# Research Supervision Data Summary Report

(updated May 2014)





## The following slides describe:

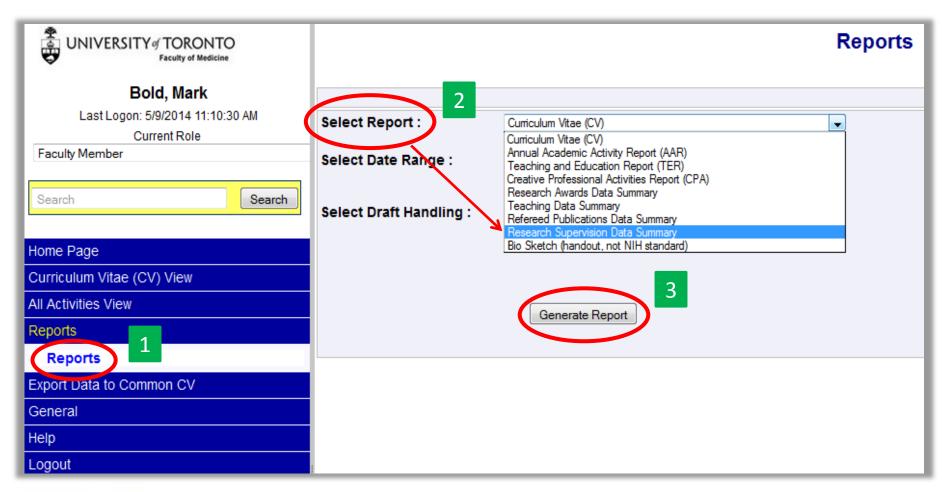
- How users can generate the Research
   Supervision Data Summary Report
   from their WebCV account
- What data from WebCV is used to populate the Report (with examples)
- Troubleshooting tips





## How to generate the Research Supervision Data Summary Report

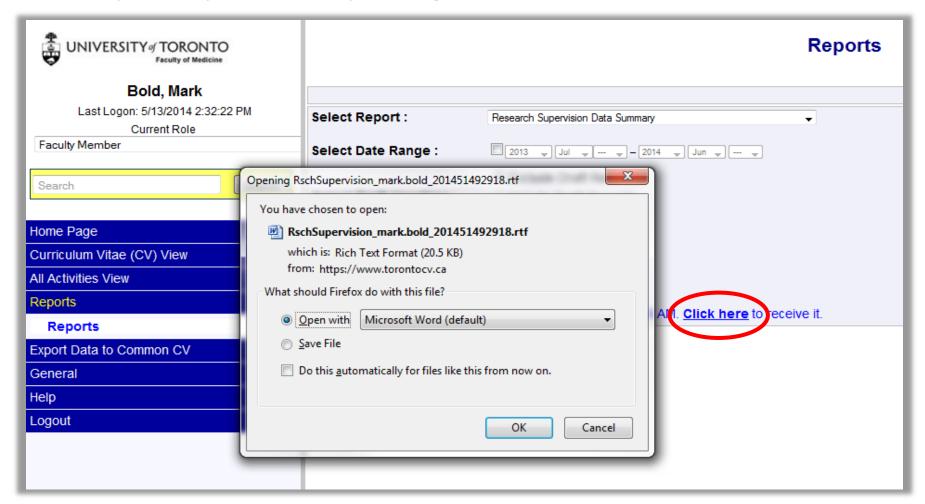
Go to the "Reports" menu tab, choose "Research Supervision Data Summary" in the "Select Report" field, and click the "Generate Report" button.







Click on the <u>Click here</u> link, and you will be prompted to either "Open" or "Save" your Report (the Report is generated as a Word rtf document)







## Sample Research Supervision Data Summary Report

#### UNIVERSITY OF TORONTO

Research Supervision Data Summary

Professor Mark Bold Jr.

		Total Number										
Year	Post Doctoral	Thesis Supervisor			Committee Member			D	Doning	Summer		
1 041	Student	PhD	Masters	Professional Masters	PhD	Masters	Professional Masters		Project Student	Student	CREMS	Other
July 14 - June 15		1	2	1	1				1	1		3
July 13 - June 14		1	2	1	1					1		
July 12 - June 13		1	2			2						1
July 11 - June 12		2	1			2				1		
July 10 - June 11			3			2				1		
July 09 - June 10		1	3		1				1	1		2
July 08 - June 09		2	1	1	1				1			
July 07 - June 08		2	1	1		2				1		





Data used to populate the **Research Supervision Data Summary Report** are only taken from one section in your WebCV account: Research Supervision.

### All Activities View

- Personal Information
- Education, Awards and Career Experience
- Research Activities
- Teaching and Education Activities Introduction & Teaching Philosophy Teaching

Clinical Supervision

Research Supervision

Mentorship

Innovations and Development in Teachir
Aggregate Teaching Evaluations

- Administrative Activities
- Creative Professional Activities

### Reports





# The following fields in a *Research Supervision* record are used in the **Research Supervision Data Summary Report**: *Start-End Dates*,

Primary Audience, Year/Stage, Role, Level of Study

Start - End Dates	2009 <b>▼</b> Jan <b>▼</b> – 2011 <b>▼</b> Feb <b>▼</b>							
Faculty	Faculty of Medicine							
University Department	Dept of Medicine							
Division	Cardiology							
Primary Audience	Graduate Education							
Year / Stage	MSc							
Role	Primary Supervisor							
Collaborators								
Supervisee Name (firstname lastname)	Jason Smith							
Supervisee Position								
Supervisee Institution								
Supervisee's Canadian Residency Status	Select Supervisee's Canadian Residency Status							
Supervisee's Country of Citizenship	Select Supervisee's Country of Citizenship							
Level of Study	Masters							
Cupopricoole Awarde Attained								





The *Research Supervision* record from the previous slide would appear as follows on the **Research Supervision Data Summary Report**:

		Total Number										
Year	Post Doctoral		Thesis Supervisor		Committee Member			D4	D : 4	C		
Tear	Student	PhD	Masters	Professional Masters	PhD	Masters	Professional Masters	Postgraduate Student	Project Student	Summer Student	CREMS	Other
July 10 - June 11			1									
July 09 - June 10			1									
July 08 - June 09			1									

Each line in the Report is related to an academic year. The start-end dates for the one record that is being counted above is 2009 Jan – 2011 Nov, which takes place over three academic years. This student, therefore, is counted once on the Report for each academic year that is touched on in the *Start-End Dates* field of the record.





The "Thesis Supervisor" and "Committee Member" columns are reserved for records where the *Primary Audience* field is set to "Graduate Education" (e.g., Masters and Doctoral students), and the *Year/Stage* field is set to one of the standard options in the field's dropdown list (e.g., MSc, PhD, MHSc, etc.). If the *Year/Stage* field is an Other-Specify (User Defined) value, or is left blank, then the record will be counted in the "Other" column.

Thesis Supervisor								
PhD	Masters	Professional Masters						

If the Role field in a "Graduate Education" Research Supervision record is set to either "Primary Supervisor", "Secondary Supervisor", or "Co-Supervisor", then the record will be counted in one of the three subcolumns under "Thesis Supervisor".

Committee Member							
PhD	Masters	Professional Masters					

If the Role field in a "Graduate Education" Research Supervision record is set to either "Thesis Committee Member" or "Thesis Examiner", then the record will be counted in one of the three sub-columns under "Committee Member".

Other

If the *Role* field in a "Graduate Education" *Research Supervision* record is set to either an Other-Specify (User Defined) value or left blank, then the record will be counted in the "Other" column.





		Total Number										
Year	Post Dostaval		Thesis Supervisor		Committee Member			Doctored water	Ductost	Summer		
1 tai	Post Doctoral Student	PhD	Masters	Professional Masters	PhD	Masters	Professional Masters	Postgraduate Student	Project Student	Student	CREMS	Other

The "Postgraduate Student" column is reserved for records where the *Primary Audience* field of a *Research Supervision* record is set to "Postgraduate MD", and the *Level of Study* field is populated with an Other-Specify (User Defined) value (or is left blank).\*

\*This scenario is true no matter what has been entered in the Role field





The "Project Student", "Summer Student", and "CREMS" columns are dependent on the *Level of Study* field. If the *Level of Study* field in a *Research Supervision* record...

- ...is set to "Project Student", then the record will be counted in the "Project Student" column.
- ...is set to "Summer Student", then the record will be counted in the "Summer Student" column.
- ...is set to "CREMS", then the record will be counted in the "CREMS" column.\*

<sup>\*</sup>These scenarios are true no matter what has been entered in the *Primary Audience* and *Role* fields of the record.





		Total Number											
Year	Post Doctoral	Thesis Supervisor		Committee Member			Postgraduate	Project	Summer				
rear	Student	PhD	Masters	Professional Masters	PhD	Masters	Professional Masters	Student	Student	Student	CREMS	Other	

There are a variety of scenarios where a *Research Supervision* record will be counted in the "Other" column. A few of these scenarios are:

- If the *Primary Audience* field is set to any value other than "Graduate Education" or "Postgraduate MD", and the *Level of Study* field is set to anything except "Project Student", "Summer Student", and "CREMS".
- If the *Primary Audience* field is set to "Graduate Education", the *Role* field is an Other-Specify (User Defined) value (or blank), and the *Level of Study* field is set to anything except "Project Student", "Summer Student", and "CREMS".
- If the *Year/Stage* field and the *Level of Study* field are not consistent with one another (e.g., *Year/Stage* = MSc, *Level of Study* = Doctorate. The inconsistency between the two fields will cause an error and the record would be counted in the "Other" column).





# Troubleshooting

Problem	Possible Solution
A <i>Research Supervision</i> record is not being counted on the Report	Check to make sure the <i>Start-End Dates</i> field has been entered in the applicable record. Records without dates will not be counted on the Report. All records with dates will be counted on the Report, regardless of what is entered in the other fields of the record (meaning that a record might be only counted in the "Other" column, but it is nonetheless still being counted).
A <i>Research Supervision</i> record is being counted in the wrong column	Check to make sure the <i>Primary Audience</i> , <i>Year/Stage</i> , <i>Role</i> , and <i>Level of Study</i> fields in the applicable record have been entered correctly. Also, review slides 9-12 of this manual to see how/what kind of records print in which columns.
A <i>Research Supervision</i> record is being incorrectly counted in multiple rows	Each row on the generated <b>Research Supervision Data Summary Report</b> is related to an academic year (which runs from July to June). For records to be counted accurately on the report, the <i>Start-End Dates</i> field for each record should be entered as accurately/completely as possible (this would include entering both years <i>and</i> months, for both the start <i>and</i> end dates). If only the year is entered (for example, if the supervision occurred in 2014), then the record will be counted in two rows of the report (July 13 – June 14, and July 14 – June 15) because WebCV does not know which academic year the supervision occurred in.



