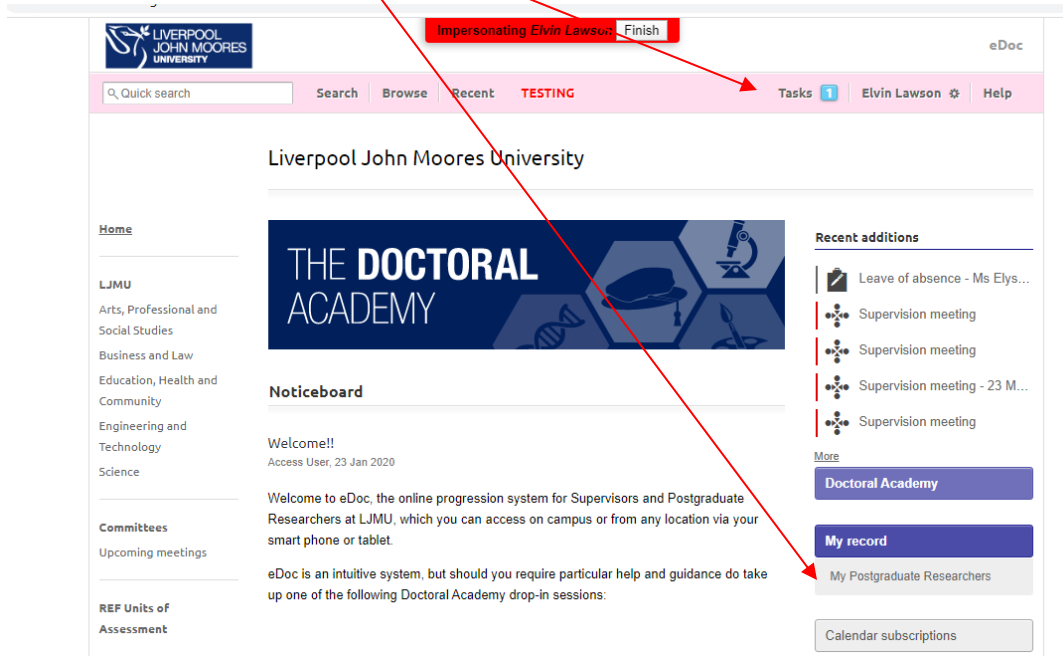
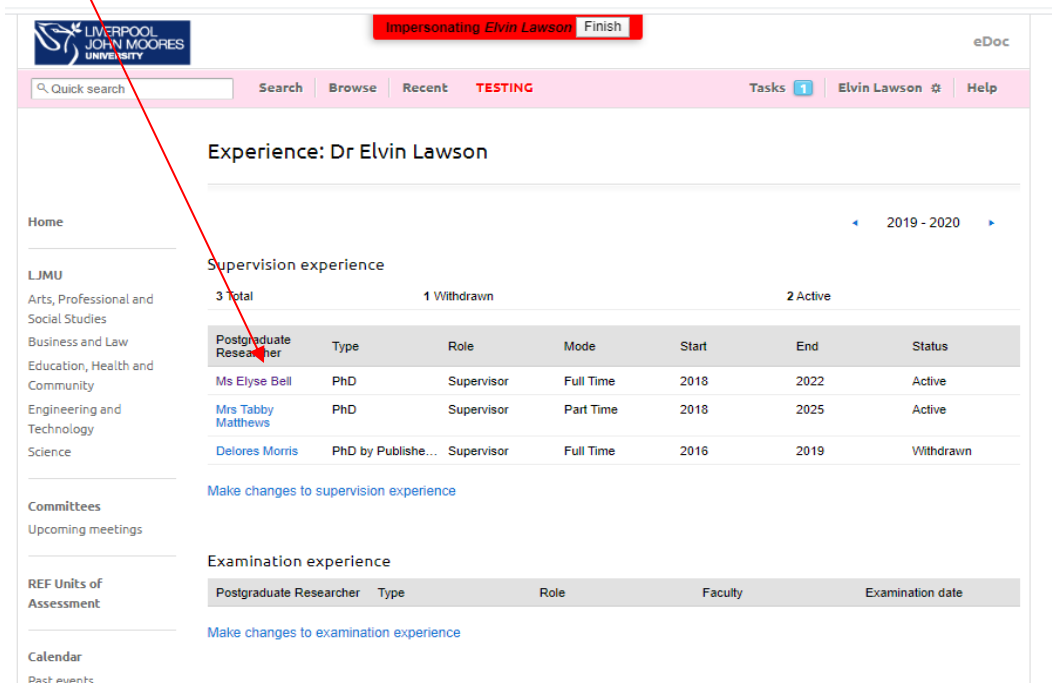


eDoc Quick Start Guide for Supervisors

Access eDoc via the **Quick Links** section on LJMU's Staff webpages or via <https://www.ljmu.ac.uk/the-doctoral-academy>. Click on **my postgraduate researchers** to access a list of the PGRs you supervise. Any **tasks** you need to action are flagged here. You will also get email alerts for any tasks.



Click on a PGR's name to access their record.



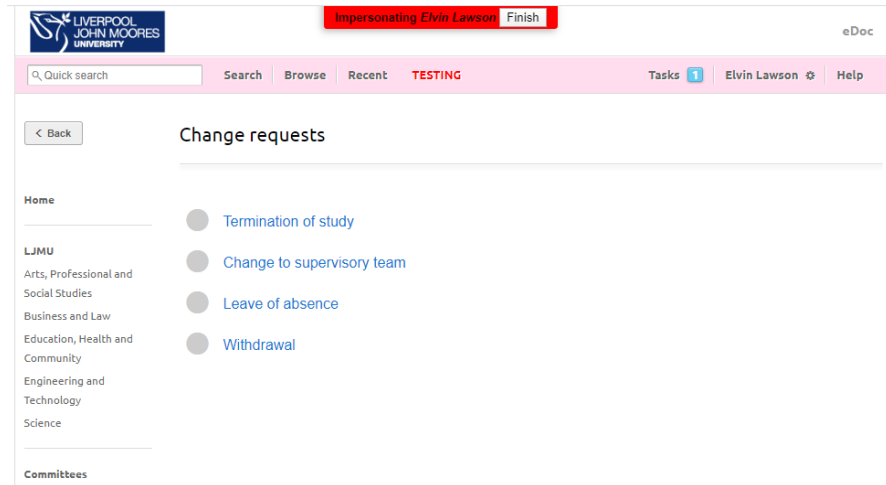
From here both you and your PGR can access the **project history**, **project dates**, arrange **supervision meetings** and **request a change**. Your PGR can also start applications for reviews, such as the programme approval and confirmation of registration.

The screenshot shows a project management interface for 'That a book study a time'. The user is impersonating 'Elvin Lawson'. The interface includes a sidebar with navigation options like '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', and 'Guides'. The main content area displays project details: Title, Researcher (Ms Elyse Bell), Supervisor (Dr Elvin Lawson, Dr Torin Simmons, Prof Maya Connolly), Current status (Active), Current stage (Registered), Mode (Full Time), Registered degree (PhD), and Faculty (Science). Below this is a table with columns 'Date completed', 'Deadline', and 'Reminder sent'. The table shows 'Project start' on 25 Aug 2018 and 'Project end' on 25 Aug 2022. On the right side, there is a vertical list of buttons: Project history, Project dates, Supervision meetings, Programme approval, First progress review, Confirmation of registration, Annual progress review, Unsatisfactory Academic Progress, Ethics, Request a change, Collaborating establishments (if applicable), and Holiday Entitlement & Field Work. Red arrows point from the text above to the 'Project history', 'Project dates', and 'Request a change' buttons.

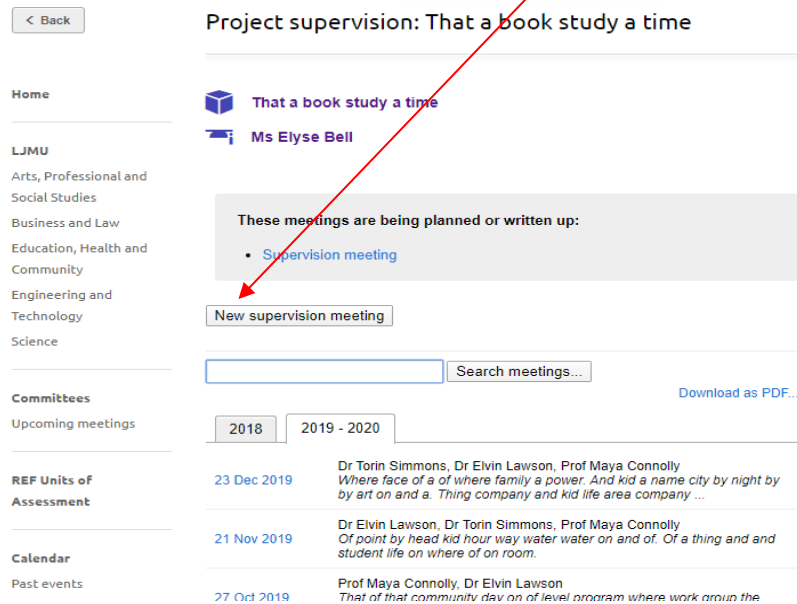
Project dates are calculated when a PGR first enrolls, but are subsequently updated if any changes are approved, such as a change in **mode of study**, a **leave of absence** or an **extension of Thesis Pending**:

		Date completed	Deadline	Reminder sent
	Project start	25 Aug 2018		
	Unsatisfactory Academic Progress, submission			
	Training plan workflow, submission			
	Unsatisfactory Academic Progress, completion			
	Training plan workflow, completion			
	Programme approval, submission		25 Nov 2018	25 Oct 2018
	... completion			
	First progress review, submission		25 Feb 2019	25 Jan 2019
	... completion			
	Confirmation of registration, submission		25 Nov 2019	25 Jun 2019
	... resubmission			
	... 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	

PGRs can request most changes through eDoc, with the exception of **extension of Thesis Pending**, which needs to be applied for using the extension form available here: <https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study>. Supervisors can use the **change requests** function to initiate some changes, such as **leave of absence**, and **changes to the supervisory team**.



Supervision meetings can be scheduled and recorded on eDoc. New supervision meetings can be scheduled by either the PGR or the Supervisor.



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

The screenshot shows a web application interface for editing supervision notes. The page title is "Edit Supervision notes: Supervision meeting". The interface includes a navigation menu on the left with categories like Home, LJMUs, Committees, REF Units of Assessment, and Calendar. The main content area is divided into several sections: "Participants" with a list of names and checkboxes; "Date, time and location" with a "Meeting date" field; "Meeting time" with a "HH:MM (if known)" field; "Location" with a text input field; and "Meeting format" with radio buttons for "In person", "Telephone", "Email", and "Video conference".

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

After the supervision meeting, the PGR can fill in agreed action points before submitting the record. The supervisor then has the opportunity to make any changes, attach documents or add follow-on notes to the supervision record.