

e:Vision

USER GUIDE FOR STUDENTS

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
- ⦿ 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

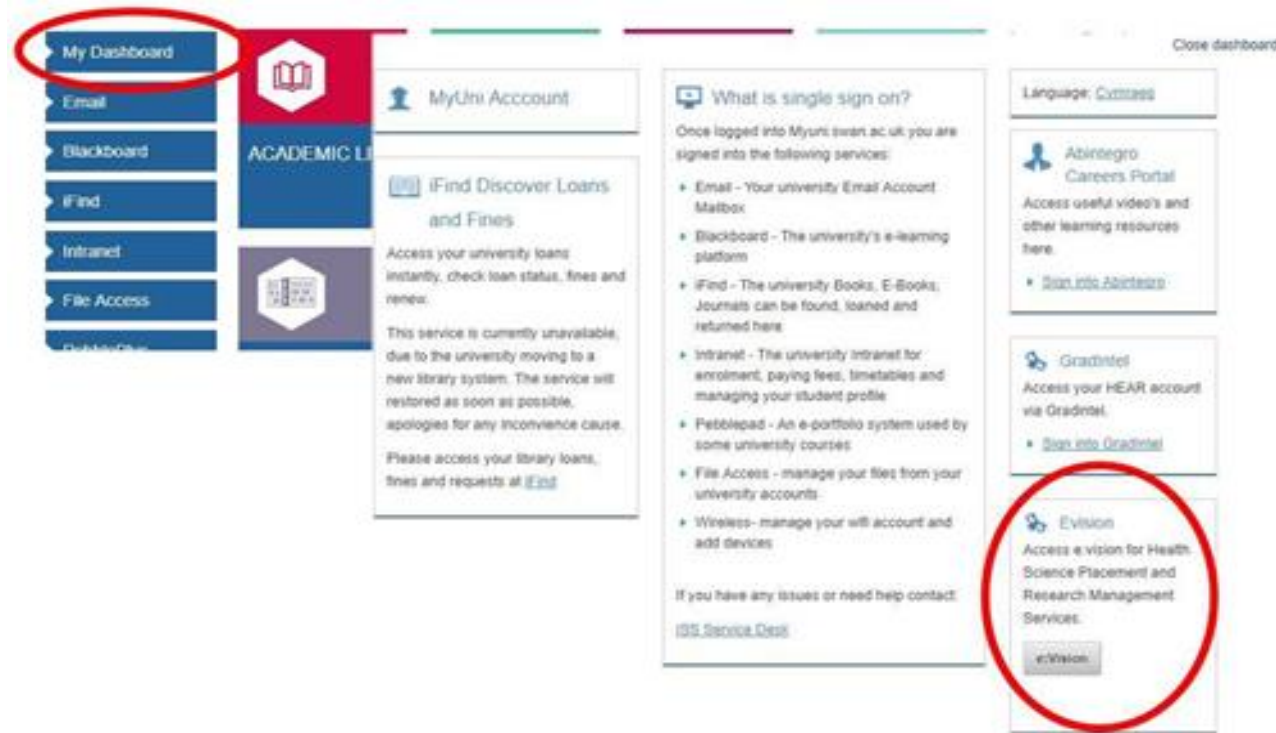
Navigate to any section by clicking the headings listed.

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 your study progression.
- The important information recorded in e:Vision include:
 - ✓ Your monthly research engagement
 - ✓ Your confirmation of candidature
 - ✓ Your submission/resubmission
 - ✓ Your viva outcomes
 - ✓ Progression recommendations by your supervisors
 - ✓ The award you have received
- 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 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.
- 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.

Your student number

Portal Login

Username

Password

[Forgotten your password?](#)

Your university password

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

Research Student

Next Meeting or Event 2016



Research Engagement and Attendance Check - 2 October 2016

▲ A reminder email will be sent exactly 2 weeks prior to your next meeting to [redacted]@swansea.ac.uk

Important Notifications

You have no new messages



Personal Details



Programme and Enrolment Details



Thesis Details



Supervisory Team Details



Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing



Homepage Functions

- This tab displays your 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.

Next Meeting or Event 2016

October

2

Sunday

Research Engagement and Attendance Check - 2 October 2016

▲ A reminder email will be sent exactly 2 weeks prior to your next meeting to [redacted]@swansea.ac.uk

Important Notifications

You have no new messages



Personal Details



Programme and Enrolment Details



Thesis Details



Supervisory Team Details



Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing



[Skip to Calendar](#)

[Content Page](#)

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

Research Student


Next Meeting or Event 2016





Research Engagement and Attendance Check - 2 October 2016
▲ A reminder email will be sent exactly 2 weeks prior to your next meeting to [redacted]@swansea.ac.uk


! Important Notifications


You have no new messages


Personal Details


Programme and Enrolment Details


Thesis Details


Supervisory Team Details


Meetings and Events

Research Student

This button brings you back to this homepage.

Next Meeting or Event 2016



Research Engagement and Attendance Check - 2 October 2016

▲ A reminder email will be sent exactly 2 weeks prior to your next meeting to [redacted]@swansea.ac.uk

! Important Notifications

You have no new messages

Personal Details

Programme and Enrolment Details

Thesis Details

Supervisory Team Details

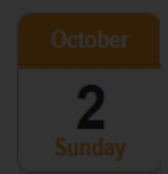
Meetings and Events

Screen Options

Research Student

Now, click any of the tabs below


Next Meeting or Event 2016





Research Engagement and Attendance Check - 2 October 2016
▲ A reminder email will be sent exactly 2 weeks prior to your next meeting to [Name]@swansea.ac.uk


Important Notifications


You have no new messages


Personal Details


Programme and Enrolment Details


Thesis Details


Supervisory Team Details


Meetings and Events

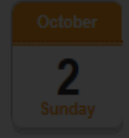
01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing



This page displays your personal information including your date of birth, name, nationality and addresses.

Next Meeting or Event 2016

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



Research Engagement and Attendance Check - 2 October 2016
A reminder email will be sent exactly 2 weeks prior to your next meeting to [redacted]@swansea.ac.uk

Important Notifications

You have no new messages

Personal Details

Programme and Enrolment Details

Thesis Details

Supervisory Team Details

Meetings and Events

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

This page displays basic information about your primary and secondary supervisors. Internal assessors and external supervisors may also be displayed here.

Next Meeting or Event 2016

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

A reminder email will be sent exactly 2 weeks prior to your next meeting to [redacted]@nsea.ac.uk

Important Notifications

You have no new messages

Personal Details

Programme and Enrolment Details

Thesis Details

Supervisory Team Details

Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

Supervisor 01			
Examiner Type		Current Supervisor	
External Supervisor Name		Internal Supervisor Name	
Start Date		Expected End Date	
Subject Area		Supervision (%)	
Notes			
Notes			

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

Next Meeting or Event 2016

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

October

2
Sunday

Research Engagement and Attendance Check - 2 October 2016

A reminder email will be sent exactly 2 weeks prior to your next meeting to 157424@swansea.ac.uk

Important Notifications

You have no new messages

Personal Details

Programme and Enrolment Details

Thesis Details

Supervisory Team Details

Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

Course		Status	
Start Year		Mode of Attendance	
Start Date		Expected End Date	
Department		Faculty	
Scholarship Details			

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

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

Next Meeting on Friday 2016

October

2 Sunday

Research Engagement and Attendance Check - 2 October 2016

A reminder email will be sent exactly 2 weeks prior to your next meeting to [redacted]@isea.ac.uk

You have no new messages

Personal Details

Programme and Enrolment Details

Thesis Details

Supervisory Team Details

Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

Thesis Title			
Start Date		Planned End Date	
Synopsis			

This page allows you to access the meetings and events that have been scheduled between yourself and your supervisors. Meetings are generated by the system on an annual basis.

Next Meeting or Event 2016

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

October

2


Sunday

Research Engagement and Attendance Check - 2 October 2016

▲ A reminder email will be sent exactly 2 weeks prior to your next meeting to [redacted]@swansea.ac.uk

Important Notifications


You have no new messages




Personal Details




Programme and Enrolment Details



Thesis Details

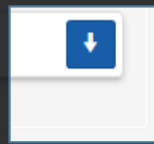


Supervisory Team Details



Meetings and Events

Click on this arrow to expand and view the list of events and meeting



Research Student

Next Meeting or Event 2016

October
2
Sunday

Research Engagement and Attendance Check - 2 October 2016
 ⬇️ A reminder email will be sent exactly 2 weeks prior to your next meeting to [Name]@swansea.ac.uk

Important Notifications

You have no new messages


Personal Details


Programme and Enrolment Details


Thesis Details


Supervisory Team Details


Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

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	→ New	→ New			Click to start
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New			Click to start
02/Aug/2017	01/Sep/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Jul/2017	01/Aug/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View

Showing 1 to 10 of 12 entries

Types of Meetings & Events

- Keep in mind that your supervisor is also able to create additional meetings when necessary in addition to the minimum fourteen meetings required.
- All events will 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.
- This decisions will depend on your supervisors' preference.

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 you, your supervisor and the University's compliance team if it has been recorded that any of you have not engaged with these meetings.
- Therefore, you will be expected to engage with your supervisor monthly for an attendance check.


For further information, see <http://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/attendance-monitoring-research-students/1-introduction/>


Task

- **Student:**
You will not be required to any questionnaire for this meeting. You will only be able to view your response as shown in next slide.
- **Supervisor:**
Your supervisor will be required to complete a questionnaire for this meeting.


Research Student


- After this meeting, you can view the attendance record given by your supervisor by clicking on 'View' the right side of the Meeting and Event screen as shown below.
- This brings you to the next page in the following slide.


Personal Details


Programme and Enrolment Details


Thesis Details


Supervisory Team Details


Meetings and Events

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

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	→ New	→ New			Click to start
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New			Click to start
02/Aug/2017	01/Sep/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View

Home

You can also then return to the meetings and events screen by clicking on this home button

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	

This is what a completed attendance event looks like.

[Return to Calendar](#)

[Content Page](#)

Confirmation of Candidature

When

- This event takes place during the 3rd 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.

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

Task

- **Student:** You will be required to complete a set of questionnaire for this meeting.
- **Supervisor:** Your supervisor will be required to complete a set of questionnaire for this meeting.


Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach 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.


Click on the 'Click to start' button to begin the questionnaire. This will bring you to the next page on the following slide.


**There is no time limit or restriction to the amount of attempts for completing this questionnaire provided that the expected end date has not been exceeded.*


**You can always return to edit your responses provided that you have not submitted your response.*


Personal Details










Programme and Enrolment Details


Thesis Details


Supervisory Team Details


Meetings and Events

01 | PYFE1MM -Engd in Materials, Modelling And Manufacturing

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					Click to start
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting					Click to start
02/Aug/2017	01/Sep/2017	Y1 Research Engagement And Attendance Check					View
02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check					View

Back

Save

Student section

Supervisor section

Message

Meeting sign off

Describe what you have been able to achieve in the initial stages of your research programme with Swansea University.

You will be required to upload a work plan to this meeting by clicking on the 'Upload files' option.

Provide a copy of your work plan as agreed with your supervisor to cover, as a minimum, the next 9-12 months of the project (max 8,000 characters).

Upload files

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

- Yes
- No

Are there any Facilities/Resources required for you to undertake your research?

- Yes
- No

Detail any training requirements you may need to help you undertake your research. These could be in the form of University or College courses; English or other language courses, external courses, or any other training requirements.

Are there any other issues you would like to raise at this stage (including factors outside your control)?

- Yes
- No

Please provide your thesis title.

Please provide your project summary.

Have you been absent or otherwise prevented from engaging with your studies for a period of more than 2 weeks during the last month?

- Yes
- No

Select file

Upload files

Back

Save

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

Student section

Supervisor

Describe what you have been able to achieve in the initial stages of your research programme with Swansea University.

Provide a copy of your work plan as agreed with your supervisor to cover, as a minimum, the next 9-12 months of the project (max 8,000 characters).

Upload files

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

- Yes
- No

Are there any Facilities/Resources required for you to undertake your research?

- Yes
- No

Detail any training requirements you may need to help you undertake your research. These could be in the form of University or College courses; English or other language courses, external courses, or any other training requirements.

Are there any other issues you would like to raise at this stage (including factors outside your control)?

- Yes
- No

Please provide your thesis title.

Please provide your project summary.

Have you been absent or otherwise prevented from engaging with your studies for a period of more than 2 weeks during the last month?

- Yes
- No

Select file

Upload files

You can view your supervisor's responses to this meeting, click this tab once your supervisor has completed their response to this meeting.

Back

Save

Student section

Supervisor section

Message

Meeting sign off

Describe what you have been able to achieve in the initial stages of your research programme with Swansea University.

Provide a copy of your work plan as agreed with your supervisor to cover, as a minimum, the next 9-12 months of the project (max 8,000 characters).

Upload files

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

Yes

No

Are there any Facilities/Resources required for you to undertake your research?

Yes

No

Detail any training requirements you may need to help you undertake your research. These could be in the form of University or College courses; English or other language courses, external courses, or any other training requirements.

Are there any other issues you would like to raise at this stage (including factors outside your control)?

Yes

No

Please provide your thesis title.

Please provide your project summary.

Have you been absent or otherwise prevented from engaging with your studies for a period of more than 2 weeks during the last month?

Yes

No

Select file

Upload files

Research Student


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 highlighted below.

Next M


October

2


Sunday




Personal Details




Programme and Enrolment Details



Thesis Details



Supervisory Team Details



Meetings and Events

01 | PYFE1MM -Engd in Materials, Modelling And Manufacturing ↑

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	→ New	✍ Pending			Click to start
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New			Click to start
02/Aug/2017	01/Sep/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View

Research Student

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

Next Meeting



Personal Details

Programme and Enrolment Details

Thesis Details

Supervisory Team Details

Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

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	→ New	→ New			Click to start
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New			Click to start
02/Aug/2017	01/Sep/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View

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

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

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

Describe what you have been able to achieve in the initial stages of your research programme with Swansea University.

Provide a copy of your work plan as agreed with your supervisor to cover, as a minimum, the next 9-12 months of the project (max 8,000 characters).

[Upload files](#)

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

- Yes
- No

Are there any Facilities/Resources required for you to undertake your research?

- Yes
- No

Detail any training requirements you may need to help you undertake your research. These could be in the form of University or College courses; English or other language courses, external courses, or any other training requirements.

Are there any other issues you would like to raise at this stage (including factors outside your control)?

- Yes
- No

Please provide your thesis title.

Please provide your project summary.

Have you been absent or otherwise prevented from engaging with your studies for a period of more than 2 weeks during the last month?

- Yes
- No

Select file

[Upload files](#)

[Back](#)[Save](#)[Home 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.

Back

Save

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

**Remember to click save beforehand to prevent loss of input data!*

[Student section](#) [Supervision](#)

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

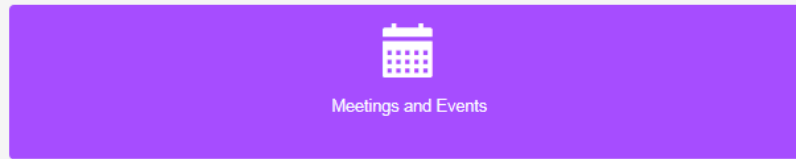
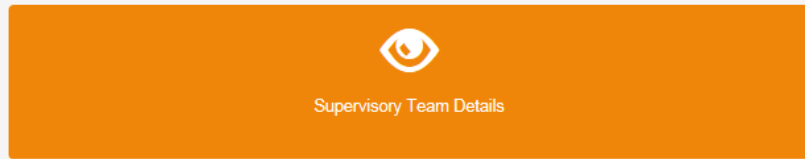
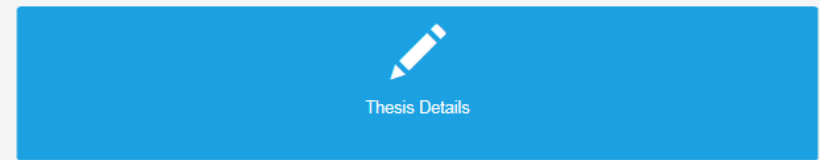
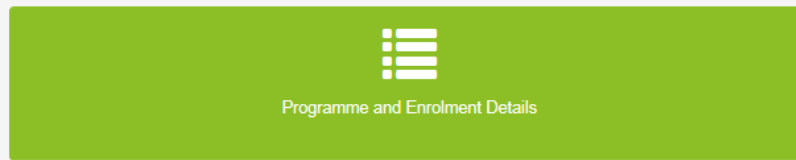
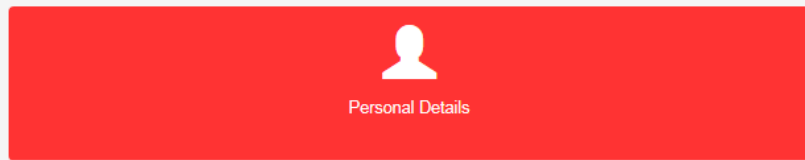
Subject

Supervision Meeting (02/Mar/2017)

Message Text

Send

- 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.*
 - 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.



01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

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			Click to edit
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	New	New			Click to start
02/Aug/2017	01/Sep/2017	Y1 Research Engagement And Attendance Check	N/A	New			View
02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	N/A	New			View

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

Describe what you have been able to achieve in the initial stages of your research programme with Swansea University.

Provide a copy of your work plan as agreed with your supervisor to cover, as a minimum, the next 9-12 months of the project (max 8,000 characters).

[Upload files](#)

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

 Yes No

Are there any Facilities/Resources required for you to undertake your research?

 Yes No

Detail any training requirements you may need to help you undertake your research. These could be in the form of University or College courses; English or other language courses, external courses, or any other training requirements.

Are there any other issues you would like to raise at this stage (including factors outside your control)?

 Yes No

Please provide your thesis title.

Please provide your project summary.

Have you been absent or otherwise prevented from engaging with your studies for a period of more than 2 weeks during the last month?

 Yes No[Select file](#)[Upload files](#)

- 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 'Meeting sign off' tab.
- This will bring you to the following page in the next slide.

- If you agree to 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. This will automatically bring you back to the homepage.

Progression Meeting

Back Save

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

STUDENT |

| 27 June 2018

Submit


By clicking this button you are confirming that all meeting details in both the student and supervisor sections are complete and accurate and therefore giving consent to your supervisor to sign off the meeting as appropriate.


Please note that once the form has been submitted you will be unable to re-enter and make further changes. Once the meeting deadline has passed the supervisor has the authority to sign off the meeting with or without the students consent.


Save


Recent Student


- A 'Complete' status will now appear under the Student Status column in the Meetings and Events once you have submitted your responses page as highlighted below.
- You and your supervisors will then receive a notification on the e:Vision account as well as a confirmation receipt sent to the University account.


 Personal Details


 Programme and Enrolment Details


 Thesis Details


 Supervisory Team Details


 Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

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			View
02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	→ New	→ New			Click to edit
02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance	✓ N/A	→ New			View
02/Aug/2017	01/Sep/2017						View
02/Feb/2017	01/Mar/2017						View

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

- If the College/School cannot confirm your student's candidature, you will be required by the Progression and Awards Board to withdraw from the programme.
- After confirmation of candidature has been completed you are not permitted to significantly change your topic of research, as such a change would invalidate the confirmation of candidature.
- If you wish to significantly change you topic of research, you 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](#)

- **Supervisor**

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

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

Supervision Meeting

When

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

Objective

- This meeting allows you to discuss regarding the current progress of your students.

Task


- **Student:** You will be required to complete a set of questionnaire for this meeting.
- **Supervisor:** Your supervisor will be required to complete a set of questionnaire for this meeting.


Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach 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.


Research Student


- Click on the 'Click to start' button to begin the questionnaire.
- *There is no time limit or restriction to the amount of attempts for completing the questionnaire
- *You can always return to edit your responses provided that you have not submitted your response
- This will bring you to the following page in the next slide.


 Personal Details


 Programme and Enrolment Details


 Thesis Details


 Supervisory Team Details


 Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

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			View
02/Jun/2017	01/Jul/2017	Y1 Supervision Meeting	→ New	→ New			Click to start
02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Aug/2017	01/Sep/2017	Y1 Research Engagement And Attendance Check	✓ N/A	→ New			View
02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance	✓ N/A	→ New			View

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

[Home Student section](#) [Supervisor section](#) [Message](#) [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)?

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 review your thesis title and amend as appropriate.

Please 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?

Select file [Upload files](#)

- The process for this meeting will be similar to that of the Confirmation of Candidature event.
- The only exception would be that you may or may not be required to upload documents for this meeting. (Speak to your supervisor if you are unsure about this)

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

Task


- **Student:** You will be required to complete a set of questionnaire for this meeting.
- **Supervisor:** Your supervisor will be required to complete a set of questionnaire for this meeting.


Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach 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.


Research Student


- Click on the 'Click to start' button to begin the questionnaire.
- *There is no time limit or restriction to the amount of attempts for completing the questionnaire
- *You can always return to edit your responses provided that you have not submitted your response
- This will bring you to the following page in the next slide.

 Personal Details

 Programme and Enrolment Details

 Thesis Details

 Supervisory Team Details

 Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

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

Back Save

Student section Supervisor section Message 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

Select file

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 you may or may not be required to upload documents for this meeting. (Speak to your supervisor if you are unsure about this)

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

Confirmation of Candidature

• Supervisor

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

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

If your 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 you to evaluate and provide a statement prior to your submission.

Task


- **Student:** You will be required to complete a set of questionnaire for this meeting.
- **Supervisor:** Your supervisor will be required to complete a set of questionnaire for this meeting.


Since there are no restrictions as to whether you or your supervisor should complete the questionnaire first, please discuss with your supervisor the approach 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.


Research Student


- Click on the 'Click to start' button to begin the questionnaire.
- *There is no time limit or restriction to the amount of attempts for completing the questionnaire*
- *You can always return to edit your responses provided that you have not submitted your response*
- This will bring you to the following page in the next slide.

 Personal Details

 Programme and Enrolment Details

 Thesis Details

 Supervisory Team Details

 Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Jun/2019	01/Jul/2019	Y3 Progression Meeting / Nits	→ New	→ New			Click to start
02/Dec/2018	01/Jan/2019	Y3 Progression Meeting	✓ Complete	✓ Complete			View
02/Mar/2018	01/Apr/2018	Y2 Supervision Meeting	✓ Complete	✓ Complete			View
02/Sep/2018	01/Oct/2018	Y2 Supervision Meeting	✓ Complete	✓ Complete			Click to start
02/Apr/2018	01/May/2018	Y2 Research Engagement And Attendance Check	✓ N/A	✓ Complete			View

[Back](#)[Save](#)[Student section](#)[Supervisor section](#)[Message](#)[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](#)

- The process for this meeting will be similar to that of the Confirmation of Candidature event.
- The only exception would be that you may or may not be required to upload documents for this meeting. (Speak to your supervisor if you are unsure about this)

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

[Confirmation of Candidature](#)[Return to Calendar](#)[Content Page](#)

For this Supervision & Progression/NITS meeting, you will be asked whether you are ready to submit thesis.

Below are your two possible response :

Thesis is ready to be submitted

- You then 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.

Submission /Resubmission

When

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

Objective


- To record the your submission
- 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


- **Student:** You are not required to complete any questionnaire for this meeting.
- **Supervisor:** Your supervisor is not 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 status and details of this submission completed by the College administrators by clicking 'View' to the right of this meeting as highlighted in the next page.

Research Student


- After this meeting, you can then view the status and details of this submission completed by the College administrators by clicking 'View' to the right of this meeting as highlighted below.
- This brings you to the next page in the following slide.




Personal Details




Programme and Enrolment Details



Thesis Details



Supervisory Team Details



Meetings and Events

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

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
02/Mar/2019	01/Apr/2019	Y3 Supervision Meeting	✓ Complete	✓ Complete			View
02/Sep/2019	01/Oct/2019	Y3 Submission	✓ N/A	✓ Complete			View
01/Oct/2018	01/Nov/2018	Y3 Research Engagement And Attendance Check	✓ N/A	✓ Complete			View
02/Apr/2019	01/May/2019	Y3 Research Engagement And Attendance Check	✓ N/A	✓ Complete			View
02/Aug/2019	01/Sep/2019	Y3 Research Engagement And Attendance Check	✓ N/A	✓ Complete			View

This is how a completed submission event looks like.

Home

You can also then return to the meetings and events screen by clicking on this home button

Record of Me [dropdown arrow]

Record of Meeting From Staff [dropdown arrow]

Submission

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

Post Submission

[Return to Calendar](#)

[Content Page](#)

When

- Ideally, this event takes place a month after you have submitted your 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 confirms the details of the your submission.


Task


- **Student:** You will be required to complete a set of questionnaire for this meeting.
- **Supervisor:** Your supervisor will be required to complete a questionnaire for this meeting.


**Since there are no restrictions as to whether you or your student should complete the questionnaire first, please discuss with your students the approach you wish to take in relation to completing these questionnaires.*


- The responses to these questionnaire from both you and your students **not** be referred to the College Board for further consideration.


Click on the 'Click to start' button to begin the questionnaire as highlighted below which will bring you to the next page on the following slide.


Personal Details














Programme and Enrolment Details


Thesis Details


Supervisory Team Details


Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
01/Jan/2019	01/Feb/2019	Post Viva	 Pending	 Pending			Click to edit
01/Oct/2017	01/Nov/2017	Y3 Research Engagement And Attendance Check	 N/A	 Complete			View
01/Oct/2018	01/Nov/2018	Post Submission	 New	 New			Click to start
02/Apr/2018	01/May/2018	Y3 Research Engagement And Attendance Check	 N/A	 Complete			View
02/Aug/2018	01/Sep/2018	Y3 Research Engagement And Attendance Check	 N/A	 Complete			View
02/Dec/2017	01/Jan/2018	Y3 Progression Meeting	 Complete	 Complete			View

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

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

Did you submit your thesis by the submission deadline?

- Yes
- No

Has your supervisor discussed arrangements with you for your viva voce examination, including the setting of the date & names of the examination panel? (NB. Not applicable for resubmitted theses unless a repeat viva is required by the examiner)

- Yes
- No
- N/A

Have you discussed with your supervisor 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

Are there any special requirements of which the University needs to be aware in advance of the viva? (NB. Not applicable for resubmitted theses unless a repeat viva is required by the examiner)

- Yes
- No
- N/A

Are you aware of the procedures for the viva, including those relating to your supervisors presence as an observer, and possible outcomes? (NB. Not applicable for resubmitted theses unless a repeat viva is required by the examiner)

- Yes
- No
- N/A

Select file

[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 you may or may not be required to upload documents for this meeting. (Speak to your supervisor if you are unsure about this)

- 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

When

- Ideally, this event takes place three months after the submission of your 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 your viva outcome unto e:Vision.

Task

- **Student:** You are not required to complete any questionnaire for this meeting.
- **Supervisor:** Your supervisor are not required to complete any questionnaire for this meeting.
- Upon the completion of viva, 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 status and details of the the examiners' report completed by the College administrators by clicking 'View' to the right of this meeting.

This is how a completed viva event looks like.



Home

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

Record of Meeting From Student 

Record of Meeting From Staff 

Viva

Question	Response
Outcome	
Additional Notes	
Exit Qualification	
Exit Award	

Post Viva

When

- Ideally, this event takes place a month after your viva.

**For further information, 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

Task

- **Student:** You will be required to complete a set of questionnaire for this meeting.
- **Supervisor:** Your supervisor will be required to complete a questionnaire for this meeting.

**Since there are no restrictions as to whether you or your student should complete the questionnaire first, please discuss with your students the approach you wish to take in relation to completing these questionnaires.*

- The responses to these questionnaire from both you and your students **not** be referred to the College Board for further consideration.

Click on the 'Click to start' button to begin the questionnaire as highlighted below which will bring you to the next page on the following slide.



Personal Details



Programme and Enrolment Details



Thesis Details



Supervisory Team Details



Meetings and Events

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

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
01/Oct/2017	01/Nov/2017	Y3 Research Engagement And Attendance Check	✓ N/A	✓ Complete			View
01/Oct/2018	01/Nov/2018	Post Submission	✓ Complete	✓ Complete			View
02/Apr/2018	01/May/2018	Y3 Research Engagement And Attendance Check	✓ N/A	✓ Complete			View
02/Aug/2018	01/Sep/2018	Y3 Research Engagement And Attendance Check	✓ N/A	✓ Complete			View

Progression Meeting

Back

Save

🏠 Student section

👤 Supervisor section

✉ Message

👁 Meeting sign off

Have you discussed progress with your supervisor regarding meeting the requirements of the examiners for your corrections/amendments/resubmission within the set period?

Yes

No

Are you on track for meeting the deadline for submitting your corrections/amendments/resubmission?

Yes

No

Please expand

Select file

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 you may or may not be required to upload documents for this meeting. (Speak to your supervisor if you are unsure about this)

- 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 your student's 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 confirms the final award you have received for your research on e:Vision.

Task

- **Student:** You are not required to complete any questionnaire for this meeting.
- **Supervisor:** Your supervisor is not required to complete any questionnaire for this meeting.
- You and your supervisor will receive a notification on the e:Vision as well as a confirmation receipt sent to the University account.
- You 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.

This is how a completed Award event looks like.

TRIBAL | e:Vision Research Management Logged In [\(Logout\)](#)

[Home](#)

Record of Meeting From Student ↓

Record of Meeting From Staff ↑

Award

Question	Response
Outcome	
Additional Notes	
Exit Qualification	
Exit Award	

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

- You 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 you have presented your 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 you are 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, you will receive no award.*