

# 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 not 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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## COMPLETING SECTIONS/QUESTIONS ON 'TRAINING'

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](http://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:

The screenshot shows the My Manchester homepage. At the top, there is a search bar and navigation icons. Below the header, there is a green banner with a welcome message. The main content area is divided into several sections: University news, Teaching, Research, Personal, People, Communities, and Guidance. The 'Research' section is highlighted with a red circle, and 'My eProg progression' is listed as one of the options under it.

Or by clicking on your name in the top right hand corner of eProg and then selecting My progression from the left hand menu:

The screenshot shows the 'My Progression' page. It features a left-hand navigation menu with options like My Profile, My Favourites, My Progression, My Pathway, My Publications, My Document Store, My Examination Summary, Related links, eProg Services, Training catalogue, My Teaching, My Training & Development, My Library, My Services, REF Preparation, My Posts, and My System Roles. The main content area displays a table of milestones with columns for Unit Code, Title, Deadline, and Status. The 'Mid year review meeting - year 1' entry is highlighted with a red circle.

Unit Code	Title	Deadline	Status
FOHFTM1000MBS	Introductory Planning Meeting Faculty of Humanities (MBS FT) Introductory Planning Meeting Form	31/10/2013	Last saved on 29/1/2014
UVEXM0001	Expectations 1	30/11/2013	Last saved on 29/1/2014
PGR-IND001	PGR Student Health and Safety Induction Mandatory Module 1	30/11/2013	Attended 13/12/2013
FOHFTM1144MBS	Researcher Development Faculty of Humanities (MBS Ft year 1) Researcher Development Form	31/01/2014	Submitted 14/2/2014 Authorised 1 of 2
FOHFTM1134MBS	Mid-year Review - Year 1 Faculty of Humanities (MBS PhD FT) Mid year review year 1 Form	31/03/2014	Submitted 30/4/2014 Authorised 2 of 3
BMANM0170	Ethical Declaration Research Ethics Declaration Form	31/05/2014	Form available
FOHFTM1990MBS	Mid year review meeting - year 1 Faculty of Humanities (MBS PhD FT) Annual review year 1 form	31/07/2014	Form available
PGR-IND005	PGR Student Health and Safety Induction Module 2 - Off-campus work (including fieldwork)	31/07/2014	Attended 13/12/2013
UVEXM0002	Expectations 2	30/11/2014	Form available from 30/8/2014
FOHFTM2244MBS	Researcher Development Faculty of Humanities (MBS Ft year 2) Researcher Development Form	31/01/2015	Form available
FOHFTM2223MBS	Mid-year review - year 2 Faculty of Humanities (MBS PhD FT) Mid year review year 2 Form	31/03/2015	Form available
FOHFTM2990MBS	Annual review meeting - year 2 Faculty of Humanities (MBS PhD FT) Annual review year 2 form	31/07/2015	Form available
UVEXM0003	Expectations 3	30/11/2015	Form available from 30/8/2015
FOHFTM3344MBS	Researcher Development Faculty of Humanities (MBS Ft year 3) Researcher Development Form	31/01/2016	Form available
FOHFTM4900MBS	Mid-Year review - Year 3 and thesis submission planning meeting Faculty of Humanities (MBS PhD FT) Mid year review and thesis submission planning year 3 form	31/03/2016	Form available
FOHFTM3990MBS	Annual review meeting - year 3 Faculty of Humanities (MBS PhD FT) Annual review year 3 form	31/07/2016	Form available

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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:

**Progression Form**  
Faculty of Humanities (MBS PhD FT) Annual review year 1 form [v.5910]

Supervisors and students are strongly encouraged to use eProg not only as a tool for recording progress but to highlight any potential issues that with early intervention by a PGR Director, or the PGR Office, can help and support students throughout their PhD. It is important that any concerns with progression or attendance are raised early - intervention by a PGR Director or the PGR Office can help support your student.

Any issues of concern can be discussed confidentially by contacting your School PGR Office.

Please note that this form should be completed in full before it is submitted by the main supervisor. All relevant parties will be able to authorise the form by entering their username and password once it has been submitted by the main supervisor. If the form is submitted before it is fully completed it will become read only.

**Submission of work to be considered**

Please upload the piece of written work to be considered as part of this review below

1. Submitted work to be considered :

2. Enter the date the work was uploaded to the form:

Resubmitted work to be considered if required following a recommendation by the panel:

**Important note:** Please save this form regularly, as the page will timeout after 20 minutes. You can do this by clicking the 'save' button below. **This form must only be submitted once all work including any resubmitted work has been considered and a successful recommendation has been agreed. Therefore each time changes are made to the form the form must be saved.**

**Form sections**

**Part A** To be completed by the student and should be made available to the supervisors before the meeting by clicking on the save and notify supervisor button at the end of the form.

**Part B** To be completed by the supervisors

**Part C** To be completed by the independent reviewer

**Part D** To be completed by the supervisors

**Part E** To be completed by the independent reviewer or independent reviewer jointly with the supervisors (please follow School policy)

**Part A**  
To be completed by the student.

**Progress**

4. What progress have you made on your research/thesis?

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:

\ / : \* ? " < > |

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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