

Faculty of Humanities

eProg Student Guide

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1. What is eProg?

[eProg](http://www.manchester.ac.uk/eprog) is a University wide system that is specifically designed to help postgraduate researchers (PGRs) and supervisor track the progress of postgraduate research programme. PGRs and staff can access [eProg](http://www.manchester.ac.uk/eprog) by logging in to www.manchester.ac.uk/eprog using their University username and password.

eProg's benefits:

- It enables you to break down the requirements of the programme into manageable milestones and supports you in planning achievable targets
- It provides evidence that you are actively engaging in your research and meeting the programme's academic requirements which you can then share with your sponsors or employers
- It keeps a log of supervisory meetings which is then easily accessible to you and your supervisors
- It links to the Training Catalogue system which means that you can book onto and have a record of training courses you have attended/completed

2. Progression milestones

You and your supervisor/s will be expected to complete the following milestones:

Introductory Planning Meeting (First year PGRs only)

At one of the first meetings you have with your supervisors, a planning schedule should be developed to incorporate targets and deadlines for the completion of distinct stages of work required by the research degree. You will be provided with guidance about the nature of the research, the standard expected, the planning of the research degree, taught courses and development opportunities, where appropriate.

Expectations (annually if full-time and every two years if part-time)

This a University wide form to record discussions between you and your main supervisor on key areas such as intellectual property, plagiarism and copyright. Having these discussions manages expectations and avoids unnecessary setbacks in the future. The answers input into your first expectations form pre-populate the next expectations form so if the answer has not changed you don't have to re-type your response to the question.

Researcher Development Needs Analysis (annually)

PGRs complete Researcher Development milestones annually. These milestones help you reflect on prior skills and knowledge and enable you and your supervisor to jointly review your development and training needs and identify ways to address those needs. The Researcher Development form should be completed at the start of the registration year. By completing the Researcher Development form you can develop a tailored programme that builds on your previous training and experience and helps develop skills needed to successfully complete your research degree.

As part of this milestone, you will be required to complete an online **Faculty of Humanities Skills Development Needs Analysis (SDNA)** survey to help build your training and development plan. Once you have done this, you should upload the plan to the form. For PGRs funded by **ESRC NWSSDTP**, you will already be required to complete a NWSS Development Needs Analysis on an annual basis so you don't have to complete the Faculty of Humanities SDNA. Please upload your NWSSDTP DNA plan to the form instead.

Additionally, you are also required to complete the **Data Management Plan (DMP)** using **DMPonline** system. After you have created a plan in DMPonline, please upload the plan to the form.

Mid-year review (annually)

The University requires that all postgraduate researchers undergo a formal monitoring process to ensure that you and the University are meeting all requirements and responsibilities and you and the your supervisors are aware of progress in relation to programme objectives and any changing needs or difficulties are identified early and addressed effectively. The first formal monitoring milestone is the Mid-year review year 1. You and your supervisors will discuss progress made and work plan and targets for the next six months.

Mid-year review and thesis submission planning meeting (final year PGRs only)

This milestone should take place around six months before the end of the programme and support the discussion about the thesis submission plan. It should summarise your progress to-date and include a timetable for completion of remaining research (if applicable) and an outline of the thesis structure.

Annual review

This formal progress review is to assess and record your progress to-date. The review panel will assess your work for satisfactory progress which demonstrates a good understanding of the research context. You should also be able to demonstrate that you have developed, in consultation with your supervisors, a suitable research plan and approach for carrying out the research, and that you have attained the skills and knowledge necessary to achieve the research plan. As a minimum, a written piece of work must be submitted for consideration for every annual review along with a timeline for completion. Please see your school level guidance regarding work to be submitted. Successful completion of the annual review is a condition of registration continuation for the following year.

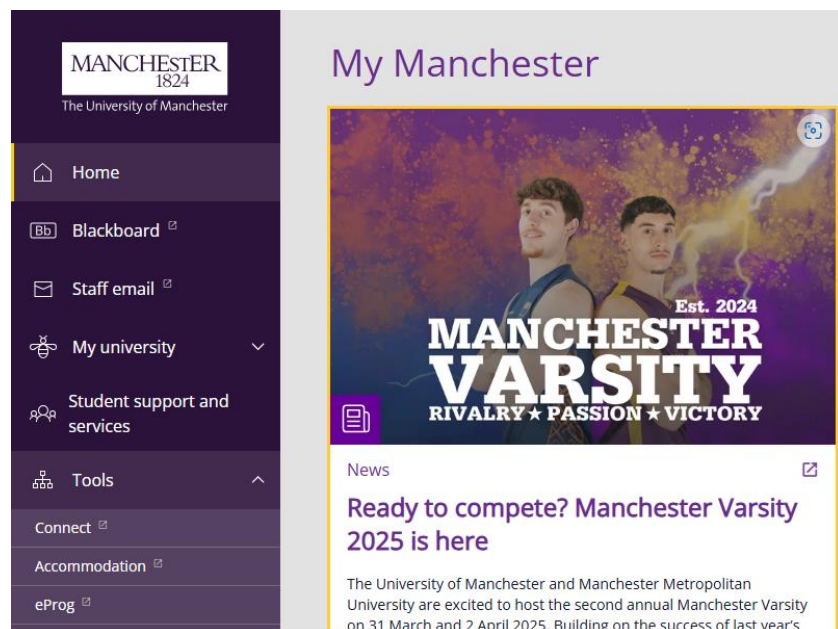
Research ethics

It is the responsibility of all researchers to conduct their research ethically and professionally as well as to comply with relevant University policies. This applies to all postgraduate researchers irrespective of the sources of their funding, their area of research or their experience as researchers. This milestone aims to ensure that you have taken ethical consideration of your research and, where applicable, have obtained formal approval before embarking on the research. To complete this milestone, you must, in the first instance, complete the Ethics Decision Tool as well as consult your supervisory team regarding any potential ethical concerns. If you are required to seek formal ethics approval for your research, please follow the appropriate process outlined in the milestone. Once that you have received favourable ethics review outcome, please upload evidence of this to the milestone. This will be verified by the Doctoral Academy team who will authorise your milestone.

Annual review guide

Accessing your annual review form

To access your annual review form, either access eProg directly at <https://app.manchester.ac.uk/eprog> or click on **eProg** (under Tools menu) from **My Manchester** screen:



Then select **Progression** from the left hand menu and click on the form name of the relevant milestone:

Progression

Publications

Attendance and Engagement

Training & Development

Examination Summary

Comments Log

Personal Document Store

Internal Assessors

Related links

NEW! Register your ORCID - new webpage for postgraduate researchers

My Research Essentials - researcher training resources

Online system for Ethical Review (ERM)

Training Catalogue

eProg Services

★ Add to Favourites

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.

Unit Code	Title	Deadline	Status	
FOHFTM1000MBS	Introductory Planning Meeting	28/02/2019	Completed 26/2/2019	Edit
	Faculty of Humanities (MBS FT) Introductory Planning Meeting Form	28/02/2019	Completed 26/2/2019	Edit
HUMNSPGR-IND001	PGR Student Health and Safety Induction Mandatory Module 1	30/03/2019	Attended 4/4/2019	Edit
UVEXM0001	Expectations 1	31/03/2019	Completed 23/5/2019	Edit
	Expectations 1	31/03/2019	Completed 4/4/2019	Edit
FOHFTM1134MBS	Mid-year Review - Year 1	31/05/2019	Completed 25/6/2019	Edit
	Faculty of Humanities (AMBS PhD FT) Mid-year review year 1 form	31/05/2019	Completed 15/6/2019	Edit
FOHFM0000	Research Integrity Training	31/05/2019	Completed 25/6/2019	Edit
	Faculty of Humanities Research Integrity Training	31/05/2019	Completed 14/6/2019	Edit
FOHFTM1144MBS	Researcher Development	31/05/2019	Completed 14/6/2019	Edit
	Faculty of Humanities (AMBS PhD FT year 1) Researcher Development Needs Analysis Form	31/05/2019	Completed 14/6/2019	Edit
FOHFTM1990MBS	Annual review meeting - year 1	30/10/2019		Edit
	Faculty of Humanities (AMBS PhD FT) Annual review year 1 form	30/10/2019	Form available	Edit
HUMNSPGR-IND005	PGR Student Health and Safety Induction Module 5 - On-campus work (including fieldwork)	30/11/2019	Attended 8/3/2019	Edit
UVEXM0002	Expectations 2	31/03/2020		Edit
	Expectations 2	31/03/2020	Form available from 31/12/2019	Edit
FOHFTM2223MBS	Mid-year review - year 2	31/05/2020		Edit
	Faculty of Humanities (AMBS PhD FT) Mid-year review year 2 Form	31/05/2020	Form available from 1/1/2020	Edit
FOHFTM2244MBS	Researcher Development	31/05/2020		Edit
	Faculty of Humanities (AMBS PhD FT year 2) Researcher Development Needs Analysis Form	31/05/2020	Form available from 1/1/2020	Edit
FOHFTM2990MBS	Annual review meeting - year 2	30/10/2020		Edit
	Faculty of Humanities (AMBS PhD FT) Annual review year 2 form	30/10/2020	Form available from 1/5/2020	Edit
UVEXM0003	Expectations 3	31/03/2021		Edit
	Expectations 3	31/03/2021	Form available from 31/12/2020	Edit
FOHFTM4900MBS	Mid-Year review - Year 3 and thesis submission planning meeting	31/05/2021		Edit
	Faculty of Humanities (AMBS PhD FT) Mid-year review year 3 and thesis submission planning form	31/05/2021	Form available from 1/1/2021	Edit
FOHFTM3344MBS	Researcher Development	31/05/2021		Edit
	Faculty of Humanities (AMBS PhD FT year 3) Researcher Development Needs Analysis Form	31/05/2021	Form available from 1/1/2021	Edit

Please refer to the Progress and Review information in the [handbook](#) for more information.

Uploading a document to your progression form

You are 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 using one upload box per file. Once uploaded, it will become accessible to your review panel in the review form and in your **Document Store**. See further guidance on files upload in the [Document Store](#) section below.

Progression

1. Please upload your timeline for thesis completion

Timeline for thesis completion : Browse...

Edit Delete Move

Add Question

2. Please upload submitted work

Submitted work to be considered 1: Browse...

Edit Delete Move

Add Question

3. Please upload submitted work

Submitted work to be considered 2: Browse...

Edit Delete Move

Add Question

4. Please upload submitted work

Submitted work to be considered 3: Browse...

Edit Delete Move

Add Question

5. Please upload submitted work

Submitted work to be considered 4: Browse...

3. Supervisory meetings

In the Faculty of Humanities, all PGRs and supervisors are expected to use the **Additional Meeting Forms** in eProg to record supervisory meetings. It is for you and your supervisor to agree how often you wish to record your meetings. Additional Meeting Form is available at the top of the **Progression** screen. You can instigate the recording of a supervisory meeting by adding the form and saving it to your progression page.

A student's progression displays all the milestones, researcher development and any taught units for which the student is registered and the completion status of the student for each activity and, where the viewer has permission, it may be possible to access the content of forms associated with the activity.

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

Unit Code	Title	Deadline	St
FOHFTM1000MBS	Introductory Planning Meeting Faculty of Humanities (MBS FT) Introductory Planning Meeting Form	31/10/2018 31/10/2018	La
UVEXM0001	Expectations 1 Expectations 1	30/11/2018 30/11/2018	La
HUMNSPGR-IND001	PGR Student Health and Safety Induction Mandatory Module 1	30/11/2018	At
FOHFTM1134MBS	Mid-year Review - Year 1 Faculty of Humanities (MBS PhD FT) Mid year review year 1 Form	31/01/2019 31/01/2019	Cc
FOHM0000	Research Integrity Training Faculty of Humanities Research Integrity Training	31/01/2019 31/01/2019	La
FOHFTM1144MBS	Researcher Development Faculty of Humanities (AMBS ft year 1) Researcher Development Needs Analysis Form	31/01/2019 31/01/2019	La
FOHFTM1990MBS	Annual review meeting – year 1 Faculty of Humanities (AMBS PhD FT) Annual review year 1 form	27/08/2019 27/08/2019	Fo
HUMNSPGR-IND005	PGR Student Health and Safety Induction Module 5 - Off-campus work (including fieldwork)	27/09/2019	At
UVEXM0002	Expectations 2 Expectations 2	27/01/2020 27/01/2020	Fo
FOHFTM2223MBS	Mid-year review – year 2 Faculty of Humanities (AMBS PhD FT) Mid-year review year 2 Form	29/03/2020 29/03/2020	Fo
FOHFTM2244MBS	Researcher Development Faculty of Humanities (AMBS PhD FT year 2) Researcher Development Needs Analysis Form	29/03/2020 29/03/2020	Fo
FOHFTM2990MBS	Annual review meeting – year 2	27/08/2020	

The form is split into **Student** section and **Supervisor** section. You can return to the form to add or amend the content as long as it has not been submitted. Please save your response each time you add information into the form by clicking **Save Draft**. After you have completed your section, please notify your supervisor by clicking **Save and Notify Supervisor**.

Once you and your supervisor have both agreed on the content of the form, your supervisor can submit the form and a copy will be saved in your **Progression** record in chronological order.

This form is provided to enable students to record the conclusions of additional meetings between them and their supervisors. The form will usually be completed by the student and then may optionally be reviewed by the supervisor. If required, supervisors may use it to record their own observations without an initial submission by the student.

1. Date Of Meeting

2. Student: Please provide an overview of any points/issues arising at the meeting and agreed plans for future work.

3. Supervisor comments.

Save Save and Notify Supervisor Submit Return

4. Attendance and Engagement Milestones

Postgraduate researchers have an Attendance and Engagement record which is populated with monthly attendance and engagement forms (or every two months if part-time). The purpose of the Attendance and Engagement form is to have a formal record that you are in regular contact with your supervisor, that regular contact/meetings is/are taking place as appropriate, that you have attended seminars and training events as required, and that you have engaged with your studies and been present in the University as required by your programme of studies and by the conditions of your student visa (if you are under UK immigration control). Most supervisors have contact/meetings with their PGRs formally and informally very regularly. The minimum standard is for you and your supervisor to maintain contact at least once a month to discuss progress, training needs, and plans for the next phase of work. This eProg form can be completed by your supervisor as part of these regular meetings or contact points. PGRs cannot complete their own Attendance and Engagement forms.

5. Training and Development

This section of the system contains a record of your training courses that have been booked via the University **Training Catalogue** with event date and attendance/completion status. This is also viewable by your supervisory team.

A range of training and development courses relevant to your research studies and career that are available through the Training Catalogue online booking. As an example, courses include Critical Thinking, Academic Writing, Presentation Skills, Public Speaking, Interview Skills, Time Management, Research Planning, Research Dissemination, Publishing and Resilience for Researchers.

You can export the training course list into a spreadsheet and also record external training onto this section by clicking on the **Add New** button so that you have a complete record all your training.

External Training

If you have undertaken any external training activity you can record information about that training below.

If you have any questions, require further information, or just need to contact your local training team, please see the Training Contacts page.

There are no external skills training details



6. Compulsory training

Health and Safety training

Health and safety training is a mandatory requirement for all PGRs at the University of Manchester. You will have been automatically enrolled onto one or more of the University's online health and safety courses at the start of the programme. You can check which courses you have been enrolled onto in either **Progression** page in eProg or **My learning** in **My Manchester**. These courses are delivered through the University's e-learning environment.

Further information about Health and Safety courses can be found on the [Postgraduate Research Students Safety Services page](#).

Data Protection and Cyber Security training

Data Protection and Cyber Security training is another mandatory requirement for all PGRs. The course is also delivered through the University's e-learning environment which you can access either from the link in your eProg milestone or directly through the University's e-learning environment.

e-Learning access:

- Log in to **online.manchester.ac.uk** using your University username and password
- You will be asked to complete two-step verification
- You will see a screen with a list of Courses and Communities (sometimes called Organisations) to which you have access. To enter the course, click on its title in the Course List.

The [Student Guide for Blackboard](#) is a useful resource for you. When you have completed the Health and Safety course(s), this will be shown in the 'My Training and Development' and 'My progression' page in eProg. Please note that there may be a delay of up to a week before completion of the courses registers on eProg.

Research Integrity training

This training is also a compulsory requirement of your research degree programme, delivered online through the Epigeum Impact package. Access details are available in the milestone. Once successfully completed, please upload the certificate (in PDF) to the milestone and the Doctoral Academy will verify it and authorise the milestone.

7. Document Store

This section of your eProg record contains all documents that you, your supervisors, internal assessors or internal examiner have uploaded to the system as part of the progress monitoring. Some forms in eProg require you to upload documents to the form, for example, the Annual Review form but you can also upload any other documents related to your studies onto your Document Store. Please note that each document upload box only allows you to upload one document to the form. Please press **Save** at the bottom of the form to complete the upload successfully.

File upload guide

When you upload documents either via the document upload boxes in eProg forms or directly into your **Document Store**, please follow the following guidelines:

- Do not use double extensions, for example:
MyFilename.doc.pdf
MyFilename.docx.doc
- Maximum file size is 20 MB
- Do not use multiple dots within filenames, for example:
MyFilename.05.02.2014.pdf
My.Filename.05.02.14.ver.2.doc
- As a general rule when naming files, please avoid special characters, for example:
\\/: * ? " < > |
- File types that are accepted:

File Extension	Content Type
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	text/html
html	text/html
ibooks	application/x-ibooks+zip
jar	application/java-archive
jpeg	image/jpeg
jpg	image/jpeg
kin	chemical/x-kinemage
mov	video/quicktime
mpa	video/mpeg
mpe	video/mpeg
mpeg	video/mpeg
mpg	video/mpeg
pdb	chemical/x-pdb
pdf	application/pdf
pl	text/plain
png	image/png

File Extension	Content Type
pps	application/vnd.ms-powerpoint
ppt	application/vnd.ms-powerpoint
pptx	
ps	application/postscript
qt	video/quicktime
rtf	application/rtf
saveme	application/octet-stream
swf	application/x-shockwave-flash
tar	application/octet-stream
tex	text/plain
text	text/plain
tiff	image/x-tiff
txt	text/plain
uu	application/octet-stream
wav	audio/x-wav
xls	application/vnd.ms-excel
xlsx	
xml	text/xml
zip	application/x-zip-compressed

8. Form submission and authorisation

When an eProg form is fully completed, your supervisor will submit the form using **Submit** button. Please note that PGRs cannot submit eProg forms which should be submitted by the supervisor.

For annual reviews, the forms will be fully complete (and become green) when the Department PGR Directors have authorised it.

If any parties wish to amend the submitted form and if there are valid reasons, please contact the Doctoral Academy with details of the form you wish to un-submit.

Please see below the list of compulsory authorisations against each of the forms.

Form	Required authorisation
Introductory Planning Meeting	None
Mid-Year Review	None
Expectations	PGR and main supervisor
Annual Review	Department PGR Director

Attendance and Engagement and Additional meeting forms do not require any authorisations.

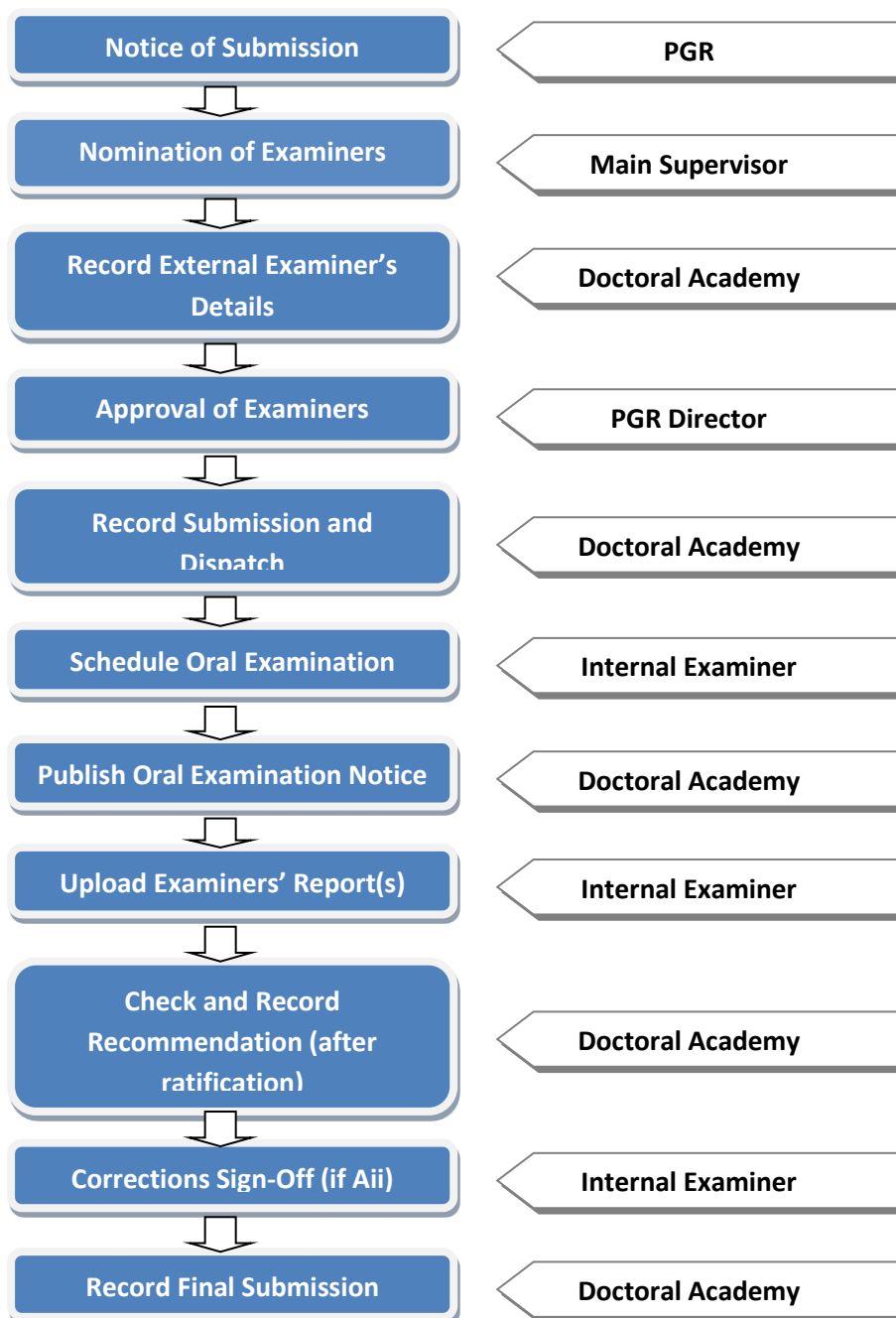
9. Submission and Examination

Thesis submission and examination processing is carried out on eProg. At the appropriate stage of the programme, you will have access to give notice of submission via eProg. PGRs must give a minimum of 6 weeks' notice before they submit their thesis. This is in order that examination arrangements can be made in ahead of the actual thesis submission eg examiners appointment, oral examination arrangements. You will also be able to check your thesis submission and examination progress, for example, to see when your thesis has been sent to the examiners.

Submission process

The thesis examination process in eProg enables PGRs and relevant staff to access records online securely, tracks the status of the examination process and record examination information for future reference. Below is a diagram showing the complete thesis examination process (where oral examination is required) and staff responsibility.

Repeat the process for resubmission



How to give Notice of Submission

The notice of submission form is enabled 6 months before your final thesis submission deadline. You can check your final thesis submission deadline in your **My profile** screen in eProg. If you are given permission to submit early then the notice of submission form can be inserted manually and the Doctoral Academy will arrange this.

- 1 Navigate to: [eProg](#) > **My eProg** > **Examination Summary**
- 2 Click **Notice of Submission (Student)**
- 3 All required fields in the Notice of Submission form must be completed but N/A can be used where appropriate
- 4 If the **Correspondence Address** is compulsory field is blank, you need to log in to **Student System** via [My Manchester](#) and update your **Mailing Address**. The data feed from the student system to eProg may take 24-72 hours after which you will be able to submit the notice of submission.
- 5 **Thesis Access** - PGRs will also be asked to select an access level as part of their final thesis submission. This choice will be considered and approved formally by the supervisor. Access level selected in the notice of submission form will be used as a guide only. If you select immediate open access level, the final thesis will be available via the University Research Explorer and Library search systems once that the submission has been acknowledged by Doctoral Academy. If you select a limited time embargo, the thesis will be available in the Research Explorer after the embargo period has lapsed. Please refer to the [Thesis Access Guide](#) regarding different access levels.
- 6 After you have completed the Notice of Submission form, an email notification will be sent to your Main Supervisor to nominate examiners within two weeks. This will also automatically generate an **Examination Thesis Submission (PGR)** form for you to completed and upload an electronic copy of your thesis.

Thesis submission FAQs

When can I give notice of submission on eProg?

You will be able to give Notice of Submission within 6 months of your final thesis submission deadline. To submit earlier than this, please contact the Doctoral Academy to seek an approval from the school programme committee.

Will the Doctoral Academy contact me about the next stage of the thesis examination?

After submitting the electronic thesis, an oral examination, if required, will be arranged and you will be notified of the oral examination details.

How do I check my thesis examination status and what can my supervisors access on my examination record?

You can view the summary of your thesis examination and check the progress via **Examination Summary** screen. Apart from nominating examiners, members of your supervisory team will have the same access to view your thesis examination summary and check its progress via eProg.

What do I need to do to submit the electronic copy of my thesis?

After completing the Notice of Submission in eProg, the system will automatically generate an **Examination Thesis Submission (PGR)** form for you to complete and upload an electronic copy of your thesis

After the viva, how soon will I be able to access my examination reports and how do I do this?

After the **Check and Record Recommendation** task has been completed by Doctoral Academy, you will be able to access the examination reports via the **Document Store**.

How do I arrange to attend the graduation ceremony and how will I receive my result letter?

If you receive a 'pass' recommendation, Doctoral Academy will contact you regarding how to make arrangements to attend the University graduation ceremony. The result letter will be sent to your University email address as a PDF file. It is important that you check your University email account regularly as the University use this email address to communicate with you on all matters such as graduation. Information about graduation ceremonies arrangements can also be found on www.graduation.manchester.ac.uk.

10. eProg support

If you have any questions about eProg please contact Doctoral Academy at Hums.doctoralacademy.support@manchester.ac.uk.

11. eProg FAQs

For how long do I have access to my eProg record?

You will have access to your eProg record until you are no longer active on the programme ie either until degree completion or withdrawal. If there are any documents in eProg that you will need beyond your degree completion or withdrawal, please ensure to download them before the completion/withdrawal is confirmed.

Who has access to view my eProg record?

Your supervisory team, Doctoral Academy team and School PGR Director are given access to PGR records in their remit to monitor progress and ensure that PGRs are on track for completion. Internal Assessors are given time-limited access to records where they have been appointed to the review panel. Their access expires after a pre-determined period. Internal examiners have access to your record when they have been appointed to act as an examiner for your thesis examination. Data is retained and accessed in accordance with the data protection law.

What happens if I'm unable to meet a milestone deadline?

Depending on the circumstance and on the milestone, it may be possible to arrange for mitigation. You should contact your supervisory or Doctoral Academy who may be able advise/recommend an appropriate course of action. You are encouraged to keep them informed of any problems as early as possible.

What happens if my progress is ahead of the normal degree timeframe?

You should still complete the required milestones in your pathway (including progress reviews) as normal up until the point of thesis submission. Subject to formal permission, postgraduate researchers may submit the thesis early. Please see [Ordinances and Regulations](#) for more information.

What happens if I change my programme of study?

Depending on which programme you change to and the stage your study is at, you may be required to complete additional/different milestones that form part of the new programme' requirements. Doctoral Academy will be able to advise.

I have a supervisor who is external to the University of Manchester or my supervisor has left the employ of the University of Manchester. Can they view my progression record on eProg?

Arrangements can be made to provide access to external supervisors to your eProg record if they haven't already been arranged by the PGR team. Please get in touch with Doctoral Academy in this case.