

Milestones

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

Dashboard


Milestones

Graduate Admission

Study Plans

Supervisory Meetings

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

Supervisors *




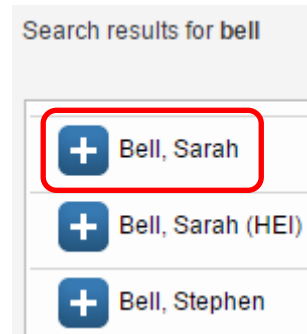
4. Type in supervisor's surname and click on the magnifying glass (search function)


Supervisors *

bell



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. Click  to collapse the search results

8. As the status remains  click  to save the Study Plan