

(Document Location: [www.liv.ac.uk/media/livacuk/pgr-development/staff/Supervisor-signoff.pdf](http://www.liv.ac.uk/media/livacuk/pgr-development/staff/Supervisor-signoff.pdf) )

## Permitting second supervisors to sign-off supervisory meetings in the PGR toolbox

Only primary supervisors can sign-off a supervisory meeting by default, because they have a leading role in the management of the student's progress. However, there are many cases where the second, or even third supervisor, will need to manage and sign-off a number of meetings and students can now record meetings with these other members of the supervisory team in the PGR toolbox. **Before this can happen, the primary supervisor will need to amend the settings in Tulip to allow this option**, as described below.

**This Tulip setting only needs to be changed once for the entire period of supervision, although the change can be reversed at the discretion of the primary supervisor.**

External supervisors may also be able to sign-off meetings if their arrangement with the University enables them to have an account in Tulip.

### Instructions to change permissions on meeting sign-off

Only the primary supervisor can make this change. To locate the correct page in Tulip:

1. Log into Tulip using your normal UoL username and password. Then select the following path:
  - ▲ (Home menu) select **Teaching**,
  - ▲ (Teaching menu) select **Students**,
  - ▲ (Manage student menu) select **Spider-Tutor/Supervisor Enquiries**,
  - ▲ Select All students or **Postgraduates**,
  - ▲ Select 'Supervisory Meetings' for the selected PGR student

This menu will list all currently recorded meetings. Below you will find a button to 'Enable Secondary Supervisors'.

The University of Liverpool Information Portal  
PGR Supervisory Meetings - List Meetings

Home | Teaching | Students | My Current Postgraduates | Supervisory Meetings - Iam Webtest (ZZZZZZZZZ) | Home | Help | Logout  
Logged In As Shirley Cooper (SGCOOPER)

Record of Supervisor Meetings, Liverpool PGR Toolbox

Date	Appointment With	Period	Agenda	Post Meeting Report	Sign Off Status	Actions
1 Thu 18th Oct 2012 @ 03:00 pm	Aimee Blackledge	201213	Emailed 16-OCT-12	Unavailable	19-10-2012	<a href="#">View / Edit Record</a>
2 Tue 30th Oct 2012 @ 04:00 pm	Shirley Cooper	201213	Emailed 11-OCT-12	Emailed 11-OCT-12	14-11-2012	<a href="#">View / Edit Record</a>
3 Fri 14th Dec 2012 @ 11:00 am	Aimee Blackledge	201213	Emailed 04-FEB-12	Unavailable	Not Signed Off	<a href="#">View / Edit Record</a>
4 Sat 16th Feb 2013 @ 02:00 pm	Aimee Blackledge	201213	Not completed	Unavailable	Not Signed Off	<a href="#">View / Edit Record</a>
5 Mon 18th Mar 2013 @ 03:00 pm	Shirley Cooper	201213	Emailed 14-FEB-13	Unavailable	Not Signed Off	<a href="#">View / Edit Record</a>

[Enable Secondary Supervisors](#)

You will now see a list of all supervisors in the supervisory team and can select those who you would like to sign off the formal supervisor meetings.

Click Save to save your changes and Tulip will confirm that the changes have been saved.

Use the breadcrumb at the top to return to the list of meetings.

The University of Liverpool Information Portal  
PGR Supervisory Meetings - List Meetings

Home | Teaching | Students | Supervisory Meeting - Iam Webtest (ZZZZZZZZZ) | [Enable Secondary Supervisors](#)

Enable Secondary Supervisors for supervisory meetings with student **Iam Webtest**

Supervisor Name	Authorise
Aimee Blackledge	<input checked="" type="checkbox"/>
Richard Hinchliffe	<input type="checkbox"/>