



SUPERVISION LOG

Research Degree Students

QUEEN MARY UNIVERSITY OF LONDON

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1. Introduction

As of January 2015 students undertaking a PhD programme are required to log their supervisions on MySIS. This includes students already on a PhD programme, not just those that start after January 2015.

Students are able to log a supervision via MySIS for any of their supervisors (both internal and external to QMUL). The supervisor will then be able to confirm or query the supervision notes. Both students and supervisors will be able to see a history of all logged supervisions.

1.1 Getting Access

All internal and external supervisors automatically have access. Anyone else that needs access (e.g. school admin) should request access by logging a call on the SIS Support & Training page.

If an external supervisor needs adding to the system, please log a call on the SIS Support & Training page.

1.2 Terminology

Expression	Meaning
External Supervisor	A supervisor that works externally to Queen Mary
Other Supervisor	Someone who is part of a student's supervisory team, but not a primary or secondary supervisor
Primary Supervisor	The student's main supervisor, typically the one they work most closely with
Secondary Supervisor	The student's secondary supervisor

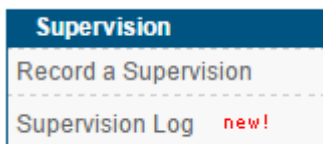
1.3 Related Guides

You may wish to also see the following guides:

- Supervision Log (Student Guide)
- Research Degree Progression

2. How Students Add Supervision Logs

When a PhD student logs into MySIS they will be able to log supervisions using the 'My Details' page.



The first option (Record a Supervision) allows them to add a new supervision record, while the second (Supervision Log) allows them to see a record of previous supervisions.

Clicking 'Record a Supervision' will display the following page:

Supervision - Student Task	
Supervision Details - Creating a new Supervision Note	
Supervision Type	One-to-one ▼
Supervision Date	07/Jan/2015
Supervision Time - in 24-hour format (hh:mm)	▼ ▼
Supervisor	DYLAN MORRISSEY (Primary Supervisor) ▼
Supervision Notes	<div style="border: 1px solid #ccc; height: 100px;"></div>
File Upload 1	<input type="text"/> <input type="button" value="Choose File"/> No file chosen
File Upload 2	<input type="text"/> <input type="button" value="Choose File"/> No file chosen
File Upload 3	<input type="text"/> <input type="button" value="Choose File"/> No file chosen
<input type="button" value="Exit"/> <input type="button" value="Next"/>	

The following Supervision Types are currently available:

1. Email
2. One-to-one
3. Other
4. Phone
5. Skype

Staff within the Research Degrees Office can add new supervision types if needed.

In addition, students can upload up to 3 attachments (for example, draft chapters). When uploading a file they must add a file description in the text box next to 'Choose File'.

There will be a link within the email that will take you directly to the supervision log that you need to respond to. Alternatively, you can log into MySIS and find it directly yourself. Details of this are covered in section 3 below.

A separate guide has been written for students and they can find this on MySIS on the 'My Details' page under 'Supervision'.

3. Viewing Outstanding Supervision Logs

3.1 Overview

Alternatively, you may log in to MySIS independent of the email link. If you wish to review your record of supervisions go to the Research Student Data page, and to the Supervision Log.

Clicking on Supervision Log (through either method outlined above) will display the following page:

[illegible]

Other Supervisors' Outstanding Supervision Notes														
Action	Note ID	Student ID	Student Name	Supervisor Type	Supervisor Status	Supervisor Name	Supervision Type	Supervision Status	Supervision Date	Supervision Time - in 24-hour format (hh:mm)	Supervision Notes	Date Recorded	Uploaded Files	
No Outstanding Notes from Internal Supervisors														
View	04	12067770782	Colin Daly	Second Supervisor	External Supervisor	Dr Ulrik McCarthy Persson	Skype	Under Review (with Student)	04/Jan/2015	16:20	test 1	05/Jan/2015		

The Approved Supervision Notes								
Action	Student ID	Student Name	No of Total Supervisions	No of Supervisions in 2014/15	1. Primary Supervisor	2. Secondary Supervisor	3. Additional Supervisor	4. Other Member of Supervisory Team
	0398106742	Victoria Tzortziou	0	0	Dylan Morrissey	Olwyn Westwood		
	089556618/1	Saira Chaudhry	0	0	Hazel Screen	Dylan Morrissey		
<div>View Approved Notes</div>	1004091762	Simon David Lack	1	1	Dylan Morrissey	Bruce Kidd		
	110624846/1	Paulina Maria Kloskowska	0	0	Dylan Morrissey	Bruce Kidd		
	120677078/1	Colm Daly	0	0	Dylan Morrissey	Dr Ulrik McCarthy Persson		
	120677078/2	Colm Daly	0	0	Dylan Morrissey	Dr Ulrik McCarthy Persson		
	130253237/1	Shihfan Jack Tu	0	0	Dylan Morrissey			
	130833408/1	Bradley Stephen Brad Neal	0	0	Dylan Morrissey			
	140103515/1	Baini Zhang	0	0	Helko Grossmann	Dylan Morrissey		

1. Outstanding Supervision Logs
2. Other Supervisors' Outstanding Supervision Notes (your students' supervision logs that are with their other supervisors)
3. The Approved Supervision Notes (a list of your students and their supervision log histories)

3.2 Outstanding Supervision Logs

The table stretches across the whole page, but for the purpose of clarity it has been split into two below:

[illegible]

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Supervision - Supervisor Task			
Student Details			
Student Code	100409176/2	Student Name	Simon David Lack
Programme/Route Code	RRPP-QMWHRN1 / RSWHN	Programme/Route Name	PhD PT WHRI (Non-Clinical) / Research in William Harvey Research Institute (Non-Clinical)
Supervision Note # 6			
Date Logged	06Jan2015		
Supervision Status	Under Review (with Supervisor)		
Supervision Type	One-to-one		
Supervisor	Dylan Morrissey		
Supervision Date	20/Dec/2014		
Supervision Time - in 24-hour format (hh:mm)	10:00		
Supervision Notes	<p>We met and we chatted about what I need to do.</p> <p>It was agreed that I would do some work.</p>		
Uploaded Files			
Supervisor Feedback			
Supervisor Action*	<input checked="" type="radio"/> Approve <input type="radio"/> Review (send to Student)		
Supervisor Feedback*	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		

Here you will see basic information about the student and what they submitted.

If you are happy with the record the student has provided (including the notes of the supervision) you should click Approve and then the Submit button in the bottom-right corner.

If you would like to query what the student submitted, or add to the notes, you should click the 'Review (send to Student)' option, type any comments in to the 'Supervisor' Feedback' box and click Submit. This will send the notes back to the student for a response. **Please note** that students cannot upload new files if you ask them to review it. If new files need to be added, a new log would need to be created.

Your student will now receive an email from MySIS asking them to respond to your query/comments. Once they have done so, the notes will return to you and appear again on the list of outstanding supervision logs. You will receive an email from MySIS to let you know the notes have been returned and you can either click the link in the email, or find this page yourself in MySIS as outlined above.

To review the revised notes follow the process above. If you would like to request further amendments you may add additional comments and click Submit to return the notes again to your student. You may continue to respond to notes in this way – passing them back and forth between yourself and your student – as many times as you wish, until you are happy with the record of the supervision.

When satisfied the notes are accurate, click Approve and then Submit. This will move the record of the supervision to the Approved Supervision Notes table (section 3.3 below)

3.3 The Supervisor's Approved Notes

If you would like to view the record of past supervisions you may use the Approved Supervision Notes table. This displays the supervision records of all of your current research students. If they have submitted any supervision logs you will see a 'View Approved Notes' button.

In order to find this you would need to log into MySIS and go to the 'Research Student Data' page and click on 'Supervision Log'. At the bottom of this page you will see a table similar to the one below.

The Approved Supervision Notes						
Action	Student ID	Student Name	No of Total Supervisions	No of Supervisions in 2014/15	1. Primary Supervisor	2. Secondary Supervisor
	039810674/2	Victoria Tzortziou	0	0	Dylan Morrissey	Olwyn Westwood
	089556618/1	Saira Chaudhry	0	0	Hazel Screen	Dylan Morrissey
View Approved Notes	100409176/2	Simon David Lack	1	1	Dylan Morrissey	Bruce Kidd
	110624846/1	Paulina Maria Kloskowska	0	0	Dylan Morrissey	Bruce Kidd
	120677078/1	Colm Daly	0	0	Dylan Morrissey	Dr Ulrik Mccarthy Persson
	120677078/2	Colm Daly	0	0	Dylan Morrissey	Dr Ulrik Mccarthy Persson
	130253237/1	Shihfan Jack Tu	0	0	Dylan Morrissey	
	130833408/1	Bradley Stephen Brad Neal	0	0	Dylan Morrissey	
	140103515/1	Bairu Zhang	0	0	Heiko Grossmann	Dylan Morrissey

To view the record of a past supervision, click on 'View Approved Notes' of the student whose records you wish to view.

Clicking on the 'View Approved Notes' button will then list the history of their recorded supervisions. Each individual supervision will be listed, as in the example below.

List of Approved / Completed Supervisions for Simon David Lack											
Action	Note ID	Student ID	Student Name	Supervisor Type	Supervisor Status	Supervisor Name	Supervision Type	Supervision Status	Supervision Year	Supervision Date	Supervision Time - in 24-hour format (hh:mm)
View	08	100409176/2	Simon David Lack	Primary Supervisor	Internal Supervisor	Dylan Morrissey	One-to-one	Approved		06/Jan/2015	13:00
View	06	100409176/2	Simon David Lack	Primary Supervisor	Internal Supervisor	Dylan Morrissey	One-to-one	Approved	2014/15	20/Dec/2014	10:00
View	02	100409176/2	Simon David Lack	Primary Supervisor	Internal Supervisor	Dylan Morrissey	One-to-one	Approved	2014/15	15/DEC/2014	10:30

Please note the table has been truncated to fit within this document. Clicking on 'View' will then display the individual supervisions for that supervision record.

Each note for that particular supervision will have a button with a number indicating the order in which the supervisor log was added (1-3 in the example image below).

Supervision - Supervisor Task

8 - Supervision Notes Details

Student ID	100409176/2
Date Logged	06/Jan/2015
Supervision Status	Approved (completed)
Supervision Type	One-to-one
Supervision Date	06/Jan/2015
Supervision Time - in 24-hour format (hh:mm)	13:00
Supervisor	Dylan Morrissey
Supervision Notes	We chatted about the first draft of the third chapter.
Uploaded Files	File description: first draft Link to file: 2778.doc

Supervisor Feedbacks

Feedback Details	Feedback Date	Feedback Type	Feedback from Supervisor
3	06/Jan/2015	Approval Feedback	Good stuff!
2	06/Jan/2015	Review Feedback	We discussed your third chapter.
1	29/Jul/2014		asdasdfasdfasdf

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Clicking on the number will open up details about that specific supervision log in a new page:

Supervision Note details

Supervision Note no.	8
Backup Note ID	2
Date Created	06/Jan/2015
Supervision Note	We chatted about the first draft of the second chapter.
Supervisor	Dylan Morrissey
Supervision Type	One-to-one
Supervision Date	06/Jan/2015
Supervision Time - in 24-hour format (hh:mm)	13:00
Uploaded Files	File description: first draft Link to file: 2778.doc

Supervisor Feedback

Date	06/Jan/2015
Feedback Type	Review Feedback
Supervisor Feedback	We discussed your third chapter.

3.4 Other Supervisors' Outstanding Supervision Notes

If your students' have interaction notes with their other supervisors you can also view these, but cannot approve them.

In order to find this you would need to log into MySIS and go to the 'Research Student Data' page and click on 'Supervision Log'. This is the second 'area', located in the middle of this page.

As before, the table below has been split into two for the purpose of this document.

Other Supervisors' Outstanding Supervision Notes							
Action	Note ID	Student ID	Student Name	Supervisor Type	Supervisor Status	Supervisor Name	Supervision Type
No Outstanding Notes from Internal Supervisors							
View	04	120677078/2	Colm Daly	Second Supervisor	External Supervisor	Dr Ulrik Mccarthy Persson	Skype

Supervision Status	Supervision Date	Supervision Time - in 24-hour format (hh:mm)	Supervision Notes	Date Recorded	Uploaded Files
Under Review (with Student)	04/Jan/2015	16:20	test 1	05/Jan/2015	

Clicking on the 'View' button will then display a page similar to the one below:

4 - Supervision Notes Details	
Student ID	120677078/2
Date Logged	05/Jan/2015
Supervision Status	Under Review (with Student)
Supervision Type	Skype
Supervision Date	04/Jan/2015
Supervision Time - in 24-hour format (hh:mm)	16:20
Supervisor	Dr Ulrik Mccarthy Persson
Supervision Notes	test 1
Uploaded Files	

Supervisor Feedbacks			
Feedback Details	Feedback Date	Feedback Type	Feedback from Supervisor
2	05/Jan/2015	Review Feedback	is it test 1?
1	29/Jul/2014		ASDFASDFSADF

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From here clicking on the button with a number in (which corresponds to the feedback sequence) will then display further details of the supervision. This will open in a new page.