

# e:Vision

USER GUIDE FOR STUDENT

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## What is e:Vision ?

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

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

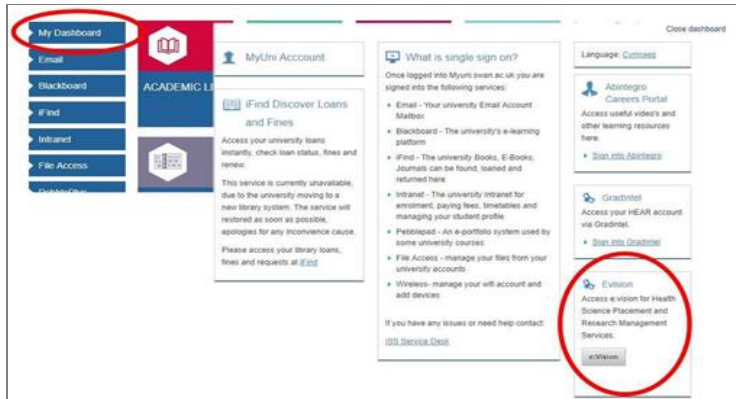
Thus, this document is a step-by-step guide created to help you familiarise yourself with this system. Below are a list of terms and the respective definition that will be used throughout this document.

# Glossary

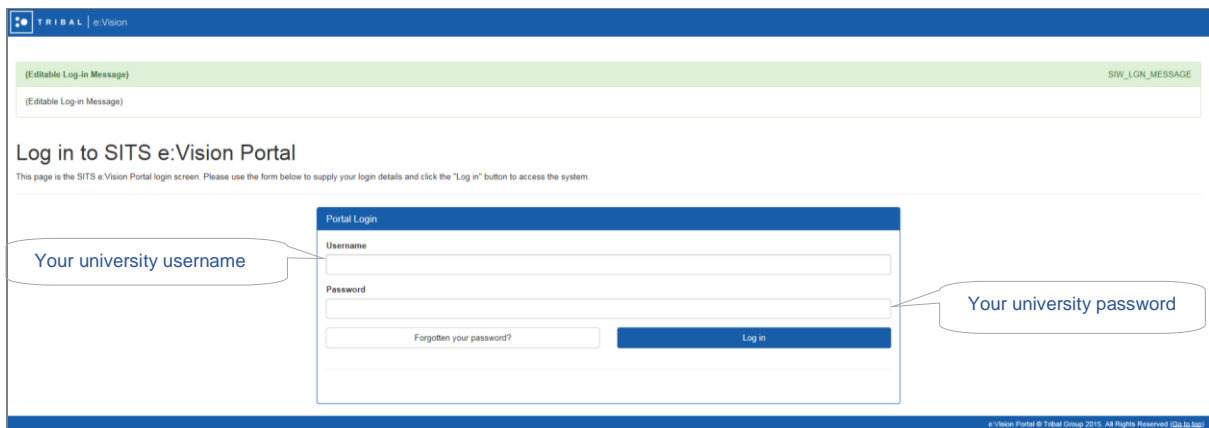
Primary Supervisor	Your Primary Supervisor is your main contact throughout your research student journey and will have overall responsibility for your academic supervision. Further information regarding the role of your Primary Supervisor can be found at <a href="http://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-research-supervision/">http://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-research-supervision/</a>
Secondary Supervisor	Your Secondary Supervisor supports and complements your Primary Supervisor to assist with particular academic aspects of your work. Further information regarding the role of your Secondary Supervisor can be found at <a href="http://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-research-supervision/">http://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-research-supervision/</a>
Viva voce	An oral examination for research degrees. For further information, see <a href="https://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/phd/15-oral-examination-viva-voce/">https://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/phd/15-oral-examination-viva-voce/</a>
Thesis	A written work of the methods of research considered, and those actually employed, and present the student's conclusions submitted for examination. For further information on the minimum requirements of a thesis see <a href="https://www.swansea.ac.uk/academic-services/academic-guide/drafting-submitting-and-examining-a-thesis/guide-to-submission-and-presentation-of-the-thesis/">https://www.swansea.ac.uk/academic-services/academic-guide/drafting-submitting-and-examining-a-thesis/guide-to-submission-and-presentation-of-the-thesis/</a>
NITS	Notification of Intention to Submit. For further information see <a href="http://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/professional-doctorate/12-submission-of-thesis/">http://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/professional-doctorate/12-submission-of-thesis/</a>
Candidature	Duration between the start of study to the submission date. For further information see <a href="https://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-research-degree-candidature/">https://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-research-degree-candidature/</a>
Hard bound copy	Hard cover submission
Soft bound copy	Paper submitted without hard cover with temporary binding
Exit qualification	Type of award obtained at the end of study
UKVI	UK Visa and Immigration. For more information see <a href="https://ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status">https://ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status</a>
The Compliance Team	The Compliance Team is part of the Vice-Chancellor's Office and is responsible for providing professional support and compliance responsibilities in the following area such as Data Protection and Freedom of Information, Immigration regulations and The Welsh Language. For further information, see <a href="http://www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance-team/">http://www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance-team/</a>

# How do I access e:Vision?

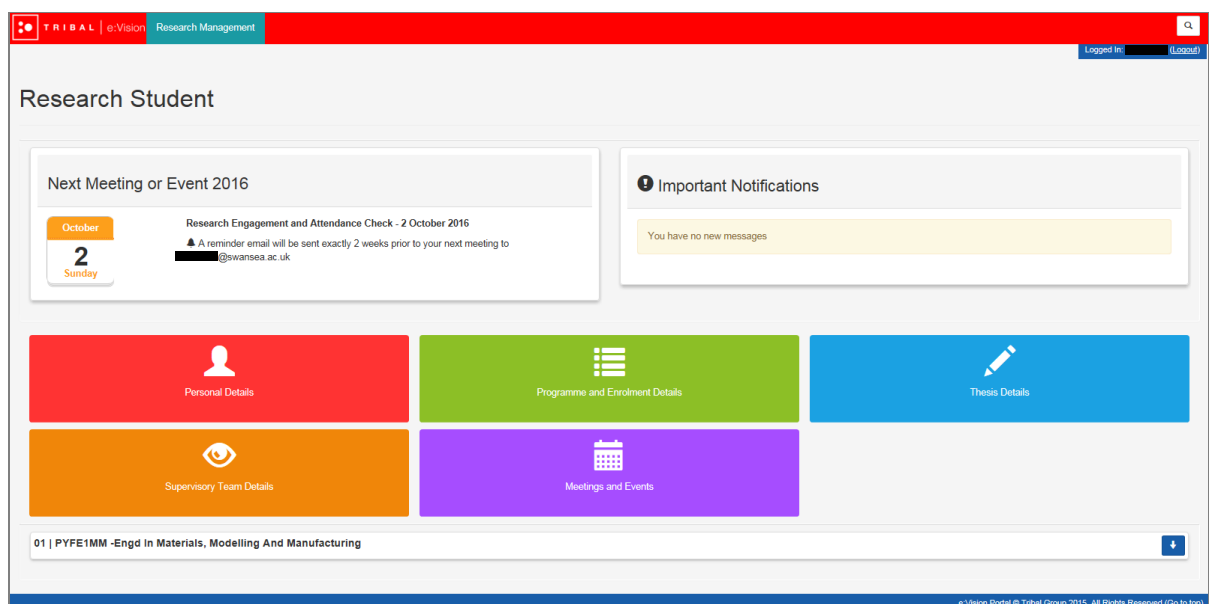
You can access the system from your MyUni 'My Dashboard' page and using the e:Vision link as shown below.



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

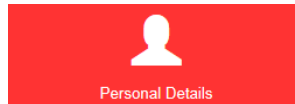


Once logged in you will be at the homepage as shown below.



# Homepage Functions

## Screen Options



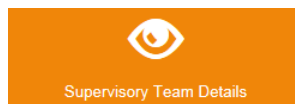
Clicking this tab displays your personal information including your date of birth, name, nationality and addresses.



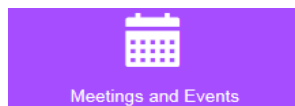
Clicking this tab allows you to view information relating to your course, such as start year/date, department, and your mode of attendance and status.



Clicking this tab allows you to view basic information relating to your thesis, such as start and planned end dates, synopsis and title.



Clicking this tab displays basic information about your Primary and Secondary Supervisors.



Clicking this tab allows you to access the meetings and events that have been scheduled between yourself and your supervisor. Meetings are generated by the system on an annual basis.

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

## Navigating options



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

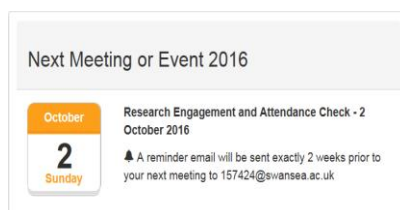


Clicking either of these buttons returns to the homepage.



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

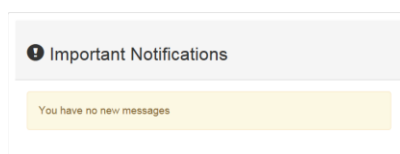
## Notification options



This tab displays the upcoming Meetings.

Two types of reminders will be sent to your e:Vision as well as university account:

- A reminder e-mail will be sent two weeks prior to the 'end date' of the meeting.
- When the deadline date for the meeting has been passed.



New messages will be notified and can be accessed by clicking this tab.

# Progression Stages Outline

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

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

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

\* These events may be postponed to a later date depending on 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/>

# Meetings and Events

The list of meetings and events that you will be expected to attend can be accessed by clicking on the Meetings and Events screen as shown below.

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

The list of meetings on the 'Meetings and Events' screen can be sorted according to the respective columns by simply clicking on the heading of the columns as highlighted above.

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

In reference to the [outline of the progress stages](#) for a research student as shown in the previous page, your supervisor is also able to create additional meetings when necessary apart from the minimum twelve meetings required. **All events must be in the form of face-to-face communication. The only exception would be the [Research Engagement and Attendance Check](#), [Post Submission](#) and [Post Viva](#) event which can be held either through email, phone call or a face-to-face meet up. These decisions will depend on your supervisors' preference.** The main types of meetings and events throughout your study includes:

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

The general responsibilities required by you (**Student**) and your supervisors (**Supervisor**) are described for each type of meeting in the following pages of this document.



# A. Research Engagement and Attendance Check

- When

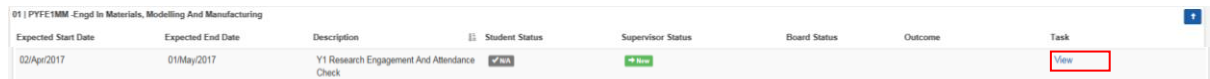
This attendance check will be carried out monthly and also during Confirmation of Candidature, Supervision and Progression meetings and cannot take place within **15 days** of the previous attendance check being completed. *\*This meeting does not necessarily have to be in the form of face- to- face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

- Objective

According to compliance requirements, attendance monitoring must take place every month for every student within the University no matter their nationality. Therefore, you will be expected to engage with your supervisors monthly for an attendance check. An e-mail notification will then be sent to you, your supervisors and the University's Compliance Team if it has been recorded that any of your 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/> .

- Student

A completed attendance event can be viewed by clicking on 'View' the right side of the Meeting and Event screen.



Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	NA	NA			View

This brings you to a screen as shown below.



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	

- Supervisor

Your supervisor will record this meeting by completing a questionnaire.

# B. Confirmation of Candidature

- When

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

- Objective

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

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

- Student



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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	<a href="#">→ New</a>	<a href="#">→ New</a>			<a href="#">Click to start</a>



This will bring you to the following page.

The screenshot shows the 'Confirmation of Candidature' form. At the top left, there are 'Back' and 'Save' buttons, with a red arrow labeled '3.' pointing to the 'Save' button. Below this is a navigation bar with 'Student section', 'Supervisor section', 'Message', and 'Meeting sign off'. The 'Supervisor section' is highlighted with a red box and a red arrow labeled '5.'. The main form contains several text input fields and radio button questions. A red arrow labeled '2.' points to an 'Upload files' button. A red arrow labeled '4.' points to the 'Message' link in the navigation bar. At the bottom, there is another 'Upload files' button and a 'Save' button.

2. You will also be required to upload a work plan to this meeting by clicking on the 'Upload files' option.
3. 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 your responses to be visible to your supervisor.*
4. You can view your supervisor's responses to this meeting under the 'Supervisor section' tab as shown in figure above.
  - The supervisor's response will only become visible when the supervisor has saved the responses and that either a 'Pending' or 'Complete' status appears under the 'Supervisor Status' column in the 'Meetings and Event' screen as shown in figure below.

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	 Pending	 Pending			<a href="#">Click to edit</a>

- If a 'New' status is shown under the 'Supervisor Status' column in 'Meetings and Event' screen as shown in figure below, this would mean that your supervisor has not yet started the questionnaire.

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	 Pending	 New			<a href="#">Click to edit</a>

5. You may send a message to your supervisor regarding details to this meeting under the 'Message' tab as shown below.

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



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

**Subject**



**Message Text**

[Send](#)



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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	 Pending	 New			<a href="#">Click to edit</a>

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	 Pending	 New			<a href="#">Click to edit</a>

7. When your supervisor's response has become visible, and that you have agreed on the responses given by yourself and your supervisor for the meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to your supervisor that the meeting can be signed off. *\*Please note that a meeting can still be signed off by your supervisor without your consent.*
- A 'Complete' status will appear under the Student Status column in the Meetings and Events page as shown below.

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	 Complete	 New			<a href="#">View</a>

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

## • Supervisor

For this meeting, your supervisor will complete the questionnaire and provide one of the following responses:

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

These responses can be viewed as shown in step 4.

## C. Supervision meeting

### • When

This meeting is carried out during every 6<sup>th</sup> and 12<sup>th</sup> month stage of your study.

### • Objective

This meeting records the current progress of your research.

### • Student

You and your supervisor will be required to complete a questionnaire for this event. Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach you wish to take in relation to completing these questionnaires. **Your supervisor may request that you complete your questionnaire before**

**they do.** The responses to these questionnaire from both you and your supervisor **will not** be referred to the College Board for further consideration.

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

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

This will bring you to the following page.

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

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

- If a 'New' status is shown under the 'Supervisor Status' column in 'Meetings and Event' screen as shown in figure below, this would mean that your supervisor has not yet started the questionnaire.

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

4. You may send a message to your supervisor regarding details to this meeting under the 'Message' tab as shown below.

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

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

**Subject**

**Message Text**

[Send](#)

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	<a href="#">Pending</a>	<a href="#">New</a>			<a href="#">Click to edit</a>

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	<a href="#">Pending</a>	<a href="#">New</a>			<a href="#">Click to edit</a>

6. When your supervisor's response has become visible, and that you have agreed on the responses given by yourself and your supervisor for the meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to your supervisor that the meeting can be signed off. *\*Please note that a meeting can still be signed off by your supervisor without your consent.*
- A 'Complete' status will appear under the Student Status column in the Meetings and Events page as shown below.

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

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

- Supervisor

Your supervisor will also be required to complete a questionnaire and these responses can be viewed as shown in step 3.

## D. Supervision & Progression meeting

- When

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

- Objective

This meeting allows you to evaluate and provide progress statements in reference to your research plan set out in the beginning.

- Student

You and your supervisor will be required to complete a questionnaire for this event. Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach you wish to take in relation to completing these questionnaires. **Your supervisor may request that you complete your questionnaire before they do.** The responses to these questionnaire from both you and your supervisor **will be** referred to the College Board for further consideration.

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

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

This will bring you to the following page.

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	<span style="background-color: #ffc107; padding: 2px;">Pending</span>	<span style="background-color: #ffc107; padding: 2px;">Pending</span>			<a href="#">Click to edit</a>



- If a 'New' status is shown under the 'Supervisor Status' column in 'Meetings and Event' screen as shown in figure below, this would mean that your supervisor has not yet started the questionnaire.

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	<span style="background-color: #ffc107; padding: 2px;">Pending</span>	<span style="background-color: #28a745; padding: 2px;">New</span>			<a href="#">Click to edit</a>



4. You may send a message to your supervisor regarding details to this meeting under the 'Message' tab as shown below.





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

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

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

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

6. When your supervisor's response has become visible, and that you have agreed on the responses given by yourself and your supervisor for the meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to your supervisor that the meeting can be signed off. *\*Please note that a meeting can still be signed off by your supervisor without your consent.*
- A 'Complete' status will appear under the Student Status column in the Meetings and Events page as shown below.

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

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

## • Supervisor

For these meetings, the following questions will be answered by your supervisor.

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

If your 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
- Required to withdraw
- Student Voluntary Withdrawal
- Transfer to MPhil/MRes/PhD

These responses can be viewed as shown in step 3.

## E. Supervision & Progression meeting (NITS)

- When

This event takes place three months before your submission.

- Objective

This event allows you and your students to evaluate and provide a progress statement prior to their submission.

- Student

You and your supervisor will be required to complete a questionnaire for this event. Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach you wish to take in relation to completing these questionnaires. **Your supervisor may request that you complete your questionnaire before they do.** The responses to these questionnaire from both you and your supervisor **will be** referred to the College Board for further consideration

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

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

This will bring you to the following page.

NITS/thesis

Back Save 3.

Student section Supervisor section 4. Message 5. Meeting sign off

Briefly describe your progress against agreed objectives since your last review.

Do you have any other comments regarding the progress of your research degree (including factors outside of your control)?  Yes  No

If any concerns were identified in your last review, how have these been addressed?

Give details of any research and previously agreed skills training you have undertaken since your last review.

Please now review your thesis title and amend as appropriate.

Please now review your project summary and amend as appropriate.

Have you been absent or otherwise prevented from engaging with your studies for a period of more than two weeks in the last month?  Yes  No

Will you be ready to submit your thesis within the next three months?  Yes  No

Select file Upload files

Save

2. Within the questionnaire, you will then be asked whether you are ready to submit your thesis. Below are your two possible response to the question.

➤ Thesis is ready to be submitted

- You will be required to complete a Notification of Intention to Submit (NITS) form. This will be submitted to the College administrator and NOT through e: Vision. For more information how to submit this form, contact your College administrator. This will inform your supervisors that they can start thinking of an examination board for the viva and when it is sent to academic services, they will send a submission pack out to you.

➤ Thesis is not ready to be submitted

- A new expected submission date will then be provided by the supervisor and the meetings will be set up accordingly to cover that period. Requests for extensions beyond the maximum candidature period will have to be made through the formal extension request procedures. Contact your College administrator if you have any queries.

3. 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 your responses to be visible to your supervisor.*

4. You can check your supervisor's responses to this meeting under the 'Supervisor section' tab as shown in figure above.

- The supervisor's response will only become visible when the supervisor has saved the responses and that either a 'Pending' or 'Complete' status appears under the 'Supervisor Status' column in the 'Meetings and Event' screen as shown in figure below.

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

- If a 'New' status is shown under the 'Supervisor Status' column in 'Meetings and Event' screen as shown in figure below, this would mean that your supervisor has not yet started the questionnaire.

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

- You may send a message to your supervisor regarding details to this meeting under the 'Message' tab as shown below.

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

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

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

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

- When your supervisor's response has become visible, and that you have agreed on the responses given by yourself and your supervisor for the meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to your supervisor that the meeting can be signed off. *\*Please note that a meeting can still be signed off by your supervisor without your consent.*
  - A 'Complete' status will appear under the Student Status column in the Meetings and Events page as shown below.

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

- You and your supervisors will then receive a notification on the e: Vision account as well as a confirmation receipt sent to yours and your supervisor's University email account.

- You can also return to view yours or your supervisor's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

- **Supervisor**

The supervisor will be required to select a Progress Recommendation and provide a Progress Statement and these responses can be viewed as shown in step 4.

## F. Submission / Resubmission

- **When**

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

- **Objective**

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

- **Student**

You and your supervisor will not be required to complete a questionnaire for this event. Upon the submission of thesis, you and your student will then receive a notification on the e: Vision as well as a confirmation receipt sent to the University account. You can then view the examiners' report as shown below. You can view the details of your submission by clicking 'View' to the right of this meeting as shown below.



This brings you to the following page as shown below.

TRIBAL | e:Vision Research Management

Home

Record of Meeting From Student

Record of Meeting From Staff

Submission

Question	Response
Type of Submission	
Date of Submission	
Confirmation of Title	
Notes	
Enter resubmission fee receipt number	
Have you seen the receipt	

e:Vision Portal © Tribal Group 2015. All Rights Reserved (Go to top)

- Supervisor

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

## G. Post Submission

- When

Ideally, this event takes place a month after you have submitted your 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 you keep track of your discussion with your supervisor in regards to the organising of meetings for the viva voce examination i.e. setting a date, appointing the examination board and the possibility a mock viva. This event also confirms the details of your submission.

- Student

You and your supervisor will be required to complete a questionnaire for this event. Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach you wish to take in relation to completing these questionnaires. **Your supervisor may request that you complete your questionnaire before they do.** The responses to these questionnaire from both you and your supervisor **will be** referred to the College Board for further consideration

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

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

This will bring you to the following page.

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 your responses to be visible to your supervisor.*
3. You can check your supervisor's responses to this meeting under the 'Supervisor section' tab as shown in figure above.
  - The supervisor's response will only become visible when the supervisor has saved the responses and that either a 'Pending' or 'Complete' status appears under the 'Supervisor Status' column in the 'Meetings and Event' screen as shown in figure below.

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
01/Oct/2018	01/Nov/2018	Post Submission	Pending	Pending			Click to edit

- If a 'New' status is shown under the 'Supervisor Status' column in 'Meetings and Event' screen as shown in figure below, this would mean that your supervisor has not yet started the questionnaire.

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
01/Oct/2018	01/Nov/2018	Post Submission	Pending	New			Click to edit

4. You may send a message to your supervisor regarding details to this meeting under the 'Message' tab as shown below.

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

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

**Subject**

**Message Text**

[Send](#)

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
01/Oct/2018	01/Nov/2018	Post Submission	Pending	New			Click to edit

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
01/Oct/2018	01/Nov/2018	Post Submission	Pending	New			Click to edit

6. When your supervisor's response has become visible, and that you have agreed on the responses given by yourself and your supervisor for the meeting, click the 'Submit' under the 'Meeting sign off' tab. This signifies your consent to your supervisor that the meeting can be signed off. *\*Please note that a meeting can still be signed off by your supervisor without your consent.*
- A 'Complete' status will appear under the Student Status column in the Meetings and Events page as shown below.

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
01/Oct/2018	01/Nov/2018	Post Submission	Complete	New			View

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

## • Supervisor

Your supervisor will also be required to complete a questionnaire and these responses can be viewed as shown in step 3.

# H. Viva

## • When

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

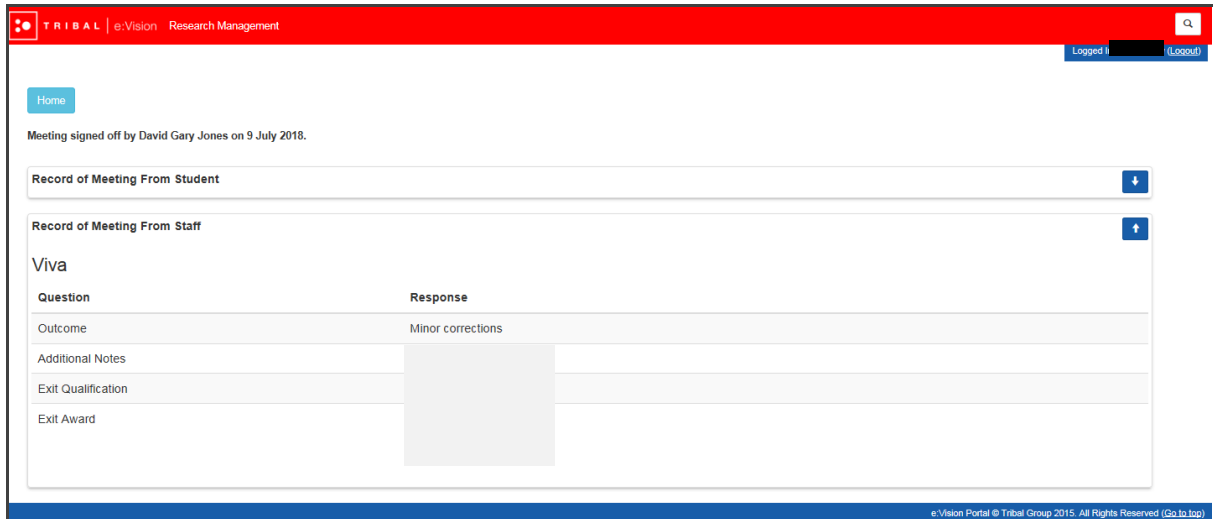
## • Objective

This event records the your viva outcome unto e:Vision. The examiners' report and result forms will be attached to this meeting by the College Administrators.

## • Student

Both you and your supervisors will not be required to complete any questionnaire for this meeting. Upon the submission of thesis, you and your supervisors will then receive a notification on the e: Vision as well as a confirmation receipt sent to the University account. You can then view the examiners' report as shown below.





- Supervisor

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

## I. Post Viva

- When

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

- Objective

To help you keep track of your discussion with your supervisor regarding meeting the requirements of the examiners (corrections/amendments/resubmission) within the set period.

- Supervisor

You and your supervisor will be required to complete a questionnaire for this event. Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach you wish to take in relation to completing these questionnaires. **Your supervisor may request that you complete your questionnaire before they do.** The responses to these questionnaire from both you and your supervisor will **not** be referred to the College Board for further consideration

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

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

This will bring you to the following page.

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
01/Jan/2019	01/Feb/2019	Post Viva	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>			<a href="#">Click to edit</a>

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
01/Jan/2019	01/Feb/2019	Post Viva	<span style="background-color: orange; color: white; padding: 2px;">Pending</span>	<span style="background-color: green; color: white; padding: 2px;">New</span>			<a href="#">Click to edit</a>

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

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

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

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

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

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

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

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

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

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

## • Supervisor

Your supervisor will also be required to complete a questionnaire for this meeting. These responses can be viewed as shown in step 3

# J. Award

## • When

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

## • Objective

This event confirms the final award received by your research on e:Vision.

## • Student

Both you and your supervisor will not be required to complete any questionnaire for this meeting. Upon the submission of thesis, you and your supervisor will then receive a notification on the e: Vision as well as a confirmation receipt sent to the University account. You can then view the examiners' report as shown below.

You will receive the following outcomes after your first submission:

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

## ● Supervisor

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