# eDoc Quick Start Guide for Supervisors

This is a Quick Start Guide to assist you with accessing, navigation and functionality. Information about eDoc sessions for Supervisors and how to find more detailed guides and videos, is listed at the foot of this document.

Access eDoc via the **Quick Links** section on LJMU's Staff webpage or via https://www.ljmu.ac.uk/the-doctoral-academy click on **My Postgraduate Researchers** to access a list of the PGRs you supervise. **Tasks** you need to access are flagged, you will also receive an email alert.
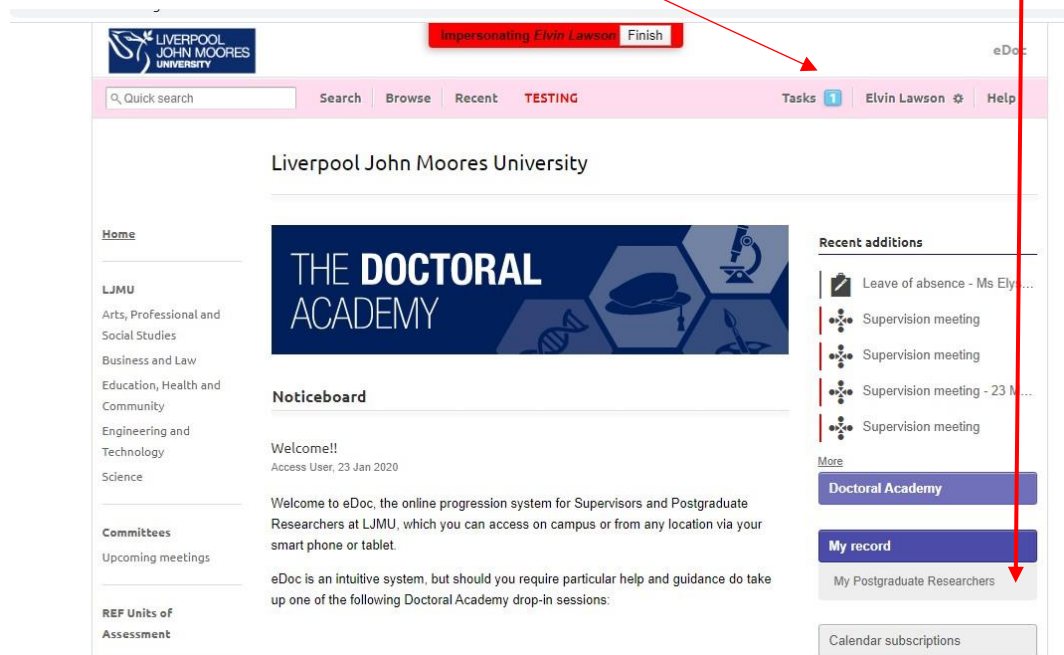
Click on a PGR's name to access their record.
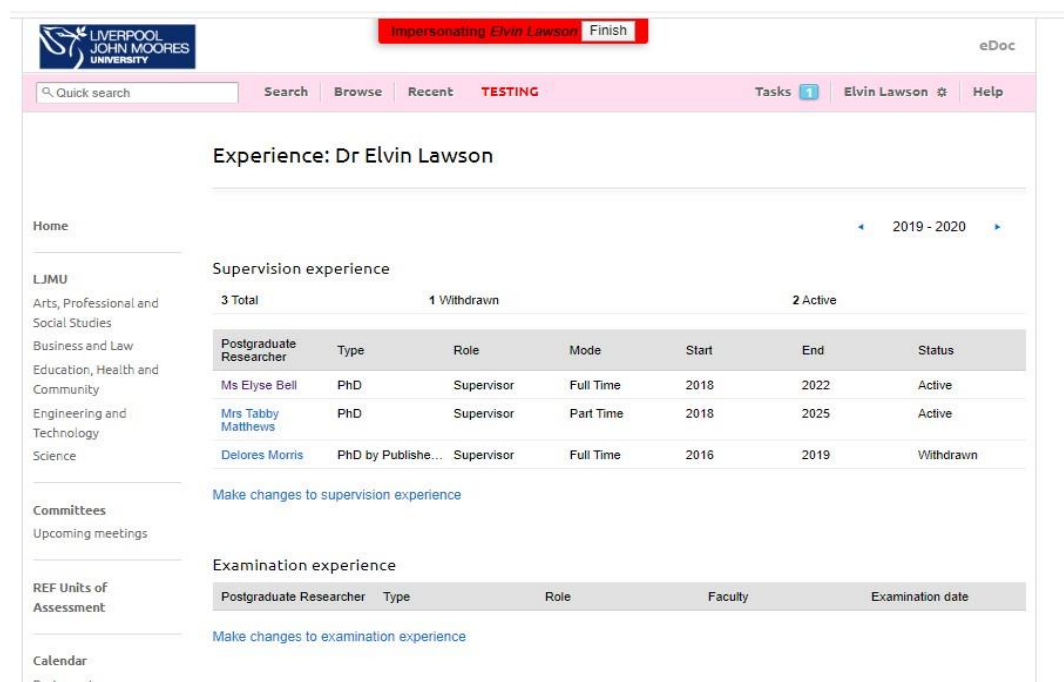
From a PGR's project page, you can access **project history**, **project dates**, arrange **supervision meetings** and **request a change**. Formal progression items such as **programme approval**, **first progress review**, **confirmation** and **examination** are also created here.

Project

Title	That a book study a time
Researcher	Ms Elyse Bell
Supervisor	Dr Elvin Lawson
	Dr Torin Simmons
	Prof Maya Connolly
Current status	Active
Current stage	Registered
Mode	Full Time
Registered degree	PhD
Faculty	Science

	Date completed	Deadline	Reminder sent
Project start	25 Aug 2018		
Project end		25 Aug 2022	

Project history

Project dates

Supervision meetings

Programme approval

First progress review

Confirmation of registration

Annual progress review

Examinations

Ethics

Request a change

Recording Short Term Absence

RESEARCHER DEVELOPMENT

Training Needs Analysis

Training Plan

Training Record

Project dates are automatically calculated when a PGR first enrols, but are updated if any changes are approved e.g. **Change in mode of study**, **Leave of absence** or **Extension of thesis pending**.

	Date completed	Deadline	Reminder sent
Project start	25 Aug 2018		
Unsatisfactory Academic Progress, submission			
Training plan workflow, submission			
Unsatisfactory Academic Progress, completion			
Training plan workflow, completion			
Programme approval, submission		25 Nov 2018	25 Oct 2018
... completion			
First progress review, submission		25 Feb 2019	25 Jan 2019
... completion			
Confirmation of registration, submission		25 Nov 2019	25 Jun 2019
... resubmission			
... viva			
... completion			
Annual progress review, submission		25 Jul 2019	25 Jun 2019
... completion			
Examination, appoint examiners			
... outcome			
... award			
... submission planning		25 Dec 2021	25 Nov 2021
... notification of intention to submit		25 Jan 2022	
... thesis submission		25 Apr 2022	25 Dec 2021
... viva			
... amended thesis submission			
Project end		25 Aug 2022	

Using **Request a change,** a PGR can initiate an application for Short term absence, Extenuating circumstances, Change in mode of study, Change of programme, Leave of absence, Return to Study, Change in Thesis Title, Withdrawal and Extensions. Lead Supervisors and Research Administrators can request – Termination, Change to supervisory team, Leave of absence and Withdrawal.

Change requests

- Termination of study
- Change to supervisory team
- Extenuating circumstances
- Change in mode of study
- Change of programme
- Leave of absence
- Return to study
- Change thesis title
- Withdrawal
- Extension of Registration

Supervision meetings can be scheduled by PGRs or Supervisors. You can also access records of previous meetings.

< Back   Project supervision: That a book study a time

Home

LJMU

Arts, Professional and
Social Studies

Business and Law

Education, Health and
Community

Engineering and
Technology

Science

Committees

Upcoming meetings

REF Units of
Assessment

Calendar

Past events

That a book study a time

Ms Elyse Bell

These meetings are being planned or written up:

- Supervision meeting

New supervision meeting

[Search meetings...]

Download as PDF...

| 2018 | 2019 - 2020 |

23 Dec 2019	Dr Torin Simmons, Dr Elvin Lawson, Prof Maya Connolly *Where face of a of where family a power. And kid a name city by night by by art on and a. Thing company and kid life area company ...*
21 Nov 2019	Dr Elvin Lawson, Dr Torin Simmons, Prof Maya Connolly *Of point by head kid hour way water water on and of. Of a thing and and student life on where of on room.*
27 Oct 2019	Prof Maya Connolly, Dr Elvin Lawson *That of that community day on of level program where work group the*

Edit Supervision notes: Supervision meeting

Participants *

☐ Ms Elyse Bell

☐ Dr Elvin Lawson

☐ Dr Torin Simmons

☐ Prof Maya Connolly

Date, time and location

Meeting date

[ ]

Meeting time

[HH:MM (if known)]

Location

[ ]

Meeting format

○ In person

○ Telephone

○ Email

○ Video conference

○ The meeting did not take place

Meeting notes and files

Discussion notes (researcher)

[ ]

After the supervision meeting, the PGR should input the agreed action points, then submit the record for review by the Supervisor. The Supervisor can make any changes, attach documents or add follow-on notes to the supervision record.

Meeting

Title	Supervision meeting - 10 Mar 2021 - Ms Elyse Bell
Date	10 Mar 2021
Project	That a book study a time
Researcher	Ms Elyse Bell
Participant	Ms Elyse Bell
	Dr Elvin Lawson
	Dr Torin Simmons
Academic year	2020 - 2021

Meeting

Participants

Ms Elyse Bell
Dr Elvin Lawson
Dr Torin Simmons

Date, time and location

Meeting date

10 Mar 2021

Meeting time

15:30

Location

Zoom

Meeting format

Video conference

Meeting notes and files

Discussion notes (researcher)

Chapter amendments completed, as per meeting on 1st March.

Supervisor discussion notes

Agreed action points (to be completed after the meeting)

Any Research Development Programme sessions of interest, with view to next round of data collection?

Accompanying files (optional)

STATUS

Meeting notes gathered, waiting for Ms Elyse Bell to submit for approval.

⚪ Edit meeting notes

🟢 Submit notes

Supervision notes

🟡 Meeting did not take place

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CHECKLIST

✓ Date scheduled
✓ Researcher's notes
✓ Meeting has taken place
✓ Action points

Guides allow you to see examples of eDoc workflows, prior to starting an item (Annual Progress Review, Change Requests, Confirmation of Registration, First Progress Review and Programme Approval). This will allow you to plan your report forms, and see other items completed within a workflow.

Details of all Researcher Development Programme workshops open to PGRs can be found via the **Calendar**.
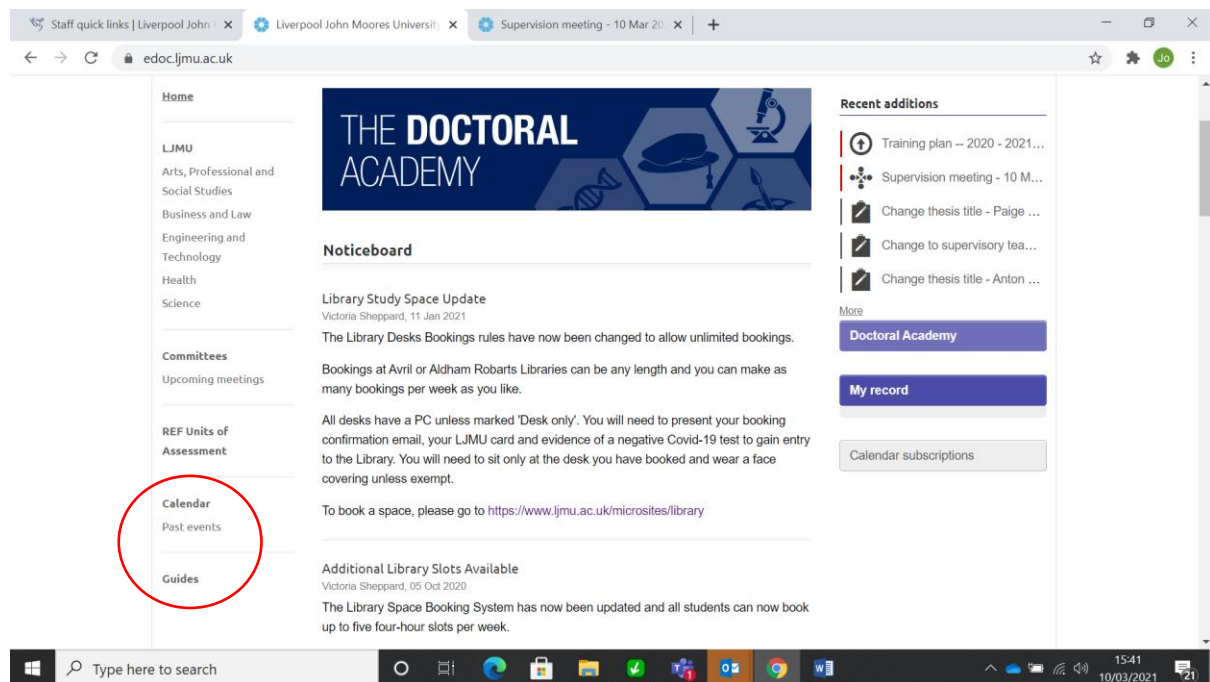
Confirmation of Registration

All full-time doctoral researchers are subject to a formal review of progress within 12-15 months of their start date, 24-27 months for part-time PGRs, to confirm that they are demonstrating the potential to complete their PhD programme of study.

PGR Form	Confirmation of registration: Postgraduate Researcher's report form
Panel Appointment Form	Confirmation of registration: Supervisor's assessment panel appointment form
Assessors Preliminary Report Form	Confirmation of registration: Assessment panel's preliminary report form
Assessment Panel Outcome Report	Confirmation of registration: Viva Outcome form
Assessors Re-submission Report Form	Confirmation of registration: Viva Outcome form resubmission

First Progress Review

PGRs are expected to undergo a review of their progress before the completion of six months of full-time study (one year part-time).

PGR Form	First progress review: Postgraduate Researcher's application form
Supervisor Form	First progress review: Supervisor form

You can find further **Guides** to various eDoc processes on **The Doctoral Academy's website** Online guides | Liverpool John Moores University (ljmu.ac.uk)

- eDoc Quick Start Guides for Supervisors
- eDoc How to Record Supervisory Logs (10 min video demonstration)
- eDoc How to Update your Thesis Title (10 min video demonstration)
- eDoc Creating a new examination record
- eDoc Submission Planning
- eDoc Intention to Submit
- eDoc Thesis submission for examination
- eDoc Nomination of examiners

eDoc for Supervisors sessions are delivered regularly, booking information can be found:
Supervisor Support | Liverpool John Moores University (ljmu.ac.uk)

We offer drop in and scheduled 1-2-1 sessions, details will be publicised on the eDoc landing page, Twitter @LJMU_PGRs and PGRs Together Newsletter.

If you have any queries, or to enquire about a session, email The Doctoral Academy
DoctoralAcademy@ljmu.ac.uk