

# NTU DOCTORAL SCHOOL

NOTTINGHAM TRENT UNIVERSITY 

## Doctoral School Online Progression and Monitoring App - Student guide

The Doctoral School Online Progression and Monitoring App will allow administrative staff, academics and students to view and manage postgraduate research student progression.

Key tasks now conducted in the App include;

- Annual and Interim monitoring requests
- Project approval requests
- Transfer 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 you with better support for through greater access to your course progression and monitoring information. It was also provide;

- Administrative staff, academics and students with greater transparency of student 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 Doctoral School App, you have two main screens used to access information and perform tasks;

### My Profile

When you are viewing your profile page, you can use the navigation links 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 you a more detailed view of your course information.

[Supervisory team & Academic contacts](#) – A list of your supervisory team and academic contacts. From here, you can request a supervisory team change using the pink action button.

Supervisory team

[Request supervisory team change >](#)

**Qualifications** - You have the ability to update your qualification data here. Administrators are also able to record qualifications against your 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 your academic referees associated with your application.

**Training and expertise** – This section is where you can provide any relevant training and expertise and is only editable by you.

**Extensions and suspensions** – A list of your extensions and suspensions taken from the University’s Student Records System. 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 your examination team and the date these arrangements were approved.

### Thesis Submission

This displays the date on which your 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 your viva here and it will then be visible to you as well as your academic team.

### Post-viva modifications

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

### Final outcome

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

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

## My Course

A view of your overall timeline for the entirety of your course, which highlights key submission deadlines for the progression points of your course. Please bear in mind that these points (and the names attached to them) will vary depending upon whether you 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 you to view previous submission(s), whilst pink buttons allow you to create submissions at the appropriate time.

Current monitoring period

team acknowledgement View 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, you are also able to request withdrawal, suspension, mode change, or an extension, by selecting the relevant pink button.

Current monitoring period

<b>Status:</b>	Administrator implementation	<a href="#">View Suspension request &gt;</a>
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**Supervisory team change request**

<b>Status:</b>	Submitted - Supervisory team review	<a href="#">View Supervisory team change request &gt;</a>
<b>Submitted date:</b>	02 Feb 2018	
<b>Deadline:</b>		

  

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

### Creating a request/submission

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

My Profile      My Course      My Tasks

NTU / Deemed 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. You will need to return and complete the form and click the submit button (see my tasks below), and once submitted you 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 yourself.

**View and action tasks**– The 'My Tasks' screen is where you can view and action any outstanding tasks, as well as previous tasks that you have 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 your response 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, you will see the progress of the requests and any supporting documentation/information supplied, as well as the ability to continue editing your saved tasks.

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