

Access and role definitions in eProg

Information for students and supervisors

eProg holds factual personal information about PGR students such as name, student id number, thesis title and programme start and end dates. Some of this data is fed directly from Campus Solutions and some of it is recorded directly within eProg. eProg also holds any sensitive information recorded about the student by either the student's supervisor or the student in its milestone forms, comments log and personal document store.

Who has access to a student's eProg record?

PGR Directors, PGR Administrators and eProg Faculty Leads have access to the eProg records of any students in the organisation they belong to as defined in Campus Solutions. Normally this would mean that for any of these roles they will see all student records for any students within their school or Faculty. Supervisors have full access to their own student's records (ie: any student they have main supervisor, co supervisor or advisor relationships with as defined in Campus Solutions). They will also be able to run a report on students across the Institution and will be able to view the profile pages for these students but will not be able to access any detailed records for any students they do not have main supervisor, co supervisor or advisor responsibility for.

A member of staff may be temporarily assigned 'internal assessor' access to an individual student's eProg records. This is normally for a 2 month period around the time of annual review in order for that member of staff to review the student's progress as part of the annual review process.

A member of staff may also be assigned to an individual student as 'internal examiner' as part of the submission to examination process. This happens after the student has completed their 'notice of submission' form and allows the internal examiner access to the student's eProg examination tasks area in order to be able to complete tasks as part of the examination process. The internal examiner will also have access to the student's progression record and training and development record.

Staff in the central offices such as the International Advice Team (who could use this to check information if a student applies for the Doctoral Extension Scheme or have a Tier 4 visa), The Graduate Education Team (who may be asked by the Manchester Doctoral Centre to report on the completion of milestones) and the eProg Technical Staff also have access to students records as they have been granted PGR administrator access at University level.

All staff in the University are required to undertake a regular Data Protection Course which is designed for anyone that handles staff or student or other personal and or sensitive data.

How long do students and their supervisors have access to their eProg record?

Students and their Supervisors have access to their eProg record whilst the student is an active student. If the student completes the programme, is withdrawn or discontinued, they will lose access to their eProg record as soon as the student system Campus Solutions is updated and the update integrates to eProg (this usually takes 24-72 hours). When a student is no longer an active student their eProg record moves to an archive area in eProg and is only accessible by

Administrators. There is an enhancement agreed for future development by the eProg Management Group sub group to also give supervisors access to the archive in eProg.

The record remains in eProg until a minimum of 6 years after the student's relationship with the University has ended. This is to comply with the Limitation Act 1980 and is in line with the principles of the Data Protection Act 1998. Only basic records of students are kept for longer periods: Name, dates of relationship with institution and final classification. A full record of course units taken and the marks for these are not currently held in eProg but it has been agreed to include this information in the future. The course unit data will not be held in eProg for more than 6 years after the students relationship with the University has ended but will be held in Campus Solutions for at least 40 years for each student for the purposes of constructing student transcripts.