

During the course of your research degree you will use SkillsForge for two key areas:

## Recording meetings

You and your supervisor will use SkillsForge to record your Formal Supervision meetings, TAP meetings and Formal Reviews of Progress and to keep track of forthcoming meeting deadlines.

## Development activities

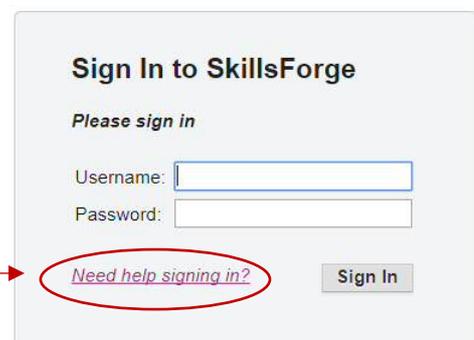
You can assess your skills against the Researcher Development Framework (RDF), browse available training courses, book onto training courses and also create a Personal Development Plan.

This guide gives a quick overview of SkillsForge and covers how to record Formal Supervision meetings. Get started by logging in:

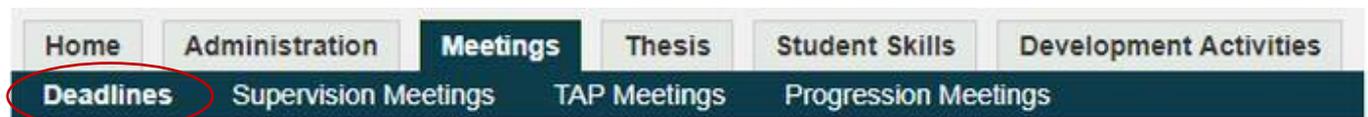
Log in: <https://www.skillsforge.york.ac.uk>

Log into SkillsForge using your university username (e.g. abc123) and your usual password.

**Problems logging in?** Click the help link first. If that doesn't resolve your problem, contact [skillsforge-support@york.ac.uk](mailto:skillsforge-support@york.ac.uk)



Navigating SkillsForge: You'll see that across the top is a menu consisting of a number of Tabs. Click on a tab to see the sub-menus which sit underneath:



## What are my deadlines?

Full time students should have a minimum\* of:

- 8 Formal Supervision meetings per calendar year (at 6-7 week intervals)
- a TAP meeting at least once every 6 months

Plus an annual Formal Review of Progression (at 9-12 months in Yr1)

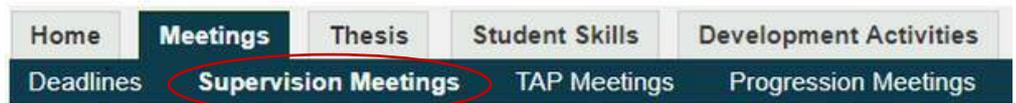
\* this is a minimum - your departmental requirements may be over and above policy requirements, so check your deadlines carefully

Your deadlines are milestones which are set by the university in accordance with the [Policy on Research Degrees](#), e.g.:

Deadline	Action	Type
12 Nov 2017	Formal Supervisory Meeting	University Milestone
31 Dec 2017	Formal Supervisory Meeting	University Milestone
11 Feb 2018	Formal Supervisory Meeting	University Milestone
01 Apr 2018	Formal Supervisory Meeting	University Milestone
01 Apr 2018	Thesis Advisory Meeting	University Milestone
13 May 2018	Formal Supervisory Meeting	University Milestone
01 Jul 2018	Formal Supervisory Meeting	University Milestone
12 Aug 2018	Formal Supervisory Meeting	University Milestone

**Note:** Some departments may also set department milestones in addition to university milestones (these will be displayed as a 'Department Milestone' in your Deadline list under 'Type' if you have any)

## Recording Formal Supervision Meetings:



It is important to record your formal meetings – these will complete your university milestones. You should establish with your supervisor who will initiate the creation of the meeting record form, following the steps below:

### Create a Formal Supervisory meeting record

1. Ensure you choose the correct form
2. Check your Supervisor(s) and TAP panel member(s) are correct before proceeding
3. Edit the date of the meeting (if necessary)
4. If you need to pause and come back later, click **Save** – at top right corner of the form (the form will be saved as *In Progress*)

**Create a Formal Supervision Record**

(Note: you can also record a General meeting, but they will not count towards your milestones)

If any of the above details are incorrect, please contact your Graduate Administrator before proceeding.

Date of the meeting \* **10 Oct 2017** [Click to open the calendar]

[Note: default is today's date]

### Edit a Formal Supervisory meeting record

1. Any *in progress* forms which have been created will be listed under the Supervision Meetings sub-tab. Click anywhere on the row to open and edit the form

**Note:** Supervisor comments are 'read-only' (Student comments are 'read-only' for your supervisor). Other boxes are editable by both

2. Once you've completed the form, tick who attended the meeting – but **don't** sign yet! (see below)
3. Click **Save** at top right corner

**TIPS:** - You can also access 'in progress' forms and forms to sign on the welcome page. Click to edit.

- Click and drag the corner to expand the text box view while editing

Date	Type	Status
04 Oct 2017	Formal Supervision Record	In progress

Who attended this supervision?

- Student, Mr Test [PGR Student]  
X Awaiting signature - click the button below to sign
- Supervisor, Dr Test [Supervisor]  
X Awaiting signature - click the button below to sign

Signatures  
You need to sign this form.

**Sign** ⓘ

**NOTES:**

- Required fields are indicated by \*
- Files can be uploaded at the bottom of the form

### Signing Forms

Each time the form changes, all parties need to sign again to ensure that everyone agrees to the edits. We therefore recommend that no one signs until everyone has completed their comments and is happy with the record. Once this is the case, you need to:

1. Click **Sign** to sign the form and either:
  - a. Click **Save** (if other signatures are still required), or:
  - b. Click **Confirm** (if you are last to sign)
2. After clicking **Confirm** to submit, click 'Yes, Send' to submit the form

**TIP:** You can view previous versions of the form in the History drop down at the top of the form

History: Latest

Student, Mr Test [PGR Student]  
✓ Signed – 11 Oct 17

Supervisor, Dr Test [Supervisor]  
X Awaiting signature - click the button below to sign

**Save** **Close**

[Once all parties have signed, the Save button changes to Confirm]

Student, Mr Test [PGR Student]  
✓ Signed – 11 Oct 17

Supervisor, Dr Test [Supervisor]  
✓ Signed – 11 Oct 17

**Confirm** **Discard**

**Are you ready to send this form?**

When you send this form it will be officially submitted and the form will no longer be editable.

**Yes, Send** **No**