

4 Week Review – eVision Guidance for Postgraduate Researchers

A postgraduate researcher's 4 week review is managed via the University's [eVision](#) facility.



Through eVision, postgraduate researchers are able to:

1. See the deadline for their 4 week review
2. Upload the documents required for the review (see section 11 of [the Code of Practice for Research Degrees](#))

Your supervisory team will use eVision to review the documents you submit, and complete the review outcome and upload their report.

COMPLETING YOUR 4 WEEK REVIEW TASK

You can access the task by logging into [eVision](#) and then going into your 'My Research' page. Once there, scroll down to the bottom of the page to find the Progression Review section and the 4 Week review (see below).

Progression Reviews 2025/6				
Meeting Type	Review Date	Review Complete?	Upload Documentation	View Report
4 Week Review 	Meeting Date: 08/Sep/2025 Maximum Deadline: 06/Oct/2025	Pending Supervisor Sign Off	<input type="button" value="Update Status"/> 	<input type="button" value="View Report"/>

Click on the "Update Status" button.

On the next page you will see the date of the review, some instructions, and then a section titled "Supporting Documents". There you will find the template for the "3D Researcher Development Tool". Please note that there is no template for your research plan. Please upload a document that meets the following requirements:

A 1000-2000 word research plan, which may be a variant of your original research statement submitted as part of your application. You should be able to clearly and concisely articulate:

- the research question to be addressed;
- why it is important;
- methodology to be used; timeline.

Once you have uploaded all of your documents, your supervisor will be notified.

After the review, the outcome and report will be viewable by clicking on "view Report" (see screenshot above).