COMPLETING THE REVIEW PROCESSES ON ePROG

COMPLETING THE ANNUAL REVIEW FORM IN eProg – STUDENTS, SUPERVISORS AND REVIEWERS

1. Find the appropriate form to complete under the eProg milestone entitled '***Annual review (year …)***';

2. The student should first of all complete section A of the annual review eProg form and 'Save' these entries on the form;

3. Then the student and supervisors should meet to discuss the upcoming review;

4. Then the student should upload to the eProg form the piece of writing agreed on (as per information above);

5. The main supervisor should then complete section B of the annual review eProg form and 'Save' these entries on the form. This should happen suitably in advance of the review meeting;

6. The student will then appear before the review panel, with the reviewers having read the student and supervisor entries along with the student's writing extract beforehand;

7. Following the review meeting, the reviewers will complete section C of the eProg (and again should 'Save' their entries on the form;
 i. *N.B. Students, supervisors and reviewers should <u>not</u> at any time 'Submit' the annual review form, as this will allow no further entries to be made.*

8. The form then requests that supervisors complete one further section of the form (section D) to indicate whether or not there are any issues from them with the reviewers' recommendation;

9. All processes thereafter – and the final completion of the eProg form – will be undertaken by, or on behalf of, the School PGR Committee. The final outcome of the review will be communicated to the student and supervisors once the Committee has arrived at its final decision.

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<u>COMPLETING SECTIONS/QUESTIONS ON 'TRAINING'</u>

It is important for the student to demonstrate on the eProg form that the necessary 70 hours of research training – or 35 hours, for part-time students – has been undertaken this year (or at least will have been by the end of the 12 month period). Here is a reminder of all the activities that can and should be included when totting up these training hours:

- skills courses/workshops run by the Faculty of Humanities or run by the wider University (booked on through eProg);
- research training for PGR students that the School provides;
- attendance at conferences or research group meetings; and
- self-directed reading.

In the first case, this information is automatically recorded in the 'Training & Development' section of eProg. The latter three rely on the student to keep note of – or be able to recall – this activity.

Please see below for further advice on the technical aspects of completing the annual review form.

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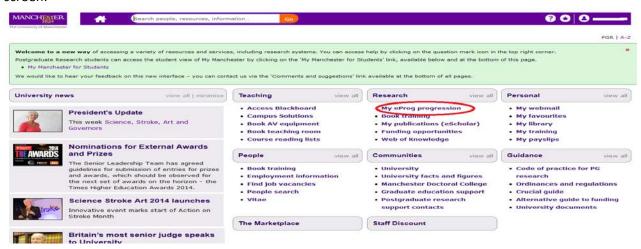## eProg Guidance for Annual Reviews

How to access eProg

Access *eProg* via the student portal: https://www.portal.manchester.ac.uk/

go to the Teaching and research tab at the top select access eProg from the drop down menus or directly at www.manchester.ac.uk/eprog
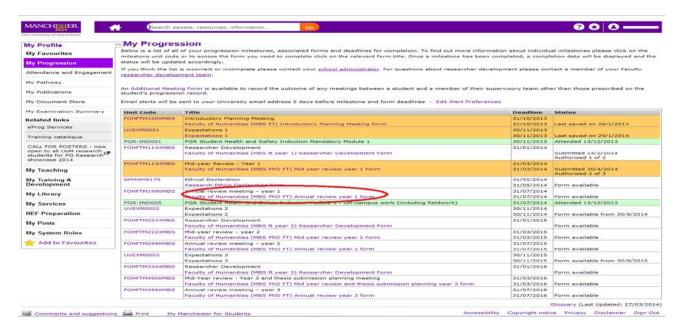
Type in your central account username and password

Accessing your annual review form

To access your annual review form, click on either My eProg progression in the My Manchester screen:

Or by clicking on your name in the top right hand corner of eProg and then selecting My progression from the left hand menu:
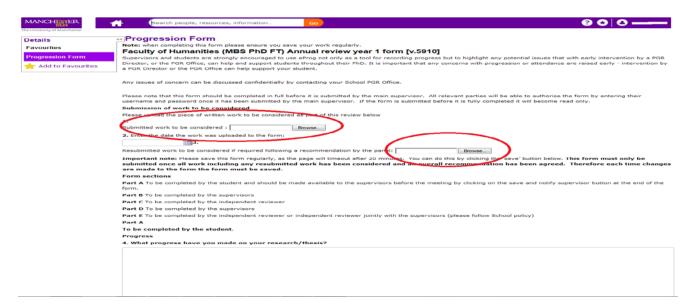
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To access the form click on the link above.

Please refer to your schools guidance before you begin completing your section of the form.

Uploading a document to the form

If you have been asked to submit a piece of work for consideration at your annual review you can upload this to the annual review form. Once uploaded it will become accessible to your review panel and a copy will be saved in your document store in eProg (see screenshot above, My Document Store is in the left hand menu). The boxes highlighted below are to be used to upload documents:

Please remember these simple guidelines when you upload documents into eProg either via the document upload boxes within the eProg forms or directly into the document store.

1. Do not use 'double extensions' when uploading documents into eProg, for example:
   MyFilename.doc.pdf
   MyFilename.docx.doc

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

3. As a general rule when naming files there are a number of special characters that should be avoided, these include:

   \ / : * ? " < > |

COMPLETING THE REVIEW PROCESSES ON ePROG

4. As a general rule you should upload the supporting document into the form **first** and then **save** the form. You should then **complete** the remainder of the text fields in your section of the form, **saving regularly**. If you need to add additional documents they can be uploaded directly to your document store. Documents uploaded into a form will also appear in your personal document store in the left hand menu.

The box below lists the file types that are accepted:

fileExtension	contentType
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
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