PhD Manager User group meeting

University of Northampton
9 February 2018

1. Attendees

   University of Westminster
   University of Northampton
   Open University
   University of South Wales
   University of Leeds
   Cardiff Metropolitan University
   University of Brighton

2. Where are you now?

   Each University introduced themselves, providing a summary of their PhD Manager deployments and developments.
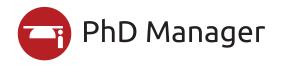
3. PhD Manager Development roadmap

   Haplo presented an update on the development roadmap, including reminder alerts and enhanced functionality for training needs analysis, planning and logging of PGR development activity.

4. Researcher development, workshops and events

   The University of Northampton led a discussion on what they are using and what functions members would like to see in PhD Manager. Feedback included the inclusion of supervisory training records; online feedback through a generic form which all universities could use; production of in-house style certificates; the ability to show workshops attendance by certain groups, e.g. mode of attendance.

5. REF and how PhD Manager might be developed to support it

   The University of Westminster led a discussion on how PhD Manager could be used to support the REF. Whilst, the majority of data sits within student databases or statutory reporting, it was agreed that PhD Manager could be used

to assist with narrative and filling in the gaps of those reports. For example, Unit of Assessment being recorded in PhD Manager, and any changes made to it; dashboards and exports recording awards by year including the lead supervisor, thesis title and Unit of Assessment.

6. Reporting functionality

    The University of Westminster led a discussion on the reporting functionality in PhD Manager. It was agreed that a report which broke down by year the submission and completions, would be useful. Reports to show the impacts of suspensions and funding would also provide valuable information on student support.

7. What's changed? - the impact of PhD Manager

    The results of the recent survey, completed by users, which outlined the impact of PhD Manager were discussed. The general feedback was that prior to implementation of PhD Manager they all had time-consuming processes which were paper-based and hard to control. After implementation they had greater visibility, saved time and clear streamlined processes.

8. Questions and answers on implementation/training/testing for newer institutions' benefit

    Newer institutions were able to ask questions and receive feedback on the various areas of deployment which interested them.

9. Next meeting

    It was agreed that the next meeting would be held in June and held at the University of Westminster. The agenda would include a demo of Ethics Monitor and consideration of the examination process.