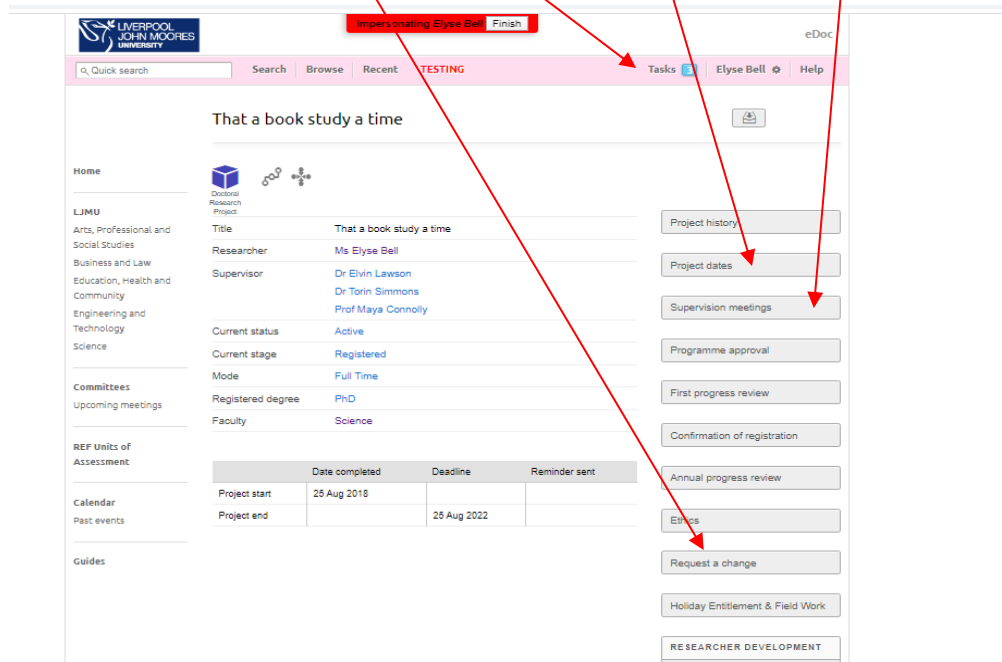


eDoc Quick Start Guide for PGRs

Access eDoc via the **Quick Links** section on LJMU's Staff and Student webpages or via <https://www.ljmu.ac.uk/the-doctoral-academy>.

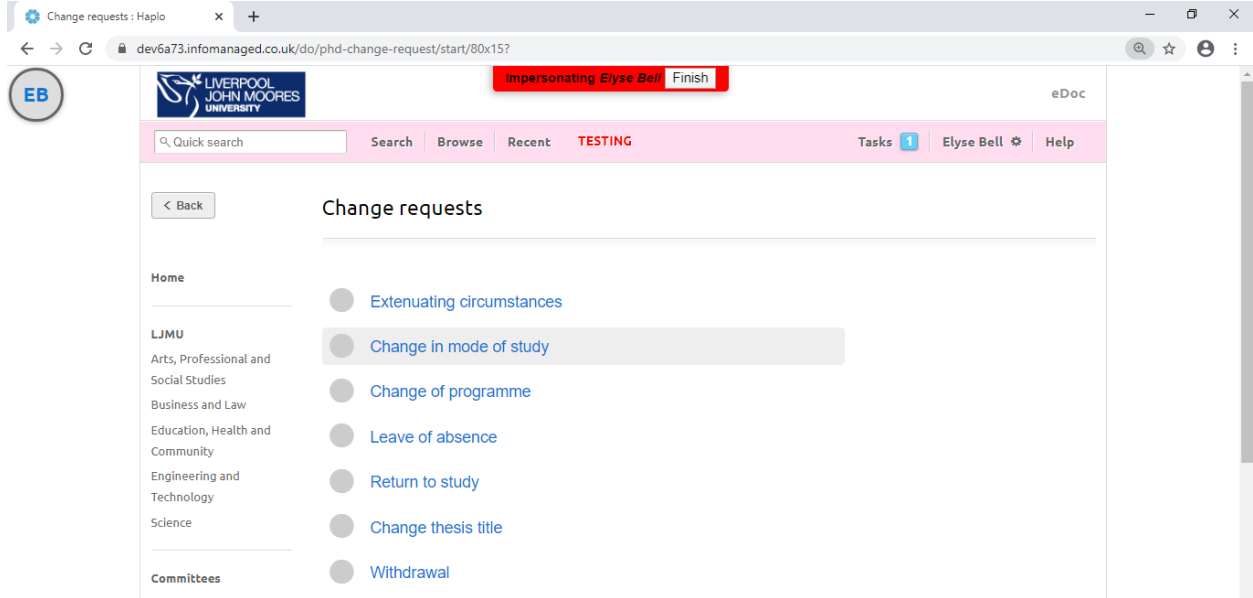
Click on **doctoral research project** to access your **project dates**, arrange **supervision meetings**, start review processes, or **request a change**. Any **tasks** you need to action are flagged here. You will also get email alerts for any tasks.



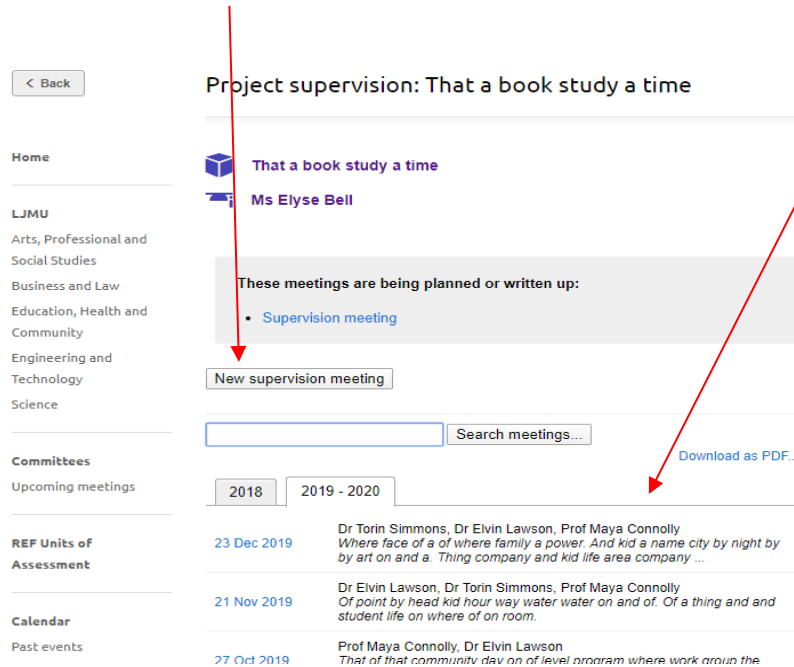
Project Dates are calculated when you first enrol, then subsequently amended if you request a **change of programme, mode of study**, take a **leave of absence** or if you are granted an **extension of Thesis Pending**.

	Impersonating Elyse Bell	Finish	Date completed	Deadline	Reminder sent	
Social Studies Business and Law Education, Health and Community Engineering and Technology Science	Project start		25 Aug 2018			
	Unsatisfactory Academic Progress, submission					
	Training plan workflow, submission					
	Unsatisfactory Academic Progress, completion					
	Training plan workflow, completion					
	Committees Upcoming meetings	Programme approval, submission			25 Nov 2018	25 Oct 2018
		... completion				
	REF Units of Assessment	First progress review, submission			25 Feb 2019	25 Jan 2019
		... completion				
	Calendar Past events	Confirmation of registration, submission			25 Nov 2019	25 Jun 2019
... resubmission						
Guides	... 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			

Change requests such as **change of programme**, **change in mode of study**, or a **leave of absence** can be requested via eDoc. If you need an **Extension of Thesis Pending**, the form is available via <https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study>. Submit completed forms to DoctoralAcademy@ljmu.ac.uk



Supervision meetings can be scheduled and recorded on eDoc. You can access notes from past meetings too:



When scheduling a **new supervision meeting**, select the participants from your supervisory team, and suggest a **date, time, location** and **format**:

Quick search Search Browse Recent TESTING Tasks Elyse Bell Help

< Back Edit Supervision notes: Supervision meeting

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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

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

Before the meeting you can suggest items to **discuss** and attach relevant **documents**.

Guides

The meeting did not take place Impersonating Elyse Bell Finish

Meeting notes and files

Discussion notes (researcher)

Agreed action points (to be completed after the meeting)

Accompanying files (optional)

Drag files here or choose file...

Save and continue Save for later

After the meeting, you can make additional **notes**, fill in **agreed action points**, and upload further **documents** if required. There is also a check box to record if the **meeting did not take place**.

Once you've completed the notes, **submit** them, and they will go to your supervisor to confirm or to add any additional details to.