

Activities

This guide is for personal users

Contents

Existing activity records.....	1
What can I record as an activity?.....	1
Adding an activity.....	2
Tips.....	2
Activity role.....	2
Activity information & collaborators.....	3
Conference-related activities.....	3
Memberships.....	3
External examination.....	3
Research degree supervision.....	3
Fellowships.....	4

- You can record your measures of esteem as activities in Pure to appear on your profile.
- Activities can co-exist with other content in Pure: simply relate the activity to other content to show the reader the connections.

Existing activity records

- Once you have [located your existing activities](#), you can sort or filter them as required.

What can I record as an activity?

- You are best placed to decide whether you would like to tell the world about an activity, but you should consider the benefit of adding the record. For example:
 - o Is membership of an internal committee or sub-group of interest to the reader?
 - o Was your participation in an event significant enough to justify an activity record?
 - o Did the activity lead to or stem from something else, making it an important part of a greater whole that you could demonstrate by relating the activity to a project, outputs, impacts, and so on?

Adding an activity

Always click **Save** or **Create** or **Update** where you see them before you close a window or section, or your changes will not be saved.

- Click .
- Choose  Activity.
- Select your activity **type** (middle column) then **sub-type** (right-hand column).

Choose submission

 Submission guide	 Visiting an external institution types	 Membership of board Choose
	 Hosting a visitor types	 Membership of committee
 Research output	 Consultancy types	 Membership of council
 Activity >	 Examination types	 Membership of network
 Prize	 Participating in or organising an event types	 Membership of group/panel
 Application	 Publication peer-review and editorial work types	
 Project	 Other activity types	
 Impact	 Membership types >	
 Student thesis	 Talk or presentation types	

- Each **type** has different metadata requirements and options to the other types.
- Each **sub-type** is identical to the other sub-types *below its parent type* but is different to the sub-types found below other parent types.
- Add as much metadata as you can.
- You can also relate the activity to other content in Pure as appropriate at the bottom of the editor window.

Tips

- Because of the variety in metadata requirements between activity types, it would not be practical to provide a comprehensive guide to each one, but we can offer advice for certain activities, as follows.

Activity role

- In general, check the default role assigned to you and your collaborators for the activity by clicking *Edit* next to the person's name and selecting a different role if necessary.
- For example, the default role for a membership is *chair*, or *speaker* for talk/presentation.

Activity information & collaborators

- Depending on the activity type selected, you can link it to a:
 - [Journal](#)
 - [Publisher](#)
 - [Event](#)
 - Internal organisational unit (not your departmental affiliation, which is automatically added further down the form)
 - [External organisation](#)
- You will not be able to add more than one of these to a single record.
- You can also [add internal or external people](#) to the activity as collaborators.

Conference-related activities

- *Talk or presentation* and *Participating in or organising an event* may overlap with your research outputs, more so than some other activity types because you may also have submitted conference proceedings or your conference contribution as an output.
- Simply relate the activity to the output(s).

Memberships

- *Membership of a network* refers to a network/group that disseminates research across institutions e.g. special interest group, research network, professional bodies, etc. Its aims may not be as tightly defined or measurable as those of a *group* or *panel* (below).
- *Membership of a group/panel* refers to a group or panel with more specific, measurable aims than a network e.g. working groups, standing groups, expert panels.
- **Do not include** membership of **EHU-based** research groups/centres/institutes: these exist as organisational units to which we can add you on request from the director of the group/centre/institute.

External examination

- These activities **should not** include the **name of the student** you examined.
 - This is the student's personal information and is neither essential for you to save the record, nor relevant for the reader to understand the significance of the activity.

Research degree supervision

- You can add an activity that shows the projects you supervise.
- This is a sub-type of *Other activity types*.
- Your activity title might be as simple as *PhD supervision*.
- Because it is supervision, no event should be selected at the top.
- Because the activity could include a mixture of internal and external students, no organisational unit or external organisation should be selected at the top.

- Unlike examinations, the student's name is relevant here, so you can add it if they are happy for you to do so.
- In the description field, we recommend you list **all** the supervisions you wish to include **in a single activity record**, whether at Edge Hill or at other institutions.

PhD supervision
Activity: Other activity types > Research degree supervision

Activity information

Title *

Event or organisation

Event
 Organisational unit
 External organisation

Description

Edge Hill:
 Kamala Khan, Investigation into biological plasticity following exposure to Terrigen, 2013 - 2017
 Doreen Green, Social benefits of the presence of sciurus vulgaris, 01/02/2017 - present

External:
 Brian Drayne, Empire State University, Robotics and the human brain, 01/09/2018 - present

Period *

Specific date
 Period of time

Year *

Month

Day

Year

Month

Day

Degree of recognition

No value ▼

Fellowships

- These are more complicated than other activities because, depending on the nature of the fellowship, it could be better placed as something else in Pure.
- We suggest that if the fellowship:
 - o Is a **qualification** based on a process of assessment – you may have submitted an application or portfolio (but not a funding bid) – you should [enter it as a professional qualification in your person profile](#).
 - o Is a funding **award** that happens to be called a fellowship (e.g. it lasts for the duration of a specific, finite project), it should already be in Pure [as an award](#) but you could also [create a related project record](#) for it if you wish.
 - o Is neither of these two things but more of a **prestige** fellowship, then you should enter it as a *Membership of a network activity*.

Guide updated 11/09/2019