Faculty of Humanities

eProg Student Guide

Contents

1. What is eProg?

eProg is a University wide system that is specifically designed to help students and supervisor track the progress of postgraduate research programme. Students and staff can access eProg by logging in to www.manchester.ac.uk/eprog using their University username and password.

eProg's benefits:
- It enables you to break down the requirements of the programme into manageable milestones and supports you in planning achievable targets
- It provides evidence that you are actively engaging in your research and meeting the programme's academic requirements which you can then share with your sponsors or employers
- It keeps a log of supervisory meetings which is then easily accessible to you and your supervisors
- It links to the training catalogue which means that you can book onto and have a record of training courses you have attended/completed

2. Progression milestones

You and your supervisor/s will be expected to complete the following milestones:

Introductory Planning Meeting (First year students only)
At one of the first meetings you have with your supervisors, a planning schedule should be developed to incorporate targets and deadlines for the completion of distinct stages of work required by the research degree. You will be provided with guidance about the nature of the research, the standard expected, the planning of the research degree, taught courses and development opportunities, where appropriate.

Expectations (annually if full-time and every two years if part-time)
This a University wide form to record discussions between you and your main supervisor on key areas such as intellectual property, plagiarism and copyright. Having these discussions manages expectations and avoids unnecessary setbacks in the future. The answers input into your first expectations form pre-populate the next expectations form so if the answer has not changed you don't have to re-type your response to the question.

Researcher Development Needs Analysis (annually)
Students complete Researcher Development milestones annually. These milestones help you reflect on prior skills and knowledge and enable you and your supervisor to jointly review your development and training needs and identify ways to address those needs. The Researcher Development form should be completed at the start of the registration year. By completing the Researcher Development form you can develop a tailored programme that builds on your previous training and experience and helps develop skills needed to successfully complete your research degree.

As part of this milestone, you will be required to complete an online **Faculty of Humanities Skills Development Needs Analysis (SDNA)** survey to help build your training and development plan. Once you have done this, you should upload the plan to the form.

For students funded by **ESRC NWSSDTP**, you will already be required to complete a NWSS Development Needs Analysis on an annual basis so you don't have to complete the Faculty of Humanities SDNA. Please upload your NWSSDTP DNA plan to the form instead.

Additionally, you are also required to complete the **Data Management Plan (DMP)** using **DMPonline** system. After you have created a plan in DMPonline, please upload the plan to the form.

Mid-year review (annually)
The University requires that all postgraduate research students undergo a formal monitoring process to ensure that you and the University are meeting all requirements and responsibilities and you and the your supervisors are aware of progress in relation to programme objectives and any changing needs or difficulties are identified early and addressed effectively. The first formal monitoring milestone is the Mid-year review year 1. You and your supervisors will discuss progress made and work plan and targets for the next six months.

Mid-year review and thesis submission planning meeting (final year students only)

This milestone should take place around six months before the end of the programme and support the discussion about the thesis submission plan. It should summarise your progress to-date and include a timetable for completion of remaining research (if applicable) and an outline of the thesis structure.

Annual review

This formal progress review is to assess and record your progress to-date. The review panel will assess your work for satisfactory progress which demonstrates a good understanding of the research context. You should also be able to demonstrate that you have developed, in consultation with your supervisors, a suitable research plan and approach for carrying out the research, and that you have attained the skills and knowledge necessary to achieve the research plan. As a minimum, a written piece of work must be submitted for consideration for every annual review along with a timeline for completion. Please see your school level guidance regarding work to be submitted. Successful completion of the annual review is a condition of registration continuation for the following year.

Annual review guide

Accessing your annual review form

To access your annual review form, click on **My Progression** from **My Manchester** screen:

Then select **Progression** from the left hand menu and click on the form name of the relevant milestone:

Please refer to your school's progression guidance in the School [handbook](#) before you begin completing your section of the form.

Accessing guidance and documents in the resources tab

You will be expected to submit a timeline document to be considered by your annual review panel. The purpose of the timeline is two-fold: 1. To act as a guide to you in terms of planning for completion and so that you can readily see how far you have already progressed in terms of work completed [but also visualise what remains to be done]; 2. It provides a clear illustration for your progress review panel of what has been achieved.
You can access a copy of the timeline document in the resources tab in the milestone by following the instructions below.

To access guidance documents, click on the milestone code in your **Progression** page:

Then click on **Resources** tab. Guidance document(s) will be available for downloading:

Uploading a document to your progression form

You are asked to submit a piece of work or several pieces of work for consideration at your annual review. You can upload your work to the annual review form using one upload box per file. Once uploaded, it will become accessible to your review panel in the review form and in your **Document Store**. See further guidance on files upload in the **Document Store** section below.

1. Please upload your timeline for thesis completion

Timeline for thesis completion : [ ] Browse...

Edit Delete Move

Add Question

2. Please upload submitted work

Submitted work to be considered 1: [ ] Browse...

Edit Delete Move

Add Question

3. Please upload submitted work

Submitted work to be considered 2: [ ] Browse...

Edit Delete Move

Add Question

4. Please upload submitted work

Submitted work to be considered 3: [ ] Browse...

Edit Delete Move

Add Question

5. Please upload submitted work

Submitted work to be considered 4: [ ] Browse...

3. Supervisory meetings

In the Faculty of Humanities, all students and supervisors are expected to use the **Additional Meeting Forms** in eProg to record supervisory meetings. It is for you and your supervisor to agree how often you wish to record your meetings. Additional Meeting Form is available at the top of the **Progression** screen. You can instigate the recording of a supervisory meeting by adding the form and saving it to your progression page.

A student's progression displays all the milestones, researcher development and any taught units for which the student is registered and the completion status of the student for each activity and, where the viewer has permission, it may be possible to access the content of forms associated with the activity.

An Additional Meeting Form is available to record the outcome of any meetings between a student and a member of their supervisory team other than those prescribed on the studer

Unit Code	Title	Deadline	St
FOHFTM1000MBS	Introductory Planning Meeting	31/10/2018	
	Faculty of Humanities (MBS FT) Introductory Planning Meeting Form	31/10/2018	La
UVEXM0001	Expectations 1	30/11/2018	
	Expectations 1	30/11/2018	La
HUMNSPGR-IND001	PGR Student Health and Safety Induction Mandatory Module 1	30/11/2018	At
FOHFTM1134MBS	Mid-year Review - Year 1	31/01/2019	Co
	Faculty of Humanities (MBS PhD FT) Mid year review year 1 Form	31/01/2019	Co
FOHM0000	Research Integrity Training	31/01/2019	
	Faculty of Humanities Research Integrity Training	31/01/2019	La
FOHFTM1144MBS	Researcher Development	31/01/2019	
	Faculty of Humanities (AMBS ft year 1) Researcher Development Needs Analysis Form	31/01/2019	La
FOHFTM1990MBS	Annual review meeting – year 1	27/08/2019	
	Faculty of Humanities (AMBS PhD FT) Annual review year 1 form	27/08/2019	Fo
HUMNSPGR-IND005	PGR Student Health and Safety Induction Module 5 - Off-campus work (including fieldwork)	27/09/2019	At
UVEXM0002	Expectations 2	27/01/2020	
	Expectations 2	27/01/2020	Fo
FOHFTM2223MBS	Mid-year review – year 2	29/03/2020	
	Faculty of Humanities (AMBS PhD FT) Mid-year review year 2 Form	29/03/2020	Fo
FOHFTM2244MBS	Researcher Development	29/03/2020	
	Faculty of Humanities (AMBS PhD FT year 2) Researcher Development Needs Analysis Form	29/03/2020	Fo
FOHFTM2990MBS	Annual review meeting – year 2	27/08/2020	

The form is split into **Student** section and **Supervisor** section. You can return to the form to add or amend the content as long as it has not been submitted. Please save your response each time you add information into the form by clicking **Save Draft**. After you have completed your section, please notify your supervisor by clicking **Save and Notify Supervisor**.

Once you and your supervisor have both agreed on the content of the form, your supervisor can submit the form and a copy will be saved in your **Progression** record in chronological order.

This form is provided to enable students to record the conclusions of additional meetings between them and their supervisors. The form will usually be completed by the student and then may optionally be reviewed by the supervisor. If required, supervisors may use it to record their own observations without an initial submission by the student.

1. Date Of Meeting

[_____] 🗓

2. Student: Please provide an overview of any points/issues arising at the meeting and agreed plans for future work.

[text area]

3. Supervisor comments.

[text area]

[Save] [Save and Notify Supervisor] [Submit]

[Return]

4. Attendance and Engagement Milestones

Postgraduate research students have an Attendance and Engagement record which is populated with monthly attendance and engagement forms (if full-time, or every two months if part-time). The purpose of the Attendance and Engagement form is to have a formal record that you are in regular contact with your supervisor, that regular contact/meetings is/are taking place as appropriate, that you have attended seminars and training events as required, and that you have engaged with your studies and been present in the University as required by your programme of studies and UK visa (if you are under UK immigration control). Most supervisors have contact/meetings with their students formally and informally very regularly. The minimum standard is for you and your supervisor to maintain contact at least once a month to discuss progress, training needs, and plans for the next phase of work. This eProg form can be completed by your supervisor as part of these regular meetings or contact points. Students cannot complete their own Attendance and Engagement forms.

5. Training and Development

This section of the system contains a record of your training courses that have been booked via the University **Training Catalogue** with event date and attendance/completion status. This is also viewable by your supervisory team.

A range of training and development courses relevant to your research studies and career that are available through the Training Catalogue online booking. As an example, courses include Critical Thinking, Academic Writing, Presentation Skills, Public Speaking, Interview Skills, Time Management, Research Planning, Research Dissemination, Publishing and Resilience for Researchers.

You can export the training course list into a spreadsheet and also record external training onto this section by clicking on the **Add New** button so that you have a complete record all your training.

External Training
If you have undertaken any external training activity you can record information about that training below.
If you have any questions, require further information, or just need to contact your local training team, please see the Training Contacts page.
There are no external skills training details

[Add New] [Export to Spreadsheet]

6. Compulsory training

Health and Safety training

Health and safety training is a mandatory requirement for all students at the University of Manchester. You will have been automatically enrolled onto one or more of the University's online health and safety courses at the start of the programme. You can check which courses you have been enrolled onto in either **Progression** page in eProg or **My learning** in **My Manchester**. These courses are delivered through **Blackboard**, the University's virtual learning environment.

Blackboard access:
- Log in to **My Manchester** at https://my.manchester.ac.uk/en using your University username and password
- Click on **My learning** or **Blackboard**
- You will see a screen with a list of Courses and Communities (sometimes called Organisations) to which you have access. To enter the course, click on its title in the Course List.

The Student Guide for Blackboard is a useful resource for you. When you have completed the Health and Safety course(s), this will be shown in the 'My Training and Development' and 'My progression' page in eProg. Please note that there may be a delay of up to a week before completion of the course registers on eProg.

Further information about Health and Safety courses can be found on the Postgraduate Research Students Safety Services page.

Research Integrity training

This training is also a compulsory requirement of your research degree programme, delivered online through the Epigeum Impact package. Access details are available in the milestone. Once successfully completed, please upload the certificate (in PDF) to the milestone and your School PGR support team will verify that the certificate and authorise the milestone.

7. Document Store

This section of your eProg record contains all documents that you, your supervisors, internal assessors or internal examiner have uploaded to the system as part of the progress monitoring. Some forms in eProg require you to upload documents to the form, for example, the Annual Review form but you can also upload any other documents related to your studies onto your Document Store. Please note that each document upload box only allows you to upload one document to the form. Please press **Save** at the bottom of the form to complete the upload successfully.

File upload guide

When you upload documents either via the document upload boxes in eProg forms or directly into your **Document Store,** please follow the following guidelines:

- Do not use double extensions, for example:
  MyFilename.doc.pdf
  MyFilename.docx.doc

- Maximum file size is 20 MB

- Do not use multiple dots within filenames, for example:
  MyFilename.05.02.2014.pdf
  My.Filename.05.02.14.ver.2.doc

- As a general rule when naming files, please avoid special characters, for example:
  \ / : * ? " < > |

- File types that are accepted:

File Extension	Content Type
accdb	
aiff	audio/x-aiff
au	audio/basic
avi	video/x-msvideo
bin	application/octet-stream
c	text/plain
c++	text/plain
cc	text/plain
csv	text/plain
doc	application/msword

File Extension	Content Type
docx	
dump	application/octet-stream
eps	application/postscript
gif	image/gif
h	text/plain
hin	chemical/x-hin
htm	text/html
html	text/html
ibooks	application/x-ibooks+zip
jar	application/java-archive
jpeg	image/jpeg
jpg	image/jpeg
kin	chemical/x-kinemage
mov	video/quicktime
mpa	video/mpeg
mpe	video/mpeg
mpeg	video/mpeg
mpg	video/mpeg
pdb	chemical/x-pdb
pdf	application/pdf
pl	text/plain
png	image/png
pps	application/vnd.ms-powerpoint
ppt	application/vnd.ms-powerpoint
pptx	
ps	application/postscript
qt	video/quicktime
rtf	application/rtf
saveme	application/octet-stream
swf	application/x-shockwave-flash
tar	application/octet-stream
tex	text/plain
text	text/plain
tiff	image/x-tiff
txt	text/plain
uu	application/octet-stream
wav	audio/x-wav
xls	application/vnd.ms-excel
xlsx	
xml	text/xml
zip	application/x-zip-compressed

8. Form submission and authorisation

When an eProg form is fully completed, your supervisor will submit the form using **Submit** button. Please note that students cannot submit eProg forms. Once a form has been submitted, you, your supervisor(s) and other relevant parties (eg internal assessor, School programme director) are required to authorise the form with the University username and password (this is the same username and password you have used to log into eProg). To authorise the form, please click on the grey **Authorise** button at the bottom of the form next **Student** role.

The form will not be fully complete (and become green) until all required parties have authorised it. The system will not send out alerts for authorisations. You should check **My Progression** screen to see if a form is awaiting your authorisation.

If you or your supervisor/s make a mistake and want to un-submit the form so it can be amended, either you or your supervisor/s can contact your [school PGR administrator](#) with details of the form you wish to un-submit.

Please see below the list of compulsory authorisations against each of the forms.

Form	Required authorisation
Introductory Planning Meeting	student, main supervisor and co supervisor
Mid-Year Review	student, main supervisor, co supervisor * in SALC independent reviewer and PGR Director are also required to authorise Mid-Year Reviews
Expectations	student and main supervisor
Annual Review	student, main supervisor, co supervisor, independent reviewer, PGR Director

Attendance and Engagement and Additional meeting forms do not require any authorisations.
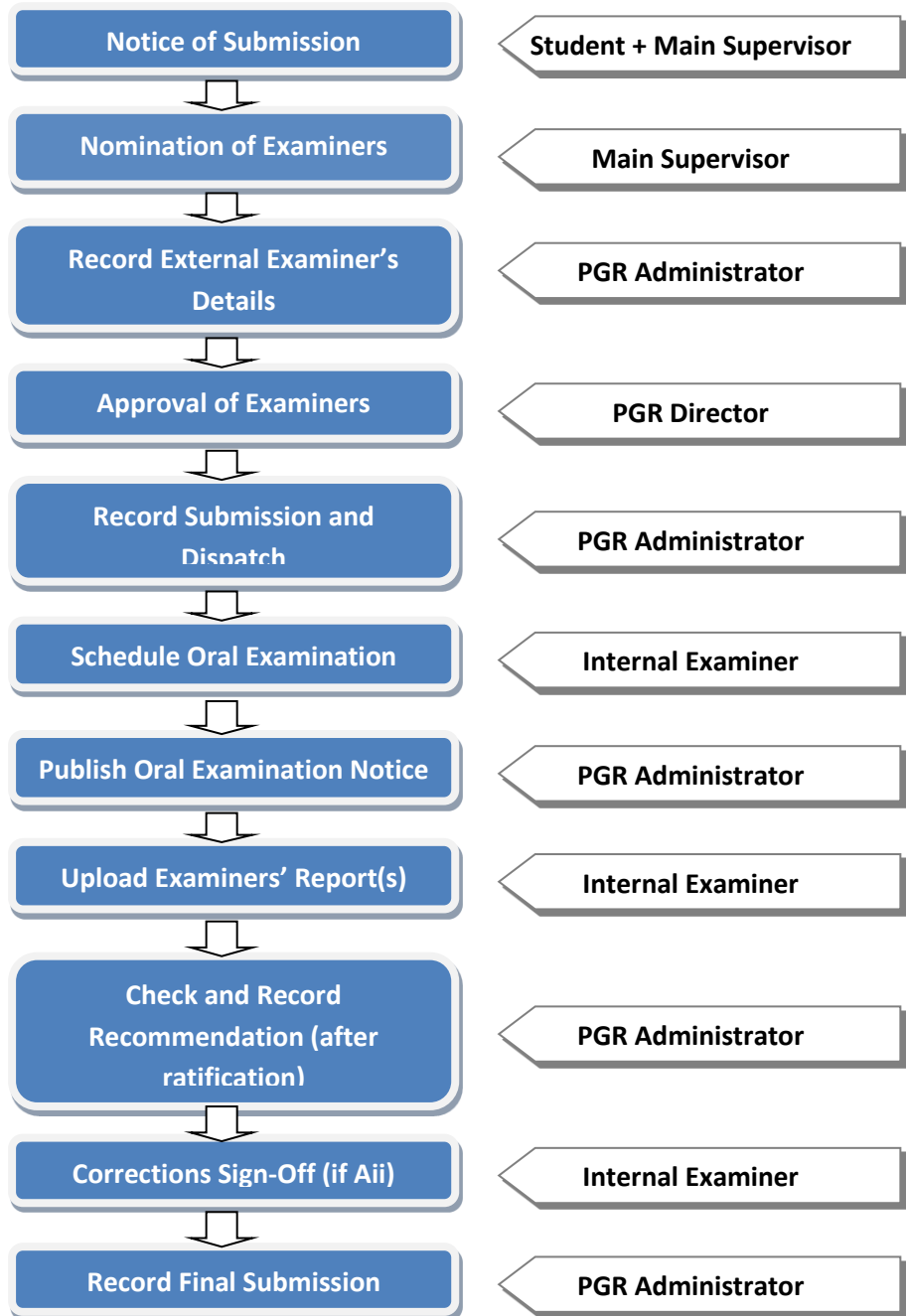
9. Submission and Examination

Thesis submission and examination processing is carried out on eProg. At the appropriate stage of the programme, you will have access to give notice of submission via eProg. Postgraduate research students must give a minimum of 6 weeks' notice before they submit their thesis. This is in order that examination arrangements can be made in ahead of the actual thesis submission eg examiners appointment, oral examination arrangements. You will also be able to check your thesis submission and examination progress, for example, to see when your thesis has been sent to the examiners.

Submission process

The thesis examination process in eProg enables students and relevant staff to access records online securely, tracks the status of the examination process and record examination information for future reference. Below is a diagram showing the complete thesis examination process (where oral examination is required) and staff responsibility.

Repeat the process for resubmission

Process Step	Responsible
Notice of Submission	Student + Main Supervisor
Nomination of Examiners	Main Supervisor
Record External Examiner's Details	PGR Administrator
Approval of Examiners	PGR Director
Record Submission and Dispatch	PGR Administrator
Schedule Oral Examination	Internal Examiner
Publish Oral Examination Notice	PGR Administrator
Upload Examiners' Report(s)	Internal Examiner
Check and Record Recommendation (after ratification)	PGR Administrator
Corrections Sign-Off (if Aii)	Internal Examiner
Record Final Submission	PGR Administrator

How to give Notice of Submission

The notice of submission form is enabled 6 months before your final thesis submission deadline. You can check your final thesis submission deadline in your **My profile** screen in eProg. If you are given permission to submit early then the notice of submission form can be inserted manually and your School Administrator will arrange this.

1   Navigate to: **eProg** **> My eProg > Examination Summary**
2   Click **Notice of Submission (Student)**
3   All required fields in the Notice of Submission form must be completed but N/A can be used where appropriate
4   If the **Correspondence Address** is compulsory field is blank, you need to log in to **Student System** via **My Manchester** and update your **Mailing Address**. The data feed from the student system to eProg may take 24-72 hours after which you will be able to submit the notice of submission.
5   **Thesis Access** - Students will also be asked to select an access level as part of their final thesis submission via the University electronic thesis submission system – **eThesis**. This choice will be considered and approved formally by the supervisor. Access level selected in the notice of submission form will be used as a guide only. If you select immediate open access level, the final thesis will be available via the University Research Explorer and Library search systems once that the submission has been acknowledged by the School administrator. If you select a limited time embargo, the thesis will be available in the Research Explorer after the embargo period has lapsed. Please refer to the Library Guide regarding different access levels.
6   After you have completed the Notice of Submission form, an email notification will be sent to your Main Supervisor to nominate examiners within two weeks. Once the Main Supervisor has submitted the supervisors notice of submission form this will automatically open the eThesis submission window for you to submit an electronic copy of your thesis. This window will close automatically 3 days before your final thesis submission deadline.

Thesis submission FAQs

When can I give notice of submission on eProg?

You will be able to give Notice of Submission within 6 months of your final thesis submission deadline. To submit earlier than this, please contact your school PGR office to seek an approval from the school programme committee.

Will the school PGR office contact me about the next stage of the thesis examination?

After submitting the electronic thesis on eThesis and two bound copies to the PGR office, an oral examination, if required, will be arranged and you will be notified of the oral examination details.

How do I check my thesis examination status and what can my supervisors access on my examination record?

You can view the summary of your thesis examination and check the progress via **Examination Summary** screen. Apart from nominating examiners, members of your supervisory team will have the same access to view your thesis examination summary and check its progress via eProg.

What do I need to do to submit the electronic copy of my thesis on eThesis?

After completing the Notice of Submission in eProg, an electronic submission window will be created automatically and an email sent to your University email address with the web link and instruction on how to deposit your thesis in eThesis. Please note that the eThesis submission window will close 3 days before your final thesis submission deadline.

Please see eThesis website for more information. For any technical problems with eThesis, please contact:
University of Manchester Library
Tel: +44 (0)161 275 8728 (internal: x58728)
Email: uml.scholarlycommunication@manchester.ac.uk

Do I still need to submit two soft copies of the thesis?

Yes. After submitting the electronic copy of your thesis on eThesis, which must consist of one electronic copy in Portable Document Format (PDF) with a plain-text metadata record, please submit two paper copies of the bound thesis to your school PGR office.

What is the process for submitting the final version of the thesis?

The final thesis submission shall consist of one electronic copy in PDF with a plain-text metadata record. Please note that **from 1 July 2014** two hard-bound copies of the final thesis are not required. Full details of thesis presentation requirements can be found in the Presentation of Theses Policy.

After the viva, how soon will I be able to access my examination reports and how do I do this?

After the **Check and Record Recommendation** task has been completed by your PGR Administrator, you will be able to access the examination reports via the **Document Store**.

How do I arrange to attend the graduation ceremony and how will I receive my result letter?

If you receive a 'pass' recommendation, the school PGR team will contact you regarding how to make arrangements to attend the University graduation ceremony. The result letter will be sent to your University email address as a PDF file. It is important that you check your University email account regularly as the University use this email address to communicate with you on all matters such as graduation.

10. eProg support

If you have any questions about eProg please contact your school PGR administrator in the first instance.

11. eProg FAQs

For how long do I have access to my eProg record?

You will have access to your eProg record until you are no longer active on the programme ie either until degree completion or withdrawal. If there are any documents in eProg that you will need beyond your degree completion or withdrawal, please ensure to download them before the completion/withdrawal is confirmed.

Who has access to view my eProg record?

Your supervisory team, School PGR team and School PGR Director are given access to student records in their remit to monitor progress and ensure that students are on track for completion. Internal Assessors are given time-limited access to records where they have been appointed to the review panel. Their access expires after a pre-determined period. Internal examiners have access to your record when they have been appointed to act as an examiner for your thesis examination. Data is retained and accessed in accordance with the data protection law.

What happens if I'm unable to meet a milestone deadline?

Depending on the circumstance and on the milestone, it may be possible to arrange for mitigation. You should contact your supervisory or School PGR support team who may be able advise/recommend an appropriate course of action. You are encouraged to keep them informed of any problems as early as possible.

What happens if my progress is ahead of the normal degree timeframe?

You should still complete the required milestones in your pathway (including progress reviews) as normal up until the point of thesis submission. Subject to formal permission, postgraduate research students may submit the thesis early. Please see Ordinances and Regulations for more information.

What happens if I change my programme of study?

Depending on which programme you change to and the stage your study is at, you may be required to complete additional/different milestones that form part of the new programme' requirements. Your PGR administrator will be able to advise.

I have a supervisor who is external to the University of Manchester or my supervisor has left the employ of the University of Manchester. Can they view my progression record on eProg?

Arrangements can be made to provide access to external supervisors to your eProg record if they haven't already been arranged by the PGR team. Please get in touch with your PGR administrator in this case.