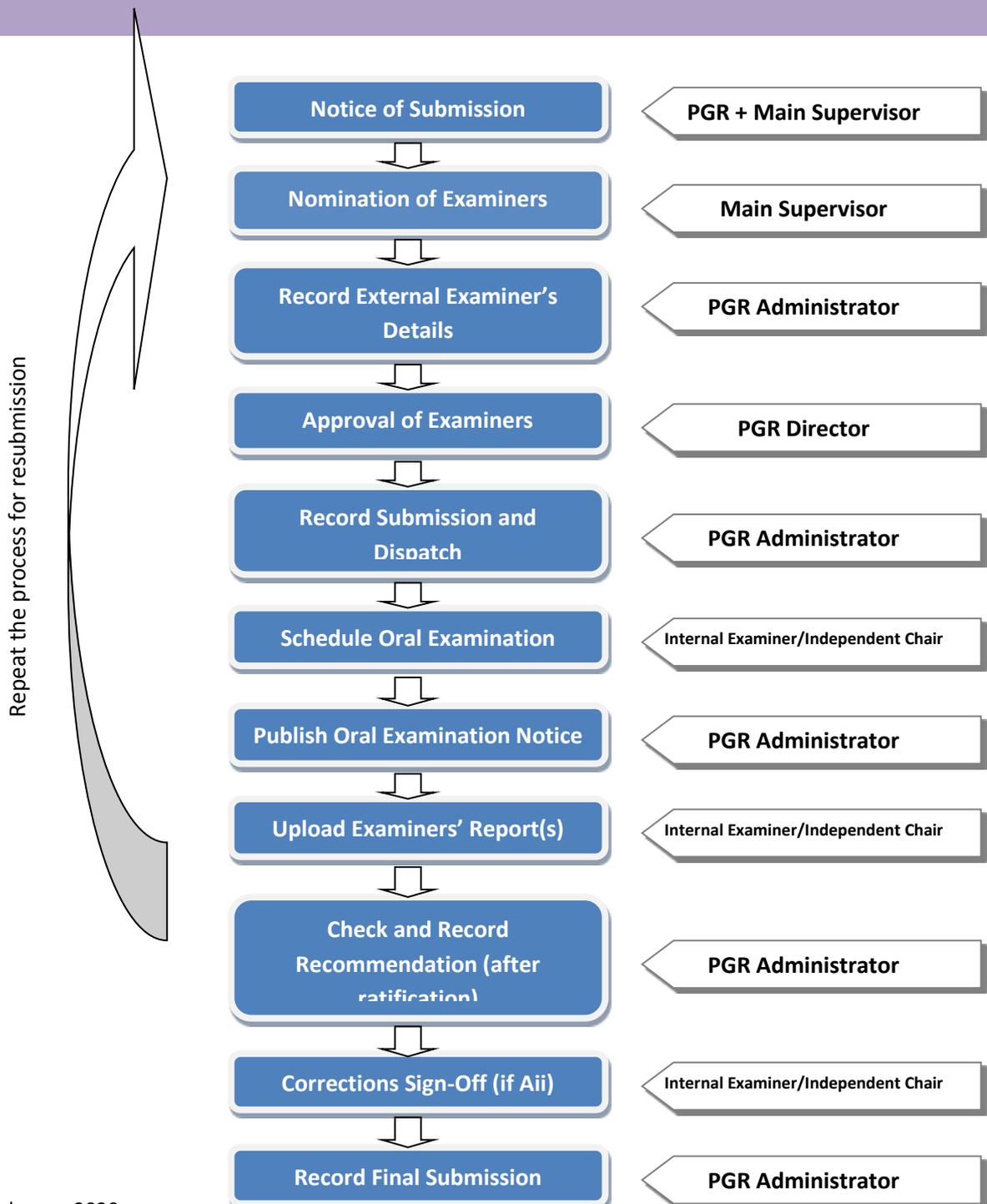


Background

Management of thesis examination on eProg:

- Reduces the multiplication of local record keeping and paper-based processes
- Retains examination documents on the record such as examination report forms for future reference
- Allows greater level of reportability though *Examination Reporting*
- Automates communication to staff involved in the examination process
- Gives online access to PGRs and staff to check the status of each stage of the thesis examination and to view recorded information
- Does not require any setting up process. Once a PGR gives notice of submission via eProg, relevant staff will be sent notifications of action required.

Process



Step-by-step guide

1. Notice of submission (By student)

The notice of submission form populates the My Examination Summary page 6 months before the Student Expected End Date (SEED) recorded in Campus Solutions. If the PGR is given permission by the school to submit early, please contact Anusarin Lowe (Anusarin.lowe@manchester.ac.uk) to request the Notice of Submission form task to be added to the eProg record.

- Navigate to: [eProg](#) > My eProg > My Examination Summary
- Click on **Notice of Submission (Student)**

Administrators can only view the notice of submission (student) form once it has been submitted by the PGR.

Section 1 of 5

Most fields are pre-populated with information from Campus Solutions. The PGR needs to fill in required details including **Title of Thesis, Preferred Thesis Access and University Staff Status**.

Please note that **General Correspondence Address** is compulsory. If the field is blank, the PGR should log in to the **Student System** via [My Manchester](#) and update their address details changing their **mailing address** for general correspondence or their **home address** for the result notification. The data feed from Campus Solutions may take between 24 and 72 hours and takes place Monday to Friday (including bank holidays).

If an error occurs in creating the eThesis window (for example, because the Student Expected End Date is in the past), the administrator will need to manually create the eThesis submission window.

The thesis submission deadline is taken from the Student Expected End Date in Campus Solutions. For resubmissions, the deadline is taken from the letter generated in the Check and Record Recommendation task, depending on the recommendation type.

Preferred Thesis Access

The guide for thesis access can be found on <https://www.library.manchester.ac.uk/using-the-library/staff/research/etheses/pgr-students/access/>

Information provided in the notice of submission form is to inform and discuss with supervisors. Where there is a contractual arrangement in place (such as Industrial CASE) or a valid case why the thesis should be embargoed for commercially sensitive reasons, an embargo or longer period of closed access should be an exception and may be lodged in eThesis with closed or restricted access. If a student intends to assign closed/restricted access they must discuss this as early as possible with their School Administrator.

Section 2 of 5 –Next Destination (job, professional networks and contact preferences). For ORCID address, please remove the “s” from https: if you get an error message when clicking Next.

Section 3 of 5 –Research Outputs. Please note that all questions are compulsory but N/A is an acceptable answer.

Section 4 of 5 – Intended Submission Date and Thesis Format

Please note that if the PGR wishes to submit in alternative format, this must first be approved by the School. When the PGR enters a date in the intended thesis submission date field in section 4, a guidance note appears: *“The **eThesis** window for submitting your thesis will **close 3 days before** your Thesis Submission Deadline as displayed above on this form. This is to allow time for you to have your thesis printed and bound within the required timeframe for submission”.*

Section 5 of 5 – Candidate Declarations

Once submitted, the only field that can be edited in the notice of submission (student) form is the thesis title, using the **Update** button in the examination summary screen. Permission must be sought from the School to change the thesis title.

Confirmation

An email is sent to the Main Supervisor and copy sent to school PGR office (for information) giving the supervisor two weeks deadline from the Notice of Submission completion date.

2. Notice of Submission (By supervisor)

- Navigate to: [eProg](#) > My eProg > My Examination Tasks
- Click on **Notice of Submission (Supervisor)** link and answer questions in the Supervisor Declaration section. Once submitted, an **eThesis** Submission window will be created automatically with an email sent to the student. Please note that the eThesis window will close automatically 3 days before the **Student Expected End Date**.
- Click **Return to Summary**

3. Nomination of Examiners (to be completed by main supervisor)

A **Nomination of Examiners** task is automatically generated in the supervisor's My Examination Tasks list after Notice of Submission (Supervisor) task is completed.

Internal Examiner

- Choose relevant filters and staff names will appear on the list.
- Scroll down to insert **Correspondence Address**. Please note to include full postal address and telephone area code as the information will be displayed in the letter sent to the External Examiner who may wish to contact the Internal Examiner by post or telephone in addition to email.
- The guidance note states "Note: If the internal examiner has not examined before then an independent chair must be appointed to oversee the examination process." The next page of the nomination of examiners task will then require you to enter the details for the independent chair.

External Examiner

- A list of external examiners previously recorded onto eProg will display. To choose an existing examiner, click Select and scroll down to insert **Correspondence Address**. Please note to include full postal address and telephone area code. The information will be used to send a copy of the thesis and examiner's report form.
- To add a new External Examiner, click on **Add New Examiner** button and add all the required details.
- If a second external examiner is nominated (e.g. for the examination of members of University of Manchester staff or professional doctorates), another External Examiner appointment screen will display.
- Click **Next** which will take you to the **Agreement of Examiners** screen and **Submit**.

4. Confirmation of Examiners (Resubmission) (to be completed by main supervisor)

In case of resubmission, the Main Supervisor will be asked to confirm whether the examiners from the first submission are willing to act again for the examination of the resubmitted thesis. If the answer is 'No', a **Nomination of Examiners (Resubmission)** task will be created. If the answer is 'Yes', they also need to confirm whether an Independent Chair appointment is required.

5. Record External Examiner's Details (to be completed by PGR Administrator)

- Navigate to: [eProg](#) > **My eProg** > **My Examination Tasks**
 - Choose the record and insert External Examiner's details including the number of students supervised and examined at PhD/MPhil level. When submitted, an email notification will be sent to the PGR Director in your school for their approval and a copy of the notification is also sent to the main supervisor.
- 6. Approval of Examiners (to be completed by PGR Director)**
- Navigate to: [eProg](#) > **My eProg** > **My Examination Tasks**
 - Click either **Approved** or **Not Approved** button and **Submit**. If not approved, an email notification will be sent to the Main Supervisor to re-nominate examiners.
- 7. Record Submission and Dispatch (to be completed by PGR Administrator)**
- Either navigate to: [eProg](#) > **My eProg** > **My Examination Tasks** or [eProg](#) > **Student Index** > **Examination Summary**
 - **Date student deposited thesis in eThesis** takes data from eThesis and is the date when the deposit has been acknowledged by the School. The data feed from eThesis can take approximately 24-72 hours (integration takes place Monday to Friday).
 - **Date softbound thesis submitted** takes data from Campus Solutions when DATA > SUBM is recorded in Student Program/Plan. The data feed from Campus Solutions can take approximately 24-72 hours (integration takes place Monday to Friday).
 - Insert the **Dispatch date** and click **Submit**
 - Letters to Internal Examiner and External Examiner (and Independent Chair and/or Second External Examiner, if appointed) will be generated and saved on eProg. These can be downloaded to print or amend before sending to the examiners with the hard copy of the thesis. They can be deleted and regenerated if details have been amended.

Internal Examiner Letter contains candidate's details, External Examiner's contact details, Main Supervisor's name, Examiner Report deadline, links to degree regulations and Examination Policy, guidance notes for examiners and pre-viva and post-viva Examiner Report forms.

External Examiner Letter contains candidate's details, Internal Examiner's contact details, links to degree regulations and Examination Policy, guidance notes for examiners, pre-viva form and Fee and Expense claim forms.

Independent Chair Letter contains candidate's details, all examiners' contact details and a list of Independent Chair responsibilities.

- 8. Oral Examination Notice (to be completed by Internal Examiner/Independent Chair)**
- Navigate to: [eProg](#) > **My eProg** > **My Examination Tasks** and insert, date and time of pre-viva and date, time and location of viva. The location of the oral cannot be changed in the form once the task is submitted.
 - Where an oral examination is not required, please tick **No** in the **Oral examination required** radio button.
- 9. Check/Publish Oral Examination Notice (to be completed by PGR Administrator)**
- Navigate to: [eProg](#) > **My eProg** > **My Examination Tasks**, make any amendments if necessary and click submit.
 - A viva notice will be automatically generated and saved on the system, available for downloading. If the viva schedule is changed, you can return to this screen, delete the existing viva notice and generate a new

one with the new schedule. Please note that only the date and time of the oral exam can be changed once submitted.

10. Upload Examiners' Reports (to be completed by Internal Examiner/Independent Chair)

- Navigate to: [eProg](#) > My eProg > My Examination Tasks and choose the record
- Choose Author and Report Type from drop-down menus
- Upload file(s) as appropriate

The Internal Examiner should upload individual pre-oral reports and a joint post-oral report. They can upload additional documents such as corrections recommendation to keep for the record. If the school PGR office receives a hard copy of the reports, they can scan and upload them to eProg on behalf of the Internal Examiner or record the date of hard copy receipt.

11. Check and Record Recommendation (after ratification by PGRC) (to be completed by PGR Administrator)

- Navigate to: [eProg](#) > My eProg > My Examination Tasks
- Please note that the student can see the examination documents, (pre oral and examination reports), uploaded to eProg in the upload examiners reports task once the check and record recommendation task has been completed by accessing their personal document store.
- Input recommendation information and Submit.
- A recommendation letter addressed to the student will be generated and saved on the system for downloading and printing. The content of the letter will depend on the recommendation according to the templates.
- **Ai** and **Ci**, you can proceed to **Record Final Submission** stage
- **Aii** and **Cii**, a **Corrections Sign-Off** task will be created and a notification email sent to the Internal Examiner for further action.
- **Bi**, **Bii**, **Biii**, **Ciii** a result letter will be generated with relevant resubmission due date and a new **Notice of Resubmission** task created for the student to fill in. The whole examination process will be repeated.
- **Civ** (including MPhil examination recommendation C), the process will end after the recommendation letter is sent.

12. Corrections Sign-Off (to be completed by Internal Examiner/Independent Chair)

- Navigate to: [eProg](#) > My eProg > My Examination Tasks
- Input date and Submit. A **Record Final Submission** task will be created for the PGR Administrator to action.

13. Record Final Submission (to be completed by PGR Administrator)

- Navigate to: [eProg](#) > My eProg > My Examination Tasks
- Input relevant information and **Submit**

Summary of users tasks

Role	eProg Tasks
PGR student	Submit Notice of Submission
Main Supervisor	Notice of Submission (Supervisor) & Nominate examiners
Co-supervisor	None. Please note that they cannot complete the Notice of Submission (supervisor) form or Nomination of Examiners tasks
PGR Director	Approve 'Nomination of Examiners'
Internal Examiner/Independent	<ul style="list-style-type: none"> • Submit Oral Examination Notice • Upload Completed Reports

Role	eProg Tasks
Chair	
External Examiner	None. They must liaise with Internal Examiner.
PGR Administrator	<ul style="list-style-type: none"> Record External Examiner Details Record Submission and Dispatch to Examiners Check/Publish Oral Examination Notice Check and Record Recommendation Record Final Submission Perform all other tasks on behalf of other staff

Task due dates, visibility and editing due dates

PGR Administrators can edit most of the examination summary due dates. The corresponding deadlines in the resubmission process are also editable. Manual changes to any due date may alter succeeding task due dates, it may be helpful to review the table below for consistency:

#	Task Name	Responsibility	Visibility	Due Date	Due Date editable by PGR Administrator? (Yes/No)
[1]	Notice of Submission	PGR Student	All	None	No
	Notice of Resubmission	PGR Student	All	As per the date generated in the recommendation letter	Yes
[2]	Notice of Submission (supervisor)	Main Supervisor	Supervisory team, PGR Director, Administrator, internal examiner	None	Yes
[3]	Nomination of Examiners	Main Supervisor	All	10 working days after [1] is completed	Yes
[4]	Record External Examiner Details	PGR Administrator	Supervisory team, PGR Director, Administrator, internal examiner		No
[5]	Approval of Examiners	PGR Director / PG Tutor (MHS)	Supervisory team, PGR Director, Administrator, internal examiner	5 days after "Record External Examiner Details" Task is completed	Yes
[6]	Record Submission and Dispatch To Examiners	PGR Administrator	All	None	No
[7]	Oral Examination Notice Form	Internal Examiner	Supervisory team, PGR Director, Administrator, internal examiner	12 weeks after thesis soft-bound dispatch to Examiners date given in [6]	Yes

#	Task Name	Responsibility	Visibility	Due Date	Due Date editable by PGR Administrator? (Yes/No)
[8]	Check/Publish Oral Examination Notice	PGR Administrator	All	10 working days before date of exam given in [7]	No
[9]	Upload Completed Reports	Internal Examiner	Supervisory team, PGR Director, Administrator, internal examiner	If an oral date has been recorded or changes in [7] then 5 working days after oral date. Otherwise, 8 weeks after soft-bound dispatch to Examiners date given in [6].	Yes
[10]	Check/Record Recommendation	PGR Administrator	Supervisory team, PGR Director, Administrator, internal examiner	3 weeks after Post-Exam Report is uploaded	Yes
[11]	Corrections sign-off	Internal Examiner	All	6 or 14 weeks after the recommendation is sent out	Yes
[12]	Record Final Submission	PGR Administrator	All	Ai, Ci - 10 working days after [10] is completed Aii, Cii –10 w.d. after [11]	No

Pre-oral and Post-oral reports uploaded to the system will be initially visible to PGR Administrator, PGR Director and Internal Examiner only and will be visible to the student and supervisory team after the check and record recommendation (after ratification) task is completed.

Task alerts

The only email alerts that are sent from the system are:

1. To the supervisor when the PGR has submitted the **Notice of Submission (Student)** form. An email is sent to the Main Supervisor asking them to complete the **Notice of Submission (Supervisor)** form and the **Nomination of Examiners** task, giving the supervisor two weeks deadline from the Notice of Submission completion date. A copy is also sent to the relevant school PGR office (for information).
2. To the supervisor if the PGR Director does not approve the nomination of examiners.
3. To the PGR Director when they are required to approve the Nomination of Examiners. Alerts to PGR Directors are sent to the school level PGR Director only not the discipline level PGR Directors.

Examination summary screen

Supervisors and relevant PGR Directors can check on the progress of a student's thesis examination via the students Examination Summary area which displays the completed and pending tasks for a particular student.

- Navigate to: [eProg](#) > name in top right hand corner > **My Research Students**
- Click on the **student name** and then **Examination Summary**

Tasks are listed in order of completion, with the pending tasks displayed at the end of the list. The page will become visible 6 months before the student's expected end date and will remain visible even if this end date is extended. Pending tasks are hyperlinked, completed tasks appear in normal text.

The **Role** column shows who should complete or who has completed the task. The **Action** column allows users to edit pending tasks or view completed tasks. Any deadlines for completion are shown in the **Due** column.

Examination Reporting

- Navigate to **eProg Services > eProg Management > Examination Reporting**
- Select **School** and **Task** filters
- Additional options are for pending, overdue and completed tasks

FAQs

When can PGRs give notice of submission on eProg?

Students will see the Notice of Submission link when they are within 6 months of their **Expected End Date of Student** in the **Registration Details** screen in Campus Solutions. For students who have had a formal approval to submit early, the School should contact the Faculty to request manual activation to give students instant access to the notice form.

How do I check a PGR's thesis examination status?

PGR Administrators can view thesis examination status of students in their school with **Examination Summary** screen which can be navigated from **Examination Reports** or by accessing individual student records with **Student Index** search.

What level of access do school PGR Administrators have for thesis examination management?

Except Notice of Submission (Student), PGR Administrator can access and action all submission and examination tasks including completing tasks on behalf of Main Supervisor, PGR Director and Internal Examiner/Independent Chair.

How do I check if academic staff members have the correct eProg access?

All academic staff members are already set up with 'Staff' and/or 'Supervisory Team Member' role as standard so they will have access needed as a Supervisor and Internal Examiner.

School PGR Director role is assigned to PGR Directors at level 3 (school) and level 4 (discipline) according to the organisation structure. PGR Directors at level 3 will receive the email notification and have access to approve examiners' nominations. In some Schools in Humanities, there may be more than one person with this level of access.

Can changes be made after tasks have been completed?

Some data fields can be updated after tasks have been completed including changing thesis title, changing viva date and time, uploading examination reports and re-generating letters. For all other changes, please contact the Faculty.

How does the system deal with resubmissions?

When the examination result is 'Refer for Re-examination' (Bi, Bii, Biii, Ciii), the process finishes at **Check and Record Recommendation** and the system will generate a Notice of Resubmission (student) task on eProg ready for the student to complete. Once the Notice of Resubmission is given by both student and supervisor, the same process on eProg will be triggered starting from Nomination of Examiners through to Record Final Submission.

Due to different regulations for thesis re-examination, separate letter templates are provided when processing resubmitted theses. Please choose relevant templates when generating a letter.

Previous submission records will remain on the system available to view.

Is there any where I can record receipt of re-examination fees on eProg?

Re-submitted theses should not be processed until resubmission fee is received. There is a field in Record **Submission and Dispatch to Examiners** screen to record receipt of resubmission fee (received via [eStore](#) or Student Services Centre).

In the **Notice of Resubmission (Student)** form section 5 of this task, there is a checkbox for PGRs to indicate that they have paid the re-submission fee. For queries about eStore, please email store@manchester.ac.uk.

Will email alerts be sent when the tasks are overdue?

The only alerts which are sent out are to the supervisor when the student has submitted the Notice of Submission /Resubmission forms and if the PGR Director does not approve the Nomination of Examiners. The PGR Director receives and alert when they are required to approve the Nomination of Examiners. Other than those two tasks the system does not have alert notification functionality. PGR Administrators should use Examination Reporting to regularly check pending and overdue tasks.

What do I need to record on Campus Solutions in relation to submission2examination?

In Student Program/Plan, schools should record SUBP, SUBM and result as normal.

Thesis title provided in Notice of Submission in eProg will not automatically feed back into CS. Schools should update this field in the Thesis Management screen in Campus Solutions.

What do I need to do for examination of MPhil and other research degrees?

The process is the same. Where an oral examination is not required, please tick **No** in the **Oral examination required** radio button.

What do I do if following the examination of the first submission the examiners change before the thesis is resubmitted?

The system will generate a **Confirmation of Examiners (Resubmission)** task once the **Notice of Resubmission (Supervisor)** task has been completed. If you or the supervisor confirm that the examiners listed from the first submission are unable to examine the resubmitted thesis, the system will generate a **Nomination of Examiners (Resubmission)** task in which a new internal examiner can be recorded for consideration by the PGR Director.

What do I need to do with regards to eThesis?

An [eThesis](#) window is created automatically upon Notice of Submission (Supervisor). The window created through this has a valid date of thesis submission deadline (Expected End Date on Campus Solutions) minus 3 days. The 3 days are added to give sufficient time for the printed thesis to be bound (with eThesis cover page).

After the student has deposited the thesis in eThesis and handed in two soft bound copies, the school needs to acknowledge the receipt by clicking on **Acknowledge Receipt of eThesis Submission** button. This date will then be fed into eProg after an overnight systems integration, allowing the school to **Record Submission and Dispatch to Examiners**.

For final submission after the Ai recommendation has been recorded on eProg, PGR Administrators need to create a window manually in eThesis.

How will I know that the PGR has submitted the final copy in eThesis without having to check?

eThesis can send an alert to an administrator, confirming that a final thesis copy has been submitted. The administrator who opens the window can request to be alerted when the thesis is submitted by ticking the alert

box when they open the window. For further guidance, please contact uml.scholarlycommunication@manchester.ac.uk.

For any technical support on eThesis, please contact:

eThesis Support Services

The University of Manchester Library

Tel: +44(0)161 275 8728 (internal: x58728)

Email: uml.scholarlycommunication@manchester.ac.uk

What do I do if the examiners change and the Nomination of Examiners task needs to be completed again?

Contact the Faculty who can roll the examination tasks back to Nomination of Examiners. To clear other tasks, please also contact the Faculty who can request IT to roll tasks back.

The PGR has made a mistake in their Notice of Submission form and indicated that the thesis will be open access instead of closed, what do I do?

The notice form in eProg is for information only. The PGR will be asked again to select access level when they deposit the thesis in eThesis. The supervisor will be required to approve this selection.

The PGR has made a mistake in their Notice of Submission form and given an incorrect date against the question 'intended thesis submission date', what do I do?

The intended thesis submission date in the notice form cannot be amended but the notice form is for information only and its contents do not have any influence over the examination tasks or any other system. A note can be made in the students comments log to record the correct intended thesis submission date.

I have a PGR who is exempt from thesis submission in eThesis, what do I do?

This is normally applicable to practice-based format thesis. Although the full thesis is not required, the compulsory fields must still be submitted by the PGR and a short PDF file to record the fact that the thesis itself has been submitted outside of eThesis.

The PGR needs to:

- Complete all compulsory fields as part of the eThesis submission
 - Thesis format (traditional, alternative, practice-based etc)
 - Thesis title
 - Number of pages (notionally this can be any number, and I suggest the student enters, 1)
 - Abstract
- Check that the data feed from Campus Solutions is correct
- Submit a PDF file which contains a minimum of the cover page of the thesis and the thesis abstract

How do we handle CD/DVDs with e thesis submissions?

eThesis does not accept audio-visual content. Certain areas have been exempt from electronic submission due to their particular complexities of format; an example of which is PhD Composition. For full guidance, please see [eThesis submission: supplementary materials](#) guide.

Other queries

For any other queries, please contact Anusarin Lowe, Anusarin.lowe@manchester.ac.uk.