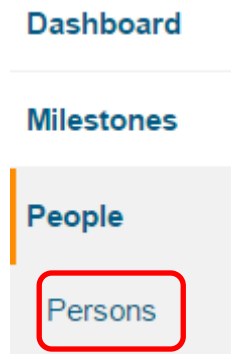


How to identify a staff member who is undertaking a PT research degree

A member of staff undertaking a part-time PhD can be identified by their **Email for authentication** and by the question **Is a BU Member of Staff on a BU Research Degree**. This information can be found on the *People* Section and the *Persons* Profile.

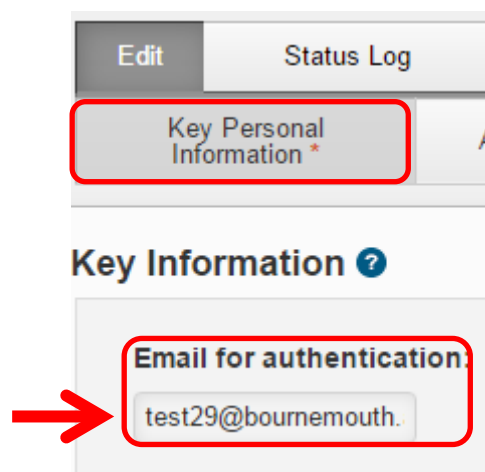
1. From the **Dashboard** go to **Persons**



2. Select relevant person from list view (refer to the **How to Filter sheet** if necessary).
3. On **Key Personal Information** Tab, check *Key Information*:
 - I. Check they are have a **student email address** listed
 - II. **Is a BU Member of Staff on a BU Research Degree** – Yes

A student email address should include a 'letter' followed by 7 digits e.g.

i1234567@bournemouth.ac.uk



Scroll down the screen and find:

Is a BU Member of Staff on a BU Research Degree:

Yes No

If Yes is not selected click on the radial button next to **Yes**:

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Is a BU Member of Staff on a BU Research Degree:

Yes

No

4. Click **Save**

There is no need to select *Save & Close* because the status remains **Active**

Report any anomalies, such as the wrong email displayed on the Persons Profile to researchPAD@bournemouth.ac.uk