**SUPERVISOR QUICK REFERENCE GUIDE**

### 1.0 – OVERVIEW

The Research Student Log offers a basic framework for UCL Research students to record progress and development activity throughout their research programme. Keeping a Log is a MANDATORY part of all research degrees at UCL (PhD, EngD, Prof. Doc programmes, MRes).

#### 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. Once a review has been agreed by a student's supervisory team it is locked and becomes part of the supervision record.

The Log will send email reminders to the student and supervisory team at regular intervals throughout the student's time at UCL to inform them approximately when a review is due.

**NB** – Review dates are calculated APPROXIMATELY from a research start date (alterable by the student but set by default to their registration date). There is NO penalty for submitting a review after its due date. They are simply there to ensure students return to the system periodically.

It is recommended that a review take the form of documentation of an actual supervisory meeting although the Log reviews are not meant to replace the far more frequent meetings you likely have with your supervisees.

### 2.0 - GETTING STARTED

**Fig 1.0 Login Screen**

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 WTS 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'.

**Fig 1.1 Login box.**

#### 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 immediately become available for selection as a UCL supervisor in the Research Student Log.

### 3.0 – SUPERVISION SUMMARY

**Fig 2.0 Supervision Summary Screen**

Upon logging in you'll be presented with your 'supervision summary'. By default you'll see your current 'active' cohort of supervisees. 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. Please note that MRes students will not have a timeline because they only need to fill in their Research summaries and do not have formal supervisory review.
Review status icons are explained below:

- **No Status** – Student hasn't yet reached the due date of the review
- **Start** – Student has completed and submitted the review and it is waiting for YOU to sign it off.
- **Rose** – Review has been signed by you but is still awaiting signatures from other supervisors.
- **Red Flag** – The review is past its due date. The STUDENT should look to fill this out and submit it soon.
- **Completion** – The review has received signatures from all supervisors and is no longer editable.

### 3.1 Signing off a Review

The fastest way of signing off reviews that have been submitted to you, is to click on the round, orange, flashing 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.

**Fig 2.1 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 on a review you can scroll up and click ‘Close Profile’ to return to your Supervision Summary.

### 3.1.1 Feeding Back into a Review

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.

### 3.2 – Managing Your Students

#### 3.2.1 Adding a Student to Your List

**Principal/Subsidiary supervision:** The Research Student Log draws Principal and Subsidiary Supervisor details directly from Portico. A gentle reminder to ask the Departmental Administrator to add supervisors’ details to Portico.

**Tertiary supervision:** To find a student's name to add to your team, type part or all of their surname into the box.

**Fig 3.0 – Student Search**

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.

**Fig 3.1 – Search Results**

**Fig 3.2 – Supervisee deletion**

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.

#### 3.2.2 Removing a Student from Your List

Sometimes a student will change supervision and you will need to remove a student from your supervision list. This should only be done after Student Records and your department have been informed of the supervision change.

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.

NB – It may not always be appropriate to delete a student from your list. See section ‘3.2.3 List Management’ for other options.

#### 3.2.3 List Management

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

3.3 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.

3.3.1 PROFILE
From here you'll be able to see:
- The student's photo (if set)
- 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

3.3.2 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.

3.3.3 SKILLS COURSES
From here you can see a summary of all training the student has undertaken and logged via the Graduate School Skills programme. 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.

3.3.4 SKILLS ASSESSMENT
Students are encouraged to reflect upon their current skill set and attempt to identify areas for improvement. This page shows a student's self-assessment of their abilities in various research related areas. See links on the page itself for more information.

3.3.5 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.

3.3.6 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. Students also have this option and any meeting records they tag you in will appear here.

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.