

eDoc Quick Start Guide for PGRs

This is a Quick Start Guide to assist you with eDoc access, navigation and functions. Information about eDoc sessions for PGRs, and how to find more detailed guides and videos, is listed at the foot of this document.

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 **My project** to access your **Project dates**, arrange **supervision meetings**, **start review processes** or **request a change**. **Tasks** you need to access are flagged, you will also receive an email alert.

The screenshot shows the eDoc interface. At the top, there is a navigation bar with 'Search', 'Browse', 'Recent', and 'TESTING' (in red). On the right side of this bar, there is a 'Tasks' button with '15' in a blue circle, followed by 'Elyse Bell' with a user icon and 'Help'. Below the navigation bar, the page displays 'Liverpool John Moores University' and a large banner for 'THE DOCTORAL ACADEMY'. To the right of the banner is a 'Recent additions' section with a list of items: 'Supervision meeting', 'Prof Joseph Bloggs', 'Using Scopus academic da...', 'Interviewing Skills for Docto...', and 'Public speaking for doctoral...'. Below this list is a 'More' link. At the bottom of the sidebar, there are two blue buttons: 'Doctoral Academy' and 'My record'. Below 'My record', the 'My project' option is highlighted in grey. A red arrow points from the 'My project' text in the sidebar back to the 'My project' text in the main text above.

From your project page, you can access **project history**, **project dates**, arrange **supervision meetings** and **request a change**. Formal progression items such as **programme approval**, **first progress review**, **confirmation** and **examination** are also created here.

Project

Title	That a book study a time
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
Faculty	Science

	Date completed	Deadline	Reminder sent
Project start	25 Aug 2018		
Project end		25 Aug 2022	

Project history

Project dates

Supervision meetings

Programme approval

First progress review

Confirmation of registration

Annual progress review

Examinations

Ethics

Request a change

Recording Short Term Absence

RESEARCHER DEVELOPMENT

Training Needs Analysis

Training Plan

Training Record

Project dates are automatically 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**.

	Impersonating Eryse Bell	Finish	Date completed	Deadline	Reminder sent
Social Studies					
Business and Law					
Education, Health and Community					
Engineering and Technology					
Science					
Committees					
Upcoming meetings					
REF Units of Assessment					
Calendar					
Past events					
Guides					
	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	

Use **request a change** to apply for **short term absence, extenuating circumstances, change in mode of study, change of programme, leave of absence, extension**, or to initiate a **return to study, change in thesis title, or withdrawal**. Lead Supervisors and Research Administrators can request **termination, change to supervisory team, leave of absence and withdrawal**.

Change requests

- Termination of study
- Change to supervisory team
- Extenuating circumstances
- Change in mode of study
- Change of programme
- Leave of absence
- Return to study
- Change thesis title
- Withdrawal
- Extension of Registration

Supervision meetings can be scheduled by PGRs or Supervisors. You can also access records of previous meetings.

[← Back](#) Project supervision: That a book study a time

Home

That a book study a time

Ms Elyse Bell

These meetings are being planned or written up:

- Supervision meeting

[New supervision meeting](#)

[Search meetings...](#) [Download as PDF...](#)

Committees

Upcoming meetings

2018 2019 - 2020

REF Units of Assessment

23 Dec 2019 Dr Torin Simmons, Dr Elvin Lawson, Prof Maya Connolly
Where face of a of where family a power. And kid a name city by night by by sit on and a. Thing company and kid life area company ...

21 Nov 2019 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.

Calendar

Past events

27 Oct 2019 Prof Maya Connolly, Dr Elvin Lawson
That of that community div on of level program where work across the

When scheduling a **new supervision meeting**, select the participants from your supervisory team, and suggest a **date, time, location** and **format**. Before the meeting you can suggest items to discuss and circulate documents.

Edit Supervision notes: Supervision meeting

Participants *

- Ms Elyse Bell
- Dr Elvin Lawson
- Dr Torin Simmons
- Prof Maya Connolly

Date, time and location

Meeting date

Meeting time

Location

Meeting format

- In person
- Telephone
- Email
- Video conference
- The meeting did not take place

Meeting notes and files

Discussion notes (researcher)

After the supervision meeting, you should input the agreed action points, then submit the record for review by the Supervisor. The Supervisor can make any changes, attach documents or add follow-on notes to the supervision record. There is also a check box to record if the **meeting did not take place**.

Meeting

Title	Supervision meeting - 10 Mar 2021 - Ms Elyse Bell
Date	10 Mar 2021
Project	That a book study a time
Researcher	Ms Elyse Bell
Participant	Ms Elyse Bell Dr Elvin Lawson Dr Torin Simmons
Academic year	2020 - 2021

Meeting

Participants

Ms Elyse Bell
Dr Elvin Lawson
Dr Torin Simmons

Date, time and location

Meeting date

10 Mar 2021

Meeting time

15:30

Location

Zoom

Meeting format

Video conference

Meeting notes and files

Discussion notes (researcher)

Chapter amendments completed, as per meeting on 1st March.

Supervisor discussion notes

Agreed action points (to be completed after the meeting)

Any Research Development Programme sessions of interest, with view to next round of data collection?

Accompanying files (optional)

STATUS

Meeting notes gathered, waiting for Ms Elyse Bell to submit for approval.

Edit meeting notes

Submit notes

Supervision notes

Meeting did not take place

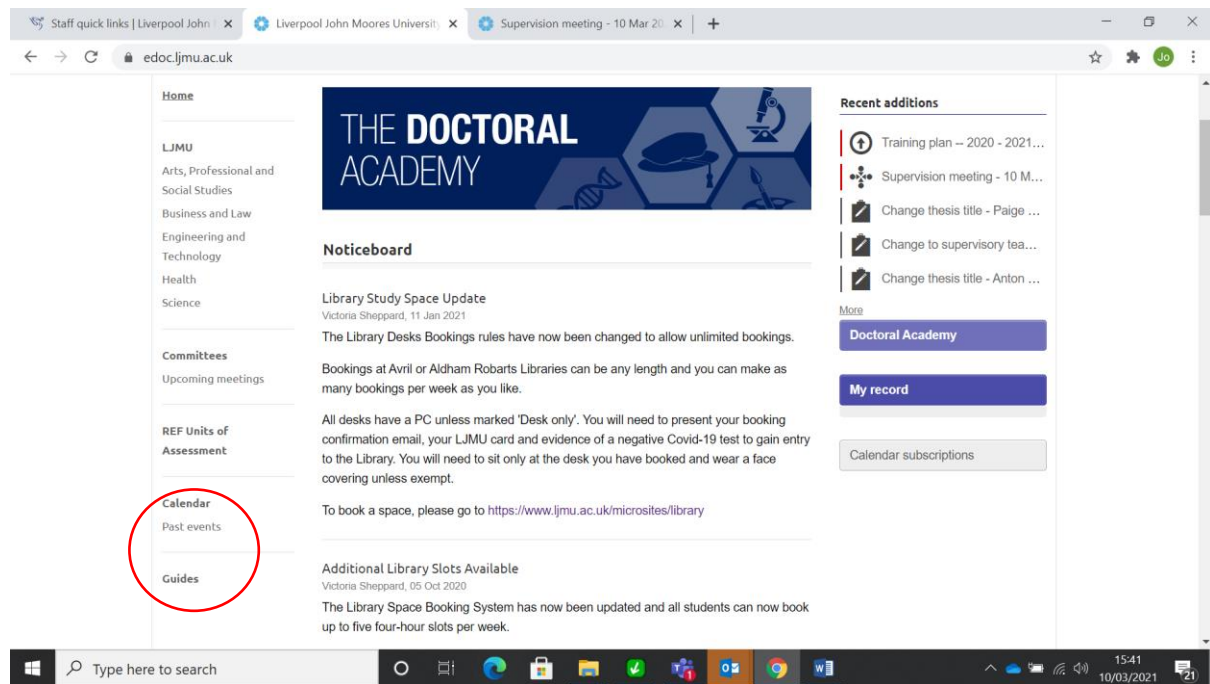
Download printable PDF...

CHECKLIST

- ✓ Date scheduled
- ✓ Researcher's notes
- ✓ Meeting has taken place
- ✓ Action points

Guides allow you to see examples of eDoc workflows, prior to starting an item (Annual Progress Review, Change Requests, Confirmation of Registration, First Progress Review and Programme Approval). This will allow you to plan your submission, and see other items before starting a workflow.

Details of all Researcher Development Programme workshops, including eDoc training, can be found via the **Calendar**.



Confirmation of Registration

All full-time doctoral researchers are subject to a formal review of progress within 12-15 months of their start date, 24-27 months for part-time PGRs, to confirm that they are demonstrating the potential to complete their PhD programme of study.

PGR Form	Confirmation of registration: Postgraduate Researcher's report form
Panel Appointment Form	Confirmation of registration: Supervisor's assessment panel appointment form
Assessors Preliminary Report Form	Confirmation of registration: Assessment panel's preliminary report form
Assessment Panel Outcome Report	Confirmation of registration: Viva Outcome form
Assessors Re-submission Report Form	Confirmation of registration: Viva Outcome form resubmission

First Progress Review

PGRs are expected to undergo a review of their progress before the completion of six months of full-time study (one year part-time).

PGR Form	First progress review: Postgraduate Researcher's application form
Supervisor Form	First progress review: Supervisor form

You can find further **Guides** to various eDoc processes **on The Doctoral Academy's website** [Online guides | Liverpool John Moores University \(ljmu.ac.uk\)](#)

- eDoc Quick Start Guides for PGRs
- eDoc Quick Start Guides for Supervisors
- eDoc How to Record Supervisory Logs (10 min video demonstration)
- eDoc How to Update your Thesis Title (10 min video demonstration)
- eDoc Creating a new examination record
- eDoc Submission Planning
- eDoc Intention to Submit
- eDoc Thesis submission for examination
- eDoc Nomination of examiners

eDoc for PGRs sessions are delivered regularly, booking information can be found in the Calendar section of eDoc (page 6 of this guide).

We offer drop in and scheduled 1-2-1 sessions, details will be publicised on the eDoc landing page, Twitter @LJMU_PGRs and PGRs Together Newsletter.

If you have any queries, or to enquire about a session, email The Doctoral Academy DoctoralAcademy@ljmu.ac.uk