

# PGR PPD SELF-ENROLMENT

You access the module self-enrolment task through your **eVision** student record screen. To get to **eVision** you can either use this URL:

<https://evision.uea.ac.uk/>

or go to the **The Portal** and click on the **eVision** link:

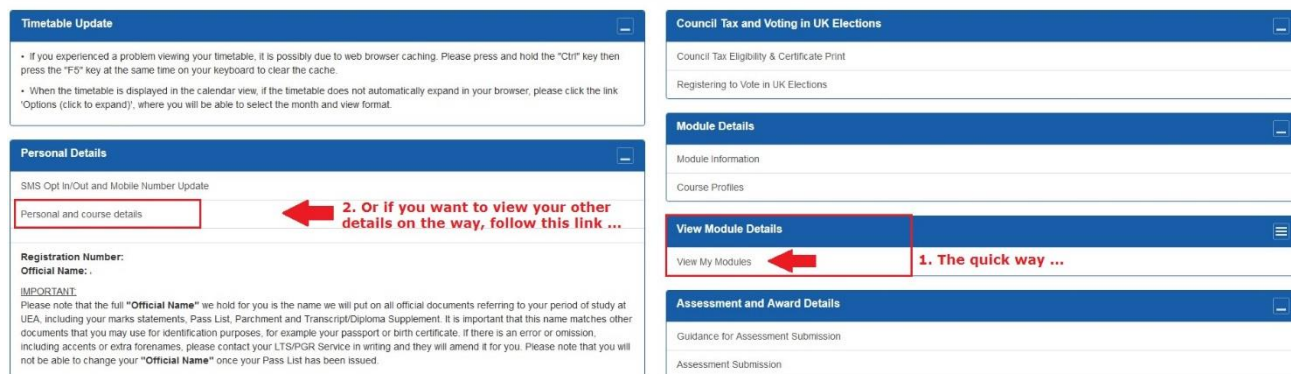


You will need your UEA login and password to access **eVision**.

The **eVision Student home page** (if you are also a staff member you will need to click away from your **Staff** page) should be familiar to you as it is where the link to your personal and course details are found, and where the registration task is found. There are two places to access your PPD modules here:

## Student home page

STUDENT



1. The quickest way is in the **View Module Details** container where you click on the **View My Modules** link:



If that's your choice, ignore the next bit and jump to page 3...

2. Go to the **Personal Details** container and select the **Personal and course details** link...


**Personal Details**

SMS Opt In/Out and Mobile Number Update

**Personal and course details**

... which opens your student record page, which will look like this (but with a photo and data!):

2015-2019: PHD Economics



Reg No	Prev Reg
Gender	Date of Birth
Nationality	HESA Number

**Other courses for this student**

Student has no other courses.

**Contact**

Contact Address	Current	Edit
Home Address	Current	Edit
Address Of Work Place	Current	Edit
Next Of Kin		Edit
UEA Email		
Create Additional Address		

**Course information**

Qualification Aim	Course	Stage	School Faculty	Status	Start Date	Period of Research End Date	End Date:		
							Expected	Actual	Reason for Leaving
the degree of Doctor of Philosophy	R1L100101 - Economics	R	ECO SSP	Current	01-Oct-2015	30-Sep-2018	30-Sep-2019		

[Modules](#) [Attendance](#) [Report Absence](#)

Look down to **Course Information** and you will see a link to **Modules**:

**Course information**

**Qualification Aim**

the degree of Doctor of Philosophy



[Modules](#) [Attendance](#) [Report Absence](#)

Selecting the **Modules** link opens your **Student Modules** screen.

If you already have PPD enrolments your modules will be listed by academic year (AY) but if you are new this will say **No modules found on this student record**.

#### Student Modules

Faculty	Social Sciences
School	Economics
Course	Economics
Stage	Research Level
Adviser	
Email	

Please note, modules for next academic year are provisional until you hear from your teaching office that they are confirmed.

Module Code	Title	Confirmed /Unconfirmed	Year	Period	Credits
ECO-R002	ADVANCED MODELLING 2	Unconfirmed	2015/6	SEM2	2.5
CCETR00Y	SSF Induction Event	Confirmed	2015/6	YEAR	1
CCETR08Y	Research Ethics	Confirmed	2015/6	YEAR	0.5
CCETR09Y	Project Managing the PhD Process	Confirmed	2015/6	YEAR	0.5
CCETR0AY	PPD Overview (Intro for new students)	Confirmed	2015/6	YEAR	0.5
CCETR1HY	EXPERIENTIAL LEARNING - 1.5 CREDITS	Confirmed	2015/6	YEAR	1.5
CCETR23Y	Managing the MPhil/PhD Transfer Process	Unconfirmed	2015/6	YEAR	0.5

At the bottom of the page you should see the link for enrolling yourself on PPD training modules. **IF IT'S NOT THERE PLEASE CONTACT THE PGR SERVICE** (system upgrades can cause this to disappear!).

Module Code	Title	Confirmed /Unconfirmed	Year	Period	Credits
SCHRA9Y	Overcoming Writers Block: The Typing Pool	Confirmed	2015/6	YEAR	0.5
Confirmed /Unconfirmed Current Year Total					0
All Total					13.5

Enrol for more PGR training modules

Click on this to go to the self-enrolment function, which looks like this:

Student
Finance

Enter the module code of the module you wish to join:  ← type or paste the code here

**At this point make sure that you have a note of those modules that you wish to enrol yourself on. There is NO search facility here.**

PPD module codes are in the format:

- Arts and Humanities – **HUMPR099**
- Medicine and Health Sciences – **FMH1RA9Y**
- Science – **SCI3RF6Y**
- Social Sciences – **CCETRC9Y**

It is probably best to copy and paste the module code from the [PPD online directory](#) (or the *eVision* module catalogue), but you could type it in **carefully** [be careful with 0 and O]. At this stage you do not need to enter the specific occurrence (if there are multiple occurrences - so A, B, C etc. for different dates - that will come in a moment).

Then click the **Next** button.

## ERROR MESSAGES

If you mistype the code or enter the code for a module that is not running this year you should get this message:

Enter the module code of the module you wish to join:   Invalid Value

Or you may get a blank screen in which case, use your browser back button to return to the module code entry screen. If you don't know why the code is not being accepted, please contact the PGR Office (EFB 2.30).

Even if the module code is correct you may be unable to self-enrol for various reasons:

<b>Module has already happened / started</b>	The PPD module has already started or taken place - the start date will be displayed.  If you think this is wrong, please contact the PGRO and, if appropriate, we can amend the start date and make the module available.
<b>Not available for self-enrolment. Contact PGR Office for more details</b>	Not all PPD modules are available for self-enrolment so this could be deliberate – in which case you may have to apply by form <b>OR</b> it could be an omission by the PGR Office. Please contact us.

If the module is full – and most are limited by numbers – this will be made clear:

2012/3 occurrences for module HUMPR034 - HISTORICAL SEALS WORKSHOP				
Year	Occurrence	Occurrence Name	Date	Enrol
2012/3	B	HISTORICAL SEALS WORKSHOP	01/02/2013	Fully booked

If you get any of these messages:

- use your back button to return to the module entry screen to enter the correct or a new code
- or select an option from the **eVision** menu to leave this function.

If, in error, you repeat an enrolment – don't worry - the system will appear to allow it and go through the confirmatory screens (below) but, rest assured you will only have the one enrolment.

## A SUCCESSFUL SELECTION

If you are able to self-enrol you will see the module listed with **Click to Enrol**:

2012/3 occurrences for module HUMDR002 - INTERDISCIPLINARY SEMINAR				
Year	Occurrence	Occurrence Name	Date	Enrol
2012/3	A	INTERDISCIPLINARY SEMINAR	24/09/2012	<a href="#">Click to Enrol</a>

Most PPD sessions only run once during the year (some may have more than one part to attend, but that is still one occurrence and one enrolment) but some are repeated (occurrences B, C, D etc.) so these will be displayed for selection - assuming they have not already run, still have space and are enabled for self-enrolment. Do check the dates to make sure you have the right one:

2012/3 occurrences for module HUMPR025 - PROJECT MANAGEMENT & PLANNING YOUR RESEARCH				
Year	Occurrence	Occurrence Name	Date	Enrol
2012/3	A	PROJECT MANAGEMENT & PLANNING YOUR RESEARCH	01/12/2012	<a href="#">Click to Enrol</a>
2012/3	B	PROJECT MANAGEMENT & PLANNING YOUR RESEARCH	01/02/2013	<a href="#">Click to Enrol</a>

If you are happy that you have the correct module/occurrence, click **Click to Enrol** to go to the **Are you sure screen**:

Student [redacted]

Are you sure you want to sign up for module HUMPR025, **PROJECT MANAGEMENT & PLANNING YOUR RESEARCH?**

Once subscribed you will not be able to unsubscribe except via the PGR office.

If sure, select **'Yes – sign me up'** which takes you to the confirmatory screen:

You have successfully enrolled onto module HUMPR025

Clicking 'OK' returns you to the 'Student Modules' screen and shows the newly enrolled module in bold – it will stay like this for the rest of the day.

<b>HUMPR025</b>	<b>PROJECT MANAGEMENT &amp; PLANNING YOUR RESEARCH</b>	2012/3	SEM1	0.5
HUMDR002	INTERDISCIPLINARY SEMINAR	2012/3	SEM2	4.5

If, for whatever reason, you decide not to proceed, select **'No – not now'** and you will be returned to your 'Student Modules' screen.

Student 4211189/1:

Are you sure you want to sign up for module HUMPR025, **PROJECT MANAGEMENT & PLANNING YOUR RESEARCH?**

Once subscribed you will not be able to unsubscribe except via the PGR office.

If you select **Yes – sign me up** in error, don't worry, just contact the PGR Office and we will remove the enrolment, as this is something you cannot do yourself.

### IMPORTANT NOTE

The system is not especially sophisticated and will allow you to enrol on inappropriate modules (e.g. those restricted to students in a particular faculty) **so please read the [PPD online directory](#) carefully**. If we spot anything odd we will contact you.

**Module enrolments will be checked before the session runs and your enrolment confirmed by email (or you will be notified if you are ineligible).**

If you experience any difficulties with self-enrolment or have any questions about PPD sessions, please contact the appropriate PGR Service faculty team:

<b>PGR Service Team</b>	<b>Email</b>	<b>Telephone</b>
<b>HUM</b> - Arts & Humanities	<a href="mailto:humgrad.school@uea.ac.uk">humgrad.school@uea.ac.uk</a>	01603 59 2546
<b>MAP</b> - MED and Professional Doctorates (ClinPsyD, EdD, MD)	<a href="mailto:map.pgroffice@uea.ac.uk">map.pgroffice@uea.ac.uk</a>	01603 59 1258
<b>SCI</b> - Science	<a href="mailto:scigrad.school@uea.ac.uk">scigrad.school@uea.ac.uk</a>	01603 59 1705
<b>SSH</b> - Social Science schools and HSC	<a href="mailto:ssh.pgroffice@uea.ac.uk">ssh.pgroffice@uea.ac.uk</a>	01603 59 3923
<b>NBI</b> Graduate School Office	<a href="mailto:graduates.nrp@nbi.ac.uk">graduates.nrp@nbi.ac.uk</a>	01603 450769

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