



Step by step guide to  
upload Student-  
Supervisor meeting  
records in Infohub



UCD Graduate Studies



An important aspect of a graduate research student's learning experience is the feedback received from their supervisor(s) on progress made at different stages of their research project. Regular contact between the student and supervisor(s) will ensure that the process of feedback is ongoing and informative.

We encourage both students and supervisor(s) to take a pro-active role in ensuring that regular contact is maintained. A schedule of meetings should be agreed at the beginning of each semester. Good practice would recommend that students should meet with their supervisor(s) frequently and at least once a month during a semester to review progress.

Furthermore, the Research and Professional Development Planning (RPDP) process involves the formal documentation of a series of meetings between student and Research Studies Panel at least once a year. These meetings are to review the student's progress against the objectives and milestones set out in the Research and Professional Development Plan.

To aid the student and supervisor to chronicle these meetings, a new report upload feature has been added to InfoHub linking the supervisors' 'My Graduate research Students' with the student's 'My Thesis & Supervisors' sections. The meeting reports will help the student capture important decisions reached at different stages in their studies.

Supervisor Screens to access the Meetings Upload facility

Log into Infohub and go to Students> My Graduate Research Students

The screenshot shows the 'Students' menu in InfoHub. The menu items are arranged in two columns. The item 'My Graduate Research Students' is circled in red. Below the menu, there is a help email address and a footer with 'Data Protection' and 'UCD Privacy Statement'.

Item	Description
UView - Student Enquiry	View a summary of a student's records
My Class Lists	View Class lists for modules which you are the assigned module coordinator.
All Class Lists	View module, major and programme class lists
<b>My Graduate Research Students</b>	Shows graduate students that you supervise with access to a summary of their student record
Curriculum & Timetables	View Curriculum and Timetable information.
Registration Information	Information on current module & major registrations and class lists for your School
Quality Enhancement & Student Feedback	Information to support the module enhancement process, and results of student feedback surveys
Assessment & Grading	Links to gradebook, extenuating circumstances and reports relating to assessment
First Destination Returns	Administer and report on the First Destinations Survey
UCD Applications System	
Stage Assignment Management	View and Updates stage information
Student Policies & Regulations	Link to Student policies and regulations
Research Student Management <b>New</b>	Click here to enter the Graduate Research Student Management menu.

For help with items on this menu, please email [business.support@ucd.ie](mailto:business.support@ucd.ie)

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## Step by step guide to upload Student-Supervisor meeting records in Infohub UCD Graduate Studies

Click on View Meeting link.

Home > Students >

### My Graduate Research Students

This is the list of current students that you are assigned to as their supervisor

ID	Name	Academic Year	Programme	Status	Click to
					<a href="#">View Meetings</a>
					<a href="#">View Meetings</a>
					<a href="#">View Meetings</a>
					<a href="#">View Meetings</a>

If you have any queries regarding the list of students please contact your School Office

4 rows took .03 seconds to run [Export to Excel](#)

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## Student Screens to access the Meetings Upload facility

My Thesis and Supervisors: this is the screen a PhD student can access to view their thesis, supervisor details and add meeting details.

SISWeb TST3 Policies & Regulations Favourites FAQs My Profile Email Logout

Incoming Students Registration, Fees & Assessment Programme Services Campus Applications UCard Quick Links

Home >

### Registration, Fees & Assessment

Menu Items Edit Menu Parameters Previous Page

- [UView - Your Student Record](#)  
View your full academic record
- [Programme Fees & Payments](#)  
View your programme fees and make a payment using a credit/debit card
- [Enter Registration Process](#)  
Click to enter the UCD Online Registration System
- [My Official Documents](#)  
Online access to certificates of attendance, transcripts and others or purchase official printed copies
- [My Examination Results](#)  
View your examination results
- [Past Examination Question Papers](#)  
View the past examination question papers for your modules
- [Active Holds on your Record](#)  
View holds which have been placed on your account
- [My Exam Supports](#)  
Shows any examination supports which you receive
- [My Thesis and Supervisors](#)  
Click here to view details on your thesis and supervisors and to add meeting details.

For help and support, contact us online at the [Student Desk Connector](#) or by phone on +353 1 716 1555 or visit the Student Desk in the Tierney Building ([click here for Opening Hours](#))

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## Step by step guide to upload Student-Supervisor meeting records in Infohub UCD Graduate Studies

Screen view not filled. Click on *Add Meeting* button to start.

The screenshot shows three main sections: 'My Thesis', 'My Supervisors', and 'Supervisor Meetings'. The 'Supervisor Meetings' section is highlighted with a red circle around the 'Add Meeting' button. Below it, the 'DSP Meetings' section also has an 'Add Meeting' button.

Type	Thesis Title
Major Thesis	

  

Type	Supervisor
Primary Thesis Supervisor	

  

**Supervisor Meetings**  
The student is expected to organise these meetings and to use the area below to record details on each meeting.

Date of Meeting	Attendees	Notes	Attached Document	Click to
There are no meetings recorded.				

[Add Meeting](#)

  

**DSP Meetings**

Date of Meeting	Attendees	Attached Document	Click to
There are no meetings recorded.			

[Add Meeting](#)

Screen view filled. Student can add details about organised meetings including ability to upload minutes.

The screenshot shows the same interface as above, but now with data. The 'My Supervisors' section has two entries. The 'Supervisor Meetings' section has a table with one row of data. The 'DSP Meetings' section has one row of data. The 'Add Meeting' button in the 'Supervisor Meetings' section is circled in red.

Type	Supervisor
Secondary Supervisor	
Primary Thesis Supervisor	

  

**Supervisor Meetings**  
The student is expected to organise these meetings and to use the area below to record details on each meeting.

Date of Meeting	Attendees	Notes	Attached Document	Click to
			Download.docx	Edit
			Download.docx	Edit
01 Oct 2016	Testing		Download.docx	Edit

[Add Meeting](#)

  

**DSP Meetings**

Date of Meeting	Attendees	Attached Document	Click to
		Download.docx	Edit

[Add Meeting](#)

Feedback



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