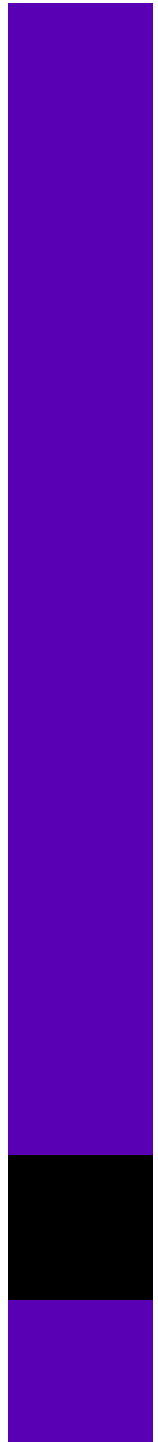


# PGR Annual Progress Review Meetings: Team Member User Guide

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 1<sup>st</sup> October in any calendar year and who have not intercalated, the APR meeting should happen within a month of 1<sup>st</sup> May
- Students who have intercalated or who started at other times of the year will be expected to have an APR meeting around 1<sup>st</sup> August, 1<sup>st</sup> November or 1<sup>st</sup> 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

# The process (1)

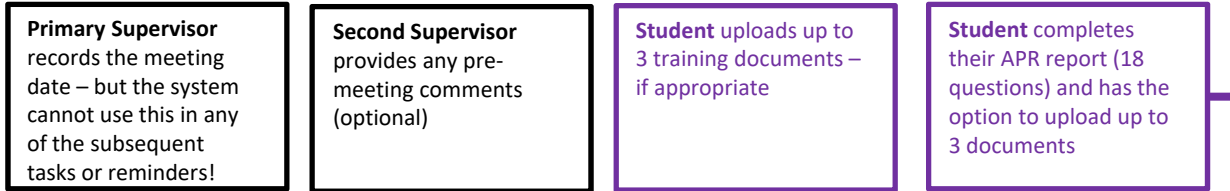
- One month before a research student's APR is due, an automatic email is sent to the primary supervisor to ask them to set a date for the meeting
- This email is copied to the student, you and any other supervisory team members
- For you this email is just for information, you have no online task at this stage
- Your online sign-off task is created once the APR meeting has taken place and the Primary Supervisor has recorded, saved and submitted their final report, including the formal recommendation of the supervisory team

# The process (2)

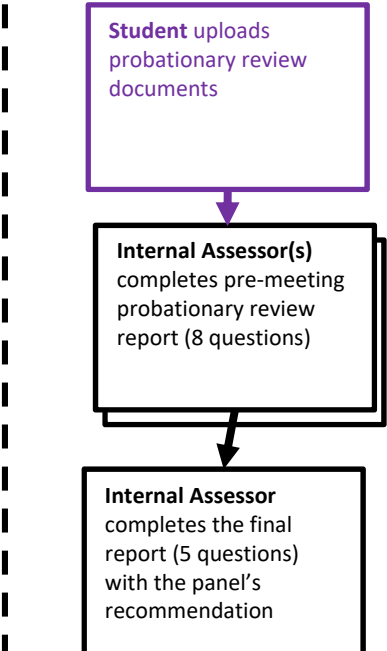
- Once the Primary Supervisor has completed their final report - with the formal recommendation - and submitted it (which acts as their sign-off), a system email is sent to the student and members of the supervisory team and individual sign-off tasks are created
- This is to ensure that all parties have 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
- The following diagram shows the various tasks and where yours fits in ...

# 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.

# 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 submit the task which can be read by all participants and the School PGR Director or Faculty AD (PGR).
  - 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 Service. 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.

# Sign-off is important

- 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 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.
- Please note that you only have access to the APR and the student's online record at the time you complete the task; if you wish to see the APR again you will have to ask the primary or second supervisor or the PGR Service to show it to you online or print a copy

# 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)

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



# Getting to the online task

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

- Look for the student you are going to sign-off and click on [Sign Off Report](#) 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, part way 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	STUDENT AND OTHER SUPERVISOR(S) SIGN OFF - ROBIN BRAYSHER (PGR)
PGR Supervision Sep 2016	

# One more click to get there...

STUDENT AND OTHER SUPERVISOR(S) SIGN OFF <a href="#">Click here to complete</a>				
To be Completed by	ROBIN BRAY/SHER (PGR)	Expected Completion	28-Mar-2018	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 – including probationary reviews for those who started after 01-Oct-15 and the new training report (from 1<sup>st</sup> April 2018)
- Click on the highlighted **Click here to complete** link to get to the edit 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**

# Just two parts to complete

Question

Question Were you present at the annual progress review meeting?

Answer  Yes  
 No

Question Do you have any comments to add?

Answer

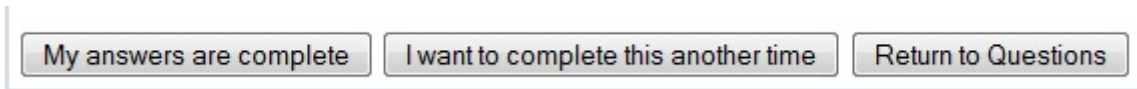
Save and proceed Store

- The first part is a **Yes** or **No** question
  - Were you present at the annual progress meeting?
  - Click the appropriate radio button
- The next part allows you to add any comments in the free text box...
  - which can be stretched from the bottom right corner
  - you can type directly into it or you can paste text into from MSWord, although the formatting in **eVision** is very limited so most will be lost
  - **<Store>** saves your answers and keeps you on the page\*
  - **<Save and proceed>** is for when you're done or if you want to take a break\*

**\*Your responses are now visible to the student, other participants and PGR Service staff**

# Saving and submitting

- Having clicked <Save and proceed> you have three 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

**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:

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