FAQs about the online RPDP form

A supervisor / Research Studies Panel (RSP) member does not receive a communication when a Research and Professional Development Planning (RPDP) form is shared by the student and cannot access the form. What are the possible reasons for this?

A.   The record for the student should be checked to ensure that the supervisor(s)/RSP are recorded correctly. If a change to a supervisor/RSP member is needed, this change can be made by the School via Infohub under Students/Registration & Classlists/Research Student Management System/Manage Phd/Masters Student Record. If it is not possible to make this change, please email grb@ucd.ie or contact the GRB contact for your School.

B.   If the supervisor(s)/RSP member is not a UCD staff member, it may not be possible to include them in this workflow. This may arise for adjunct staff. If they are not the RSP Chair, this should not interfere with the process, but a PDF version of the form may need to be shared with the non-UCD staff member on the RSP.

If no one else on the RSP receives a notification about the form, and they are unable to access the form, then the form may not have been set up/shared correctly (as outlined in the next FAQ).

A student has set up an RPDP form, but the RSP (including supervisors) have not received a notification about the form and are unable to access it. What are the possible reasons for this?

A student should save their work on this form as they go, but they must also select 'Submit' in order to trigger a communication to the RSP and to enable the panel to view the form. Please see guidance on setting up an RPDP form on the Graduate Studies website.

Alternatively, please check if the student has used the 'My Research and Professional Dev Plan' section as opposed to uploading a document to the RSP section of the RSM. This latter section of the portal has been left in place to ensure that previous submissions remain accessible, but it also allows users to upload additional documentation (but it is separate to the 'My Research and Professional Dev Plan' section).

The Chair of an RSP is a non-UCD staff member. How can they sign off on an RPDP form if they can't access it in Infohub?

If a member of an RSP is recorded as a 'non-UCD' member of the RSP, they will not receive any automated communication or have access to the Infohub version of the form. The PDF version of the form will have to be shared with them offline. The Chair of the RSP will need to sign off on this form within Infohub before the student themselves can complete this

process, and if the Chair is a non-UCD RSP member, they will be unable to take this step. In these circumstances, please contact grb@ucd.ie as an existing UCD adviser from the panel may need to be temporarily assigned as Chair in Infohub to enable this step.

A member of the RSP did not receive an email after the RPDP form was shared with the panel. It turned out that the panel was incorrectly recorded, but after the update to membership, the RSP member did not receive any communications. Why is this the case?

If there is a change of membership to the RSP after the process for a particular form has been initiated, the new member of the panel will be able to access the form, but they won't receive any notifications that have already been triggered. If the student updates the form, and shares these updates with the RSP, then the new RSP member will receive any future communications.

An RSP member has not received communications about an RPDP form and cannot access the form, but they are definitely UCD staff. Can this be resolved?

The RSP member may not have been staff when they were first added to the RSP or, if there was difficulty finding the correct name within Infohub, they have been added under 'non-UCD' RSP in error. In order to check if someone was set up as a 'non-UCD' RSP member, please select 'Change' within the 'Manage Phd/Masters Record' screen in Infohub, beside the name of the relevant RSP member. The screen you will be brought to will say whether they were set up as a 'UCD' or 'non-UCD' RSP member.

In order to rectify this, if they are UCD staff, please select 'Add UCD RSP member' and add their name with the correct P/V number. You may need to contact grb@ucd.ie to get the 'non-UCD' reference removed.

A student has duplicate entries for the same form. How can they remove the unused entries?

The system now has controls in place to prevent the creation of duplicate forms. The student will be advised that they still have an 'in progress' form, which should be completed and signed by the student and RSP Chair.

It may not be possible to remove earlier duplicate entries (as it may affect the completed form).

A student has initiated an RPDP form and the RSP has received a notification about it, but the form is no longer visible. What are the possible reasons for this?

This may happen if a change of programme occurs in the middle of this process: for example, if permission for dual registration is granted. In such circumstances, the following may happen:

1. If a student has changed to something other than a graduate research programme (for example, Certificate in Teaching & Learning), the student will no longer appear under 'My Research Students'/'My RSP Students' for the relevant supervisors/advisers.
2. If the new programme is not in the same School, the student will not appear to the School in 'Overview of RSP/RPDP Activity'. They will now be appearing under the School associated with their most recent registration.

In such circumstances, it may be necessary to complete the RPDP process offline (for that particular form only).