

# Doc Skills – How to Log Your Training Points

## Step 1

Login to the UCL Doc Skills website using the grey box.

DOCTORAL SKILLS DEVELOPMENT PROGRAMME

UCL

Home: [Learn more about the programme](#) | [HR/OD Learning and Development](#)

**COURSE LIST >**

**Research Student Login**  
New students: activate your **Research Student Log first**.  
UCL user id:  
  
UCL password:

**Visiting Student Login**  
Default user if you are a UCL research student.  
e-mail:  
  
password:  
   
[Forgotten your password?](#)  
[New Users: Register](#)

Welcome to the Doctoral Skills Development Programme

The Doctoral Skills Development Programme is open to all postgraduate researchers at UCL: MPhil/PhD, EngD, MRes, ESRC research recognised programmes and other research degrees.

The purpose of the programme is to give you the opportunity to expand your research and transferable skills in order to support your research, professional development and employability. Transferable skills training for researchers is an important part of UCL 2034 strategy, Doctoral Strategy and the QAA Quality Code for Higher Education

Please visit our websites to learn more and book your place:

[Learn more about the UCL Doc Skills programme](#)

[Book your place on a UCL Doc Skills course](#)

## Step 2

Select “My Department Training” from the menu.

**COURSE LIST >**

Signed in as **S Gradskills** | [LogOut](#)

[My Department Training](#)

[My Diary](#)

[My Training](#)

[Hand-outs/Presentations](#)

[My Details](#)

Training available / recommended to students registered in this department: ?

Please see your Departmental Graduate Tutor for details of department based training.

You can also receive points for the following activities: ?

<b>Co-ordinating / Convening a Seminar, Workshop, Event or Conference</b>	
- Co-ordinating / Convening a Conference or Workshop	3 Points
- Co-ordinating / Convening a Seminar Series	2 Points
<b>Conferences</b>	
Conferences - Attendance	2 Points
Conferences - Paper Preparation	2 Points
Conferences - Paper Presentation	1 Point
Conferences - Poster Preparation	2 Points
Conferences - Poster Presentation	1 Point
Conferences - Preparation of Paper for Inclusion in Conference Publication	1 Point
<b>Presentation to Sponsors</b>	
- Report/Paper Preparation	2 Points
- Report/Paper Presentation	1 Point
<b>Departmental Training</b>	
Attending Master's module (with submission of coursework, labs etc.)	10 Points
Auditing Master's module	4 Points
Departmental course - 1 day	2 Points
Departmental course - 2 days	4 Points
Departmental course - up to 1/2 day	1 Point
Departmental Seminar Attendance - Per Term	1 Point
Engineering Cumberland Lodge Research Student Retreat	6 Points
EPSRC Cumberland Lodge Research Student Retreat	6 Points
Oving Departmental Seminar - Per Presentation	1 Point
<b>External Seminar</b>	
- Attendance at an External Seminar - Per Term	1 Point
- Presentation at an External Seminar - Per Presentation	1 Point
<b>Training Workshops</b>	
Attending Training - 1 day	2 Points
Attending Training - 2 days	4 Points
Attending Training - 3 days	6 Points

### Step 3

Select an appropriate category from the list.

Most categories are generic to allow students to log a wide variety of training that is relevant to their research. Although the generic headings may not match your situation perfectly, they all have a free text box, where further details can be provided. More important is adding the correct points value i.e. ½ day training = 1 point.



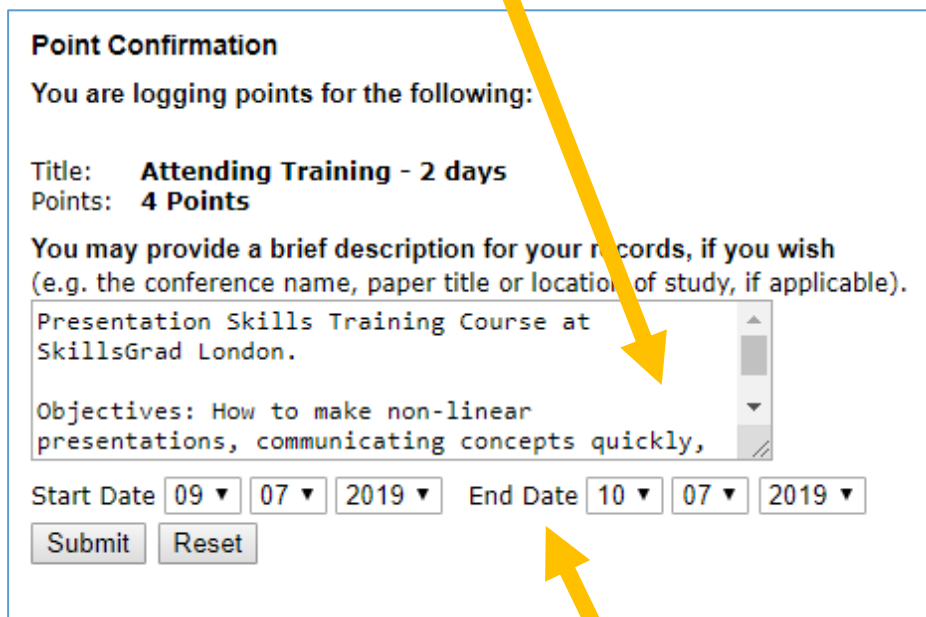
**Training Workshops**

- Attending Training - 1 day
- Attending Training - 2 days
- Attending Training - 3 days

2 Points  
4 Points  
6 Points

### Step 4

Using the free text box enter a brief description of the training e.g. course title and training provider. These generic links may also be used for UCL courses that are outside of your department.



**Point Confirmation**

You are logging points for the following:

Title: **Attending Training - 2 days**  
Points: **4 Points**

You may provide a brief description for your records, if you wish  
(e.g. the conference name, paper title or location of study, if applicable).

Presentation Skills Training Course at SkillsGrad London.  
Objectives: How to make non-linear presentations, communicating concepts quickly,

Start Date 09 ▾ 07 ▾ 2019 ▾ End Date 10 ▾ 07 ▾ 2019 ▾

Submit Reset

### Step 5

Enter the date(s) of the course and press submit.

## Step 6

Select "My Training" from the menu to view all of your entries. Courses booked through the [Doc Skills](#) / [Research Log](#) system will automatically be added to your training log.

**COURSE LIST >**

Signed in as **S Gradskills** | [LogOut](#)

- My Department Training
- My Diary
- My Training**
- Hand-outs/Presentations
- My Details

**Your Training**

This page shows all the training you have logged.

**Total Points Gained: 16**

**Confirmed Training**

You have logged points for the following training:

Description	Points to Gain	Registration Date	Remove
Co-ordinating / Convening a Seminar Series Organising the Nikola Study Day in Belgrade, Serbia (EuroMac Registry) Start Date: 23-10-2019 End Date: 23-10-2019	2 Points	05-Aug-2019	Remove
Conference - Paper Presentation CAV2 mutations involving a metabolic myopathy: expanding the phenotypic spectrum of Caveolinopathies - 9th UK Neuromuscular Translational Research Conference Start Date: 19-12-2019 End Date: 19-12-2019	1 Point	05-Aug-2019	Remove
Conference - Poster Presentation SCT of Sumneride in Hypokalaemic Periodic Paralysis at 9th Neuromuscular Translational Research Conference Start Date: 19-01-2019 End Date: 19-01-2019	1 Point	05-Aug-2019	Remove
Research Council Training Course - per day General Medical Council Training day Start Date: 10-01-2019 End Date: 10-01-2019	2 Points	05-Aug-2019	Remove
Journal Club/Recessive truncating titin gene, TTN, mutations presenting as centronuclear myopathy Start Date: 21-01-2019 End Date: 21-01-2019	1 Point	05-Aug-2019	Remove
UCL Innovation and Enterprise - How to Engage with Business - 1/2 day course Overcoming Procrastination workshop Student Psychological Services Start Date: 05-02-2019 End Date: 05-02-2019	1 Point	05-Aug-2019	Remove
Attending Training - 2 days ZILIN: ERMC International Workshop: Development of diagnostic criteria and management strategies for McArdle disease and related rare glyco/genolytic disorders to improve standards of care. Start Date: 17-04-2019 End Date: 18-04-2019	4 Points	05-Aug-2019	Remove
Attending Training - 2 days Presentation Skills Training Course at SkillsGrad London. Objectives: How to make non-linear presentations, communicating concepts quickly and making an impact. Start Date: 21-05-2019 End Date: 22-05-2019	6 Points	05-Aug-2019	Remove

To remove any entries, please use the Cancel/Remove link for each item.

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### Additional information: Logging points via a course webpage

For some UCL Arena, Moodle and Language Skills training courses there will be a grey box at the bottom of the course webpage where you can log your points ([example](#)). However, this training may also be logged manually using the steps above.

For more information see our [Training Points](#) webpage.