

Brunel Business School
Assurance of Learning (AoL)

Doctoral (PhD) Programme

All Higher Education providers are expected to have effective processes and procedures in place in relation to research degrees. The **UK Quality Code for Higher Education, Chapter B11: Research Degrees**, sets out the Expectation which all providers are required to meet:

Research degrees are awarded in a research environment that provides secure academic standards for doing research and learning about research approaches, methods, procedures and protocols. This environment offers students quality of opportunities and the support they need to achieve successful academic, personal and professional outcomes from their research degrees

Extract from: **Code of Practice for Research Degrees, Brunel University, Sept 2014**

Brunel Business School's **Doctoral Assurance of Learning (AoL) System** has been carefully designed to ensure that:

- all students who are made an offer to enrol for doctoral study are rigorously selected,
- they are carefully supervised,
- their progress following enrolment is regularly monitored, and
- any interventions necessary to ensure that the required level of progress is maintained are instigated.

These design features, facilitated through **eVISION**, ensure that on completion of their study doctoral students have demonstrated their achievement of the doctoral programme learning goals. The matrix presented below (Figure 1) shows the series of AOL Assessments (Reviews and Viva voce examination) that will take place as a doctoral student progresses through their three years of study².

Figure 1 - PhD Assurance of Learning Plan Matrix – Brunel Business School

Year	AOL Assessment
Pre-enrolment	Evaluation of student application to study for a PhD against stringent admissions criteria (including 1000 word Research Proposal)
Year 1 (<i>student normally enrolls and commences in October</i>)	
(October through September)	Supervision and progress meetings (x10)
June (<i>i.e. month 9</i>)	Annual Review 1
Year 2	
(October through September)	Supervision and progress meetings (x10)
May (<i>i.e. month 8</i>)	Annual Review 2
Year 3	
(October through September)	Supervision and progress meetings (x10)
May (<i>i.e. month 8</i>)	Annual Review 3
End of Year 3 –	(Submission of Thesis) Independent reading and evaluation of Thesis by External and Internal Examiner, leading to Viva voce examination (PhD Defence).
	(Subsequent evaluation of minor/major revisions to Thesis , only if required as per the outcome of the PhD Defence.)

Application and Admission

Assurance of learning commences with the stringent application of student admissions criteria and student selection methods for each application received. Applicants meeting the prior qualifications (Bachelors/Masters) and English language requirements have their accompanying 1000 word Research Proposal evaluated. Applicants are then interviewed by at least two members of academic staff, one of whom should be the proposed Principal Supervisor (Dissertation Chair).

Appointment of Supervisory Team and Supervision Management/Monitoring

The supervisor-student relationship is the principal mechanism by which the progress of the students' PhD study is managed and assessed. Regular meetings between the student and supervisory team are important to ensure that adequate support and guidance is provided to students, and that progress is appropriately reviewed.

Supervisory teams shall include a Principal Supervisor (Dissertation Chair) with main responsibility for the student, and a further academic staff member who will provide supervisory support (Second supervisor).

All doctoral students are required to meet their Principal Supervisor for a minimum of **Supervision and progress meetings** during each year of study (normally every six to eight weeks). These are known as *Formally Recorded Supervision Meetings*. The expectation is that these meetings will be face-to-face. In these meetings the supervisor provides guidance and advice on the direction of the research study, and reads and comments on any written work presented, thus regularly apprising the student of their progress. A written follow-up report is prepared by the student and supervisor, ‘approved’ by both, and placed in the student’s electronic file by entering it directly onto the electronic “MyResearch” facility in **eVISION**. (Appendix 1 illustrates a copy of the superseded ‘Record of Formal Supervision Meeting – HDS4’ for illustration.) The formal supervision meeting reports then feed directly into the student’s **Annual Review**, where they are scrutinized by the Director of Postgraduate Research as part of the **Annual Review** process.

Annual Reviews

Central to the AoL assessment process for doctoral students is the **Annual Review**. The progress of all doctoral students in the School is the subject of a documented formal **Annual Review** which normally takes place in June of Year 1, and May of Year 2 and Year 3.

The **Annual Review** is undertaken by a Panel made up of an Independent chair, and Independent colleague from the faculty with relevant subject knowledge, and Researcher Development Advisor. Students prepare a report (approx. 1000 words) on their progress (namely a ‘Doctoral Student Annual Progress Report’ (similar to that shown in Appendix 2). Having read this self-evaluation Report provided by the student and an accompanying substantive piece of written work (10,000-15,000 words), the Panel meet with the student to discuss and evaluate progress made during the year. Immediate critical and developmental feedback is provided to the student, and immediate and critical feedback to the Director of the PhD Programme via the production of a formal joint Panel Report on the student’s progress. This includes a set of targets for the student to work to over the next academic year, and is accompanied by their recommendation of registration status for the next academic year - the HDP1 Registration Status form (see Appendix 3).

The Panel’s Report and the ‘HDP1 Registration Status’ forms are reviewed by the Director of Postgraduate Research. In this way, through this documented feedback loop, the Director has complete oversight of the doctoral programme and student /monitoring/performance. In the event that the **Annual Review** procedure concludes that a lack of satisfactory progress has been made, this assurance of learning process identifies specific areas where additional research training is needed, to be provided typically through the Graduate School, the School’s own Doctoral Engagement workshops, or directly from the Principal Supervisor (Dissertation Chair).

Any major issues of concern revealed through the Supervision and progress meetings and/or **Annual Review** AOL processes will be immediately visible to the Director of Postgraduate Research to instigate appropriate action to close the loop.

Examination (viva voce)

At the end of Year 3, and again common with the rest of the UK Higher Education (HE) sector, the assessment of the PhD Thesis submitted by the student against the intended doctoral learning goals is undertaken by a University approved External Examiner and Internal Examiner by **Viva Voce examination (PhD Defence)**, following their independent reading and evaluation of the written thesis. The examiners are acknowledged experts in the field and must be satisfied that the student has achieved the intended **doctoral learning goals**, namely:

- (a) that the thesis is a satisfactory record of research undertaken by the candidate and is genuinely the work of the candidate;
- (b) that the thesis forms a distinct contribution to the knowledge of the subject;
- (c) that the candidate has given evidence of a broad knowledge and understanding of the discipline and of associated research techniques, and has shown that they have been successfully applied;
- (d) that the thesis is satisfactory in its literary presentation; and
- (e) that the thesis is suitable for publication as a work approved for a higher degree of Brunel University.

Summary

The doctoral AoL assessment system comprises a formal review of the student's progress in their research each year overseen by the Director of Postgraduate Research (the **Annual Review**), and following the submission of their PhD Thesis at the end of year 3, an independent evaluation of the Thesis by an external and internal examiner which leads to a **Viva voce examination** (PhD Defence).

Brunel Business School has a single Management Studies Research PhD students registered on this programme are located and study for this award either at Brunel's Uxbridge campus or at Ahlia University (Bahrain). As was detailed in the School's AACSB PIR (January 2013), the Brunel PhD students based at Ahlia University are subject to the same Assurance of Learning (AoL) Matrix as those based at the Uxbridge campus (Figure 4 above), from the stringent application of admissions criteria through to the PhD Defence. Accordingly, they are monitored using the same AOL **Supervision and progress meetings**, **Annual Review** procedures, and **Viva voce examination** (PhD Defence).

eVISION – Facilities

An overview is provided of the extensive facilities offered through eVISION to ensure formal electronic monitoring of ALL doctoral students within Brunel Business School

Introduction

This document explains how to login to the eVISION portal which requires a separate login name and password to the other university systems so you will need to register for an account, they are *not* produced automatically for staff.

Bear in mind that if you haven't used your login for 6 months the account will be deactivated. If this happens please follow the instructions in the "Forgotten Passwords" section below.

Logging in

This is the link to eVision

<https://evision.brunel.ac.uk/>

The screenshot shows the Brunel University London intranet services page. At the top, there is a navigation bar with links for 'Intranets: Students & Staff', 'Colleges & Institutes', 'Services', and 'Alumni'. On the right, there are links for 'Cookies', 'Accessibility', and 'Contact Brunel'. Below the navigation bar is the Brunel University London logo and a search bar with 'Website' and 'Courses' tabs. A secondary navigation bar includes 'Courses', 'Campus Life', 'Research', 'Business', 'International', 'News & Events', and 'About Brunel'. The main content area features a banner image of hands typing on a laptop keyboard. Below the banner, the heading 'Intranet Services for Current Students and Staff' is displayed. The services are organized into columns:

- Webmail**: Your University email account.
- IntraBrunel**: The staff and student information, news and events portal.
- Online Payments**: Information on making fees and accommodation payments online.
- eVision**: The online student and staff portal. (This link is highlighted with a red box in the original image.)
- Connect**: Connect your computer and wireless device to the University network.
- Blackboard Learn**: The online Brunel virtual learning environment for all staff and students.
- Library**: Information about the Library Services, including the ASK team.
- IntraBrunel login**: To log in to IntraBrunel, please use your standard network username and password eg, me99ikb and
- Access Support**: IntraBrunel and Webmail: contact the Computer Centre; Blackboard Learn: view the support website; eVision: Fill out the online form.

You will be redirected to the eVISION Login screen

Please enter your log-in details below

Username / Student ID

Password

Login >>

[Forgot Password?](#)
[Cookies Policy](#)

For information on the cookies used by the eVision system please view the [SITS Data Management Cookies Policy](#).
By logging into eVision, you agree to this policy.

Login credentials

Students: Your username is your **Student ID number** e.g. 1498765 (without /). If you have not yet logged into your eVision account, your password will be your date of birth. This must be entered in the format DDMYY with no spaces, commas, slashes, full stops, or words (e.g. 270896).

Staff: Your username is your **Network ID** e.g. ACSRJKO. Your eVision password is separate to your network password.

Forgotten passwords

Please use the Forgotten Password link on the left. An email reminder will be sent to your University email address which can be accessed via the [Brunel Webmail System](#). For applicants, an email reminder will be sent to your registered email address.

If you are still having problems, please contact [evisionportal-support](#). This help desk service is provided Monday to Friday, 9am to 5pm.

Enter your username and eVISION password

Please enter your log-in details below

Username / Student ID

Password

Login >>

[Forgot Password?](#)
[Cookies Policy](#)

For information on the cookies used by the eVision system please view the [SITS Data Management Cookies Policy](#).
By logging into eVision, you agree to this policy.

Login credentials

Students: Your username is your **Student ID number** e.g. 1498765 (without /). If you have not yet logged into your eVision account, your password will be your date of birth. This must be entered in the format DDMYY with no spaces, commas, slashes, full stops, or words (e.g. 270896).

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If you are still having problems, please contact [evisionportal-support](#). This help desk service is provided Monday to Friday, 9am to 5pm.

Forgotten Passwords

If you haven't been issued a password, haven't logged in for 6 months or have actually forgotten your password then you can request a new one by using the link.

Login >>

[Forgot Password?](#)
[Cookies Policy](#)

For information on the cookies used by the eVision system please view the [SITS Data Management Cookies Policy](#).

Forgotten passwords

Please use the Forgotten Password link on the left. An email reminder will be sent to your University email address which can be accessed via the [Brunel Webmail System](#). For applicants, an email reminder will be sent to your registered email address.

If you are still having problems, please contact [evisionportal-support](#). This help desk service is provided Monday to Friday, 9am to 5pm.

After a while you will receive a confirmation email with your new password.

You are now able to access the eVision Portal at <https://evision.brunel.ac.uk/>. Your login details are shown below.

eVision Login Details	
Username:	CBSRGLW
Password:	29AA49C3F574

This is a temporary password and you will be asked to change your password when you first log in. Please copy and paste (or type) the password above when requested.

N.B. Your eVision password is independent of your SITS password.

Please note that inactivity for more than 6 calendar months (4 weeks for temporary staff) will automatically disable your access.

If you experience any problems please do not hesitate to contact us at sdm@brunel.ac.uk.

Kind regards,

Jen

Jen Kendall
SITS Development Officer

Brunel University London
SITS Data Management
Registry

Room 215, Bannerman Centre
Brunel University London, Uxbridge, UB8 3PH, United Kingdom
T 44(0)1895 265014
www.brunel.ac.uk/services/sitsdatamanagement

Connect with the university on [LinkedIn](#), [Twitter](#), [Facebook](#)

The eVISION Portal Home Screen

Once you have successfully logged in you will see this screen

The screenshot displays the eVISION Portal interface. At the top, there is a header with the Brunel University London logo and navigation links. Below this, a sidebar on the left contains a menu with items like 'eVision | Home', 'eVision | Dates', 'eVision | Departments', and 'eVision | Support'. The main content area is divided into several sections: 'Welcome to the eVISION Staff Portal' with introductory text and feedback instructions; 'FINDING YOUR WAY AROUND' with navigation tips; 'FIRST TIME?' with instructions for new users; 'Student eVision Messages' with a message from the University; 'Student Summary' with a form to enter student ID and academic year; and 'Search for Student' with search criteria like SSN, UCAS ID, and address. A 'Personal Web Links' section at the bottom provides a link to the SITS Data Management departmental website.

Changing your Password

Under the eVISION Support tab there is the option to change your password.

Logged in as: Gary Wright (CBSRGLW)

eVision | Home
eVision | Dates
eVision | Departments
eVision | Support

eVision | Support

Links

- Brunel University intranet
- Business Objects / Infoview
- SITS Data Management intranet site
- Email SITS Data Management

eVision Portal Options

Click below to change your eVision password. Please note this does not change your SITS client password.

- Change password**
- Edit my homepage

Internet Explorer Help

- Stop non-secure item pop-up box
- Remove headers & footers

The password change screen will appear

Password Change

Use this screen to input and confirm your new password.

Password Change

Use the fields below to change/confirm your password.

Please note the following:

- passwords are **case-sensitive**;
- passwords must contain a **mixture of letters and numbers**;
- passwords must be a **minimum of 6 characters** long;
- your new password **cannot** be the same as a password you have used previously.

New Password

Confirm Password

Go >>

Enter and confirm your new password then click on Go >>

Password Change

Use this screen to input and confirm your new password.

Password Change

Use the fields below to change/confirm your password.

Please note the following:

- passwords are **case-sensitive**;
- passwords must contain a **mixture of letters and numbers**;
- passwords must be a **minimum of 6 characters** long;
- your new password **cannot** be the same as a password you have used previously.

New Password

Confirm Password

Go >>

Searching for a Student

You can enter the student ID code if you know it

Student Summary

ENTER DETAILS

Please enter the student code (including /, e.g. /1, /2 etc) and academic year, and click the "View Student Summary" button.

Student ID (with /)	9925159/2	List	
Academic Year code	2013/4		

Clear Fields View Student Summary

Or search for the student by surname, Student Support Number, UCAS id or address

Search for Student	
Search for student	
Find Student by Student Support Number (SSN)	
Find Student by UCAS id	
Find student by address	

If you select search by surname you will see this screen. Enter the surname of the student and click on the Find Student button.

Search for Student	
ENTER DETAILS	
Please enter any details you can to find student	
Student Code (with /)	<input type="text"/> List
Surname	<input type="text" value="snowden"/>
Forename	<input type="text"/>
Date of Birth	<input type="text"/>
Programme Code	<input type="text"/> List
Route code	<input type="text"/> List
Level	<input type="text"/> List
<input type="button" value="Clear Fields"/> <input type="button" value="Find Student"/>	

A list of students with the selected surname is then listed.

STUDENT DETAILS	
Student Details (record 1 of 9):	
ID No.	87780
DOB:	14/11/55
Full name:	David Christopher SNOWDEN
SPR Details:	
SPR code:	87780/1
Programme:	PHENMBA PG Henley (MBA)
Route:	HENMBA(MOD)2 Henley MBA
Level:	5
Mode of Attendance:	PT (Part-Time)
Status:	PP (Past Student)
Course Dates:	Start: 01/05/96 Exp.End: 31/08/02
SCE Details:	
Academic Year:	1998/9
Enrol Status:	PP
Programme:	PG Henley (MBA)
Route:	Henley MBA
Mode:	Distance Learning
View Details	
Academic Year:	1997/8
Enrol Status:	F
Programme:	PG Henley (MBA)
Route:	Henley MBA
Mode:	Part-Time
View Details	
Academic Year:	1996/7
Enrol Status:	F
Programme:	PG Henley (MBA)
Route:	Henley MBA
Mode:	Part-Time
View Details	

Clicking on view details brings up the student information

STUDENT SUMMARY			
Student Details:			
ID No.	87780	DOB:	14/11/55
Full name:	David Christopher SNOWDEN		
Email Address:			
Home Address:			Edit Home Address
Contact Address			Edit Contact Address
Course Details:			
Academic Year:	1998/9	Date:	
Enrol Status:	PP	Exp.End:	31/08/02
SPR Course Dates:	Start: 01/05/96		
Department (SCE):	HEN	Henley Management College	
Course (SCE):	PHEN	Postgraduate courses in The Henley Mana	
Route (SCE):	HENMBA(MOD)2	Henley MBA	
Programme (SCE):	PHENMBA	PG Henley (MBA)	
Mode (SCE):	PDL	Distance Learning	
Level (SPR):	5		

Accessing Student Meeting Requests

All staff with students requiring Supervision will have the Research Management Facility view added to their eVision view. You should have already received an email from the SITS system informing you of an outstanding meeting request. Login to eVision and click on the Student Requests Inbox

Research Management Facility		
Student Requests Inbox	Supervisor Dashboard	View Progression Documentation
Postgraduate Research Student eVision Facility Manual		
Postgraduate Research Supervisor Meetings Facility Screenshots		
Student View of 'my Research'		

Select All my research students OR an Individual research student, then click Next

RESEARCH MANAGEMENT FACILITY

Research Student Selection

Do you wish to retrieve all requests relating to your research students or an individual student?

--- Please select ---
All my research students
Individual research student

Click 'Next' to continue

Next

You can select Pending Requests or Past Requests, then click Next

RESEARCH MANAGEMENT FACILITY

Research Student Selection

Do you wish to retrieve all requests relating to your research students or an individual student?

All my research students ▼

Do you wish to view pending requests or past requests?

--- Please Select ---
Pending requests
Past requests

Click 'Next' to continue

Next

Supervisor Meetings are displayed below the 'My Actions' Buttons:

Course Details			
Enrolment Status:	Enrolled Student	Mode of Attendance:	Full-Time
Area of Research:	Imaginative writing	Start Date:	01/Nov/2011
Thesis Title:	-	Expected Submission Date:	31/Oct/2012
Programme:	RES English (MPhil)	Maximum date for Period of Registration:	31/Oct/2013
Route:	English Research	Supervisor 1:	Mr Adam Gardner
School:	School of Arts	Supervisor 2:	Miss Jennifer Kendall
School Research Administrator	[REDACTED]		

Immigration Details			
Visa Number:	[REDACTED]	Visa Start Date:	18/Oct/2011
Visa Type:	Tier 4 (General) Student (PBS)	Visa End Date:	30/Jan/2014

My Actions

You can select an option below using the relevant button.
For more information relating to each option, hover over the relevant button.

Request Early Submission

Request Mode of Attendance Change

Request Extension

Request Abeyance

Request Withdrawal

My Supervisor Meetings 2013/4				
Meeting Number	Expected Meeting Date	Meeting Status	Update Meeting Status	Meeting Report
1	31/May/2014 <input type="button" value="Request Date Change"/>		<input type="button" value="Update Status"/>	<input type="button" value="View"/>

1) Request Date Change

- To propose a new meeting date, the student clicks the 'Request Date Change' button.

My Supervisor Meetings 2013/4				
Meeting Number	Expected Meeting Date	Meeting Status	Update Meeting Status	Meeting Report
1	31/May/2014 <input style="border: 2px solid red;" type="button" value="Request Date Change"/>		<input type="button" value="Update Status"/>	<input type="button" value="View"/>

- Student enters the requested date in the mandatory date field.

RESEARCH MANAGEMENT TASK

Request Date Change

Course Details			
Enrolment Status:	Enrolled Student	Mode of Attendance:	Full-Time
Area of Research:	Imaginative writing	Start Date:	01/Nov/2011
Thesis Title:	-	Expected End Date:	31/Oct/2012
Programme:	RES English (MPhil)	Maximum Date for Period of Registration:	31/Oct/2013
Route:	English Research	Supervisor 1:	Mr Adam Gardner
		Supervisor 2:	Miss Jennifer Kendall

Entering a new meeting date in the field below and clicking 'Next' will email your supervisor and notify them of your request.
You will be contacted by email once this change has been approved or declined.

Current Date of Meeting: 31/May/2014

Requested Meeting Date: **29/May/2014**

Click 'Next' to continue

Next

- Students are unable to enter a date that is in the past and will be unable to proceed.

Current Date of Meeting: 31/May/2014

Requested Meeting Date: **29/May/2014** ****The new meeting date must not be in the past**

Click 'Next' to continue

- The action is confirmed and the supervisor is sent an email notifying them of the request.

RESEARCH MANAGEMENT TASK

New Meeting Update

Your supervisor has been notified of this request by email. You will be contacted by email as soon as this request has been reviewed.
Click 'Next' to continue

Next

- When the student returns to the overview, the pending date will be displayed.

My Supervisor Meetings 2013/4				
Meeting Number	Expected Meeting Date	Meeting Status	Update Meeting Status	Meeting Report
1	31/May/2014 (New date requested: 01/Jun/2014)		Update Status	View

- Once the Supervisor has accepted the new request, this date will be updated.

My Supervisor Meetings 2013/4				
Meeting Number	Expected Meeting Date	Meeting Status	Update Meeting Status	Meeting Report
1	01/Jun/2014 Request Date Change		Update Status	View

2) Updating the Meeting Status

- Student click the 'Update Status' button

My Supervisor Meetings 2013/4				
Meeting Number	Expected Meeting Date	Meeting Status	Update Meeting Status	Meeting Report
1	01/Jun/2014 <input type="button" value="Request Date Change"/>		<input type="button" value="Update Status"/>	<input type="button" value="View"/>

- Student can choose to update their meeting report by typing directly or by uploading documentation.

Enter Report View:

RESEARCH MANAGEMENT TASK			
Supervisor Meeting Update			
Course Details			
Enrolment Status:	Enrolled Student	Mode of Attendance:	Full-Time
Area of Research:	Imaginative writing	Start Date:	01/Nov/2011
Thesis Title:	-	Expected End Date:	31/Oct/2012
Programme:	RES English (MPhil)	Maximum Date for Period of Registration:	31/Oct/2013
Route:	English Research	Supervisor 1:	Mr Adam Gardner
		Supervisor 2:	Miss Jennifer Kendall

Date of Meeting: 01/Jun/2014

Actual Date of Meeting:

Do you wish to enter the meeting report here or upload it as a document?

Please enter the meeting report in the box below:
If you wish to upload any supporting documentation you can do so by clicking the view button in the 'My Supervisor Meetings' section of my Research

This is a test report entry, this is a test report entry, This is a test report entry, this is a test report entry.

Minimum 100 characters required. Count: 115 characters used.

Click 'Next' to continue

Upload Report View:

RESEARCH MANAGEMENT TASK			
Supervisor Meeting Update			
Course Details			
Enrolment Status:	Enrolled Student	Mode of Attendance:	Full-Time
Area of Research:	Imaginative writing	Start Date:	01/Nov/2011
Thesis Title:	-	Expected End Date:	31/Oct/2012
Programme:	RES English (MPhil)	Maximum Date for Period of Registration:	31/Oct/2013
Route:	English Research	Supervisor 1:	Mr Adam Gardner
		Supervisor 2:	Miss Jennifer Kendall

Date of Meeting: 01/Jun/2014

Actual Date of Meeting:

Do you wish to enter the meeting report here or upload it as a document? **Upload report** ▼

Minimum 100 characters required. Count: 115 characters used.

To upload a document, please select the file using the 'Browse' button.
Once the correct file is selected, name your file and click the 'Next' button to store the document in the system.
You will be able to upload additional documentation against the meeting following this initial upload.

Select file:

File name:

Click 'Next' to continue

A confirmation step is displayed and an email informing the Supervisor of the update is sent.

The students 'Meeting Status' will update to '**Supervisor Sign-Off Required**'.

My Supervisor Meetings 2013/4				
Meeting Number	Expected Meeting Date	Meeting Status	Update Meeting Status	Meeting Report
1	01/Jun/2014	Supervisor Sign-Off Required	<input type="button" value="Update Status"/>	<input type="button" value="View"/>

The student can view the report that they submitted at any time by clicking the '**View**' button:

My Supervisor Meetings 2013/4				
Meeting Number	Expected Meeting Date	Meeting Status	Update Meeting Status	Meeting Report
1	01/Jun/2014	Supervisor Sign-Off Required	<input type="button" value="Update Status"/>	<input type="button" value="View"/>

Meeting View:

Additional documentation can be uploaded by clicking the 'Add Documentation' button.

RESEARCH MANAGEMENT TASK

Meeting View

Course Details

Enrolment Status:	Enrolled Student	Mode of Attendance:	Full-Time
Area of Research:	Imaginative writing	Start Date:	01/Nov/2011
Thesis Title:	-	Expected End Date:	31/Oct/2012
Programme:	RES English (MPhil)	Maximum Date for Period of Registration:	31/Oct/2013
Route:	English Research	Supervisor 1:	Mr Adam Gardner
		Supervisor 2:	Miss Jennifer Kendall

Meeting Overview

Date of Meeting: 01/Jun/2014
Student attended?: Not yet recorded
Supervisors in Attendance: Not yet recorded

Student Sign-Off

Date of Sign-Off: 30/May/2014 ✓

Student Meeting Report: This is a test report entry, this is a test report entry, This is a test report entry, this is a test report entry.

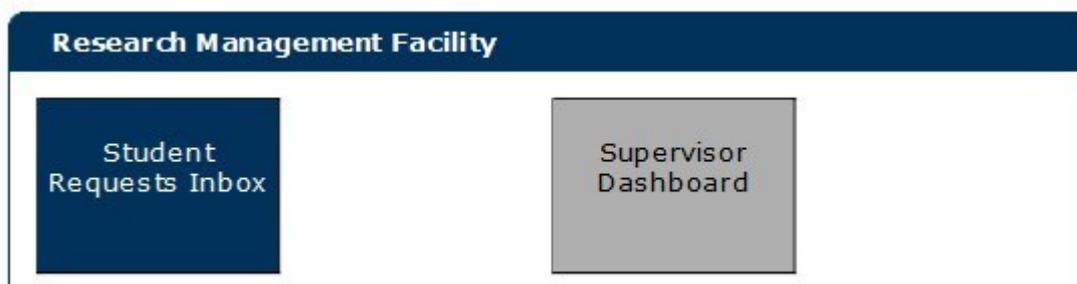
Add Documentation

Click 'Next' to continue

Next

Supervisor View and Actions

The supervisor reviews meeting requests and signs off meetings by clicking the 'Supervisor Dashboard' box on the 'Schools' page in eVision.



When a student has uploaded their meeting report, a flag will appear in the '**Supervision Meetings**' box.

RESEARCH MANAGEMENT FACILITY

Supervisor Actions Overview

This page provides an overview of all Research students under your supervision, outstanding actions and associated meetings.

To drill down into the request or action, click into the relevant box for that student.

i Students who enrolled prior to 2014/5 will not have 'Expected Submission Date' or 'Current Progression Point' data. You can still access their supervision meetings and requests.

Student Name	Study Duration	Submission Date	Current Progression Point	Supervision Meetings	Student Requests Inbox
MCGOWAN SEL 0229686/7		Due: 30/Sep/2017	9 Month: Due 01/Jul/2015	Due: 29/Sep/2014 	No Pending Requests

To exit the overview page, please click '**Next**' to continue.

Next

Click anywhere in the box to access the meeting details.

View Meetings

This screen shows details of all current and previous supervisor meetings along with the statuses.

Previous year meetings can be displayed by clicking the '**View**' button underneath the relevant academic year.

To review a meeting, click the '**Update Status**' button in the '**Update Meeting Status**' section.

RESEARCH MANAGEMENT FACILITY

Record of Supervisor Meetings

Student ID:	<input type="text"/>	Original Registration Expiry Date:	31/Oct/2012
Name:	<input type="text"/>	Current Registration Expiry Date:	31/Oct/2013
Department:	School of Arts	JACS Code:	W800
Programme:	RES English (MPhil) (REPAENMPHIL)	Tier 4 Status:	Yes
Route:	English Research (Q300RENRESMP)	Student Photo:	No Photo Available
Enrolment Status:	Enrolled student		
Mode of Attendance:	Full-Time		

2013/4 Supervisor Meetings

Meeting Number	Meeting Date	Supervisor Sign Off	Student Sign Off	Update Meeting Status	Meeting Report
1	01/Jun/2014 (Completed: 29/Jun/2014)	30/May/2014 <input checked="" type="checkbox"/>	30/May/2014 <input checked="" type="checkbox"/>	<input type="button" value="Update Status"/>	<input type="button" value="View"/>
2	02/Jun/2014	Awaiting supervisor sign off	02/Jun/2014 <input checked="" type="checkbox"/>	<input type="button" value="Update Status"/>	<input type="button" value="View"/>
3	24/Aug/2014 <input type="button" value="Change"/>			<input type="button" value="Update Status"/>	<input type="button" value="View"/>

2012/3 Supervisor Meetings

2011/2 Supervisor Meetings

This will create a new meeting for the current academic year.

Click 'Next' to continue

The Supervisor can review the meeting report, update the actual date of the meeting and record whether or not the student attended.

Where the student attended, the supervisor must record which supervisors attended.

RESEARCH MANAGEMENT FACILITY

Supervisor Meeting Update

Student ID:	<input type="text"/>	Original Registration Expiry Date:	31/Oct/2012
Name:	<input type="text"/>	Current Registration Expiry Date:	31/Oct/2013
Department:	School of Arts	JACS Code:	W800
Programme:	RES English (MPhil) (REPAENMPHIL)	Tier 4 Status:	Yes
Route:	English Research (Q300RENRESMP)	Student Photo:	No Photo Available
Enrolment Status:	Enrolled student		
Mode of Attendance:	Full-Time		

Date of Meeting:

Actual Date of Meeting:

Student Attended:

Supervisors in Attendance:

Mr Adam Gardner

Miss Jennifer Kendall

Other

Enter other supervisor:

Date of student sign-off:

Student Meeting Report:

The supervisor can enter comments regarding the report by typing them directly into eVision or by uploading a document.

The supervisor must also record whether or not they agree with the meeting report.

Enter Report View:

Do you wish to enter the meeting report here or upload it as a document? **Enter report here** ▾

Please enter your comments in the box below:

Please choose an option from the dropdown below:

--- Please Select --- ▾

Please comment on the academic progress of the student against targets set at the last meeting, any problems or issues identified and skills training needs. Please ensure you include details of any concerns you have about the student's progress and any remedial action that must be taken.

Click 'Next' to continue

Upload Report View:

Do you wish to enter the meeting report here or upload it as a document? **Upload report** ▾

To upload a document, please select the file using the 'Browse' button.
Once the correct file is selected, name your file and click the 'Next' button to store the document in the system.
You will be able to upload additional documentation against the meeting following this initial upload.

Select file: **SARAHEXAMPLE.png**

File name:

Please choose an option from the dropdown below:

--- Please Select --- ▾

Please comment on the academic progress of the student against targets set at the last meeting, any problems or issues identified and skills training needs. Please ensure you include details of any concerns you have about the student's progress and any remedial action that must be taken.

Click 'Next' to continue

When the meeting has been closed off, the overview will be updated appropriately.

2013/4 Supervisor Meetings					
Hide					
Meeting Number	Meeting Date	Supervisor Sign Off	Student Sign Off	Update Meeting Status	Meeting Report
1	01/Jun/2014 (Completed: 29/Jun/2014)	30/May/2014	30/May/2014	Update Status	View
2	10/Aug/2014 Change			Update Status	View

The details of any past meeting can be viewed by clicking the ‘View’ button. Please note, once a meeting has been signed off, the ‘Update Status’ button will become inactive.

2013/4 Supervisor Meetings					
Hide					
Meeting Number	Meeting Date	Supervisor Sign Off	Student Sign Off	Update Meeting Status	Meeting Report
1	01/Jun/2014 (Completed: 29/Jun/2014)	30/May/2014	30/May/2014	Update Status	View
2	10/Aug/2014 Change			Update Status	View

View of Signed Off Meeting Report:

This provides a full overview of the meeting, attendees, comments and uploaded documentation. Additional documentation can be added by clicking the ‘Add Documentation’ button.

RESEARCH MANAGEMENT FACILITY

Meeting View

Student ID:	<input type="text"/>	Original Registration Expiry Date:	31/Oct/2012
Name:	<input type="text"/>	Current Registration Expiry Date:	31/Oct/2013
Department:	School of Arts	JACS Code:	W800
Programme:	RES English (MPhil) (REPAENMPHIL)	Tier 4 Status:	Yes
Route:	English Research (Q300RENRESMP)	Student Photo:	
Enrolment Status:	Enrolled student		
Mode of Attendance:	Full-Time		

Meeting Overview

Date of Meeting: 02/Jun/2014

Student attended? Yes

Supervisor Comments:

These are example comments These are example comments These are example comments These are example comments
 These are example comments These are example comments These are example comments These are example comments
 These are example comments These are example comments These are example comments These are example comments
 These are example comments These are example comments These are example comments These are example comments

Supervisor Additional Comments:

These are example comments These are example comments These are example comments These are example comments
 These are example comments These are example comments These are example comments These are example comments
 These are example comments These are example comments These are example comments These are example comments

Supervisors in Attendance:

Mr Adam Gardner

Dr Chris Miller

[Print Meeting Summary](#)

Student Sign-Off

Date of Sign-Off: 02/Jun/2014

Student Meeting Report

Test Student Text Test Student Text

[Add Documentation](#)

Adding Additional Meetings

Ordinarily, when a meeting has been 'closed down', a new meeting will be automatically created (the date of the next meeting depends on the MOA of the student). This date can be updated by the supervisor or an amendment requested by the student.

If the Supervisor wants to create an ad-hoc meeting, click the 'Add Meeting' button.

2013/4 Supervisor Meetings					
Meeting Number	Meeting Date	Supervisor Sign Off	Student Sign Off	Update Meeting Status	Meeting Report
1	01/Jun/2014 (Completed: 29/Jun/2014)	30/May/2014 ✓	30/May/2014 ✓	<input type="button" value="Update Status"/>	<input type="button" value="View"/>
2	10/Aug/2014 <input type="button" value="Change"/>			<input type="button" value="Update Status"/>	<input type="button" value="View"/>

2012/3 Supervisor Meetings
<input type="button" value="View"/>

2011/2 Supervisor Meetings
<input type="button" value="View"/>
<input type="button" value="Add Meeting"/> This will create a new meeting for the current academic year.

Click 'Next' to continue

Supervisor enters the date of the Ad-Hoc meeting. Confirmation is emailed to the student and the new meeting will appear in their My Research Meetings Overview.

RESEARCH MANAGEMENT FACILITY			
Add Supervisor Meeting			
Student ID:	<input type="text"/>	Original Registration Expiry Date:	31/Oct/2012
Name:	<input type="text"/>	Current Registration Expiry Date:	31/Oct/2013
Department:	School of Arts	JACS Code:	W800
Programme:	RES English (MPhil) (REPAENMPHIL)	Tier 4 Status:	Yes
Route:	English Research (Q300RENRESMP)	Student Photo:	<input type="button" value="No Photo Available"/>
Enrolment Status:	Enrolled student		
Mode of Attendance:	Full-Time		

Entering a meeting date in the field below and clicking 'Next' will email the student and notify them with the date. The student will also see the new meeting in their **My Research** page.

Date of New Meeting:

Click 'Next' to continue

RESEARCH MANAGEMENT FACILITY
New Meeting Update
A new meeting has been created, your research student will be able to view the meeting in their ' My Research ' screen in eVision.
Click 'Next' to continue

Contacting the eVision team

<https://evision.brunel.ac.uk/>

APPENDICES

Appendix 1 – ‘Record of Formal Supervision Meeting – HDS4’

(N.B. Superseded since Sept 2014, by entering directly into the **eVISION** “MyResearch” facility.)

Appendix 2 – ‘Doctoral Student Annual Progress Report’

Appendix 3 - HDP1 Registration Status form

Appendix 1 – ‘Record of Formal Supervision Meeting – HDS4’

APPENDIX 1



Sub-Committee for Postgraduate Research Degrees

**RECORD OF FORMAL SUPERVISION MEETING (HDS4)
RESEARCH STUDENTS**

Full name of research student	
Student ID number	
School	Choose a School/Institute from Drop Down List
Date of meeting	
Date of previous meeting*	

* The maximum time limit between formally recorded supervision meetings is 6 weeks. A minimum of 8 formally recorded supervision meetings should be held over a period of 1 year.

Report**	
Signature of student	Date.....
Signature Supervisor	Date.....

**Please complete a nil report if student does not attend a meeting. The University is required by Law to report to the UKBA those students (who have visa requirements) who do not attend a prescribed number of supervision meetings.

Target Objectives:

Signed:

Supervisor:

Independent Colleague:

Doctoral Student:

Date:

Checklist for completed progress reports should include (before being returned to Emma Sigsworth no later than 19th July 2013):-

Signed and dated HDP1 (Pink Form) by all parties.

Completed Student Progress Report

Completed Supervisor/Reviewer Report

Completed formally recorded meeting forms.

Appendix 3 - HDP1 Registration Status form

BRUNEL UNIVERSITY
Form HD/P1

CONFIDENTIAL

SUB-COMMITTEE FOR POSTGRADUATE RESEARCH DEGREES ANNUAL PROGRESS OF A RESEARCH STUDENT

This form should be completed and returned to THE STUDENT CENTRE, Bannerman Building by 1 August 2013.
Please attach the Student Progress Report and the Interview Panel report.
Please note that students will not be able to enrol unless a completed HD/P1 has been received by the above date.
Please note that formal requests from the student's School are required for students who need to have an extension to their maximum period of registration or who wish to request a period of abeyance.

Section 1 - Registration Status as at 14 May 2013

Name:
School: Brunel Business School
Reg. Status: Enrolled student
Start date:
Current End of Maximum Registration Period:
Supervisors: 1
2

Reg. Number:
Programme: Doctor of Philosophy
Current Mode:
Tier 4?:

JACS code	%Weighting

Section 2 - Recommendations of Interview Panel

- 2.1 Progress:
- Remain registered for PHD
 - Re-grade to MPhil LLM MTh PhD DBA EngD DrPH EdDoc
 - Withdraw from (DD/MM/YY) (attach HDS2 form)
- 2.2 Mode of Attendance from 1 October 2013:
- Remain PT
 - Change to full-time
 - Change to part-time
 - Change to continuation status (from DD/MM/YYYY - maximum of 12 months)
 - Request period of abeyance (attach HDS1 form)
 - Request extension to max period of registration (attach HDS5 form)
 - Date submitted (DD/MM/YYYY - not the expected submission date)

Section 3 - Signatures

Interview Panel Members 1 Date

2 Date

Student Date

Authorised member of staff Date

Section 4 - For Registry use only

Progress Status PR NP
Progress Code A CNFT CNPT SUB

Action needed

- amend dates
- amend supervisors
- send letter
- record abeyance details
- change mode
- withdraw
- re-grade
- extension needed

Approved by SCPGRD Date (DD/MM/YY)