

Why eProg?

eProg helps structure the PGR programme into milestones and track progress, both for supervisors and Postgraduate Researchers (PGRs). For supervisors, eProg will:

- ❖ Allow you to keep track of your PGR's progress
- ❖ Prompt you with email alerts when key progression and attendance milestones are due
- ❖ Keep a record of documents uploaded in one place

Access to eProg

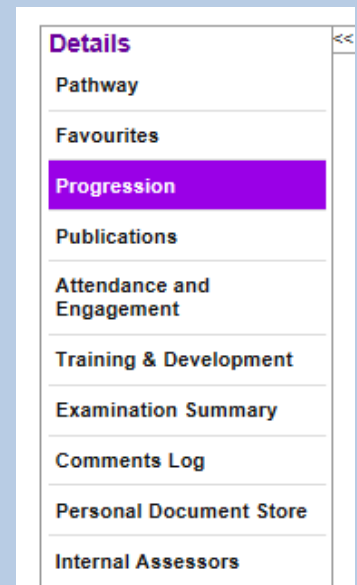
All PGR supervisors will have automatic access to eProg via **My PGR Students** menu in [My Manchester](#) and they will have access to the records of all active PGRs they currently supervise.

eProg milestones

In each PGR's eProg record, there are a number of standard components. As a supervisor, you will mainly manage:

Progression – This is a set of milestones determined by the programme the PGR is registered on. The compulsory milestones for each year of registration are:

Milestone	Frequency
Introductory planning meeting	First year only
Expectations	Annual for full-time, biennial for part-time
Researcher development needs analysis	Annual
Mid-year review	Annual
Mid-year review and thesis submission planning meeting	Final year only
Annual review	Annual



These milestones are designed to be completed online by the PGR in conjunction with their supervisors. Annual review milestones also require input from the Internal Assessor/Independent Reviewer.

Attendance and Engagement – The PGR is expected to attend and engage with their studies and supervisors will record their attendance and engagement by logging the monthly Attendance and Engagement milestones (for full-time and once every two months for part-time). If they fail to keep in regular contact with the supervisors, the issue must be raised with the PGR Director. The complete attendance record is also a requirement for the PGR who is under UK immigration control (Tier 4 visa).

Examination Summary – This part of eProg summarises the status of a PGR examination, from giving notice of submission to degree completion.

Attendance and Engagement

- ❖ These milestones form a formal record that the PGR is in regular contact with their main supervisor/have attended seminars and training events and been present as required by their studies and UK visa (Tier 4)
- ❖ In each form, the supervisor will answer **two** questions on whether the PGR is engaging in research/training/seminar and in regular contact with the supervisor. Please remember to click **Submit**.
- ❖ All pending tasks can be managed in the left hand menu called **Attendance and Engagement Tasks** under **My Research Students**

Expectations milestone

- ❖ This milestone ensures that the PGR has an awareness of all crucial information as a researcher at the University of Manchester
- ❖ PGR will complete the milestone with their supervisor once a year (or once every two years if part-time)
- ❖ The form contains **practical information about postgraduate research studies** including the University regulations, policies and guidance such as research ethics, intellectual property, copyright, data management and research conduct
- ❖ Comments from previous year's Expectations form are automatically copied into the current form which can be amended. Supervisor **submits** it, PGR and supervisor then **authorise** the form to complete the milestone.

Mid-year review

- ❖ Mid-year review normally takes place at around month 4-5 into the academic year
- ❖ At the mid-year review, supervisors and PGR will discuss the progress, objectives and plan for the next six months
- ❖ PGR will **save** the eProg form and the supervisor will review and **submit** the form which then needs to be **authorised** by supervisors, PGR and PGR Director

Submission and examination

Supervisor's role is to nominate examiners. The remainder of the process will be overseen by either the internal examiner or independent chair.

An abridged overview of the process:

- ❖ PGR gives Notice of Submission on eProg
- ❖ Supervisor nominates examiners
- ❖ PGR Director considers and approves examiners
- ❖ PGR Admin records thesis submission
- ❖ PGR Admin publishes oral exam notice
- ❖ Internal examiner uploads pre-oral report
- ❖ Internal examiner uploads exam report with recommendation
- ❖ PGR Director ratifies recommendation (outside eProg)
- ❖ PGR Admin confirms result

The steps are repeated if a resubmission is required.

Milestone colour coding

Green	Milestone completed
Amber	Milestone overdue, submitted but not yet completed
Red	Milestone overdue, not submitted
White	Milestone not yet due

Researcher development needs analysis (RDNA) milestone

- ❖ RDNA form discusses researcher development based on Vitae's [Researcher Development Framework](#)
- ❖ It includes the online Skills Development Needs Analysis (SDNA) survey and Data Management Plan (DMP)
- ❖ PGR should complete the milestone with their supervisors once a year (or once every two years if part-time)
- ❖ When the supervisor submits this form the milestone is complete without the need to authorise

Annual review

- ❖ This milestone acts as an official record of the annual progress review
- ❖ PGR will complete the first part of the form and notify the supervisors
- ❖ The main supervisor will complete the second part and pass it on to the Independent Reviewer
- ❖ Independent Reviewer will complete the third part and pass it back to supervisor
- ❖ Main supervisor will review all content and **save** the form ahead of the review meeting
- ❖ All members of the review panel agree the recommendation and either **submit** (if the review is fully completed) or **save** (if the panel recommends referral for further work)
- ❖ After the panel have recommended that the PGR can progress to the next year of study, all parties below will **authorise** the form to complete the milestone:
 - PGR
 - Supervisory team
 - Independent Reviewer
 - PGR Director

Email alert

- ❖ Supervisors receive an email alert when the PGR completes a progression form and clicks Save and Notify Supervisor
- ❖ The alert tells them to check the content and submit the form to complete the milestone
- ❖ Supervisors will receive an automated alert 5 working days before the milestone deadline and 2 week after the deadline if the milestone is overdue

eProg support

Please contact [School PGR Administrator](#).