eDoc Quick Start Guide for PGRs

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

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.

Q. Quick search	Search	Browse Recent	TESTING		Tasks 💽 Elyse Bell 🏚 Help
	That a book	study a time			(#)
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UML.	Research Project		```	\	
Arts, Professional and	Title	That a book stu	idy a time	\mathbf{N}	Project mistory
iocial Studies Business and Law	Researcher	Ms Elyse Bell		\mathbf{A}	Destant datas
Education. Health and	Supervisor	Dr Elvin Lawso	n	\mathbf{X}	Project dates
Community		Dr Torin Simmo	ins		
Engineering and		Prof Maya Con	nolly		Supervision meetings
lechnology	Current status	Active			
science	Current stage	Registered			Programme approval
ommitteer	Mode	Full Time		$\langle \rangle$	
Jocomina meetinas	Registered degree	PhD		$\langle \rangle$	First progress review
	Faculty	Science			
EF Units of				```	Confirmation of registration
ssessment		Date completed	Deadline	Reminder sent	\
	Project start	25 Aug 2018			Annual progress review
Calendar	Project and	2010	25 Aug 2022		<u> </u>
Past events	r roject end		20 Aug 2022		Ethos
Guides					Request a change
					Holiday Entitlement & Field Work
					RESEARCHER DEVELOPMENT

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.

Costal Studios				
Business and Law	Impersonating Elyse Bell	ate completed	Deadline	Reminder sent
Education, Health and	Project start	25 Aug 2018		
Community	Unsatisfactory Academic Progress, submission			
Engineering and	Training plan workflow, submission			
Science	Unsatisfactory Academic Progress, completion			
	Training plan workflow, completion			
Committees	Programme approval, submission		25 Nov 2018	25 Oct 2018
Upcoming meetings	completion			
	First progress review, submission		25 Feb 2019	25 Jan 2019
REF Units of	completion			
Assessment	Confirmation of registration, submission		25 Nov 2019	25 Jun 2019
	resubmission			
Catendar Past events	viva			
	completion			
Guides	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			
	Drainet and		25 410 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/the-doctoral-academy/supporting-your-study.

Change requests : H	Haplo × +		-	٥	×
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	९ Quick search	Search Browse Recent TESTING Tasks 🚺 Elyse Bell 🌣 Help			
	< Back	Change requests			l
	Home	Extenuating circumstances			l
	LJMU Arts, Professional and	Change in mode of study			
	Social Studies Business and Law	Change of programme			
	Education, Health and Community	Leave of absence			
	Engineering and Technology	Return to study			
	Science	Change thesis title			
	Committees	Withdrawal			

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

< Back	Project supervision: That a book study a time					
Home	That a book study a time	/				
LJMU	The second secon					
Arts, Professional and						
Social Studies						
Business and Law	I hese meetings are being planned or written up:					
Education, Health and Community	Supervision meeting					
Engineering and	▼ /					
Technology	New supervision meeting					
Science						
	Search meetings					
Committees	Download as PDF					
Upcoming meetings	2018 2019 - 2020					
REF Units of Assessment	Dr Torin Simmons, Dr Elvin Lawson, Prof Maya Connolly 23 Dec 2019 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					
Calendar	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.					
Past events	Prof Maya Connolly, Dr Elvin Lawson 27 Oct 2019 That of that community day on of level program where work group the					

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

< Back	Edit Supervision notes: Supervision meeting	
Home		
	Participants *	
LJMU	Ms Elyse Bell	
Arts, Professional and	Dr Elvin Lawson	
Social Studies	Dr Torin Simmons	
Business and Law	Prof Maya Connolly	
Education, Health and Community	Date, time and location	
Engineering and	Meeting date	
Technology		
Science		
	Meeting time	
Committees	HH:MM (if known)	
Upcoming meetings		
	Location	
REF Units of		
Assessment	Meeting format	
	In person	
Calendar	Telenhone	
Past events	Final	

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



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.