Postgraduate Research Milestones (PGR) Manual

Exam Entry Form (EEF)

and

Thesis submission
1 Approvals and Amendments

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<td>V1</td>
<td>Nathalie Baker</td>
<td>23/07/2020</td>
<td>V1</td>
<td>Eleri Canning</td>
<td>31/07/20</td>
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<td>Training Manager</td>
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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 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 Students

- Student Dashboards will show the following:
  - Student and Programme details
  - Milestones, Status & Planned by or Completed by date.
  - Supervisors
  - Examiners

4.2 Supervisor Dashboard

- Supervisors Dashboards will show the following:
  - A list of actions
  - A list of supervisees
- The Student Dashboards can be accessed by clicking on the Student.
4.3 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.

4.4 Registry Dashboard

- The Registry Dashboard includes a list of tasks to be completed relating to the Examination Entry and Thesis Submission milestones.
- These are summarised on three tabs:
  - Pool – for new tasks submitted to the Registry for review
  - Query – Registry users will have the option to place tasks for which there are outstanding queries into the Query tab, along with a task review date.
  - Hold – for tasks that are on hold. Registry users will place Thesis Submission tasks that cannot proceed (due to outstanding examiner requirements) into the Hold tab. Tasks on this tab will move back to the Pool once examiner requirements are satisfied.

4.5 PGR Admin Dashboard

- The PGR Admin Dashboard has two views
4.5.1 Overview of Department Staff with Access
- This view includes: Name, CID, Role and email of the staff members.
- View of Staff members who have access within the Department.
- You can also use the Search field to search for a member of Staff by CID number or Name.

4.5.2 Overview of Students Milestones
- This view includes: Name, CID, Current Milestone, Due Date, Supervisor and Status.
- You can also use the Search field to search for Student by CID number or Name.

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 below.

5.1 Student process
- When you sign into the Postgraduate Research Milestones tile, you will be presented with a Dashboard which includes your personal details, your Milestones (limited at Present to Early Stage assessment, Late stage review, Progress Review, Exam entry and Thesis submissions), your Supervisors and your Examiners (if relevant).
- The status and deadlines for each Milestone will also be visible.
5.1.1 Submit the EEF

- To submit an Exam Entry Form, click on the Examination entry tile.
- Input or review the Thesis information including Research Topic, Approved Thesis title and Expected Thesis submission date.

- Once completed, click on Save thesis information.
- There will be a notification that it has saved correctly.

- To submit your Exam Entry Form, scroll down to the Declaration section.
• Ensure the information is correct and then tick the box to confirm that the information is accurate and that you would like to enter for examination.

• Click on Submit to supervisor button.

• Once this has been submitted, you will be notified that this has been successfully submitted.

• If you try to access your Exam Entry Form again, you will be told that you have already submitted it and the Tile will remain pending with a planned date until the Exam Entry Form has been fully approved at which point the tile will show as completed with a green tick.
5.1.2 Rejected EEF

- If the Exam Entry Form is rejected by the Supervisor, DPS or Registry, you will receive an email informing you of this. It will ask you to make changes. Login and follow the process detailed above including the new changes recommended and then resubmit to the Supervisor.

5.1.3 Approved EEF

- Once the Examination Entry Form has been fully approved by your Supervisor, Director of Postgraduate Studies and Registry, you will receive an email informing you of this and your Examination Entry Form Tile in their Dashboard will show a green tick for Complete.
- You will also be able to see your Examiners on the face of your Dashboard.
- Examiner status will display as Pending, until the nominated examiners formally agree to their appointment. At that stage, their status will update to Confirmed.
5.2 Supervisor process

- Once the Examination Entry form has been submitted, you will be notified by email and a task will appear in your Dashboard as the Student’s Supervisor.
- Login to the Postgraduate Research Milestones tile as described above.
- Once you login you will be presented with your Dashboard. This will show any actions that are pending your review as a Supervisor and a list of your Students.

- If you wish to access the Student’s Dashboard view, you can click on the relevant Student which will take you to a view of their Dashboard.
- At this stage, your actions list will include a request to review the examination entry form for the Student who has just submitted their form.
- To action this, you should click on the relevant link under the My actions – Description section.
5.2.1 Confirm Thesis details
- To confirm the Thesis details, you should review the information and select Yes if it is correct.
- Once this is complete, you can move on to the Examiners Nomination section.

5.2.2 Reject Thesis details
- If you select No, you will be asked to provide a reason for rejection.
- Click Reject Thesis Details.

- This will trigger an email to the Student with your comments asking them to make the necessary changes.

5.2.3 Nominate examiners
- Once the Thesis details have been completed correctly, you will need to nominate relevant examiners.

5.2.3.1 Add examiners
5.2.3.1.1 Internal examiners
- To add an internal examiner, click on Add Internal Examiner.
• Search for the examiner by CID, name or email. The results will start to auto populate.
• Choose the relevant examiner from the list.
• Answer the questions in relation to the Examiner’s experience.
• Please note that any questions with an Asterix are compulsory.
Once you have completed all the relevant questions, you should click on Save Internal Examiner.

The examiner will now appear on Exam Entry Form and will be included as a nominated examiner.

5.2.3.1.2 External examiners

To nominate an external examiner, click on the Add external examiner, search for the examiner and complete the questions as per the internal examiners process.
• External examiners previously appointed by the College should appear in this list for selection. If the examiner has not previously examined for the College, you will need to select ‘Create new examiner’ (see Create new examiner section)

5.2.3.1.3 Industrial examiners
• To nominate an Industrial Examiner (for Doctor in Engineering (EngD) candidates only), click on the Add industrial examiner, search for the Examiner and complete the questions as per the external examiners process.
• Once complete, click on the Save Examiner button.
5.2.3.2 Create examiners

- If the Examiner does not already exist in the system, you will need to click on the Create Examiner button.
- You will need to add their name and email.
- Save the record.
- Once you create the Examiner, you can complete the questions on their experience as per an existing Examiner and save.
5.2.3.3 **Remove examiners**

- To remove an examiner, click on the delete button next to the examiners name and confirm.

5.2.4 **Send to DPS**

- Once all the examiners have been added, you will need to complete the declaration and send it to the Director for Postgraduate studies (DPS).
- Before going to the declaration, add your reasoning if two external examiners are proposed.
- Click on Go to Declaration.
• Once the declaration page has opened, complete all the questions.

• If you answer any questions with yes, please provide further details in the fields provided.

• Once all the questions are answered, click on Submit to Director of Postgraduate Studies.

• The system will ask for confirmation of answers. If these are correct, click ok.

• A notification that the action has been processed will appear.

• The task will disappear from your Supervisor’s Dashboard and the DPS will receive an email asking them to action a task. This task will also show up in the DPS’ Dashboard.

• The Postgraduate Administrator for your department will also receive a notification to confirm that the examiner nominations have been submitted to the DPS for review.
5.2.5 Rejected EEF

- If the DPS rejects the EEF, this will trigger an email to you as the Supervisor.
- When you login, you will see a new task to be actioned with the DPS’s comments.
- Make the necessary amendments and then submit the form again as per the above process.

5.2.6 Accepted EEF

- Once approved by the Director of Postgraduate Studies, the EEF will be reviewed and processed by the Registry Assessment Records Team. Once processed by the Assessment Records Team, the examiners will be contacted and invited to accept their appointment.
- You will be notified of this, and you will be able to monitor the examiners’ status via the Student Dashboard view.

5.3 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.
- 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.

You should review the Candidate details, the Thesis details, the Examiners nominated and the Supervisors confirmation.
5.3.1 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.

5.3.2 Approve the EEF

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

- It will ask them to confirm your submission.
• 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.

5.4 Examiners confirmation

• Examiners will receive an email asking them to confirm their acceptance of the nomination.
• They will need to click on the Accept link in the email.
• This will open their internet browser.
• They should read through the conditions and click on Accept if they accept the nomination.

5.5 Registry users process

• Once the DPS has approved the EEF, a task will be created in the Registry Dashboard to action.
• Login to the Postgraduate Research Tile as per the above.
• Once you login you will be presented with a Registry Dashboard. This includes any actions that you need to take, any actions that are on Hold and any actions being Queried.

• To review a task, click on the link under Task.
• This will open the Examiner nominations review page.
• To review the answers to Examiners Questions, click on the link next to each Examiner.
Review the Exam Entry Form and Examiners Nomination Form.

The eligibility criteria to be assessed is all stored under the Examiner Questions sections.

If a New Examiner is nominated, and they are eligible for appointment, the Registry will need to create a person record for them in Banner, prior to EEF approval. You will need to create the person record in Banner, and then populate the CID in the EEF form by clicking on the nominated examiner’s name.

At the bottom of the page, users have three options.
You can approve, reject or query the form.
If you reject, it will ask you to add the reasons why you are rejecting. You can then send the form back for changes to be made.
If you Query, it will give you a field to add comments on the query and a review date.
If you approve, the student will be notified by email that it has been approved and it will disappear from the Registry Dashboard.
The approved Milestone will now be visible on users’ Dashboards
Upon approval, the following information will also be populated in Banner:
- 6EEF Milestone Status (PLANNED to COMPLETED)
- 6EEF Milestone Status Date
- Viva panel created (with the examiner details stored)

6 Thesis Submission
6.1 Thesis Declaration
6.1.1 Student process
- Login to the Postgraduate Research tile to access your Dashboard.
- The Examination Entry Form Milestone should be showing as Complete with a Completed Date and a Green tick.
- Click on the Thesis submission tile.
- There are two parts that need to be completed – Thesis declaration and Thesis upload.
- Click on the Thesis declaration.
  
  ![Thesis Submission Form]

- Review the Availability of Thesis information.
- Scroll down to the Embargo period and select the relevant Embargo period from the list.
- If you select an Embargo period, then you will need to add a reason for this.
- Again, choose from the drop-down list or choose Other to add free text.
• Once complete, confirm the information is correct by ticking on the Declaration section and Submit to Supervisor.
• The system will ask you to confirm.

6.1.1.1 Rejected Thesis Declaration
• If your Thesis Declaration is rejected, you will receive an email with the comments made by your Supervisor.
• Log back into your Dashboard, click on Thesis Submission and then Thesis Declaration.
• Make the necessary changes and then resubmit.

6.1.1.2 Approved Thesis Declaration
• Once your Thesis Declaration has been approved by your Supervisor, you will get an email confirming this and the Tile for the Milestones will be ticked and marked as Complete with the relevant Completed by date.
• If you request an embargo beyond the standard allowed period of 24 months, the Registry Assessment Records Team will submit the details to the Imperial College Graduate School and Academic Registrar for review. You will receive written notification of their approval, once processed.

6.1.2 Supervisor process
• Once the Student has submitted their Thesis Declaration, you will receive an email asking you to review their Declaration.
• Login to your Dashboard.
• Under My Actions, select the thesis declaration action for the Student.

• Review the information provided.

6.1.2.1 Reject Declaration
• To reject the Declaration, tick No and add your reasons for Rejection.
• Click Submit.
• The student will be sent an email with your comments asking them to make the changes. They should login, make the changes and resubmit.
6.1.2.2 Approve Declaration

- If you want to approve the Declaration, ensure Yes is selected and click on Submit.
- You will be asked to confirm. Click Ok.
- You will receive notification that the Declaration has been approved.

- The Thesis Declaration is now complete.

6.2 Thesis Submission

6.2.1 Student process

- To upload a copy of your Thesis, click on the Thesis upload Tile.
• Your Thesis should be uploaded electronically as a PDF.
• There are two ways to upload your Thesis.
• You can drag the file onto the upload area shown below or you can click on the Open a file Explorer box area shown below and search for the file on your computer.
• Please note that you must submit your thesis in PDF format.
- It will ask you to confirm you want to upload the file. Click Ok.

- You will then get confirmation that your Thesis has been uploaded with next steps.

- This will trigger an action for Registry users to review the file and process your thesis submission.
- You will receive written confirmation of your submission to the Registry via email.

6.2.1.1 Rejected Thesis Upload
- If your Thesis upload is rejected, you will receive an email notifying you of the reasons why it has been rejected and asking you make the relevant changes.
- Log back into your Dashboard, make the relevant changes and resubmit your Thesis to Registry for review.

6.2.1.2 Approved Thesis Upload
- Once your Thesis upload has been accepted and released to your examiners for review by the Registry, you will receive confirmation of this via email.
• If the Registry are not yet in a position to release your thesis to your examiners, you will be informed of this.

6.2.2 Registry user process

• Once the Student has uploaded their thesis, a new Task will be created on the Registry Dashboard.

• To review the Thesis submission click on the relevant task.

• Review the information and the PDF submitted.

• Under Submission decision, ensure that the Examination Entry Form has been Completed and that the Examiners have accepted their nominations.

• If the Exam Entry Form has not been completed, refer to the process described above.

• If the Examiners have not yet accepted their nominations, you can click on the Re-send T&C’s to send another email to them (note, this will only trigger an email reminder to be sent to examiners who are yet to confirm their appointment).
• Until both these criteria are met, you will not be able to release the thesis. In these cases, you will have the option to Reject the submission, or Approve and Hold the submission (until such a time that the criteria is met).
• In some cases, it may be necessary to Approve and Query the submission (in cases of pending Non-Disclosure Agreements, for example). You will have the option to move the task to the Query tab if necessary.
• If you wish to make a decision, select the relevant decision and click on Submit decision.

6.2.2.1 Reject Thesis submission
• If you reject the Thesis submission, click on the Reject decision and add your comments as to the reason why this is being rejected. This will trigger an email to the Student to make the relevant changes.
6.2.2.2 Approve Thesis submission

- Once the criteria has been met, you can Approve and Query the Submission or Approve and Release.
- If you Approve and Query, it will ask you for a date for when you would like to review the submission again. The Thesis will not be submitted to Examiners until it is released.

- If you select the Approve and Release option, the Thesis submission will be released to the examiners by email for review.

- Once you’ve made your decision click on Submit decision.
You will receive a notification saying that you have completed the process. The Student will receive an email saying that their Thesis has been released to the Examiner for review and the examiners will receive an e-copy of the thesis.

Upon approval, the Banner record will be populated as follows:
- 7THE/XTEN/RREF milestone status (PLANNED to COMPLETED) -
- 7THE/XTEN/RREF milestone status date

6.2.3 Supervisor process

Once the process is complete, you will receive an email stating that the Student’s Thesis has been released to the examiner for their review and that you can begin to coordinate viva arrangements.

7 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.