SUPERVISOR QUICK REFERENCE GUIDE

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1.0 OVERVIEW

The Research Student Log is UCL’s online project management and development tool specifically designed for our research students. The Log provides a framework and timeline for the formal supervisory meetings, helping to assess progress as well as plan and chart evidence of the development of students’ research and generic skills.

Keeping a log is a mandatory part of all research degrees at UCL - MPhil/PhD, EngD, DPro (Professional Doctorates) programmes, MD(Res) and MRes.

The Log is intended to be used in a flexible manner catering to different research processes between different disciplines. How and when your students interact with your Log will depend on which research degree you are registered for – there are slightly different modes for the MPhil/PhD and EngD, Professional Doctorates and for the MRes.

The Log does not record your more frequent supervisory meetings you likely have with your students several times per week/month, but it ensures that objectives are set, recorded and monitored at key points – the Formal Supervisory Reviews.

1.1 REQUIREMENTS

As a supervisor you are required to monitor, respond to and ultimately agree the progress and goals as reported by the student via their Formal Supervisory Reviews in a timely fashion, but the Log is very much the student’s tool to lead in completing their reviews. Once a review has been agreed by a students’ supervisory team, it is locked and becomes part of the supervision record. The Log will send email reminders to the student and supervisory team before each review is due and a few weeks after if it still hasn’t been submitted. Whilst there is no penalty for submitting a section after its due date, students should aim to submit their sections on time so supervisors can do their part promptly. The Departmental Graduate Tutor will confirm that the Log has been satisfactorily completed by all parties at upgrade and thesis submission milestones.

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At each of the Formal Supervisory Review Points indicated in the timeline in the Log, students will use the Log to record progress since their last review, objectives for the coming period, and the skills needed to achieve them. It is recommended that a review take the form of documentation of an actual supervisory meeting. Students should also periodically use the Log’s Personal Training and Development Planning Tool to help them identify areas in which they need to develop. Student should use the tool, in conversation with their supervisors, to devise a training and development plan against the national Researcher Development Framework (RDF). In considering skills training and development opportunities, student and supervisor are encouraged to think about what is available within the supervisory team, the department, and centrally through the Doctoral Skills Development Programme.

Students funded by a UK Research Council are required to average at least 20 points (10 days) worth of skills training per year based on a 3 year, full time programme. 20 points per year is recommended for all other students as well, although it is not mandatory.

1.2 LOG MODES

How and when students complete their formal supervisory reviews - and therefore when you need to review and sign these off - depends on the type of research degree which they are registered to and the corresponding Log Mode they are using.

1.2.1 Doctorate (Full-time) and Doctorate (Part-time)

All MPhil/PhD students and EngD students use the “Doctorate (Full-Time)” or “Doctorate (Part-Time)” mode depending on whether they are studying full or part-time.

For these students, formal Log reviews take place from the beginning of their programme and then at regular intervals (6-monthly intervals for full-time and 10 monthly for part-time
time, with an additional review at the three/five month point respectively to ensure closer scrutiny at the early stages). The final milestone is the “Prior to Thesis Submission”.

The Log will send an automatic email reminder 2 weeks before a milestone due date and a reminder 2 weeks after the due date. At each milestone the student fills in a review and submit this for their supervisors’ review and sign off. Please ensure that you read, comment on as necessary and sign off your students’ reviews promptly (as detailed in section 3).

1.2.3 MRes

All MRes students use the “MRes” mode.

MRes students use the Skills & Courses section of the Log from the outset of their programme to plan and record their skills training, but are only required to complete two Formal Supervisory Reviews each at a set point in the year.

MRes students use the Skills & Courses section of the Log from the outset of their programme to plan and record their skills training, but are only required to complete two Formal Supervisory Reviews each at a set point in the year. Once students start their research, they will set their research start date in the “About Me” section, ensure that their research supervisors are correctly recorded in the “Supervisors” section, and complete their “Research Summary” and “Initial Skills and Objectives”. They then complete two subsequent reviews - the same for all MRes students - on:

1. 25th of May (1st Review)
2. 25th of August (2nd Review).

The Log will send an automated email reminder 2 weeks before a milestone due date and a reminder 2 weeks after the due date. At each milestone the student fills in a review and submit this for their supervisors to sign off. Please ensure that you read, comment on as necessary and sign off your students’ reviews promptly (as detailed in section 3).

2.0 GETTING STARTED

To create your account on the system you will need your UCL ID and Password. This will be the same credentials you use to access other UCL systems such as Moodle or Desktop@UCL and should have been supplied to you by ISD. If this isn’t the case, please contact the ISD service desk: http://www.ucl.ac.uk/isd/common/servicedesk

Once you have your credentials enter them in the top set of login boxes and click ‘Sign In’.

2.1 FIRST LOGIN

If this is your first login to the system you’ll be presented with some information from your HR record confirming you are a member of UCL staff. You should scroll down, confirm you have faculty approval to act as a supervisor and click ‘Continue’. Clicking ‘Continue’ will create a new account from your current HR record and you will be linked overnight in the Research Log to all the students for whom you are noted as supervising in Portico. This is provided that both you and your students have activated log accounts.
3.0 SUPERVISION SUMMARY

Figure 3.0 Supervision Summary Screen

Upon logging in you'll be presented with your 'Supervision Summary'. By default, you'll see your current 'active' supervisors. Below the students' names you'll see a timeline of their formal supervisory reviews made up of a number of icons denoting the status of each review. From this timeline you can see which reviews have been completed, which ones are overdue and which reviews require your sign-off. To view the contents of a review simply click on the icon. Review status icons are explained below:

▲ - Overdue. The review is past its due date. The student needs to fill this out and submit it as soon as possible.
★ - Submitted. They have completed and submitted the form and it is waiting for one or more supervisors to sign off.
▼ - Done. The review has received signatures from all supervisors and is no longer editable.

3.1 REVIEW SIGN OFF

The fastest way of signing off reviews that have been submitted to you is to click on the round orange icon. This will open the review in question and allow you to 'agree' the contents in the grey bar at the top of the page.

Figure 3.1 Review Sign-off Bar

NB – Only reviews that have been submitted by the student (orange icon) will have the option to 'agree' them.

Once you have signed off a review you can scroll up and click 'Close Profile' to return to your Supervision Summary.

3.2 SENDING REVIEW FEEDBACK

As a supervisor you can also feedback into a student's review. You can do this by adding a comment or attaching a document of your own. Comments and attached documents are displayed underneath the review along with any comments and documents from the student.

NB – Attachments and comments are viewable by the whole supervisory team.

3.3 MANAGING YOUR STUDENTS

3.3.1 Adding a student to your list

Principal/Subsidiary supervision: The Research Student Log draws Principal and Subsidiary Supervisor details directly from Portico. If a student is not listed, ask your Departmental Administrator to update their supervisor details in Portico (the Student Record).

Tertiary supervision: To find a student's name to add to your team, type part or all of their surname into the box. A list of matches will be displayed along with supervision order (Tertiary). Clicking 'Supervise' will add the student to your list and send confirmation emails to the student.

Figure 3.2 Student Search

3.3.2 Removing a student from your list

Principal/Subsidiary students are automatically synchronized from Portico overnight provided both supervisor and student have activated their Research Student Log Profiles (See section 2.0). However, sometimes when the student graduates, your supervision might not be ended by the administrator on Portico. You will therefore need to remove a student from your supervision list. To the right of a student's name there will be one of two options. A tick denotes that the supervision is still in Portico and therefore cannot be deleted. If the record has been removed from Portico you will be able to click '[delete]' to remove the student from your list.

Figure 3.3 Search Results

NB – If you don't find a student in this search it is likely they have not yet created their account on the Log. Ask them to sign into the system to create their account. The sign-up process is the same for students and supervisors.

3.3.3 List management

It may not always be appropriate to fully remove a student from your supervisee list. You have access to several lists of

Figure 3.4 Supervisee deletion

NB – It may not always be appropriate to delete a student from your list. See section '3.2.3 List Management' for other options.
students and you can move students on to these lists (and back again) at any time.

- 'Supervising' – Shows the students you are actively supervising. You will receive reminders about their reviews/progress updates and will need to sign them off.
- 'Left UCL' – Where a student has not seen their PhD through to conclusion and is no longer a student at UCL. You will not receive reminders from students on this list but you can still view what exists of their record at any time.
- 'Completed PhD' – Where a student has seen their PhD through to conclusion. They may no longer be a student at UCL but you can still view the contents of their Log. You will not receive reminders about these students. Their accounts are considered 'archived'.
- 'Interrupted' – Placing a student on your interrupted list will halt their Log. You will not receive reminders about them. You should 'reactivate' the Log upon their return to place them back on to your active supervision list.
- 'Old Log' & 'Paper Log' – It is possible that some students may be maintaining their Log in an old format. This will only apply if the student originally enrolled before 2007 (when the use of the current online system became mandatory). Placing a student on one of these lists informs all parties that the student is maintaining their Log in another format.

**NB** – Moving a student on to any of the lists will automatically update the record for the whole supervisory team i.e. it only needs to be done once by any of the supervisory team.

### 3.4 STUDENT PROFILES

From your 'Supervision Summary' you can click on a student’s name to open their profile and get more information on him/her and their current project.

#### 3.4.1 Profile

From here you'll be able to see:

- Their department
- Current working title of their research project
- Overarching goals of their project
- The number of months into their research project
- Amount of training undertaken via the Graduate School Skills Programme
- Their full supervisory team

#### 3.4.2 Log progress

From here you can see the timeline of formal supervisory reviews that make up the student’s Log. Clicking on the icons will allow you to navigate through the reviews quickly.

#### 3.4.3 Skills & Courses

From here you can see a summary of all training the student has undertaken and logged via the Doctoral Skills Development programme (including central training and any departmental or external training that they have logged). It will also show the dates of upcoming courses the student is booked to attend.

**NB** – For students funded by a UK Research Council it is a **requirement** that they average 20 points worth of training per year. For all other students it is **recommended** they undertake 20 points worth of training per year.

#### 3.4.4 Personal Training and Development Plan

It is important for students’ development that they regularly review their skills needs. Students should be encouraged to think about what they need for their current work and future aspirations and discuss this with you as supervisor. To help with these discussions students are invited at each review stage to use and update the Personal Training and Development Tool in the Log. Based on the [Vitae Researcher Development Framework (RDF)](http://researchlog.grad.ucl.ac.uk/skills.html), this tool will prompt students to build an initial profile of their professional skills and attributes, and in light of this to plan their personal and professional development and selection of training courses, development opportunities and resources. See the RDF manual for further information on this tool: [http://researchlog.grad.ucl.ac.uk/skills.html](http://researchlog.grad.ucl.ac.uk/skills.html)

#### 3.4.5 Documents

Students can upload and attach documents to their formal supervisory reviews. They are available via the individual reviews in the timeline, but for convenience all uploaded documents for the attention of the supervisory team are summarised here.

#### 3.4.6 Close profile

Closes the current student profile and returns you to your Supervision Summary.

### 4.0 IMPORTANT DATES AND MEETINGS

The Log provides a very simple calendar to help keep track of your Log activity by date. You can use it to arrange meetings with your supervisees or simply to document meetings that have already taken place with the option of adding the documentation to your supervisors' calendars.
5.0 GALLERY AND FILING CABINET

Any documents you upload and attach to a student’s Log will be listed here. You can attach the same document to multiple student reviews. If you delete a document form here it will automatically remove it from any reviews it is attached to.

5.1 INTERRUPTIONS

Interruptions can be added by students themselves under their 'About Me' section after they log in. Scrolling down they will see ‘Interruptions’ letting them add an interruption start date, length and optional reason for the interruption.