

## NTU Doctoral School Online Progression and Monitoring App - candidate guide

The NTU Doctoral School Online Progression and Monitoring App 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 better support through greater access to course progression and monitoring information. It will also provide:

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

Within the NTU Doctoral School Online Progression and Monitoring App, two main screens are used to access information and perform tasks.

### My Profile

When viewing the profile page of the candidate, navigation links can be used at the top of the screen or the scroll bar to navigate the page.

[Supervisory team](#)   [Academic contacts](#)   [Qualifications](#)   [Academic Referees](#)   [Doctoral School Plus Training](#)   [Training and Expertise](#)

[Profile](#) – Gives more detailed view of the candidate’s course information.

[Supervisory Team & Academic contacts](#) – A list of the supervisory team and academic contacts. From here, requests can be made for a supervisory team change using the pink action button.

Supervisory team

[Request supervisory team change >](#)

**Qualifications** – There is the ability to update qualification data here. Administrators are also able to record qualifications against each candidate profile. Once a qualification is recorded, it is visible to academics and administrators.

Unlock for editing >

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

**Academic referees** – A list of academic referees associated with the application can be found here.

**Training and expertise** – This section is where any relevant training and expertise can be logged and is only editable by the candidate.

**Extensions and suspensions** – A list of extensions and suspensions taken from the University’s Student Records System can be found here. 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

- Examination team
- Thesis submission
- Viva and outcome
- Post-viva modifications
- Final outcome

### Examination Team

This displays the details of the examination team and the date these arrangements were approved.

### Thesis Submission

This displays the date on which the thesis was **originally** submitted, this data is pulled from the University’s Student Record System.

The thesis title displayed is also taken from University’s Student Record System.

### Viva and outcome

Admin will record the outcome of the viva here and it will then be visible to the candidate, as well as your academic team.

### Post-viva modifications

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

### Final outcome

This section is designed to help track the status of the final outcome. There are various fields here, as shown below, that can be updated by administrators.

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

## My Course

A view of the overall timeline for the entirety of the candidate's research programme, which highlights key submission deadlines for the progression points of the course can be found here. Please bear in mind that these points (and the names attached to them) will vary depending upon whether candidates are enrolled on a PhD or a Professional Doctorate.

Current monitoring period

**Start of course**

Course code: RSCH123  
 Course name: PhD (SOC) FT  
 Course start: 01 Oct 2011  
 Mode type: Full time

---

**Project approval request**

Status: Progression request submitted in paper form Project approval request >  
 Deadline: 01 Apr 2012

Green buttons allow the viewing of previous submission(s), whilst pink buttons allow the creation of submissions at the appropriate time.

Current monitoring period

team acknowledgement

---

**Extension request**

Date submitted: 15 Nov 2017  
 Status: Submitted - Supervisory team acknowledgement View Extension request >

---

**Suspension request**

Date submitted: 15 Nov 2017  
 Status: Administrator implementation View Suspension request >

---

Supervisory team change request

At the bottom of this page, candidates are also able to request withdrawal, suspension, mode change, or an extension, by selecting the relevant pink button.

Current monitoring period

Status: Administrator implementation [View Suspension request >](#)

---

Supervisory team change request

Status: Submitted - Supervisory team review [View Supervisory team change request >](#)

Submitted date: 02 Feb 2018

Deadline:

---

[Request withdrawal >](#) [Request extension >](#) [Request suspension >](#)

### Creating a request/submission

Once a request has been created, the creator will be taken to a screen which allows the information required to be provided and upload any supporting documentation.

My Profile My Course My Tasks

NTU / Doctoral School Extension request

Notification of intention to extend studies

Current status: Submitted - Supervisory team acknowledgment [Go to section](#) Information and regulations

Information and regulations

You are able to view any comments and decisions that have already been made by either your supervisory team or your College Research Degrees Committee / Professional Doctorate Progression board chair within this form below.

We aim to complete all requests for extension within 2 weeks of submission. You will receive notification of the final outcome of your mode change of registration period request via email to both your NTU email and the personal email address we have on record for you. You can continue to track the progress of your request at any time by accessing the 'My Tasks' area of your student profile.

You may also refer to the NTU Research Degrees regulations which are available on the [NTU website](#).

Part A: Student details

Extension reason: [Redacted]

Progress and circumstances: [Redacted]

Date on which you wish the extension to end: 12 Nov 2017

Supporting documents: [Redacted]

Part B: Student declaration

These requests can be saved and returned to by using the green 'save' button. However, it is important to note that saved work has not been submitted. Candidates will need to return and complete the form and click the submit button (see 'My Tasks'), and once submitted will not be able to make further changes.

### My Tasks

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

**View and action tasks**– The 'My Tasks' screen is where candidates can view and action any outstanding tasks, as well as previous tasks that have been saved or are now closed.

## My Tasks

My open tasks My saved tasks My closed tasks

### My open tasks

Type	Date created	Last updated	Current status
Document extension request	19 Apr 2018 12:05	19 Apr 2018 12:05	Submitted - Supervisory team acknowledgement
Suspension request	19 Apr 2018 12:06	19 Apr 2018 12:06	Submitted - Supervisory team acknowledgement

### My saved tasks

Type	Date created	Last updated	Current status
No tasks found			

### My closed tasks

Type	Date created	Last updated	Current status
No tasks found			

Those tasks that require responses will be highlighted in pink, with the remaining tasks indicating active requests that require action from other users (academics or administrators). 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 supplied, as well as the ability to continue editing the saved tasks.

**Candidates will be notified via email (NTU email account) when a request is completed or requires further input.** Included in the email will be a link to the page requiring action.