The Postgraduate Office Research Training Information Assistant (PORTIA) is a web-based system to support postgraduate research students and supervisors with management of postgraduate research. It allows students and supervisors to create a research plan, assign tasks/goals, record meetings/consultations, notes and other important events related to research. This enables students to manage their research and plan more effectively, which significantly improves communication between students and their supervisors.

What you can do in PORTIA

Access PORTIA
Click PORTIA link, select your role (i.e. Student, Supervisor, Faculty Level or Central Administration), enter your QUT-Access username, password and click Login.

As a Student you can...
View student details (i.e. general information, program details, load used, leave taken, supervisors, significant dates).
View the Message Board.
Create a Research Plan.
Add Milestones to a Research Plan.
Add Tasks to your Milestones.
Add For The Record (FTR) Items.
Add Consultations with supervisors.
View Supervisors’ information.
View Critical Dates.

As a Supervisor you can...
View a list of all the research students under your supervision.
Access student details for each student.
For each student the supervisor can:
Add Tasks.
Add Notes.
Add For the Record (FTR) Items.
Add Consultations.
Access a student’s Research Plan.
View Critical Dates.
Search students’ records for notes, tasks, consultations and

As a Faculty Level / Central Admin you can...
Search Supervisors.
Search Students.
View search results in a list or a graphical format.
View breakdown of research students’ load usage (EFTSU).
View details of an individual research student.
Administration staff at Faculty Level can access all students’ records for their faculty while Central Administrators are able to access university wide records.

Help
Click the Help icon 📚 for any feature to obtain contextual help.

Security Tip: Always click Logout on the top right-hand corner of the screen to properly logout of PORTIA. Do not click the Back button of your web browser.

Navigation Tip: Click the One Up button 🌼 or Home button 🏡. This is quicker than using the Back button of your web browser.
Research Student View

Student Details for Joe Bloggs

Research Plan and Milestones

A research plan is made up of series of milestones. Each milestone is made up of several tasks.

- Click Research Plan under Views, and then click Add Milestone to create a new research plan.
- Continue to Add/Edit milestones to complete your plan.
- You can add/edit milestones and associated tasks only if your research plan has not yet been marked as approved by the principal supervisor or if your approved research plan has been ‘unlocked’ by your principal supervisor.

For the Record (FTR) Items

FTR allows you to ‘put on record’ important items/events which may be deemed relevant and/or significant to your progress.

Add FTR
- Click Add FTR under Actions.
- Enter the relevant details and click Save.

Edit/Delete FTR
- Click “For the Record” items under Views.
- Click on the specific record under the Summary column.
- Edit the FTR item or click Delete For the Record Item.

Consultations

Use Consultations to record details of your past and present consultations.

Add a Consultation
- Click Add Consultation under Actions.
- Enter all the details and click Save.

Tips: You can search for consultations or view Upcoming /Overdue /Past/ Face to Face /Via Telephone /Email /Other

Notes

Use Notes to record your observations of progress, reviews of submitted work or general reminders.

Add a Note
- Click Add Note under Actions.
- Enter all the details and tick appropriate check boxes.
- Click Save.

Edit/Delete a Note
- Click Notes under Views.
- Click a specific note under the Note Summary column.
- Edit the note or click Delete Note.

Tips: You can search for Notes or view Recent Notes / Your private notes /Notes visible to your supervisors or administrators as well as notes created by your supervisors.

Critical Dates

- Click Critical Dates to monitor dates of particular significance. These dates are displayed from the central records of ‘significant dates’ in Research Master.

General Enquiries: Contact the IT Helpdesk on 3138 4000 or via www.ithelpdesk.qut.edu.au
Research Student Listing Screen

PORTIA gives supervisors an easy, convenient way to monitor students’ progress, communicate with them and plan with them. When a supervisor accesses PORTIA, a list of all currently supervised students is displayed. It displays the Name, Contact Number and Load in EFTSU (Equivalent Full Time Student Unit) Progress Bar for all research students for which the Supervisor is responsible. Research students are listed in alphabetical order by Last name.

- Click on the Student Name to view details of an individual student. A Student Detail Screen consisting of Actions and Views menus, Personal Details and a Message Board will be displayed.

Research Plan and Milestones

The Research Plan and Milestones will be displayed after the student has entered their milestones and tasks.

- Supervisors can approve the Research Plan or recommend changes to the student.
- Principal Supervisors may Edit Milestones and Tasks to existing milestones.

Once a supervisor approves a Research Plan, it is automatically locked. Both, the student and supervisor will then not be able to add or edit milestones, unless the supervisor unlocks the plan.

Consultations

Supervisors can use consultations to record the details of all past and present consultations with their students, as well as recording meeting arrangements and agendas for future consultations.

Supervisors can:
- View all Consultations created by students.
- Add Consultations with students.
- Refine the list of Consultations in a specified date range.

Supervisors can also Search Consultations with all students.
- Click Search Student under Actions in the Research Student Listing Screen.
- Click Search Consultations.
- Enter the search criteria and click Search.

Tip: Supervisors can search for consultations or view your Upcoming /Overdue /Past /Face to Face /Via Telephone /E-mail /Other Consultations.

Tasks

Tasks should be agreed upon by both, the supervisor and student during consultation meetings. They may include activities such as reviewing research material, submitting drafts etc. Supervisors can:
- View all Tasks created by a student.
- Perform a Simple or an Advanced Search on Tasks.
- Add Tasks to incomplete milestone events for students.

Tip: Supervisors can search for tasks or view Current /Overdue /Completed /New tasks.

Notes

Supervisors can Add Notes to the student record and also View Notes created by a student. A Supervisor can choose to:
- Allow student to view the note.
- Allow other Supervisors to view the note.
- Allow Administrators to view the note.

For the Record (FTR) Items

Supervisors can record important events and items that might be relevant or significant to a student’s progress by adding them as For the Record Items. FTR items may include events, agreements, conclusions or observations.

Supervisors can also search for all FTR items:
- Click Search Student under Actions in the Research Student Listing Screen.
- Click Search FTRs.
- Enter the search criteria and click Search.

Tip: Supervisors can view all the Recent FTRs /My FTRs (FTRs created by the supervisor) and All FTRs (FTRs created by the student and supervisors).

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Administrator View

Search Page
When an Administrator (Faculty Level or Central Administration) accesses PORTIA, a Search Page consisting of Actions and Views menus, Personal Details and a Message Board is displayed. The Search function allows administrators to search for any student or group of students undertaking research and view their details.

Search Criteria is divided into two sections Supervisors and Students. The search area consists of a list of commonly used default search fields (e.g. Name, ID number, AOU Code, Course code)

• Click Extra Criteria on the top of the Search Page to perform a more advanced search.

Administrators can also:
• Display ALL the students in your Faculty/Division by clicking Search without entering any criteria.
• Obtain a List View and Sort students based on Consumed EFTSU, AOU Code, Course Code, Study Mode, Start and Completion Dates.
• Obtain a Graphical View of your search results. Graphical view displays students’ information by Load Consumed. Click on the relevant bar to view a list of students in a particular load category.

Search for Students and Supervisors
To search for all students being supervised by a particular academic staff:
• Click Supervisor Name includes field on the Search Page
• Click Search
Similarly, you can search for a cohort of students belonging to a faculty/school, course, study classification, funding type, new students, students nearing their completion etc.

Click on the Student Name to access their individual record, after performing your search. An Individual Student Details Screen will be displayed.

Individual Student Details
In the Individual Student Details Screen administrators can view all the following for a student:
• Notes
• Tasks
• Consultations
• For the Record Items (FTR)
• Critical Dates
• Research Plan
• Supervisors

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