## **Examination Entry – Guidance for Supervisors**

Once a student has submitted an application for exam entry, you will receive an email notification to login to Portico to see the request.

### Where to find Portico on the UCL website

#### https://www.ucl.ac.uk/staff/

UCL Home Prospective students Current students Staff Give Search U	JCL websites, degrees, short courses, people al Q Go
STAFF	≜UCL
Home	
UCL Home » Staff	
UCL Staff Intranet	Most popular
Welcome to the staff intranet, the new site for key staff information, news, events and opportunities to get involved in life at UCL.	I want to access • Webmail • Desktop services Desktop@UCL • ModR and McGasce
Latest information on the coronavirus (Covid-19)	MyView (view historical payslips and P60s)     MyFinance     Modile     Condition
Latest information on the coronavirus (Covid-19) including support and travel advice. This page is updated regularly. You can see the archive of daily coronavirus updates for staff on the Life at UCL page.	Poitco     Module Cats     Timetable     Mandatory learning for staff

## Logging into Portico

You will need to log into <u>Portico</u> using your UCL username and password which you use to log in to all UCL systems. <u>ISD</u> have advice on how to change or renew your password.

PORTICO		<b><sup>≜</sup>UCL</b>



Portal Log-in		
Portico is supported from M	onday to Friday between 10am and 4pm, UK time.	
Username:		
Password:		
	Log in >>	
	Log in >>	

Once logged in to Portico, you will need to open the Research Student Management page. This should appear as one of the menu options at the top of your Portico home page.

PORTICO							<b>UCL</b>
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#### **Research Student Management**

On the Research Student Management page, you should choose the option **Research student administration – Supervisors**.

Research Student Management

Research Student Management	?
Maintain research student supervisors	
Research supervisor maintenance documentation	
Research student administration – Supervisors	New
Research Student Administration: Application Status Report	New
Research Student Administration: User Guides and FAQs	
Run a query	~

Once you have selected this option, you will be taken to the page where you can choose the relevant 'exam entry' option from the drop-down menu.

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Research Applications						
You will be able to choose to	view examination entries and CRS extens	ion requests submitted	to you by your students. P	lease use the drop-down men	u to make your selection.	
Wha	It would you like to do?* View Op	en Exam Entry Applic	ations	~		
			Exit	Continue		

**Select View Open Exam Entry Applications** and choose 'Continue' to move to the next page.

You will be able to see a list of all the open exam entry applications for your students as Authoriser (supervisor). The listing will show who the request is currently assigned to (either Authoriser (supervisor), Departmental Graduate Tutor or Research Team). If you have already considered the request, you will still be able to view it using the 'View' button.

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			Back				

To select the student's application you wish to process, use the 'Process' button. This will take you to the details of the student's application.

# Student Application review screen

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## **Authoriser's Questions**

If you decide that you cannot support the exam entry, you should return the application to the student by selecting 'Yes' in the dropdown for 'Return to Student'.

**If you wish to support the exam entry**, you should select '**No**' in the dropdown for '**Return to Student**' and you will be given the option to choose the correct Departmental Graduate Tutor to review the request.

**For ICH research students please select Claire Thorne as Departmental Graduate Tutor (Research).** Please note that if the student is not based at ICH, the list will give Departmental Graduate Tutors for the student's home department. For further advice please contact the ICH Research Degrees Office.

Once you have selected the correct Departmental Graduate Tutor and clicked 'Finish', this will close the application for you and it will be passed to the Departmental Graduate Tutor to consider. The Departmental Graduate Tutor will receive an email to inform them that the application is awaiting consideration.

The student will be able to track the progress of the application in Portico. You will receive a copy of the confirmation email sent to the student once the application has been approved and their record updated. If the application is rejected, you will also receive confirmation by email. If this is the case the student is advised to speak to you as their supervisor or the ICH Research Degrees Office for advice.

## **User Guides and FAQs**

For further information please see the User Guides and FAQs available on the Research Student Management page on <u>Portico</u>.

