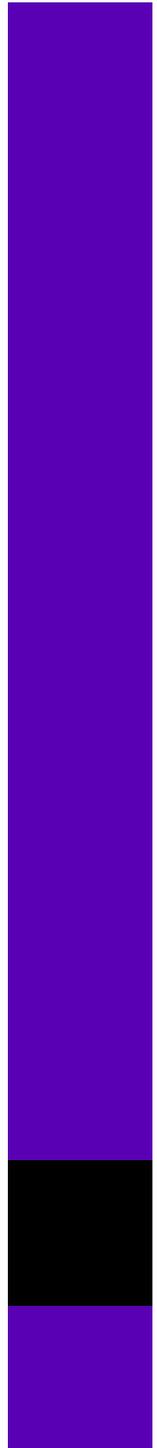


PGR Annual Progress Review Meetings: Second Supervisor User Guide

Postgraduate Research Service, April 2018



Introduction

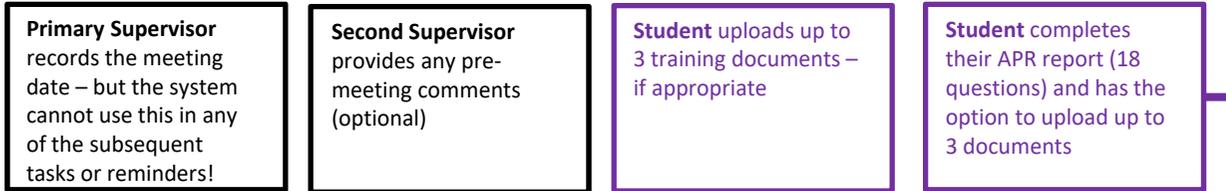
- The Annual Progress Review (APR) meeting is a formal supervisory meeting which should be held within a month of the nominal date
- For research students who started on 1st October in any calendar year and who have not intercalated, the APR meeting should happen within a month of 1st May
- Students who have intercalated or who started at other times of the year will be expected to have an APR meeting around 1st August, 1st November or 1st February as appropriate
- The expectation is that this meeting will be a face-to-face meeting held at a convenient time within a month of the nominal date.
- One month before a research student's APR is due, an automatic email is sent to the primary supervisor to ask them to set a date for the meeting
- This email is copied to the student, you and any other supervisory team members; it alerts you to your task

Second Supervisor Comments

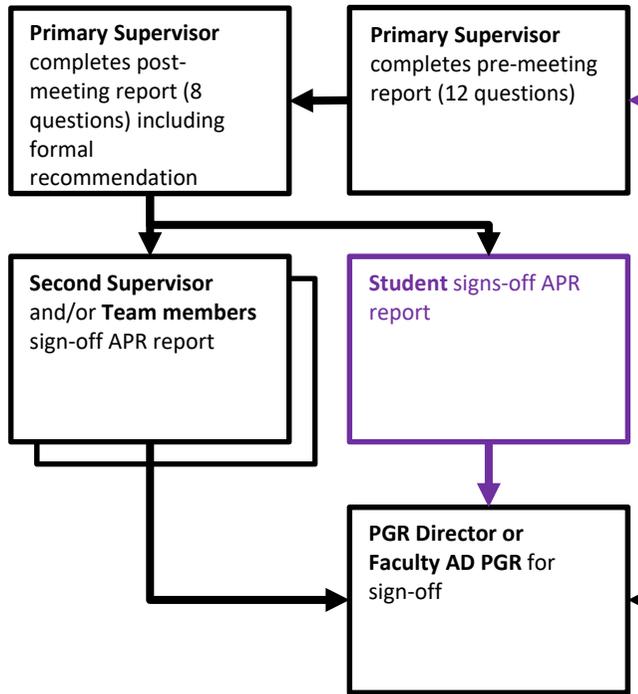
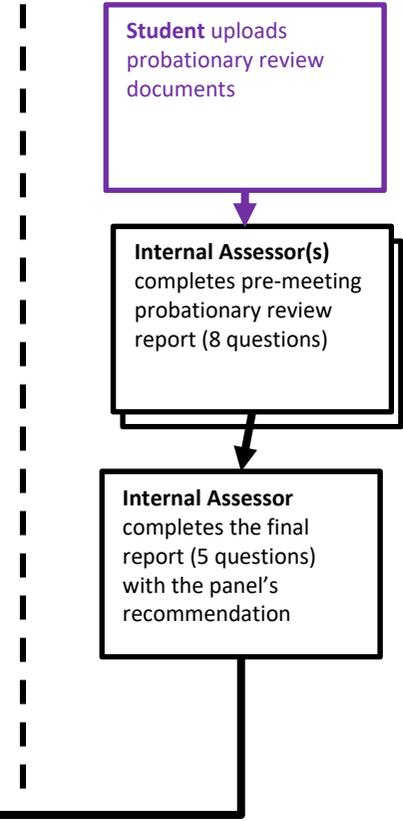
- The three initial APR tasks, which are created together, are:
 - **Set the date** – Primary Supervisor
 - **Student questions** – the Student
 - Your **Second Supervisor Comments** task
- This task was introduced following feedback which suggested some second supervisors would welcome the opportunity to comment of the student's progress before the annual review meeting as well as signing-off task the APR after the meeting)
- This task is optional and no other task depends on its completion
- It will remain in your **PGR Staff To-Do-List** and you will get a weekly remind until it is done – even if that's just to say 'No, I don't want to do it'
- The following diagram shows where this fits into the process

PGR Online Annual Progress and Probationary Review

Annual Progress Review Tasks



Probationary Review Tasks



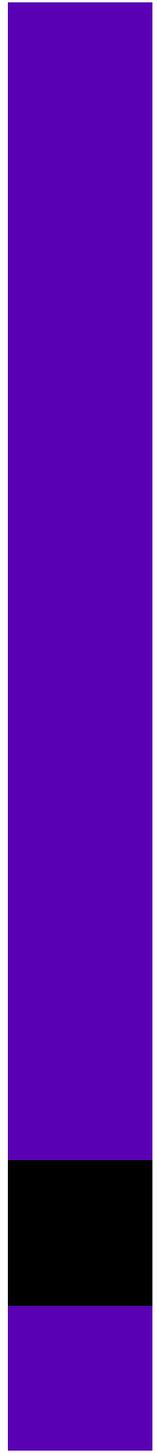
Key

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 in *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. You are looking for the SUP2 pre-meeting comment task:

PGR Staff To-Do List			
100092537/1	Student Name	Supervisor 2 May comment before meeting takes plac	by 16/Sep/2016

Getting to the online task

- Look for the student you are going to comment on and click on [Supervisor 2 May comment before meeting takes place](#) to go directly to the student's APR form
- 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 (and previous APRs etc.)

Milestones and Events (click for details)	
Event	To do
ANNUAL REVIEW Apr 2016	SUP2 PRE-MEETING COMMENTS - ROBIN BRAYSHER (PGR) UPLOAD PROBATION DOCUMENTS - STUDENT
PGR Supervision Sep 2016	

One more click to get there

- The Annual Review screen that you are taken to is READ ONLY and will eventually build up to a complete and permanent record of all the parts of the APR
- If the student has started or even completed their part of the form you can see it here
- 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

SUP2 PRE-MEETING COMMENTS		Click here to complete questions			
To be Completed by	ROBIN BRAYSHER (PGR)	Expected Completion	16-Sep-2016	Complete?	
Completed Date					
Would you like to add a comment before this annual progress review meeting?					
Record Comments					

Just two parts

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'.

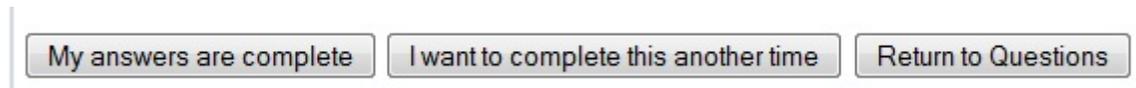
All answers you give will be visible to the student and to authorised academic and administrative staff.

The screenshot shows a web interface for a research questionnaire. It has a blue header bar with the word 'Question' in white. Below the header, there are two questions. The first question is 'Would you like to add a comment before this annual progress review meeting?' with two radio button options: 'Yes' and 'No'. The second question is 'Record Comments' with a large, empty text input field. At the bottom of the form, there are two buttons: 'Save and proceed' (a light blue button) and 'Store' (a dark blue button).

- Your task is very straightforward - you have to answer one question
 - Would you like to add a comment before this annual progress meeting? **Yes** or **No** (click the appropriate radio button)
- If you answer 'No', - that's it, now click **<Save and proceed>**
- If you answer 'Yes', then you add your comments in the free text box...
- this can be stretched from the bottom right corner
- you can type directly into the field or you can paste text in from MSWord, although the formatting in **eVision** is very limited so most will be lost
- **<Store>** saves your work and keeps you on the same page
- **<Save and proceed>** is for when you're done or if you want to take a break
- **Saved/stored responses are visible to the student and others**

Saving and submitting

- You then have a choice of three save options – which you will come across in future tasks too:



- ***My answers are complete*** – your answer is saved and submitted and can't be changed (contact PGR Service 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 screen; handy if you've spotted an error in your answers

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

What next?

- Your online input is now complete until after the APR meeting when you will be required to sign-off after the primary supervisor's final report which includes the supervisory team's formal recommendation
- You can view the student's and the primary supervisor's reports to see what progress is being made by visiting the APR form in **eVision**; if you've completed your task you won't have a link in the 'PGR Staff To-Do-List' but can get to it through 'Student Search' or the 'My Advisees' functionality (this applies at any time during or after the APR as long as you are the student's primary or second supervisor)
- You will find out more about the student and primary supervisor tasks in the appropriate online APR user guides

Your sign-off task

- Once the primary supervisor has completed their final report - with the formal recommendation - and submitted it (which acts as their sign-off), a system email is sent to the student, you and any team members and individual sign-off tasks are created
- This is to ensure that all parties have an opportunity to read the report, confirm whether they attended the Annual Progress Review meeting and add any final comments
- You may wish to use the comments box to formally record your agreement with the report

If you have concerns

- If you have concerns about what is written in the report, there are three main courses of action:
 - If the concerns are minor and can be resolved within the normal supervisory process, you should log them in the comments box and save and submit the task
 - If the concerns are major, it may be worth scheduling a further supervisory meeting to discuss them and see if agreement can be reached. If all parties agree that the report should be altered then the Primary Supervisor should contact the PGR Office. It is technically possible for the report to be re-opened. We recommend you consider printing off or saving a copy of the text in the original report before doing this.
 - If the concerns are major but no agreement on them is possible, either the Primary Supervisor or the student or both should contact the School PGR Director to seek additional guidance.

The importance of sign-off

- It is important to note that the report must be signed off by all parties before it can be reviewed and signed-off by the School PGR Director or Faculty Associate Dean (PGR)
- Failure to sign off the report promptly may cause delays in funding, delays in reports to funding sponsors and/or problems in obtaining concessions in future.
- You access the sign-off task by
 - following the link to **eVision** in the reminder email
 - following one or other of the links in the 'PGR Staff To-Do-List' (which may not appear straightaway)
 - or go through **eVision** 'Student Search' or 'My Advisees'



PGR Staff To-Do List			
100092537/1	Student Name	Sign Off Report	by 16/Sep/2016

There's not much to do

STUDENT AND OTHER SUPERVISOR(S) SIGN OFF		Click here to complete questions			
To be Completed by	ROBIN BRAYSHER (PGR)	Expected Completion	16-Sep-2016	Complete?	
Completed Date					
Were you present at the annual progress review meeting?					
Do you have any comments to add?					

- On the read-only screen you can read all parts of the APR which may include a probationary reports for students who started after 01-Oct-15 and the new training report (from 1st April 2018)
- As before you need to click on the highlighted **Click here to complete** link to get to the editing screen
- the task itself is very straightforward with just two elements:
 - confirming whether you were at the APR meeting
 - and adding any comments (optional)

Question

Question Were you present at the annual progress review meeting?

Answer Yes
 No

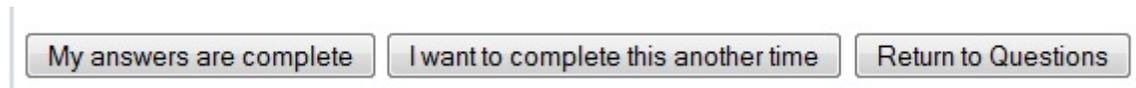
Question Do you have any comments to add?

Answer

Save and proceed

Saving and submitting

- When finished, click **<Save and proceed>** where, again, you have three 'save' options:



- ***My answers are complete*** – your answer is saved and submitted and can't be changed (contact 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

PLEASE COMPLETE THIS TASK PROMPTLY SO THAT THE APR CAN GO TO THE SCHOOL PGR DIRECTOR OR AD (PGR) FOR REVIEW AND FINAL SIGN-OFF

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