UCL PROFILES- GUIDELINES FOR COMPLETION

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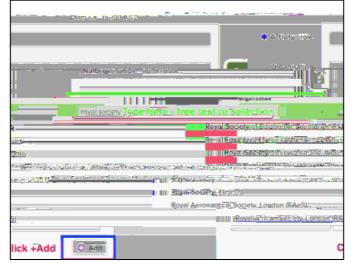
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Most activities include a drop-down menu giving you the option to select a sub-type (e.g. 'Conference/event activity' includes 'Conference organisation', 'Invited speaker' etc.). This sub-type will not display in Profiles. The other Essential Information fields will all appear in Profiles if you populate them. Fields marked with a red asterisk are mandatory.

Organisation/institution fields can be confusing to populate at first. When adding a professional or teaching activity (e.g. fellowship), you may need to populate an Organisation/Institution field. This field includes a form for entering the organisation name. Start typing into the box labelled 'Organisation' which appears beneath the box at the top of the organisation field with the dotted outline (see image below). You will be offered organisations to select as you type: for example 'University College London, London (UCL)' is offered when you start typing 'University College L'. You are not restricted to prepopulated suggestions, so you can type a name that is not available. Note that you will not be able to save without clicking '+ Add' after making your selection or filling in the organisation details.



TEACHING PAGE

Add a teaching activity

The Teaching page in UCL Profiles lists modules, programmes and short courses added in RPS. It is not necessary to add all your teaching, just what you want to highlight. Student support, committee work and other teaching-related roles and activities should be added as professional activities.

The easiest way to add a teaching activity is from your RPS Homepage (Teaching activities > + Add New). You can also navigate to your list of Teaching Activities from the 'Edit Profile' page (Teaching Activities > Manage teaching activities), where you can filter, view and edit existing activities, and add new ones using the + button. There are 4 types of activity to select from: Module led, Module taught, Programme led and Short course taught. The Essential Information fields will all appear in Profiles if you populate them. Fields marked with a red asterisk are mandatory.

GRANTS

Grants and research degree supervision in my RPS record?

Grants and research degree supervision records have been imported to RPS from Worktribe and Portico respectively, as a one-off data load. Grants appear in the Grants section of RPS, and research degree supervision

in Teaching Activities. Grants have been added to PIs' RPS records only; research degree supervision has been added to all supervisors' RPS records

TRAINING MATERIAL

Online training sessions open to all staff and doctoral researchers are available for booking. If you would like to arrange an online training sessions for your department or faculty, please contact Profiles Support. - Profiles FAQs