

# **Faculty of Humanities**

## **Student eProg guidance for annual reviews**

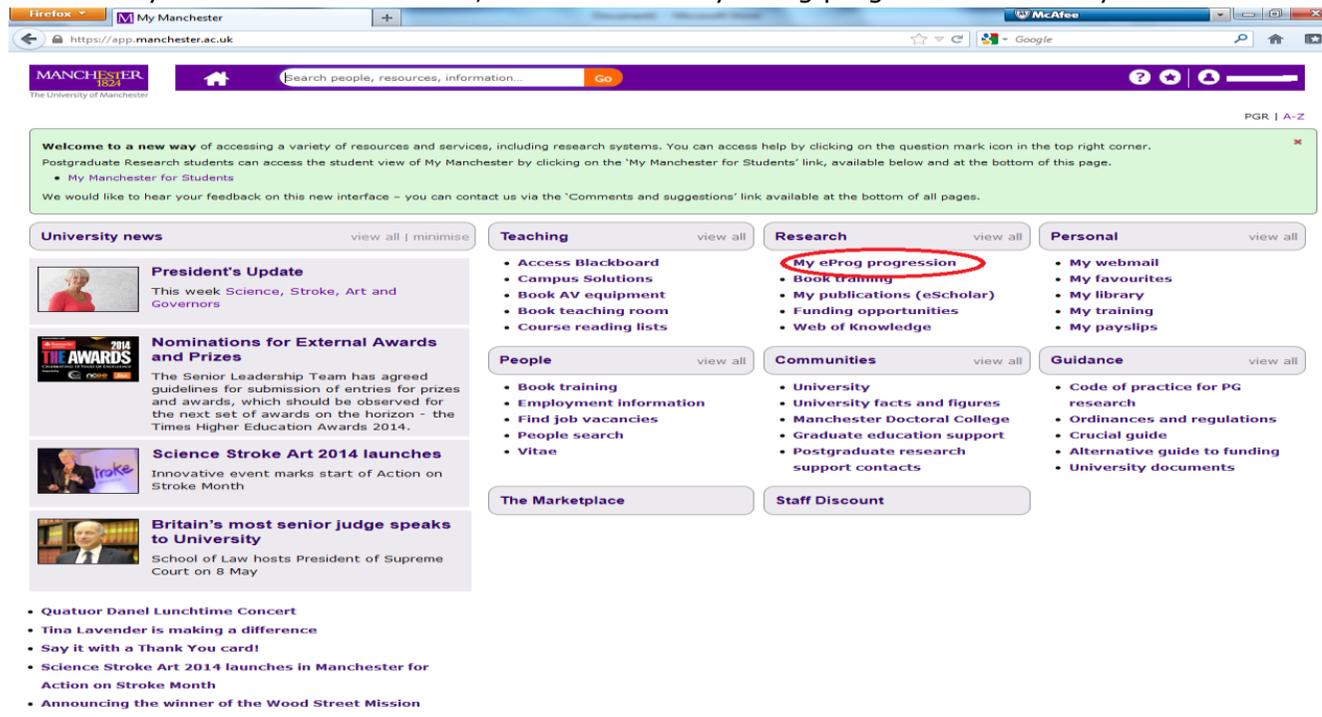
- **How to access eProg**

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:



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

Firefox | My Progression | McAfee  
 https://app.manchester.ac.uk/myprofile/eprog/progression.aspx

MANCHESTER 1824  
 Search people, resources, information... Go

**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  
 CALL FOR POSTERS - now open to all UoM research students for PG Research showcase 2014  
 My Teaching  
 My Training & Development  
 My Library  
 My Services  
 REF Preparation  
 My Posts  
 My System Roles  
 Add to Favourites

**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
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 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 31/03/2014	Submitted 30/4/2014 Authorised 2 of 3
BMANM0170	Ethical Declaration Research Ethics Declaration Form	31/05/2014 31/05/2014	Form available
FOHFTM1990MBS	Annual 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 3 - Off-campus work (including fieldwork)	31/07/2014	Attended 13/12/2013
UVEXM0002	Expectations 2 Expectations 2	30/11/2014 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 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 Expectations 3	30/11/2015 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 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 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.

- **Accessing guidance and documents in the resources tab**

You will be expected to submit a timeline document to be considered by your annual review panel. The purpose of the timeline is two-fold. One to act as a guide to you in terms of planning for completion and so that you can readily see how far you have already progressed in terms of work completed [but also visualise what remains to be done]. Second it provides a clear illustration your panel who are assessing your progress, what has been achieved.

You can access a copy of the timeline document in the resources tab in the milestone by following the instructions below:

Click on the Unit Code of the milestone in your My Progression page:

**My Progression**

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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.

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Unit Code	Title	Deadline	Status
FOHFTM100SALC	Faculty Introductory Planning Meeting	01/10/2014	
	<a href="#">Faculty of Humanities (ALC FT) Introductory Planning Meeting Form</a>	01/10/2014	Last saved on 19/9/2014
UVEXM0001	Expectations 1	30/11/2014	
	<a href="#">Expectations 1</a>	30/11/2014	Form available
SALCREM001	Ethical Approval	31/01/2015	
	<a href="#">Research Ethics Declaration (ALC FT PhD)</a>	31/01/2015	Form available from 8/10/2014
FOHFTM1134SALC	Faculty Mid-year review - year 1	31/01/2015	
	<a href="#">Faculty of Humanities (ALC PHD FT) Mid year review year 1 Form</a>	31/01/2015	Form available
FOHFTM1144SALC	Faculty Researcher Development	31/01/2015	
	<a href="#">Faculty of Humanities (ALC ft year 1) Researcher Development Form</a>	31/01/2015	Form available
FOHFTM1990SALC	Faculty Annual review meeting - year 1	30/06/2015	
	<a href="#">Faculty of Humanities (ALC PHD FT) Annual review year 1 form</a>	30/06/2015	Form available
UVEXM0002	Expectations 2	30/11/2015	
	<a href="#">Expectations 2</a>	30/11/2015	Form available from 30/8/2015
FOHFTM2223SALC	Faculty Mid-year review - year 2	31/01/2016	
	<a href="#">Faculty of Humanities (ALC PHD FT) Mid year review year 2 Form</a>	31/01/2016	Form available
FOHFTM2244SALC	Faculty Researcher Development	31/01/2016	
	<a href="#">Faculty of Humanities (ALC ft year 2) Researcher Development Form</a>	31/01/2016	Form available
FOHFTM2990SALC	Faculty Annual review meeting - year 2	30/06/2016	
	<a href="#">Faculty of Humanities (ALC PHD FT) Annual review year 2 form</a>	30/06/2016	Form available
UVEXM0003	Expectations 3	30/11/2016	
	<a href="#">Expectations 3</a>	30/11/2016	Form available from 30/8/2016
FOHFTM4900SALC	Faculty Mid-year review Year 3 and thesis submission planning meeting	31/01/2017	
	<a href="#">Faculty of Humanities (ALC PHD FT) Mid year review and thesis submission planning year 3 Form</a>	31/01/2017	Form available
FOHFTM3344SALC	Faculty Researcher Development	31/01/2017	
	<a href="#">Faculty of Humanities (ALC ft year 3) Researcher Development Form</a>	31/01/2017	Form available
FOHFTM3990SALC	Faculty Annual review meeting - year 3	30/06/2017	
	<a href="#">Faculty of Humanities (ALC PHD FT) Annual review year 3 form</a>	30/06/2017	Form available
PGR-IND001	PGR Student Health and Safety Induction Mandatory Module 1		Attended 19/9/2014

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This takes you to the Milestone Profile page, where you should click on the Resources tab. The timeline will be available to download in the resources tab:

The screenshot shows a web browser window with the URL <https://app.manchester.ac.uk/eprog/milestone/profile.aspx?unitid=4746&parentid=5>. The page header includes the University of Manchester logo and a search bar. The main content area is titled "Milestone Profile" and "FOHFTM1990SALC Faculty Annual review meeting - year 1". There are two tabs: "Content" and "Resources", with "Resources" selected. Below the tabs, it says "Course Materials for this unit are shown below." and "View Documents". A search form is present with "Subcategory: FOHFTM1990SALC", a "Search Term:" input field, and a "Search By:" dropdown set to "All". A "Find" button is at the bottom right of the search form. Below the search form is a table with the following data:

Title	Author	Type	Size	Uploaded
Timeline for Completion	SALC	doc	42 KB	24/07/2014

Below the table, it says "Show 10 records per page" and "Page 1". There is also a section for "On-Line Resources" which states "Below is a list of on line resources associated with this course unit. They will include on-line courses, web links, videos and podcasts. There are no on-line resources available for this unit." At the bottom of the page, there are links for "Comments and suggestions", "Print", "My Manchester for Students", "Glossary (Last Updated: 27/03/2014)", "Accessibility", "Copyright notice", "Privacy", "Disclaimer", and "Sign Out".

- **Uploading a document to the form**

You will have been asked to submit a piece of work or several pieces of work for consideration at your annual review. You can upload your work to the annual review form. Once uploaded it will become accessible to your review panel in the review form and in your 'My Document store' in eProg (My Document Store is in the left hand menu). The boxes highlighted below are to be used to upload documents:

### Progression Form

Note: when completing this form please ensure you save your work regularly.

#### Faculty of Humanities (ALC PhD FT) Annual review year 1 form

Supervisors and students are expected 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. Any issues of concern can be discussed confidentially by contacting your School PGR Office.

Students and supervisors are advised to read the [Policy on the Progress and Review of Postgraduate Research Students](#) and the [Faculty of Humanities Submission Pending Policy](#) before completing this form.

#### Authorisations and submitting the form

Please note that this form should be completed in full before it is submitted by the main supervisor. The student, main supervisor, co supervisor, independent reviewer and PGR Director will need to authorise the form by entering their username and password once it has been submitted by the main supervisor. The independent reviewer can also submit the form. **This form must only be submitted once all work including any resubmitted work has been considered and an overall recommendation has been agreed. Therefore each time changes are made to the form the form must be saved.**

If the form is submitted before it is fully completed it will become read only but can be un-submitted by a PGR Administrator.

**Important note:** Please save this form regularly, as the page will time out after 20 minutes of inactivity. The form can be saved by using the 'save' button at the bottom of the form.

#### Submission of work to be considered – to be completed by students

Please upload the pieces of written work, including the timeline for completion, to be considered as part of this review into the document upload boxes below. A number of document upload boxes are available although some students may not be expected to submit more than 2 or 3 pieces of work for consideration, please consult School's guidance notes and select the 'save' button at the bottom of the form when completed. Once all work for consideration has been uploaded this work will then be accessible from within the document upload box in this form or via a student's document store in eProg. A template copy of the timeline for completion document is available in the resources tab of the milestones. To access the tab go to a student's progression page, click on the unit code for the annual review milestone, resources is the second tab along.

1. Timeline for completion document:
2. Submitted work to be considered:
3. Submitted work to be considered:
4. Submitted work to be considered:
5. Submitted work to be considered:
6. Submitted work to be considered:

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

#### Form sections

The form can be revisited before its deadline date and before it's submitted. Content can be saved using the 'save' button at the bottom of the form.

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

**Part B** To be completed by the supervisors and saved using the 'save' button at the bottom of the form.

**Part C** To be completed by the independent reviewer and saved using the 'save and notify supervisor' button at the bottom of the form.

**Part D** To be completed by the supervisors and saved using the 'save' button at the bottom of the form.

**Part E** To be completed by the supervisors or the independent reviewer/s. The recorded decision must have been arrived jointly by the supervisors and the independent reviewer/s or by the independent reviewer/s in consultation with the supervisors. Please follow school policy. After Part E is completed please select the 'save' button at the bottom of the form.

**Please note:** Only select the 'submit' button at the bottom of the form when the form is fully completed and a final recommendation has been agreed.

**Part F** To be completed by the supervisors or the independent reviewer/s. The recorded decision must have been arrived jointly by the supervisors and the independent reviewer/s or by the independent reviewer/s in consultation with the supervisors. Please follow school policy.

#### Part A

To be completed by students.

#### Progress

6. 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. The maximum file size that can be uploaded is 20M (20Megabyte).
4. As a general rule when naming files there are a number of special characters that should be avoided, these include:

\ / : \* ? " < > |

**The box below lists the file types that are accepted:**

<b>fileExtension</b>	<b>contentType</b>
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	<a href="#">text/html</a>
html	<a href="#">text/html</a>
ibooks	<a href="#">application/x-ibooks+zip</a>
jar	<a href="#">application/java-archive</a>
jpeg	<a href="#">image/jpeg</a>
jpg	<a href="#">image/jpeg</a>
kin	chemical/x-kinemage
mov	video/quicktime
mpa	video/mpeg
mpe	video/mpeg
mpeg	video/mpeg

- **Submission of the form and authorisations**

Once the annual review process has been completed, the form is fully completed and all parties are in agreement with its content your supervisor will submit the form. Once the form has been submitted the compulsory authorisations on the form will need to be completed. An eProg authorisation is a signature to confirm that the form is complete and all relevant parties have read its content. To authorise the form you need to input your central account username and password, these are the same details you used to log into eProg. The authorisations are at the bottom of the form, please see an example screenshot below. Once submitted and all compulsory authorisations are complete the annual review milestone will become 'green'. The authorisations that are to be completed on the annual review form are:

Student

Main supervisor

Co supervisor

Independent Reviewer

PGR Director

Firefox | eProg landing page | Form used for Progression Monitoring | McAfee

https://uat2.app.manchester.ac.uk/profile/eprog/form.aspx?personId=61912&parentId=46&qnrId=2133&returnId=43&returnbt=Return&returnqs=%3f

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Search people, resources, information... Go

**16. Please outline your targets for the next 6 months**  
**Part B**  
**To be completed by the supervisors.**

17. How would you describe your student's progress? Good  Satisfactory  Un-satisfactory

**18. Please comment on the student's progress over the reporting period (highlight any areas of concern and cover progress on the research, quality of written work as well as research training and researcher development)**

**19. Please comment on the student's plans and targets for the next 6 months**  
*If applicable comment specifically on fieldwork plans*

**Part C**  
**To be completed by the student, supervisors and other attendees if applicable.**

**20. Please record the outcome of the discussion and the date of the meeting.**

**21.**  
*[No document uploaded]*

**22.** Enter the date the report was uploaded to the form:

**23.** Enter the date of the meeting here:

**24. Any other issues or actions agreed during the meeting**  
 It is important that any concerns with progression or attendance are raised early - intervention by a PG Director or the PGR Office can help support your student. Any issues of concern can be discussed confidentially by contacting your School PGR Office.

**Confirmation**  
 We have met with the above named Student and confirm that we have discussed the contents of this form with the student and agree with the notes from this meeting

**25.** Student was present at the meeting

**26.** Supervisor was present at the meeting

**27.** Co Supervisor was present at the meeting

**28.** If applicable please tick to confirm that the Third Supervisor was present at the meeting

**29.** Other attendees; (eg: Independent Reviewer), please include names if applicable

**Authorisations**

Role	Authorised by	Date
Student		
Main supervisor		
Co supervisor		

[Add extra Authorisation](#) [Authorise](#) [Authorise](#) [Authorise](#) [Notify Supervisor](#) [Unsubmit](#) [Return](#)

Glossary | Page Configuration (Last Updated: 27/03/2014)

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- **eProg support**

If you have any questions about eProg please contact your [school PGR administrator](#) in the first instance.