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.

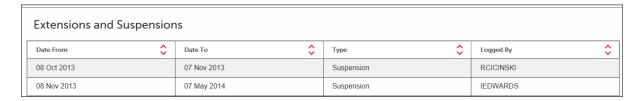| Supervisory team | Request supervisory team change > |

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.

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.
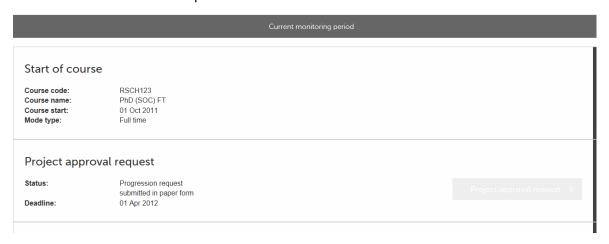
Final outcome
This section is designed to help you track the status of your final outcome. There are various fields here, as shown below, that can be updated by administrators.
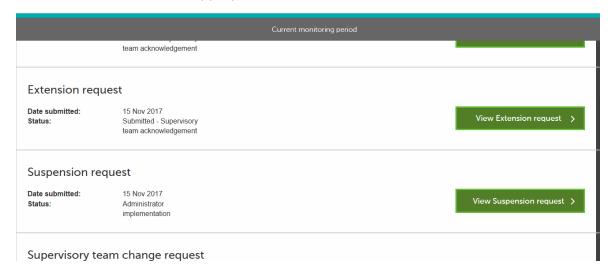
- Final Outcome letter sent
- Response from student received
- Project title confirmed
- Deposit agreement signed
- Electronic copy of final thesis received.
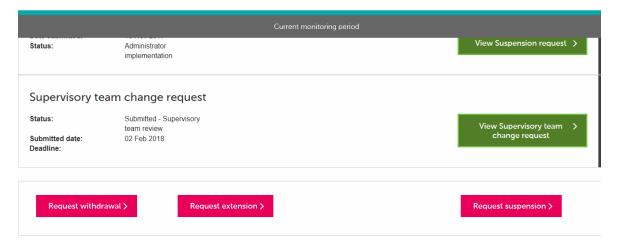- Conferment status

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
Deadline:	01 Apr 2012

Project approval request >

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

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 >
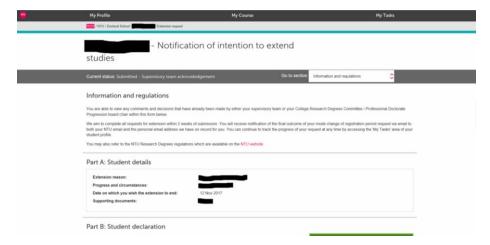
Supervisory team change request

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.

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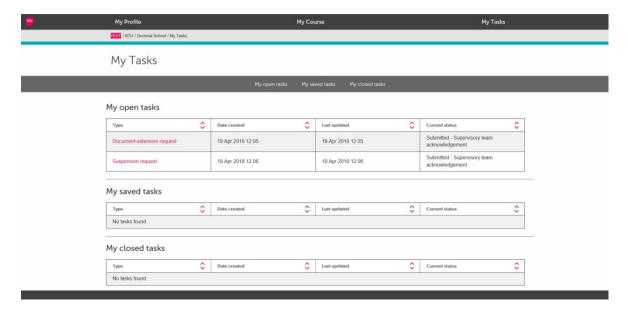

These requests can be saved and returned to by using the green 'save' button. However, it is important to note that saved work has not been submitted. You will need to return and complete the form and click the submit button (see my tasks below), and once submitted you will not be able to make further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

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.