

eProg roles and responsibilities

Students responsibilities

- Students are expected to use eProg regularly throughout their studies.
- To ensure that all relevant student sections in the progression forms are completed in a timely manner.
- To ensure that supervisory meetings are recorded as agreed with supervisors using the additional meeting form available at the top of the eProg 'My Progression' page.

Why do we have eProg

- To support student experience – a clear set of manageable goals and targets to provide students with a plan, direction and a focus.
- To support compliance with University Code of Practice. In the case of appeals and complaints eProg, when used correctly, is an invaluable tool to support students and supervisors.
- To meet QAA requirements. QAA safeguards standards and improve quality of UK higher education.

Benefits of eProg for students

- It improves the student experience by breaking down requirements of the programme into manageable goals and support the student in **planning** achievable targets.
- It enables the student to easily **track** the progress of the examination process.
- It provides the evidence that a student is actively engaging in their research and meeting the requirements of the programme which they can then share with their sponsors and **reflect** upon.
- It enables them to have an interactive log of supervisory meetings which is then easily accessible to them and their supervisors.
- eProg meets all requirements of the QAA quality code of practice, this gives the student the reassurance that standards and quality are maintained.

Schools responsibilities

- To run regular reports to check that milestones are completed and submitted on time and to remind users to complete their milestones in a timely manner.
- To provide first line support to users in their school.
- To ensure compliance from staff and students within the school.
- To work with the Faculty eProg Lead to report technical functionality and issues.

Faculties' responsibilities

- To represent the interests of the Faculty at eProg Management Group and to forward the minutes to schools.
- To work with the relevant central offices to improve the efficiency of the system. This includes reporting and tracking progress on technical and functionality development needs.
- To provide second line support to key users of the system.
- To test all new developments before release.
- To communicate all updates to schools.
- To regularly update the Humanities Policy and Review Committee regarding the number of overdue attendance and engagement milestones per school.
- To provide training and guidance to staff and students including having a presence at student induction events.

Benefits of eProg for supervisory staff

- Email alerts/prompts when key progression and attendance and engagement milestones are due.
- Supervisors can email all their students from eProg and attach relevant documents.
- eProg enables supervisors to easily track the examination process for their students.
- Supervisors can upload documents to share with students and others within the supervisory team.
- eProg offers student's a clear overview of their own progression which will help them prepare for supervisory meetings.
- eProg supports supervisors when taking over supervisions for current students.
- To enable supervisors and students to record and reflect on progress against agreed objectives and deadlines.
- To enable supervisors to track and update student's progression in one online system which can be accessed from outside the University.
- To provide an accurate record of all supervision meetings that can be presented in the case of an appeal/complaint.

Supervisor's responsibilities

- To complete all progression milestones with students in a timely manner and to provide constructive and thorough feedback and comments on all forms.
- To complete the attendance and engagement milestones for all main supervisions on time. Attendance and engagement milestones are used to ensure UKVI compliance and also to confirm that a student is engaging in their studies as per the requirements of their programme and are considered in appeal cases.
- To complete the expectations milestone with students on time. The expectations milestone lists the important topics for discussion and ensures that supervisors and students manage expectations to avoid unnecessary setbacks at a later date.
- To ensure that they are professional in all communications with students about eProg.
- To contribute in the recording of supervisory meetings using the additional meeting form available at the top of the student's progression page in eProg.