

## Guidance on new supervision recording system

For the academic year 18/19 we will be trialling a new method for recording research student supervisions. This will make use of the SEAtS system currently used at undergraduate and post-graduate taught level to record student attendance. This will have the advantage of creating one common system for recording student attendance and academic engagement across the University. For supervisors and students it will provide a simple and easily accessible way to record supervisions. It will also mean that records of supervisions are directly accessible to relevant administrative staff (for example, the UKVI compliance team and the Graduate School) without the need for personal information to be circulated via e-mail or via a Sharepoint site open to multiple users. It is critical that supervisors and students use this system appropriately to ensure that the University meets its legal obligations as a visa sponsor and guarantor of student loans.

### What to record

The aim of the new system is to provide a clear record of research student attendance and engagement primarily for both internal and external auditing purposes. In the case of Tier 4 students, **at least 7 supervisions per year** must be recorded to meet UKVI expectations. The University's supervision monitoring policy, included in the Research Degrees Handbook [link], gives guidance on what to do in the case of an international student who fails to attend scheduled supervisions. The supervision records created on this system do not need to be very detailed – a brief account of the purpose of the meeting and any agreed goals for the next meeting will be sufficient. Any sensitive information discussed at a supervision (for example, any health or personal issues affecting a student) should not be inputted on the SEAtS system. All participants must sign-off as having agreed that the supervision record is accurate. Electronic signatures will be acceptable. In the case of 'remote' supervisions, the text of the supervision should be shared with the student electronically and agreed before being added to the SEAtS system.

### How to use the SEAtS system

1. Log into SEAtS (follow the 'Attendance Monitoring System' link at the bottom of the staff portal homepage)
2. Select the 'Student' tab
3. Type Student ID or name into the search box and click on the magnifying glass to search.
4. Click on the student to open up student record
5. In the student record, click on 'Attendance Monitoring System' to open calendar.
6. Click 'Add Activity'
7. Select start and end date plus the start and end time of appointment. Add comments then click 'Save'. The appointment will appear in the student's calendar
8. Click on the appointment to make any changes if necessary or click 'Back' to go back to student record
9. Click 'Back' again to exit record

For more detailed practical guidance, see the screenshots below

Select the 'Student tab'

SEAtS Software | Calendar | Dashboard | Lectures | **Students** | Reports | Cases | Charlotte.Gammer@roehamp...

Colleges Campus School Courses Module

International Non International All All All All All

Monitored

Yes No All 0 Search

SEAtS Software | Calendar | Dashboard | Lectures | **Students** | Reports | Cases | Charlotte.Gammer@roehamp...

Colleges Campus School Courses Module

International Non International All All All All All

Monitored

Yes No All 0 TSE15391180 Search

Type in Student ID

SEAtS Software | Calendar | Dashboard | Lectures | **Students** | Reports | Cases | Charlotte.Gammer@roehamp...

Colleges Campus School Courses Module

International Non International All All All All All

Monitored

Yes No All 0 TSE15391180 Search

Workflow

All On Hold Not On Hold All Send Email Add Absence Add Activity

Students:1

Name	Surname	Student ID	Nationality	Type	Course	Stages	Last Physical Swipe	Monitored
Samson Maekele	Tsegay	TSE15391180	Eritrea	Full Time	MPhil Education	0	Not Applicable	Monitored



Click on the student record



Click on the  
'Calendar'

SEAts Software | Calendar | Dashboard | Lectures | Students | Reports | Cases | Charlotte.Gammer@roehamp... |

← Back | Change Workflow Stage | Calendar

Samson Maekele Tsegay - TSE15391180

Student Profile | Attendance | Holding Status | Communications | Attachments | Student Status | Test 1

Name: Samson Maekele Tsegay  
E-mail: tsegays1@roehampton.ac.uk  
Course: MPhil Education  
Gender: M

Name: Samson Maekele  
Student No: TSE15391180  
Gender: Male  
Surname: Tsegay  
Course: MPhil Education  
Date of Birth: 30/05/1980  
Badge Number:  
Last Physical Swipe:  
Student Year:  
Date Started:



Click on

+ Add Activity | + Add Absence | < today > | month | week | day

19 - 25 Aug 2018

	SUN 19/8	MON 20/8	TUE 21/8	WED 22/8	THU 23/8	FRI 24/8	SAT 25/8
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							

Select Date and times of appointment. Add comments, then click save.

Lectures | Students | Reports | Cases |

### Activity Details

Start Date: 27/08/2018  
Start Time: 10:00  
End Date: 27/08/2018  
End Time: 11:00  
Type: Appointment  
E-mail:  
Comment: Face-to-face meeting. Discussed Chapter 2 and 3. Next meeting 25th September.  
Add Attachment: Choose file | No file chosen

Save | Cancel



## The appointment will appear in the student's calendar

Calendar

+ Add Activity + Add Absence < today > month week day

26 Aug - 1 Sep 2018

	SUN 26/8	MON 27/8	TUE 28/8	WED 29/8	THU 30/8	FRI 31/8	SAT 1/9
07							
08							
09							
10		10:00 - 11:00 Appointment					
11							
12							
13							
14							
15							
16							
17							

## A list of appointments will also appear on the Student record

SEAtS Software | Calendar | Dashboard | Lectures | Students | Reports | Cases | Charlotte.Gammer@roehamp... |

Samson Maekele Tsegay - TSE15391180

Name: Samson Maekele Tsegay  
E-mail: tsegays1@roehampton.ac.uk  
Course: MPhil Education  
Gender: M  
UKVI: ●

Student Profile Attendance Holding Status Communications Attachments Student Status Test 1

Name: Samson Maekele Student No: TSE15391180 Gender: Male  
Surname: Tsegay Course: MPhil Education Date of Birth: 30/05/1980  
Badge Number: Last Physical Swipe: Student Year:  
Date Started:  
University Email: tsegays1@roehampton.ac.uk Personal Email: samex221@gmail.com Nationality: Eritrea  
Preferred Name: Contact Number: 07438458501  
Score:

Item	Details	Comment	Date	User
Appointment	Appointment (27/08/2018 10:00 - 11:00).	Sent Successfully	24/08/2018 - 12:42	System
Appointment	Appointment (27/08/2018 10:00 - 11:00).	Sent Successfully	24/08/2018 - 12:23	System