

Doctoral School Online Progression and Monitoring App - Academic

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;

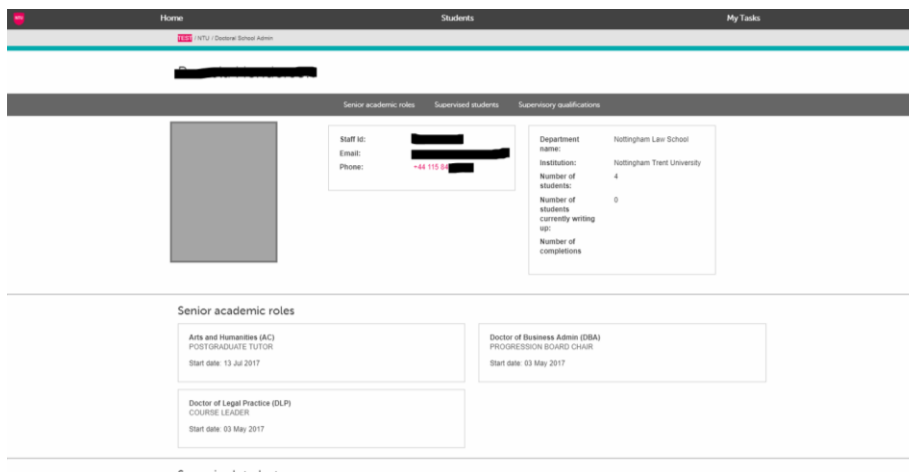
- Administrative staff, academics and students with greater transparency of student progress and awareness of key deadlines and progress of requests;
- Administrative efficiencies through create requests and monitor what status those requests are at;
- Better support students through access to student information.

The Doctoral School App for Academics (tutors, supervisors) has two main screens, which are used to access information and perform tasks where relevant. CRDC Chairs have an extra screen (see below).

Homepage

[Profile](#) - This page displays your profile, including information such as the number of supervised students and those currently writing up.

[Senior academic roles](#) - A list of any senior academic roles you hold.



The screenshot shows the user interface of the Doctoral School App. At the top, there are navigation tabs for 'Home', 'Students', and 'My Tasks'. Below the navigation is a header with the user's name and a profile picture placeholder. The main content area is divided into three sections: 'Senior academic roles', 'Supervised students', and 'Supplementary qualifications'. The 'Supervised students' section displays a box with the following information: Staff id: [redacted], Email: [redacted], Phone: +44 115 9 [redacted]. To the right of this box is a table with the following data:

Department name:	Nottingham Law School
Institution:	Nottingham Trent University
Number of students:	4
Number of students currently writing up:	0
Number of completions:	

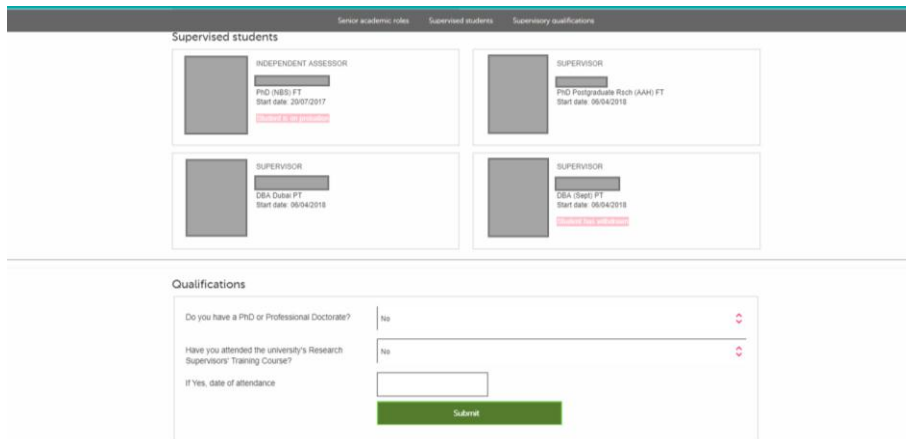
Below these sections is a 'Senior academic roles' section with three cards:

- Arts and Humanities (AC) POSTGRADUATE TUTOR
Start date: 13 Jul 2017
- Doctor of Business Admin (DBA) PROGRESSION BOARD CHAIR
Start date: 03 May 2017
- Doctor of Legal Practice (DLP) COURSE LEADER
Start date: 03 May 2017

Supervised students – A list of the students you supervise, with notable information for your attention highlighted in pink where applicable. You are able to view the student profile, which contains further information by clicking on their name (see Student Profile section below).

Please note that in this view, the start date for your supervised students is the date that you were added to the student record. If you click on the student and navigate to the student profile page it will show you the student’s start date.

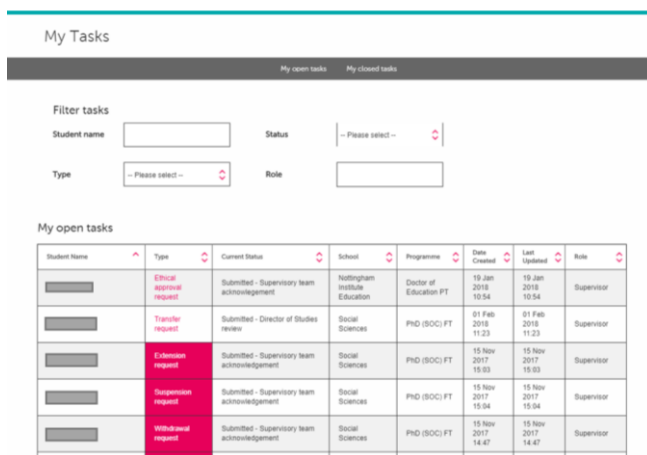
Qualifications - Your qualifications, including confirmation of attending the University's Research Supervisors' Training Course, that you are able to amend and save.



You can quickly navigate to these sections by using the navigation bar at the top of the homepage.

My Tasks

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



Viewing tasks - My Tasks screen is where you can view and action any outstanding tasks, as well as previous tasks that have now closed.

Those tasks that require your immediate action will be highlighted in pink, with the remaining tasks indicating active requests that concern your students and require action from other users.

You will also be notified via email when a task first requires your attention. Included in the email will be a link to the page requiring action.

[Open and action tasks](#) - 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. You should then add comments and a decision before submitting.

NB: All comments are visible to students, administrators and relevant academics.

Student Profile page

You can access a student's profile page by clicking on their name from the list of your supervised students. When you are viewing a student's profile page, you can use the navigation links at the top of the screen or the scroll bar to navigate the page.

My Profile My Course My Tasks

WPU / Doctoral Studies / Main/Students

Probation details Supervisory team Academic contacts Qualifications Academic References Training and Experience Suspensions / Extensions

Programme ID: RSCH113
Programme title: PhD (HBS) FT
Mode of study: Full-time
Colours: C18
Job: C18
Award aim: Doctor of Philosophy (PhD)
Residency status: Overseas student (non-EU) (O)
Research title: Challenges and Opportunities of Adopting RFID in Libya: The Case of Libyan Oil and Gas Industry
Start date: 01 Apr 2016
Current term: 201617
Enrolment status: Fully enrolled (FE)
Next roll date: 01 Apr 2018
Graduation date: 31 Oct 2020
Final Submission Date: 31 Mar 2020

Student ID:
Email:
Phone:
Address:
Funding source: Sponsored - government

Probation details

PROBATION PERIOD COMMENCING 25 OCT 2017	
Start date:	28 Oct 2017
End date:	01 Jan 2018
CRDC meeting date:	02 Jan 2018

[Profile](#) – Gives you a more detailed view of student information, most of which is stored in the University's Student Record System.

[Supervisory team](#) – A list of the student's supervisory team. From here, you (and the student) can request a supervisory team change using the pink action button.

[Academic contacts](#) Academic contacts are classed as 'Overseer' roles in the App and are maintained by admin. These 'Overseer' roles consist of the following:

- **PhD academic overseer roles** – These are the roles of CRDC Chair or Postgraduate Tutor and are set against 'school codes' such as 'NB', 'NL' etc. Once the roles are set, the academics will be automatically linked to all PhD students on courses within that school. They will then appear on those student's profile pages.
- **Professional Doctorate Academic Overseer roles** – These are the roles of 'Course Committee Chair', 'Course Leader' and 'Progression Board Chair' and are set by 'subject area' such as 'DBA', 'DENG' etc. Once these roles are set, the academics will be automatically assigned to all ProfDoc students on courses with the relevant subject area. They will then appear on the student's profile page.

Please note that as an overseer you will have access to student profiles relevant to your area. To view these students, select "Students" at the top of the page. Students will

appear in a list format and there may be more than one page which will be indicated at the bottom right corner of the screen with a "previous" and "next" selection option.

Qualifications - Here admin have the opportunity to record qualifications against the student profile. Once a qualification is recorded, it is visible to students, academics and admin.

Students will also have the ability to update their qualification data via their own profile.

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

Academic referees – A list of student academic contacts and referees.

Here, administrators have the opportunity to record academic referees against the student profile. Once an academic referee is recorded, it is visible to students, academics and administrators.

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Title: Professor
Firstname: Academic
Middle name:
Surname: Referee
Telephone: 123456789
Email: academic.referee@testing.com
Institution: Testing University

Training and expertise – This section is where the student can provide any relevant training and expertise and is editable only by the student, via their profile page.

Extensions and suspensions – A list of the student’s 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

Please note that further navigation links as shown below, will be available 6 months from the student’s final submission date;

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

Examination Team

This displays the approved examination team for the student.

Thesis Submission

This displays the date on which the thesis was **originally** submitted; this data is pulled from the University's Student Records System).

Viva dates and outcomes, and thesis re-submissions are now stored and managed in the new App as shown below.

The thesis title displayed is also taken from the University's Student Records System.

Viva and outcome

Admin can record various fields of data here in relation to the student's viva arrangements, as well as the outcomes of those viva's. This information was previously recorded in Banner, but will now be managed in the Doctoral School database.

Once entries are recorded here, they are visible to the student as well as academics.

Post-viva modifications

If the student is required to re-submit their thesis following a post viva modification, then the information relating to their resubmission will be recorded in this section. If the student is 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 of the UI is designed to help admin and students track the status of their final outcome. There are various pieces of information here as shown below.

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

The data in the final degree outcome and date of graduation data fields are taken from Banner.