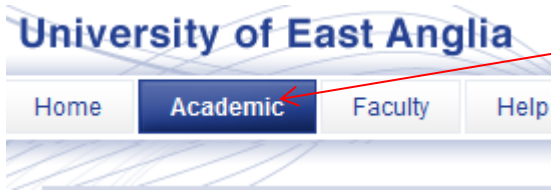


# PGR PPD SELF-ENROLMENT

You access the module self-enrolment task through your **e:Vision** student record screen. The link to **e:Vision** is on The Portal 'Academic' page which you access by clicking the tab:



Half-way down the right-hand side of the page (under the 'Library' sections) you will find 'Student Records' and the link to your **e:Vision** pages (or you can go directly using <https://evision.uea.ac.uk>).

**Student Records**

[Staff View](#) ←

View Students by School and Course

View Students Lists and your Advisees

Look up Advisers

Course profiles and module enrolment

View User instructions

Subscribe to your personal timetable in your en

Yours will look similar to this with an appropriate link

Click on the link to go to the **e:Vision** front page and open your student record page, which will look like this (but with a photo and data!):

**2012-2015: MPHL (Research)**

	Reg No	Prev Reg	
	Gender	Date of Birth	
	Nationality	HESA Number	
	Disability Information		
<b>Other courses for this student</b>			

**Contact** [Create Additional Address](#)

Home						<a href="#">Edit</a>
Contact						<a href="#">Edit</a>
Alumni						<a href="#">Edit</a>
Next Of Kin						
UEA Email	@uea.ac.uk					

**Course information** [Modules](#) [Attendance](#)

Qualification Title	Course	Stage	School Faculty	Status	Start Date	Period of Research End Date	End Date:		Reason for Leaving
							Expected	Actual	
the degree of Master of Philosophy		R		Current	01-Oct-	30-Sep-	30-Sep-		

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

Contact	[Redacted]
Next Of Kin	[Redacted]
UEA Email	[Redacted]

Course information	<b>Modules</b>	Attendance
Qualification Aim	Course	
the degree of Master of Science by Research	R1C760101 - Biomolecular Science	

Selecting the **Modules** link opens your **Student Modules** screen. If you already have PPD enrolments your modules will be listed by academic year (AY); if you are new this will say...

### Student Modules

Faculty	Arts And Humanities
School	History
Course	History (Research)
Stage	Research Level
Adviser	
Email	

Module Code  
No Modules found on this students record

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

Module Code	Title	Year	Period	Credits	
HUMHR001	PREPARING FOR YOUR VIVA (PROFESSIONAL HUMANITIES)	2010/1	SEM1	0.5	
HUMRR001	RESEARCH METHODOLOGY SEMINAR (AUTUMN SEMESTER)	2010/1	SEM1	4.5	
HUMPR016	THE TRANSFERRING UP PROCESS (PRACTICAL RESEARCH SKILLS)	2010/1	SEM2	0.5	
HUMTR002	LEARNING TO TEACH	2010/1	SEM2	2	
HUMPR034	HISTORICAL SEALS WORKSHOP	2012/3	SEM2	0.5	
				<b>Total</b>	<b>8</b>

[Enrol for more PGR training modules](#)

Once the system has been 'switched on' by the PGR Office you will see a link for enrolling on more PGR training modules. Click on this to go to the self-enrolment function, which looks like this:

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

**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 online PPD 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 on the **Next** button.

## ERROR MESSAGES

If you mistype the code or enter a non-existent module code you will get this message:

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

and will find yourself back at the **e:Vision** front page. Just use your browser's back button to go back and try again.

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 PGRO. 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 **e:Vision** 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, 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 :  
 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.

HUMPR025	<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 PGRO 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 catalogue 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 Office faculty team:

<b>Arts and Humanities (HUM) Graduate School</b>	<b>humgrad.school@uea.ac.uk</b>
<b>Medicine and Health Sciences (FMH) Graduate School</b>	<b>fmh.gradschool@uea.ac.uk</b>
<b>Science (SCI) Graduate School</b>	<b>scigrad.school@uea.ac.uk</b>
<b>Social Sciences (SSF) Graduate School</b>	<b>ssfpgroffice@uea.ac.uk</b>