

# NTU DOCTORAL SCHOOL

NOTTINGHAM TRENT UNIVERSITY 

## NTU Doctoral School Online Progression and Monitoring App - FAQs for Candidates

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

### Q. How do I access the Doctoral School App?

A. Please follow the [link](#) and use NTU current single-sign-on login details.

Please note: NTU candidate ID must be used for login details. If candidates also have an NTU staff login and encounter problems logging in then they should try clearing the cache and/or trying with another web browser.

### Q. What key features are included in the App?

A.

- Annual monitoring request
- Project 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
- Contact information of the supervisory team and key contacts with the Academic School
- 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
Ethical approval requests (Professional Doctorate courses only)	Candidate will need to download, complete the form and upload it to the App
Supervisory team change requests	The initiator of the request (doctoral candidate/Director of Studies) will need to download the form and arrange for the <b>new</b> supervisory team to sign it and upload it to the App to complete the request

### Q. I cannot access the App, who should I contact?

A. Please email the NTU Doctoral School via [doctoralschool@ntu.ac.uk](mailto:doctoralschool@ntu.ac.uk) with the details of the problems encountered.

**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 has previously been formally advised by the NTU Doctoral School then please email the NTU Doctoral School via [doctoralschool@ntu.ac.uk](mailto: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 NTU Doctoral School Online Progression and Monitoring App, all candidate 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 must be completed. There will be an alert to anything missed on screen.

Please be aware that the "training and expertise" section on the candidate profile must be completed before submitting a progression and monitoring request. This section is where any relevant training and expertise can be provided and is only editable by the candidate.

**Q. Can I see updates of my request?**

A. Yes. Please log into the App and navigate to "My Tasks". Here are the open and closed requests. Real time update of the progress of the request can be found by clicking on the request.

**Q. Are my comments visible to others?**

A. Yes. All comments in the App are visible to candidates, Academic Staff and Administrators.

**Q. Will I be notified when I need to do something?**

A. No. As the doctoral candidate, the onus is on them to check their Timeline within the App to make sure that they are on track with their own progression and monitoring and submit work on time.

Notification emails from the App are generated when work has been submitted and following the supervisory team's review of the submitted work. Outcomes following committee meetings will also be sent from the App. These emails will alert candidates that their attention is required:

- If the submission request has been advised to be re-worked by the supervisory team or SRDC.

Notification emails will hold a link to the App so they can quickly be viewed and what action is required.

Please note: Always consider the SRDC paperwork deadlines and time document submissions to make the corresponding meeting. Please see below for more information about SRDC dates.

**Q. Can I choose which email address my notifications are sent to?**

A. No. All email notifications will be sent to the NTU candidate email account.

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

<b>Not included</b>	<b>What should I do? / What will happen?</b>
School research degree Committee (SRDC) meeting dates	These dates will be circulated at the start of each academic year and uploaded to <a href="#">NOW</a>
Candidate declaration form (RD7DEC)	Research Degree form RD7DEC should be downloaded from the <a href="#">NTU Doctoral School website</a> and saved. The form will require completing and submitting to the NTU Doctoral School on submission of the thesis.  In all cases we encourage referring to the NTU Doctoral School Online Progression and Monitoring App to help in completion of the form.
Exam arrangements (RD6E)	Research Degree form RD6E should be downloaded from <a href="#">NTU Doctoral School website</a> and saved. The form will require completing and submitting to the NTU Doctoral School.  In all cases we encourage referring to the NTU Doctoral School Online Progression and Monitoring App to help in completion of the form.
HR Right to Work checks (RTW)	The mandatory NTU HR Right to Work check for external examiners and external supervisors will remain the same process as now.
Research Degree Handbook	Please refer to <a href="#">NOW</a> for the latest copy of the Research Degree Handbook
NTU Quality Handbook.	Please always refer to the Academic Development and Quality website for the most up to date NTU Quality Handbook.