

PGR Directors Guide to Searching for and Completing Annual Review and Mid-Year Review Forms in eProg

A review form is ready for the PGR Director to complete when it has been authorised by the student and all the review panel members.

When you are authorising Annual Review milestone forms **please ensure that all sections of the form are complete and the supervisor has filled in 'Part E' of the form with a progression recommendation.** 'Part E' is used by the system to allow the student to re-register and will release any funding payments etc.

When you add your authorisation to the bottom of the form this 'completes' the milestone on eprog and the form will go 'green' on the progression page.

The method of searching for milestone forms on eProg is outlined below with a step by step guide.

The screenshot shows the 'By Form' search interface in eProg. The left-hand navigation menu has 'Student Index' and 'eProg Services' highlighted with red boxes. The main search area has several dropdown menus: Faculty (Faculty of Humanities), School (School of Arts, Languages and Cultures), Research Group (History), Submitted (Submitted - Not Authorised), Pathway Year (All), Pathway (All), and Form (All). A 'Find' button is highlighted with a red box in the bottom right corner. Below the search filters, there is a table of results showing one record.

| Select | Name | Pathway | Discipline | Form | Status | Start Date | Due Date | Last Saved | Date Submitted | Authorised |
|-------------------------------------|------|----------------------------|------------|-------------------|--------|------------|------------|------------|----------------|------------|
| <input checked="" type="checkbox"/> | | SALC PhD FT Sep 2013 | History | Expectations 1 | | 30/08/2013 | 30/11/2013 | 15/08/2016 | 16/08/2016 | 1 of 2 |

- Go to www.eprog.manchester.ac.uk and log in
- Click on 'eProg Services'
- Click on 'Student Index'
- Click on 'by form'
- Select your 'Research Group' from the drop down menu
- Select 'Submitted – Not Authorised' from the drop down menu
- Click 'Find'

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Record 1 to 10 of 83

| Select | Name | Pathway | Discipline | Form | Status | Start Date | Due Date | Last Saved | Date Submitted | Authorised |
|-------------------------------------|------|------------------------------------|------------|-------------------|--------|------------|------------|------------|----------------|------------|
| <input checked="" type="checkbox"/> | | SALC PHD FT Sep 2013 | History | Expectations 1 | | 30/08/2013 | 30/11/2013 | 15/08/2016 | 16/08/2016 | 1 of 2 |
| <input checked="" type="checkbox"/> | | SALC PHD FT Sep 2013 | History | Expectations 1 | | 30/08/2013 | 30/11/2013 | 29/01/2014 | 30/04/2014 | 1 of 2 |
| <input checked="" type="checkbox"/> | | SALC PHD PT Sep 2013 | History | Expectations 1 | | 30/08/2013 | 30/11/2013 | 05/12/2013 | 06/12/2013 | 1 of 2 |
| <input checked="" type="checkbox"/> | | SALC PHD FT Sep 15 | History | Expectations 1 | | 30/08/2015 | 30/11/2015 | 11/07/2016 | 12/07/2016 | 0 of 2 |
| <input checked="" type="checkbox"/> | | SALC PHD FT Sep 15 | History | Expectations 1 | | 30/08/2015 | 30/11/2015 | 29/11/2015 | 30/11/2015 | 1 of 2 |
| <input checked="" type="checkbox"/> | | SALC PHD FT Sep 2013 | History | Expectations 2 | | 30/08/2014 | 30/11/2014 | 16/08/2016 | 16/08/2016 | 1 of 2 |
| <input checked="" type="checkbox"/> | | SALC PHD FT Sep 2014 | History | Expectations 2 | | 30/08/2015 | 30/11/2015 | 04/02/2016 | 04/02/2016 | 1 of 2 |
| <input checked="" type="checkbox"/> | | SALC PHD PT Sep 2013 | History | Expectations 2 | | 30/08/2015 | 30/11/2015 | 10/08/2016 | 10/08/2016 | 1 of 2 |
| <input checked="" type="checkbox"/> | | SAHC PHD/MPhil FT Sept 11 | History | Expectations 3 | | 30/08/2013 | 30/11/2013 | 26/02/2014 | 28/02/2014 | 0 of 2 |
| <input checked="" type="checkbox"/> | | SALC PHD FT Sep 2013 | History | Expectations 3 | | 30/08/2015 | 30/11/2015 | 15/01/2016 | 15/01/2016 | 1 of 2 |

Show 10 records per page
Select 10, 20, 50, all

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Email Selected
Export to Spreadsheet

(Last Updated: 27/03/2014)

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- Select 'Show all' from the drop down menu at the bottom of the page
- You can click on 'Form' or 'Discipline' etc. at the top of the column to sort the forms
- Looking down the 'Authorised' column will show the Annual Review and Mid-Year Review forms that are waiting for your authorisation - ('4 of 5' in the case of Annual Reviews)
- Alternatively click on 'Export to Spreadsheet' to create an Excel spreadsheet that you can then filter by the 'Authorised' column

To save you time during busy periods when reviews are taking place the Graduate School Office will email you a set of direct web links to any forms ready to be completed.