

HomeOfficeCompliance@salford.ac.uk

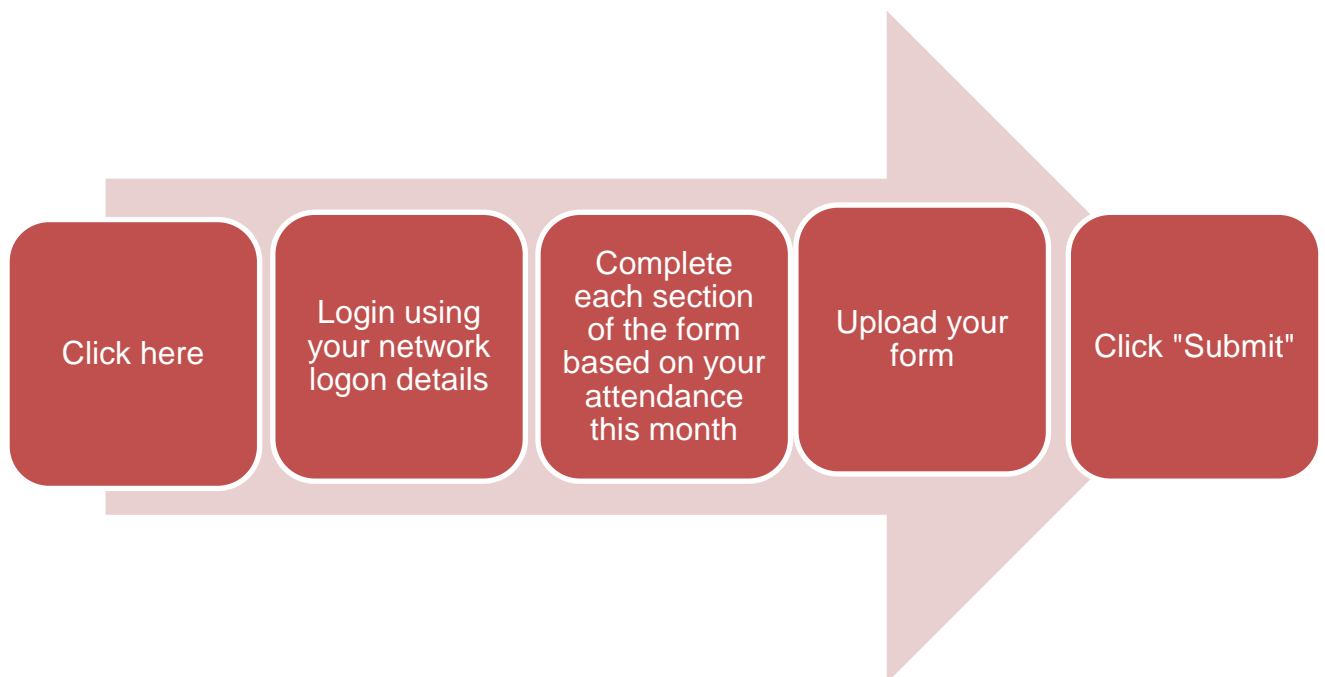
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How to submit your Research Supervision Record Form

This guide is designed to help you submit your Research Supervision Record Form via Salford Advantage. As a **general rule** you should submit your form **once a month** if you are completing a **research programme**.

Using Salford Advantage

You can access the Salford Advantage portal by clicking the “Click here” button below:



Submitting your form is a quick and simple five stage process. You can submit your form up until the Sunday following the end of the month.

Current Students and Staff

1. Enter your network ID here

2. Enter your network password here

Login

3. Click "Login"

Forgotten your password?

Tier 4 Attendance Form

! If you currently hold a Tier 4 visa sponsored by the University of Salford you must submit your weekly or monthly attendance information here.

Please note, your submission **will not** be approved if you:

- Overwrite the dates on your form - where this has occurred, they may well be checked with the compliance team for fraudulent activity.

YOU MUST SUBMIT ONE FORM PER WEEK OR MONTH DEPENDANT ON YOUR MODE OF STUDY, SUBMITTING THE SAME FORM BUT OVERWRITING THE DATE OR FORGING AN ACADEMIC SIGNATURE IS A DISCIPLINARY OFFENCE AND MAY RESULT YOUR WITHDRAWAL FROM THE PROGRAMME OF STUDY.

- Submit more than one form at the same time. You must submit your form or attendance information each week or each month dependent on your course of study
- Submit your attendance information after the teaching week has finished (if you are required to submit weekly) or teaching month has finished (if you are required to submit monthly), i.e. submit your form late. For more information on teaching weeks for the university, please click [here](#).
- Submit an attendance form that has not been signed by an academic or technical member of staff

TYPING THE ACADEMIC MEMBER OF STAFF'S NAME IS UNACCEPTABLE

- Submit the form on behalf of someone else
- Submit a form that is illegible or unreadable

For more information on the University of Salford's attendance policy for students holding a Tier 4 visa, please click [here](#).

Student Number
@00123456

*** Name**
First Name: Salford Last Name: Student

Email Address
s.student@edu.salford.ac.uk

*** Please select your mode of study**

*** Please select your school (2)**

*** Have you attended class or a supervision session this week?**

Yes

No

Currently on Placement

Contextual Evidence (For Office Use Only)

Late Submission (For Office Use Only)

Your student ID, name and student email will be pre-populated in the boxes here from your student record

You should enter Postgraduate Research; MPhil, MRes or PhD courses

Select:
A) 'Yes' if you have attended;
B) 'No' if you have not attended

*** Have you attended class this week or a supervision session this month?**
 Yes

*** Date of class, supervision session or date your absence began**
 Please indicate the date you have attended your class or the date you are submitting this request if have not attended a class this week, i.e. due to sickness, absence or, where studying on a postgraduate research degree, an authorised holiday.
 dd-mmm-yyyy

*** Title of Class or Supervision Session Attended**
 Enter the title of the class you have attended. If you are a research student or a postgraduate student completing a dissertation, please type "Supervision Session" followed by the month and year, i.e. "Supervision Session October 2015".

*** Time of Class**
 hh:mm am/pm

*** Lecturer/Supervisor Name**
 First Name Last Name

*** Signed Attendance Sheet**
 Please scan and attach the Tier 4 Attendance Form or Research Supervisory Record Form signed by your Lecturer or Supervisor. Please ensure your uploaded file contains your Student Number and Date of Class within the document name. For example '@12345678_11/07/2014.docx'. You can submit a Microsoft Word supported document (.docx), a picture file (.jpeg), an Adobe Acrobat file (.pdf) or a zip file (.zip). All submissions must be under 4MB.

Upload file

Additional upload for any additional information
 Upload file

Additional upload for any additional information
 Upload file

Upload Research Supervision Record form here

Upload any additional information here

You will receive email confirmation of your submission to your **student email address**. It is vital that you check your student email address on a regular basis as this is where we will send most communications to you regarding your engagement.

You can also submit your form via Salford Advantage through most smart phone devices. Just take a legible photograph of your form and submit this via the same portal.

Your form will not be approved if you:

1. Submit more than one form at the same time. You must submit your Research Supervision Record form each month ; or
2. Submit your Research Supervision Record form after the deadline date, i.e. submit your form late; or
3. Submit a Research Supervision Record form that has not been signed by your supervisor; or
4. Submit the form on behalf of someone else; or
5. Submit a form that is illegible or unreadable

FAQ's

I can't log in to Salford Advantage

If you are unable to log into Salford Advantage there may be a problem with your registration. Please check that you have activated your student account by logging into the University network with your unique username and password - this will have been sent to you in your registration communications.

The other reason you may not be able to log in is because you are not fully registered. If you are not fully registered please email Registration@salford.ac.uk

I can't upload my form to Salford Advantage

If you are unable to upload your form please email the Home Office Compliance Team at homeofficecompliance@salford.ac.uk