

NTU DOCTORAL SCHOOL

NOTTINGHAM TRENT UNIVERSITY 

NTU Doctoral School Online Progression and Monitoring App - FAQs for Academics

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 doctoral candidate progress.

Q. How do I access the NTU Doctoral School Online Progression and Monitoring App?

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

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

Please note: For staff members that are also doctoral candidates they should use their NTU candidate ID and login details for accessing the doctoral candidate area and use their 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
- 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

Q. My details don't appear correct in the App, who should I contact?

A. Please email the NTU Doctoral School via doctoralschool@ntu.ac.uk with the details of the problem(s) encountered.

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. Can I see updates of my request?

A. Yes. Please log into the App and navigate to "My Tasks". Here the open and closed requests can be viewed. By clicking on the request a real time update of the progress of the request can be seen.

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. Yes. Notification emails from the App are automated and provide an alert of the action that is required:

- If a candidate has submitted a request that needs approval
- If no action has been taken on a request within a set timescale

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

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?
SRDC, meeting dates	These dates will be circulated at the start of each academic year and uploaded to NOW
Candidate declaration form (RD7DEC)	Research Degree from RD7DEC should be downloaded from the NTU Doctoral School website 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 from RD6E should be downloaded from the NTU Doctoral School website 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	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.
Research Degree Handbook	Please refer to NOW 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.
Supervision Records	Training records are held by HR. Employment records on the NTU Human Resources can be checked using MYHR under the "Training/Staff Development Record" If you have any further queries regarding MYHR please contact the relevant HR representative for your Academic School.