Imperial College London

Postgraduate Research Milestones (PGR) Manual for DPS

Exam Entry Form (EEF)

and

Thesis submission

Contents

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1   Approvals and Amendments

ID/Version	Author	Date	Version Details	Reviewers	Date
V1	Nathalie Baker Training Manager	23/07/2020	V1	Eleri Canning	31/07/20

2   Introduction

A new postgraduate research milestones tile has been created for Students, Supervisors, DPS, PGA Admin, HOD's and Registry users. This tile allows users to access the workflows for Exam Entry Form submission and Thesis submission. These processes are documented from a DPS point of view in detail below.
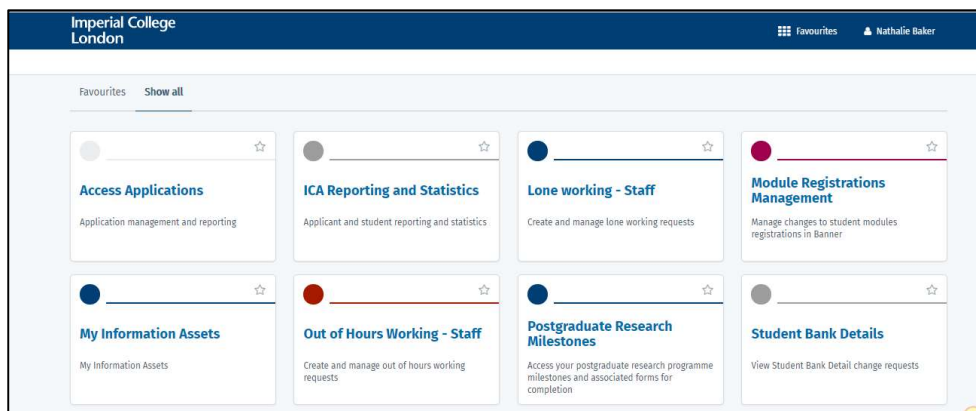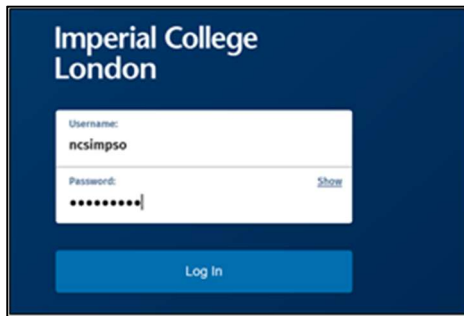
3   Access and Login

3.1   Get access

- To get access to the system, if you have not automatically been granted access, please raise an ASK request via ICT requesting access to the Postgraduate Research Milestones tile.

3.2   Login

- To login to the Postgraduate Research Milestones (PGR) go to https://my.imperial.ac.uk.
- Once this page is open, a tile for Postgraduate Research Milestone will be visible.

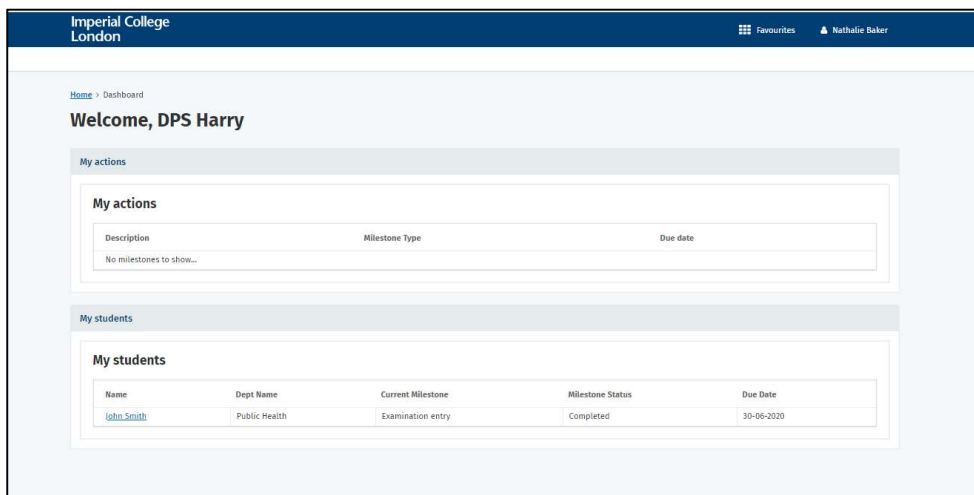- Click on the tile and login in via single sign on with your Imperial username and password.

4 Dashboards

- Logging in will take you to your Dashboard.

4.1 DPS Dashboard

- Director of Postgraduate Studies (DPS) Dashboards will show the following:
  - A list of actions
  - A list of supervisees
- The Student Dashboards can be accessed by clicking on the Student.

5 Exam Entry Form submission

- A new workflow has been created for Postgraduate Students to submit their Exam Entry Forms (EEF). The steps are summarised from a DPS point of view below.

5.1 Director of Postgraduate Studies process

- Once the Supervisor has submitted their examiner nominations, you (DPS) will be notified by email and a task will appear in your Dashboard.
- The PG Administrator will also receive a notification once an EEF has been submitted to you for review.
- Login to the Postgraduate Research Tile as per the above.
- Once you login you will be presented with your Dashboard. This includes any actions that you need to take and a list of your supervisees

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- If you wish to access the Student's view of the information, you can click on the relevant Student which will take you to a view of the Student's Dashboard.
- At this stage, the actions should include a request to review the Examination Entry Form.
- To action this, you should click on the relevant link under the My actions – Description section.

Home › Dashboard

Welcome, DPS Harry

My actions

My actions

Description	Milestone Type	Due date
Fill in your section for John Smith's examination entry	Examination entry	30-06-2020

My students

My students

Name	Dept Name	Current Milestone	Milestone Status	Due Date
John Smith	Public Health	Examination entry	Planned	30-06-2020

- You should review the Candidate details, the Thesis details, the Examiners nominated and the Supervisors confirmation.

Home › Dashboard › Examination entry

Examiner nominations review

Please read the information provided by the student and supervisor.

Examination entry and nomination of examiner details

Examination entry and nomination of examiner details

Candidate details

Full name	Programme Title	Period of Registration
John Smith	Public Health BENG	01-01-1900 – 01-01-1900
CID	**Award Aim**	
01352778	ENGD	
Department	**Enrolment Status**	
Public Health		

Thesis details

Research topic
Pandemic – COVID19 and how did it spread – 06/06/2020

Approved title of thesis
COVID19 - version 2 - BDM Test

Expected submission date of thesis
06-10-2020

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Examiner details

Title	Name	Type	Email	Examiner Questions
Mr	External Examiner	External	ext@examiner.com	Examiner Questions
Mr	Test spm15 examiner	External	external.examiner@test.com	Examiner Questions
Dr	Benjamin Lambert	Internal	b.lambert@imperial.ac.uk	Examiner Questions

Confirmation details

If two external examiners have been proposed, please provide full details as to why this is necessary (please note this should only be proposed in exceptional circumstances and will require referal to the graduate school for consideration by the Registry Assessment Records Team).

Are you aware of any professional, academic or personal connections between the candidate and/or the supervisor(s) and the proposed examiners?
No

Has the proposed examiner been involved in the research reported in the thesis?
No

Was the proposed examiner a party to the candidate's Early Stage Assessment or Late Stage Review?
No

Declaration

Do you support the decision of the supervisors and agree that the nominated examiners are suitable for the student?
● Yes ○ No

Back to dashboard   Submit to Registry

5.1.1   Reject the EEF

- If you want the Supervisor to make changes, select No to the declaration.
- Complete your reasons for the rejection and Save.
- This will trigger an email to the Supervisors to make changes.

Declaration

Do you support the decision of the supervisors and agree that the nominated examiners are suitable for the student?
○ Yes ● No

Please explain your reasons for rejection:

Reject nominated examiners

Please refer back to the supervisor, so they can make any necessary changes.

5.1.2   Approve the EEF

- If you are happy with the nomination, you should answer Yes and then click on Submit to Registry.

Declaration

Do you support the decision of the supervisors and agree that the nominated examiners are suitable for the student?
● Yes ○ No

Back to dashboard   Submit to Registry

- It will ask them to confirm your submission.

Are you sure?

Are you sure all details are correct? If yes, click OK to continue

Cancel   OK

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- Click ok.
- A notification that the action has been processed will appear.
- The task will disappear from your (DPS) Dashboard and will show up in Registry's Dashboard.

6   Troubleshooting

- If you have any technical issues with the above processes, please contact ICT on x49000 or raise an ASK ticket.
- If you have any queries on the postgraduate Milestones processes, please contact the Assessment team – assessment.records@imperial.ac.uk.