

e:Vision

USER GUIDE FOR SUPERVISORS

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What is e:Vision ?

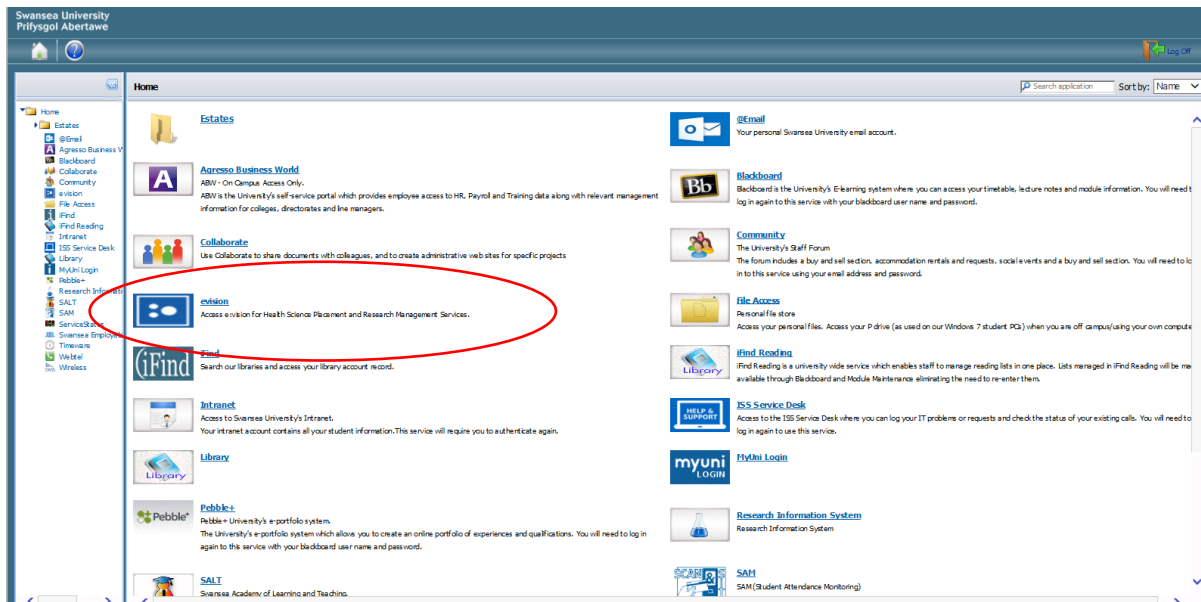
e: Vision is a postgraduate research management system used to keep track of the progression of each postgraduate research (PGR) student within this university. This portal registers the important information regarding the progress study of a PGR student such as:

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

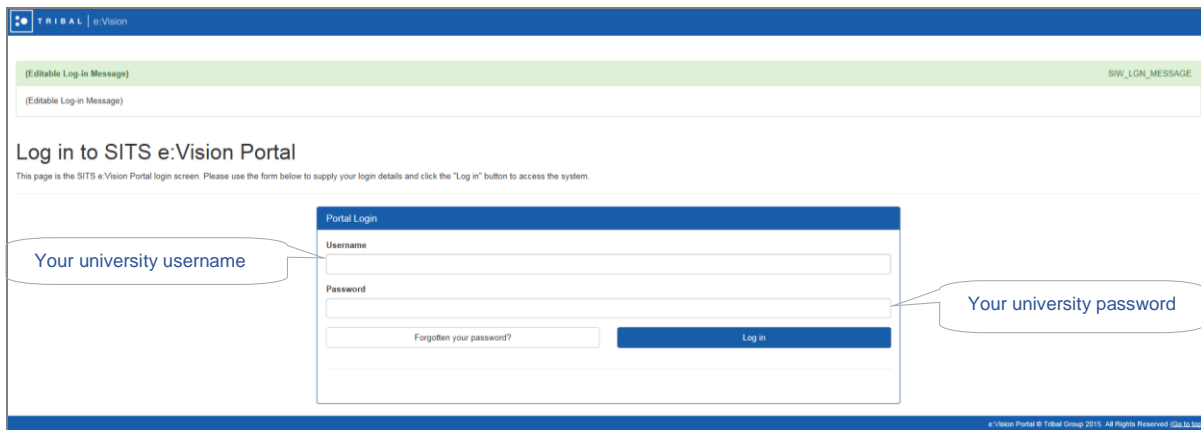
Thus, this document is a step-by-step guide created to help you familiarise yourself with this system.

How do I access e:Vision?

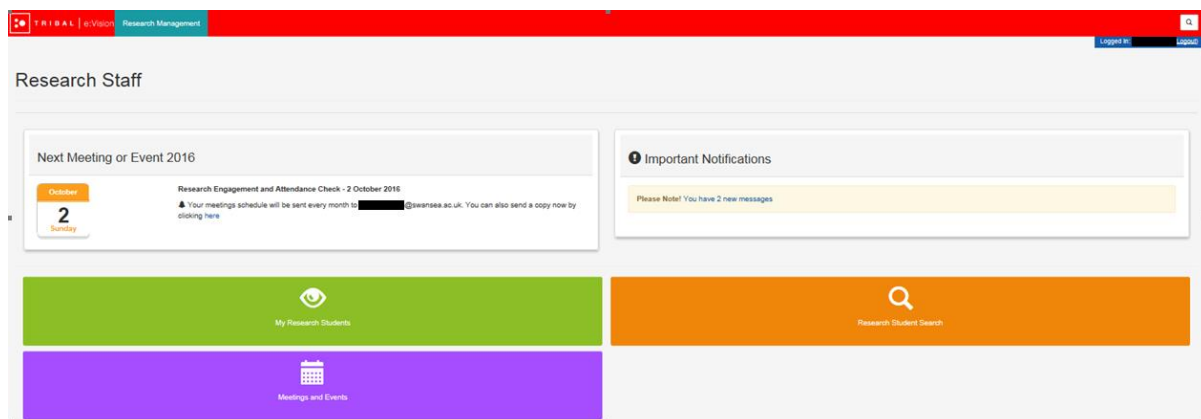
You can access the system from university page and using the e:Vision link as shown below.



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

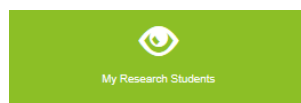


Once logged in you will be at the homepage as shown below.

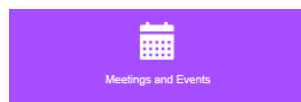


Homepage Functions

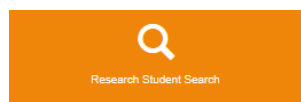
Screen Options



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



Clicking on the meeting and events tab allows you to access all the meetings and events that have been scheduled between yourself and all your students. For further details, see [Meetings and Events](#).



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

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

Navigating options



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



Clicking either of these buttons returns to the homepage.



Clicking this returns to the next page

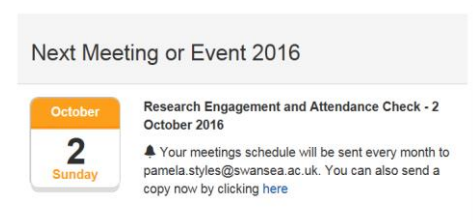


Click this at the top right corner of the page to search for desired items within the system



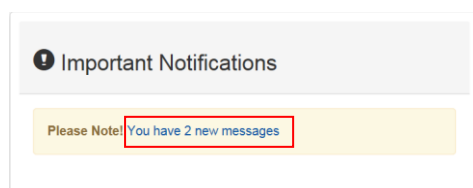
The records listed on the screens can be exported as excel, csv or pdf documents by simply clicking on one of these green buttons at the top of the list.

Notification options



This tab displays the upcoming Meetings and Events. Two types of reminders will be sent to the 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.

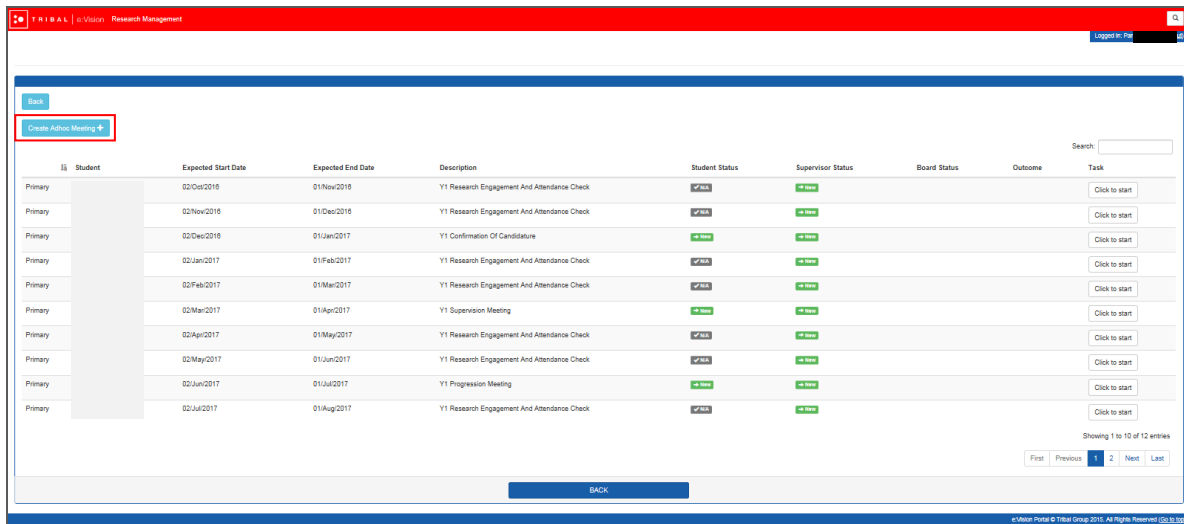


New messages will be notified and can be accessed by clicking the link within this tab as highlighted in the image on the left.

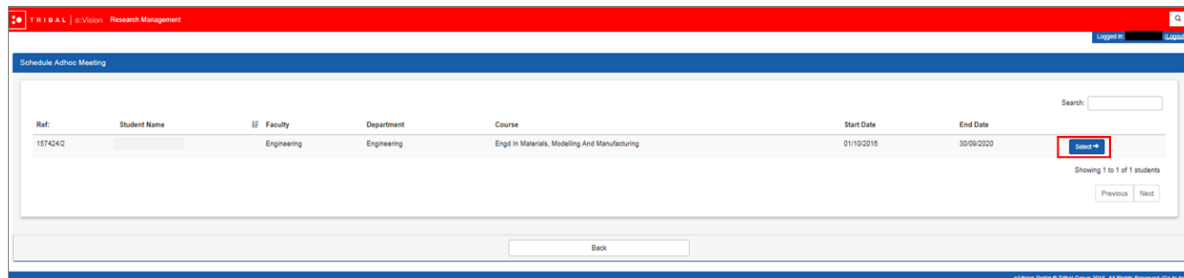
How to Create Additional Meetings?

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

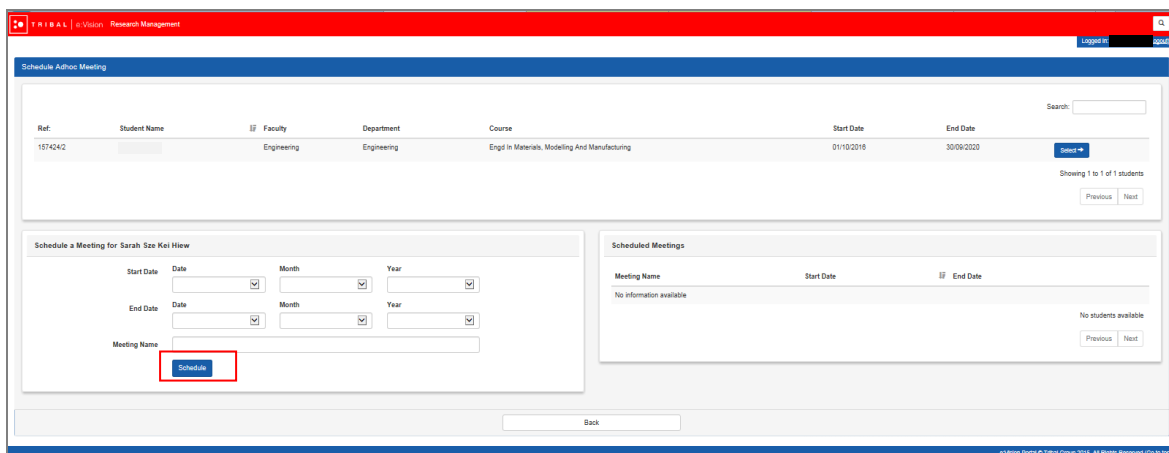
1. Click on 'Create Adhoc Meeting' function above the list of meetings between you and a particular student which can be accessed through 'My Research Students' screen → 'View' under the 'Meetings and Events' column. See also [My Research Students: How to Create Additional Meetings](#).



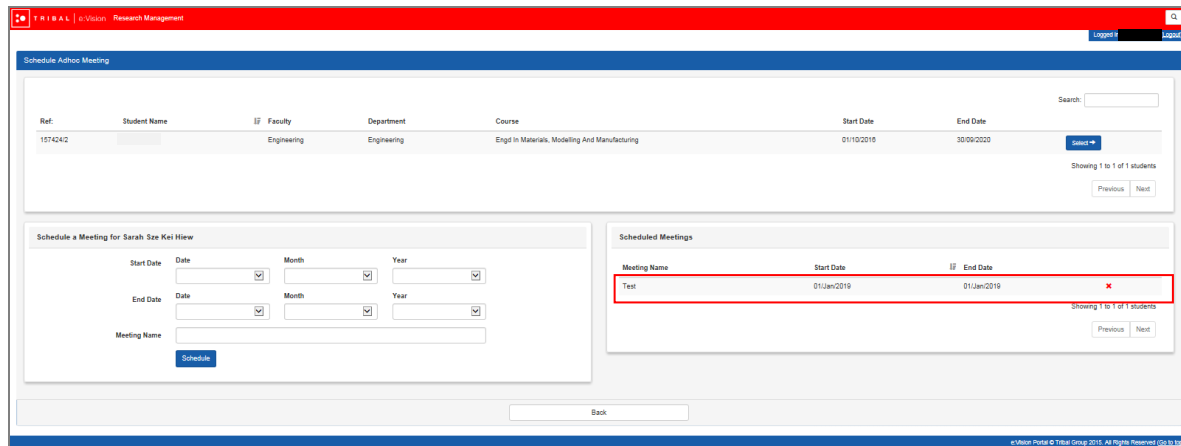
This will bring you to the following page as shown below.



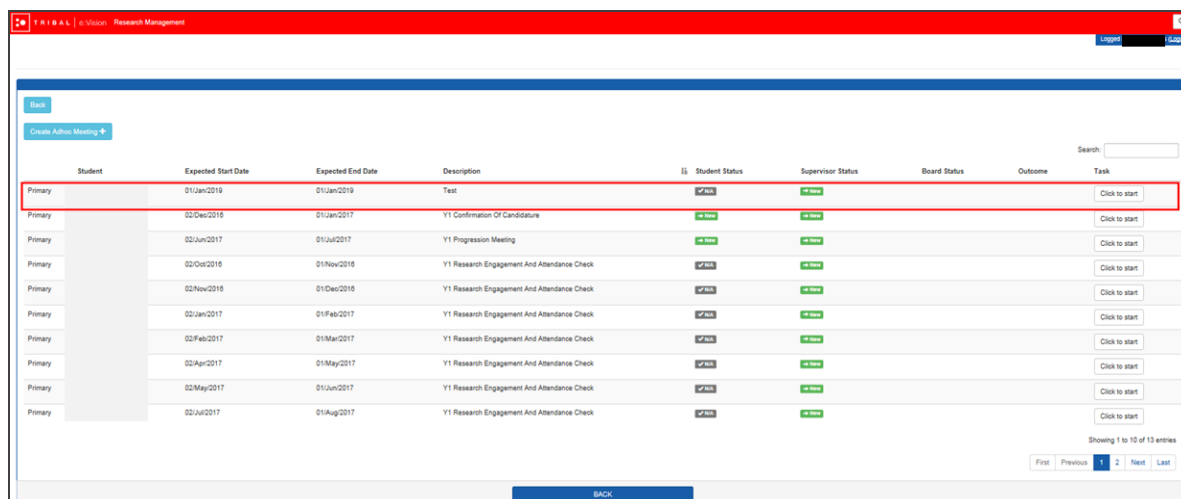
2. From this list, click 'Select' to the right of the student name that you wish to create an additional meeting as highlighted above which brings you to the following page as shown below.



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



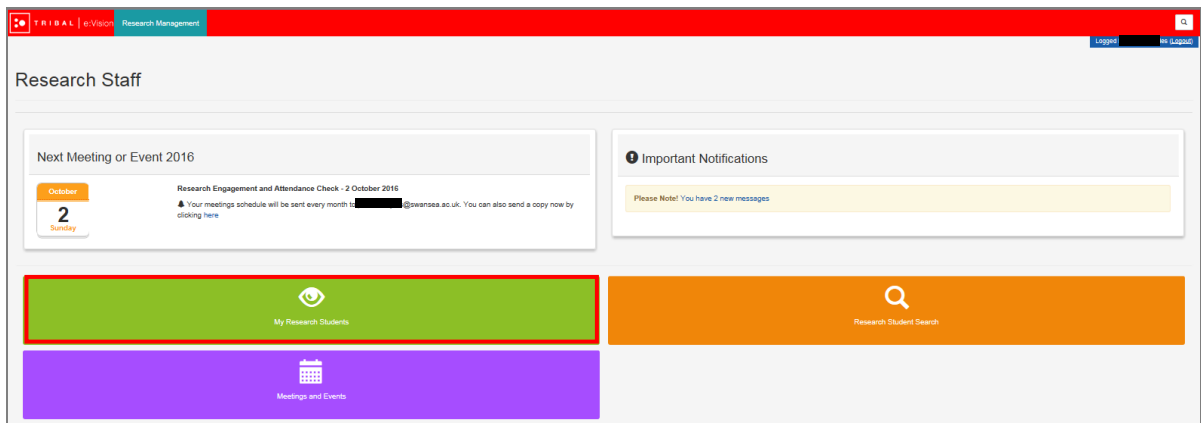
- You can also remove this meeting by clicking on the red cross next to the added meeting.
- You can then return to the homepage by clicking 'Back'. This additional meeting generated will then appear in the list of meetings and events between you and this student as highlighted below.



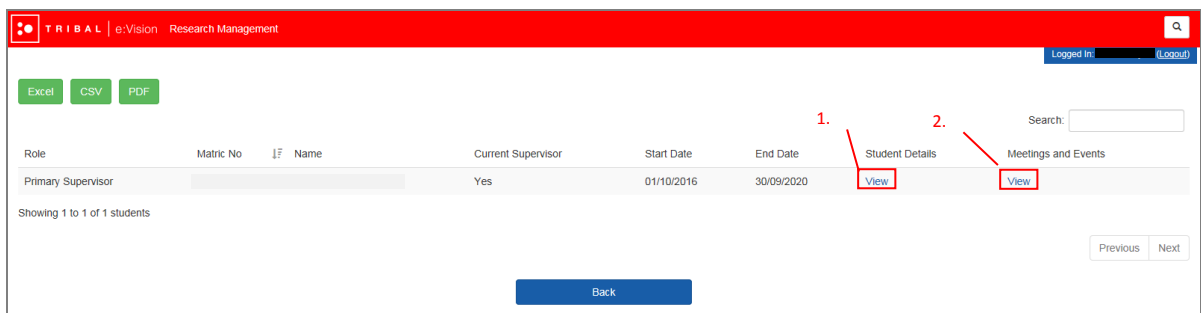
- If you wish to remove this additional meeting at this point, click 'Create Adhoc Meeting' again and you will be directed back to the 'Schedule Adhoc Meeting' page as shown previously in step 3. You can then click on the red cross next to this added meeting which will then successfully remove it.

My Research Students

Access to the My Research Students Screen is done by clicking on the icon as highlighted below.

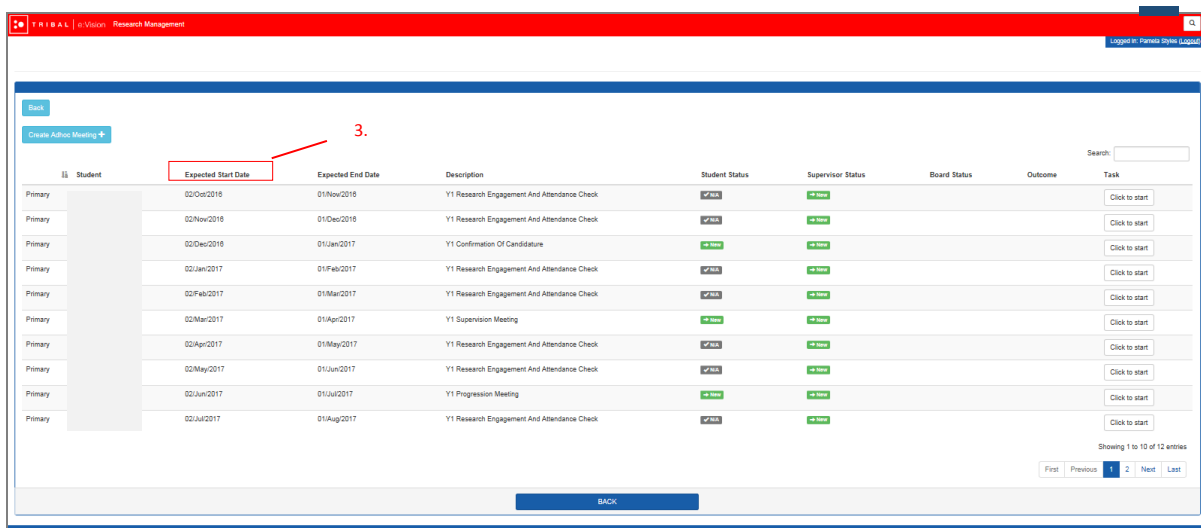


This brings you to the following page as shown below.



This page displays the students who you are responsible for, either as a primary supervisor, secondary supervisor, internal assessor or external supervisor. The personal details of a student can be accessed by clicking 'View' (1.) under the 'Student Details' column as highlighted above. * If any information displayed are incorrect, please contact the college administrator.

The meetings between you and this particular student can also be accessed by clicking 'View' (2.) under the 'Meetings and Events' column as highlighted above. This brings you to the following page as shown below.



This list can be sorted according to the respective columns by simply clicking on the heading of the columns (3.) 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 [Progress Stages Outline](#) for a research student as shown in the next page, you are also able to create additional meetings when necessary apart from the minimum twelve meetings required. This can be done by clicking on 'Create Adhoc Meeting' as highlighted below.

The screenshot shows the TRIBAL Research Management system interface. At the top, there is a red header with the TRIBAL logo and 'e-Visas Research Management'. A 'Logout' button is in the top right corner. Below the header, there is a blue navigation bar with a 'Back' button and a 'Create Adhoc Meeting' button highlighted with a red box. The main content area displays a table of meetings for a student. The table has columns for Student, Expected Start Date, Expected End Date, Description, Student Status, Supervisor Status, Board Status, Outcome, and Task. The table contains 12 rows of meeting data. At the bottom of the table, there is a 'Showing 1 to 10 of 12 entries' indicator and a pagination control with buttons for 'First', 'Previous', '1', '2', 'Next', and 'Last'. A 'BACK' button is located at the bottom center of the interface. The footer contains the text '© Wilson Prosser & Triball Group 2015. All Rights Reserved (20.10.16)'.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✔ N/A	✔ None			Click to start
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✔ N/A	✔ None			Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	✔ None	✔ None			Click to start
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✔ N/A	✔ None			Click to start
Primary	02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✔ N/A	✔ None			Click to start
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	✔ None	✔ None			Click to start
Primary	02/Apr/2017	01/May/2017	Y1 Research Engagement And Attendance Check	✔ N/A	✔ None			Click to start
Primary	02/May/2017	01/Jun/2017	Y1 Research Engagement And Attendance Check	✔ N/A	✔ None			Click to start
Primary	02/Jun/2017	01/Jul/2017	Y1 Progression Meeting	✔ None	✔ None			Click to start
Primary	02/Jul/2017	01/Aug/2017	Y1 Research Engagement And Attendance Check	✔ N/A	✔ None			Click to start

For detailed steps, see [How to Create Additional Meetings?](#)

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
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	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	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 the student's research progress.

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

Meetings and Events

Below is the Meetings and Events screen shown for all your students.

The screenshot shows the 'Meetings and Events' screen for Research Staff. At the top, there's a 'Next Meeting or Event 2016' section with a '2' badge and a notification about a Research Engagement and Attendance Check on 2 October 2016. Below this is an 'Important Notifications' section. The main area features a table of events with columns: Student, Expected Start Date, Expected End Date, Description, Student Status, Supervisor Status, Event Status, and Outcome. A filter bar above the table includes buttons for 'All', 'Attendance', 'Confirmation', 'Submission', 'Progression', 'Award', 'Viva', and 'Post Viva'. Red annotations '1.' and '2.' point to the filter buttons and the 'Primary' and 'Secondary' buttons respectively.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Event Status	Outcome	Task
Primary	20 Oct 2016	01 Nov 2016	Y1 Research Engagement And Attendance Check	Active	Active	Completed		Click to edit
Primary	02 Nov 2016	01 Dec 2016	Y1 Research Engagement And Attendance Check	Active	Active	Completed		Click to edit
Primary	03 Dec 2016	01 Jan 2017	Y1 Confirmation Of Candidature	Active	Active	Completed		Click to edit
Primary	02 Jan 2017	01 Feb 2017	Y1 Research Engagement And Attendance Check	Active	Active	Completed		Click to edit
Primary	02 Feb 2017	01 Mar 2017	Y1 Research Engagement And Attendance Check	Active	Active	Completed		Click to edit
Primary	02 Mar 2017	01 Apr 2017	Y1 Supervision Meeting	Active	Active	Completed		Click to edit
Primary	02 Apr 2017	01 May 2017	Y1 Research Engagement And Attendance Check	Active	Active	Completed		Click to edit
Primary	02 May 2017	01 Jun 2017	Y1 Research Engagement And Attendance Check	Active	Active	Completed		Click to edit
Primary	02 Jun 2017	01 Jul 2017	Y1 Progression Meeting	Active	Active	Completed		Click to edit
Primary	02 Jul 2017	01 Aug 2017	Y1 Research Engagement And Attendance Check	Active	Active	Completed		Click to edit
Primary	02 Aug 2017	01 Sep 2017	Y1 Research Engagement And Attendance Check	Active	Active	Completed		Click to edit
Primary	02 Sep 2017	01 Oct 2017	Y1 Supervision Meeting	Active	Active	Completed		Click to edit

The list on this 'Meetings and Events' screen can be filtered according to the different types of meetings by clicking on the highlighted buttons (1.) in the figure above 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](#)

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

The list on this 'Meetings and Events' screen can also be filtered to show the meetings between you and the students whom you are responsible for either as a primary or a secondary supervisor by clicking on the highlighted buttons (2.) in the figure above.

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 students monthly for an attendance check. An e-mail notification will then be sent to you, the students 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/> .

- Supervisor

You will be required to complete a questionnaire for this meeting.

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

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

This will bring you to the questionnaire as shown below.

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

Your message has been sent.

Back Save Submit Engagements Missed | 0

Attendance Check Message

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

Type of engagement? Face to face

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

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

Additional information

Upload files

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

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

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

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

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

• Student

The students will only be able to view your response as shown below.

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

B. Confirmation of Candidature

• When

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

• Objective

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

After confirmation of candidature has been completed your students will not be permitted to significantly his/ her their topic of research, as such a change would invalidate the confirmation of

candidature. If the students wish to significantly change their topic of research, they 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/>

• Supervisor

You and your students will be required to complete a questionnaire for this event. Since there are no restrictions as to whether you or your students 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 submitted by you and your students **will be** referred to the College Board for further consideration.

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

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

This will bring you to the following page.

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

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

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

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

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

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

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

Subject

Message Text

Send

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

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

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

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

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

- When you have agreed on the responses given by yourself and your students 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 you can still sign off a meeting without this student's consent.*
- A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	↔ New	✔ Complete			View

- You and this student will then receive a notification on the e: Vision account and a confirmation receipt in the University email account.

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

- Student

Your students will be required to complete a set of questionnaire as well as uploading their work plan for this meeting. Their responses can be viewed as shown in step 4.

C. Supervision meeting

- When

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

- Objective

This meeting records the current progress of your students.

- Supervisor

You and your students will be required to complete a questionnaire for this event. Since there is no restriction as to whether you or your students 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 **will not** be referred to the College Board for further consideration

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

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

This will bring you to the following page.

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 student to view your responses to this questionnaire.

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

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

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

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

4. You can also send a message to 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 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. **Note that this 'Pending' status will now appear in that particular student's account.*

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

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

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

6. When you have agreed on the responses given by yourself and your students 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 you can still sign off a meeting without this student's consent.*
- A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Mar/2017	01/Apr/2017	Y1 Supervision Meeting	New	Complete			View

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

• Student

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

D. 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 a progress recommendation for your student in reference to the research plan set out in the beginning.

• Supervisor

For this meeting, you and your student will be required to complete a questionnaire. Since there is no restriction as to whether you or your students 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 **will be** referred to the College Board for further consideration.

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

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

This will bring you to the following page.

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

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

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

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

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

- Cause for concern
- Critical cause for concern
- Out of time
- Significant disruption to progress

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

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

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

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

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

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

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

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

Subject

Message Text

[Send](#)

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

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

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

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

- When you have agreed on the responses given by yourself and your students 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 you can still sign off a meeting without this student's consent.*
 - A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

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

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

• Student

Your students will also be required to complete a questionnaire for this meeting and these responses can be viewed as shown in step 4.

E. Supervision & Progression meeting (NITS)

• When

This event takes place three months before the submission event.

• Objective

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

• Supervisor

For this meeting, you and your students will be required to complete a questionnaire. Since there is no restriction as to whether you or your students 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 **will be** referred to the College Board for further consideration.

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

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

This will bring you to the following page.

Supervisory Meeting Details - - q1 slp # - - q2 slp #

Back Save Board Comments

Supervisor section Student section Message Attendance Check Meeting sign off

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

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

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

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

Please review the student's thesis title and amend as appropriate.

Please review the student's project summary and amend as appropriate.

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

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

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

Progress Recommendations

Progress statement

Save

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

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

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

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

- 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.

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

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

Subject

Message Text

- You may use this function to provide an update on the status of a meeting.
 - This message will be sent to 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 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. **Note that this 'Pending' status will now appear in that particular student's account.*

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

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

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

6. When you have agreed on the responses given by yourself and your students 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 you can still sign off a meeting without this student's consent.***
- A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

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

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

● Students

Within their questionnaire, they will be asked whether they are ready to submit thesis. Below are two possible response that they will provide.

- Thesis is ready to be submitted
 - The students will be required to complete a Notification of Intention to Submit (NITS) form. This will be submitted to the College administrator and NOT through e: Vision.

This will inform you that the students can start thinking of an examination board for the viva and when it is sent to academic services, they will send a submission pack out to the students.

- 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.

These responses can be viewed as shown in step 3

F. Submission / Resubmission

• When

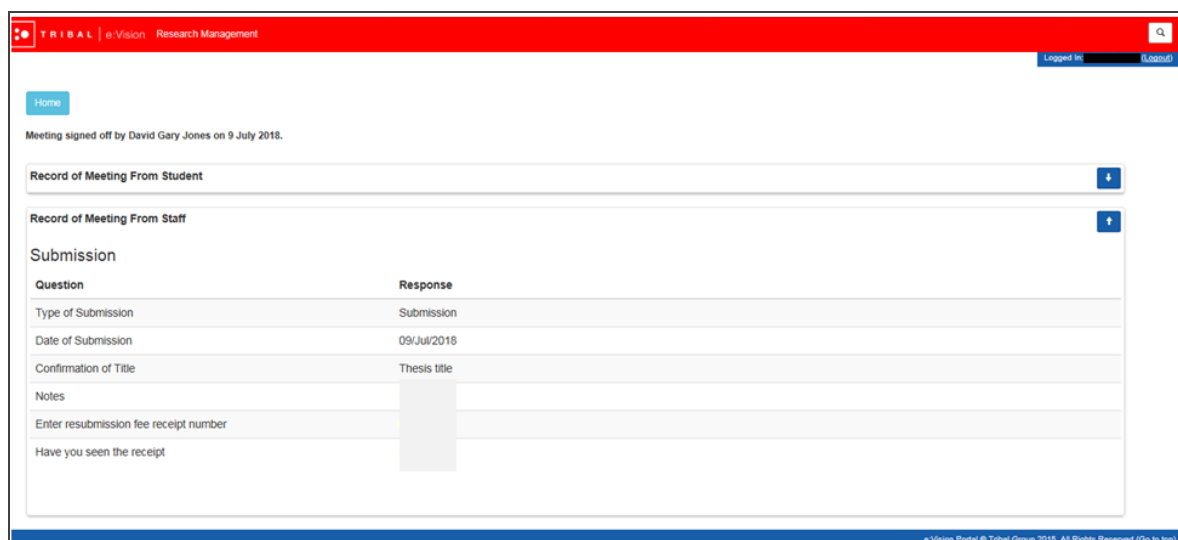
This event takes place during the last month stage of the study.

• Objective

This event records the submission of your student. 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.

• Supervisor

Both you and your student will not be required to complete any questionnaire for this meeting. 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 details of the submission as shown below.



The screenshot shows the TRIBAL e:Vision Research Management interface. At the top, there is a red header with the TRIBAL logo and 'e:Vision Research Management'. Below the header, there is a navigation bar with a 'Home' button. The main content area displays a meeting record signed off by David Gary Jones on 9 July 2018. There are two sections for 'Record of Meeting From Student' and 'Record of Meeting From Staff', both with expand/collapse arrows. The 'Submission' section is expanded, showing a table with the following data:

Question	Response
Type of Submission	Submission
Date of Submission	09/Jul/2018
Confirmation of Title	Thesis title
Notes	
Enter resubmission fee receipt number	
Have you seen the receipt	

At the bottom of the page, there is a footer with the text 'e:Vision Portal © Tribal Group 2015. All Rights Reserved (Go to top)'.

• Student

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

G. Post Submission

- When

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

- Objective

This event helps you keep track of your discussion with your student in regards to the organising of meetings for the viva voce examination i.e. setting a date, appointing the examination board and the possibility a mock viva. This event also confirms the details of the student's submission.

- Supervisor

For this meeting, you and your students will be required to complete a questionnaire. Since there is no restriction as to whether you or your students 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 will **not** referred to the College Board for further consideration.

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

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

This will bring you to the following page.

Post Submission

Back Save

Supervisor section Student section Message Attendance Check Meeting sign off

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

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

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

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

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

Upload files

Save

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

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

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

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

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

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.

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

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

Subject

Message Text

[Send](#)

- You may use this function to provide an update on the status of a meeting.
- This message will be sent to 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 'Supervisor Status' will now change to 'Pending' for this meeting as shown in figure below. **Note that this 'Pending' status will now appear in that particular student's account.*

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

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

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

6. When you have agreed on the responses given by yourself and your students 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 you can still sign off a meeting without this student's consent.*

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

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

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

• Students

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

H. Viva

• When

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

• Objective

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

• Supervisor

Both you and your student will not be required to complete any questionnaire for this meeting. 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.

- Student

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

I. Post Viva

- When

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

- Objective

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

- Supervisor

For this meeting, you and your students will be required to complete a questionnaire. Since there is no restriction as to whether you or your students 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 will **not** referred to the College Board for further consideration.

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

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

This will bring you to the following page.

Post viva

Back Save

Supervisor section Student section Message Attendance Check Meeting sign off

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

Yes No

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

Yes No

Upload files

Save

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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 student to view your responses to this questionnaire.*
3. You can check the students' responses to this meeting under the 'Student section' tab as shown in figure above.

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

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

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

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

- 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.

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

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

Subject

Message Text

[Send](#)

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

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

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

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

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

- When you have agreed on the responses given by yourself and your students 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 you can still sign off a meeting without this student's consent.*
 - A 'Complete' status will now appear under the 'Supervisor Status' column as shown below.

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

- You and this student 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 student's submitted responses to this meeting at this point by clicking 'View' as shown in figure above.

• Students

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

• Objective

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

• Supervisor

Both you and your student will not be required to complete any questionnaire for this meeting. 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.

Your students will receive the following outcomes after their first submission:

- **Completed course**
 - a) without exit qualification: successfully and qualification aim obtained
Or
 - b) with an exit qualification: awarded a lower degree than the qualification aim
If either of these outcomes were obtained, an award event will then be held during the following month once the students have presented their 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, the student will receive no award.

- **Student**

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