

Re-assigning processes in PRG Milestones

As a PG Administrator, you can assign:

- Approval of the Examination Entry Form (EEF) from a Main Supervisor to a Co-Supervisor.
- Approval of the Examination Entry Form from the Director of Postgraduate Studies (DPS) to the Head of Department (HoD)
- Approval of the Examination Entry Form from the Head of Department (HoD) back to the Director of Postgraduate Studies.
- Approval of the Thesis declaration from a Main Supervisor to a Co-Supervisor.

Examination Entry Form

Reassigning a Supervisor

If the Main Supervisor is on extended leave, the action to approve the EEF can be assigned to a Co-Supervisor. To assign an EEF from a Main Supervisor to a Co-Supervisor:

- Login into the PGA Dashboard
- Search for the Student by CID
- Go to the relevant Student line
- Click on the Examination Entry Form link next to the Student name
- A drop-down list will appear with a list of Supervisors that the EEF can be re-assigned to.
- Select the relevant name
- Click Assign.

The screenshot shows the 'PGA dashboard' with a table of student milestones. The table has columns for CID, Student Name, Department, Current Milestone, Milestone Due Date, Main Supervisor, Next Approver, and Milestone Status. A green arrow points to the 'Examination entry' link in the 'Current Milestone' column for student CID 00412315. A 'Select Approver' dialog box is open, showing a dropdown menu with 'Stella Mavroveli(Co-supervisor)' selected and an 'Assign' button.

CID	Student Name	Department	Current Milestone	Milestone Due Date	Main Supervisor	Next Approver	Milestone Status
00412315	Anogo Krishna Prasad	Department of Surgery and Cancer	Thesis submission/Thesis declaration	30-06-2022	Nigel Standfield		Planned
00412315	Anogo Krishna Prasad	Department of Surgery and Cancer	Examination entry	03-03-2022	Nigel Standfield	Nigel John Standfield(Main supervisor)	Planned
00412315	Anogo Krishna Prasad	Department of Surgery and Cancer	Thesis submission/Thesis upload	30-06-2022	Nigel Standfield		Planned

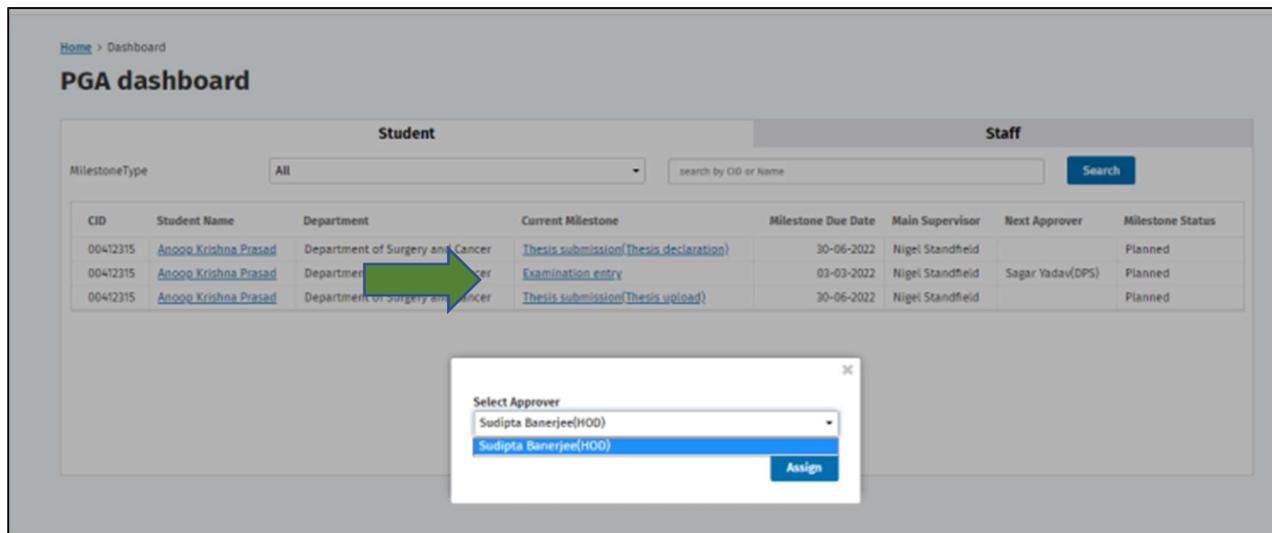
- The task will disappear from the Main Supervisor's Dashboard and reappear on the Co-Supervisors Dashboard.
- Please note that this is a one-time assignment. If the EEF is subsequently rejected by the DPS, the action will revert to the Main Supervisor and will need to be re-assigned if required.

Reassigning from the DPS to the HoD

If the DPS is on extended leave, the action to approve the EEF can be assigned to the Head of Department (HoD). To assign an EEF from a DPS to a HoD:

- Login into the PGA Dashboard
- Search for the Student by CID
- Go to the relevant Student line

- Click on the Examination Entry Form link next to the Student name
- A drop-down list will appear with the name of the HoD that the EEF can be re-assigned to.
- Select the relevant name
- Click Assign.

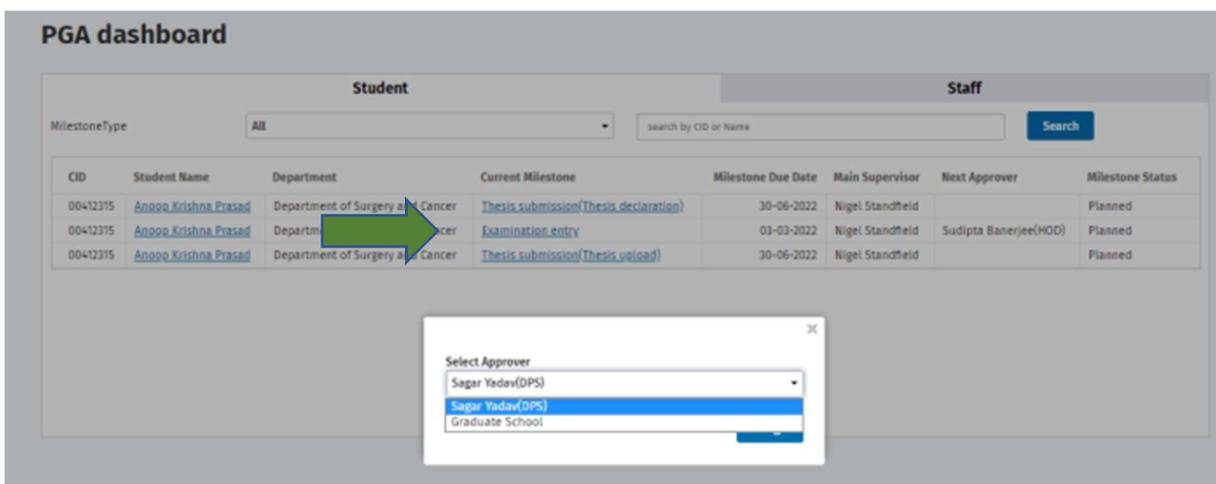


- The task will disappear from the DPS' Dashboard and reappear on the HoD's Dashboard.
- Please note that this is a one-time assignment. If the EEF is subsequently rejected by Registry, the action will revert to the DPS and will need to be re-assigned if required.

Reassigning from the HoD back to the DPS

If required, the action to approve the EEF can be assigned back to the DPS from the HoD. To assign an EEF from a HoD to a DPS:

- Login into the PGA Dashboard
- Search for the Student by CID
- Go to the relevant Student line
- Click on the Examination Entry Form link next to the Student name
- A drop-down list will appear with the name of the DPS if the EEF has previously been allocated to the HoD
- Select the relevant name
- Click Assign.



- The task will disappear from the HoD's Dashboard and reappear on the DPS's Dashboard.
- Please note that the Graduate School will appear as one of the options in this scenario. There will be very few circumstances in which this option should be selected. If you believe you need to select this option, please contact the [Assessment Records](#) team to discuss this before actioning it.

Thesis declaration

Reassigning a Supervisor

If the Main Supervisor is on extended leave, the action to approve the Thesis declaration can be assigned to a Co-Supervisor. To assign a Thesis declaration from a Main Supervisor to a Co-Supervisor:

- Login into the PGA Dashboard
- Search for the Student by CID
- Go to the relevant Student line
- Click on the Thesis Submission (Thesis declaration) link next to the Student name
- A drop-down list will appear with a list of Supervisors that the task can be re-assigned to.
- Select the relevant name and click Assign.

The screenshot shows the 'PGA dashboard' interface. At the top, there are tabs for 'Student' and 'Staff'. Below these is a search bar with a 'Search' button. The main content is a table with columns: CID, Student Name, Department, Current Milestone, Milestone Due Date, Main Supervisor, Next Approver, and Milestone Status. The table contains three rows of data. A green arrow points to the 'Thesis submission|Thesis upload' link in the third row. A 'Select Approver' dialog box is open, showing a dropdown menu with 'Stella Mavroveli(Co-supervisor)' selected and an 'Assign' button.

CID	Student Name	Department	Current Milestone	Milestone Due Date	Main Supervisor	Next Approver	Milestone Status
00412315	Anogo Krishna Prasad	Department of Surgery and Cancer	Thesis submission Thesis declaration	30-06-2022	Nigel Standfield		Planned
00412315	Anogo Krishna Prasad	Department of Surgery and Cancer	Examination entry	03-03-2022	Nigel Standfield	Nigel John Standfield(Main supervisor)	Planned
00412315	Anogo Krishna Prasad		Thesis submission Thesis upload	30-06-2022	Nigel Standfield		Planned

- The task will disappear from the Main Supervisor's Dashboard and reappear on the Co-Supervisors Dashboard.