

# NTU DOCTORAL SCHOOL

NOTTINGHAM TRENT UNIVERSITY 

## NTU Doctoral School Online Progression and Monitoring App - Academic

The NTU Doctoral School Online Progression and Monitoring App (OPMA) will allow administrative staff, academics and doctoral candidates to view and manage doctoral candidate progression.

Key tasks now conducted in the App include;

- Annual monitoring requests
- Project approval requests
- Document extension requests
- Extension, suspension and withdrawal requests
- Ethical approval requests (Professional Doctorate courses only)
- Supervisory team change requests
- Mode change requests

The App will provide;

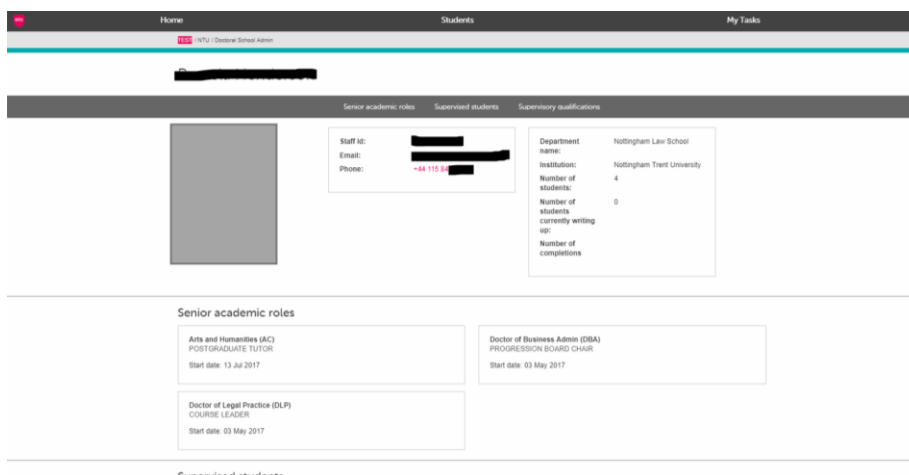
- Administrative staff, academics and doctoral candidates with greater transparency of doctoral candidate progress and awareness of key deadlines and progress of requests;
- Administrative efficiencies through create requests and monitor what status those requests are at;
- Better support doctoral candidates through access to doctoral candidate information.

The NTU Doctoral School Online Progression and Monitoring App for Academics (tutors, supervisors) has two main screens, which are used to access information and perform tasks where relevant. SRDC Chairs have an extra screen (see below).

### Homepage

[Profile](#) - This page displays the academic's profile, including information such as the number of supervised doctoral candidates and those currently writing up.

[Senior academic roles](#) - A list of any senior academic roles held.

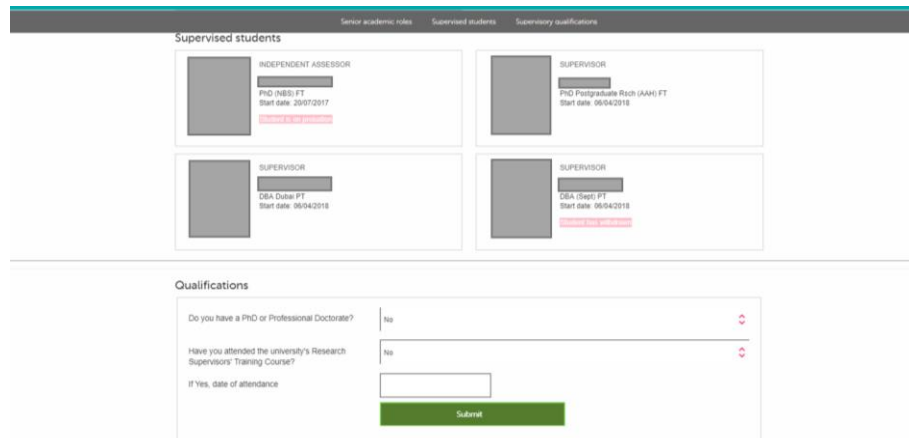


The screenshot shows the app's homepage for an academic. At the top, there are navigation tabs for 'Home', 'Students', and 'My Tasks'. Below this is a header with the NTU logo and the text 'NTU Doctoral School system'. The main content area is divided into three sections: 'Senior academic roles', 'Supervised students', and 'Supervisory qualifications'. The 'Supervised students' section displays a profile card with the following information: Staff ID: [redacted], Email: [redacted], Phone: +44 115 9 [redacted], Department: Nottingham Law School, Institution: Nottingham Trent University, Number of students: 4, Number of students currently writing up: 0, and Number of completions. The 'Senior academic roles' section lists three roles: Arts and Humanities (AC) POSTGRADUATE TUTOR (Start date: 13 Jul 2017), Doctor of Business Admin (DBA) PROGRESSION BOARD CHAIR (Start date: 03 May 2017), and Doctor of Legal Practice (DLP) COURSE LEADER (Start date: 03 May 2017). The 'Supervisory qualifications' section is currently empty.

**Supervised** doctoral candidates – A list of the doctoral candidates supervised by the academic, with notable information for attention highlighted in pink where applicable. Academics are able to view the doctoral candidate profile, which contains further information by clicking on their name (Doctoral candidates Profile section).

Please note that in this view, the start date for the supervised doctoral candidates is the date that the academics were added to the doctoral candidate record. Clicking on the doctoral candidate and navigate to the doctoral candidate profile page will show the doctoral candidate’s start date.

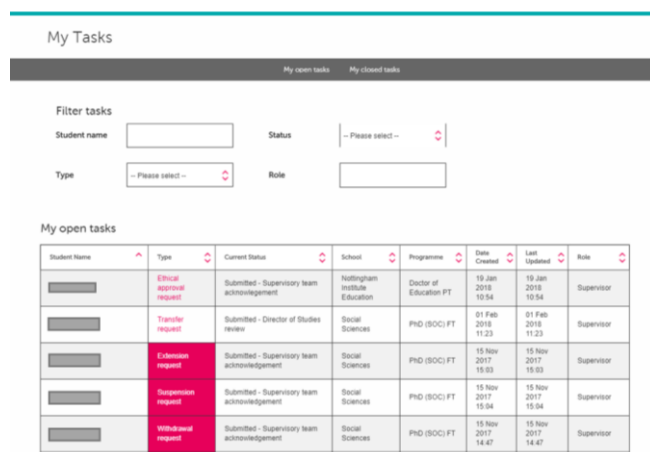
**Qualifications** - Qualifications, including confirmation of attending the University's Research Supervisors' Training Course, that academics are able to amend and save.



Using the navigation bar at the top of the homepage allows quickly navigate to these sections.

## My Tasks

Requests raised will enter a workflow in the App which will require subsequent input from doctoral candidates, academics and administrators.



**Viewing tasks** - My Tasks screen is where academics can view and action any outstanding tasks, as well as previous tasks that have now closed.

Those tasks that require immediate action will be highlighted in pink, with the remaining tasks indicating active requests that concern the doctoral candidates and require action from other users.

**Academics will also be notified via email when a task first requires attention.** Included in the email will be a link to the page requiring action.

**Open and action tasks** - To open a task, click on the link highlighted in the 'type' column. From here, the progress of the requests can be seen and any supporting documentation/information. Comments should be added along with a decision before submitting.

**NB: All comments are visible to doctoral candidates, administrators and relevant academics.**

## Doctoral candidate Profile page

Academics can access a doctoral candidate's profile page by clicking on their name from the list of their supervised doctoral candidates. When viewing a doctoral candidate's profile page, use the navigation links at the top of the screen or the scroll bar to navigate the page.

Probation details	
PROBATION PERIOD COMMENCING 25 OCT 2017	
Start date:	25 Oct 2017
End date:	01 Jan 2018
CRDC meeting date:	02 Jan 2018

**Profile** – Gives more detailed view of doctoral candidate information, most of which is stored in the University's Student Record System.

**Supervisory team** – A list of the doctoral candidate's supervisory team. From here, the academics (and the doctoral candidate) can request a supervisory team change using the pink action button.

**Academic contacts** Academic contacts are classed as 'Overseer' roles in the App and are maintained by admin. These 'Overseer' roles consist of the following:

- **PhD academic overseer roles** – These are the roles of SRDC Chair or Postgraduate Research Tutor and are set against 'school codes' such as 'NB', 'NL' etc. Once the roles are set, the academics will be automatically linked to all PhD doctoral candidates on courses within that school. They will then appear on those doctoral candidate's profile pages.
- **Professional Doctorate Academic Overseer roles** – This is the role of 'Course Leader' and are set by 'subject area' such as 'DBA', 'DENG' etc. Once these roles are set, the academics will be automatically assigned to all ProfDoc doctoral candidates on courses with the relevant subject area. They will then appear on the doctoral candidate profile page.

Please note that as an overseer academics will have access to doctoral candidate profiles relevant to their area. To view these doctoral candidates, select "Candidates" at the top of the page. Doctoral candidates will appear in a list format and there may be more than one page which will be indicated at the bottom right corner of the screen with a "previous" and "next" selection option.

**Qualifications** - Here admin have the opportunity to record qualifications against the doctoral candidate profile. Once a qualification is recorded, it is visible to doctoral candidates, academics and admin.

Doctoral candidates will also have the ability to update their qualification data via their own profile.

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**Title:** MBA  
**Subject:** Business  
**Institution:** Nottingham Trent University  
**Classification:** Commendation  
**Issued Date:** 31/07/2015

**Academic referees** – A list of doctoral candidate’s academic contacts and referees.

Here, administrators have the opportunity to record academic referees against the doctoral candidate profile. Once an academic referee is recorded, it is visible to doctoral candidates, academics and administrators.

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**Title:** Professor  
**Firstname:** Academic  
**Middle name:**  
**Surname:** Referee  
**Telephone:** 123456789  
**Email:** academic.referee@testing.com  
**Institution:** Testing University

**Training and expertise** – This section is where the doctoral candidate can provide any relevant training and expertise and is editable only by the doctoral candidate, via their profile page.

**Extensions and suspensions** – A list of the doctoral candidate’s extensions and suspensions, taken from the University’s Student Records System. Next to each extension/suspension is the number of actual days the suspension lasted.

Extensions and Suspensions			
Date From	Date To	Type	Logged By
08 Oct 2013	07 Nov 2013	Suspension	RCICINSKI
08 Nov 2013	07 May 2014	Suspension	IEDWARDS

Please note that further navigation links as shown below, will be available 6 months from the doctoral candidate’s final submission date;

### Examination Team

This displays the approved examination team for the doctoral candidate.

### Thesis Submission

This displays the date on which the thesis was **originally** submitted; this data is pulled from the University's Student Records System).

***Viva dates and outcomes, and thesis re-submissions are now stored and managed in the new App as shown below.***

***The thesis title displayed is also taken from the University's Student Records System.***

### Viva and outcome

Admin can record various fields of data here in relation to the doctoral candidate's viva arrangements, as well as the outcomes of those viva's. This information was previously recorded in Banner but will now be managed in the NTU Doctoral School database.

Once entries are recorded here, they are visible to the doctoral candidate as well as academics.

### Post-viva modifications

If the doctoral candidate is required to re-submit their thesis following a post viva modification, then the information relating to their resubmission will be recorded in this section. If the doctoral candidate is to attend a further viva then those details will be added in the 'viva and outcome section' as a new entry.

### Final outcome

This section of the UI is designed to help admin and doctoral candidates track the status of their final outcome. There are various pieces of information here as shown below.

- Final Outcome letter sent
- Response from doctoral candidate received
- Project title confirmed
- Deposit agreement signed
- Electronic copy of final thesis received.
- Conferment status

The data in the final degree outcome and date of graduation data fields are taken from Banner.