

What does eProg do, and what are the benefits?

- eProg is the University's online progression system to support you through the duration of your PGR programme.
- eProg allows you to break down the requirements of the programme into manageable goals and supports you in planning achievable targets
- eProg enables you and your supervisory team to record and reflect on your progress against agreed objectives and deadlines
- eProg provides you with an online interface so you, your supervisor and other academic staff and administrative staff can record and track your key progression milestones throughout your programme from the point of registration, through submission and examination, up to completion.
- It is an online tool which you can access and update at any time, from any location
- It allows you to upload and manage documents to share with your supervisory team

ACCESSING eProg

Where do I find eProg to log in?

- As a PGR student, you will be given automatic access to eProg and you will have your own profile area
- You can log in to eProg from MyManchester: <http://my.manchester.ac.uk>
- Your username and password are your main Manchester login details
- If it is not already on your layout in MyManchester, select the 'Customise' drop-down and select 'Add Stuff'. You can then choose eProg from the options available.

eProg DETAIL

What are the areas of eProg?

Progression

This page shows your completed and future milestones, which plot your progression through your programme from the point of registration to the point at which you submit your Notice of Submission form.

Submission to Examination

This page shows the steps you will take through submission to examination from the point at which you submit your Notice of Submission form to the point at which you receive your award. It is only available to you when you enter your final year when you will submit your thesis and attend your viva.

Training Catalogue

This page sits outside eProg and includes a catalogue of skills training and a booking system for you to reserve places on any available skills training. You can view forthcoming training and development events and any sessions you have booked on and / or attended. The training catalogue can only be accessed via My Manchester or via the 'Related links' tab on the left hand navigation.

My eProg Summary

My Profile - Summary information about you (update via MyManchester)

My Favourites - add the pages you visit most in eProg to your favourites to create a quick link

My Progression - Your personalised progression record, detailing all your progression milestones in one place

My Pathway - Personalised timeline for your pathway (shows all major milestones)

My Publications – add and view your publications in eScholar

My Document Store – add documents for your supervisor / PGR administrator to view

My Examination Summary – view the tasks completed and due once you move into the Examination period

eProg Services – You can access the Training Catalogue here under ‘Related links’

eProg Services > About eProg - an overview of the benefits on using eProg and a guide for students

My Profile

Your profile page contains summary information about YOU – your programme information, supervisor’s name etc

Your ‘Student expected end’ date is the latest date you can submit your thesis for examination.

If you have a query or wish to change any details displayed on this page please contact your School PGR administrator.

MANCHESTER
1824
The University of Manchester

Home Search Go ? ☆ 👤

My Profile

Your contact information is detailed below:

Name:	<i>Your name and email address will display here</i>
Email:	<i>will display here</i>
Position:	Postgraduate
Degree:	PhD
Discipline:	
Qualification:	PhD
Programme Status:	Active
Thesis Title:	<i>Your thesis title will display here</i>
Programme Start:	16/09/2013
Student Expected End:	16/09/2016
Main Supervisor:	<i>Your supervisor's name will appear here</i>
Co-Supervisor:	

The start and end date of your programme will appear here

Your photo will be displayed here

My Progression Summary (My eProg > My Progression)

This page gives an overview of the milestones and forms which need to be completed throughout your research programme.

Milestones will show as white initially, and then change to green if completed by the deadline and red or amber if the deadline has passed (depending on whether any work has been done on that form).

If you create and save an 'Additional Meeting Form', it will populate in the progression page in chronological order.

Click here to add an 'Additional Meeting Form'

Click to change your Email alert preferences

Click here to edit and save a form

Milestone codes

Deadline dates for milestones and forms

My Progression

Below is a list of all of your progression milestones, associated forms and deadlines for completion. To find out more information about individual milestones please click on the milestone unit code or to access the form you need to complete click on the relevant form title. Once a milestone has been completed, a completion date will be displayed and the status will be updated accordingly.

If you think the list is incorrect or incomplete please contact your [school administrator](#). For questions about researcher development please contact a member of your Faculty [researcher development team](#).

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 student's progression record.

Email alerts will be sent to your University email address 5 days before milestone and form deadlines - [Edit Alert Preferences](#)

Unit Code	Title	Deadline	Status
FOHFTM1000SALC	Faculty Introductory Planning Meeting Faculty of Humanities	01/10/2013	Completed 21/10/2013
UVEXM0001	Expectations 1 Expectations 1	30/11/2013	Completed 16/10/2013
FOHFTM1144SALC	Faculty Researcher Development Faculty of Humanities	30/11/2013	Completed 29/11/2013
SALCREM001	Ethical Approval Research Ethics Declaration	31/12/2013	Completed 23/1/2014
FOHFTM1134SALC	Faculty Mid-year review - year 1 Faculty of Humanities	31/01/2014	Completed 15/2/2014
	Additional Meeting - 14/05/2014		Completed 30/5/2014
	Additional Meeting - 14/05/2014		Completed 2/2/2014
	Additional Meeting - 07/05/2014		Last saved on 14/5/2014
	Additional Meeting - 07/05/2014		Last saved on 14/5/2014
	Additional Meeting - 07/05/2014		Completed 16/5/2014
	Additional Meeting - 07/05/2014		Completed 16/5/2014
	Additional Meeting - 27/05/2014		Last saved on 27/5/2014
	Additional Meeting - 27/05/2014		Last saved on 27/5/2014
	Additional Meeting - 28/05/2014		Last saved on 28/5/2014
FOHFTM1990SALC	Faculty Annual review meeting - year 1 Faculty of Humanities	31/07/2014	Form available
UVEXM0002	Expectations 2 Expectations 2	31/07/2014	Form available
FOHFTM2244SALC	Faculty Researcher Development Faculty of Humanities	30/11/2014	Form available from 30/8/2014
FOHFTM2227SALC	Faculty Mid-year review - year 2 Faculty of Humanities	31/12/2014	Form available
FOHFTM2990SALC	Faculty Annual review meeting - year 2 Faculty of Humanities	31/12/2014	Form available
UVEXM0003	Expectations 3 Expectations 3	31/01/2015	Form available
FOHFTM3344SALC	Faculty Researcher Development Faculty of Humanities	30/11/2015	Form available from 30/8/2015
FOHFTM3344SALC	Faculty Researcher Development Faculty of Humanities	31/12/2015	Form available

NB: You will automatically receive alert reminders 5 days before your deadlines, but you can change your alert preferences by clicking on 'Edit Alert Preferences'

My Pathway Summary

This area gives a clear diagram showing your major milestones by year. This timeline is set-up by your School so may not automatically display if your pathway timeline has not been created yet.

My Profile

- My Favourites
- My Progression
- Attendance and Engagement
- My Pathway
- My Publications
- My Document Store
- My Examination Summary

My Pathway

Your eProg pathway shows an interactive timeline of your key progression milestones specific to your research programme. To view the details of any of your milestones, please click on the milestone title. If you can't see your personalised timeline, please contact your school administrator.

Please note, this is an overview illustration of your milestones and for actual due dates for individual milestones please go to My Progression.

PhD FT Yr 1

My Publications Summary

Details any publications you have added to eScholar. It also allows you to add publications by linking to eScholar to build up an overview of your published material.

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My Publications

Your research outputs are managed through **Manchester eScholar**, the University's institutional repository. To add any research output details please use the links below.

- Add a book
- Add a journal article
- Add a conference contribution
- Add any other scholarly work via My eScholar

Note: any publications shown below without an eScholar ID are Closed Access publications in eScholar.

Record 1 to 7 of 7

Citation	Year Type
<i>Details of any publications will be detailed here</i>	
	2013 Conference proceeding
	2013 Conference contribution
	2012 Conference contribution
	2011 Journal article
	2011 Conference contribution

Show records per page Page << < > >>

My Document Store

You can upload documents for your supervisor and/or PGR administrator to view using the document upload function.

My Profile

- My Favourites
- My Progression**
- Attendance and Engagement
- My Pathway
- My Publications
- My Document Store**
- My Examination Summary

Related links

- eProg Services
- Training catalogue

My Document Store

Your personal document store is provided as a repository for you, your supervisor and professional support staff to share progression related documents. Uploaded documents can only be removed by your school or faculty administrator.

Notes:

- because of security implications associated with double extensions you will not be able to upload documents with full-stops in their filenames (e.g. **Abstract ver 2.5.docx** would be rejected because of the full-stop between the 2 and 5). If necessary, rename files to remove the full-stop. You can use hyphens (-) or underscores (_) instead
- there is a 20M (20Megabyte) limit to the size of any one document that can be uploaded to your document store

View Documents

Subcategory:

Search Term:

Search By:

Record 1 to 4 of 4

Title	Author	Type	Size	Uploaded
2nd Year Report and Progress Meeting		docx	7479 KB	
Continuation Report & Viva - Assessors' Report		docx	7139 KB	
Continuation Report Planning Meeting		docx	1086 KB	
Literature Report		docx	2578 KB	

Show records per page

Page

Search for your uploaded documents – enter search parameters and click 'Find'

Click to upload documents

Choose file and who needs to view the document

Click 'Upload' to add the document

Upload Document (Bold Items are required)

File Location:

Title:

Author:

Security Level:

Uploaded By:

- P&DR Reviewee Only**
- Administrators and Student
- P&DR Reviewee and Reviewer
- Administrators, Supervisory Team and Student

My Examination Summary (for final year students only)

Your Notice of Submission form will be available for you to edit 6 months before your end date on the Examination summary page. If you have been granted permission to submit early, please contact your School PGR administrator. Once you complete the Notice of Submission form on your Examination summary page, the summary page will populate with the next tasks due in the process. You can keep track of your due dates and when tasks have been completed. Your supervisor can view your Examination Summary page.

My Profile

- My Favourites
- My Progression
- Attendance and Engagement
- My Pathway
- My Publications
- My Document Store
- My Examination Summary**
- Related links
- eProg Services

My Examination Summary

Task Name	Completed	Due	Role	Action
Notice of Submission (Student)			PGR Student	View Update
Notice of Submission (Supervisor)			Main Supervisor	
Nomination of Examiners			Main Supervisor	

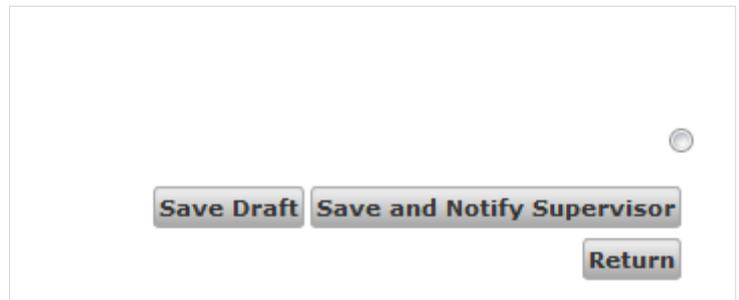
Dates when the task is completed

Deadline for task to be completed.

Indicates who needs to complete the task

Saving a form

Only a supervisor or administrator can submit a form. When you have finished inputting your comments onto a form in eProg you can save the form as a draft or save and notify your supervisor. Clicking on save and notify supervisor alerts the supervisor via email that you have inputted comments on the form and the form is now ready for their input. If you click return it takes you back to your progression page.



eProg Frequently Asked Questions

Who do I contact if I am having any problems with using eProg?

You can contact your School [PGR administrator](#) who should be able to help you with any eProg problems.

How do I amend when I receive an alert email?

Student alerts default to 5 working days prior to the milestone deadline, but you can edit your preferences by clicking on the link to 'Edit Alert Preferences' at the top of the 'My Progression' page.

How do I submit a form?

You can save the content of your form at any time by clicking 'Save' at the bottom of the form. In order to 'complete' the form / milestone, the form will need to be submitted by your Supervisor once you have completed it.

I have completed a form, but it has not turned green on my progression page?

The form may have an authorisation attached to it. All staff members who are listed as needing to authorise the form will need to complete this authorisation before it will turn green. If you are concerned that your form has not been updated, please contact your [PGR administrator](#) within your School.

How long do I and my supervisors have access to my eProg record?

You and your supervisors have access to your eProg record from registration until you complete or withdraw from the programme. When you are no longer a student at the University of Manchester, only your School Administrator has access to your eProg record.

Who has access to my eProg record?

Your supervisors, PGR Director, School Administrator, Faculty Administrators and staff in The Graduate Education Team. Also some staff in the student support offices such as the team that process Doctoral Extension applications have access. All staff at the University of Manchester are obligated to comply with Data Protection laws and your information will only be accessed when required.

Colour Coding – what does it mean?

There are 4 colour codes used in eProg to denote when a student milestone has been completed.

	Green	The form has been completed, attended or submitted
	Amber	The form is overdue , has been saved at least once, but it has not yet been submitted or has been submitted but not authorised by all roles
	Red	The milestone or form is overdue and has not yet been saved or submitted
No Icon	White	The milestone or form has not yet been submitted and is not yet overdue