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.
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**:

![Supervision notes: Supervision meeting](image)

**Participants**
- Ms Elyse Bell
- Dr Ellen Lestard
- Dr Dermot Simmonds
- Prof Maya Connolly

**Date, Time and Location**
- **Meeting date**
- **Meeting time**
- **Location**

**Meeting format**
- In person
- Telephone
- Email
- Video conference

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

![Guides](image)

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.