## FAQ1: The meeting date on my Supervision meeting record is wrong – why is this?

Answer: It could be that the default date wasn't changed (see below for more).

When you create a supervision meeting record, the date defaults to the date the form is created. <u>Note:</u> This will be correct if you are completing the form on the same day the meeting was held.

⇨ When recording a meeting that took place on an earlier date, remember to change the default date - just click on the date to bring up the calendar and select the correct date.
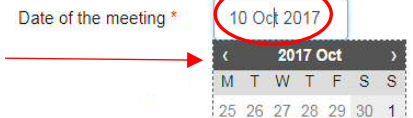
⇨ *If your meeting date is wrong and the form is now signed and locked, contact your Graduate / Research Student Administrator in the first instance, who will notify RSA to try and resolve the issue.*

FAQ2: I have two supervisors – do they both need to sign the Supervision meeting record form?

Answer: Not necessarily, it depends on who attended the supervision meeting.

Both supervisors will only need to sign if they both attended the meeting.

⇨ When you complete the form, you need to first select who attended. If a supervision meeting was held only with Supervisor A, only enter a tick next to their name. If both supervisors attended, enter a tick against both their names. Only the people marked as attending need to sign.

FAQ3: How can I see what changes have been made to a Supervision meeting record form before I sign?

Answer: Yes, you can review previous versions of the form.

⇨ At the top right of the form (near the 'Close' button) click on the drop down list next to 'History' to select a previous version. You can then compare versions and check for changes.

⇨ To revert back to the most recent version of the form, click 'Show latest version'.
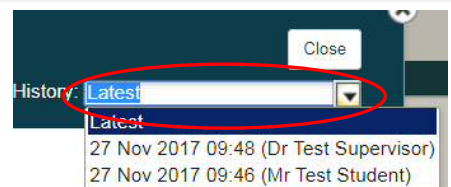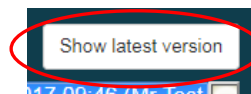
FAQ4: I've already signed a Supervision Meeting record form – why do I need to sign it again?

Answer: A further edit has occurred since you signed which you need to review and agree to.

⇨ This can be avoided if you click 'save' but don't click 'sign' and wait to review your supervisor(s)'s edits before you sign. If after reviewing their comments you have no more to add, now is the time to Sign.

FAQ5: The meeting date in my TAP Meeting record is wrong – why is this?

Answer: It could be that the date on the record is a default date which has not been changed.

<u>Note:</u> When you complete the TAP preparation form there is an option to enter the TAP meeting date (if known).

On submitting the TAP Preparation Form, the TAP Meeting record is automatically generated – so any date you enter in the TAP Preparation form will carry through to the TAP Meeting record. *(continued overleaf)*

(continued) If left blank, a default date is set (2 weeks in the future).

> ⇨ If known, always enter the scheduled date of the TAP meeting when completing your TAP Preparation form - simply click the box to bring up the calendar and select the date:

> ⇨ *If you notice the date is wrong but the form is still in Progress, advise your Supervisor / TAP Panel members so they can amend it before submitting.*

> ⇨ *If your meeting date is wrong and the form is now signed and locked, contact your Graduate / Research Student Administrator in the first instance, who will notify RSA to try and resolve the issue.*

FAQ6: A TAP meeting is showing as overdue – but the meeting did take place. What should I do?

Answer: There are a few things you can check:

1. Check that the meeting has been recorded in SkillsForge. If not, complete the TAP Preparation Form to generate the TAP meeting record – remembering to enter the correct date (see FAQ5).
2. If you have already submitted the relevant TAP Preparation form, check if the correct date has carried through from the Preparation Form and the correct meeting was selected (see FAQ7). If not, advise your Supervisor / TAP Panel members as it may be that it is not completing the expected milestone because the date is wrong and/or the wrong meeting was selected. They will be able to change this before submitting the form.
3. Check if the meeting record appears to be completed but still needs to be signed. You may wish to prompt your Supevisor / TAP panel to sign the form, or alert your Graduate / Research Student Administrator that the form is still needing to be signed off.

> ⇨ *If the date and/or meeting occurrence are incorrect and the meeting record is now signed and locked, contact your Graduate / Research Student Administrator in the first instance, who will notify RSA to try and resolve the issue.*

FAQ7: Should I be selecting the correct meeting on the TAP Preparation Form?

Answer: Yes, ideally, as selecting the correct meeting in your TAP Preparation form will ensure the issues mentioned in FAQ6 are avoided.

> ⇨ *Selecting the correct meeting on your TAP Preparation Form:*
> As this feeds through to the TAP Meeting record, if this is entered correctly on the Preparation Form, it will avoid problems later. To select the meeting that the TAP Preparation form relates to, click where it says 'None Selected' to bring up the drop down list where you can select the right meeting.

> <u>Note:</u> *A part-time student in their 2nd calendar year of study (Year 1B) recording their 2nd TAP meeting should select Year 1, TAP 2 (<u>not</u> Year 2, Tap 1).*

FAQ8: I think there are missing and/or incorrect deadlines in SkillsForge – what should I do?

1. First, check if all your meetings are recorded, checking dates etc. (as per FAQs 1, 6 & 7)
2. If you still think deadlines are incorrect or missing, let your Graduate /Research Student Administrator know - they will notify RSA to try and resolve the issue.

All previous and future releases available at: http://bit.ly/SFuserguides
Coming Soon... A short guide to the TAP forms (available week 2 Spring term)