

NTU DOCTORAL SCHOOL

NOTTINGHAM TRENT UNIVERSITY 

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

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 student's 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>

For **External Academics** please email the Doctoral School via doctoralschool@ntu.ac.uk to request access.

Please note: For staff members that are also students you should use your student ID and login details for accessing the student area and your staff login details if wanting to access the academic staff area of the app.

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

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. The launch of the app is very much a starting point to capture important progression and monitoring data as well as completion rates for academic staff. Historical data is

held offline and at this early stage, whilst core information is available, we will be continuing to update student profiles 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. My details don't appear correct in 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. 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. 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. Yes. Notification emails from the App are automated and will alert you that your action is required:

- If your student has submitted a request that you need to approve
- If you have not taken action on a request within a set timescale

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

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)	<p>Research Degree from RD6E should be downloaded from MyNTU and saved. The form will require completing and submitting to the Doctoral School.</p> <p>In all cases we encourage you to refer to the Doctoral School Online Progression and Monitoring App to help you complete the form.</p>
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.
Admissions	The current Admissions process will remain the same.
Student Handbook	Please refer to NOW for the latest copy of the Student Handbook
NTU Quality Handbook (regulations)	<p>Please always refer to the Academic Development and Quality website for the most up to date Quality Handbook:</p> <p>https://www4.ntu.ac.uk/adq/quality_handbook/handbook_sections/index.html</p>
Supervision Records	<p>Training records are held by HR. You can check your employment record on the NTU Human Resources - CHRIS website under the "Training/Staff Development Record" section under subheading "myJob". You can access CHRIS via this link. You will need your employee ID number to login https://chris.ntu.ac.uk/default.asp</p> <p>If you have any further queries regarding CHRIS please contact your HR representative.</p>