STUDENT MANUAL

SciPro
Thesis Management System

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If you find any errors in this document, please let us know at info@sciproprojects.com

Completing your profile

Welcome to SciPro!

You should have received an email with your account details. The email will have a link for you to follow to create your password. If you do not have this email to hand but you know the link for your university or department's SciPro, you can go there and choose "I forgot my password". Follow the steps there. Use your university email address.

You will need to complete your profile as it contains information that will be necessary for the process to work in the smoothest way possible.

Go to your name at the top of the page, on the right. In "Basic profile", you can put in your contact information. SciPro has an integration with Skype. If you put your Skype ID in here, starting Skype conversations will be a lot easier.

Using the Idea Bank

Getting Started – Ideas, Matching and Creating Projects

1. Log in. You will see your landing page. If your department has decided not to use the Idea Bank, skip this section and go to the next section - Writing your thesis: Activity Plan, Milestones
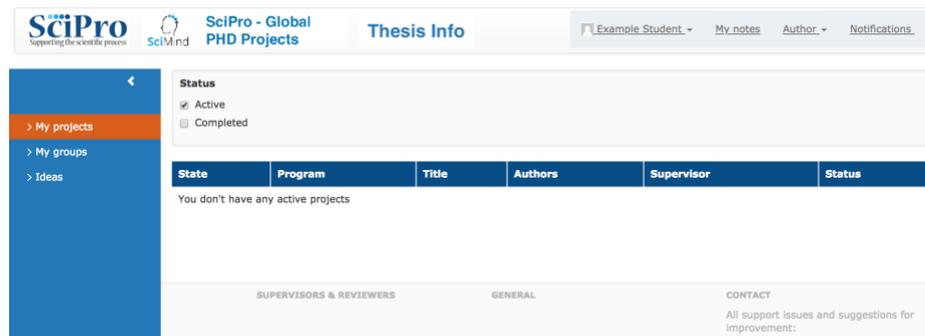
2. This is your landing page for the moment. Now, you need to put in your project idea or choose an existing one. To do this, go to "Ideas" in the bar on the left.
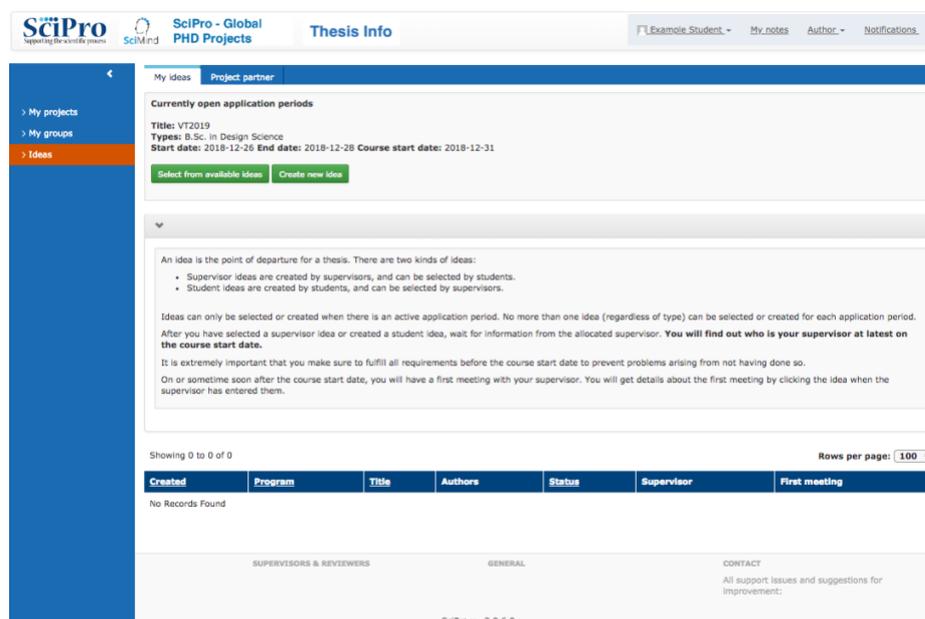
3. Click on either "Select from available ideas" to see supervisor ideas you can choose or "Create new idea" to add your own.
   a. Select from available ideas. The system will show the available ideas that you can choose. You can filter by research area to have more relevant options.

i. Click on the project idea to see details about it. A window will pop open with the details.

ii. If you want to do this project with a partner, you can click on "Find one!" above and it will take you to the list of available partners. Alternatively, you can click on the drop-down list and choose a partner by starting to type the partner's name.

iii. Tick the box to show that you can do the project and choose "Select Idea". This will then automatically create the project *on the course start date* and you will see it in your landing page. If you really want to start now, your supervisor (who authored the idea) can accept the project and create it. Please note that there is

no notification that you have chosen this idea; you can see it when you click on "My Ideas".

   iv. In "My Ideas", you can click on the project and add extra information: the Watson's Box. This will give your supervisor an idea about how you want to do the project.

b. <u>Create new idea</u>. Please note that your university may want you to choose from available supervisor ideas before you publish your own. It is advisable to check supervisor ideas even if this is not a requirement from your university.

   i. Choose your program

   ii. Choose the language of your thesis. The alternatives are chosen by the university and, if you want to work with someone, your partner.

   iii. Give your thesis project a title. This can be changed later.

   iv. In the Watson's Box, describe the project idea in more depth (this is mandatory). This will give supervisors a better idea of what you want to do. The more you include, the better. Click on the help bubbles for more information about how to complete the Watson's Box.

   v. Choose your Research Area. This will display keywords that you can select. This will help supervisors find your project.

   vi. Click the box stating that you have checked for ideas before submitting (your university may have chosen to hide or customise this).

   vii. When you have submitted your idea, you will be able to see and edit it under "My Ideas". When your idea is chosen by a supervisor, you will be able to start.

Project Management

Writing your thesis: Activity Plan, Milestones

1. Log in. You will see your landing page.

2. Click on "Activity Plan" to see what you need to do for your project.
   a. Each Activity has a corresponding Self-Assessment Checklist. Click on the icon and complete the checklist. If you need to upload a file as part of the activity, you will need to complete this checklist first before you can upload anything. The light next to the icon tells you of the list's state. This can be seen by your supervisor.
   b. Each Activity has its own Forum. This is a private forum for you and your supervisor(s) to use.
   c. If your university has allowed it, you can add and edit the Activities. Here be there dragons, so tread lightly.
3. Click on "Self-Assessments" to see a list of the checklists that you will need to complete as part of the Activity Plan.
4. "Files" is a repository of all documents that have been uploaded that are linked to this project.
5. "Forum" is a list of all the communication linked to the project.

Peer Review

To use Peer Review, firstly, you need to submit your essay to the pool. When you have done this, you will be able to accept someone else's essay which you will yourself review.

You do not need to review the essay of the person who is going to review your essay.

Follow the steps in the system to use Peer Review.

When your essay has been reviewed, you will see the reviewer's comments under "My Requests and Reviews". Your essay which has been reviewed is under "Requests"; the essay which you have reviewed is under "Reviews".

Final Seminar

This is only visible after your supervisor has created a final seminar.

The number of active participants or opponents depends on university policy.

You will need to upload a file before the deadline. This needs to be a PDF. If your university has plagiarism detection implemented in SciPro, this file will be sent to the plagiarism system for checking. Depending on your university's policies, you may or may not be able to view the report. If you are allowed to see the report, it will be shown here.

Opposition & Active Participation

This is a list of all final seminars which you can attend. Your university will likely state how many final seminars that you need to attend, either as an opponent or as a participant.

Choose which ones you want to attend from the list, selecting which role you would like to have.