NTU DOCTORAL SCHOOL

NOTTINGHAM TRENT UNIVERSITY

Doctoral School Online Progression and Monitoring App - **FAQ's** for Students

The Doctoral School Online Progression and Monitoring App will support the administration of research degrees at NTU and it is intended that it will become your first port of call to answer questions relating to your progress.

Q. How do I access the Doctoral School App?
A. Please follow the link below and use your current single-sign-on login details.

https://services.ntu.ac.uk/General/doctoralschooladmin/admin/students

Please note: you must use your student ID and login details. If you have also have an NTU staff login and encounter problems logging in you should try clearing your cache and/or trying with another web browser.

Q. What key features are included in the App?
A.
- Annual monitoring request
- Interim monitoring requests
- Project approval requests
- Transfer approval requests
- Document extension requests
- Registration extension, suspension and withdrawal requests
- Ethical approval requests (Professional Doctorate courses only)
- Supervisory team change requests
- Mode change requests
- Timeline showing the full duration and submission dates of your course
- Contact information of your supervisory team and key contacts with the academic school linked to your course
- Examination arrangements and the examination team

Please note the following features require the user to download and complete a form to upload back to the system. The forms required are available from the relevant points in the app request workflows.

Which request?	Who completes the form?
Project approval requests	Independent Assessor will need to download, complete the form and upload it to the app
Transfer approval requests	Independent Assessor will need to download, complete the form and upload it to the app
Ethical approval requests (Professional Doctorate courses only)	Student will need to download, complete the form and upload it to the app
Supervisory team change requests	The initiator of the request (student/Director of Studies) will need to download the form and arrange for the new supervisory team to sign it and

	upload it to the app to complete the request

Q. I have started my submission before the App went live, should I continue with my submission request?
A. Yes, if you have already downloaded the required research degree forms then please continue to complete and submit your paperwork by emailing it to doctoralschool@ntu.ac.uk

If you have not downloaded a research degree form for your request then you will have to raise your request and submit through the new App. There is an option to upload supporting documents in the new App so the work you have started will not be lost.

Q. I cannot access the App, who should I contact?
A. Please email the Doctoral School via doctoralschool@ntu.ac.uk with the details of the problem you are encountering.

Q. **My details don't appear correct in the** App, who should I contact?
A. The launch of the app is very much a starting point to capture important progression and monitoring data. Historical data is held offline and at this early stage, whilst core information is available, we will be continuing to update your profile with additional data.

In the meantime, please email the Doctoral School via doctoralschool@ntu.ac.uk with the details of incorrect data you are encountering.

Q. Why has my monitoring/progression/submission date changed?
A. The dates are now calculated by the app. If these display significantly different from what you have previously been formally advised by the NTU Doctoral School then please email the Doctoral School via doctoralschool@ntu.ac.uk with the full details.

Q. What is a workflow?
A. A workflow is a process that a piece of work passes through in order to ensure that nothing is missed. In the Doctoral School Online Progression and Monitoring App, all student submissions/requests will pass through a workflow that will require input at each stage of approval.

Q. Why won't my request submit?
A. There are mandatory fields on all requests that you must complete. You will be alerted to anything you have missed on screen.

Please be aware that you will need to complete the "training and expertise" section of you student profile before you submit a progression and monitoring request. This section is where you can provide any relevant training and expertise and is only editable by you.

Q. Can I see updates of my request?
A. Yes. Please log into the App and navigate to "My Tasks". You will see your open and closed requests. By clicking on the request you will see a real time update of the progress of your request.

Q. Are my comments visible to others?
A. Yes. All comments in the App are visible to Students, Academic Staff and Administrators.

Q. Will I be notified when I need to do something?
A. No. As the student, the onus is on you to check your Timeline within the App to make sure you are on track with your own progression and monitoring and submit work on time.

Notification emails from the App are generated when you have submitted work and **following your supervisory team's review of your submitted work. Outcomes** following committee meetings will also be sent from the App. These emails will alert you that your attention is required:
- o If your submission request has been advised to be re-worked by the supervisory team/ CRDC/ Progression Board

Notification emails will hold a link to the App so you can quickly view what action is required of you.

Please note: you should always consider the CRDC paperwork deadlines and time your document submissions to make the corresponding meeting. Please see below for more information about CRDC dates.

Q. Can I choose which email address my notifications are sent to?
A. No. All email notifications will be sent to your NTU student email account.

Q. I am a Midlands3Cities student – how should I complete my monitoring?
A. You will need to complete the online annual/interim monitoring form by answering the **mandatory fields with "Please see uploaded M3C report". You must remember to upload** your M3C report and submit the request when you are satisfied with it.

Q. What do I need to be aware of regarding my progression and monitoring that is not included in the App?
A.

Not included	What should I do? / What will happen?
CRDC, Course Committee and Progression Board meeting dates	These dates will be circulated at the start of each academic year and uploaded to NOW
Student declaration form (RD7DEC)	Research Degree from RD7DEC should be downloaded from MyNTU and saved. The form will require completing and submitting to the Doctoral School on submission of the thesis. In all cases we encourage you to refer to the Doctoral School Online Progression and Monitoring App to help you complete the form.
Exam arrangements (RD6E)	Research Degree from RD6E should be downloaded from MyNTU and saved. The form will require completing and submitting to the Doctoral School.

	In all cases we encourage you to refer to the Doctoral School Online Progression and Monitoring App to help you complete the form.
HR right to work checks	The mandatory NTU HR right to work check for external examiners and external supervisors will remain the same process as now.
Student Handbook	Please refer to NOW for the latest copy of the Student Handbook
NTU Quality Handbook (regulations)	Please always refer to the Academic Development and Quality website for the most up to date Quality Handbook: https://www4.ntu.ac.uk/adq/quality_handbook/handbook_sections/index.html