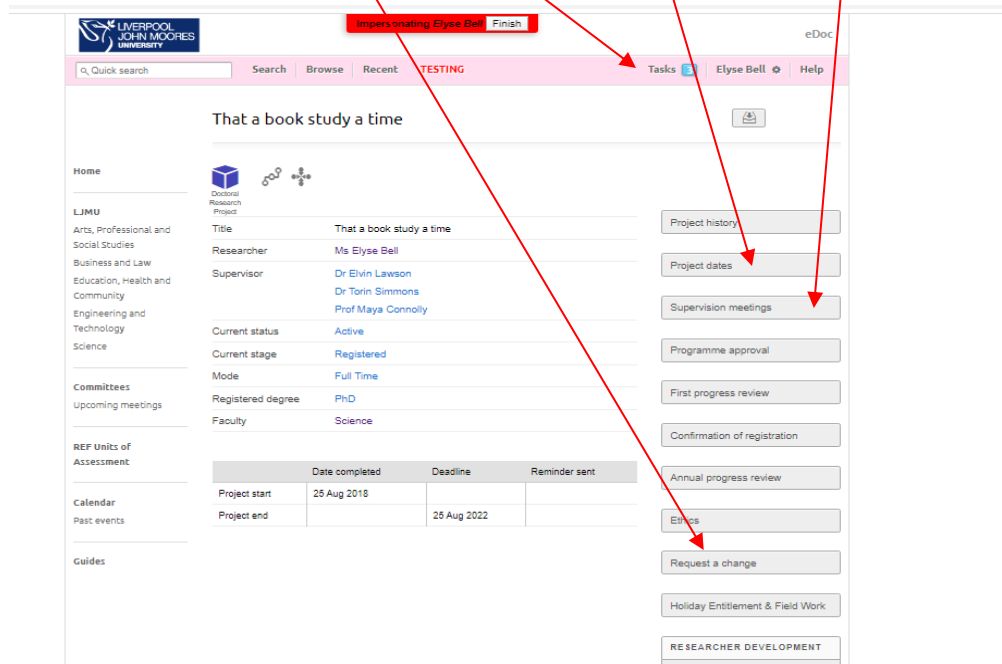


eDoc Quick Start Guide for PGRs

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

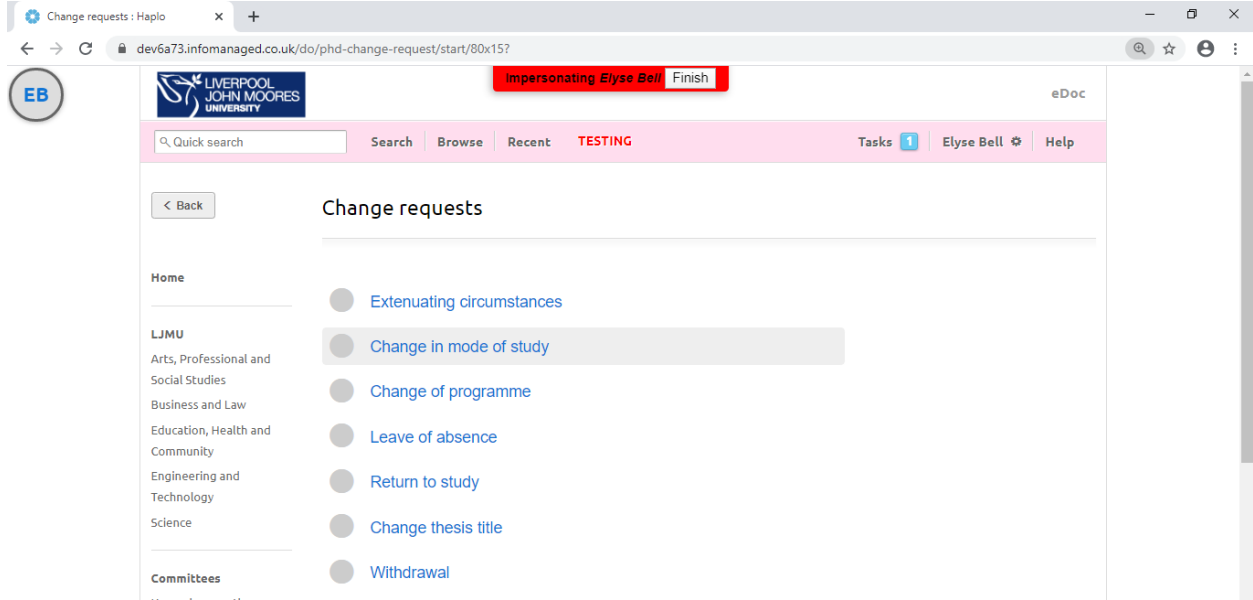
Click on **doctoral research project** to access your **project dates**, arrange **supervision meetings**, start review processes, or **request a change**. Any **tasks** you need to action are flagged here. You will also get email alerts for any tasks.



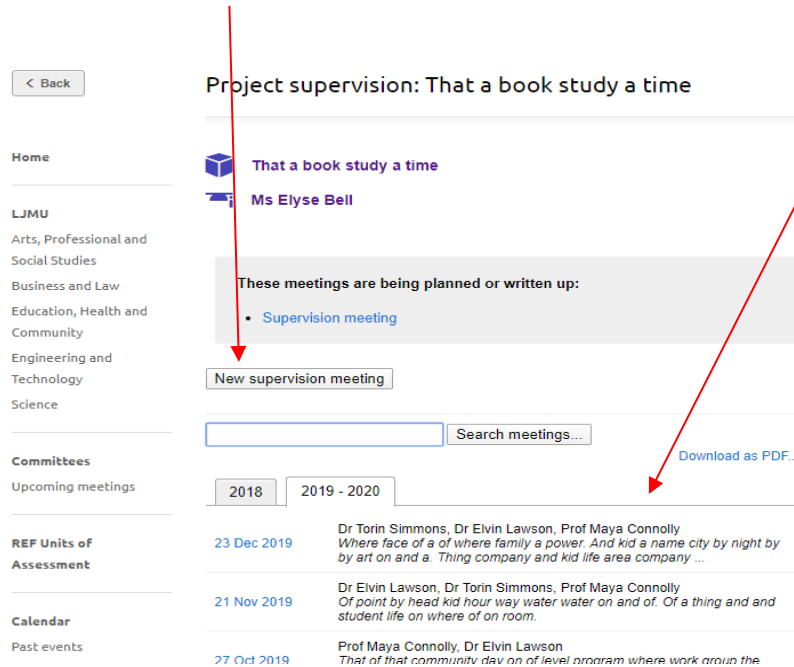
Project Dates are calculated when you first enrol, then subsequently amended if you request a **Change of programme, mode of study**, take a **Leave of absence** or if you are granted an **Extension of Thesis Pending**.

	Project start	Date completed	Deadline	Reminder sent
Social Studies				
Business and Law				
Education, Health and Community	Project start	25 Aug 2018		
Engineering and Technology	Unsatisfactory Academic Progress, submission			
Science	Training plan workflow, submission			
	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
	... completion			
REF Units of Assessment	Confirmation of registration, submission		25 Nov 2019	25 Jun 2019
	... resubmission			
Calendar	... viva			
Past events	... 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			
	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

Home

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

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...

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.