

Instructions to use the Dissertation Progress Checks e:Vision task

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Version control

Version	Changes	Date
v0.1	Document created	13/01/2026

Instructions

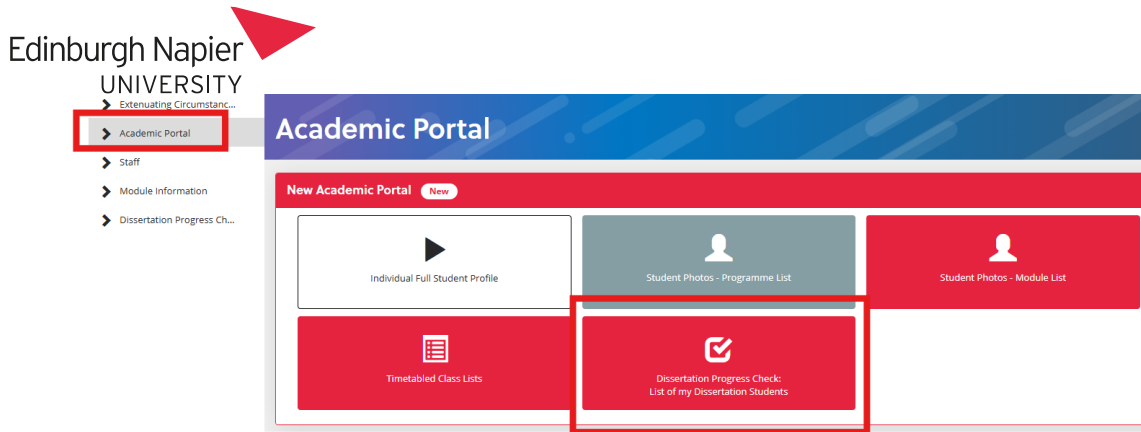
Access the e:Vision task

You can access the Academic Portal from [e:Vision](#). Then click the tile titled “Dissertation Progress Check: List of my Dissertation Students” to view the dissertation students attached to your record.

Please note that the tiles you can see are dependent on your role, therefore they may differ from the screenshot below.

Access issues

Dissertation Supervisor lists are maintained at School level. If there are access issues, please contact your School Office directly.

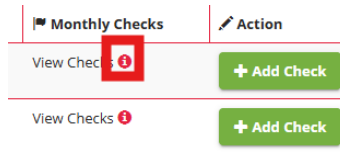


Depending on the dissertation module, the list of students may be extensive. You can use the search bar on the right to search by student name or ID number. Alternatively, you can sort the table by clicking the column headers (an arrow icon will appear when you do this).



View checks at a glance

You can quickly view the status of the monthly checks for each student by clicking the “i” icon next to “View Checks”.



Month	Engagement Status	Review Status	Dissertation Supervisor	Reviewed Date	Record Updated on	Type of Contact Made / Reason For Non-Engagement	Notes
JAN		✘ Unreviewed					
FEB		✘ Unreviewed					
MAR		✘ Unreviewed					

To add a progress check, click the “Add Check” button on the far right of the screen.

SITS SPR ID Code	Name	Visa Student?	Course	Module	Monthly Checks	Action
			39402MM - MSc MARKETING (HONG KONG)	MKT11930, Dissertation (Hong Kong)	View Checks ⓘ	+ Add Check
			39402MM - MSc MARKETING (HONG KONG)	MKT11930, Dissertation (Hong Kong)	View Checks ⓘ	+ Add Check
			39403MM - MSc MARKETING WITH FESTIVAL AND EVENT MANAGEMENT (HONG KONG)	MKT11930, Dissertation (Hong Kong)	View Checks ⓘ	+ Add Check
			39402MM - MSc MARKETING (HONG KONG)	MKT11930, Dissertation (Hong Kong)	View Checks ⓘ	+ Add Check

Select the month that the progress check refers to

Select month (Only months you are DS for and remain unreviewed are listed)*

DEC

Have you engaged with the student in the month selected above? *

Cancel

Exit

Submit

If you have engaged with the student in the month

If you have engaged with the student in the month, fill in the date and type of contact fields.

Click “Submit” to confirm your selections. Please note that once submitted, the details can no longer be amended.

Select month (Only months you are DS for and remain unreviewed are listed)*

DEC

Have you engaged with the student in the month selected above? *

Yes

Date of contact with student*

11/Dec/2025

Type of contact

Online (video call, email confirmation or equivalent)

Cancel

Exit

Submit

Click “Process Another for This Student” if you wish to record another progress check for the same student. Otherwise, you can exit the task or look up a different student.

Process Another for This Student

Exit

Back to My Students

If you have NOT engaged with the student in the month


If you have NOT engaged with the student in the month, choose the most appropriate reason and provide details as to why the meeting didn’t take place.

Please note that these details will be automatically shared with the Visa Compliance team if the student is a Visa holder. This is for engagement monitoring purposes as required by the Home Office.

Click “Submit” once you are done. Details cannot be amended once submitted.

Select month (Only months you are DS for and remain unreviewed are listed)*

JAN

Have you engaged with the student in the month selected above? *

No

Reason*

Operational Delays / Issues

Provide more details which will be shared automatically with VISA Compliance once you click "Submit"*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus non mi dictum erat ultricies porta. Etiam tristique odio at fringilla pellentesque.

1850 Characters Remaining