

PGR Annual Progress Review (APR) Meetings: User Guide: School or Faculty Sign-Off

Postgraduate Research Service, April 2018

The Code of Practice states ...

The Code of Practice for Research Degrees states in part 8 (ii) that:

- *Individual research degree candidate reports will be considered by the appropriate School/Institute Director of Postgraduate Research or, in the case of staff candidates, Faculty / NBI Graduate School Executive, action determined, and a timetable for completion of action confirmed*
- *The School/Institute Director of Postgraduate Research will provide a summary report of the outcome of the Annual Review process to the Faculty / NBI Graduate School Executive for consideration;*
- *The summary report should include confirmation that the process has been completed for all candidates, including any action agreed where progress is not being maintained, a summary of issues arising from the Annual Review process (this may be appropriate minutes of committees and commentary on themes or specific issues), and a non-confidential statistical section indicating progress*

The online process

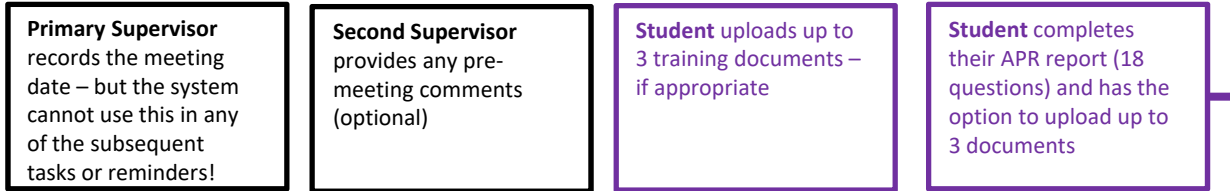
- In the case of staff candidates the reports are normally considered by a Faculty Associate Dean for Postgraduate Research; if they are closely involved with the student's supervision already it will be one from a different faculty
- This procedure is also followed in other exceptional cases, e.g. if the School PGR Director is a close relative of a student in their School
- The online system will make an educated guess as to who should sign-off on each student's Annual Progress Review report once the student and supervisory team have signed off and submitted the report
- The default is for non-staff candidate reports to go to one nominated School PGR Director in that School (the system only allows for one), and for staff candidate reports to go to the Associate Dean for Postgraduate Research in that Faculty
- However, PGR Service staff have the ability to alter this workflow and re-direct the report for signature. If you are asked to sign off on a report which you don't think should be your responsibility, or there are other problems with this process, please contact PGR Service (see final page)

School/Faculty Sign-Off

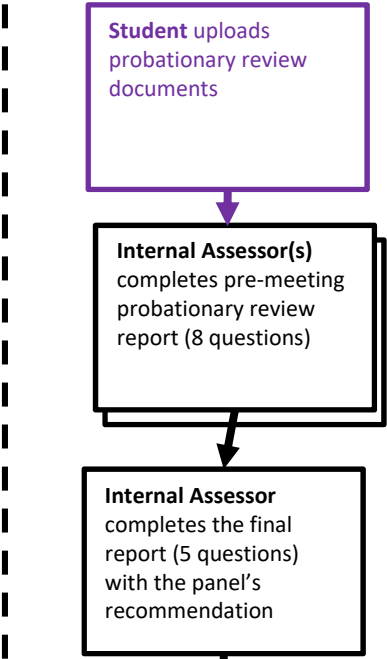
- The trigger for this sign-off task is the student and members of the supervisory team (other than the primary supervisor who has already done so) individually completing, saving and submitting their APR 'sign-off' tasks
- If the student is at the end of their probation (the first APR of most PGRs who started after 01-Oct-15) there are also online probation tasks which must be completed, saved and submitted before your task is generated
- This will trigger an email to you and create the final task in the student's **eVision** record and a reminder in your **eVision** 'PGR Staff To-Do-List'
- The following diagram shows where your task fits in – it will only be created when all other essential parts have been saved and submitted

PGR Online Annual Progress and Probationary Review

Annual Progress Review Tasks



Probationary Review Tasks



Key
 Student tasks are highlighted in purple

Arrows indicate that a task will not be created until the preceding task (or tasks) has been completed – saved and submitted - not just saved!

Tasks without arrows have no such dependencies

If the recommendation is for a second (and final) probationary review these tasks will be repeated.

Getting into *eVision*

- To access the task:
 - follow the link to **eVision** in the email
 - use the link on **The Portal**



- or use this link: <https://evision.uea.ac.uk/>
- On the left hand side of your **eVision Staff Home Page** you will have a **PGR Staff To-Do-List** with tasks listed by student (this may not appear straightaway because of **eVision** refresh timings but you can still access the task through 'Student Search' or the 'My Advisees' functionality)

PGR Staff To-Do List			
100092537/1	Student Name	PGR director (or Faculty Dean) signs the report	by 16/Sep/2016

Getting to the online task

- If you are also a supervisor of PGRs you may have a number of items listed here, but look for the student and the [PGR director...](#) task and click on the task link to go directly to the student's APR form

PGR Staff To-Do List			
	Student Name		
100092537/1		PGR director (or Faculty Dean) signs the report	by 16/Sep/2016

- Clicking on the [Student Number](#) link takes you to the student's 'Personal and course details' screen which you may wish to review before going to the 'Milestones and Events' section, partway down the right-hand column, where you will find a link to the APR

Milestones and Events (click for details)	
Event	To do
ANNUAL REVIEW Apr 2016	SCHOOL PGR DIRECTOR (OR EQUIVALENT) SIGNS OFF - ROBIN BRAYSHER (PGR)

One more click to get there

- The Annual Progress Review screen that you are taken to is READ ONLY and is a complete and permanent record of all the parts of the APR which may also include a probationary review
- It is particularly important to check that the APR's formal recommendation (and any subsequent actions) has been completed: **Question 1.2 in Primary Supervisor Signs Off**; if it hasn't please contact the primary supervisor and PGR Service who will need to add this – although we do try to pre-empt this
- If the APR included a probation review you will also need to check that the decision has been recorded: **Question 2 in Internal Assessor Sign-Off** (there may be two if the first attempt was unsuccessful)
- **If you notice anything odd about the report, e.g. missing answers, please contact PGR Service**
- When you are ready to sign-off you can easily see where you have a task to complete because of the highlighted [Click here to complete](#) link which takes you to the edit screen

SCHOOL PGR DIRECTOR (OR EQUIVALENT) SIGNS OFF				
To be Completed by	ROBIN BRAYSHER (PGR)	Expected Completion	16-Sep-2016	Complete?
Completed Date				
Do you have any comments to add?				

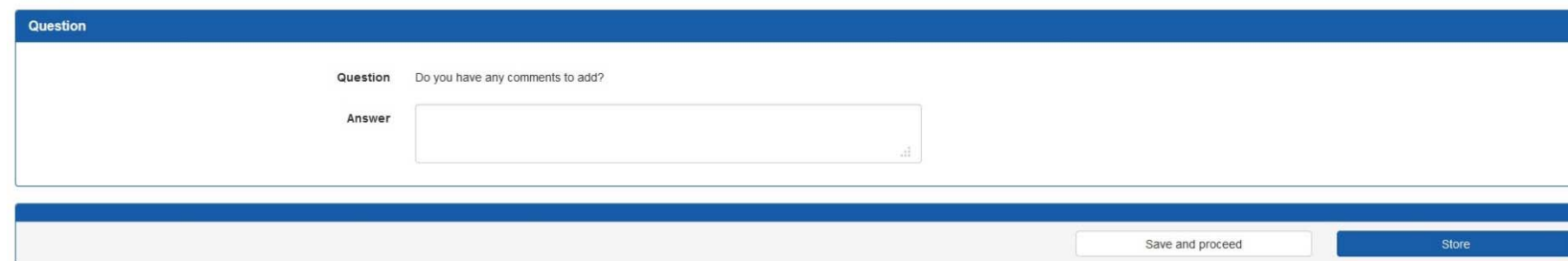
Only one bit to do

- The task itself is very straightforward with just a free-text comments box

Research Questions and Answers

Please note: *e:Vision* times out after 30 minutes inactivity - save your answers regularly by clicking 'Store' (you will stay on this page). To complete this task, or leave it for now, please click 'Save and proceed'.

All answers you give will be visible to the student and to authorised academic and administrative staff.



The screenshot displays a user interface for entering research questions and answers. It features a blue header bar with the word 'Question' on the left. Below the header, there is a text area for the question, followed by a label 'Question' and the text 'Do you have any comments to add?'. Underneath, there is a label 'Answer' and a large text input field. At the bottom right of the interface, there are two buttons: a light blue button labeled 'Save and proceed' and a dark blue button labeled 'Store'.

- this can be stretched from the bottom right corner
- you can type directly into the field or paste text in from MSWord, although the formatting in *eVision* is very limited so most formatting will be lost
- **<Store>** saves your work but keeps you on the same page
- **<Save and proceed>** is for when you're done or if you want to take a break

YOUR ANSWERS ARE VISIBLE TO THE STUDENT, MEMBERS OF THE SUPERVISORY TEAM AND PGR SERVICE STAFF AS SOON AS YOU STORE/SAVE THEM

School/Faculty Sign-Off (6)

- You then have a choice of three save options:



- ***My answers are complete*** – your answer is saved and submitted and can't be changed (contact the PGR Office if this was a mistake)
- ***I want to complete this another time*** – your answer is saved and you are returned to the student record screen; handy if you want to check an answer before finalising it
- ***Return to questions*** – your answer is saved and you are returned to the question editing field; handy if you've spotted an error in your answer

YOUR COMMENTS ARE VISIBLE TO THE STUDENT, MEMBERS OF THE SUPERVISORY TEAM AND PGR SERVICE STAFF AS SOON AS YOU SAVE THEM

PGR Service contacts

If you encounter any problems with any aspect of the system or notice any errors – for example, a change in the supervisory team has not been recorded – please contact the PGR Service team supporting your research programme as follows:

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