log onto your email, but if you are unsure of yours, please contact IT Services: <https://www.its.qmul.ac.uk>.

**\*\*If you are a member of staff as well as a PGR student, you need to log into the SPS using your student network details and NOT your staff details.**

You should be able to view your personal details, including your supervisors' details, Progress Summary and Activity Record.

There is also an option to "Print your record". Clicking on this will take you to a page with all your information on, ready to be printed.

## 2. Activities

### 2.1 Activities that are added automatically

UPDATE November 2023

**CPD Training** is now live: <https://cpd-training.qmul.ac.uk/>. However, work is ongoing to fully implement the change to this new learning management system. Due to this, at present, only courses provided by the Doctoral College can be added automatically to your SPS record within 2 working weeks of attending a course.

All other course attendance has to be added manually by students.

We aim to resolve any outstanding issues and launch an easier system by January 2024.

### 2.2 Claiming other activities: categories and types

You may manually enter a claim for any other activity you have participated in. Any activity that has helped to develop your skills or knowledge can be added. The only exceptions are things that are integral parts of the doctoral process (e.g. your research, meeting your supervisor, writing your 9-month report and thesis, etc).

#### How to claim an activity

1. Click on the "Claim new activity" button below your name on your homepage
2. Select a "Category" and/or "Type" or type a keyword in the Title box
3. Click "Search"

If you're searching by "Category", you'll see that activities are divided up into broad areas. Looking at this list will give you an idea of the kinds of activities you can claim points for:

### Claim an activity

The screenshot shows a web form titled "Search for Activities". The "Category" dropdown menu is open, displaying a list of activity types. The "Type" dropdown is currently set to "Any Type". The "Title" field is empty. A "Search" button is visible to the right of the form. Below the form, there is a "Please Note" section with a link to [www.cpdbook.org](http://www.cpdbook.org) and a "Key:" section with sub-sections A and C.

Category
Any Category
Conference attendance
Course/event attendance
Ethical approval
Funding application
Giving presentations
Induction event
Meeting/club/reading group attendance
Mentoring
Organising events
Organising events/seminars
Other
Outreach/public engagement
Seminar attendance
Teaching
Work Placement
Work placement/internship
Written publications

If searching by "Type", you'll see a drop-down menu of **all** different activity types you can claim (this is a **long** list, so it's usually best to first select a category, which will narrow down the activity types to just the ones that are relevant to your chosen category):

### Claim an activity

The screenshot shows the same "Search for Activities" form, but with the "Type" dropdown menu open. The "Category" dropdown is set to "Any Category". The "Title" field is empty. A "Search" button is visible to the right of the form. Below the form, there is a "Please Note" section with a link to [www.cpdbook.org](http://www.cpdbook.org) and a "Key:" section with sub-sections A and C.

Type
CILT Module 2 (Class 2)
Cafe Scientifique Presentation (Class 2)
Careers 1-2-1 session (Class 2)
Competitive Funding Application, internal to QM (e.g. PGRF/PGRIF) (Class 2)
Conference Attendance (Five days) (Class 2)
Conference Attendance (Four days) (Class 2)
Conference Attendance (Half day) (Class 2)
Conference Attendance (One day) (Class 2)
Conference Attendance (Three days) (Class 2)
Conference Attendance (Two days) (Class 2)
Conference Presentation (Oral) (Class 2)
Conference Presentation (Poster) (Class 2)
Conference proceedings (Class 2)
Core research knowledge or methods course (e.g. LTCC, IALS courses, masters lectures) (Class 1)
External funding application <£2,000 (Class 2)
External funding application >£10,000 (Class 3)
External funding application £2,000 - £10,000 (Class 2)
Fast-track ethical approval (Class 2)
GRADFEST (Class 3)
GradFest Committee member (Class 2)

Let's see an example of how to make a claim for **Research seminar/meeting attendance**. This type refers to attending research seminars or meetings, in which another researcher talks about their academic research. These are given 0.5 points per hour in domain A.

**Anything else that might be referred to as a seminar** (eg transferable skills training) should be claimed under the most appropriate activity type in the Categories “[Course/event/seminar attendance](#)” or “[Meeting/club/reading group attendance](#)”.

**Note that supervision meetings are NOT claimable as they are an integral part of the doctoral process.**

To claim points for attending a research seminar/meeting:

1. Narrow down the Category to “Course/event/seminar attendance”.
2. Select “Research seminar/meeting attendance” from the Type drop-down menu.
3. Click ‘Search’

There are two different kinds of results the search will return:

### Option 1:

Some activities will already be listed on the system; for example, if your School/Institute has provided the information. In this case (which is unlikely!), the search returns the activity you are looking. You just need to select the activity from the list (in the example below, this is “Economics and Finance Seminar”), enter the dates of the activity, give any optional additional information (eg what it involved) and click on the “Claim” button. The activity should now appear in your activity record. Example:

**Search for Activities**

Category: Course/event/seminar attendance ▾

Type: Research seminar/meeting attendance (Class 1) ▾

Title:

**Please Note:** Courses run by Research Development and the Doctoral College that are booked via [www.cpdbookings.qmul.ac.uk](http://www.cpdbookings.qmul.ac.uk) will be added to your record automatically and do not need to be claimed.

1. Select an activity from the list

	Type	Code	Title	Provider
<input checked="" type="radio"/>	Research seminar/meeting attendance	SEF-SEM-SING	Economics and Finance Seminar	School of Economics and Finance
<input type="radio"/>	Research seminar/meeting attendance	SEM-INT-SING	Internal QMUL research seminar	Any provider
<input type="radio"/>	Research seminar/meeting attendance	SPIR-SEM-GRAD-IND	SPIR Graduate Research Seminar	School of Politics and International Relations
<input type="radio"/>	None of the above			

2. Please provide the date range of the activity

Date From\*:  ...

Date To\*:  ...

3. Please give further details of the activity (what it involved, what skills you developed etc)

Talk given by John Fawcett on the wealth of nations.

### Option 2:

Your activity is not in the system (which will be the case **most of the time**). You need to select “None of the above” from the bottom of the list and complete the required information (only things with the red asterisk are mandatory fields). If you are claiming a series of seminars/meetings (eg running over a semester), then you need to give the date range (eg 1 Sep 2021-15 Dec 2021) and the total duration in hours. Then click on the “Claim” button. Example:

**Search for Activities**

Category:  ▼

Type:  ▼

Title:

**Please Note:** Courses run by Research Development and the Doctoral College that are booked via [www.cpdbookings.qmul.ac.uk](http://www.cpdbookings.qmul.ac.uk) will be added to your record automatically and do not need to be claimed.

1. Select an activity from the list

	Type	Code	Title	Provider
<input type="radio"/>	Research seminar/meeting attendance	SEF-SEM-SING	Economics and Finance Seminar	School of Economics and Finance
<input type="radio"/>	Research seminar/meeting attendance	SEM-INT-SING	Internal QMUL research seminar	Any provider
<input type="radio"/>	Research seminar/meeting attendance	SPIR-SEM-GRAD-IND	SPIR Graduate Research Seminar	School of Politics and International Relations
<input checked="" type="radio"/>	None of the above			

Please provide the Type, Title and Provider of the activity

Activity Type\*:   
Points A: **0.5**, B: **0**, C: **0**, D: **0** per hour

Title\*:

Provider\*:

Please enter the number of hours actually spent at the activity minus lunch breaks.  
For example, a two day activity, of 9 to 5 minus 1 hour for lunch on both days, would equate to 14 hours total.  
It should be noted that the number of hours do not necessarily relate to the number of points that will be approved.

Hours\*:

2. Please provide the date range of the activity

Date From\*:

Date To\*:

3. Please give further details of the activity (what it involved, what skills you developed etc)

## 2.3 Activity Classes and Caps

You will have seen in the last examples that activity types are listed as Class 1 or 2.

**Class 1:** points are given per hour, eg statistics training, teaching, public engagement. You will be asked to enter the length of time you spent on that activity.

**Class 2:** there is a fixed number of points for that activity, eg attending conferences, presentations, publishing.

One of the underlying aims of the Skills Points System is to ensure that research students graduate with a wide variety of skills that will be useful to them in an academic or non-academic environment. Therefore, for most activities that you might undertake on a regular basis (eg attending seminars, teaching) we have put a limit, a **cap**, on the number of points that can be gained in order to encourage you to do a wide range of training and development activities.

To see a full list of categories and types of activities with points and caps, please look at [Appendix B](#) below.

## 3. Common examples



### 3.1. Core research knowledge or methods course

Any taught courses to do with your subject or research methods (eg Masters lectures, LTCC courses, IALS courses, research methods courses, etc) should be claimed as “Core research knowledge or methods course”. These are awarded 1 point per hour in domain A.

To claim points:

1. Click on the “Claim new activity” button on your homepage
2. Select “Course/event/seminar attendance” from the Category list
3. From the Type drop-down menu, select “Core research knowledge or methods course”
4. Click “Search”

If the search results list the activity you’re looking for, select the activity, give the dates and click the “Claim” button.

If the activity isn’t listed, scroll down the list of results, select “None of the above” and provide the required information before clicking the “Claim” button. For example:

**Search for Activities**

Category:

Type:

Title:

**Please Note:** Courses run by Research Development and the Doctoral College that are booked via [www.cpdbookings.qmul.ac.uk](http://www.cpdbookings.qmul.ac.uk) will be added to your record automatically and do not need to be claimed.

1. There are no matching activities found in the system.

Please provide the Type, Title and Provider of the activity

Activity Type\*: Core research knowledge or methods course (e.g. LTCC, IALS courses, masters lectures) (Class 1)  
Points A: 1, B: 0, C: 0, D: 0 per hour

Title\*:

Provider\*:

Please enter the number of hours actually spent at the activity minus lunch breaks.

For example, a two day activity, of 9 to 5 minus 1 hour for lunch on both days, would equate to 14 hours total.

It should be noted that the number of hours do not necessarily relate to the number of points that will be approved.

Hours\*:

2. Please provide the date range of the activity

Date From\*:  ...

Date To\*:  ...

3. Please give further details of the activity (what it involved, what skills you developed etc)

The activity should now appear on your record:

Type	Code	Title	Provider	From	To	Hours
Core research knowledge or methods course (e.g. LTCC, IALS courses, masters lectures)		Advanced Syntax	ACTL	20-Sep-2021 00:00	08-Oct-2021 00:00	20.0

As this is a Class 1 activity, this means that points will be calculated by the system based on the total hours you provided when logging this activity. To see how many points, you were awarded for the activity, click on the title of the activity in your Activity Record (in this example, “Advanced Syntax”). This should open a new page that displays how many points were added and in which domain:

## View Activity

<b>Title:</b>	Advanced Syntax				
<b>Provider:</b>	ACTL				
<b>Web Address:</b>					
<b>Date:</b>	20-Sep-2021 to 08-Oct-2021				
<b>Type:</b>	Core research knowledge or methods course (e.g. LTCC, IALS courses, masters lectures)				
<b>Hours:</b>	20.0				
	A	B	C	D	Total
<b>Points:</b>	20.0	0.0	0.0	0.0	20.0
<b>Reason:</b>					
<b>Status:</b>	Approved				
<b>by:</b>					
<b>on:</b>	27-Oct-2021 17:50				

### 3.2 Conference attendance and giving presentations

Points for conference **attendance** are allocated per event, rather than hour. To claim:

1. Click on the “Claim new activity” button on your homepage
2. From the Category drop-down menu, select “Conference attendance”
3. Select the most appropriate Type of conference attendance from the drop-down menu (eg half-day, one day, etc). The points will be adjusted automatically depending on the duration of the conference type you select.
4. Click “Search”

Give the required details (eg name of conference, dates) and click on the “Claim” button. The activity should now appear on your record. Example:

**Search for Activities**

Category:

Type:

Title:

**Please Note:** Courses run by Research Development and the Doctoral College that are booked via [www.cpdbookings.qmul.ac.uk](http://www.cpdbookings.qmul.ac.uk) will be added to your record automatically and do not need to be claimed.

1. There are no matching activities found in the system.

Please provide the Type, Title and Provider of the activity

Activity Type\*: Conference Attendance (One day) (Class 2)  
Points A: **3**, B: **2**, C: **0**, D: **0** per activity

Title\*:

Provider\*:

2. Please provide the date range of the activity

Date From\*:  ...

Date To\*:  ...

3. Please give further details of the activity (what it involved, what skills you developed etc)

If you attended a conference and presented at the same conference, then you should make **two separate claims**: one for attending and one for presenting. To claim points for giving a presentation:

1. Click on the “Claim new activity” button on your homepage
2. From the Category drop-down menu, select “Giving presentations”
3. From the Type drop-down menu, select the most appropriate type of presentation. For example, if you presented a poster at a conference, then select “Conference Presentation (Poster)”
4. Click “Search”

-- Please Select a Type --

Cafe Scientifique Presentation (Class 2)

Three Minute Thesis Heats (Class 2)

Three Minute Thesis Heats and Finals (Class 2)

Journal Club/Reading Group/lab meeting Presentation (Class 2)

Conference Presentation (Oral) (Class 2)

✓ Conference Presentation (Poster) (Class 2)

Internal Presentation (< or =30 mins) (Class 2)

Internal Presentation (>30 mins) (Class 2)

Giving external seminar (>30mins) (Class 2)

are adding it to your profile.

not need to provide the number of hours or suggested

Give the required details (eg title of your presentation, name of conference, dates) and click on the “Claim” button. The activity should now appear on your record.

### 3.3 Insessional English courses

If you have attended an Insessional English course run by the [Language Centre](#), you may claim points as long as you attended all (or nearly all) of a module:

1. Click on the “Claim new activity” button on your homepage
2. Type “Language Centre” in the Title box
3. Click “Search”

You should see a list of all the Insessional courses:

**Search for Activities**

Category:

Type:

Title:

**Please Note:** Courses run by Research Development and the Doctoral College that are booked via [www.cpdbookings.qmul.ac.uk](http://www.cpdbookings.qmul.ac.uk) will be added to your record automatically and do not need to be claimed.

1. Select an activity from the list

	Type	Code	Title	Provider
<input type="radio"/>	Other course/event attendance	ELS025	Excellence in Writing 1	Language Centre
<input type="radio"/>	Other course/event attendance	ELS026	Excellence in Writing 2	Language Centre
<input type="radio"/>	Other course/event attendance	ELS4004	Expand your Vocabulary	Language Centre
<input type="radio"/>	Other course/event attendance	ELS4006	Critical Thinking for Reading & Writing	Language Centre
<input type="radio"/>	Other course/event attendance	ELS4007	Structuring arguments and avoiding plagiarism	Language Centre
<input type="radio"/>	Other course/event attendance	ELS114	The Process of Writing	Language Centre
<input type="radio"/>	Other course/event attendance	ELS007	Research Writing Workshop	Language Centre
<input type="radio"/>	Other course/event attendance	ELS030	English in Social Settings 1	Language Centre
<input type="radio"/>	Other course/event attendance	ELS031	English in Social Settings 2	Language Centre
<input checked="" type="radio"/>	Other course/event attendance	ELS110	Academic Listening	Language Centre
<input type="radio"/>	Other course/event attendance	ELS102	Effective Presentation Skills	Language Centre
<input type="radio"/>	Other course/event attendance	ELS111	Effective Participation in Seminars	Language Centre
<input type="radio"/>	Other course/event attendance	ELS4003	Improve your Listening & Speaking	Language Centre
<input type="radio"/>	Other course/event attendance	ELS027	From Reading to Writing	Language Centre
<input type="radio"/>	Other course/event attendance	ELS024	English through Literature	Language Centre
<input type="radio"/>	Other course/event attendance	ELS034	Grammar in context 1	Language Centre
<input type="radio"/>	Other course/event attendance	ELS035	Grammar in context 2	Language Centre
<input type="radio"/>	Other course/event attendance	ELS036	Proofreading and Editing Skills	Language Centre
<input type="radio"/>	None of the above			

Select the course you attended, provide the date range and click on the “Claim” button. The activity should now appear on your record.

## APPENDIX A – Courses added automatically to SPS

The following courses/events are suitable for doctoral students and are automatically added to your record on the Skills Points System (SPS), as long as you **follow the steps below**:

Visit the tab *My Account* on the QMUL [CPD Booking System](#) and check that the following details are correct:

1. Your Role is listed as 'PhD student'
2. Full name
3. Student number (9-digit number at the front of your ID card)
4. QMUL email address

NB: It can take between 2-3 weeks after attending a course before it appears on your SPS record.

The list below includes courses and events from different Queen Mary providers, which are booked through the [CPD booking system](#). Please note that courses run by the Professional Development team do not accrue points (see FAQs under [Help](#) on the SPS).

Any activities or courses NOT listed here, must be added manually – please [section 2.2](#) above.

### Queen Mary Academy – [Researcher Development](#)

Code	Course/Event Title	A	B	C	D	Total
PHD-QMA-001	Reading Strategically and Analytically	3	0	0	0	3
PHD-QMA-002	Crafting Your Literature Review	1	0.5	0	1.5	3
PHD-QMA-003	Postgraduate Funding: Considering the Alternatives	0	0	2	0	2
PHD-QMA-100	Critical Thinking	3	0	0	0	3
PHD-QMA-101	Making the Most of Your First Academic Conference	0	2	0	1	3
PHD-QMA-103	Behind the mystique: what academic writing is, and how to get better at it	0	1	0	2	3
PHD-QMA-104	Getting Started with your PhD	0	1	1	1	3
PHD-QMA-105	Working with your Supervisor	0	2	0	1	3

PHD-QMA-201-A	Presenting Your Research to an Audience (Workshop)	0	1.5	0	1.5	<b>3</b>
PHD-QMA-201-B	Presenting Your Research to an Audience (Practicum)	0	1.5	0	1.5	<b>3</b>
PHD-QMA-300	Preparing for Your Viva	0	0	1	2	<b>3</b>
PHD-QMA-301	Writing Your Thesis	1	0	1	2	<b>4</b>
PHD-QMA-302	So you want to do a postdoc?	0	3	0	0	<b>3</b>
PHD-QMA-3MT	Three Minute Thesis (3MT) Final	0	1	0	0	<b>1</b>
PHD-QMA-3MT1	Condensing your research into 3 minutes: 3MT Information Session	0	0	0	1.5	<b>1.5</b>
PHD-QMA-3MT2	Condensing your research into 3 minutes practicum	0	0	0	2	<b>2</b>
PHD-QMA-3MT3	3MT finalist training	0	0	0	3	<b>3</b>
RD-QMA-001	Navigating Change and uncertainty	0	2	1	0	<b>3</b>
RD-QMA-002	Stress Resilience and Strengths	0	3	0	0	<b>3</b>
RD-QMA-004	Assertive Communication Skills for Researchers	0	2.5	0.5	1	<b>4</b>
RD-QMA-005	Speed-Reading for Researchers	0	3	0	0	<b>3</b>
RD-QMA-006	Mindmapping for Researchers	1	2	0	0	<b>3</b>
RD-QMA-007	Academic Peer Review	1	0	1	1	<b>3</b>
RD-QMA-008	Stagecraft and Voice for Research Presentations	0	1.5	0	1.5	<b>3</b>
RD-QMA-009	Let's Write! Online Writing Retreats (half day)	0	1	0.5	0.5	<b>2</b>
RD-QMA-010	Let's Write! Online Writing Retreats (full day)	0	2	1	1	<b>4</b>
RD-QMA-011	Managing your time and workload effectively in a research environment	0	2	1	0	<b>3</b>
RD-QMA-013	Project Management for Researchers	0	3	3	0	<b>6</b>
RD-QMA-014	Creative Thinking for Researchers	1.5	0.5	0	0	<b>2</b>
RD-QMA-017	Negotiation Skills for Researchers	0	2	0.5	1.5	<b>4</b>
RD-QMA-018	Finding Research Funding, including small grants and travel funds	0	0	2	0	<b>2</b>
RD-QMA-019	Building confidence as a researcher through embodied practices	0	2	0	1	<b>3</b>
RD-QMA-020	Story-telling skills for engaging an audience with your research	1	0	0	2	<b>3</b>
RD-QMA-021	Introduction to Statistics and R	19.5	0	0	0	<b>19.5</b>
RD-QMA-022	Introduction to Statistical Methods using R	19.5	0	0	0	<b>19.5</b>

RD-QMA-024	Fundamentals of Data Visualisation	3	0	0	3	<b>6</b>
RD-QMA-031	LATeX Tutorial for Beginners	2	0	0	0	<b>2</b>
RD-QMA-032	LaTeX for Writing your Thesis	2.5	0	0	0	<b>2.5</b>
RD-QMA-034	Planning and Writing Research Proposals (for HSS Researchers)	0	0	3	0	<b>3</b>
RD-QMA-036	Practical techniques for managing stress as a Researcher	0	1.5	0	0	<b>1.5</b>
RD-QMA-102	Making a Poster Presentation	0	0	0	3	<b>3</b>
RD-QMA-301	Planning for an academic career (For PhDs and Postdocs)	0	2.5	0	0	<b>2.5</b>
RS-QMA-200	Are YOU fellowship-ready? ( <i>contact the tutor for permission to attend</i> )	0	2	0	1	<b>3</b>

### Queen Mary Academy – [Education & Recognition](#) (for researchers who teach)

Code	Course/Event Title	A	B	C	D	Total
QMACV01	Interactivity in online teaching (online)	0	0.5	0	0.5	<b>1</b>
QMACV02	Interactivity in asynchronous teaching and learning (Online)	0	0.5	0	0.5	<b>1</b>
QMAEL01	Student Engagement Online	0	0	0	1	<b>1</b>
QMAEL02	Employability and graduate attributes	0	1	0	0	<b>1</b>
QMAEL03	Effective Feedback	0	0.5	0	1	<b>1.5</b>
QMAEL04	Enhancing Assessment Design	0	0.5	0	1	<b>1.5</b>
QMAEL05	Introduction to Curriculum Design	0	0.5	0	1	<b>1.5</b>
QMAEL07	Reflective practice to enhance teaching	0	0.5	0	0.5	<b>1</b>
QMAEL08	Action research for professional learning	0.5	0	0	0.5	<b>1</b>
QMAEL12	Embedding Sustainability in the Curriculum	0	0.5	0.5	0.5	<b>1.5</b>
QMAMBCC	Managing Bold and Challenging Conversations with Taught Students	0	1	0	1.5	<b>2.5</b>
QMAMM01	Mixed-Mode Learning Workshop	0	0	0	1	<b>1</b>
QMAMM02	Mixed-Mode Education Workshop	0	0.5	0	0.5	<b>1</b>
QMATYFS01	Teach Your First Session	0	2	0	2	<b>4</b>
QMATYFS03	Teach Your First Session (SE)	0	2	0	2	<b>4</b>
QMATYFS04	Teach Your First Session (SMD)	0	2	0	2	<b>4</b>

### School of Medicine and Dentistry *only*

Code	Course/Event Title	A	B	C	D	Total
PBL101	PBL Facilitator Training	0	1	0	1	2

### Doctoral College

Code	Course/Event Title	A	B	C	D	Total
DC100	PhD Induction	0	2	3	2	7
DC100-WEB	PhD Induction Remote Session	0	1	1	1	3
DC101	1st year PGR day: Maximising the Impact of Conferences and Networking	0	1	0	1	2
DC102	International PhD Student Welcome	0	1	1	1	3
DC103	Medicine and Dentistry Library Introduction and Tour	0	0	1	0	1
DC104	Year 1 PGR Induction - Welcome to Queen Mary	0	0	0.5	0	0.5
DC105	Year 1 PGR Induction - The PGR Process	0	0	2.5	0	2.5
DC106	Year 1 PGR Induction - Opportunities for Development	0	1.5	0	0	1.5
DC107	Year 1 PGR Induction - Welfare and Support for PGR Students	0	1.5	0	0	1.5
DC108	Year 1 PGR Induction - Getting to know you – building a remote PhD community	0	0	0	1.5	1.5
DC109	1st year PGR day: Your PGR journey: getting the best start	0	2	0	0	2
DC110	Year 1 PGR Induction – Getting to Know You -Networking Fair	0	0.5	0	0.5	1
DC200	2nd Year PhD Cohort day: Understanding the impact of your research	1	0	1	1	3
DC200CW	2nd Year Cohort Day Coursework	2	0	0	8	10
DC203	PhD show off training	0	2	0	2	4
DC204	2nd Year PhD Cohort day: Wellbeing Session - Keeping up the Momentum	0	2	0.5	0	2.5
DC300	3rd Year PGR Cohort Day - Employability	0	1	0	1	2
DC301	3rd Year PGR Cohort Day - Crossing the finishing line	0	1	1	0.5	2.5
DC302	3rd Year PGR Cohort Day - Networking Brunch	0	0.5	0	0.5	1
DC501	Writing support for QMUL PhD students	0.5	0	0	0.5	1
DC600	PGTips	0	0.5	0	0.5	1



## Careers

Code	Course/Event Title	A	B	C	D	Total
RD-RC-001	Networking for Introverts	0	1	0	2	3
RD-RC-002	Strategic Job Hunting for Researchers (Humanities and Social Sciences)	0	2	0	0	2
RD-RC-003	Enterprise/Commercial Awareness	0	0.5	0	1	1.5
RD-RC-004	Strategic job hunting for researchers (STEM)	0	2	0	0	2
RD-RC-005	CVs and applications for Academic Jobs	0	2.5	0	0	2.5
RD-RC-007	LinkedIn secrets for researchers - review your profile and generate job options	0	3	0	0	3
RD-RC-008	CVs and Applications for Jobs Outside Academia	0	2.5	0	0	2.5
RD-RC-009a	Career options for roles beyond academia (STEM)	0	3	0	0	3
RD-RC-009b	Career options for roles beyond academia (HSS)	0	3	0	0	3

## Library

Code	Course/Event Title	A	B	C	D	Total
LT002	Access Library resources online	1	0	0	0	1
LT003	Explore Library Search	0.5	0	0	0	0.5
LT005	Hour of Code	1.5	0	0	0	1.5
LT007	Knovel - Engineering Data and Technical References	1	0	0	0	1
PHD-LIB-009	PubMed	0.5	0	0	0	0.5
RD-LIB-001	How to find Open Science	0.5	0	0	0	0.5
RD-LIB-002	Copyright for Researchers	0	0	3	0	3
RD-LIB-003	Endnote for Medicine and Dentistry	2	0	0	0	2
RD-LIB-004	How to use Endnote for Humanities	2	0	0	0	2
RD-LIB-005	Endnote vs Mendeley	0.5	0	0	0	0.5
RD-LIB-006	How to search for non-UK theses	0.5	0	0	0	0.5
RD-LIB-007	How to use Endnote for Science and Engineering	2	0	0	0	2
RD-LIB-008	Research it! : Information research skills for Science and Engineering	2	0	0	0	2

RD-LIB-009	Research it! Information Research Skills for Medicine & Dentistry	2	0	0	0	<b>2</b>
RD-LIB-010	SAGE Research Methods	0.5	0	0	0	<b>0.5</b>
RD-LIB-011	SciFinder	2	0	0	0	<b>2</b>
RD-LIB-012	Scopus	0.5	0	0	0	<b>0.5</b>
RD-LIB-013	Let's search it! Discover High-quality Resources for Science and Engineering Research	2	0	0	0	<b>2</b>
RD-LIB-014	Let's Search it! Advanced search skills for Medicine and Dentistry	2	0	0	0	<b>2</b>
RD-LIB-015	Mendeley It! Using Mendeley to manage your references	2	0	0	0	<b>2</b>
RD-LIB-017	Visualise it! Your research in focus	2	0	0	0	<b>2</b>
RD-LIB-018	Web of Science	0.5	0	0	0	<b>0.5</b>
RD-LIB-020	Introduction to EndNote Online for Faculty of Humanities and Social Sciences	1	0	0	0	<b>1</b>
RD600	Elements: Introduction & adding your publications	1	0	1	0	<b>2</b>

### **Centre for Public Engagement**

<b>Code</b>	<b>Course/Event Title</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>Total</b>
RD-PE-001	Introduction to working with communities	0	0	0	2	<b>2</b>
RD-PE-002	Introduction to engaging with policymakers	0	0	0	2	<b>2</b>
RD-PE-003	Introduction to Engaging with Schools and Families	0	0	0	2	<b>2</b>
RD-PE-004	Introduction to evaluating public engagement	0	0	0	2.5	<b>2.5</b>
RD-PE-005	Public Engagement Masterclass	0	0	0	3.5	<b>3.5</b>
RD-PE-006	Introduction to involving patients in your work	0	0	0	2	<b>2</b>
RD-PE-008	Hands on engagement: taking research to events and festivals	0	0	0	2	<b>2</b>

### **Research Impact Team**

<b>Code</b>	<b>Course/Event Title</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>Total</b>
RI002	Research Impact Advice Drop-in	0	0	0	1	<b>1</b>
RI003	Introduction to Impact Acceleration Accounts	0	0	0	1	<b>1</b>
RI004	Introduction to Impact	0	0	0	1	<b>1</b>

RI005	Embedding Impact into UKRI Bids - Online Webinar	0	0	0	2	<b>2</b>
RI006	Evaluating and evidencing impact	0	0	0	3	<b>3</b>
RI007	Research Impact for PhD students	0	0	0	3	<b>3</b>
RI009	Bench to Market	0	0	0	2	<b>2</b>
RI010	Social Enterprise	0	0	0	1.5	<b>1.5</b>
RI011	Generating Policy Impact	0	0	0	1.5	<b>1.5</b>

### Marketing and Communications

Code	Course/Event Title	A	B	C	D	Total
RD-MC-001	Introduction to Marketing and Comms (QMUL Media Training)	0	1	0	1.5	<b>2.5</b>
RD-MC-002	How to promote your research to the media	0.5	1	0	1	<b>2.5</b>
RS-MC-001	How to write an opinion piece and get published	0	1	0	1.5	<b>2.5</b>

### Joint Research Management Office

Code	Course/Event Title	A	B	C	D	Total
GCP 011	Governance Training Course - Study Set Up	2	0	4	0	<b>6</b>
GCP 011A	Governance Training Course - Study Set Up split over two sessions	2	0	4	0	<b>6</b>
GCP 012	Governance Training Course - Managing a Study	2	0	4	0	<b>6</b>
GCP 012A	Governance Training Course - Managing a Study split over two sessions	2	0	4	0	<b>6</b>
GCP 013	Governance Training Course - Data management and databases	2	0	4	0	<b>6</b>
GCP 013A	Governance Training Course - Data management and databases split over two sessions	2	0	4	0	<b>6</b>
GCP 014	Human Tissue Act and the Implications for Research	0	0	1	0	<b>1</b>
GCP001	Good Clinical Practice for Lab staff	2	0	5	0	<b>7</b>
GCP002	Good Clinical Practice (GCP) - Full course	2	0	5	0	<b>7</b>
GCP002A	Good Clinical Practice GCP Full course Split over two half days	2	0	5	0	<b>7</b>
GCP003	Good Clinical Practice (GCP) Refresher	0	0	2	0	<b>2</b>
GCP004	Research Governance Framework Course	0	0	4	0	<b>4</b>

GCP008	Good Practice for Research studies	0	0	2	0	<b>2</b>
GCP008A	Good Clinical Practice for non-CTIMP research	0	0	4.5	0	<b>4.5</b>
GCP008B	Good Clinical Practice for non-CTIMP research split over two half days	2	0	4	0	<b>6</b>
GCP009	Good Practice for Interventional studies	0	0	4.5	0	<b>4.5</b>
RD-JRMO-101	Planning and Managing your Ethical Research Project	0	0	2.5	0	<b>2.5</b>

### Health and Safety

Code	Course/Event Title	A	B	C	D	Total
EAF001	Environmental Sustainability Skills for the Workforce	0	0	6	0	<b>6</b>
HS005	Hazardous Substance Risk Assessment (COSHH)	0	0	3	0	<b>3</b>
HS006	Working Safely with Ionising Radiation	0	0	3	0	<b>3</b>
HS017	Off-site and Fieldwork Risk Assessment	0	0	2.5	0	<b>2.5</b>
HS019	Containment Level 3 Principles and Practices	0	0	6	0	<b>6</b>
HS020	Working Safely with Biological Hazards	0	0	3	0	<b>3</b>
HS024	Safe Management of Laboratory Hazardous Waste	0	0	2	0	<b>2</b>
HS025	GM & Biosafety for Clinical Trials Staff	0	0	2	0	<b>2</b>
HS026	Decontamination and Sterilisation	0	0	2	0	<b>2</b>
HS028	Selection of Laboratory Personal Protective Equipment (PPE)	0	0	2	0	<b>2</b>
HS029	GM Risk Assessment and Notification	0	0	2	0	<b>2</b>
HS030	Refresher Biological and GM Safety	0	0	1.5	0	<b>1.5</b>
HS042	First Aid for Laboratory Workers	0	0	4	0	<b>4</b>

### IT Services (including E-Learning Unit)

Code	Course/Event Title	A	B	C	D	Total
ELU001	Getting Started With QMplus	0	0	0	2	<b>2</b>
ELU003	Getting Started with Q-Review: recording your lecture and getting it online	0	0	0	1.5	<b>1.5</b>
ELU004	Designing Quizzes in QMplus	0	0	0	2	<b>2</b>

ELU008	Getting started with video in teaching with QMplus Media	0	0	0	2	2
ELU009	E-portfolios, group work and networking with QMplus Hub	0	0	0	2	2
ELU010	QMplus Administration	0	0	0	1	1
ELUBES	Bespoke e-learning development session	0	0	0	2	2
ELUCV01	Getting Started with QMplus (online)	0	0	0	1.5	1.5
ELUCV010	Advanced Blackboard Collaborate (online)	0	0.5	0	0.5	1
ELUCV011	Analytics on Student Engagement	0	0	0	1	1
ELUCV013	An Overview of Zoom	0	0	0.5	0.5	1
ELUCV014	An Overview of MS Teams	0	0	0.5	0.5	1
ELUCV015	A comparison of Zoom, MS Teams and Collaborate functionality	0	0	0.5	0.5	1
ELUCV03	Run webinars with Blackboard Collaborate (online)	0	0	0	1	1
ELUCV04	Online grading and feedback with the QMplus assignment (online)	0	0	0	1	1
ELUCV05	QMplus Quizzes (online)	0	0	0	1	1
ELUCV06	An Introduction to Forums (online)	0	0.5	0	0.5	1
ELUCV07	Recording Yourself (online)	0	0	0	1	1
ELUCV08	Advanced QMplus Quizzes (online)	0	0.5	0	0.5	1
IT001	SharePoint End User	3	0	0	0	3
IT002	SharePoint Site Owner	3	0	0	0	3
IT007	SharePoint Focus Sessions	1	0	0	0	1

## APPENDIX B – Activities by Category, Type and Points (including caps)

Class 1: Points are awarded per hour

Class 2: Points are awarded per event

Category	Type	Class	A	B	C	D	Total	Cap
<b>Conference attendance</b>	Conference Attendance (Five days)	2	15	10	0	0	25	30
	Conference Attendance (Four days)	2	12	8	0	0	20	
	Conference Attendance (Half day)	2	1.5	1	0	0	2.5	
	Conference Attendance (One day)	2	3	2	0	0	5	
	Conference Attendance (Three days)	2	9	6	0	0	15	
	Conference Attendance (Two days)	2	6	4	0	0	10	
<b>Course/event/ seminar attendance</b>	Basic IT/Software/Programming course	1	1	0	0	0	1	30
	CILT	2	0	15	0	15	30	30
	Core research knowledge or methods course (e.g. LTCC, IALS courses, masters lectures)	1	1	0	0	0	1	120
	Ethics/Research Integrity/Good Clinical Practice	1	0	0	1	0	1	30
	Funding training	1	0	0	1	0	1	20
	Health and Safety	1	0	0	1	0	1	10
	Intellectual Property training	1	0	0	1	0	1	20
	Language course (NOT English courses)	1	0.5	0.5	0	0	1	30
	Other Personal Effectiveness training	1	0	1	0	0	1	30
	Other Public Engagement/Impact training or development	1	0	0	0	1	1	20
	Other Teaching/demonstrating training	1	0	0.5	0	0.5	1	20
	Other career training or development	1	0	1	0	0	1	60
PGCAP/PGCLTHE	2	0	30	0	30	60	60	

Category	Type	Class	A	B	C	D	Total	Cap
<b>Course/event/ seminar attendance (continued)</b>	PhD Day attendance (School/Institute/Centre)	2	4	2	0	0	6	18
	Reading/Writing retreat (2 days)	2	0	4	2	2	8	0
	Reading/Writing retreat (half day)	2	0	1	0.5	0.5	2	0
	Reading/writing retreat (1 day)	2	0	2	1	1	4	0
	Research seminar/meeting attendance	1	0.5	0	0	0	0.5	60
	School/Institute Induction < or = 3 hours	2	0	1	1	1	3	9
	School/Institute Induction > 3 hours	2	0	2	2	2	6	9
	Statistics	1	1	0	0	0	1	30
	Students' Union training/event	2	0	0	1	1	2	20
	Writing/publishing/other dissemination training	1	0.5	0	0	0.5	1	60
<b>Ethical approval</b>	Ethical Approval (Home Office)	2	3	0	9	3	15	15
	Ethical Approval (NHS)	2	5	0	15	5	25	25
	Ethical Approval (standard, not fast-track)	2	3	0	9	3	15	15
	Ethical approval (Fast-track)	2	1	0	3	1	5	5
<b>Funding/ Intellectual Property application</b>	Competitive Funding Application, internal to QM (e.g. PGRF/PGRIF)	2	0	0	2	1	3	6
	External funding application <£2,000	2	0	0	4	2	6	12
	External funding application >£10,000	2	0	0	9	4.5	13.5	27
	External funding application £2,000 - £10,000	2	0	0	6	3	9	18
	Intellectual Property Application	2	1	0	3	1	5	25
	Queen Mary Impact Fund - large project	2	0	0	9	4.5	13.5	27
	Queen Mary Impact Fund - small project	2	0	0	4	2	6	12
<b>Giving presentations</b>	Conference Presentation (Oral)	2	3	3	0	4	10	30
	Conference Presentation (Poster)	2	3	3	0	4	10	30
	Giving external seminar (>30mins)	2	3	3	0	4	10	30

Category	Type	Class	A	B	C	D	Total	Cap
<b>Giving presentations (continued)</b>	Internal Presentation (< or =30 mins)	2	1	1	0	2	4	12
	Internal Presentation (>30 mins)	2	4	2	0	2	8	24
	Journal Club/Reading Group/lab meeting Presentation	2	1	0	0	1	2	12
	Three Minute Thesis Heats	2	2	2	0	2	6	0
	Three Minute Thesis Heats and Finals	2	2	4	0	4	10	0
<b>Meeting/club/reading group attendance</b>	Careers 1-2-1 session	2	0	1	0	0	1	6
	Educational Development TA Drop-in	2	0	0.5	0	0.5	1	6
	Journal Club/Reading Group/lab meeting/mentoring group - attendance	1	0.5	0	0	0	0.5	30
	Library services 1-1 session	2	1	0	0	0	1	30
	Representing School or Research Group at meeting or committee	1	0	0	0.5	0.5	1	24
<b>Mentoring</b>	Meeting with mentor (not supervisor)	1	0	0.5	0	0.5	1	30
	Women in History Forum	1	0	0.5	0	0.5	1	20
<b>Organising events/ seminars</b>	GradFest Committee member/Event organiser	2	0	6	6	6	18	18
	Organising 1 off seminar (with external speakers)	2	2	0	1	1	4	8
	Organising Conference (with external speaker(s)) claim per day	2	2	0	2	2	6	24
	Organising internal event/seminar without external speaker (claim per event)	2	0.5	0	0.5	0.5	1.5	18
	Organising weekly seminar series for a term (with external speaker(s))	2	6	0	6	6	18	36
<b>Outreach/public engagement</b>	Outreach/public engagement	1	0	0	0	1	1	60
<b>Teaching</b>	Mentoring/supervising of Project Student	2	2	1	0	2	5	20
	Running Field trips - field activities (claim per day)	2	3	2	0	2	7	28
	Running Field trips - preparation (logistics, risk assessment. Not Teaching) per day	2	1	2	4	0	7	14



<b>Category</b>	<b>Type</b>	<b>Class</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>Total</b>	<b>Cap</b>
<b>Teaching (continued)</b>	Teaching/demonstrating/marking/preparation	1	0	0.5	0	0.5	1	30
<b>Work placement/ internship</b>	QConsult placement	2	5	10	5	10	30	60
	Work/Research placement	1	0	0.5	0	0.5	1	30
<b>Written publications</b>	Conference proceedings	2	1	0	0	3	4	12
	Publication - review paper	2	1	0	0	3	4	12
	Refereed Publication (Book Review) revisions and acceptance	2	1	0	0	3	4	12
	Refereed Publication (Journal Paper, Book chapter, not abstract) acceptance	2	2	0	0	8	10	20
	Refereed Publication (Journal Paper, Book chapter, not abstract) submission	2	2	0	0	8	10	20
	Reviewing a conference abstract	2	0.5	0	0	0.5	1	20
	Reviewing a journal article	2	1	0.5	0	0.5	2	20
	Writing a Research Blog	2	1	0	0	3	4	12