Supervisors - Research Student Lifecycle

1. Supervisor Dashboard

From October 2017, all research supervisors will have access visual dashboard containing details of the progress of any research students they supervise.

The students, supervisors and student information displayed throughout this simulation are purely fictional. No real students or student data has been used.

Step	Action
1.	Click Main Menu.
	Main <u>M</u> enu
2.	Click Records and Enrollment.
	Records and Enrollment
3.	Click Graduate Research Management.
	Graduate Research Management
4.	Click QUB Research Student Lifecycle.
	QUB Research Student Lifecycle
5.	Click QUB RSL Supervisor Dashboard.
	QUB RSL Supervisor Dashboard
б.	The QUB RSL Supervisor Dashboard consists of 3 panes:
	- Students on Leave of Absence
	- Visual view of the progress of active students
	- Qsis Links for Supervisors
7.	The key milestones are listed for each student.
	IR = Initial Review
	Diff = Differentiation
	APR1- APR8 - Annual Progress Reviews
	Full time students will typically have 3-4 APRs attached while part-time students will have up to 8.

Step	Action
8.	The main element of the dashboard will be a list of the active students attached to the supervisor. The supervisor can be attached in any of the following roles:
	- Principal Supervisor
	- Secondary Supervisor
	- Tertiary Supervisor
	- Co-Supervisor - External Supervisor
	- RSL Panel Member
9.	Each milestone is represented by one of five icons:
	- Complete
	- Not Due Yet - Due Soon
	- Overdue
	- Not Required
	These icons are populated automatically. They are based on the date the student started their studies combined with the standard dates when the
	milestones are due for their studies e.g. for a standard full time PhD student
	differentiation is due approximately 9 months after the start date.
	Any losses of absonces are taken into account in the colculation of due
	Any leave of absences are taken into account in the calculation of due dates. School administrative staff can also manually adjust the due dates.
10.	The icons are Quick links that take you directly to a specific milestone.
	For example, if you click the tick icon for Initial Review for Laura Brown it will take you directly to the details of her Initial Review.
	<
11.	To return to the dashboard click QUB RSL Supervisor Dashboard
	QUB RSL Supervisor Dashboard
12.	Click the Overdue graphic.
13.	If a student has more than one instance, you may be brought to the search
	screen.
	Click the Search button.
	Search
14.	The dashboard also provides access to Records of Formal meetings.
	The dashboard will indicate the number of submitted meetings for the current term.
	Click the appropriate link.
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Step	Action
15.	If there is more than one meeting, the search screen will display. Click the Search button.
16.	All Records of Formal Meetings will be displayed. They are numbered and listed by Academic Year: 2161 - Academic year 2016/2017 2171 - Academic year 2017/2018 2181 - Academic year 2018/2019
17.	Click the appropriate term and meeting number .
18.	In the dashboard, there is the facility to download the information to a spreadsheet. Click Show All Results. Show All Results

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1	40221843	Brown,Laura	RSL Panel Member	01/09/2016	QUB	PGR	BIOR	COMPLETE	COMPLETE	COMPLETE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	1	01/09/2016	0	21
2	40221842	Carmichael,James	Secondary Supervisor	01/10/2016	QUB	PGR	BIOR	COMPLETE	COMPLETE	COMPLETE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/10/2016	0	21
3	40221838	Fitzsimons, Oisin	External Supervisor	01/09/2016	QUB	PGR	BIOR	COMPLETE	OVERDUE	COMPLETE	NOT_REQUIRED	0	01/09/2016	0	21						
4	40221848	Green,Julie	RSL Panel Member	01/10/2016	QUB	PGR	BIOR	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/10/2016	0	21
5	40221900	Heaney,Georgia	Principal Supervisor	01/09/2017	QUB	PGR	BIOR	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/09/2017	0	21
6	40221840	Johnson,Gordan	Secondary Supervisor	01/09/2016	QUB	PGR	BIOR	OVERDUE	CONPLETE	OVERDUE	NOT_REQUIRED	1	01/09/2016	0	21						
7	40221849	Logan,Patrick	RSL Panel Member	01/09/2016	QUB	PGR	BIOR	COMPLETE	COMPLETE	OVERDUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/09/2016	0	21
8	40221837	Logue,Anna	Secondary Supervisor	01/09/2016	QUB	PGR	BIOR	COMPLETE	OVERDUE	OVERDUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/09/2016	0	217
9	40221841	Lynch,Gemma	Principal Supervisor	01/09/2016	QUB	PGR	BIOR	COMPLETE	OVERDUE	COMPLETE	COMPLETE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/09/2016	0	217
10	40221847	Morgan, Daniel	RSL Panel Member	01/09/2016	QUB	PGR	BIOR	COMPLETE	COMPLETE	COMPLETE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/09/2016	0	21
11	40221845	O'Hara, Fergal	Principal Supervisor	01/09/2016	QUB	PGR	BIOR	COMPLETE	OVERDUE	OVERDUE	COMPLETE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/09/2016	0	21
12	40221846	Philips,Grace	Principal Supervisor	01/09/2016	QUB	PGR	BIOR	COMPLETE	CONPLETE	COMPLETE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_DUE	NOT_REQUIRED	NOT_REQUIRED	NOT_REQUIRED	0	01/09/2016	0	21

Step	Action
19.	This will display the data in a format that can be downloaded to a spreadsheet.
	Point to the Excel SpreadSheet link.

Date of Leave	C ov	Student 40221838 40221848 40221849 40221849 40221846	isor View of Stude Name Fitzsimons, Olsin Green, Julie Logan, Patrick Morgan, Daniel Philips, Grace	Role Secondary Supervisor Principal Supervisor Principal Supervisor Principal Supervisor RSL Panel Member	01/10/2016 01/09/2016	IR Diff	APR 1	APR 2	- ₹ ■	APR 4 /	APR 5 /	÷	<u>APR 7</u>	÷	Formal Meetings	C o + PSTP Training View View
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Step	Action
20.	The Supervisor Dashboard also includes information of students on leave of absence. If recorded, this will also include information on the proposed date of return.
21.	You have now completed this topic. End of Procedure.

2. Adding data to Initial Review/ Differentiation

Each research student will have an Initial Review and Differentiation. The Research Student Lifecycle provides the facility to add these to Qsis.

Once added, these become available for students, supervisors and administrative staff to view.

Step	Action
1.	Click Main Menu
	Main <u>Menu</u>
2.	Click Records and Enrollment.
	Records and Enrollment
3.	Click Graduate Research Management.
	Graduate Research Management
4.	Click QUB Research Student Lifecycle.
	QUB Research Student Lifecycle

Step	Action
5.	Decision: Please make a selection from the options listed below.
	 Adding data to Initial Review Go to step 6 Adding data to Differentiation Go to step 25
6.	Click Initial Review.
7.	Click in the Empl ID: field. This is the field in Qsis for the student number. Enter the student number .
8.	Click Search

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Step	Action
9.	Click in the Initial Review Date field.
	Add the date of the Initial Review. This should be the actual date the Initial Review took place.

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Step	Action
10.	For each milestone, it is necessary to add the attendees.
	Click the drop-down list.

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First Name	Gordan					
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Step	Action
11.	Select either Chair or Attendee from the list.
	Attendee

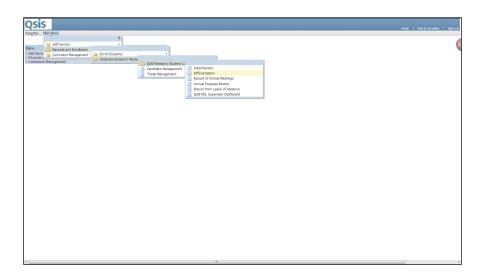
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Step	Action
12.	Add the title, first and last name.

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Supervisors										
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2 Secondary		Prof Aaron Maule								
3 Tertiary Su		Prof Jaimie Dick								
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Role Name	Title	First Name	LastName							
1 Attendee	 Mca 	Joanne	Maguire							

Step	Action
13.	If there was more than one attendee present, click Add a new row button.
14.	Add the details of the second attendee. Add further attendees if required.
15.	In the field, "Is the Research Plan reasonable taking into account the required timeframe for the degree" select either Yes or No.

Step	Action
16.	It is only necessary to fill in the text box if you have selected No in the box above.
	Point to the field and add the data or move on to the next field.
17.	In the field, "Does the Project Title need changed" select either Yes or No.
	If Yes, enter the new title in the next field.
	In the field "Are the appropriate resources in place?" select either Yes or No.
	If No, provide an explanation in the field underneath.
18.	Enter a recommendation to be considered by the supervisor's team in preparation for differentiation.
	There is a spell check attached to each of the text fields.
19.	If necessary, add one or more attachments.
	Click the Plus button under the heading Document Upload. Select your file and Upload.
	•
20.	Once you are satisfied with the all the data in the form, click the Submit button.
	If you are not ready to submit, you can Save the data and submit later.
21.	You will need to confirm you have uploaded all the relevant documentation.
	Click the OK .button.
	ОК
22.	Your data will now become available to view by all users, including the student.
23.	The second tab contains fields that need to be completed by the Head of School or HoS Nominee.
	Once the form has been submitted, the Head of School or HoS Nominee will need to confirm if they agree with the record/recommendation on the Initial Reveiew/Evaluation Page.
	Once confirmed, the milestone will appear as completed in the various dashboards.
24.	You have now completed the Initial Review section of this topic. End of Procedure. Remaining steps apply to other paths.



Step	Action
25.	Click Differentiation.
	Differentiation
26.	When a student has more than one attempt at Differentiation, then the search page may appear. You will need to enter the student number and choose the correct entry.
	Click in the Empl ID field and enter the student number .
27.	If you wish to see who is currently supervising the student, click the Expand section Supervisors arrow.
28.	Click in the Date of Review field and add the actual date the Differentiation took place. Select the correct Term. It will default to the 'current' Term. If incorrect, use the spyglass look up and choose the correct Term. The Number of Attempts will default to 1 (read only).
29.	For each milestone, it is necessary to add the attendees. Click in the Role Name field to view the types of roles. Choose either Chair or Attendee. Attendee Chair hi
30.	Add the Title, First and Last name. Click the Add a new row arrow.
31.	Add all the attendees.

Step	Action
32.	You will need to select either Yes or No in the Ethical Approval box.
	You only need to provide additional information if the project requires ethical approval and this has not yet been granted.
33.	Enter feedback in the appropriate box.
	There is a spell check attached to each of the text fields.
34.	There are a set of standard recommendations.
	To access the standard recommendations, click the magnifying glass graphic.
35.	Select the appropriate Recommendation .
	1 Recommendation 1; Satisfactory - Proceed
	<u>2</u> <u>Recommendation 2; Concerns - Proceed</u>
	3 Recommendation 3; Unsatisfactory - Reassess
	<u>4</u> <u>Recommendation 4; Unsatisfactory - Change Programme</u>
	5 Recommendation 5; Unsastisfactory - Terminate
36.	The text for the selected recommendation will appear in the textbox.
	Select whether the student is eligible to progress to the next academic year.
	No Yes

Main Menu > Records and Enrollment > Graduate Research Management > QUB Research Student Lifecycle >> Differentation	Home
a Approval	
s this Project require Ethical Approval? Yes 👻	
the Ethical Approval for the Project been granted? Yes 👻	
, please provide an explanation below.	
(b)	
e provide feedback below.	
r freedback in the field below 🥙	
b.	
nmendation 👔	
e select a recommendation using the magnifying glass to the right of the textbox, below:	
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notwithstanding some concerns (as outlined above), which the student and supervisory team should act upon, the	
ent's overall performance is satisfactor, and that the student be permitted to proceed to the next stage. For students that equivale to differentiate to Doctroal status (e.g. PhD students), this shall comprise a recommendation to permitt registration	
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the student requested a Change of Status for the next Academic Year.	
, please select which one of the following registration statuses is applicable: No.	
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Ilion Summary Differentiation Approval	

Step	Action
37.	Select whether the student has requested a change of status for the next Academic Year e.g. from full time to part time. Select either Yes or No. <u>No</u> <u>Yes</u>

Step	Action
38.	If required, select either Full Time or Part Time.
	Full Time Part Time
39.	There is a facility to add additional information.
	Note this field is maximum 250 characters.

- Ethical Approval		Dffere
Does this Project require Ethical Approval?	Yes	•
Has the Ethical Approval for the Project been granted?	Yes	•
If, no, please provide an explanation below.		
~ Feedback		
Please provide feedback below.		
Enter feedback in the field below		æ
- Recommendation		
Please select a recommendation using the magnifying glass to the right of the textbox, below:		
Recommendation 2		^ Q
That, notwithstanding some concerns (as outlined above), which the student and supervisory team sh student's overall performance is satisfactory, and that the student be permitted to proceed to the next s	ould actupon, the tage. For students who	1
are required to differentiate to Doctoral status (e.g. PhD students), this shall comprise a recommendal on the appropriate research degree programme		
on the appropriate research degree programme Is the student eligible to progress to the next academic year.	Yes	
Has the student requested a Change of Status for the next Academic Year.	Yes	•
If yes, please select which one of the following registration statuses is applicable:	Part Time	
Additional Information		
Additional Information (max 250 characters)		
Any further comment should be entered into this field		¢
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	View Attachment	•
1 Add Attachment Delete Attachment		
1 Add Attachment. Delete Attachment	S	ipmit

Step	Action
40.	There is also the facility to add additional information through attachments.
	Click the Add Attachment button.
	Add Attachment
41.	Click the Browse button and find the file on your computer.
	Browse
42.	Once you have found the file, click the Upload button.
	Upload
43.	Once you are satisfied with all the data entered, click the Submit button.
	If you are not ready to submit, you can Save your data without submitting.
44.	You have now completed the Differentiation section of this topic.
	End of Procedure.

3. Adding data to the APR section

A student will have an Annual Progress Review for each academic year. The Research Student Lifecycle provides the facility to add these to Qsis.

Once added, these become available for students, supervisors and administrative staff to view.

Step	Action
1.	Click Main Menu
	Main <u>Menu</u>
2.	Click Records and Enrollment
	Records and Enrollment
3.	Click Graduate Research Management
	Graduate Research Management
4.	Click QUB Research Student Lifecycle
	QUB Research Student Lifecycle
5.	Click Annual Progress Review
	Annual Progress Review
6.	Enter the student number in the Empl ID field
	Or:
	Click Search to reveal a list of all students where you have been assigned as a
	supervisor.
7.	Click the Search button.
	Search
8.	This will reveal a list of all the Annual Progress Review milestones that have been assigned to the student.
	Click the appropriate row.
	RSL APR2 2171 1 Not Started
9.	Click in the Date of Review field and add the actual date the APR took place.
	Select the correct Term. It will default to the 'current' term. If incorrect, use the look up spyglass and choose the correct term
	The Number of Attempts will default to 1 (read only)
10.	The Number of Attempts will default to 1 (read only). For each milestone it is necessary to add all attendees.
10.	
	Click in the Role Name field to view the types of roles.
11.	Click either Chair or Attendee
	Chair
12.	To add additional panel members, click the Add a new row plus button.
	+

Step	Action
13.	You are required to add the details of all the panel members.
	There must be at a minimum of the Chair and one attendee.
14.	You will need to select either Yes or No in the Ethical Approval box.
	Answering 'Yes / No' at respective questions will result in the text field either becoming not editable or mandatory.
15.	Enter feedback in the appropriate box.
16.	There is a spell check attached to each of the text fields.
17.	It is necessary to add a recommendation. There are a set of standard recommendations.
	To access the standard recommendations, click the magnifying glass graphic.
18.	Select the appropriate Recommendation .
19.	The text for the selected recommendation will appear in the textbox.
	Select whether the student is eligible to progress to the next academic year. Click the list.
20.	Select whether the student has requested a change of status for the next Academic Year.
	Select either Yes or No. No Yes
21.	If required, select either Full Time, Part Time or Thesis Only.
	Full Time Part Time Thesis Only
22.	There is the facility to add additional information.
	Note this field is maximum 250 characters.
23.	There is also the facility to add attachments.
	Click the Add Attachment button.
24.	Click the Browse button and find the file on your computer. Browse
25.	Once you have found the file, click the Upload button.

Step	Action
26.	You can add more than one attachment.
	Click the Add a new row plus button.
27.	Once you are satisfied with all the data entered, click the Submit button.
	If you are not ready to submit, you can Save the page.
28.	You will need to confirm you have uploaded all the relevant documentation.
	Click the OK .button.
	Your data will now become available to all users, including the student.
29.	The second tab contains fields that need to be completed by the Head of School or HoS Nominee.
	They will need to confirm if they agree with the record/recommendation on the Annual Progress Review Summary Page.
	Once this information has been submitted, the milestone will appear as completed in the various dashboards.
30.	You have now completed this topic. End of Procedure.

4. Adding a Record of Formal Meeting

Both **Supervisors and Students can enter details of formal meetings** that have been held throughout a student's postgraduate research career.

Step	Action
1.	To navigate in Qsis click Main Menu.
2.	Click Records and Enrollment.

Step	Action
3.	Click Graduate Research Management.
	 Self Servic Records and Enrollment Curriculum Set Up SA Set Up SACR
4.	Click QUB Research Student Lifecycle.
5.	Click Record of Formal Meetings.

Osis	
Seventias Main Menu > Records and Enrollment > Graduate Research Management > QUB Research Student Lifecycle > Record of Formal Meetings	nume i Austoravulles i Sigiros
	🔊 New Window 📑 http://www.com/com/com/com/com/com/com/com/com/com/
Record of Formal Meetings	
Enter any information you have and click Search. Leave fields blank for a list of all values.	,
Find an Existing Value Add a New Value	
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Case Sensitive	
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search Usear East Search La Save Search United	
Find an Existing Value Add a New Value	

Step	Action
6.	Click the Add a New Value tab.
	Find an Existing Value
	✓ Search Criteria

Qsis			
Revortes Main Menu > Records and Enrollment > Graduate Research Management > QUB Research Student Lifecycle > Record of Formal Meetings	Home	Add to Pavorites	Sign out
Havöruse Main Brenn > Hecculo auf Euronment > Riceaton Manabement > Kinn Research amaeut Fuscione > Hecculo of Housia Meetinge			
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Record of Formal Meetings			6
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Term: Q			
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Add			
744			
End an Existing Yatus Add a New Value			
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Step	Action
7.	On this page, you need to add the student's details. Add the student number. Next click the Look up Academic Institution spyglass button.
	Record of Formal Meetings
	Empl ID: 40221840 × Q Academic Institution: Image: Complexity of the state of t
8.	Click the QUB link. Academic Institution: begins with v
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	Search Results View 100 First (1 of 1) Last Academic Institution
9.	Click the Look up Academic Career spyglass button.
	Empl ID: 40221840 Academic Institution: QUB Academic Career: Image: Career Student Career Nbr: Image: Career Nbr: Image: Career Student Career Student Career Nbr: Image: Career Nbr: Image: Career Student Ca

Step	Action			
10.	Click the Research career.			
	If the student has previously studied in Queens, you may see undergraduate or postgraduate rows in this box. Empl ID: 40221840 Academic Institution: QUB Academic Career: To			
11.	Click the Look up Candidate Number spyglass button.			
12.	Students who have more than one postgraduate research career/ application may see more than one row. If you see more than one candidate number, please contact your School to ask			
	which number to use. Click the Candidate Number link. Empl ID: 40221840 Academic Institution: OB Academic Career: Postgraduate Research Student Career Nbr: 0 Candidate Number: begins with v Look Up Clear Cancel Basic Lookup Search Results Vew 100 First et of 1 b Last Candidate Number Condidate Number			
13.	Click the Look up Term spyglass button. Empl ID: 40221840 Academic Institution: QUB Academic Career: PGR Student Career Nbr: 0 Candidate Number: 000000194+× Term: 0 Formal Meeting Number: 0			
14.	Click the correct Academic Year link. Empl D: 4021840 Academic Institution: 0/8 Academic Career: Postpatuate Research Student Career: 00000019447 Term: Description: Description: Description: Look UP Clear Basik Lookup Sacatemic Year 201671 2161 Academic Year 2017718			

Step	Action			
15.	Click the Look up Formal Meeting Number spyglass button.			
	Empl ID: 40221840 Q			
	Academic Institution: QUB			
	Academic Career: PGR Q			
	Student Career Nbr: 0Q			
	Candidate Number: 000000019447 Q			
	Term: 2171 Q			
	Formal Meeting Number:			
16.	This page will only ever show one value. This will be the next meeting that			
	needs to be added.			
	In this instance, the first Record of Formal Meeting for the academic year			
	will be selected.			
	Click the 1 link.			
	Look Up Formal Meeting Number			
	Empl ID: 40221840 Academic Institution: QUB			
	Academic Career: Postgraduate Research Student Career Nbr: 0			
	Candidate Number: 000000019447 Formal Meeting Number: = V			
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	Search Results			
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Section Hain Menu > Records and Errollment > Graduate Research Nanagement > QUB Research Student Lifecyds > Record of Formal Meetings	Home I Add to Pavorites I Sign out
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Record of Formal Meetings	(
End an Existing Value Add a New Value	
Empl ID: 40221840 Q	
Academic Institution: OUB Q, Academic Career: PGR Q,	
Academic Career: Polk Q	
Candidate Number: 000000019447 Q	
Term: 2171 Q	
Add	
ind an Existing Value Add a New Value	

Step	Action
17.	Once all the values have been added, click the Add button Record of Formal Meetings Endan Existing Value Add a New Value
	Empl ID: 40221840 Q Academic Institution: OUB Q Academic Answer: FORM Q Student Career Nbr: OQ Q Candidate Number: OQ Q Term: 2171 Q Formal Meeting Number: 1 Q

Step	Action
18.	The Record of Formal Meetings page will open.
	The information at the top will be read only.
	The user is required to add information under the heading Meeting Summary.

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QUB RSL Forma	Mastiror				
 Student Detail 					
 Student Detail Student Number 					
First Name					
	Gordan				
Surname	Johnson				
Status	Completed Pr				
Plan	PhD Biologica	I Sciences			
Mode of Study	Full-Time				
Project Title					
Start Date	01/09/2016	Latest Submission De	te 31/08/2020	Days Consumer	122.00
Admit Term	2161	Expected Graduation	Term 2161	Max Days Left	1338.00
Thesis Manage	ement				
 Supervisors 					
Supervisor		Name			
1 Principal S		Mr			
2 Secondary		Prof.			
3 Tertiary Su 4 External Se		Prof.			
		Dr			
 Meeting Summ 	nary				
Status Initiat	ted	Term 2171		Formal	Meeting Number 1
Date 19/05	9/2017 🔀	Meeting Type	0		
Attendees 2		In Person Virtual	w.	Personalize End View All 🏴	
Role Name			First Name	Last Name	III First LI 1of 1 L
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Summary of Me	eeting				
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Actions and Ne	ext Steps				
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Step	Action				
19.	Click the Meeting Type list and select either In Person or Virtual depending on how the meeting was conducted.				
	Status Initiated Term 2171 Formal Meeting Number 1 Date 19/09/2017 Meeting Type In Person In Per				
20.	The next step is to add the attendees. Click the Role Name and select either Attendee or Chair.				
	Add the Title, First and Last Name.				
21.	Press the Plus button to add further attendees.				
	Attendees Personalize Find View All All Herst K 1 of 1 D Lass Role Name Title First Name Last Name 1 Attendee Mr J Bloggs x +				
22.	It is necessary to have at least two attendees including the student.				
	It is not necessary to have a Chair.				
23.	Enter the summary of the meeting in the first field.				
	Enter the agreed actions and next steps in the second field				

Step	Action				
24.	If required, you can add attachments.				
	Point to the Add Attachment button and locate the required file.				
	Document Upload Personalize Find View All Im First II 1 of 1 ID Lest Attached File Add Attachment				
	1 Add Attachment + -				
25.	Make sure that you check the date before you submit. This will default to the date that the form is being filled in.				
	However, it should reflect the actual date of the meeting.				
	Select the Date field and enter the correct date. The date format will be the standard UK format. However, it may display in the American format according to the defaults on your machine.				
	✓ Meeting Summary Status Initiated Term 2171 Date 19/09/2017 Image: Status Meeting Type				
26.	It is important that the content has been agreed by all attendees prior to submitting.				
	If you are not 100 % certain, click the Save button and ask the other attendee(s) to login to Qsis to check the data.				
	Once you are satisfied with all the data entered, click the Submit button.				
	Submit				
27.	You will be asked to confirm that the content you have added has been agreed.				
	If appropriate, click the OK field.				
	Message				
	Please confirm that you have agreed the record of the meeting with all attendees? (25700,5)				
	OK Cancel				
28.	Once you submit, the page will become read-only for the student, supervisor(s) and administrative staff.				
	All users can also download any attachments.				
29.	You can view all saved or submitted Records of Formal Meetings.				
	Saved, but not submitted, meeting records will show with a status of Initiated.				
30.	You have now completed this topic. End of Procedure.				