

e:Vision

USER GUIDE FOR COLLEGE ADMINISTRATOR

Warning!

For the full interactive experience of this user guide:

✓ **USE** either of these when reading this user guide

- Internet explorer
- Adobe Acrobat Reader DC
- Google Chrome



✗ **DO NOT** use Microsoft Edge when reading this user guide



Content

- ⦿ What is e:Vision?
- ⦿ How do I access e:Vision?
- ⦿ Homepage Functions
- ⦿ Screen Options
- ⦿ How to Create Additional Meetings?
- ⦿ Types of Meetings & Events
- ⦿ Research Engagement and Attendance Check
- ⦿ Confirmation of Candidature
- ⦿ Supervision meeting
- ⦿ Supervision & Progression meeting
- ⦿ Supervision & Progression meeting (NITS)
- ⦿ Submission / Resubmission
- ⦿ Post Submission
- ⦿ Viva
- ⦿ Post Viva
- ⦿ Award

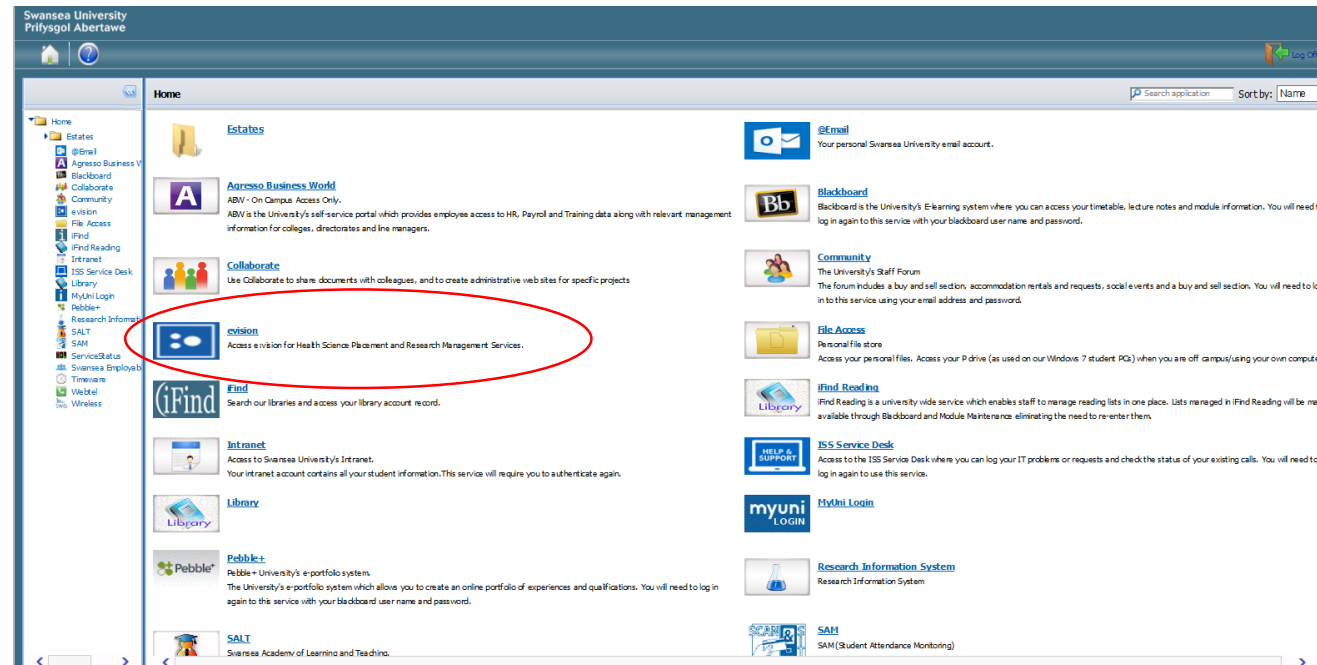
Navigate to section by clicking the headings listed.

What is e:Vision?

- e:Vision is a postgraduate research management system used by all postgraduate research (PGR) students within the University to keep track of their study progression.
- The important information recorded in e:Vision include:
 - ✓ Research Engagement with the students
 - ✓ Confirmation of Candidature of a student
 - ✓ Submission/resubmission of a student
 - ✓ Student viva outcomes
 - ✓ Progression recommendations
 - ✓ The Award received by students
- Thus, this presentation is a step-by-step guide to help you familiarise yourself with this system.

How do I access e:Vision?

- You can access the system from university page and using the e:Vision link as shown below.



- Alternatively, you can access the e:Vision login screen at https://e:vision.swan.ac.uk/urd/sits.urd/run/siw_lgn.
- This will take you directly to your e:Vision homepage as shown below.

(Editable Log-in Message)

SIW_LGN_MESSAGE

(Editable Log-in Message)

Log in to SITS e:Vision Portal

This page is the SITS e:Vision Portal login screen. Please use the form below to supply your login details and click the "Log in" button to access the system.

Portal Login

Username

Password

[Forgotten your password?](#)

Your university username

Your university password

Once logged in, you will be directed to the homepage as shown in the next slide

Research Staff

College Administrator

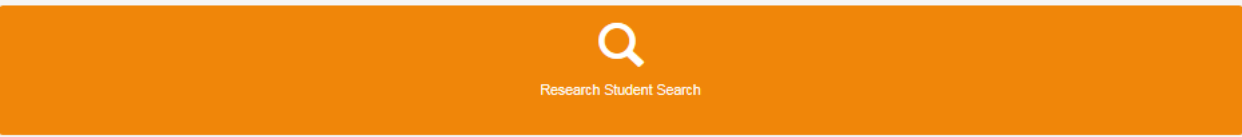
College: Science
Department:

Important Notifications

Please Note! You have 2 new messages



My Research Students



Research Student Search



Administration Tasks

Homepage Functions

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

Research Staff


College Administrator

College: Science
Department:

Important Notifications

Please Note! You have 2 new messages


My Research Students


Research Student Search


Administration Tasks

New messages will be notified and can be accessed by clicking the link highlighted in blue font within this tab.

Research Staff


College Administrator

College: Science
Department:

Important Notifications

Please Note! [You have 2 new messages](#)


My Research Students


Research Student Search


Administration Tasks

Research Staff

This button brings you back to this homepage.


College Administrator

College: Science
Department:

Important Notifications

Please Note! You have 2 new messages


My Research Students


Research Student Search


Administration Tasks

Screen Options

Now, click any of the tabs below

College Administrator


College: Science


Department: [REDACTED]

Important Notifications

Please Note! You have 2 new messages


My Research Students


Research Student Search


Administration Tasks

This page displays the students and the respective primary supervisor

[Excel](#) [CSV](#) [PDF](#)

Search:

College	Dept.	Matric No	Name	Supervisor	Start Date	End Date	Student Details	Meetings and Events
S	PHYS				01/10/2016	30/09/2020	View	View
S	PHYS				01/10/2014	30/09/2018	View	View
S	PHYS				01/10/2015	30/09/2019	View	View
S	PHYS				01/10/2014	30/09/2018	View	View
S	PHYS				01/10/2014	30/09/2018	View	View

Showing 1 to 5 of 364 students

[Previous](#) [Next](#)

[Back](#)

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.

Excel CSV PDF

Search:

Role	Matric No	Name	Current Supervisor	Start Date	End Date	Student Details	Meetings and Events
Primary Supervisor	157424/2		Yes	01/10/2016	30/09/2020	View	View

Showing 1 to 1 of 1 students

Previous Next

Back

- The personal details of a student can be accessed by clicking 'View' under the 'Student Details' column as highlighted.
- This will bring you to the following page in the next slide

Excel CSV PDF

Search:

Role	Matric No	Name	Current Supervisor	Start Date	End Date	Student Details	Meetings and Events
Primary Supervisor			Yes	01/10/2016	30/09/2020	View	View

Showing 1 to 1 of 1 students

Previous Next

Back

Back

PERSONAL DETAILS

Student number		DOB	
Surname		Forenames	
Title		Gender	
Country of Birth		Place of Domicile	
Nationality		Ethnicity	
Home Address		Correspondence Address	

PROGRAMME AND ENROLMENT DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing ↓

THESIS DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing ↓

SUPERVISORY TEAM DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing ↓

ALERT AND EMAIL HISTORY

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing ↓

BACK

* If any information displayed within each of the tabs is incorrect, contact your college administrator.

Skip to Calendar

Content Page

Back

PERSONAL DETAILS

Student number		DOB	
Surname		Forenames	
Title		Gender	
Country of Birth		Place of Domicile	
Nationality		Ethnicity	
Home Address			

Clicking this arrow to expands and view the list of details within this category

PROGRAMME AND ENROLMENT DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing 

THESIS DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing 

SUPERVISORY TEAM DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing 

ALERT AND EMAIL HISTORY

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing 

BACK

* If any information displayed within each of the tabs is incorrect, contact your college administrator.

Skip to Calendar

Content Page

Back

Clicking this 'Back' button will bring you to the previous page as shown in the next slide.

PERSONAL DETAILS

Student number			
Surname			
Title		Gender	
Country of Birth		Place of Domicile	
Nationality		Ethnicity	
Home Address		Correspondence Address	

PROGRAMME AND ENROLMENT DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

THESIS DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

SUPERVISORY TEAM DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

ALERT AND EMAIL HISTORY

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

Clicking this 'Back' button will bring you to the previous page as shown in the next slide.

BACK

* If any information displayed within each of the tabs is incorrect, contact your college administrator.

[Skip to Calendar](#)

[Content Page](#)

- The meetings between a supervisor and this particular student can be accessed by clicking 'View' under the 'Meetings and Events' column as highlighted.
- This will bring you to the following page in the next slide.

Excel CSV PDF

Search:

College	Dept.	Matric No	Name	Supervisor	Start Date	End Date	Student	Meetings and Events
S	PHYS				01/10/2016	30/09/2020	View	View
S	PHYS				01/10/2014	30/09/2018	View	View
S	PHYS				01/10/2015	30/09/2019	View	View
S	PHYS				01/10/2014	30/09/2018	View	View
S	PHYS				01/10/2014	30/09/2018	View	View

Showing 1 to 5 of 364 students

Previous Next

Back

This list can be sorted according to the respective columns by simply clicking on the heading of the columns as highlighted below.

**Note that each time you click on the column heading the sort facility will alternate between ascending and descending.*

Back

Create Adhoc Meeting +

Search:

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	✔ NIA	→ Now			Click to start
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ Now	→ Now			Click to start
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	→ Now	→ Now			Click to start
Primary	02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ Now	→ Now			Click to start
Primary	02/Jul/2017	01/Aug/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start

Showing 1 to 10 of 12 entries

First Previous **1** 2 Next Last

BACK

Clicking this 'Create Adhoc Meeting' button will allow you to create additional meetings for students apart from the minimum fourteen meetings per year. For more information, see [How to Create Additional Meeting?](#)

Back

Create Adhoc Meeting +

Search:

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	✔ NIA	→ Now			Click to start
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ Now			Click to start
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	→ New	→ Now			Click to start
Primary	02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ Now			Click to start
Primary	02/Jul/2017	01/Aug/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start

Showing 1 to 10 of 12 entries

First Previous 1 2 Next Last

BACK

Skip to Calendar

Content Page

Clicking this 'Back' button will bring you to the previous page as shown in the next slide.

Back

Create Adhoc Meeting +

Search:

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	✔ NIA	→ Now			Click to start
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ Now			Click to start
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	→ New	→ Now			Click to start
Primary	02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✔ NIA	→ Now			Click to start
Primary	02/Jun/2017	01/Jul/2017						Click to start
Primary	02/Jul/2017	01/Aug/2017						Click to start

Clicking this 'Back' button will bring you to the previous page as shown in the next slide.

Showing 1 to 10 of 12 entries

First Previous 1 2 Next Last

BACK

Excel CSV PDF

Search:

College	Dept.	Matric No	Name	Supervisor	Start Date	End Date	Student Details	Meetings and Events
S	PHYS				01/10/2016	30/09/2020	View	View
S	PHYS				01/10/2014	30/09/2018	View	View
S	PHYS				01/10/2015	30/09/2019	View	View
S	PHYS				01/10/2014	30/09/2018	View	View
S	PHYS						View	View

Showing 1 to 5 of 364 students

Clicking this 'Back' button this time will now return to the homepage as shown in the next slide.

Back

Previous Next

Now, click any of the tabs below

College Administrator


College: Science

Department: [REDACTED]

Important Notifications

Please Note! You have 2 new messages


My Research Students


Research Student Search


Administration Tasks

This page 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, contact your college administrator (add link to compiled list of respective college administrator)*

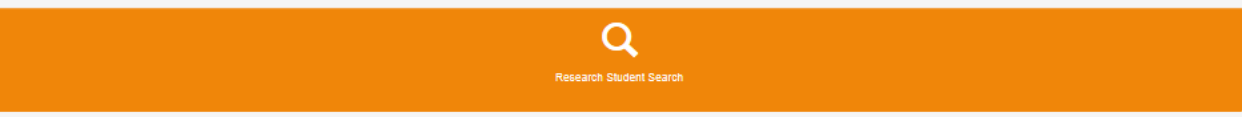
Research Staff

College Administrator

College: Science

Department

Please Note! You have 2 new messages



Research Student Search

Please complete the report options and click the 'Run Report' button.

Student code

Forename 1

Surname

Subject code List

Title

Mode of Attendance List

Research programme stage List

Date of registration

End Date

Internal Staff (Full Name)

External Examiner code

Clear Fields

Run Process

Now, click any of the tabs below


College Administrator

College: Science
Department: [Redacted]

Important Notifications

Please Note! You have 2 new messages

 My Research Students

 Research Student Search

 Administrators' Tasks

Research Student Search

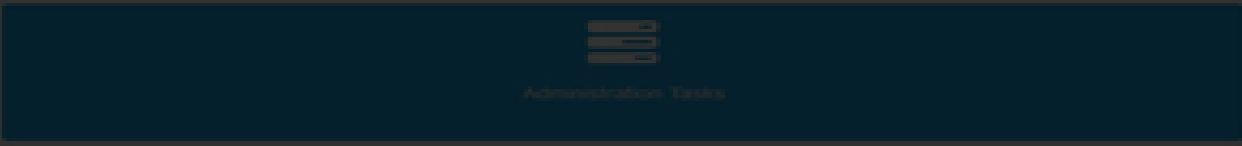
Please complete the report options and click the 'Run Report' button.

Student code	<input type="text"/>
Forename 1	<input type="text"/>
Surname	<input type="text"/>
Subject code	<input type="text"/> <small>List</small>
Title	<input type="text"/>
Mode of Attendance	<input type="text"/> <small>List</small>
Research programme stage	<input type="text"/> <small>List</small>
Date of registration	<input type="text"/> <small>DD</small>
End Date	<input type="text"/> <small>DD</small>
Internal Staff (Full Name)	<input type="text"/>
External Examiner code	<input type="text"/>

Research Staff


Clicking on the Administration Tasks tab displays three new tabs as shown below.


Now, click any blue buttons below.




Important Notifications

Please Note! You have 2 new messages

 **College Board** Go →

 **Maintain Supervisory Teams** Go →

 **Reports** Open ↓

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 Fournalis	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

This screen shows you the list of students and the respective type of events which has been referred to the College Board to be considered.

College

Department

Outcome

FILTER

No information available

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 Fournalis	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

Department

Outcome

FILTER

You can also filter this list of students according to the respective College, Department or Outcome of a meeting by selecting the appropriate parameters from the drop down tabs as highlighted

No information available

Ref:	Supervisor	Student Name	College	Department	Meeting	Outcome	Board Status	Start Date	End Date	Select
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 Fournalis	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

Previous Next

College Choose an option

Department Choose an option

Outcome Choose an option

FILTER Set all to confirmed Set all to un-confirmed

Clicking the 'Select' button on the right hand side of the row will populate the four tabs below this list of students as highlighted below, namely Student Details, Meeting Details, Previous Meetings and Board Decision.

- Student Details
- Meeting Details
- Previous Meetings
- Board Decision

No information available

Clicking the 'Student Details' tab will display information of a student such as the personal details, basic programme level details, thesis details, supervisory team details, alert and e-mail history of a student.

College

Department

Outcome

FILTER

Student Details [Meeting](#) [Previous Meetings](#) [Board Decision](#)

[Back](#)

PERSONAL DETAILS

Student number		DOB	
Surname		Forenames	
Title		Gender	
Country of Birth		Place of Domicile	
Nationality		Ethnicity	
Home Address		Correspondence Address	

PROGRAMME AND ENROLMENT DETAILS

01 | PHFB1EB -Phd (Business Management)

THESIS DETAILS

01 | PHFB1EB -Phd (Business Management)

SUPERVISORY TEAM DETAILS

01 | PHFB1EB -Phd (Business Management)

ALERT AND EMAIL HISTORY

01 | PHFB1EB -Phd (Business Management)

- Clicking the 'Meeting Details' tab will display the responses provided by the students and supervisors in the meeting that **had been** referred to the College.
- This figure is an example of a student who had a Research Engagement and Attendance Check was shown.

840406/1	Professor YK Dwivedi	PLUME CJ	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
840406/1	Professor YK Dwivedi	PLUME CJ	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Research Engagement and Attendance Check	Satisfactory Progress	Sent to CAB	25/Jan/2018	Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
807199/1	Professor YK Dwivedi	A				25/Jan/2018	Select →

Showing 1 to 8 of 1,398 students

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

FILTER Set all to confirmed Set all to un-confirmed

Previous Next

[Student Details](#)
[Meeting Details](#)
[Previous Meetings](#)
[Board Decision](#)

Meeting signed off by on 25 January 2018.

Record of Meeting From Student ↑

Attendance Meeting - no student responses required.

Record of Meeting From Staff ↑

Research Engagement And Attendance Check

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

840406/1	Professor YK Dwivedi	PLUME CJ	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
840406/1	Professor YK Dwivedi	PLUME CJ	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Research Engagement and Attendance Check	Satisfactory Progress	Sent to CAB	25/Jan/2018	Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
807199/1	Professor YK Dwivedi	ALZUBAIDI HAA	Research Engagement and Attendance Check	Satisfactory Progress	Sent to CAB	25/Jan/2018	Select →

Showing 1 to 8 of 1,398 students

Previous Next

Clicking the 'Previous Meetings' displays the answers provided by the student and supervisor in the meetings that had **previously** been referred to the College.

FILTER Set all to confirmed Set all to un-confirmed

[Student Details](#)
[Meeting Details](#)
[Previous Meetings](#)
[Board Decision](#)

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Outcome	Task
02/Jun/2017	01/Jul/2017	Progression Meeting	→ New	✓ Complete	Satisfactory Progress	View

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

840406/1	Professor YK Dwivedi	PLUME CJ	Research Engagement and Attendance Check	Satisfactory Progress	Sent to CAB	25/Jan/2018	Select →
840406/1	Professor YK Dwivedi	PLUME CJ	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Research Engagement and Attendance Check	Satisfactory Progress	Sent to CAB	25/Jan/2018	Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
840405/1	Professor YK Dwivedi	ISMAGILOVA E	Progression Meeting	Satisfactory Progress	Sent to CAB		Select →
807199/1	Professor YK Dwivedi	ALZUBAIDI HAA	Research Engagement and Attendance Check	Satisfactory Progress	Sent to CAB	25/Jan/2018	Select →

Showing 1 to 8

Co
Depart
Outco

Previous Next

- Clicking the 'Board Decision' 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.

FILTER Set all to confirmed Set all to un-confirmed

[Student Details](#)
[Meeting Details](#)
[Previous Meetings](#)
Board Decision

Select Progression from list

Enter Statement of Current Progression

College Board Comments

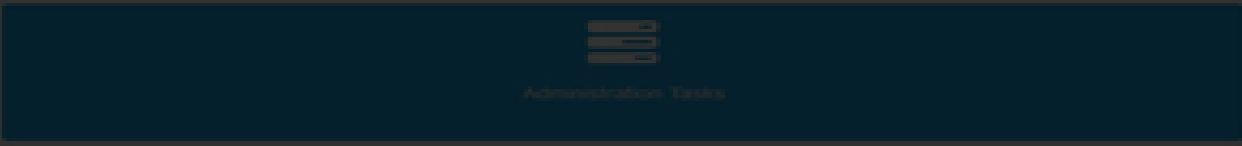
University Board Comments


[Send Back to Supervisor](#)
[Approve and send to University Board](#)


Research Staff


Clicking on the Administration Tasks tab displays three new tabs as shown below.

Now, click any blue buttons below.



 **College Board** [Go →](#)

 **Maintain Supervisory Teams** [Go →](#)

 **Reports** [Open ↓](#)

Search:

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
		Engineering	Engineering	Phd Civil Engineering	01/10/2015	30/09/2019	Select →
		Engineering	Engineering	Phd Electronic & Electrical Eng	01/07/2015	30/06/2019	Select →
		Engineering	Engineering	Engineering Doctorate In Materials Engineering	01/10/2015	30/09/2020	Select →
		Engineering	Engineering	Phd Chemical Engineering	01/01/2015	31/12/2018	Select →
		Engineering	Engineering	Phd Electronic & Electrical Eng	01/04/2016	31/03/2020	Select →

Showing 1 to 5 of 119 students

[Previous](#) [Next](#)

Supervisor

Name: Dr Aj King
Appointment Date: 28 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](#)

This screen allows College administrators to change supervisors who have already been allocated to a student.

Search:

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
		Engineering	Engineering	Phd Civil Engineering	01/10/2015	30/09/2019	Select →
		Engineering	Engineering	Phd Electronic & Electrical Eng	01/07/2015	30/06/2019	Select →
		Engineering	Engineering	Engineering Doctorate In Materials Engineering	01/10/2015	30/09/2020	Select →
		Engineering	Engineering	Phd Chemical Engineering	01/01/2015	31/12/2018	Select →
		Engineering	Engineering	Phd Electronic & Electrical Eng	01/04/2016	31/03/2020	Select →

Clicking the 'Select' button brings up the respective supervisors of a student as shown below.

Showing 1 to 5 of 119 students

Previous Next

Supervisor

Name: Dr Aj King
Appointment Date: 28 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](#)

Search:

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
		Engineering	Engineering	Phd Civil Engineering	01/10/2015	30/09/2019	Select →
		Engineering	Engineering	Phd Electronic & Electrical Eng	01/07/2015	30/06/2019	Select →
		Engineering	Engineering	Engineering Doctorate In Materials Engineering	01/10/2015	30/09/2020	Select →
		Engineering	Engineering	Phd Chemical Engineering	01/01/2015	31/12/2018	Select →
		Engineering	Engineering	Phd Electronic & Electrical Eng	01/04/2016	31/03/2020	Select →

Showing 1 to 5 of 119 students

[Previous](#) [Next](#)

Supervisor

Name: Dr Aj King
Appointment Date: 28 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 'Change' brings up a page as shown in the next slide which allows you to edit the details for the supervisor of a student

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
% Allocated to Supervisor*			

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

Back

Submit

The details that can be edited are such as 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
	<input type="text" value="02"/>	<input type="text" value="11"/>	<input type="text" value="2017"/>
New supervisor*	<input type="text" value="Choose an option"/>		
Date appointed*	Date	Month	Year
	<input type="text" value="02"/>	<input type="text" value="11"/>	<input type="text" value="2017"/>
Start date*	Date	Month	Year
	<input type="text" value="02"/>	<input type="text" value="11"/>	<input type="text" value="2017"/>
Expected end date*	Date	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
% Allocated to Supervisor*	<input type="text"/>		

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

Back

Submit

Once you are satisfied with the changes, click 'Submit' .

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
% Allocated to Supervisor*			

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

Back

Submit

Clicking 'Back' will bring you to the previous page as shown in the next slide.

Search:

Ref:	Student Name	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	30/06/2019	Select →
853778/3	WHITESIDE JWJ	Engineering	Engineering	Engineering Doctorate In Materials Engineering	01/10/2015	30/09/2020	Select →
842464/1	WHITEHOUSE AB	Engineering	Engineering	Phd Chemical Engineering	01/01/2015	31/12/2018	Select →
888418/3	WEN H	Engineering	Engineering	Phd Electronic & Electrical Eng	01/04/2016	31/03/2020	Select →

Showing 1 to 5 of 119 students

Previous Next

Supervisor

Name: Dr Aj King
 Appointment Date: 28 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

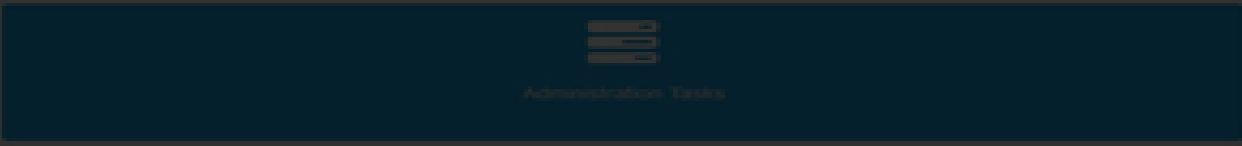
[Add New](#)


Click on 'Change' below Secondary Supervisor, External Supervisor, Internal Assessor will bring up the respective pages which allows you to edit similar supervisory details of a student as shown in previous [Slide 40](#) .


Research Staff


Clicking on the Administration Tasks tab displays three new tabs as shown below.

Now, click any blue buttons below.





 **College Board** [Go →](#)

 **Maintain Supervisory Teams** [Go →](#)

 **Reports** [Open ↓](#)

Three different reports are available from this reports tab.
Now, click any of the three report headings below.


Administration Tasks

 College Board


Go →


 Maintain Supervisory Teams

Go →

 Reports

Close ↑

 Report 1 | Meetings yet to be completed within the deadline date▶▶

 Report 2 | Incomplete meetings past the deadline date▶▶

 Report 3 | Board Reports▶▶

[Skip to Calendar](#)

[Content Page](#)



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

Department

Event Type code

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

Clear Fields

Run Report

Report 1: This page allows you to search for meetings which have started and yet to be completed according to College, Department and/or types of meetings. After the search parameters are set, this will bring you to the next page as shown in the next slide.

[Skip to Calendar](#)

[Content Page](#)

This page displays the meetings scheduled for that period that have started not yet been completed.



[Back to Search](#)

[Copy](#) [Excel](#) [CSV](#) [PDF](#)

Search:

Student	Supervisor	Meeting	Start Date	End Date	Student Status	Supervisor Status	Board Status
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	

Showing 1 to 10 of 27 meetings.

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

[Back to Search](#)

[Copy](#) [Excel](#) [CSV](#) [PDF](#)

Search:

Student	Supervisor	Meeting	Start Date	End Date	Student Status	Supervisor Status	Board Status
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	

Showing 1 to 10 of 27 meetings

Clicking 'Back to Search' will bring you back to the previous page

[Back to Search](#)

[Copy](#) [Excel](#) [CSV](#) [PDF](#)

Search:

Student	Supervisor	Meeting	Start Date	End Date	Student Status	Supervisor Status	Board Status
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	
		Attendance Meeting	02/Nov/2017	01/Dec/2017	N/A	Not started	

Showing 1 to 10 of 27 meetings

Now, click any of the three report headings below.




My Report Headers




Reports



Administration Tasks

 College Board


Go →


 Maintain Supervisory Teams

Go →

 Reports

Close ↑

 Report 1 | Meetings yet to be completed within the deadline date▶▶

 Report 2 | Incomplete meetings past the deadline date▶▶

 Report 3 | Board Reports▶▶

[Skip to Calendar](#)

[Content Page](#)

Report 2: Similar to Report 1, This page allows you to search for meetings which have not been completed or passed the deadline according to College, Department and/or types of meetings

Research Reports

College / University Administration

Go Back

Research Reports - Meetings past the deadline

This report will list all meetings which have not been completed and are past the deadline date.

College* Arts and Humanities

Department

- Event Type*
- All
 - Confirmation of Candidature
 - Supervisor Meeting
 - Attendance Check
 - Adhoc Meeting
 - Progress Review
 - Award Meeting
 - Post Submission
 - Post Viva

Clear Fields

Run Report



Clicking 'Back to Search ' will bring you back to the previous page

Research Report

College / University Administration

[Go Back](#)

Research Reports - Meetings past the deadline

This report will list all meetings which have not been completed and are past the deadline date.

College*

Department

- Event Type*
- All
 - Confirmation of Candidature
 - Supervisor Meeting
 - Attendance Check
 - Adhoc Meeting
 - Progress Review
 - Award Meeting
 - Post Submission
 - Post Viva

[Skip to Calendar](#)


[Content Page](#)

Now, click any of the three report headings below.


My Research Students

Research Student Search

Administration Tasks

 College Board


Go →


 Maintain Supervisory Teams

Go →

 Reports

Close ↑

 Report 1 | Meetings yet to be completed within the deadline date▶▶

 Report 2 | Incomplete meetings past the deadline date▶▶

 Report 3 | Board Reports▶▶

[Skip to Calendar](#)

[Content Page](#)

Research Reports

College / University Administration

Go Back

Research Reports - Board Reports

This report will list enable the user to produce board reports for individual or groups of students.

College

Department

Student Course Join code

Clear Fields

Run Report

Report 3: This page allows you to search for board reports meetings which have not been completed or passed the deadline according to College, Department and/or Student Course Join Code. An example of the report produced is shown in the next slide.

- 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 as shown on the right.

Swansea University
Progression Board Reports

Tuesday, December 2017
 Progression Board Reference: n/a

Student Code:	506114/2	Start Date:	01/Apr/2016
Student Name:	Styliani Kounakou	End Date:	31/Mar/2019
College:	Law And Criminology	Mode of Attendance:	Full-Time
Department:	Legal Studies	Enrolment Status:	Current
Programme:	Phd Law	Entry Year:	15/16

Progression Recommendation:	N/A
Progression Statement:	N/A
Board Comments:	TBC

Supervisors:	Professor B Soyler Professor B Soyler 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		

How to Create Additional Meetings?

- This 'Create Adhoc Meeting' function can be found above the list of meetings between you and a particular student via 'My Research Students' screen → 'View' under the 'Meetings and Events' column .
- This function will allow you to create additional meetings for the students apart from the minimum annual meetings per year summarized in [Slide 67](#) .
- This brings you to the following page on the next slide.

Back

Create Adhoc Meeting +

Student		En					
Primary		02					
Primary		02					
Primary		02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ New	Click to start
Primary		02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✓ NIA	→ New	Click to start
Primary		02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✓ NIA	→ New	Click to start
Primary		02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	→ New	→ New	Click to start
Primary		02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✓ NIA	→ New	Click to start
Primary		02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✓ NIA	→ New	Click to start
Primary		02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New	Click to start
Primary		02/Jul/2017	01/Aug/2017	Y1 Research Engagement And Attendance Check	✓ NIA	→ New	Click to start

Showing 1 to 10 of 12 entries

BACK

Schedule Adhoc Meeting

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
157424/2		Engineering	Engineering	Engd In Materials, Modelling And Manufacturing	01/10/2016	30/09/2020	Select →

Showing 1 to 1 of 1 students

Previous Next

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

Schedule Adhoc Meeting

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
157424/2		Engineering	Engineering	Engd In Materials, Modelling And Manufacturing	01/10/2016	30/09/2020	Select →

Showing 1 to 1 of 1 students

Previous Next

Schedule a Meeting for Sarah Sze Kei Hiew

Start Date: Date [dropdown] Month [dropdown] Year [dropdown]

End Date: Date [dropdown] Month [dropdown] Year [dropdown]

Meeting Name: [text input]

Schedule

Scheduled Meetings

Meeting Name	Start Date	End Date
No information available		

No students available

Previous Next

Back

After you have selected the settings for this additional meeting, click 'Schedule' as highlighted.

Schedule Adhoc Meeting

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
157424/2		Engineering	Engineering	Engd In Materials, Modelling And Manufacturing	01/10/2018	30/09/2020	Select →

Showing 1 to 1 of 1 students

Previous Next

Schedule a Meeting for Sarah Sze Kei Hiew

Start Date: Date [Month] [Year]

End Date: Date [Month] [Year]

Meeting Name: [Text]

Schedule

Scheduled Meetings

Meeting Name	Start Date	End Date	
Test	01/Jan/2019	01/Jan/2019	✘

Showing 1 to 1 of 1 students

Previous Next

Back

This scheduled meeting will now show up to the right of the screen under the 'Scheduled Meeting' tab as highlighted.

Schedule Adhoc Meeting

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
157424/2		Engineering	Engineering	Engd In Materials, Modelling And Manufacturing	01/10/2018	30/09/2020	Select →

Showing 1 to 1 of 1 students

Previous Next

Schedule a Meeting for Sarah Sze Kei Hiew

Start Date: Date [Month] [Year]

End Date: Date [Month] [Year]

Meeting Name: [Text Box]

Schedule

Scheduled Meetings

Meeting Name	Start Date	End Date	
Test	01/Jan/2019	01/Jan/2019	✖

Showing 1 to 1 of 1 students

Previous Next

Back

You can also remove this meeting by clicking on the red cross next to the added meeting.

Schedule Adhoc Meeting

Search:

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
157424/2		Engineering	Engineering	Engd In Materials, Modelling And Manufacturing	01/10/2018	30/09/2020	Select →

Showing 1 to 1 of 1 students

Previous Next

Schedule a Meeting for Sarah Sze Kei Hiew

Start Date: Date Month Year

End Date: Date Month Year

Meeting Name:

Scheduled Meetings

Meeting Name	Start Date	End Date	
Test	01/Jan/2019	01/Jan/2019	✘

Showing 1 to 1 of 1 students

Previous Next

When you are satisfied with the meeting created, you can then return to the homepage by clicking 'Back'.

The additional meeting generated will then appear in the list of meetings and events between you and this student as highlighted below.

Back

Create Adhoc Meeting +

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Jan/2019	01/Jan/2019	Test	✓ N/A	→ New			Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ New			Click to start
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New			Click to start
Primary	02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Jul/2017	01/Aug/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

Showing 1 to 10 of 13 entries

First Previous 1 2 Next Last

BACK

Skip to Calendar

Content Page

If you wish to remove this additional meeting at this point, click on 'Create Adhoc Meeting' function again and you will be directed back to the 'Schedule Adhoc Meeting' as shown in the next slide.

Back

Create Adhoc Meeting +

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	01/Jan/2019	01/Jan/2019	Test	✓ N/A	→ New			Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ New			Click to start
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New			Click to start
Primary	02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
Primary	02/Jul/2017	01/Aug/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

Showing 1 to 10 of 13 entries

First Previous 1 2 Next Last

BACK

Schedule Adhoc Meeting

Ref:	Student Name	Faculty	Department	Course	Start Date	End Date	
157424/2		Engineering	Engineering	Engd In Materials, Modelling And Manufacturing	01/10/2018	30/09/2020	Select →

Showing 1 to 1 of 1 students

Previous Next

Schedule a Meeting for Sarah Sze Kei Hiew

Start Date: Date [Month] [Year]

End Date: Date [Month] [Year]

Meeting Name: [Text Box]

Schedule

Scheduled Meetings

Meeting Name	Start Date	End Date	
Test	01/Jan/2019	01/Jan/2019	✘

Showing 1 to 1 of 1 students

Previous Next

You can then click on the red cross next to this added meeting which will then successfully remove it.

Types of Meetings & Events

Progression Stages Outline

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

Click on any of the boxes in the calendar below for more information about that particular type of event.

1st month	2nd month	3rd month	4th month	5th month	6th month	7th month	8th month	9th month	10th month	11th month	12th month
1st Year											
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
2nd Year											
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	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
3rd Year											
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	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
4th Year											
* 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 your 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/>

Research Engagement and Attendance Check

When

- This meeting will be held every month.
 - This attendance check can also be carried out during Confirmation of Candidature, Supervision and Progression meetings events and must not take place within **15 days** of the previous attendance check being completed.
- * *Note that 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 your 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/>

Task

- **College Administrator:** 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.
- **Supervisor:** The supervisors will be required to complete a questionnaire for this meeting.
- **Student:** The students do not have any questionnaire to complete for this meeting. They will only be able to view responses from the supervisors as shown below.

- Click on the 'Click to start' button to begin the questionnaire as highlighted below.
 - This will bring you to the next page on the following slide.
- *You can always return to edit your responses provided that you have not submitted your response.*

Back

Create Adhoc Meeting +

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jan/2017	01/Feb/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

Showing 1 to 10 of 12 entries

First Previous **1** 2 Next Last

BACK

- Once the questionnaire has been completed, click on 'Save' and when you are satisfied with your responses, click on 'Submit'.
- If you would like to submit your responses at another time, click 'Save' and 'Back' which will bring you to the homepage as shown in the next slide.

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

- The 'New' status will now change to 'Pending' under the 'Supervisor Status' for this meeting as shown 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 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.*

01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	↩ Pending			Click to edit
02/Jan/2017	01/Feb/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

Showing 1 to 10 of 12 entries

BACK

- Once you have successfully submitted your response, the 'Complete' status will now appear under the 'Supervisor Status' for this meeting as shown below.

**Note that this 'Complete' status will also appear in that particular student's account.*

- This 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 yours or the student's submitted responses to this meeting at this point by clicking 'View' as highlighted below.

02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	✓ Complete			View
02/Jan/2017	01/Feb/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

Showing 1 to 10 of 12 entries

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BACK

• Student

The students do not have any questionnaire to complete for this meeting. They will only be able to view the supervisor's or your response as shown below.

[Home](#)

Record of Meeting From Student ↑
Attendance Meeting - no student responses required.

Record of Meeting From Staff ↑
Research Engagement And Attendance Check

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	

Confirmation of Candidature

When

- This event takes place during the 3rd month stage of the study progression.

Purpose

- This meeting confirms that the student have fulfilled the specified administrative requirements and is academically prepared to undertake the agreed research project.

Further information regarding the specified requirements Confirmation of Candidature see [Guide to Process Monitoring](#)

Task

- **College Administrators:** 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.
- **Supervisor:** The supervisors will be required to complete a questionnaire for this meeting.
- **Student:** The students will be required to complete a set of questionnaire for this meeting.

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

- Go to 'My Research Student' screen.
 - Click on the 'Click to start' button to begin the questionnaire as highlighted below.
 - This will bring you to the next page on the following slide.
- *You can always return to edit your responses provided that you have not submitted your response.*

Back

Create Adhoc Meeting +

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

Showing 1 to 10 of 12 entries

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BACK

Return to Calendar

Content Page

[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)?

 Yes No

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)?

 Yes No

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

 Yes No

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

 Yes No

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?

 Yes No

Progress Recommendations



Select file

[Upload files](#)[Save](#)

For this questionnaire, you or the supervisor will be required to provide one of the following responses for one of the questions :

- Candidature confirmed
- Required to withdraw
- Defer for 3 months

[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)?

 Yes No

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)?

 Yes No

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

 Yes No

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

 Yes No

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 longer than 2

Once you have completed the questionnaire, click the 'Save' button on the top of the questionnaire as shown above.

** Note that clicking 'Save' will allow the student to view your responses to this questionnaire.*

[Save](#)

Back Save

Comments

Supervisor section Student section Message

You can now check the student's responses to this meeting under the 'Student section' tab once the student has completed their response to this meeting.

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)?

Yes No

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)?

Yes No

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

Yes No

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

Yes No

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?

Yes No

Progress Recommendations

Select file

Upload files

Save

**The student's response will only become visible when they have saved they responses and that either a 'Pending' or 'Complete' status appears under the 'Student Status' column in the 'My Research Student' screen as highlighted below.*

Back

Create Adhoc Meeting +

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	↔ Pending	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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BACK

Return to Calendar

Content Page

If a 'New' status is shown under the 'Student Status' column in 'Meetings and Event' screen as highlighted below, this would mean that the student has not yet started the questionnaire.

Back

Create Adhoc Meeting +

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

Showing 1 to 10 of 12 entries

First Previous **1** 2 Next Last

BACK

Back Save

Supervisor section Student section **Message** Attendance Check

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)?

No

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)?

Yes

No

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

Yes

No

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

Yes

No

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?

Yes

No

Progress Recommendations

Select file

Upload files

Save

You may send a message to the student regarding this meeting under this 'Message' tab. This will bring you to the next page on the following slide.

Back

Save

Board Comments

[Home](#) Supervisor section

[Person](#) Student section

[Envelope](#) Message

[Eye](#) Attendance Check

[Pencil](#) Meeting sign off

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

Subject

Confirmation of Candidature (02/Dec/2016)

Message Text

Send

Save

- You can also use this function to provide an update on the status of a meeting.
- This message will be sent to the students' e:Vision as well as the University e-mail accounts.

Confirmation of Candidature Meeting

Back

Save

Board Comments

[Supervisor section](#)

[Student section](#)

[Message](#)

[Attendance Check](#)

Under this attendance check tab, you will be asked to confirm the student's attendance as shown in the next slide.

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

Subject

Confirmation of Candidature (02/Dec/2016)

Message Text

Send

Save

Confirmation of Candidature Meeting

Back

Save

Board Comments

[Supervisor section](#)

[Student section](#)

[Message](#)

[Attendance Check](#)



Has the student engaged at least once in the past month?

Yes

No

Upload files

Save

Clicking this 'Board Comments' opens a dialog to show the comments from the College Board regarding this meeting shown in the next page.

Meeting Details

Meeting Type	E1_01	Meeting Name	Confirmation Of Candidature
Meeting Start Date	02/Dec/2016	Meeting End Date	01/Jan/2017
Name of Student ID:	Sarah Sze Kei Hiew	Student Course Join Number:	157424/2
Target degree:	En		
Mode of study:	Fu		

Board Comments

Board Comments

College Board Comments

N/A

University Board Comments

N/A

Close

Confirmation of Candidature Meeting

Back

Save

Board Comments

Supervisor section Student section

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

Upload files

Save

[Back](#) [Save](#)

Supervisor section [Student section](#)

Do you have any concerns regarding the initial stages of the research programme?

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)?

Yes No

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

Yes No

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

Yes No

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?

Yes No

Progress Recommendations

Select file [Upload files](#)

[Save](#)

[Board Comments](#)

- At this point, you can also exit this questionnaire by clicking 'Back'.
- You can resume at another time provided you have not clicked 'Submit' under the 'Meeting Sign Off' tab.

- The 'New' status under the 'Supervisor Status' will now change to 'Pending' for this meeting.
- *Note that this 'Pending' status will now show up in the student's account.*
- You can return to edit your responses to the questionnaire by clicking on 'Click to edit' on the Meetings and Events as highlighted below.
- *You can only edit your responses as long as you have not clicked on 'Submit' under the 'Meeting sign off' tab and the 'Pending' status is still shown for this meeting under the 'Student Status' column.*
- This will bring you back to the questionnaire as shown in the next slide.

02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	↩ Pending			Click to edit
02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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BACK

[Back](#)[Save](#)[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)?

 Yes No

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)?

 Yes No

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

 Yes No

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

 Yes No

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?

 Yes No

Progress Recommendations



Select file

[Upload files](#)[Save](#)

- When the student's response has become visible, and that you have agreed on the responses given by yourself and the student for the meeting, click the 'Meeting sign off' tab and click on the 'Submit' button.
- This signifies your consent to the student that the meeting can be signed off.

- A 'Complete' status will now appear under the 'Supervisor Status' column in the Meetings and Events once you have submitted your responses.
- The supervisor and the student will then receive a notification on the e:Vision account as well as a confirmation receipt sent to the University account.

Primary			Attendance Check						Click to start
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✓ N/A	✓ Complete				Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	✎ Pending	✓ Complete	Sent to CAB	Candidature Confirmed	View	
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And	✓ N/A	→ New				Click to start
Primary	02/Feb/2017	01/Mar/2017							Click to start
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	→ New	→ New				Click to start
Primary	02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New				Click to start
Primary	02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New				Click to start

You can go back to view the responses given by you and the student by clicking on 'View'

- If the College/School cannot confirm students' candidature, they will be required by the Progression and Awards Board to withdraw from the programme.
- After confirmation of candidature has been completed the student is not permitted to significantly change his/her topic of research, as such a change would invalidate the confirmation of candidature.
- If they wish to significantly change they topic of research, they will be required to withdraw from the current degree and re-apply for the new topic of research.

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](#)

Further information regarding the specified requirements Confirmation of Candidature see [Guide to Process Monitoring](#)

Supervision Meeting

When

- This meeting is carried out during every 6th and 12th month stage of the academic year.

Objective

- This meeting records the current progress of the students.

Task

- **College Administrators:** 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.
- **Supervisor:** The supervisors will be required to complete a questionnaire for this meeting.
- **Student:** The students will be required to complete a set of questionnaire for this meeting.

There are no restrictions as to whether the 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.

- This list shown below can be found in the ' My Research Student' screen.
 - Click on the 'Click to start' button to begin the questionnaire as highlighted below.
 - This will bring you to the next page on the following slide.
- *You can always return to edit your responses provided that you have not submitted your response.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

Showing 1 to 10 of 12 entries

BACK

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

Are you satisfied with the progress of the student at this stage of the candidature (including factors outside of the student's control)?

 Yes No

Since the last review is the quality of research undertaken and any outputs (e.g. chapters) produced by the student of a satisfactory standard?

 Yes No

Has the student achieved the specific objectives and training agreed at the previous review?

 Yes No

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?

 Yes No[Upload files](#)[Save](#)[Show desk](#)

- The process for this meeting will be similar to that of the Confirmation of Candidature event.
- The only exception would be that different responses will be required for this set of questionnaire and these responses will not be referred to the College Board.

- Click the box below if you would like to refer back to the steps for completing the Confirmation of Candidature event.

[Confirmation of Candidature](#)

Supervision & Progression Meeting

When

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

Objective

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

Task

- **College Administrators:** 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.
- **Supervisor:** The supervisors will be required to complete a questionnaire for this meeting.
- **Student:** The students will be required to complete a set of questionnaire for this meeting.

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

- This list shown below can be found in the ' My Research Student' screen.
 - Click on the 'Click to start' button to begin the questionnaire as highlighted below.
 - This will bring you to the next page on the following slide.
- *You can always return to edit your responses provided that you have not submitted your response.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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[Board Comments](#) [Upload files](#)

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

Are you satisfied with the progress of the student at this stage of the candidature (including factors outside of the student's control)?*

Yes No

Since the last review is the quality of research undertaken and any outputs (e.g. chapters) produced by the student of a satisfactory standard?

Yes No

Has the student achieved the specific objectives and training agreed at the previous review?

Yes No

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?

Yes No

Progress Recommendations

Progress Statement

[Upload files](#)

[Save](#)

- The process for this meeting will be similar to that of the Confirmation of Candidature event.
- The only exception would be that different responses will be required for this set of questionnaire.

- Click the box below if you would like to refer back to the steps for completing the Confirmation of Candidature event.

[Confirmation of Candidature](#)

For this progression meetings, the supervisors 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 the supervisor's response to both questions are 'Yes', one of the following progress recommendations will be provided:

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

Where either question is answered 'No', the list of progress recommendations are as follows:

- ✓ Cause for Concern
- ✓ Critical Cause for Concern
- ✓ Out of Time
- ✓ Significant Disruption to Progress
- ✓ Transfer to MPhil/MRes/PhD
- ✓ Required to Withdraw
- ✓ Student Voluntary Withdrawal

Supervision & Progression Meeting / (NITS)

When

- This event takes place three months before the submission event.

Objective

- This event allows the students to evaluate and provide a statement prior to their submission.

Task

- **College Administrators:** 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.
- **Supervisor:** The supervisors will be required to complete a questionnaire for this meeting.
- **Student:** The students will be required to complete a set of questionnaire for this meeting.

There are no restrictions as to whether the supervisors or students should complete the questionnaire first. The responses to these questionnaire from both supervisors or students **will be** referred to the College Board for further consideration.

- This list shown below can be found in the ' My Research Student' screen.
 - Click on the 'Click to start' button to begin the questionnaire as highlighted below.
 - This will bring you to the next page on the following slide.
- *You can always return to edit your responses provided that you have not submitted your response.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jun/2017	01/Jul/2017	Y3 Progression Meeting / Nits	→ New	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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Board Comments

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[Message](#)
[Attendance Check](#)
[Meeting sign off](#)

Are you satisfied with the progress of the student at this stage of the candidature (including factors outside of the student's control)?*

Yes
 No

Since the last review is the quality of research undertaken and any outputs (e.g. chapters) produced by the student of a satisfactory standard?

Yes
 No

Has the student achieved the specific objectives and training agreed at the previous review?

Yes
 No

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.

Thesis title

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?

Yes
 No

Is the student expected to submit their thesis within the next three months?

Yes
 No

Progress Recommendations

--- Please select ---

Progress Statement

Save

- The process for this meeting will be similar to that of the Confirmation of Candidature event.
- The only exception would be that different responses will be required for this set of questionnaire.

- Click the box below if you would like to refer back to the steps for completing the Confirmation of Candidature event.

Confirmation of
Candidature

● Student

For this progression/NITS meeting, the students 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

- They will then 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.
- This will inform the 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 the student.

✓ 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.

Submission/ Resubmission

When

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

Objective

- 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.

Task

- **College Administrators:** Only you will be required to complete a questionnaire for this meeting.
- **Supervisor:** The supervisors will not be required to complete a questionnaire for this meeting.
- **Student:** The students will not be required to complete a set of questionnaire for this meeting.
- Once the submission has been recorded, the a notification will be sent to the supervisors' and students' e:Vision and university e-mail .

- This list shown below can be found in the ' My Research Student' screen.
- Click on the 'Click to Start' button to begin the questionnaire as highlighted below.
- This will bring you to the next page on the following slide.

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Create Adhoc Meeting +

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jan/2017	01/Feb/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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Once the submission details has been selected, click on ' Submit' and this will bring you to the confirmation page as shown in the next slide.



Logout

Meeting Details

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:
Thesis title:

Submission

[Home](#) [Submission](#)

Type of Submission	Submission		
Matriculation status	Other Matriculated		
Fee status	N/A		
Date of Submission	Date	Month	Year
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Confirmation of Title	<input type="text"/>		
Notes	<input type="text"/>		

Once the submission has been recorded, the a notification will be sent to the supervisors' and students' e:Vision and university e-mail .

Meeting Details

Meeting Type		Meeting Name	
Meeting Start Date		Meeting End Date	
Name of Student ID:		Student Course Join Number:	
Target degree:		Date of registration:	
Mode of study:		Thesis title:	

Thank you for completing the questions.

A notification message and email has been sent to the student to confirm the outcome

Finish

Post Submission

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[Content Page](#)

When

- Ideally, this event takes place a month after student has 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 helps record the discussion outcomes between supervisors and students 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 confirms the details of the student's submission.

Task

- **College Administrators:** 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.
- **Supervisor:** Supervisors will be required to complete a questionnaire for this meeting.
- **Student:** Students will be required to complete a set of questionnaire for this meeting.

There are no restrictions as to whether the supervisors or students should complete the questionnaire first. The responses to these questionnaire from both supervisors or students will **not** be referred to the College Board for further consideration.

- This list shown below can be found in the ' My Research Student' screen.
 - Click on the 'Click to start' button to begin the questionnaire as highlighted below.
 - This will bring you to the next page on the following slide.
- *You can always return to edit your responses provided that you have not submitted your response.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	01/Oct/2018	01/Nov/2018	Post Submission	→ New	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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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](#)

- The process for this meeting will be similar to that of the Confirmation of Candidature event.
- The only exception would be that different responses will be required for this set of questionnaire.

- Click the box below if you would like to refer back to the steps for completing the Confirmation of Candidature event.

[Confirmation of Candidature](#)

Viva

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When

- Ideally, this event takes place three months after the student has submitted their thesis.

**This may vary depending on different circumstances.*

**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 onto e:Vision.

Task

- **College Administrator:** Only you can complete this event. You will be required to upload the examiners' report and result forms to this meeting
- **Supervisor:** The supervisors are not required to complete any questionnaire for this meeting.
- **Student:** The students are not required to complete any questionnaire for this meeting.
- Upon the completion of viva, 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 status and details of the the examiners' report completed by the College administrators by clicking 'View' to the right of this meeting.

- This list can be found in the ' My Research Student ' screen.
- Click on the 'Click to Start' button to begin the questionnaire as highlighted below.
- This will bring you to the next page on the following slide.

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Create Adhoc Meeting +

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	01/Oct/2017	01/Nov/2017	Post Submission	→ New	→ New			Click to start
	02/Nov/2017	02/Dec/2017	Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	03/Dec/2017	03/Jan/2018	Viva	✓ N/A	→ New			Click to start
	02/Dec/2016	01/Jan/2017	Y3 Progression Meeting	→ New	✓ Complete	Sent to CAB	Satisfactory Progress	
	02/Jan/2017	01/Jul/2017	Y3 Progression Meeting	→ New	✓ Complete	Sent to CAB	Satisfactory Progress	
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jan/2017	01/Feb/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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BACK

- After you have selected the appropriate Viva outcome according to the examiner's report, you can then upload the examiners' report and result forms to this meeting using the 'Upload files' option.
- When you are satisfied with the responses, click 'Submit' and this will bring you the next page of the following slide.

Meeting Details

Meeting Type
Meeting Start Date
Name of Student ID:
Target degree:
Mode of study:

RDE_SCJC=RDE_RDSS=01RDE_SEQ2=0017

Back Save Submit

Viva Outcome

Outcome Choose an option

Additional Notes

Upload files

Once the Viva outcome has been recorded, the a notification will be sent to the supervisors' and students' e:Vision and university e-mail .

Meeting Details

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:

Thesis title:

Thank you for completing the questions.

A notification message and email has been sent to the student to confirm the outcome

Finish

This is how a completed viva event looks like from a student's e:Vision account.

TRIBAL | e:Vision Research Management [Search]

Logged In: [User] [\(Logout\)](#)

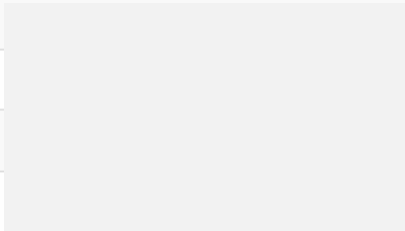
[Home](#)

Meeting signed off by David Gary Jones on 9 July 2018.

Record of Meeting From Student [Down Arrow]

Record of Meeting From Staff [Up Arrow]

Viva

Question	Response
Outcome	
Additional Notes	
Exit Qualification	
Exit Award	

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Post Viva

When

- Ideally, this event takes place a month after the student has finish 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 records the discussion outcomes between the supervisors and students regarding meeting the requirements of the examiners (corrections/amendments/resubmission) within the set period.

Task

- **College Administrators:** 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.
- **Supervisor:** Supervisors will be required to complete a questionnaire for this meeting.
- **Student:** Students will be required to complete a set of questionnaire for this meeting.

There are no restrictions as to whether the supervisors or students should complete the questionnaire first. The responses to these questionnaire from both supervisors or students will **not** be referred to the College Board for further consideration.

- This list shown below can be found in the ' My Research Student' screen.
 - Click on the 'Click to start' button to begin the questionnaire as highlighted below.
 - This will bring you to the next page on the following slide.
- *You can always return to edit your responses provided that you have not submitted your response.*

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	02/Mar/2017	01/Apr/2017	Y3 Supervision Meeting	→ New	→ New			Click to start
	02/Sep/2017	01/Oct/2017	Y3 Submission	✓ N/A	→ New			Click to start
	01/Oct/2016	01/Nov/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New	Sent to CAB	Satisfactory Progress	Click to start View
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	01/Jan/2019	01/Feb/2019	Post Viva	→ New	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jul/2017	01/Aug/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Aug/2017	01/Sep/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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Post viva

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Have you discussed with the student, progress regarding meeting the requirements of the examiners (corrections/amendments/resubmission) within the set period?

Yes
 No

In your opinion is the student on track for meeting the deadline for submission of the corrections/amendments/resubmission?

Yes
 No

[Upload files](#)

[Save](#)

- The process for this meeting will be similar to that of the Confirmation of Candidature event.
- The only exception would be that different responses will be required for this set of questionnaire.

- Click the box below if you would like to refer back to the steps for completing the Confirmation of Candidature event.

[Confirmation of Candidature](#)

Award Confirmation

When

- Ideally, this event takes place three months after the student's viva.

**This may vary depending on different circumstances.*

**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 student for their research on e:Vision.

Task

- **College Administrator:** Only you can complete this event.
- **Supervisor:** The supervisors are not required to complete any questionnaire for this meeting.
- **Student:** The students are not required to complete any questionnaire for this meeting.
- Supervisors and students will receive a notification on the e:Vision as well as a confirmation receipt sent to the University account.
- They can then view the status and details of the confirmed award completed by the College administrators by clicking 'View' to the right of this meeting.

- The student will receive the either one of following outcomes:

✓ **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 students have presented their hard bound thesis*

✓ **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.*

✓ **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 that the student is on track to meet the deadline for the corrections.

✓ **No award**

- a) Failed course: required to withdraw
Or
- b) Lapsed candidature - completed course unsuccessful.

**If either of these outcomes were obtained, the student will receive no award.*

- This list can be found in the ' My Research Student ' screen.
- Click on the 'Click to Start' button to begin the questionnaire as highlighted below.
- **You can always return to edit your responses provided that you have not submitted your response.*
- This will bring you to the next page on the following slide.

Create Adhoc Meeting +

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
	01/Oct/2017	01/Nov/2017	Post Submission	→ New	→ New			Click to start
	02/Nov/2017	02/Dec/2017	Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Mar/2019	01/Apr/2019	Award	✓ N/A	→ New			Click to start
	02/Dec/2016	01/Jan/2017	Y3 Progression Meeting	→ New	✓ Complete	Sent to CAB	Satisfactory Progress	
	02/Jun/2017	01/Jul/2017	Y3 Progression Meeting	→ New	✓ Complete	Sent to CAB	Satisfactory Progress	
	02/Nov/2016	01/Dec/2016	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Jan/2017	01/Feb/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Feb/2017	01/Mar/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/Apr/2017	01/May/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start
	02/May/2017	01/Jun/2017	Y3 Research Engagement And Attendance Check	✓ N/A	→ New			Click to start

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BACK

- After you have selected the appropriate Viva outcome according to the examiner's report, you can then upload the examiners' report and result forms to this meeting using the 'Upload files' option.
- When you are satisfied with the responses, click 'Submit' and this will bring you the next page of the following slide.

Meeting Details

Meeting Type
Meeting Start Date
Name of Student ID:
Target degree:
Mode of study:

RDE_SCJC=RDE_RDSS=01RDE_SEQ2=0017

Award Outcome

Outcome

Additional Notes

Once the Viva outcome has been recorded, the a notification will be sent to the supervisors' and students' e:Vision and university e-mail .

Meeting Details

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:
Thesis title:

Thank you for completing the questions.
A notification message and email has been sent to the student to confirm the outcome

Finish

This is how a completed viva event looks like from a student's e:Vision account.

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Record of Meeting From Student ↓

Record of Meeting From Staff ↑

Award

Question	Response
Outcome	
Additional Notes	
Exit Qualification	
Exit Award	

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