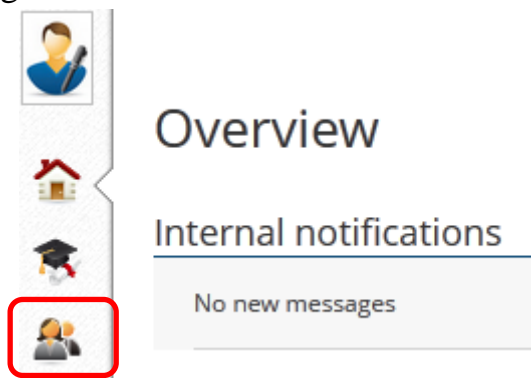
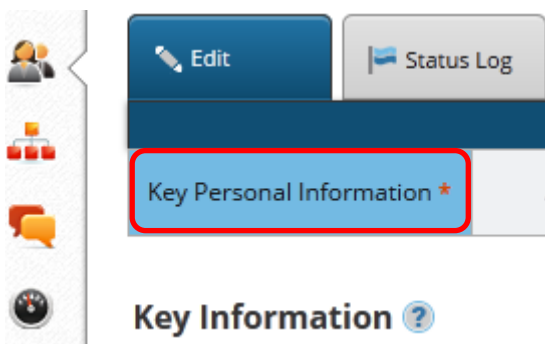


How to identify a Staff Member who is undertaking a part-time Research Degree

1. From *Overview* page 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:



Find *is a BU Member of Staff on a BU Research Degree*: and click *Yes* if this has not been selected

Next Supervisor Training Due:

Is a BU Member of Staff on a BU Research Degree: Yes No

4. Click *Save*
5. There is no need to select *Save & Close* because the status remains *Active*