

OTTER (student) - SOP for supervisors

If you are supervising an NDM student(s) who is currently on a Tier 4 student visa, your details will already be registered to OTTER. Details will include your name and email address, and these will be linked to the student(s) that you are supervising.

You will be sent an email at the beginning of each month that your student(s) is/are registered if you have any outstanding timesheets awaiting your approval. This email will contain the number of timesheets that your student(s) has/have submitted which are waiting for approval. Timesheets contain information for each month.

As a supervisor you can approve or reject timesheets as you see appropriate – if you think that the timesheet is an accurate reflection of the students' activities during that month you can accept it, but if you think that it is not correct you can reject it and ask the student to complete it again and re-submit.

When you receive the email:

- You will receive an email at the beginning of each month detailing how many timesheets you have awaiting approval.
- Follow the link on the email which will take you to your profile. Please note: you do not need any login details to access your timesheets. If you need to access your account you must use the link in the email, which is secure.
- When you follow the link you will see a screen containing all of the timesheets that you need to approve. The boxes that are shaded in green indicate the activity that the student has done for each day. There may be two activities selected for one day, but there cannot be more than two and there cannot be less than one. If the student feels it is appropriate they may have selected an activity for weekends/bank holidays also, although this is not necessary.
- If you believe that the timesheet is an accurate representation of the student's activities for that month you can accept the timesheet by selecting the green icon. This will move the timesheet to your 'historical approvals' tab across the top of the page.
- If you do not believe that the timesheet is an accurate representation of the student's activities for that month you can reject the timesheet by selecting the red icon. You will then be asked to input a reason why the timesheet has been rejected. An email is then triggered to the student informing them that their timesheet has been rejected. They can re-complete and re-submit the timesheet. If they do this, the timesheet will then be included in the next month's email that is sent to you to remind you that you have outstanding approvals. If you are happy with the amendments you can now accept it, or if you are still unhappy you can reject it and follow the process once again.
- Please note: once a new email has been generated, the link in the last email (i.e. from the previous month) will no longer work.

Historical rejections:

- A student cannot edit timesheets which have been approved. If they want to make a change to a timesheet once it has been approved, they will have to ask you to retrospectively reject it.
- Go to the 'historical approvals' tab. There will be a copy of each of the timesheets that you have approved. Find the timesheet in question and select the reject icon. You will have to complete the same process as if you were rejecting it at the time – i.e. complete a reason why it is being rejected. This will be sent to the student in an email and they can then amend the timesheet and resubmit it for you to approve.

If you lose your email containing the OTTER link:

- If you delete the email containing the link to your outstanding timesheets you will not be able to access the system.
- You will have to ask the administrator (email: graduate.studies@ndm.ox.ac.uk) to send another email to you containing the link.