

# TargetX for PGR: Guidance for Academic Selectors in HUM

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## Background

Postgraduate research applicants must now apply through the new system TargetX, which replaces previous systems including AppReview, ApplyYourself and Connect.

TargetX runs off the well-established Salesforce platform and has many new features including the ability for people to apply using their mobile phones or tablets. Previously UEA has been using one application form which caters for approximately 2,000 different courses. TargetX forms are more intuitive for applicants to find the PhD project or research degree course that they want to apply for, and for referees to upload a reference. The system has the capacity to continue to evolve to meet our needs and to incorporate more of our PGR recruitment and selection processes over time.

## What you need to do first

If you are an academic reviewer about to start using TargetX, please follow the steps and training guides on <https://portal.uea.ac.uk/postgraduate-research/pgr-application-review> to get your access set up and to log in for the first time. TargetX can be found at <https://uea.my.salesforce.com>; your user name will be your **UEA email address** rather than your UEA log-in. If you do not have access to TargetX and need it urgently, contact ARM Data and Systems at [arm.dataandsystems@uea.ac.uk](mailto:arm.dataandsystems@uea.ac.uk).

## Are there any tasks waiting for me?

You have an individual report of your tasks, which is called **PGR Academic Reviews – Joan Bloggs**, where Joan Bloggs is replaced by your name. If you have a long surname, the report name will instead be of the form **PGR Academic Reviews – J Bloggs-Bloggs**.

The guidance above should have helped you find your report on the system, and explained how to set up the facility to subscribe to it if you want to have daily, weekly or monthly email reminders. You can also set it as a favourite report using the star button towards the top right.

For most colleagues, the first time you log in, this report will have 0 records.

If you have any records showing in this report, this means that we are expecting you to take action for those applicants. The type of task required is determined by the Application Review Type field. You can find more details explaining what you need to do for each specific task below.

For every type of task, you need to do the following:

- Click on the Application Review **number**, which is a link to the review page.
- Click on the **Read Application** button in the top right corner. (Sometimes you may need to click the down arrow to see the Read Application option).
- Click on **Academic Recommendation** in the top left corner. Boxes with a red outline show information you must enter before choosing Submit. You can also enter information in boxes without a red outline.
- When you submit the form, it will pass the application to the next review task in the sequence – see the flowchart on page 3 of this guidance.

## How do I see all of the unallocated applications for my School?

You can find all applications which have not yet been allocated to a potential primary supervisor as follows:

- Click on **Reports** at the top of the screen.
- Click on **All Folders** from the menu at the left of the screen.
- Click on **PGR Service** from the main part of the screen, then **PGR Academic Bundle Reports**.
- Click on **HUM – Arts and Humanities** and then choose your **School** (AMA, HIS, LDC or PPL).
- In some Schools there are several reports, grouped by department within the School – for example PPL has separate reports for Languages, Philosophy and Politics.

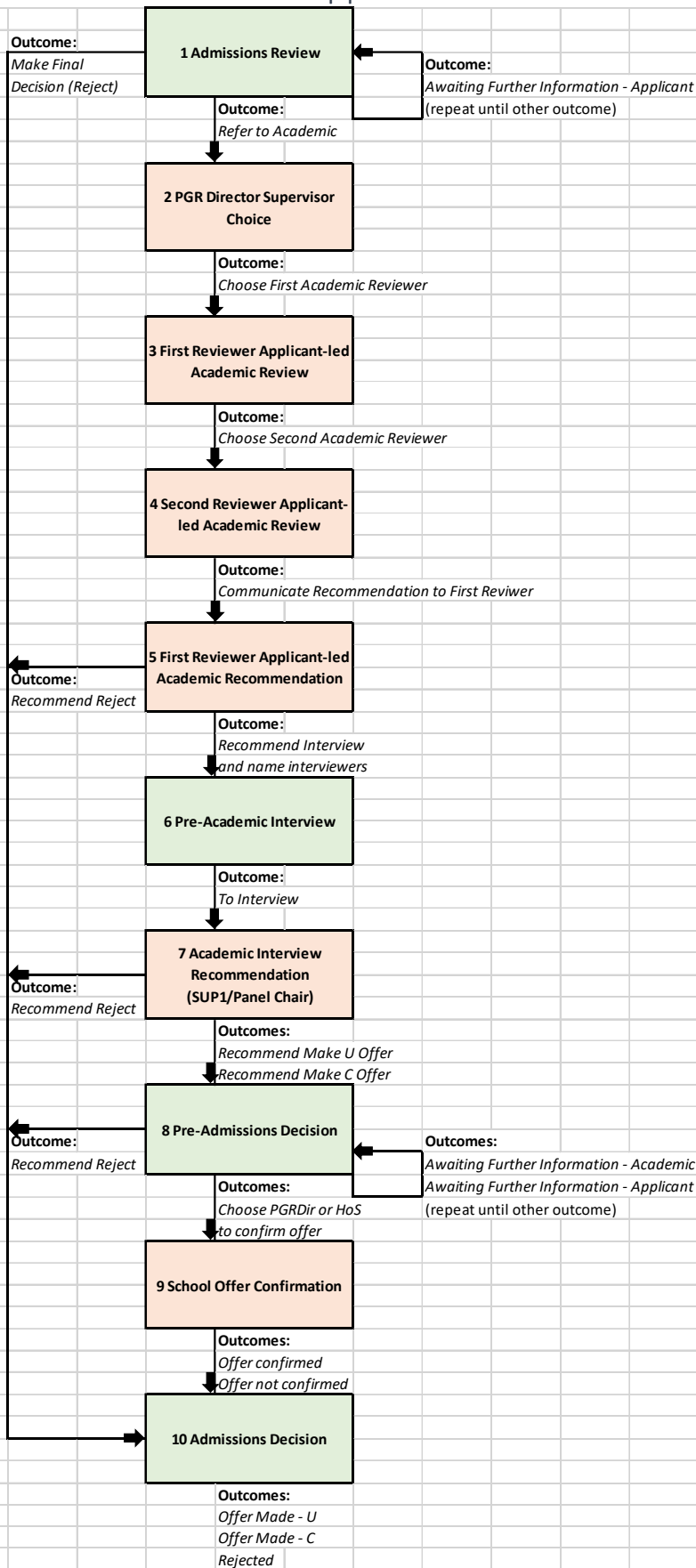
Within the relevant report in your School folder, you can look at an application as follows:

- Click on the Application Review **number**, which is a link to the review page.
- Click on the **Read Application** button in the top right corner. (Sometimes you may need to click the down arrow to see the Read Application option).
- Wait for the application documents to load – this may take up to a minute if there are many documents.
- Scroll down the application using the **Bookmarks** section at the left to navigate quickly.
- **Do not** enter anything in the Scorecard section for Academic Recommendation at the left unless you are the PGR Director or have been given permission by them to do so.
- **Contact the PGR Director by email** if you are interested in being the primary supervisor for this applicant.

## Guidance notes for particular Schools

School	Further notes
AMA	We have split unassigned applications into three department categories: American Studies; Art History; Film, Television and Media. This is based on how the applicant categorised their application, not on any assessment by us. If applications are in the wrong category please contact the HUM Graduate School team in the PGR Service and we will help you re-categorise them.
HIS	No further notes – please contact the PGR Director by email regarding applicants.
LDC	No further notes – please contact the PGR Director by email regarding applicants.
PPL	We have split unassigned applications into three department categories: Languages; Philosophy; Politics. This is based on how the applicant categorised their application, not on any assessment by us. If applications are in the wrong category please contact the HUM Graduate School team in the PGR Service and we will help you re-categorise them.

# TX Admissions Review: Applicant-led to PGR Director



**Flowchart:**

Green boxes (1, 6, 8 and 10) are tasks carried out by the Postgraduate Research Service.

Red boxes (2, 3, 4, 5, 7 and 9) are tasks carried out by academic selectors as follows:

- tasks 2, 9 by the PGR Director;
- tasks 3, 5, 7 by the first reviewer (proposed primary supervisors);
- task 4 by the second reviewer if first reviewer wants to shortlist, or PGR Director if first reviewer rejects the applicant