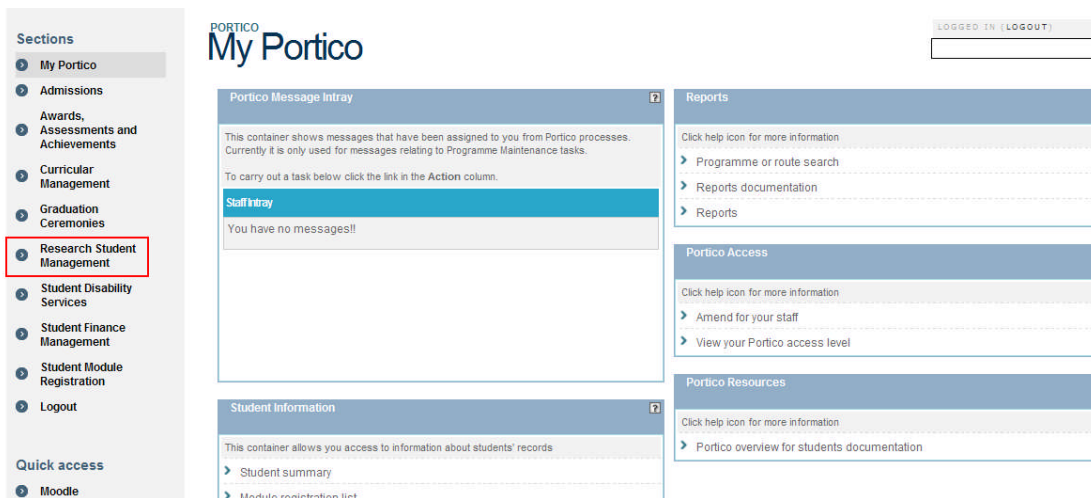


Research Student Administration – Adding and Updating Supervisors in Portico Quick Start Guide

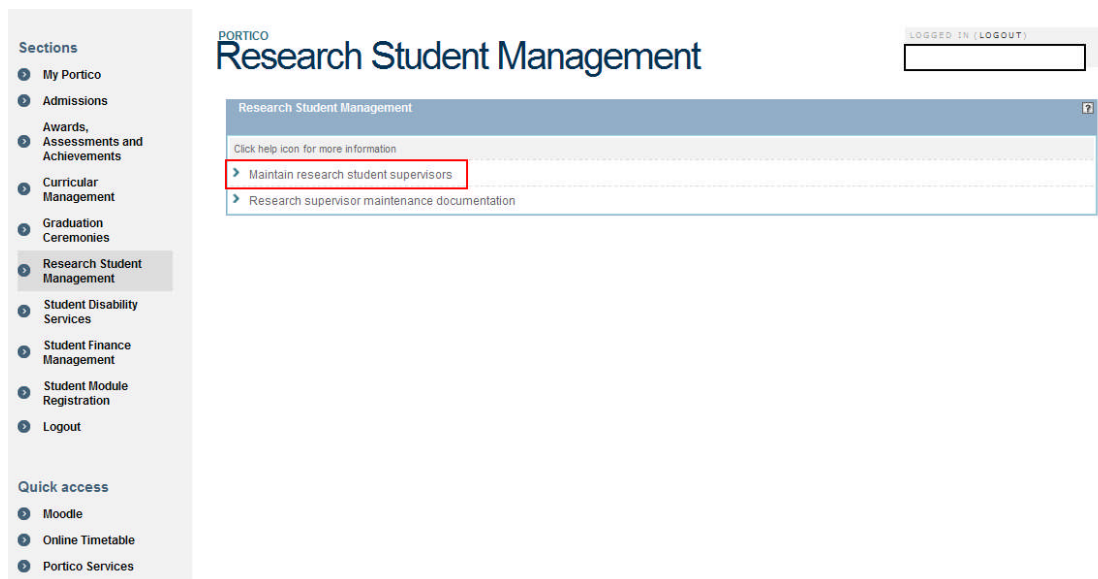
1. Accessing the Records

1.1 Departmental staff are now able to create or amend supervisor records for students who are currently enrolled, or who are expected to enrol, for a research degree in their department. This includes students on the MPhil/PhD, MD (Res), EngD, MRes or clinical doctorate programmes.

The new e-vision functionality is contained in the “Research Student Management” section on your My Portico page.



Clicking on the link above will take you to the following page. Then click on Maintain research student supervisors



1.2 You may search for students by student code, surname, and programme. The programme code will be useful for MRes programmes. Wild card searching will be available on surname and programme of study fields.

PORTICO
Research student supervisor maintenance

Enter the required criteria and click 'Search' to retrieve currently enrolled or yet to enrol research students in your department. If you know the student code this will provide the most efficient retrieval.

Student code [List](#)

Student surname

Programme of study code [List](#)

[Search](#) [Exit](#)

1.3 You will be presented with a list of students fulfilling the search criteria for whom a research record exists, along with any existing supervisor details, ordered by student surname.

Example - returning a single record

PORTICO
Research student supervisor maintenance

Listed below are the currently enrolled or yet to enrol research students meeting your search criteria. Click on the name of the supervisor to edit the supervisor details or the 'Add' button to add supervisor records as appropriate. To see the student summary click on the student number. For any queries please contact [student records](#).

Student number	Surname	Known as	Start date	Programme code	Supervisor(s) (Level - Name - End date)	Add supervisor
>	<input type="text"/>		27/Sep/2010	RRDARLSING01	Principal supervisor: Mr Tim Williams - Subsidiary supervisor: Mr Dean Sully - Subsidiary supervisor: Dr Jose Oliver -	Add

[New search](#) [Exit](#)

Example - returning multiple records

PORTICO Research student supervisor maintenance

Listed below are the currently enrolled or yet to enrol research students meeting your search criteria. Click on the name of the supervisor to edit the supervisor details or the 'Add' button to add supervisor records as appropriate. To see the student summary click on the student number. For any queries please contact [student records](#).

Student number	Surname	Known as	Start date	Programme code	Supervisor(s) (Level - Name - End date)	Add supervisor
> []	[]	[]	24/Sep/2012	RRDARLSING01		Add
> []	[]	[]	25/Sep/2006	RRDARLSING01	Principal supervisor: Prof Andrew Reynolds - Subsidiary supervisor: Dr Dominic Perring - 01/Oct/2013	Add
> []	[]	[]	24/Sep/2012	RRDARLSING01	Principal supervisor: Prof Ian Freestone -	Add
> []	[]	[]	24/Sep/2012	RRDARLSING01		Add
> []	[]	[]	02/Jul/2012	RRDARLSING01		Add
> []	[]	[]	27/Sep/2010	RRDARLSING01	Principal supervisor: Mr Tim Schadle-Hall - Principal supervisor: Dr Ulrike Sommer - Subsidiary supervisor: Dr Karen Wright -	Add


From this screen you are able to:

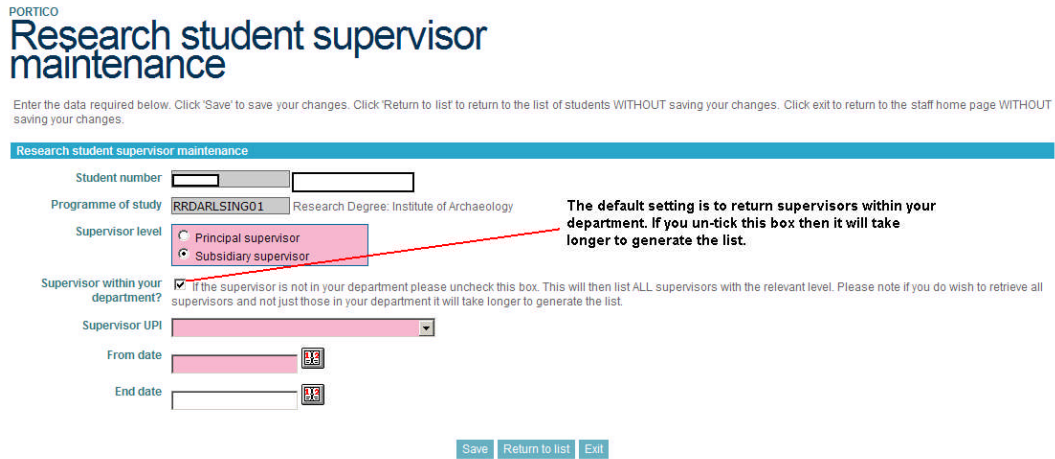
Add new supervisor records (see section 2)

Amend existing supervisor records (see section 3)

N.B. You do not have the option to delete supervisor records. To change a supervisory team, simply add the new supervisor and then amend the previous supervisor's record to indicate their end date. This ensures a full supervisory history is kept for each student.

2. Adding New Supervisor Records

2.1 Click  in 1.3 above and the following screen will be displayed. All fields in pink are mandatory



PORTICO
Research student supervisor maintenance

Enter the data required below. Click 'Save' to save your changes. Click 'Return to list' to return to the list of students WITHOUT saving your changes. Click exit to return to the staff home page WITHOUT saving your changes.

Research student supervisor maintenance

Student number

Programme of study Research Degree: Institute of Archaeology

Supervisor level
 Principal supervisor
 Subsidiary supervisor

Supervisor within your department? If the supervisor is not in your department please uncheck this box. This will then list ALL supervisors with the relevant level. Please note if you do wish to retrieve all supervisors and not just those in your department it will take longer to generate the list.

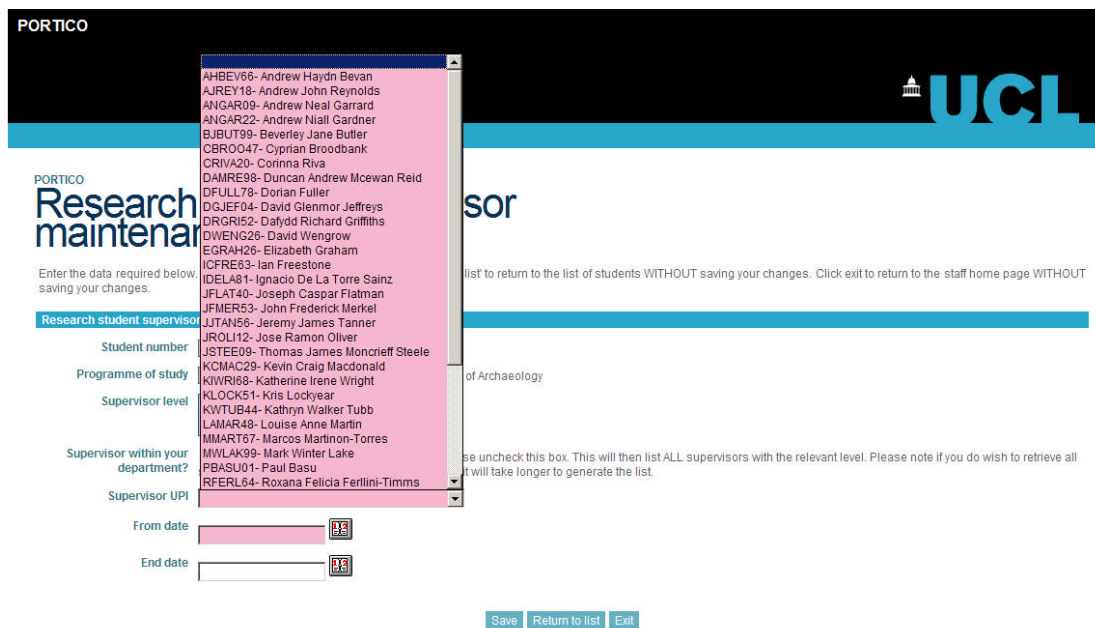
Supervisor UPI

From date

End date

[Save](#) [Return to list](#) [Exit](#)

Example of supervisor UPI drop down list (DDL) from 2.1 above



PORTICO
Research student supervisor maintenance

Enter the data required below. Click 'Save' to save your changes. Click 'Return to list' to return to the list of students WITHOUT saving your changes. Click exit to return to the staff home page WITHOUT saving your changes.

Research student supervisor maintenance

Student number

Programme of study Research Degree: Institute of Archaeology

Supervisor level
 Principal supervisor
 Subsidiary supervisor

Supervisor within your department? If the supervisor is not in your department please uncheck this box. This will then list ALL supervisors with the relevant level. Please note if you do wish to retrieve all supervisors and not just those in your department it will take longer to generate the list.

Supervisor UPI

From date

End date

[Save](#) [Return to list](#) [Exit](#)

NOTE: The research supervision role is maintained within the HR system. There are two levels of supervision, principal and subsidiary. Staff approved to act as Principal Supervisors are automatically approved to act as Subsidiary Supervisors, but staff with only the subsidiary role are not permitted to act as Principal Supervisors.

If the supervisor you wish to add does NOT appear in the required list of approved Principal or Subsidiary Supervisors above, you need to contact your Departmental Graduate Tutor in the first instance to initiate the approval and recording process by the Faculty Graduate Tutor in the HR system.

The role data is transferred to the SITS Master Person Appointment (MPA) table from HR via UPI and is refreshed approximately every ten minutes on SITS, so once approval to supervise has been given by the Faculty and recorded in the HR system the supervisor should appear in SITS without further delay.

Note: Every member of UCL staff has a UPI (Universal Personal Indicator). You will be able to find a staff member's UPI on their entry on the staff directory at <http://www.ucl.ac.uk/directory/>

2.2 Select supervisor from the drop down list which is given in alphabetical order of UPI reference. Enter a “From date” (which can be less than, equal to or greater than the current date and is mandatory) and if known the “End date” (which is NOT mandatory) and click save.

PORTICO
Research student supervisor maintenance

Enter the data required below. Click 'Save' to save your changes. Click 'Return to list' to return to the list of students WITHOUT saving your changes. Click exit to return to the staff home page WITHOUT saving your changes.

Research student supervisor maintenance

Student number: 1038364 Silvia Rita Amicone

Programme of study: RRDARLSING01 Research Degree; Institute of Archaeology

Supervisor level: Principal supervisor Subsidiary supervisor

Supervisor within your department? If the supervisor is not in your department please uncheck this box. This will then list ALL supervisors with the relevant level. Please note if you do wish to retrieve all supervisors and not just those in your department it will take longer to generate the list.

Supervisor UPI: EGRAH26- Elizabeth Graham

From date: 04/12/2012

End date:

Save Return to list Exit

2.3 Following actions in 2.2 this screen is displayed. Click OK

PORTICO
Research student supervisor maintenance

Data saved

Your data has been saved. Click ok to return to the student list.

Ok

2.4 Screen to show that new supervisor added

PORTICO
Research student supervisor maintenance

Listed below are the currently enrolled or yet to enrol research students meeting your search criteria. Click on the name of the supervisor to edit the supervisor details or the 'Add' button to add supervisor records as appropriate. To see the student summary click on the student number. For any queries please contact [student records](#).

Student number	Surname	Known as	Start date	Programme code	Supervisor(s) (Level - Name - End date)	Add supervisor
> []	[]	[]	24/Sep/2012	RRDARLSING01		Add
> []	[]	[]	25/Sep/2006	RRDARLSING01	Principal supervisor: Prof Andrew Reynolds - Subsidiary supervisor: Dr Dominic Perring - 01/Oct/2013	Add
> []	[]	[]	24/Sep/2012	RRDARLSING01	Principal supervisor: Prof Ian Freestone -	Add
> []	[]	[]	24/Sep/2012	RRDARLSING01	Subsidiary supervisor: Prof David Wengrow - 01/Oct/2013	Add
> []	[]	[]	02/Jul/2012	RRDARLSING01	Subsidiary supervisor: Prof Elizabeth Graham -	Add
> []	[]	[]	27/Sep/2010	RRDARLSING01	Principal supervisor: Mr Tim Schadla-Hall - Principal supervisor: Dr Ulrike Sommer - Subsidiary supervisor: Dr Karen Wright -	Add

3. Updating Existing Supervisor Records - You also have the ability to add or edit the start and end date for an existing supervisor record

3.1 To use this function click on the supervisor's name

PORTICO
Research student supervisor maintenance

Listed below are the currently enrolled or yet to enrol research students meeting your search criteria. Click on the name of the supervisor to edit the supervisor details or the 'Add' button to add supervisor records as appropriate. To see the student summary click on the student number. For any queries please contact [student records](#).

Student number	Surname	Known as	Start date	Programme code	Supervisor(s) (Level - Name - End date)	Add supervisor
> []	[]	[]	24/Sep/2012	RRDARLSING01		Add
> []	[]	[]	25/Sep/2006	RRDARLSING01	Principal supervisor: Prof Andrew Reynolds - Subsidiary supervisor: Dr Dominic Perring - 01/Oct/2013	Add
> []	[]	[]	24/Sep/2012	RRDARLSING01	Principal supervisor: Prof Ian Freestone -	Add
> []	[]	[]	24/Sep/2012	RRDARLSING01	Subsidiary supervisor: Prof David Wengrow - 01/Oct/2013	Add
> []	[]	[]	02/Jul/2012	RRDARLSING01	Subsidiary supervisor: Prof Elizabeth Graham -	Add
> []	[]	[]	27/Sep/2010	RRDARLSING01	Principal supervisor: Mr Tim Schadla-Hall - Principal supervisor: Dr Ulrike Sommer - Subsidiary supervisor: Dr Karen Wright -	Add

3.2 The following screen will be displayed which will allow you edit the From date and End date. *Note: Part of the create supervisor function (see section 2.1) entering the "From date" is mandatory and this will be displayed on the screen below. Initially the From date will be blank for record extracted from the Portico database at the time of implementation.*

PORTICO
Research student supervisor maintenance

Enter the data required below. Click 'Save' to save your changes. Click 'Return to list' to return to the list of students WITHOUT saving your changes. Click exit to return to the staff home page WITHOUT saving your changes.

Research student supervisor maintenance

Student number: Silvia Rita Amicone

Programme of study: Research Degree: Institute of Archaeology

Supervisor level: Subsidiary supervisor

Supervisor: Elizabeth Graham

From date:

End date:

3.3 Modify dates as required. In this example an End date has been added. Click Save

PORTICO
Research student supervisor maintenance

Enter the data required below. Click 'Save' to save your changes. Click 'Return to list' to return to the list of students WITHOUT saving your changes. Click exit to return to the staff home page WITHOUT saving your changes.

Research student supervisor maintenance

Student number: Silvia Rita Amicone

Programme of study: Research Degree: Institute of Archaeology

Supervisor level: Subsidiary supervisor

Supervisor: Elizabeth Graham

From date: OK

End date: OK

Save
Return to list
Exit

3.4 Following actions in 3.3 this screen is displayed. Click OK

PORTICO
Research student supervisor maintenance

Data saved

Your data has been saved. Click ok to return to the student list.

OK

3.5 Following Screen displayed which displays the end date.

PORTICO
Research student supervisor maintenance

Listed below are the currently enrolled or yet to enrol research students meeting your search criteria. Click on the name of the supervisor to edit the supervisor details or the 'Add' button to add supervisor records as appropriate. To see the student summary click on the student number. For any queries please contact [student records](#).

Student number	Surname	Known as	Start date	Programme code	Supervisor(s) (Level - Name - End date)	Add supervisor
> <input type="text"/>	<input type="text"/>	<input type="text"/>	24/Sep/2012	RRDARLSING01		Add
> <input type="text"/>	<input type="text"/>	<input type="text"/>	25/Sep/2006	RRDARLSING01	Principal supervisor: Prof Andrew Reynolds - Subsidiary supervisor: Dr Dominic Perring - 01/Oct/2013	Add
> <input type="text"/>	<input type="text"/>	<input type="text"/>	24/Sep/2012	RRDARLSING01	Principal supervisor: Prof Ian Freestone -	Add
> <input type="text"/>	<input type="text"/>	<input type="text"/>	24/Sep/2012	RRDARLSING01	Subsidiary supervisor: Prof David Wengrow - 01/Oct/2013	Add
> <input type="text"/>	<input type="text"/>	<input type="text"/>	02/Jul/2012	RRDARLSING01	Subsidiary supervisor: Prof Elizabeth Graham - 02/Dec/2013	Add
> <input type="text"/>	<input type="text"/>	<input type="text"/>	27/Sep/2010	RRDARLSING01	Principal supervisor: Mr Tim Schadla-Hall - Principal supervisor: Dr Ulrike Sommer - Subsidiary supervisor: Dr Karen Wright -	Add