

# e:Vision

USER GUIDE FOR COLLEGE ADMINISTRATORS

# Contents

WHAT IS E:VISION ?.....	3
HOW DO I ACCESS E:VISION? .....	4
HOMEPAGE FUNCTIONS.....	5
Screen Options .....	5
Navigating options.....	5
Notification options .....	5
HOW TO CREATE ADDITIONAL MEETINGS? .....	6
PROGRESSION STAGES OUTLINE.....	8
ADMINISTRATION TASKS.....	9
• College Board .....	9
• Maintain Supervisory Teams .....	10
• Reports .....	11
TYPES OF MEETINGS AND EVENTS .....	14
A. RESEARCH ENGAGEMENT AND ATTENDANCE CHECK.....	14
• When.....	14
• Objective .....	14
• College Administrator and Supervisors .....	15
• Students .....	16
B. CONFIRMATION OF CANDIDATURE.....	16
• When.....	16
• Objective .....	16
• College Administrators and Supervisors.....	16
• Student.....	18
C. SUPERVISION MEETING.....	19
• When.....	19
• Objective .....	19
• College Administrators and Supervisors.....	19
• Students .....	21
D. SUPERVISION & PROGRESSION MEETING .....	21
• When.....	21
• Objective .....	21
• College Administrators and Supervisor .....	21
• Student.....	24
E. SUPERVISION & PROGRESSION MEETING (NITS).....	24
• When.....	24
• Objective .....	24
• College Administrator and Supervisor .....	24

• Students .....	26
<b>F. SUBMISSION / RESUBMISSION .....</b>	<b>27</b>
• When.....	27
• Objective .....	27
• College Administrators and Supervisor .....	27
• Student.....	28
<b>G. POST SUBMISSION .....</b>	<b>28</b>
• When.....	28
• Objective .....	28
• College Administrators and Supervisors.....	28
• Students .....	30
<b>H. VIVA.....</b>	<b>31</b>
• When.....	31
• Objective .....	31
• College Administrators and Supervisors.....	31
• Students .....	32
<b>I. POST VIVA.....</b>	<b>32</b>
• When.....	32
• Objective .....	32
• College Administrator and Supervisors .....	32
• Students .....	34
<b>J. AWARD.....</b>	<b>34</b>
• When.....	34
• Objective .....	34
• College Administrators and Supervisors.....	34
• Students .....	36

## What is e:Vision ?

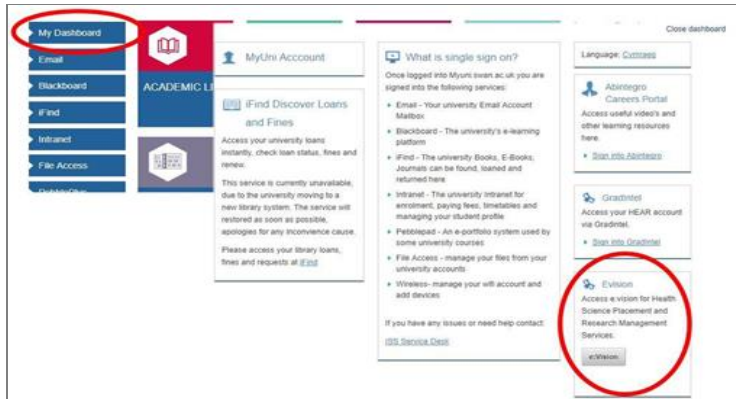
e: Vision is a postgraduate research management system used to keep track of the progression of each postgraduate research (PGR) student within this university. This portal registers the important information regarding the progress study of a PGR student such as:

Monthly research engagement  
Confirmation of Candidature  
Submission/Resubmission  
Outcomes of viva  
Progression Recommendations  
Award received

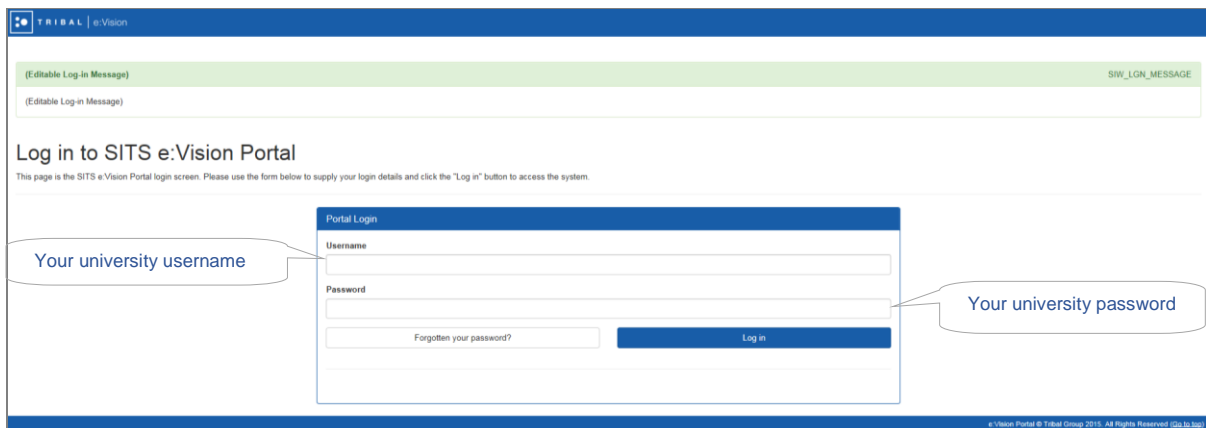
Thus, this document is a step-by-step guide created to help you familiarise yourself with this system. Below are a list of terms and the respective definition that will be used throughout this document.

# How do I access e:Vision?

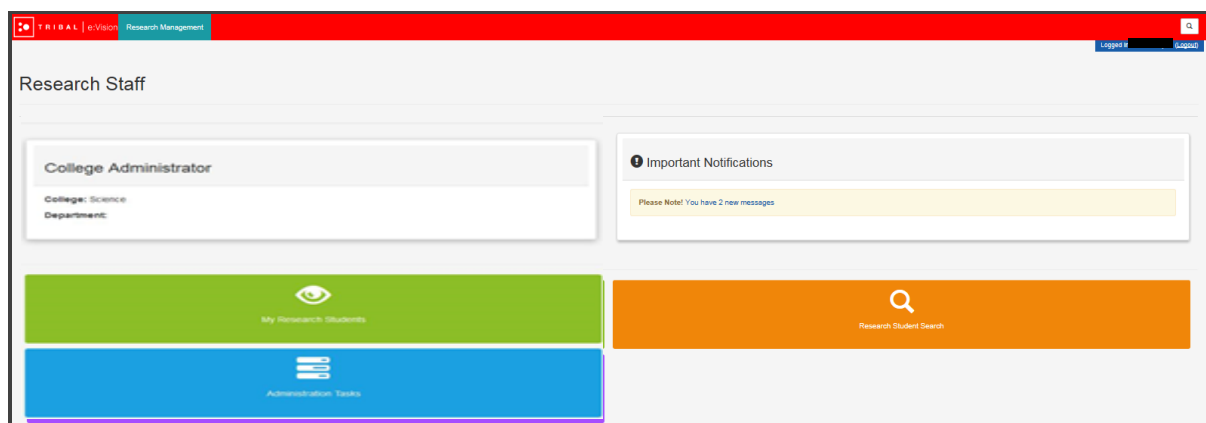
You can access the system from your MyUni 'My Dashboard' page and using the e:Vision link as shown below.



Alternatively, you can access the e:Vision login screen at [https://evision.swan.ac.uk/urd/sits.urd/run/siw\\_lgn](https://evision.swan.ac.uk/urd/sits.urd/run/siw_lgn)  
This will take you directly to your e:Vision homepage as shown below.

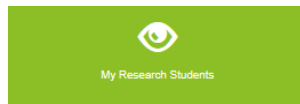


Once logged in you will be at the homepage as shown below.



# Homepage Functions

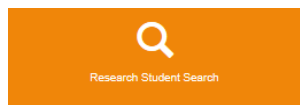
## Screen Options



Clicking this tab displays view a list of students and their respective primary supervisor, secondary supervisor, internal assessor or external supervisor. You can access the personal details of the students and their meetings with their supervisor through this screen options. For further details, see [My Research Students](#).



Clicking on this Administration tasks tab brings up three new tabs: College Board, Maintain Supervisory Teams and Reports



Clicking this tab allows you to enter search criteria in order to retrieve a particular student record.

*\* If any information displayed within each of the tabs above are incorrect, please contact the college administrator.*

## Navigating options



Clicking this expands the dock to view the further details within each tab



Clicking either of these buttons returns to the homepage.



Clicking this returns to the next page



Click this at the top right corner of the page to search for desired items within the system

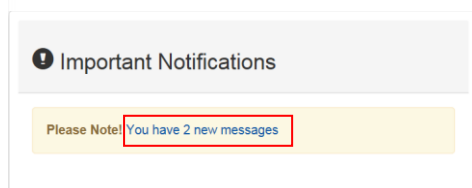


The records listed on the screens can be exported as excel, csv or pdf documents by simply clicking on one of these green buttons at the top of the list.

## Notification options



This tab displays details about the College and Department you are working in.

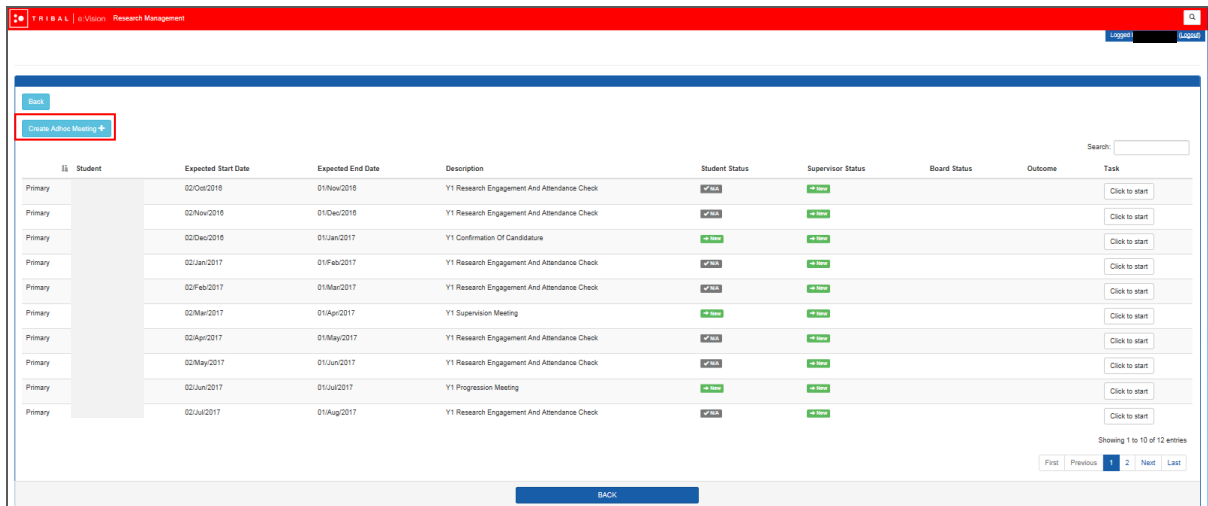


New messages will be notified and can be accessed by clicking the link within this tab as highlighted in the image on the left.

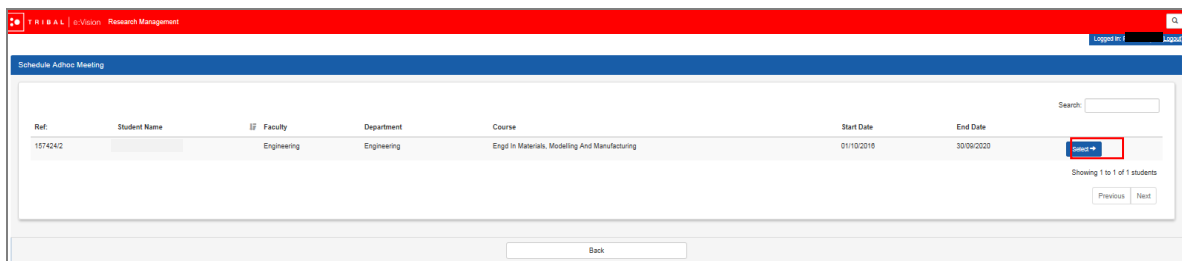
# How to Create Additional Meetings?

In reference to the [Progress Stages Outline](#) for a research student as shown in the following pages, you are also able to create additional meetings when necessary apart from the minimum twelve meetings required.

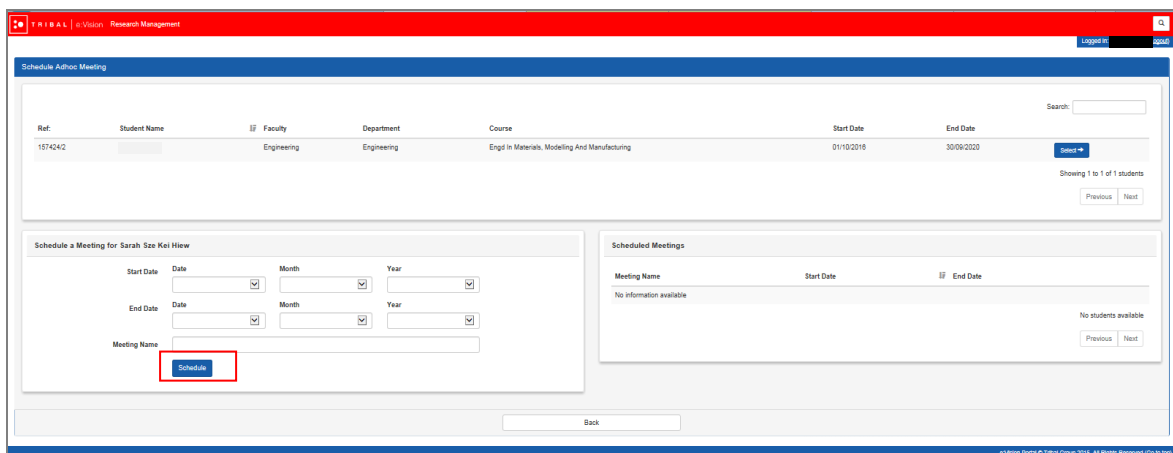
1. Click on 'Create Adhoc Meeting' function above the list of meetings between a supervisor and a student which can be accessed through 'My Research Students' screen → 'View' under the 'Meetings and Events' column. See also [My Research Students: How to Create Additional Meetings](#).



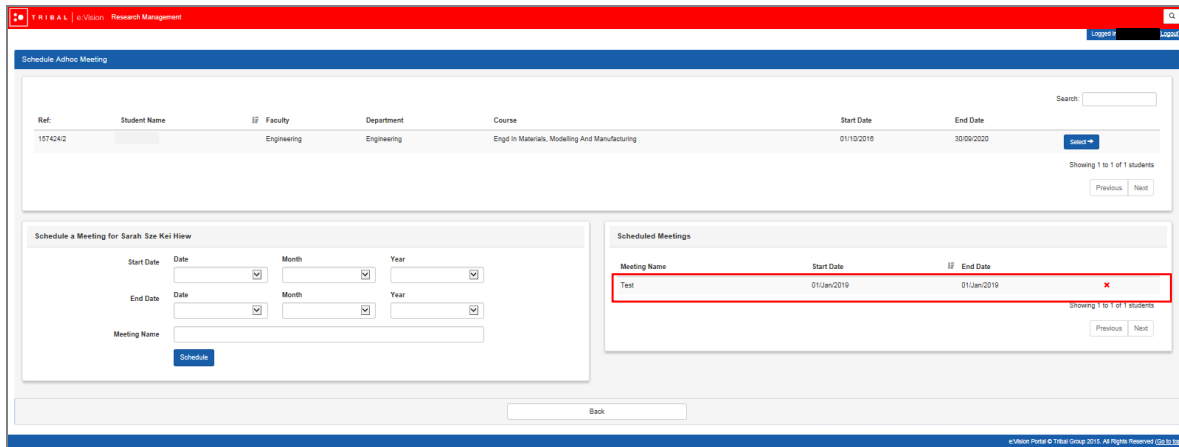
This will bring you to the following page as shown below.



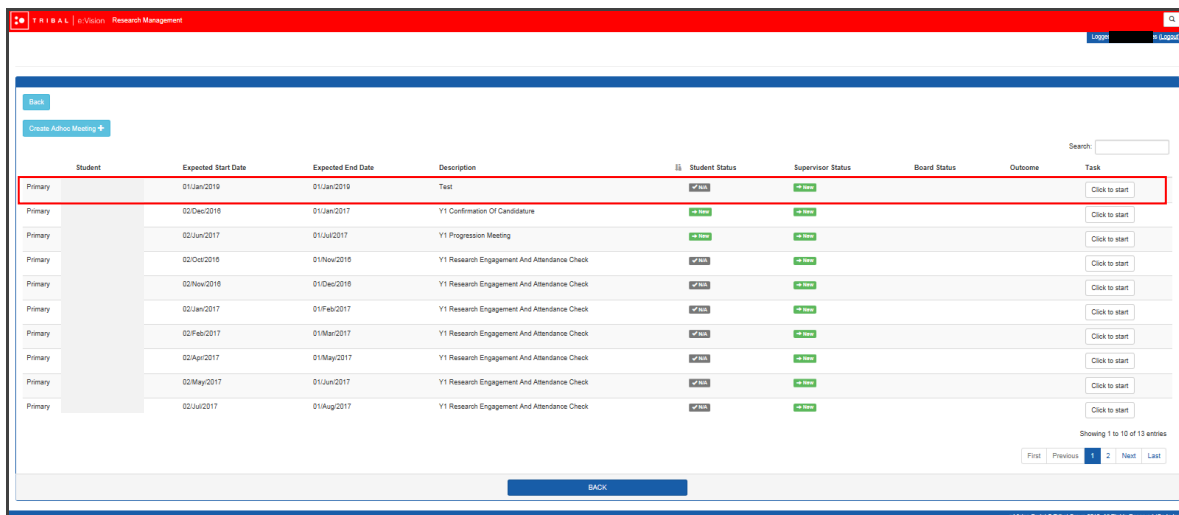
2. From this list, click 'Select' to the right of the student name that you wish to create an additional meeting as highlighted above. This will bring you to the following page as shown below.



- After you have selected the settings for this additional meeting, click 'Schedule' as highlighted above. This meeting will then show up to the right of the screen under the 'Scheduled Meeting' tab as highlighted below.



- You can also remove this meeting by clicking on the red cross next to the added meeting.
- You can then return to the homepage by clicking 'Back'. This additional meeting generated will then appear in the list of meetings and events between the supervisor and student as highlighted below.



- If you wish to remove this additional meeting at this point, click on 'Create Adhoc Meeting' again and you will be directed back to the 'Schedule Adhoc Meeting' page as shown previously in step 3. You can then click on the red cross next to this added meeting which will then successfully remove it.

# Progression Stages Outline

Below is an outline of the progress stages for a student pursuing a standard 3-year full time PhD.

1st month	2nd month	3rd month	4th month	5th month	6th month	7th month	8th month	9th month	10th month	11th month	12th month
<b>1<sup>st</sup> Year</b>											
Research Engagement and Attendance Check	Research Engagement and Attendance Check	Confirmation of Candidature	Research Engagement and Attendance Check	Research Engagement and Attendance Check	Supervision Meeting	Research Engagement and Attendance Check	Research Engagement and Attendance Check	Supervision & Progression Meeting	Research Engagement and Attendance Check	Research Engagement and Attendance Check	Supervision Meeting
<b>2<sup>nd</sup> Year</b>											
Research Engagement and Attendance Check	Research Engagement and Attendance Check	Progression Meeting	Research Engagement and Attendance Check	Research Engagement and Attendance Check	Supervision Meeting	Research Engagement and Attendance Check	Research Engagement and Attendance Check	Supervision & Progression Meeting	Research Engagement and Attendance Check	Research Engagement and Attendance Check	Supervision Meeting
<b>3<sup>rd</sup> Year</b>											
Research Engagement and Attendance Check	Research Engagement and Attendance Check	Progression Meeting	Research Engagement and Attendance Check	Research Engagement and Attendance Check	Supervision Meeting	Research Engagement and Attendance Check	Research Engagement and Attendance Check	*Supervision & Progression Meeting / (NITS)	* Research Engagement and Attendance Check	* Research Engagement and Attendance Check	* Thesis Submission
<b>4<sup>th</sup> Year</b>											
* Post Submission	* Research Engagement and Attendance Check	* Viva	* Post Viva	* Post Viva	* Award Confirmation						

The events must be in the form of face-to-face meetings.  
 The events may or may not be in the form of face-to-face meetings.

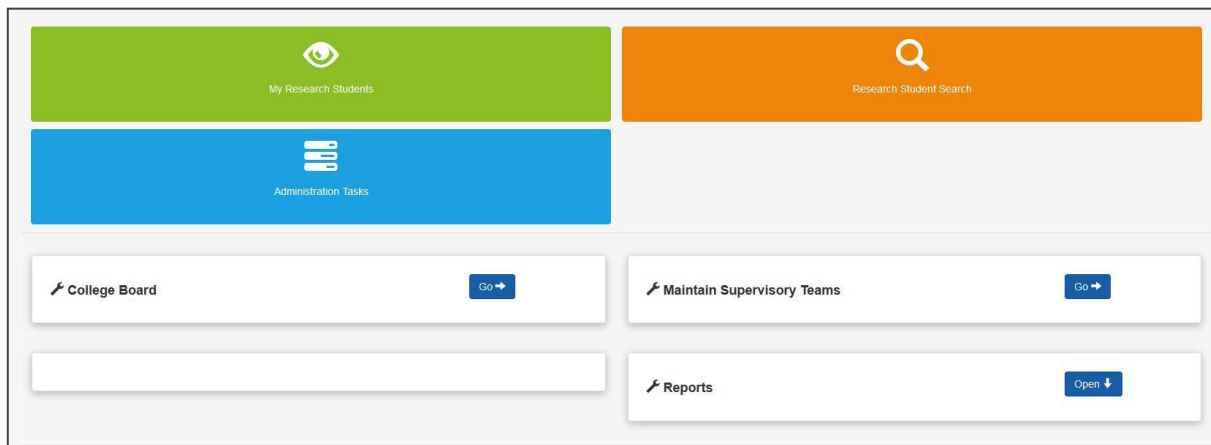
\* These events may be postponed to a later date depending on the student's research progress.

Complete information and regulations regarding the progression monitoring of research students is available at <http://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-progress-monitoring/>



# Administration Tasks

Clicking on the Administration tasks tab displays three new tabs as follows:



- **College Board**

This screen allows you to carry out the administrative tasks associated with your College Research Board.

Clicking Go on the College Board tab opens a screen that shows the list of students and the respective type of events which has been referred to the College Board to be considered. These events are such as Confirmation of Candidature or Progression Recommendations.

The screenshot shows a table of student records with the following columns: Ref, Supervisor, Student Name, College, Department, Meeting, Outcome, Board Status, Start Date, and End Date. The table contains 7 rows of data. Below the table, there are filters for College, Department, and Outcome, and a 'FILTER' button. At the bottom, there are tabs for Student Details, Meeting Details, Previous Meetings, and Board Decision.

Ref:	Supervisor	Student Name	College	Department	Meeting	Outcome	Board Status	Start Date	End Date	
141976/3	Professor JC Arnold	ALEXANDER RL			Progression Meeting	Satisfactory Progress	Sent to CAB	30/Nov/2017	30/Nov/2017	Select
747531/2	Professor G Fourlaris	PINK AE	E	EGSC	Confirmation Of Candidature	Candidature Confirmed	Sent to CAB	29/Nov/2017	29/Nov/2017	Select
633685/4	Dr TM Watson	RICHARDS DJ	E	EGSC	Progression Meeting	Satisfactory Progress	Sent to PAB	30/Nov/2017	30/Nov/2017	Select
700011/6	Dr TM Watson	WILLIAMS DT	E	EGSC	Progression Meeting	Satisfactory Progress	Refer back from CAB	30/Nov/2017		Select
922049/1	Dr EH Jewell	TOUTOUNTZI A	E	EGSC	Progression Meeting	Satisfactory Progress	Sent to CAB	30/Nov/2017	30/Nov/2017	Select
504824/2	Dr DG Jones	COOKSEY R	M	PMSC	Confirmation Of Candidature	Candidature Confirmed	Sent to CAB	29/Nov/2017	29/Nov/2017	Select
504824/2	Dr DG Jones	COOKSEY R	M	PMSC	Progression Meeting	Satisfactory Progress	Sent to CAB	29/Nov/2017	29/Nov/2017	Select

Showing 1 to 7 of 7 students

College: Choose an option  
 Department: Choose an option  
 Outcome: Choose an option

Student Details | Meeting Details | Previous Meetings | Board Decision

No information available

A student is processed by first clicking the 'Select' button on the right hand side of the row. This populates the four tabs below the list of students, namely Student Details, Meeting Details, Previous Meetings and Board Decision. The information held in each tab is as follows:

- Student Details – Includes personal details, basic programme level details, thesis details, supervisory team details, alert and e-mail history
- Meeting details – Includes the answers provided by the student and supervisor in the meeting that had been referred to the College.
- Previous meetings – Includes the answers provided by the student and supervisor in the meetings that had previously been referred to the College.
- Board Decision – This tab allows the board to confirm the progression recommendation made by the supervisor, add comments, and either 'Send back to supervisor' or 'Approve and send to University Board', as appropriate. Depending on the decision of the College Board, the 'Board status' of the student will change to reflect the decision of the board.

## • Maintain Supervisory Teams

This screen allows College administrators to change supervisors who have already been allocated to a student. Initially, the screen lists the students within the College and clicking the 'Select' button brings up the supervisors.

Ref	Student Name	IF	Faculty	Department	Course	Start Date	End Date	
842758/1	ZHAO T		Engineering	Engineering	Phd Civil Engineering	01/10/2015	30/09/2019	Select
748451/5	ZHANG W		Engineering	Engineering	Phd Electronic & Electrical Eng	01/07/2015	30/09/2019	Select
853778/3	WHITEBIDE JNJ		Engineering	Engineering	Engineering Doctorate In Materials Engineering	01/10/2015	30/09/2020	Select
842484/1	WHITEHOUSE AB		Engineering	Engineering	Phd Chemical Engineering	01/01/2015	31/12/2018	Select
888418/3	WEN H		Engineering	Engineering	Phd Electronic & Electrical Eng	01/04/2018	31/03/2020	Select

Showing 1 to 5 of 119 students

Previous Next

**Supervisor**

Name: Dr A J King  
Appointment Date: 23 November 2017  
Start Date: 28 November 2017  
Expected End Date: 19 August 2019  
Actual End Date:  
% of Supervision: 100

View previous [Change](#)

**Secondary Supervisor**

Name: Dr M Fazeli  
Appointment Date:  
Start Date:  
Expected End Date:  
Actual End Date:  
% of Supervision: N/A

View previous [Change](#)

**External Supervisor**

No information available

[Add New](#)

**Internal Assessor**

No information available

[Add New](#)

Clicking the 'Change' button on a supervisor record brings up another screen that allows you to enter the end date of the previous supervisor, the name of the new supervisor, the date when the appointment was made, the start date of the new appointment, expected end date and the percentage of supervision allocated to that supervisor.

**Change Supervisor**

Guidance in here

**End date for previous supervisor\***    **Date**    **Month**    **Year**  
 02    11    2017

**New supervisor\***    Choose an option

**Date appointed\***    **Date**    **Month**    **Year**  
 02    11    2017

**Start date\***    **Date**    **Month**    **Year**  
 02    11    2017

**Expected end date\***    **Date**    **Month**    **Year**  
 [Empty]    [Empty]    [Empty]

**% Allocated to Supervisor\***    [Empty]

Please note that the other supervisor (secondary) has % allocated to them.

Back    Submit

Once the information has been entered, click Submit to store the changes.

## • Reports

Three different reports are available from the reports tab.

### Report 1: Meetings yet to be completed within the Deadline

When clicking this report, the user is given the opportunity to select a College, Department and meeting type to run the report against. The system then uses the date when the report is run to search for meetings scheduled for that period that have not yet been completed.

TRIBAL | e.Vision | Research Management    Logged in: David Jones (L2209)

## Research Reports

College / University Administration

Go Back

### Research Reports - Meetings yet to be Completed

This report will list all meetings which have passed the start date and are yet to be completed before the deadline date.

**College**    [Dropdown]

**Department**    [Dropdown]

**Event Type code**

- All
- Confirmation of Candidature
- Supervisor Meeting
- Attendance Check
- Adhoc Meeting
- Progress Review
- Award Meeting

Clear Fields    Run Report

An excel, csv or pdf report can then be produced by clicking the appropriate green button above the list.

TRIBAL | e-Vision | Research Management Logged In: David Jones (Logout)

Back to Search

Copy Excel CSV PDF

Search:

Student	Supervisor	Meeting	Start Date	End Date	Student Status	Supervisor Status	Board Status
Zara Fahmeda Ahmed	Dr Lw Francis	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Teresa Hillier	Professor Dm Turner	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Samantha Jayne Thomas	Dr D Gonzalez	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Sam Graeme Morgan Crossley	Dr Ka Mackintosh	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Sadiq Khudhayer Awdah Almagad	Professor N Lorenzo-Dus	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Richard Paul Oliver Tyler	Professor G Stratton	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Rhiannan Sian Forsyth	Professor Oj Guy	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Reem Mansour N Alsager	Professor JI Milton	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Murhaf Fouad S Korani	Dr Ae Brown	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
Mohamed Rifaik Yasim Farook	Dr Jg Cronin	Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	

Showing 1 to 10 of 27 meetings

First Previous **1** 2 3 Next Last

## Report 2: Incomplete meetings past the deadline date

This report works in much the same way as report 1, the difference being that the students being returned are those where the meeting 'window' has expired.

## Report 3: Board reports

Although College Boards can now be conducted by displaying the College Board administrative screen, a report can also be produced for the board. The report includes information about the student, the progression recommendation and statement, the supervisory team and progression history. An example of the Board Report is shown in the next page.

## Swansea University Progression Board Reports

Tuesday December 2017  
[Progression Board Reference here](#)

<b>Student Code:</b>	806114/2	<b>Start Date:</b>	01/Apr/2016
<b>Student Name:</b>	Styllani Kounakou	<b>End Date:</b>	31/Mar/2019
<b>College:</b>	Law And Criminology	<b>Mode of Attendance:</b>	Full-Time
<b>Department:</b>	Legal Studies	<b>Enroiment Status:</b>	Current
<b>Programme:</b>	Phd Law	<b>Entry Year:</b>	15/16

**Progression Recommendation:** N/A

**Progression Statement:** N/A

**Board Comments:** TBC

**Supervisors:** Professor B Soyer | Professor B Soyer | N/A

**Absences:** TBC

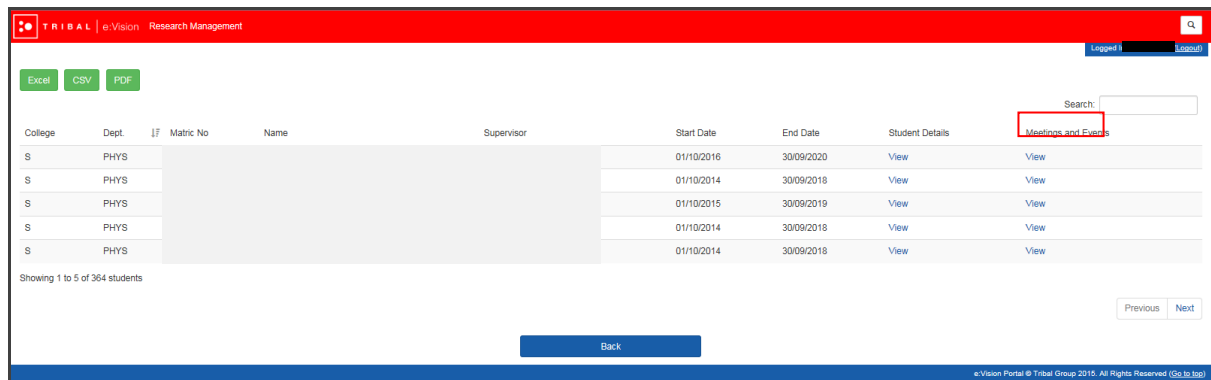
**Extensions:** TBC

### Progression History

DATE	MEETING	RECOMMENDATION	CODE
01/May/2016	Research Engagement And Attendance Check		
01/Jun/2016	Research Engagement And Attendance Check		
01/Jul/2016	Confirmation Of Candidature		
01/Aug/2016	Research Engagement And Attendance Check		
01/Sep/2016	Research Engagement And Attendance Check		
01/Oct/2016	Supervision Meeting		
01/Nov/2016	Research Engagement And Attendance Check		
01/Dec/2016	Research Engagement And Attendance Check		
01/Jan/2017	Progression Meeting		
01/Feb/2017	Research Engagement And Attendance Check		
01/Mar/2017	Research Engagement And Attendance Check		
01/Apr/2017	Supervision Meeting		

# Types of Meetings and Events

Below is the My Research Students screen.



College	Dept.	IF	Matric No	Name	Supervisor	Start Date	End Date	Student Details	Meetings and Events
S	PHYS					01/10/2016	30/09/2020	<a href="#">View</a>	<a href="#">View</a>
S	PHYS					01/10/2014	30/09/2018	<a href="#">View</a>	<a href="#">View</a>
S	PHYS					01/10/2015	30/09/2019	<a href="#">View</a>	<a href="#">View</a>
S	PHYS					01/10/2014	30/09/2018	<a href="#">View</a>	<a href="#">View</a>
S	PHYS					01/10/2014	30/09/2018	<a href="#">View</a>	<a href="#">View</a>

Clicking 'View' under the 'Meetings and Events' column as highlighted above will bring you to a list of meetings that the student had, is having and will have. The list of main annual meetings throughout the study progression of a student consists of:

- A. [Research Engagement and Attendance Check](#)
- B. [Confirmation of Candidature](#)
- C. [Supervision meeting](#)
- D. [Supervision & Progression meeting](#)
- E. [Supervision & Progression meeting \(NITS\)](#)
- F. [Submission / Resubmission](#)
- G. [Post Submission](#)
- H. [Viva](#)
- I. [Post Viva](#)
- J. [Award](#)

All events must be in the form of face- to- face communication. The only exception would be the Research Engagement and Attendance Check, Post Submission and Post Viva event which can be held either through email or a face-to-face meet up. The general responsibilities required by you (**College Administrator**), supervisors (**Supervisors**) and the students (**Students**) are described for each type of meeting in the following pages of this document.

## A. Research Engagement and Attendance Check

### • When

This attendance check will be carried out monthly and also during Confirmation of Candidature, Supervision and Progression meetings and cannot take place within **15 days** of the previous attendance check being completed. *\*This meeting does not necessarily have to be in the form of face- to- face communication.*

### • Objective

According to compliance requirements, attendance monitoring must take place every month for every student within the University no matter their nationality. An e-mail notification will then be sent to

supervisors, the students and the University's compliance team if it has been recorded that any of the students have not engaged with these meetings. *For further information see <http://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/attendance-monitoring-research-students/1-introduction/>.*

## • College Administrator and Supervisors

**You have been given the same level of permissions as supervisors in that you are able to complete this meeting in the same way as supervisors.**

Supervisors will be expected to engage with the students monthly for an attendance check. The supervisors will then be required to complete a questionnaire for this meeting.

- You can complete a questionnaire which can be accessed for this meeting by clicking 'Click to start' as highlighted below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	N/A	New			Click to start

This will bring you to the questionnaire as shown below.

Research Engagement and Attendance Check - 02/Jan/2017 - 01/Feb/2017

Your message has been sent.

Back Save Submit Engagements Missed | 0

Attendance Check Message

Has the student engaged at least once in the past month?  Yes  No

Type of engagement? Face to face

Date of engagement? Date: 10, Month: 01, Year: 2017

Where is the student's current location of study?  Campus Based  Off Campus in the UK  Off Campus outside the UK

Additional information

Upload files

- Once the questionnaire has been completed, click on 'Save' and when you are satisfied with your responses, click on 'Submit'. *\* Remember to click save before submitting your response.*
- If you would like to submit your responses at another time, click 'Save' and 'Back' which will bring you to the homepage.
- The 'New' status will now change to 'Pending' under the 'Supervisor Status' for this meeting as shown in figure below. *\*Note that this 'Pending' status will also appear in that particular student's account.*
- You can return to edit your response by clicking 'Click to edit' as highlighted in figure below. *\*You can only edit your responses as long as you have not clicked on 'Submit' and the 'Pending' status is still shown for this meeting under the 'Supervisor Status' column.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	N/A	Pending			Click to edit

- Once you have successfully submitted your response, the 'Complete' status will now appear under the 'Supervisor Status' for this meeting as shown in figure below. *\*Note that this 'Complete' status will also appear in that particular student's account.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✓ N/A	✓ Complete			<a href="#">View</a>

- You can also return to view your submitted responses to this meeting by clicking 'View' as shown in figure above.

## • Students

Students will not be required to complete a questionnaire for this meeting but will only be able to view either the college administrator's or supervisor's response as shown below.

The screenshot shows a 'Record of Meeting From Staff' for a 'Research Engagement And Attendance Check'. It contains a table with the following structure:

Question	Response
Has the student engaged at least once in the past month?	
Type of engagement?	
Date of engagement?	
Are there known reasons for the lack of engagement?	
Please provide details for the lack of engagement	
Where is the student's current location of study?	
Additional information	

## B. Confirmation of Candidature

### • When

This event takes place during the 3<sup>rd</sup> month stage of the study progression for each student.

### • Objective

This meeting confirms that the students have fulfilled the specified administrative requirements and is academically prepared to undertake the agreed research project. If the College/School cannot confirm their candidature, they will be required by the Progression and Awards to withdraw from the programme. For further information regarding the transferal and withdrawal of candidature, see [Guide to Suspensions and Extensions for Research Students](#) and [Guide to Transfer and Withdrawal of Research Students](#).

After confirmation of candidature has been completed the student will not be permitted to significantly his/ her their topic of research, as such a change would invalidate the confirmation of candidature. If a student wish to significantly change his/ her topic of research, he/ she will be required to withdraw from the current degree and re-apply for the new topic of research. Further information regarding the specified requirements can be found under the Confirmation of Candidature section at <http://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-progress-monitoring/>

### • College Administrators and Supervisors

**You have been given the same level of permissions as supervisors in that you are able to complete this meeting in the same way as supervisors.**

Supervisors and the students will be required to complete a questionnaire for this event. There are no restrictions as to whether supervisors or students should complete the questionnaire first.

1. Access to the questionnaire is via the 'Click to start' button on the right hand side of the Meetings and Events screen as shown below.



Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	New	New			Click to start

This will bring you to the following page.

Confirmation of Candidature Meeting

Back Save Board Comments

Supervisor section Student section Message Attendance Check Meeting sign off

Do you have any concerns regarding the progress of the student in the initial stages of the research project (including factors outside of the student's control)?

Do you have any comments, concerns, or issues at this stage of the project and in reference to the future development of the planned or proposed research programme (including factors outside the student's control)?

Are there any Health & Safety aspects that need to be considered?

Are there any ethical aspects of the project to be considered with the student?

Please detail specific objectives and training to be achieved by the student over the next review period.

Are all the facilities/resources in place to allow the student to undertake their research?

Secondary and External supervisor/ Internal assessors please add any additional comments you would like to make.

Are you likely to be out of communication from your student for a period longer than 2 weeks between now and the next quarterly review?

Progress Recommendations

Select file Upload files

Save

- For this questionnaire, you can provide one of the following responses for one of the questions :
  - Candidature confirmed
  - Required to withdraw
  - Defer for 3 months
- Once you have completed the questionnaire, click the 'Save' button on the top of the questionnaire as shown figure above. *\* Note that clicking 'Save' will allow the student to view your responses to this questionnaire.*
- You can check the students' responses to this meeting under the 'Student section'.
  - The students' response will only become visible when they have saved their responses and that either a 'Pending' or 'Complete' status appears under the 'Student Status' column as shown in figure below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	Pending	Pending			Click to edit

- If a 'New' status under the 'Student Status' column as shown in figure below, this would mean that the student has not yet started the questionnaire.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	New	Pending			Click to edit

- You can also send a message to the students regarding the details to this meeting under the 'Message' tab above the questionnaire as shown below.

[Student section](#)
[Supervisor section](#)
[Message](#)
[Meeting sign off](#)

Please use the form below to send a message to your supervisor about the meeting

**Subject**

**Message Text**

- You may use this function to provide an update on the status of a meeting.
  - This message will be sent to the student's e:Vision as well as the University e-mail account.
6. At this point, you can click on 'Back' above the questionnaire which will bring you to the homepage.
- The 'New' status under the 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. *\*Note that this 'Pending' status will now appear in that particular student's account.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	<input type="button" value="New"/>	<input type="button" value="Pending"/>			<input type="button" value="Click to edit"/>

- To return to edit your responses, click on the 'Click to edit' button to the right of this meeting as highlighted in figure below. *\*Remember that you can only edit your responses as long as you have not clicked on 'Submit' under the 'Meeting sign off' tab.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	<input type="button" value="New"/>	<input type="button" value="Pending"/>			<input type="button" value="Click to edit"/>

- When you have agreed on the responses given by yourself and the students for this meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to the student that the meeting can be signed off. *\*Please note that you can still sign off a meeting without this student's consent.*
- A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	<input type="button" value="New"/>	<input type="button" value="Complete"/>			<input type="button" value="View"/>

- The supervisor and this student will then receive a notification on the e: Vision account and a confirmation receipt in University email account.
- You can also return to view the supervisor's and student's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

## ● Student

The students will be required to complete a different set of questionnaire as well as uploading their work plan for this meeting.

# C. Supervision meeting

- When

This meeting is carried out during every 6<sup>th</sup> and 12<sup>th</sup> month stage of the student's study progression.

- Objective

This meeting records the current progress of the students.

- College Administrators and Supervisors

**You have been given the same level of permissions as supervisors in that you are able to complete this meeting in the same way as supervisors.**

Supervisors will be required to complete a questionnaire for this event. There are no restrictions as to whether supervisors or students should complete the questionnaire first. The responses to these questionnaire submitted by supervisors and the students will **not** be referred to the College Board for further consideration.

1. Access to the questionnaire is via the 'Click to start' button on the right hand side of the Meetings and Events screen as highlighted below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	→ New	→ New			Click to start

This will bring you to the following page.

The screenshot shows a web interface for a 'Supervision Meeting' questionnaire. At the top, there are navigation buttons for 'Back' and 'Save'. Below this is a menu with options: 'Supervisor section', 'Student section', 'Message', 'Attendance Check', and 'Meeting sign off'. The main content area contains several questions with radio button options for 'Yes' and 'No':

- Are you satisfied with the progress of the student at this stage of the candidature (including factors outside of the student's control)?
- Since the last review is the quality of research undertaken and any outputs (e.g. chapters) produced by the student of a satisfactory standard?
- Has the student achieved the specific objectives and training agreed at the previous review?
- Please detail specific objectives and training to be achieved by the student over the next review period.
- Please review the student's thesis title and amend as appropriate.
- Please review the student's project summary and amend as appropriate.
- Secondary and External Supervisor / Internal assessors please add any additional comments you would like to make.
- Are you likely to be out of communication from your student for a period longer than 2 weeks between now and the next attendance check?

At the bottom of the form, there is an 'Upload files' button and a 'Save' button. A 'Show desk' link is visible in the bottom right corner.

2. Once you have completed the questionnaire, click the 'Save' button on the top of the questionnaire as shown figure above. \* Note that clicking 'Save' will allow the student to view your responses to this questionnaire.

3. You can check the students' responses to this meeting under the 'Student section'.
  - The students' response will only become visible when they have saved their responses and that either a 'Pending' or 'Complete' status appears under the 'Student Status' column as shown in figure below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	Pending	Pending			Click to edit

- If a 'New' status under the 'Student Status' column as shown in figure below, this would mean that the student has not yet started the questionnaire.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	New	Pending			Click to edit

4. You can also send a message to the students regarding the details to this meeting under the 'Message' tab above the questionnaire as shown below.

[Student section](#)
[Supervisor section](#)
[Message](#)
[Meeting sign off](#)

Please use the form below to send a message to your supervisor about the meeting

**Subject**

**Message Text**

[Send](#)

- You may use this function to provide an update on the status of a meeting.
- This message will be sent to the student's e:Vision as well as the University e-mail account.

5. At this point, you can click on 'Back' above the questionnaire which will bring you to the homepage.
  - The 'New' status under the 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. *\*Note that this 'Pending' status will now appear in that particular student's account.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	New	Pending			Click to edit

- To return to edit your responses, click on the 'Click to edit' button to the right of this meeting as highlighted in figure below. *\*Remember that you can only edit your responses as long as you have not clicked on 'Submit' under the 'Meeting sign off' tab.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	New	Pending			Click to edit

6. When you have agreed on the responses given by yourself and the students for this meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to the student that the meeting can be signed off. *\*Please note that you can still sign off a meeting without this student's consent.*
  - A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	<a href="#">➔ New</a>	<a href="#">✔ Complete</a>			<a href="#">View</a>

- Supervisors and the student will then receive a notification on the e: Vision account and a confirmation receipt in the University email account.
- You can also return to view the supervisor's and student's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

## • Students

Students will be required to complete a different set of questionnaire for this meeting.

# D. Supervision & Progression meeting

## • When

This meeting is carried out during every 3<sup>rd</sup> and 9<sup>th</sup> month stage of the study progression year.

## • Objective

This meeting allows supervisors to evaluate and provide a progress recommendation for their student in reference to the research plan set out in the beginning.

## • College Administrators and Supervisor

**You have been given the same level of permissions as supervisors in that you are able to complete this meeting in the same way as supervisors.**

Supervisors will be required to complete a questionnaire. There are no restrictions as to whether supervisors or students should complete the questionnaire first. The responses to these questionnaire submitted by supervisors and the students **will be** referred to the College Board for further consideration.

1. Access to the questionnaire is via the 'Click to start' button on the right hand side of the Meetings and Events screen as highlighted below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	<a href="#">➔ New</a>	<a href="#">➔ New</a>			<a href="#">Click to start</a>

This will bring you to the following page.

2. For progression meetings, you will be required to answer the following questions:

- a) Are you satisfied with the progress of the student at this stage of the candidature (including factors outside of the student's control)?
- b) Since the last review is the quality of research undertaken and any outputs (e.g. chapters) produced by the student of a satisfactory standard?

If your response to both questions are 'Yes', you will then need to provide one of the following progress recommendations:

- Satisfactory Progress
- Out of time
- Student Voluntary Withdrawal
- Transfer to MPhil/MRes/PhD

Where either question is answered 'No', you will then need to provide one of the following progress recommendations:

- Cause for concern
- Critical cause for concern
- Out of time
- Significant disruption to progress
- Required to withdraw
- Student Voluntary Withdrawal
- Transfer to MPhil/MRes/PhD

3. Once you have completed the questionnaire, click the 'Save' button on the top of the questionnaire as shown in previous page. \* *Note that clicking 'Save' will allow the student to view your responses to this questionnaire.*

4. You can check the students' responses to this meeting under the 'Student section' tab.
  - The students' response will only become visible when they have saved their responses and that either a 'Pending' or 'Complete' status appears under the 'Student Status' column as shown in figure below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	Pending	Pending			Click to edit

- If a 'New' status under the 'Student Status' column as shown in figure below, this would mean that the student has not yet started the questionnaire.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	New	Pending			Click to edit

5. You can also send a message to the students regarding the details to this meeting under the 'Message' tab above the questionnaire as shown below.

[Student section](#)
[Supervisor section](#)
[Message](#)
[Meeting sign off](#)

Please use the form below to send a message to your supervisor about the meeting

**Subject**

**Message Text**

[Send](#)

- You may use this function to provide an update on the status of a meeting.
- This message will be sent to the student's e:Vision as well as the University e-mail account.

6. At this point, you can click on 'Back' above the questionnaire which will bring you to the homepage.

- The 'New' status under the 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. *\*Note that this 'Pending' status will now appear in that particular student's account.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	New	Pending			Click to edit

- To return to edit your responses, click on the 'Click to edit' button to the right of this meeting as highlighted in figure below. *\*Remember that you can only edit your responses as long as you have not clicked on 'Submit' under the 'Meeting sign off' tab.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	New	Pending			Click to edit

7. When you have agreed on the responses given by yourself and the students for this meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to the student that the meeting can be signed off. *\*Please note that you can still sign off a meeting without this student's consent.*

- A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	New	Complete			View

- The supervisor and this student will then receive a notification on the e: Vision account and a confirmation receipt in the University email account.
- You can also return to view the supervisor's and student's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

- Student

The students will also be required to complete a different set of questionnaire for this meeting.

## E. Supervision & Progression meeting (NITS)

- When

This event takes place three months before the submission event.

- Objective

This event allows supervisors to evaluate and provide a progress statement prior to the student's submission event.

- College Administrator and Supervisor

**You have been given the same level of permissions as supervisors in that you are able to complete this meeting in the same way as supervisors.**

Supervisors will be required to complete a questionnaire. For this meeting, you and the students will be required to complete a questionnaire. There are no restrictions as to whether supervisors or students should complete the questionnaire first. The responses to these questionnaire submitted by supervisors and the students **will be** referred to the College Board for further consideration.

1. Access to the questionnaire is via the 'Click to start' button on the right hand side of the Meetings and Events screen as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y3 Progression Meeting / Nits	→ New	→ New			Click to start

This will bring you to the following page.



2. Once you have completed the questionnaire, click the 'Save' button on the top of the questionnaire as shown figure above. *\* Note that clicking 'Save' will allow the student to view your responses to this questionnaire.*
3. You can check the students' responses to this meeting under the 'Student section' tab as shown in figure above.
  - The students' response will only become visible when they have saved their responses and that either a 'Pending' or 'Complete' status appears under the 'Student Status' column as shown in figure below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y3 Progression Meeting / Nits	Pending	Pending			Click to edit

- If a 'New' status under the 'Student Status' column as shown in figure below, this would mean that the student has not yet started the questionnaire.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y3 Progression Meeting / Nits	New	Pending			Click to edit

4. You can also send a message to the students regarding the details to this meeting under the 'Message' tab above the questionnaire as shown below.

[Student section](#)   [Supervisor section](#)   [Message](#)   [Meeting sign off](#)

Please use the form below to send a message to your supervisor about the meeting

**Subject**  

**Message Text**

- You may use this function to provide an update on the status of a meeting.
- This message will be sent to the student's e:Vision as well as the University e-mail account.

- At this point, you can click on 'Back' above the questionnaire which will bring you to the homepage.
  - The 'New' status under the 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. *\*Note that this 'Pending' status will now appear in that particular student's account.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y3 Progression Meeting / Nits	New	Pending			Click to edit

- To return to edit your responses, click on the 'Click to edit' button to the right of this meeting as highlighted in figure below. *\*Remember that you can only edit your responses as long as you have not clicked on 'Submit' under the 'Meeting sign off' tab.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y3 Progression Meeting / Nits	New	Pending			Click to edit

- When you have agreed on the responses given by yourself and the students for this meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to the student that the meeting can be signed off. *\*Please note that you can still sign off a meeting without this student's consent.*
  - A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Jun/2017	01/Jul/2017	Y3 Progression Meeting / Nits	New	Complete			View

- The supervisor and this student will then receive a notification on the e: Vision account and a confirmation receipt in the University email account.
- You can also return to view the supervisor's and student's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

## ● Students

The students will also be required to complete a questionnaire for this meeting. Within their questionnaire, they will be asked whether they are ready to submit thesis. Below are two possible response that they will provide.

- Thesis is ready to be submitted

- Students will be required to complete a Notification of Intention to Submit (NITS) form. This will be submitted to the College administrator and NOT through e: Vision. For more information how to submit this form, contact your College administrator. This will inform your supervisors that they can start thinking of an examination board for the viva and when it is sent to academic services, they will send a submission pack out to you.
- Thesis is not ready to be submitted
- A new expected submission date will then be provided by the supervisor and the meetings will be set up accordingly to cover that period. Requests for extensions beyond the maximum candidature period will have to be made through the formal extension request procedures. Contact your College administrator if you have any queries.

## F. Submission / Resubmission

### • When

This event takes place during the last month stage of the study progression.

### • Objective

This event records the submission of the students. Once submission is successful, meetings will be held to discuss the arrangements for the viva voce examination i.e. setting a date, appointing the examination board and the possibility a mock viva.

### • College Administrators and Supervisor

**Only you can complete this event.** Supervisors will not be required to complete any questionnaire for this meeting.

1. You can complete a questionnaire which can be accessed for this meeting by clicking 'Click to start' as highlighted below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Sep/2017	01/Oct/2017	Y3 Submission	N/A	None			Click to start

This will bring you to the questionnaire as shown below.

The screenshot shows the 'Submission' form in the TRIXX Research Management system. The form is divided into several sections:

- Meeting Details:** Includes Meeting Type, Meeting Start Date, Meeting End Date, Name of Student ID, Target degree, Mode of study, Meeting Name, Meeting End Date, Student Course/Job Number, Date of registration, and Thesis title.
- Submission:** Includes Type of Submission (Submission), Matriculation status (Other Matriculated), Fee status (N/A), Date of Submission (with Date, Month, and Year dropdowns), Confirmation of Title, and Notes.

Buttons for 'Back', 'Save', and 'Submit' are visible at the top of the form. A 'Submit' button is also at the bottom.

2. Use the 'Upload file' option to upload the examiner's report for this meeting.

3. Once the questionnaire has been completed, click on 'Save' and when you are satisfied with your responses, click on 'Submit'. \* Remember to click save before submitting your response.
4. If you would like to submit your responses at another time, click 'Save' and 'Back' which will bring you to the homepage.
  - The 'New' status will now change to 'Pending' under the 'Supervisor Status' for this meeting as shown in figure below. \*Note that this 'Pending' status will also appear in that particular student's account.
5. You can return to edit your response by clicking 'Click to edit' as highlighted in figure below. \*You can only edit your responses as long as you have not clicked on 'Submit' and the 'Pending' status is still shown for this meeting under the 'Supervisor Status' column.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	✓ Pending			Click to edit

- Once you have successfully submitted your response, the 'Complete' status will now appear under the 'Supervisor Status' for this meeting as shown in figure below. \*Note that this 'Complete' status will also appear in that particular student's account.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	✓ Complete			View

6. The supervisor and this student will then receive a notification on the e: Vision account and a confirmation receipt in the University email account.
7. You can also return to view the supervisor's and student's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

## ● Student

No questionnaire is required to be completed by the supervisors and students. Upon submission of the thesis, supervisors and their students will then receive a notification on the e: Vision as well as a confirmation receipt sent to the University account.

# G. Post Submission

## ● When

Ideally, this event takes place a month after the students have submitted their the thesis. *For further information, see <https://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/phd/15-oral-examination-viva-voce/>*

## ● Objective

This event records the discussion outcomes between students and supervisors in regards to the organising of meetings for the viva voce examination i.e. setting a date, appointing the examination board and the possibility a mock viva. This event also confirms the details of the student's submission.

## ● College Administrators and Supervisors

**You have been given the same level of permissions as supervisors in that you are able to complete this meeting in the same way as supervisors.**

For this meeting, supervisors will be required to complete a questionnaire. There is no restriction as to whether supervisors or students should complete the questionnaire first. The responses to these

questionnaire from both supervisors and students will **not** be referred to the College Board for further consideration.

1. Access to the questionnaire is via the 'Click to start' button on the right hand side of the Meetings and Events screen as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Oct/2018	01/Nov/2018	Post Submission	<span style="color: green;">➔ New</span>	<span style="color: green;">➔ New</span>			<span style="border: 1px solid red; padding: 2px;">Click to start</span>

This will bring you to the following page.

Post Submission

Back Save

[Supervisor section](#)
[Student section](#)
[Message](#)
[Attendance Check](#)
[Meeting sign off](#)

Are you satisfied that the student submitted/resubmitted the thesis in accordance with the University's procedures?  Yes  No

Have arrangements been made to appoint the Examination Board, including the Chair, internal examiner, and external examiner? (NB. Not applicable for resubmitted theses as the examination board is the same.)  Yes  No  N/A

Have arrangements been made for the viva voce examination to take place ideally within 3 months of submission (and at the latest by 6 months) and the student notified? (NB. Not applicable for resubmitted theses unless a repeat viva is required by the examiner.)  Yes  No  N/A

Have you discussed with your student the possibility of arranging a mock viva? (NB. Not applicable for resubmitted theses unless a repeat viva is required by the examiner.)  Yes  No  N/A

Have you discussed with the student the procedures for the viva and in particular the outcomes and whether the student would like the supervisor to attend as an observer? (NB. Not applicable for resubmitted theses unless a repeat viva is required by the examiner.)  Yes  No  N/A

Upload files

Save

2. Once you have completed the questionnaire, click the 'Save' button on the top of the questionnaire as shown figure above. \* Note that clicking 'Save' will allow the student to view your responses to this questionnaire.
3. You can check the students' responses to this meeting under the 'Student section' tab as shown in figure above.
  - The students' response will only become visible when they have saved their responses and that either a 'Pending' or 'Complete' status appears under the 'Student Status' column as shown in figure below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Oct/2018	01/Nov/2018	Post Submission	<span style="color: orange;">✔ Pending</span>	<span style="color: orange;">✔ Pending</span>			Click to edit

- If a 'New' status under the 'Student Status' column as shown in figure below, this would mean that the student has not yet started the questionnaire.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Oct/2018	01/Nov/2018	Post Submission	<span style="color: green;">➔ New</span>	<span style="color: orange;">✔ Pending</span>			Click to edit

4. You can also send a message to the students regarding the details to this meeting under the 'Message' tab above the questionnaire as shown below.

[Student section](#)
[Supervisor section](#)
[Message](#)
[Meeting sign off](#)

Please use the form below to send a message to your supervisor about the meeting

**Subject**

**Message Text**

- You may use this function to provide an update on the status of a meeting.
  - This message will be sent to the student's e:Vision as well as the University e-mail account.
5. At this point, you can click on 'Back' above the questionnaire which will bring you to the homepage.
- The 'New' status under the 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. *\*Note that this 'Pending' status will now appear in that particular student's account.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Oct/2018	01/Nov/2018	Post Submission	<span>New</span>	<span>Pending</span>			<a href="#">Click to edit</a>

- To return to edit your responses, click on the 'Click to edit' button to the right of this meeting as highlighted in figure below. *\*Remember that you can only edit your responses as long as you have not clicked on 'Submit' under the 'Meeting sign off' tab.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Oct/2018	01/Nov/2018	Post Submission	<span>New</span>	<span>Pending</span>			<a href="#">Click to edit</a>

6. When you have agreed on the responses given by yourself and the students for this meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to the student that the meeting can be signed off. *\*Please note that you can still sign off a meeting without this student's consent.*
- A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Oct/2018	01/Nov/2018	Post Submission	<span>New</span>	<span>Complete</span>			<a href="#">View</a>

- The supervisor and this student will then receive a notification on the e: Vision account and a confirmation receipt in the University email account.
- You can also return to view the supervisor's and student's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

## ● Students

The students will be required to complete a different questionnaire for this meeting.

# H. Viva

- When

Ideally, this event takes place three months after the student has submitted their thesis. *For further information, see <https://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/phd/15-oral-examination-viva-voce/>*

- Objective

This event records the viva outcome of the students unto e:Vision.

- College Administrators and Supervisors

**Only you can complete this event.**

Supervisors will not be required to complete any questionnaire for this meeting. Once the viva results have been uploaded, the supervisors and students will then receive a notification on the e: Vision as well as a confirmation receipt sent to the University account. They can then view the examiners' report

1. You can complete a questionnaire which can be accessed for this meeting by clicking 'Click to start' as highlighted below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	03/Dec/2017	03/Jan/2018	Viva	✓ N/A	➔ New			Click to start

This will bring you to the questionnaire as shown below.

The screenshot shows the 'Meeting Details' form in the e:Vision Research Management system. The form is titled 'RDE\_SC:JC-RDE\_RDSS#01RDE\_SEQ2#0017'. It contains several fields for meeting information, including Meeting Type, Meeting Start Date, Meeting Name, Meeting End Date, Name of Student ID, Target degree, Mode of study, Student Course Join Number, Date of registration, and Thesis title. Below the meeting details, there are buttons for 'Back', 'Save', and 'Submit'. The 'Viva Outcome' section includes a dropdown menu labeled 'Outcome' with the text 'Choose an option', a text area for 'Additional Notes', and an 'Upload files' button. The bottom right corner of the form displays the copyright notice: 'e:Vision Portal © Tribal Group 2015. All Rights Reserved (02/15/2015)'.

2. Once the viva has examiners report is ready, you can then attach the examiner's report and result forms to this meeting using 'Upload Files' option.
3. Click on 'Save' and when you are satisfied with your responses, click on 'Submit'. \* Remember to click save before submitting your response.
4. If you would like to submit your responses at another time, click 'Save' and 'Back' which will bring you to the homepage.
- The 'New' status will now change to 'Pending' under the 'Supervisor Status' for this meeting as shown in figure below. \*Note that this 'Pending' status will also appear in that particular student's account. You can return to edit your response by clicking 'Click to edit' as highlighted in figure

below. \*You can only edit your responses as long as you have not clicked on 'Submit' and the 'Pending' status is still shown for this meeting under the 'Supervisor Status' column.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	03/Dec/2017	03/Jan/2018	Viva	N/A	Pending			Click to edit

- Once you have successfully submitted your response, the 'Complete' status will now appear under the 'Supervisor Status' for this meeting as shown in figure below. \*Note that this 'Complete' status will also appear in that particular student's account.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	03/Dec/2017	03/Jan/2018	Viva	N/A	Complete			View

5. You can also return to view your submitted responses to this meeting by clicking 'View' as shown in figure above.
6. Once the Viva outcome has been recorded unto e:Vision, supervisors and students will then receive a notification on the e: Vision as well as a confirmation receipt sent to the University account.

## • Students

Students will not be required to complete any questionnaire for this meeting.

# I. Post Viva

## • When

Ideally, this event takes place a month after the students has completed their viva. *For further information, see <https://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/phd/15-oral-examination-viva-voce/>*

## • Objective

This event helps keeps track of the discussion between students and supervisors in regards to meeting the requirements of the examiners (corrections/amendments/resubmission) within the set period.

## • College Administrator and Supervisors

**You have been given the same level of permissions as supervisors in that you are able to complete this meeting in the same way as supervisors.**

For this meeting, supervisors will be required to complete a questionnaire. There is no restriction as to whether supervisors or students should complete the questionnaire first. The responses to these questionnaire from both supervisors and students will **not** be referred to the College Board for further consideration.

1. Access to the questionnaire is via the 'Click to start' button on the right hand side of the Meetings and Events screen as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Jan/2019	01/Feb/2019	Post Viva	New	New			Click to start



This will bring you to the following page.

2. Once you have completed the questionnaire, click the 'Save' button on the top of the questionnaire as shown figure above. **\* Note that clicking 'Save' will allow the student to view your responses to this questionnaire.**
3. You can check the students' responses to this meeting under the 'Student section' tab as shown in figure above.
  - The students' response will only become visible when they have saved their responses and that either a 'Pending' or 'Complete' status appears under the 'Student Status' column as shown in figure below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Jan/2019	01/Febr/2019	Post Viva	Pending	Pending			Click to edit

- If a 'New' status under the 'Student Status' column as shown in figure below, this would mean that the student has not yet started the questionnaire.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Jan/2019	01/Febr/2019	Post Viva	New	Pending			Click to edit

4. You can also send a message to the students regarding the details to this meeting under the 'Message' tab above the questionnaire as shown below.

- You may use this function to provide an update on the status of a meeting.
- This message will be sent to the student's e:Vision as well as the University e-mail account.

5. At this point, you can click on 'Back' above the questionnaire which will bring you to the homepage.
  - The 'New' status under the 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. *\*Note that this 'Pending' status will now appear in that particular student's account.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Jan/2019	01/Feb/2019	Post Viva	New	Pending			Click to edit

- To return to edit your responses, click on the 'Click to edit' button to the right of this meeting as highlighted in figure below. *\*Remember that you can only edit your responses as long as you have not clicked on 'Submit' under the 'Meeting sign off' tab.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Jan/2019	01/Feb/2019	Post Viva	New	Pending			Click to edit

6. When you have agreed on the responses given by yourself and the students for this meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to the student that the meeting can be signed off. *\*Please note that you can still sign off a meeting without this student's consent.*

- A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Jan/2019	01/Feb/2019	Post Viva	New	Complete			View

- The supervisor and this student will then receive a notification on the e: Vision account and a confirmation receipt in the University email account.
- You can also return to view the supervisor's and student's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

## ● Students

For this meeting, students will be required to complete a questionnaire.

# J. Award

## ● When

Ideally, this event takes place three months after the student's viva. It should only be completed when the student presents the hard bound thesis. *For further information, see <https://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/phd/15-oral-examination-viva-voce/>*

## ● Objective

This event confirms the final award received by the students for their research on e:Vision.

## ● College Administrators and Supervisors

**Only you can complete this event.** Supervisors will not be required to complete any questionnaire.

- You can complete a questionnaire which can be accessed for this meeting by clicking 'Click to start' as highlighted below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2019	01/Apr/2019	Award	<a href="#">New</a>	<a href="#">New</a>			<a href="#">Click to start</a>

This will bring you to the questionnaire as shown below.

The screenshot shows the TRIBAL Research Management interface. At the top, there is a red header with the TRIBAL logo and 'e-Vision Research Management'. Below this, there is a 'Meeting Details' section with fields for Meeting Type, Meeting Start Date, Name of Student ID, Target degree, Mode of study, Meeting Name, Meeting End Date, Student Course Join Number, Date of registration, and Thesis title. Below the meeting details, there is a blue header with the ID 'RDE\_SCJIC-RDE\_RDSS-01RDE\_SEQ2-0017' and buttons for 'Back', 'Save', and 'Submit'. The main form area is titled 'Award Outcome' and contains an 'Outcome' dropdown menu with the text 'Choose an option', an 'Additional Notes' text area, and an 'Upload Files' button. At the bottom right, there is a small copyright notice: '© 2015 Tribal Group. All Rights Reserved (26.10.2015)'.

- Once the Award for the student is ready, you can then attach the examiner's report and result forms to this meeting using 'Upload Files' option.
- The students will receive the following outcomes after their first submission:
  - Completed course
    - a) without exit qualification: successfully and qualification aim obtained  
Or
    - b) with an exit qualification: awarded a lower degree than the qualification aim  
If either of these outcomes were obtained, an award event will then be held during the following month once you have presented your hard bound thesis
  - Corrections required
    - a) Minor corrections: candidature is extended and award meeting scheduled will postponed by 3 months  
Or
    - b) Major corrections: candidature is extended and award meeting scheduled will postponed by 6 months  
If either of these outcomes were obtained, meetings such as post viva meetings and Award meeting will be held during the postponed period of 3 or 6 months respectively. The post viva meetings will include two questions to ensure you are on track to meet the deadline for the corrections.
  - Resubmission
    - a) Resubmission: candidature extended and viva/examination scheduled by 12 months  
Or
    - b) Resubmit for a lower degree: candidature is transferred and extended by 12 months  
If either of these outcomes were obtained, a full 12 month set of meetings will be added to mirror those of the final year of the minimum candidature of the course.
  - No award
    - a) Failed course: required to withdraw  
Or
    - b) Lapsed candidature - completed course unsuccessfully  
If either of these outcomes were obtained, you will receive no award.

- Click on 'Save' and when you are satisfied with your responses, click on 'Submit'. \* Remember to click save before submitting your response.
- If you would like to submit your responses at another time, click 'Save' and 'Back' which will bring you to the homepage.
- The 'New' status will now change to 'Pending' under the 'Supervisor Status' for this meeting as shown in figure below. \*Note that this 'Pending' status will also appear in that particular student's account.
- You can return to edit your response by clicking 'Click to edit' as highlighted in figure below. \*You can only edit your responses as long as you have not clicked on 'Submit' and the 'Pending' status is still shown for this meeting under the 'Supervisor Status' column.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2019	01/Apr/2019	Award	✓ N/A	✓ Pending			<a href="#">Click to edit</a>

- Once you have successfully submitted your response, the 'Complete' status will now appear under the 'Supervisor Status' for this meeting as shown in figure below. \*Note that this 'Complete' status will also appear in that particular student's account.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2019	01/Apr/2019	Award	✓ N/A	✓ Complete			<a href="#">View</a>

- You can also return to view your submitted responses to this meeting by clicking 'View' as shown in figure above.
- Once the Award been recorded unto e:Vision, supervisors and students will then receive a notification on the e: Vision as well as a confirmation receipt sent to the University account.

## ● Students

Students will not be required to complete any questionnaire for this meeting.