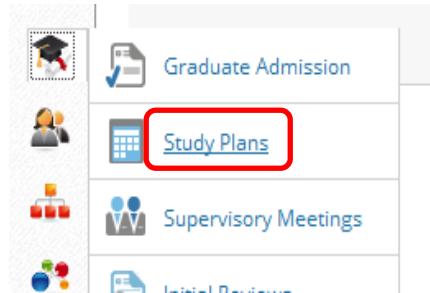


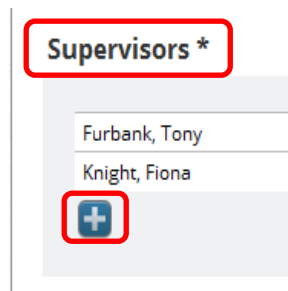
How to add Supervisors to PGRs Study Plan

1. From *Overview* page click on  and go to *Study Plan*

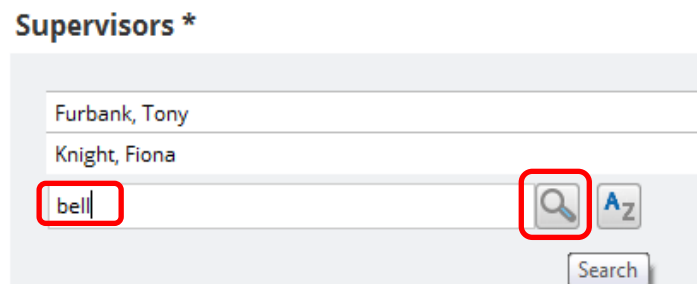


2. Select relevant person from list view (refer to the **How to Filter** sheet if necessary).

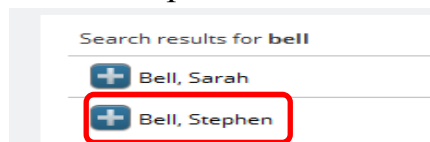
3. On *Study Plan*, find **Supervisors *** and click + button to add a supervisor



4. Type in supervisor's surname and click on the magnifying glass (search function)

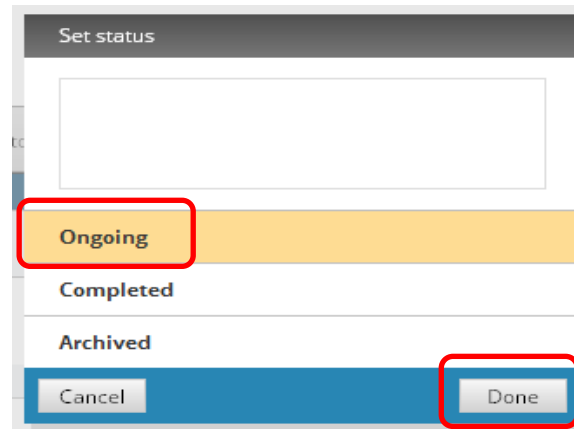


5. Click on the + button for relevant supervisor's surname



6. If a supervisor is not showing up, please email ResearchPAD@bournemouth.ac.uk with the following information:
- Internal Supervisor: First Name, Last Name, BU Email Address
 - External Supervisor: First Name, Last Name, External Email Address, Name of Higher Education Institute (HEI) or Company

7. To Close the Study Plan and save the new details, Click *Save and close* and set status to *On-going* & click *Done*



The image shows a 'Set status' dialog box with a dark grey header. Below the header is a large empty white text area. Underneath the text area are three status options: 'Ongoing' (highlighted in yellow), 'Completed', and 'Archived'. At the bottom of the dialog is a blue bar containing two buttons: 'Cancel' on the left and 'Done' on the right. Both the 'Ongoing' option and the 'Done' button are circled with a red border.