

Project Meeting log

MMS Student guide

Introduction

The Project Meeting Log tool was released for Postgraduate Research students in October 2023. All PGR students can use this tool to record details of project meetings with their supervisors, and supervisory staff can then confirm if the log entry is a valid engagement. Staff will also be able to add student visible comments to log entries. For international students with a visa, this acknowledgement will inform institutional engagement monitoring for UKVI compliance purposes. Only the dates of approved engagements will be used for this purpose.

An example of student overview of the project log tool is given in **Figure 1**. The **New Entry** section at the top of the page is used to create a new log entry.

Previous journal entries will appear below the New Entry section, with each entry blocked together with the staff acknowledgment and any comments they have added. Staff have two options to acknowledge the entry:

- **Thumb up** – this is a **positive** acknowledgement that the log indicates a valid engagement. For UKVI purposes, this log entry will be picked up as a formally recognized engagement.
- **Follow-up Required** – this indicates that the log entry does not indicate a valid engagement. For UKVI engagement purposes, this log entry will not be picked up as a formally recognized engagement.

The acknowledgement relates **only to engagement** and only the dates of approved engagements will be passed through to the UKVI logs.

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New Entry:

Meeting Type: In person

Meeting Date: 07/11/2023

Text:

Drag files into this box to upload or

No file selected.

Recent entries. [Show all 1](#)

17 October, In person:

Example text entry

Figure 1: An example of the student overview page for the Log Journal tool. Text can be typed into the text box provided or select the **Browse** to select and upload a file. Previously entered log entries appear under the New Entry section. Only the most recent entries are shown by default, use the Show all option to see more.

Accessing the Project Meeting log tool

The Project Meeting Log tool is available by default in the RESEARCH module (although it may also be available in other modules). To access the tool:

1. Locate the RESEARCH module within either the **My Courses** tab in MySaint <https://mysaint.standrews.ac.uk/> or via the links from the Modules page in MMS.
2. Select the **Meeting Log** tool link.

Uploading files and adding comments

Students can use the Project Meeting Log tool to record engagement touchpoints with supervisors by creating **log entries**. An entry to support an engagement can be created by:

- Uploading a file.
- Adding a text comment directly into the tool.

To create an entry:

1. Access the **Meeting Log** tool.
2. Select the engagement method, either **In person** or **Online**, from the drop-down list.
3. Select the date the engagement happened - it will default to the date the entry is created.
4. If adding text: Select the **Text** field and enter text (this can be copied from another source or typed directly into the tool).
5. If adding a file:
 - a. Select the **Browse** button.
 - b. Select the file (the exact mechanism will be browser dependent).
6. Select the **Add Entry** button to create the entry.

The new entry will appear directly under the **New Entry** section, with older entries appearing below it.

Viewing comments and acknowledgements

If a member of supervisory staff has entered a comment or acknowledgement it will be displayed in the same block as the log entry. Files can be downloaded by selecting the file icon.

Other resources

For assistance with the Log Journal tool please email itservicedesk@st-andrews.ac.uk.