**Using the electronic PhD Log: a guide for departments (supervisors, Doctoral Programme Directors and PhD Administrators)**

**Background**

1. The PhD Log was originally introduced at the start of the 2008/9 academic session and (on the recommendation of the Teaching, Learning and Assessment Committee) it was rolled out for use by all departments (for all research students) at the start of 2012/3.

2. The main aims of the Log are to:

2.1 provide a mechanism for recording discussions and outcomes from supervision meetings to enhance communication and understanding between students and their supervisors;

 2.2 streamline the efficiency for recording PhD student progress; and

2.3 improve the accessibility to student registration information (mode of attendance, submission deadline etc) for students and supervisors who do not have access to the LSE student record system (SITS).

3. Additionally, the Log is also used to gather attendance data for those research students whom the School sponsors for a Tier 4 visa in order to meet legal obligations set by the Home Office.

4. The PhD Log is currently used by students, supervisors, DPDs, departmental PhD Administrators and central PhD administrative staff (predominantly the PhD Academy).

5. Research students are expected to initiate entries on the Log following a supervision meeting. It is for individual students and his/her supervisor to decide how to record meetings but entries should normally include the main points that were discussed and any agreed actions that were identified (as well as the date and format of the meeting). The student will identify which supervisor should confirm a particular entry.

6. DPDs and PhD Administrators will have access to all PhD Logs for research students registered in the Department. Supervisors would only be able to access Logs for those students for whom they are a named supervisor.

**User guide**

7. This guide is written for departmental staff that will use the PhD Log. It is written mainly for supervisors; any differences in using the system for other members of staff (DPDs and PhD Administrators) are highlighted where appropriate.

**Step One**

8. The PhD Academy will ensure all registered research students are set up on the PhD Log at the point of registration. Information about each student including the supervisors for him/her is taken from the student record system (SITS).

9. To access the PhD Log you will need to log into your LSEForYou account (using your LSE username and password). You will find PhD Logs listed on the left hand menu

10. Upon entering the PhD Log you will see the names of the students you are supervising. Please contact the PhD Academy if any of your students are missing from the list. (For Doctoral Programme Directors and Departmental Administrators this screen will list all the Department’s students).

11. To access a student’s log entry you will need to click on the student’s name. This will take you to that student’s screen. Each individual student screen contains an overview of their registration details including, submission deadline, supervisory information, periods of interruption and fieldwork, and the thesis title (if known). The student can update the thesis title themselves through the PhD Log. The second half of the screen shows a list of the PhD Log entries the student has submitted. You will receive an email once a student has published a Log entry for you to sign off.

12. To access a log entry you will need to click on the date it was created and you will then be taken to a new screen that contains a record of the meeting. The Log entry will contain information on the type of meeting held (in person, email, skype, etc) and also a discussion of the points raised during the meeting. You will be given a number of options. You can agree, disagree or partially agree with the comments the student has written. In addition, you can also add your own comments and upload documents using the browse option. You can save these comments as a draft or publish them once they are complete. Once a log entry has been signed off and published it is not possible to amend it.

13. Once the Log entry has been signed off by the designated supervisor it will allow the other supervisor and student to add further comments.