e:Vision

USER GUIDE FOR SUPERVISORS

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

Navigate to section by clicking the headings listed.

What is e:Vision?

- e:Vision is a postgraduate research management system used by all postgraduate research (PGR) students within the University to keep track of their study progression.
- The important information recorded in e:Vision include:

  - ☑ Research Engagement with your students
  - ☑ Confirmation of Candidature of a student
  - ☑ Submission/resubmission of a student
  - ☑ Student viva outcomes
  - ☑ Progression recommendations
  - ☑ The Award received by students

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

How do I access e:Vision?

- You can access the system from university page and using the e:Vision link as shown below.
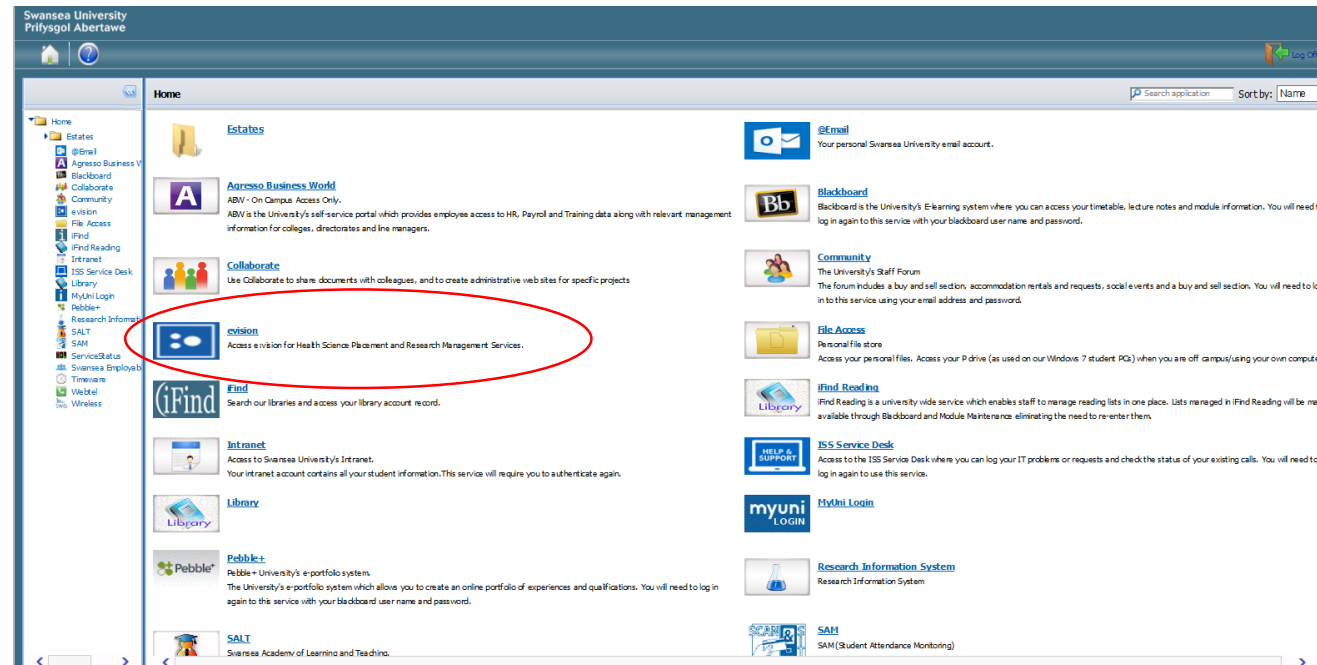
- Alternatively, you can access the e:Vision login screen at https://evision.swan.ac.uk/urd/sits.urd/run/siw_lgn.
- This will take you directly to your e:Vision homepage as shown below.

Research Staff

Next Meeting or Event 2016

October
2
Sunday

Research Engagement and Attendance Check - 2 October 2016
🔔 Your meetings schedule will be sent every month to ██████████@swansea.ac.uk. You can also send a copy now by clicking here

❗ Important Notifications

Please Note! You have 2 new messages

👁
My Research Students

🔍
Research Student Search

📅
Meetings and Events

Skip to Calendar   Content Page

Homepage Functions

Research Management

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

Research Staff

Next Meeting or Event 2016

October
2
Sunday

Research Engagement and Attendance Check - 2 October 2016

🔔 Your meetings schedule will be sent every month to ___@swansea.ac.uk. You can also send a copy now by clicking here

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Skip to Calendar

Content Page

Research Staff

This button brings you back to this homepage.

Next Meeting or Event 2016

October
2
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Research Engagement and Attendance Check - 2 October 2016

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Meetings and Events

Skip to Calendar

Content Page

Screen Options

Now, click any of the tabs below

TRIBAL | e:Vision   Research Management

Logged In: [Logout]

Research Staff

Next Meeting or Event 2016

| October |
| 2 |
| Sunday |

Research Engagement and Attendance Check - 2 October 2016

Your meetings schedule will be sent every month to _____@swansea.ac.uk. You can also send a copy now by clicking here

Important Notifications

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My Research Students

Research Student Search

Meetings and Events

Skip to Calendar   Content Page
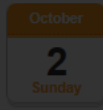
This page displays the students who you are responsible for, either as a primary supervisor, secondary supervisor, internal assessor or external supervisor.

Excel   CSV   PDF

Search:

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

Showing 1 to 1 of 1 students

Previous   Next

Back

Skip to Calendar   Content Page

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.

TRIBAL | e:Vision   Research Manage

Logged In: _____ (Logout)

| Excel | CSV | PDF |

Search: _____

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

Showing 1 to 1 of 1 students

Previous   Next

Back

Skip to Calendar   Content Page

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

TRIBAL | e:Vision

Logged In: (Logout)

Excel CSV PDF

Search:

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

Showing 1 to 1 of 1 students

Previous Next

Back

Skip to Calendar   Content Page

Back

PERSONAL DETAILS

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

PROGRAMME AND ENROLMENT DETAILS

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

THESIS DETAILS

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

SUPERVISORY TEAM DETAILS

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

ALERT AND EMAIL HISTORY

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

BACK

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

Skip to Calendar   Content Page

Back

PERSONAL DETAILS

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

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

PROGRAMME AND ENROLMENT DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

THESIS DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

SUPERVISORY TEAM DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

ALERT AND EMAIL HISTORY

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

BACK

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

Skip to Calendar   Content Page

Back

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

PERSONAL DETAILS

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

PROGRAMME AND ENROLMENT DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

THESIS DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

SUPERVISORY TEAM DETAILS

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

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

ALERT AND EMAIL HISTORY

01 | PYFE1MM -Engd In Materials, Modelling And Manufacturing

BACK

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

Skip to Calendar   Content Page

This list can be sorted according to the respective columns by simply clicking on the heading of the columns as highlighted below.
Note that each time you click on the column heading the sort facility will alternate between ascending and descending.

Back

Create Adhoc Meeting +

Search:

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

Showing 1 to 10 of 12 entries

First   Previous   **1**   2   Next   Last

BACK

Skip to Calendar   Content Page

Logged In: _____ (Logout)

Clicking this 'Create Adhoc Meeting' button will allow you to create additional meetings with your students apart from the minimum twelve meetings per year. For more information, see How to Create Additional Meeting?

Back

Create Adhoc Meeting +

Search: [ ]

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

Showing 1 to 10 of 12 entries

First   Previous   1   2   Next   Last

BACK

Skip to Calendar

Content Page

Now, click any of the tabs below

Research Management

Logged In: [Logout]

Research Staff

Next Meeting or Event 2016

October
2
Sunday

Research Engagement and Attendance Check - 2 October 2016

🔔 Your meetings schedule will be sent every month to ████████@swansea.ac.uk. You can also send a copy now by clicking here

⊘ Important Notifications

Please Note! You have 2 new messages

👁
My Research Students

🔍
Research Student Search

📅
Meetings and Events

Skip to Calendar   **Content Page**

This page allows you to enter search criteria in order to retrieve a particular student record.

* If any information displayed within each of the tabs above are incorrect, contact your college administrator (add link to compiled list of respective college administrator)

Now, click any of the tabs below

Research Staff

Next Meeting / Event - 2 October 2016

October
2
Sunday

Research Engagement and Attendance Check - 2 October 2016
Your meetings schedule will be sent every month to ██████@swansea.ac.uk. You can also send a copy now by clicking here

Important Notifications
Please Note! You have 2 new messages

My Research Students

Research Student Search

Meetings and Events

Research Student Search

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

Field	
Student code	
Forename 1	
Surname	
Subject code	List
Title	
Mode of Attendance	List
Research programme stage	List
Date of registration	
End Date	
Internal Staff (Full Name)	
External Examiner code	

Clear Fields | Run Process

Skip to Calendar | Content Page

Logged In: [Logout]

Research Staff

Next Meeting

October
2
Sunday

This page allows you to access all the meetings and events that have been scheduled between yourself and all your students.

My Research Students

Research Student Search

Meetings and Events

Create Adhoc Meeting +

All | Attendance | Confirmation | Supervision | Progression | Award | Primary | Secondary

Excel | CSV | PDF

Search:

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

Showing 1 to 12 of 12 entries

First | Previous | 1 | Next | Last

Skip to Calendar   Content Page

The list on this 'Meetings and Events' screen can 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 .

Research Staff

Next Meeting or Event 2016

October
2
Sunday

Research Engagement and Attendance Check - 2 October 2016
Your meetings schedule will be sent every month to [redacted]@swansea

Important Notifications

👁
My Research Students

📅
Meetings and Events

The list on this 'Meetings and Events' screen can also be filtered according to the different types of meetings by clicking on the highlighted buttons

Create Adhoc Meeting +

Excel   CSV   PDF

All | Attendance | Confirmation | Supervision | Progression | Award | Primary | Secondary

Search:

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

Showing 1 to 12 of 12 entries

First | Previous | 1 | Next | Last

Skip to Calendar   **Content Page**

How to Create Additional Meetings?

- This 'Create Adhoc Meeting' function can be found above the list of meetings between you and a particular student via 'My Research Students' screen→ 'View' under the 'Meetings and Events' column as shown previously in Slide 20.
- This function will allow you to create additional meetings with your students apart from the minimum fourteen meetings per year summarized in Slide 42 .
- This brings you to the following page on the next slide.

Schedule Adhoc Meeting

Search: [   ]

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

Showing 1 to 1 of 1 students

Previous | Next

Schedule a Meeting for Sarah Sze Kei Hiew

	Date	Month	Year
Start Date	[▾]	[▾]	[▾]
End Date	[▾]	[▾]	[▾]

Meeting Name [   ]

Schedule

Scheduled Meetings

Meeting Name	Start Date	End Date
No information available		

No students available

Previous | Next

Back

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

Skip to Calendar   Content Page

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

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

Skip to Calendar

Content Page

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

Skip to Calendar   Content Page

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

Logged in: (Logout)

Back

Create Adhoc Meeting +

Search:

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

Showing 1 to 10 of 13 entries

First   Previous   1   2   Next   Last

BACK

Skip to Calendar   Content Page

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

TRIBAL | e:Vision Research Management

Logged in: (Logout)

Back

Create Adhoc Meeting +

Search:

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

Showing 1 to 10 of 13 entries

First Previous 1 2 Next Last

BACK

Skip to Calendar

Content Page

TRIBAL | e:Vision Research Management

Schedule Adhoc Meeting

Search: [_____]

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

Showing 1 to 1 of 1 students

Previous | Next

Schedule a Meeting for Sarah Sze Kei Hiew

	Date	Month	Year
Start Date	[▼]	[▼]	[▼]
End Date	[▼]	[▼]	[▼]

Meeting Name [_____]

Schedule

Scheduled Meetings

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

Showing 1 to 1 of 1 students

Previous | Next

Back

2015. All Rights Reserved (Go to top)

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

Skip to Calendar | Content Page

Types of Meetings & Events

Progression Stages Outline

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

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

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

🟥	The events must be in the form of face-to-face meetings.
⬜	The events may or may not be in the form of face-to-face meetings.
*	These events may be postponed to a later date depending on your research progress.

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

Content Page

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 the student's nationality.
- 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/

Task

- **Supervisor:**
  You will be required to complete a questionnaire for this meeting.

- **Student:**
  Your students do not have any questionnaire to complete for this meeting. They will only be able to view your response as shown below.

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

Logged In: (Logout)

- The 'New' status will now change to 'Pending' under the 'Supervisor Status' for this meeting as shown below.
Note that this 'Pending' status will also appear in that particular student's account.
- You can return to edit your response by clicking 'Click to edit' as highlighted below.
You can only edit your responses as long as you have not clicked on 'Submit' and the 'Pending' status is still shown for this meeting under the 'Supervisor Status' column.

My Research Students

Research Student Search

Meetings and Events

Create Adhoc Meeting ✚

All | Attendance | Confirmation | Supervision | Progression | Award | Primary | Secondary

Excel | CSV | PDF

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✔ N/A	✎ Pending			Click to edit
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	➔ New	➔ New			Click to start
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start
Primary	02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start

Return to Calendar   Content Page

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

My Research Students

Research Student Search

Meetings and Events

Create Adhoc Meeting ➕

All | Attendance | Confirmation | Supervision | Progression | Award | Primary | Secondary

Excel | CSV | PDF

Search:

	Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary		02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✔ N/A	✔ Complete			View
Primary		02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start
Primary		02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	➔ New	➔ New			Click to start
Primary		02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start
Primary		02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start

Return to Calendar | Content Page

• Student

Your students do not have any questionnaire to complete for this meeting. They will only be able to view your response as shown below.

Confirmation of Candidature

When

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

Objective

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

Further information regarding the specified requirements Confirmation of Candidature see Guide to Process Monitoring

Task

- **Supervisor:** You will be required to complete a questionnaire for this meeting.
- **Student:** Your students will be required to complete a set of 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 student **will be** referred to the College Board for further consideration.

Back   Save   Board Comments

🏠 Supervisor section   👤 Student section   ✉ Message   👁 Attendance Check   ✏ Meeting sign off

Do you have any concerns regarding the progress of the student in the initial stages of the research project (including factors outside of the student's control)?
○ Yes
○ No

Do you have any comments, concerns, or issues at this stage of the project and in reference to the future development of the planned or proposed research programme (including factors outside the student's control)?
○ Yes
○ No

Are there any Health & Safety aspects that need to be considered?
○ Yes
○ No

Are there any ethical aspects of the project to be considered with the student?
○ Yes
○ No

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

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

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

Are you likely to be out of communication from your student for a period longer than 2 weeks between now and the next quarterly review?
○ Yes
○ No

Progress Recommendations   ▼

Select file   Upload files

Save

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

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

Return to Calendar   Content Page

Back   Save   Board Comments

🏠 Supervisor section   👤 Student section   ✉ Message   👁 Attendance Check   ✏ Meeting sign off

Do you have any concerns regarding the progress of the student in the initial stages of the research project (including factors outside of the student's control)?
○ Yes
○ No

Do you have any comments, concerns, or issues at this stage of the project and in reference to the future development of the planned or proposed research programme (including factors outside the student's control)?
○ Yes
○ No

Are there any Health & Safety aspects that need to be considered?
○ Yes
○ No

Are there any ethical aspects of the project to be considered with the student?
○ Yes
○ No

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

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

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

Are you likely to be out longer than 2

Save

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

Return to Calendar   Content Page

Back   Save

You can now check the students' responses to this meeting under the 'Student section' tab once your students have completed their response to this meeting.

🏠 Supervisor section   👤 Student section   ✉ Message

| Do you have any concerns regarding the progress of the student in the initial stages of the research project (including factors outside of the student's control)? | ○ Yes
○ No |

| Do you have any comments, concerns, or issues at this stage of the project and in reference to the future development of the planned or proposed research programme (including factors outside the student's control)? | ○ Yes
○ No |

| Are there any Health & Safety aspects that need to be considered? | ○ Yes
○ No |

| Are there any ethical aspects of the project to be considered with the student? | ○ Yes
○ No |

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

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

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

| Are you likely to be out of communication from your student for a period longer than 2 weeks between now and the next quarterly review? | ○ Yes
○ No |

Progress Recommendations

Select file   Upload files

Save

Return to Calendar   Content Page

Research Staff

Next Meeting or Event 2

October
2
Sunday

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 in the 'Meetings and Event' screen as highlighted below.

👁
My Research Students

🔍
Research Student Search

📅
Meetings and Events

Create Adhoc Meeting ✚

| All | Attendance | Confirmation | Supervision | Progression | Award | Primary | Secondary |

Excel   CSV   PDF

Search: [   ]

	Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary		02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✔ N/A	✔ Complete			View
Primary		02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start
Primary		02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	✏ Pending	➔ New			Click to start
Primary		02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start
Primary		02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✔ N/A	➔ New			Click to start

Return to Calendar   Content Page

Logged In: (Logout)

Research Staff

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

Next Meeting or Ev

October
2
Sunday

My Research Students

Research Student Search

Meetings and Events

Create Adhoc Meeting +

Excel CSV PDF

All Attendance Confirmation Supervision Progression Award Primary Secondary

Search:

Student	Expected Start Date	Expected End Date	Description	Student Status	Supervisor Status	Board Status	Outcome	Task
Primary	02/Oct/2016	01/Nov/2016	Y1 Research Engagement And Attendance Check	✔ N/A	✔ Complete			View
Primary	02/Nov/2016	01/Dec/2016	Y1 Research Engagement And Attendance Check	✔ N/A	→ New			Click to start
Primary	02/Dec/2016	01/Jan/2017	Y1 Confirmation Of Candidature	→ New	→ New			Click to start
Primary	02/Jan/2017	01/Feb/2017	Y1 Research Engagement And Attendance Check	✔ N/A	→ New			Click to start
Primary	02/Feb/2017	01/Mar/2017	Y1 Research Engagement And Attendance Check	✔ N/A	→ New			Click to start

Return to Calendar **Content Page**

Meeting Details

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

Confirmation of Candidature Meetin

Back Save

Board Comments

Board Comments

Board Comments

College Board Comments	University Board Comments
N/A	N/A

Close

🏠 Supervisor section   👤 Student se

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

Upload files

Save

Return to Calendar   Content Page

Back   Save

Board Comments

🏠 Supervisor section   👤 Student se

Do you have any concerns regar
initial stages of the research p

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

Do you have any comments, concerns, or issues at this stage of the project and in reference to the future development of the planned or proposed research programme (including factors outside the student's control)?
○ Yes
○ No

Are there any Health & Safety aspects that need to be considered?
○ Yes
○ No

Are there any ethical aspects of the project to be considered with the student?
○ Yes
○ No

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

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

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

Are you likely to be out of communication from your student for a period longer than 2 weeks between now and the next quarterly review?
○ Yes
○ No

Progress Recommendations

Select file   Upload files

Save

Return to Calendar   Content Page

- The 'New' status under the 'Supervisor Status' will now change to 'Pending' for this meeting.
Note that this 'Pending' status will now show up in your student's account.

- You can return to edit your responses to the questionnaire by clicking on 'Click to edit' on the Meetings and Events as highlighted below.
You can only edit your responses as long as you have not clicked on 'Submit' under the 'Meeting sign off' tab and the 'Pending' status is still shown for this meeting under the 'Student Status' column.

- This will bring you back to the questionnaire as shown in the next slide.

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

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

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

- If the College/School cannot confirm your students' candidature, they will be required by the Progression and Awards Board to withdraw from the programme.
- After confirmation of candidature has been completed your students are not permitted to significantly change their topic of research, as such a change would invalidate the confirmation of candidature.
- If they 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.

For further information regarding the transferal and withdrawal of candidature, see [Guide to Suspensions and Extensions for Research Students](#) *and* [Guide to Transfer and Withdrawal of Research Students](#)

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

Supervision Meeting

When

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

Objective

- This meeting records the current progress of your students.

Task

- **Supervisor:** You will be required to complete a questionnaire for this meeting.
- **Student:** Your students will be required to complete a set of 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 student **will not** be referred to the College Board for further consideration.

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

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

Supervision Meeting

Back | Save

🏠 Supervisor section | 👤 Student section | ✉ Message | 👁 Attendance Check | ✏ Meeting sign off

Are you satisfied with the progress of the student at this stage of the candidature (including factors outside of the student's control)?
○ Yes
○ No

Since the last review is the quality of research undertaken and any outputs (e.g. chapters) produced by the student of a satisfactory standard?
○ Yes
○ No

Has the student achieved the specific objectives and training agreed at the previous review?
○ Yes
○ No

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

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

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

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

Are you likely to be out of communication from your student for a period longer than 2 weeks between now and the next attendance check?
○ Yes
○ No

Upload files

Save

Show desk

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

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

Confirmation of Candidature

Return to Calendar | Content Page

Supervision & Progression Meeting

When

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

Task

- **Supervisor:** You will be required to complete a questionnaire for this meeting.
- **Student:** Your students will be required to complete a set of 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 student **will be** referred to the College Board for further consideration.

Progression Meeting Details

Back | Save | Board Comments | Upload files

🏠 Supervisor section   👤 Student section   ✉ Message   👁 Attendance Check   ✏ Meeting sign off

Are you satisfied with the progress of the student at this stage of the candidature (including factors outside of the student's control)?* — ○ Yes ○ No

Since the last review is the quality of research undertaken and any outputs (e.g. chapters) produced by the student of a satisfactory standard? — ○ Yes ○ No

Has the student achieved the specific objectives and training agreed at the previous review? — ○ Yes ○ No

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

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

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

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

Are you likely to be out of communication from your student for a period longer than 2 weeks between now and the next attendance check? — ○ Yes ○ No

Progress Recommendations — --- Please select ---

Progress Statement

Upload files

Save

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

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

Confirmation of Candidature

Return to Calendar | Content Page

For this 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 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 and your students to evaluate and provide a progress statement prior to their submission.

Task

- **Supervisor:** You will be required to complete a questionnaire for this meeting.
- **Student:** Your students will be required to complete a set of 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 **will be** referred to the College Board for further consideration.

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)?*
- ○ Yes
- ○ No

Since the last review is the quality of research undertaken and any outputs (e.g. chapters) produced by the student of a satisfactory standard?
- ○ Yes
- ○ No

Has the student achieved the specific objectives and training agreed at the previous review?
- ○ Yes
- ○ No

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

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

Thesis title

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

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

Are you likely to be out of communication from your student for a period longer than 2 weeks between now and the next attendance check?
- ○ Yes
- ○ No

Is the student expected to submit their thesis within the next three months?
- ○ Yes
- ○ No

Progress Recommendations --- Please select ---

Progress Statement

Save

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

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

Confirmation of Candidature

Return to Calendar | Content Page

- ## **Student**

For this progression/NITS meeting, your students will be asked whether they are ready to submit thesis. Below are two possible response that they will provide:

☑ **Thesis is ready to be submitted**

- The student 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.

- 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**

- You will then provide a new expected submission date will then be 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 the 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 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.

Task

- **Supervisor:** You are not required to complete any questionnaire for this meeting.
- **Student:** Your students are not 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 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.

Primary		02/Nov/2017	01/Dec/2017	Y3 Research Engagement And Attendance Check	✔ N/A	→ New		Click to start
Primary		02/Dec/2017	01/Jan/2018	Y3 Progression Meeting	→ New	→ New		Click to start
Primary		02/Jan/2018	01/Feb/2018	Y3 Research Engagement And Attendance Check	✔ N/A	→ New		Click to start
Primary		02/Feb/2018	01/Mar/2018	Y3 Research Engagement And Attendance Check	✔ N/A	→ New		Click to start
Primary		02/Mar/2018	01/Apr/2018	Y3 Supervision Meeting	→ New	→ New		Click to start
Primary		02/Apr/2018	01/May/2018	Y3 Research Engagement And Attendance Check	✔ N/A	→ New		Click to start
Primary		02/May/2018	01/Jun/2018	Y3 Research Engagement And Attendance Check	✔ N/A	→ New		Click to start
Primary		02/Jun/2018	01/Jul/2018	Y3 Progression Meeting / Nits	✏ Pending	✏ Pending		Click to edit
Primary		02/Jul/2018	01/Aug/2018	Y3 Research Engagement And Attendance Check	✔ N/A	→ New		Click to start
Primary		02/Aug/2018	01/Sep/2018	Y3 Research Engagement And Attendance Check	✔ N/A	→ New		Click to start
Primary		02/Sep/2018	01/Oct/2018	Y3 Submission	✔ N/A	✔ Complete	Meeting Complete	View
Primary		01/Oct/2018	01/Nov/2018	Post Submission	✏ Pending	✏ Pending		Click to edit
Primary		02/Nov/2018	02/Dec/2018	Research Engagement And Attendance Check	✔ N/A	→ New		Click to start
Primary		03/Dec/2018	03/Jan/2019	Viva	✔ N/A	✔ Complete	Minor Corrections	View
Primary		01/Jan/2019	01/Feb/2019	Post Viva	→ New	→ New		Click to start
Primary		02/Feb/2019	01/Mar/2019	Post Viva	→ New	→ New		Click to start
Primary		02/Mar/2019	01/Apr/2019	Award	✔ N/A	✏ Pending		

Showing 1 to 18 of 18 entries

First Previous 1 Next Last

Return to Calendar   **Content Page**

This is how a completed submission event looks like.

Home

Meeting signed off by _____ on 9 July 2018.

Record of Meeting From Student ⬇

Record of Meeting From Staff ⬆

Submission

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

Return to Calendar   Content Page

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 confirms the details of the student's submission.

Task

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

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

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

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

Confirmation of Candidature

Return to Calendar　　Content Page

Viva

When

- Ideally, this event takes place three months 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

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

Task

- **Supervisor:** You are not required to complete any questionnaire for this meeting.
- **Student:** Your students are not required to complete any questionnaire for this meeting.

- Upon the completion of viva, 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 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.

Logged In: (Logout)

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	

Content Page

Post Viva

When

- Ideally, this event takes place a month after your students have finish their viva.

For further information, see https://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/phd/15-oral-examination-viva-voce/

Objective

- 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.

Task

- **Supervisor:** You will be required to complete a questionnaire for this meeting.
- **Student:** Your students will be required to complete a set of 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 will **not** be referred to the College Board for further consideration.

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

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

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

Confirmation of Candidature

Award Confirmation

When

- Ideally, this event takes place three months after 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 received by your students for their research on e:Vision.

Task

- **Supervisors:** You are not required to complete any questionnaire for this meeting.
- **Students:** Your students are not required to complete any questionnaire for this meeting.

- You and your student 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.

Record of Meeting From Student

Record of Meeting From Staff

Award

Question	Response
Outcome	
Additional Notes	
Exit Qualification	
Exit Award	

- **Your student will receive the either one of following outcomes:**

☑ Completed course

a)   without exit qualification: successfully and qualification aim obtained

　　　Or

b)   with an exit qualification: awarded a lower degree than the qualification aim.

If either of these outcomes were obtained, an award event will then be held during the following month once the students have presented their hard bound thesis

☑ Resubmission

a)   Resubmission: candidature extended and viva/examination scheduled by 12 months

　　　Or

b)   Resubmit for a lower degree: candidature is transferred and extended by 12 months

If either of these outcomes were obtained, a full 12 month set of meetings will be added to mirror those of the final year of the minimum candidature of the course.

☑ Corrections required

a)   Minor corrections: candidature is extended and award meeting scheduled will postponed by 3 months

　　　Or

b)   Major corrections: candidature is extended and award meeting scheduled will postponed by 6 months.

If either of these outcomes were obtained, meetings such as post viva meetings and Award meeting will be held during the postponed period of 3 or 6 months respectively.
The post viva meetings will include two questions to ensure that the students 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, the student will receive no award.