

Postgraduate Research Milestones (PGR) Manual

Exam Entry Form (EEF)

and

Thesis submission

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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 in detail below.

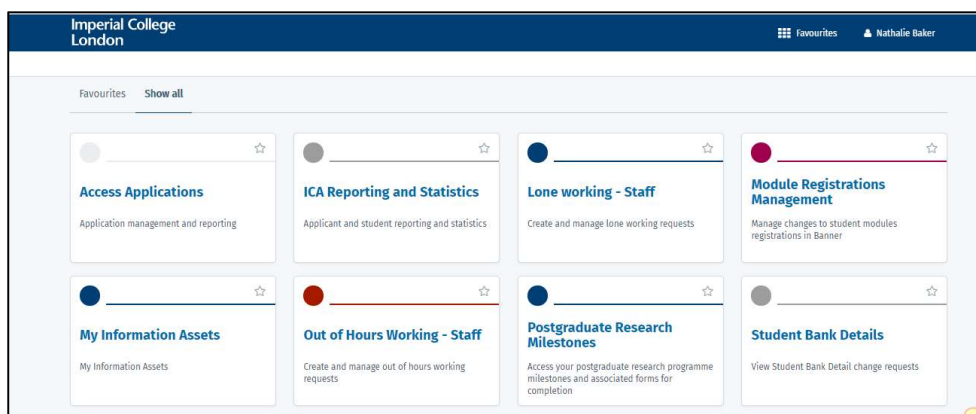
3 Access and Login

3.1 Get access

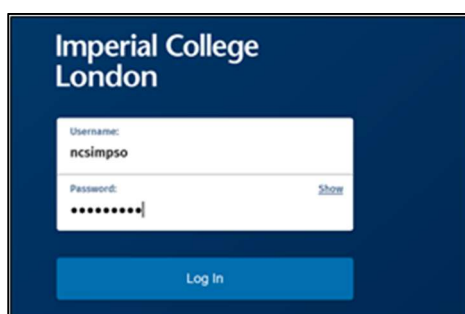
- To get access to the system, if you have not automatically been granted access, please raise an ASK request via ICT requesting access to the Postgraduate Research Milestones tile.

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

Imperial College London

Home

Welcome, John

My details

My details

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

Please ensure that the information on this page is accurate. If any of the details are incorrect, please contact your Departmental Administrator.

My milestones

My milestones

<p>Early stage assessment</p> <p>Completed on 02-01-2020</p>	<p>Late stage review</p> <p>Completed on 02-01-2020</p>	<p>Examination entry</p> <p>Completed on 16-06-2020</p>	<p>Thesis submission</p> <p>Completed on 16-06-2020</p>
--	---	---	---

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.

Home > Dashboard

Welcome, Harry

My actions

My actions

Description	Milestone	Due date
Fill in your section for Carol Curtis's examination entry	Examination entry	31-08-2020

My students

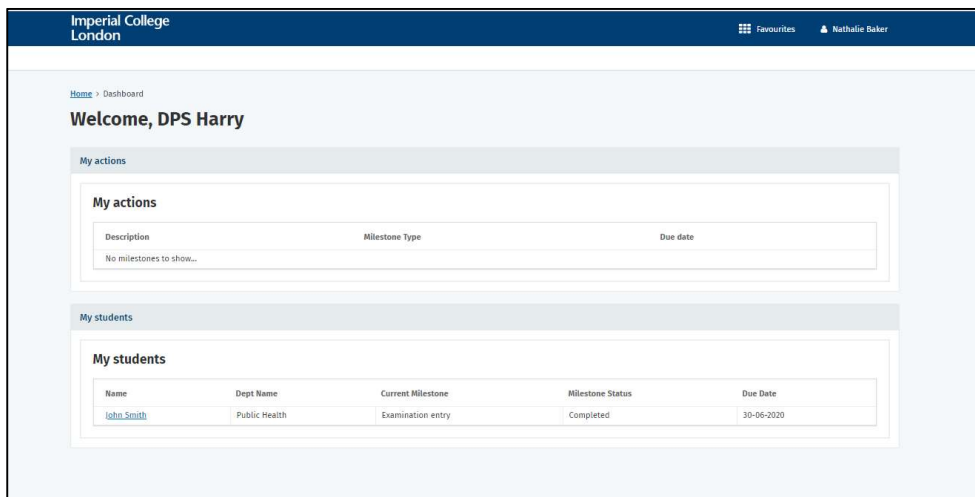
filter by Supervisor type: All Supervisors

My students

Name	Supervision type	Current milestone	Milestone status	Due date
John Smith	Co-supervisor	Examination entry	Planned	30-06-2020
Majid Khan	Main supervisor	Examination entry	Planned	31-08-2020
Carol Curtis	Main supervisor	Examination entry	Planned	31-08-2020

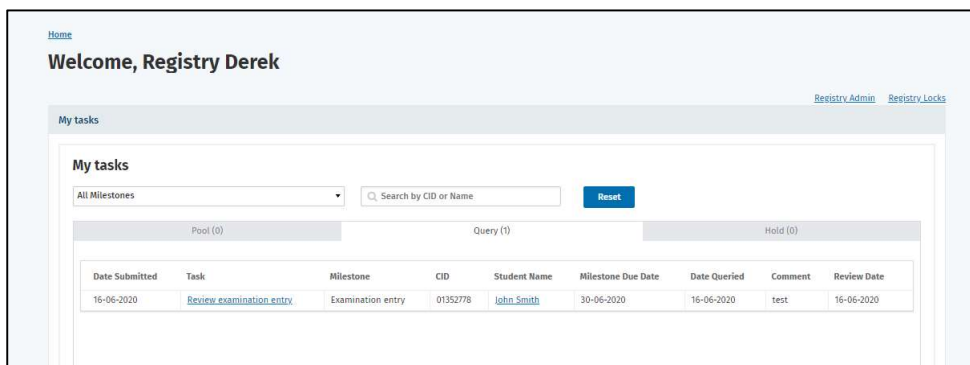
4.3 DPS Dashboard

- 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.

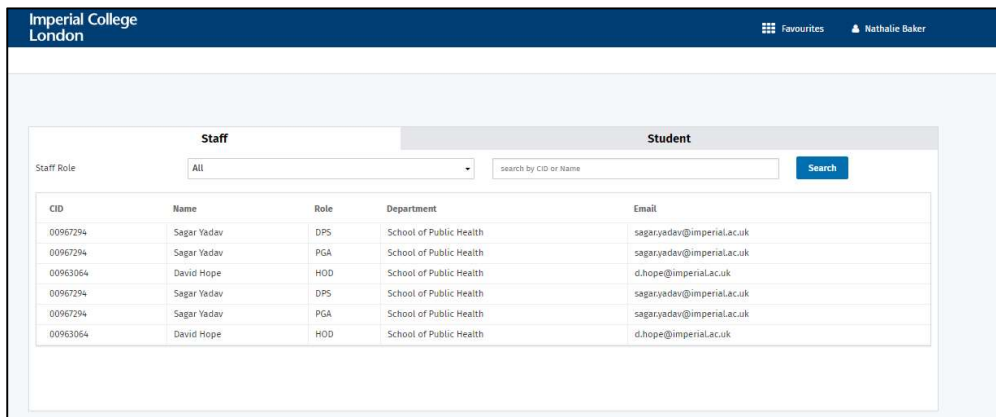


4.5 PGR Admin Dashboard

- The PGR Admin Dashboard has two views

4.5.1 Overview of Department Staff with Access

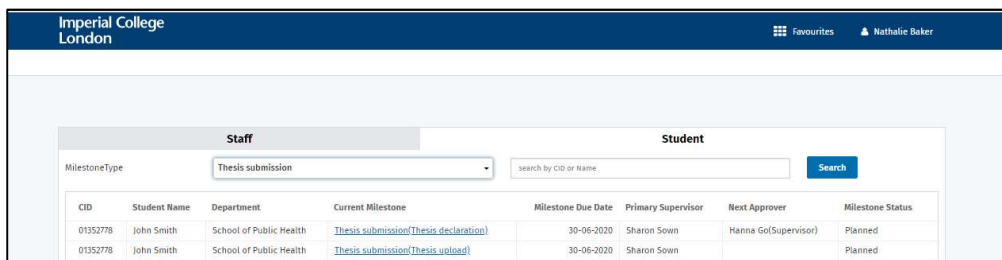
- This view includes: Name, CID, Role and email of the staff members.
- View of Staff members who have access within the Department.
- You can also use the Search field to search for a member of Staff by CID number or Name.



CID	Name	Role	Department	Email
00967294	Sagar Yadav	DPS	School of Public Health	sagaryadav@imperial.ac.uk
00967294	Sagar Yadav	PGA	School of Public Health	sagaryadav@imperial.ac.uk
00963064	David Hope	HDD	School of Public Health	d.hope@imperial.ac.uk
00967294	Sagar Yadav	DPS	School of Public Health	sagaryadav@imperial.ac.uk
00967294	Sagar Yadav	PGA	School of Public Health	sagaryadav@imperial.ac.uk
00963064	David Hope	HDD	School of Public Health	d.hope@imperial.ac.uk

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.



CID	Student Name	Department	Current Milestone	Milestone Due Date	Primary Supervisor	Next Approver	Milestone Status
01352778	John Smith	School of Public Health	Thesis submission / Thesis declaration	30-06-2020	Sharon Sown	Hanna Gol(Supervisor)	Planned
01352778	John Smith	School of Public Health	Thesis submission / Thesis upload	30-06-2020	Sharon Sown		Planned

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.

Imperial College London Favourites Nathalie Baker

Home

Welcome, John

My details

My details	Programme Title	Period of Registration
Full name John Smith	Public Health BENG	01-01-1900 - 01-01-1900
CD 01352778	Award Aim ENGD	
Department Public Health	Enrolment Status	

Please ensure that the information on this page is accurate. If any of the details are incorrect, please contact your Departmental Administrator.

My milestones

My milestones	My milestones	My milestones	My milestones
Early stage assessment Completed on 02-01-2020	Late stage review Completed on 02-01-2020	Examination entry Planned for 30-06-2020	Thesis submission Planned for 30-06-2020

My supervisors

Name	Type	Department	Email
Sharon Sowm	Main supervisor	Mathematics	1a@test.com
Harry Jones	Co-supervisor	Public Health	5a@test.com

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.

Home > Dashboard > Examination entry

Examination entry

This form must be completed in full at least four months before the anticipated date of submission of the thesis.

Thesis information

Thesis information

Research topic*
It is important that you complete this field as your field of study will be quoted in your eventual result letter and any further proof of studies you require from the College in future. It will also help the library to catalogue your thesis.

Water fusion

Approved thesis title*
Please indicate your thesis title as agreed between you and your supervisor. Following submission of this form, your thesis title will be considered and, if approved, you will receive confirmation of this. Modifications to your thesis title may be suggested for you and your supervisor to consider.

Water fusion - viability of commercial development

Expected thesis submission date*
Please indicate the date you expect to submit your thesis (approximately). Please note that this cannot be beyond your 4 year deadline.

31-12-2020

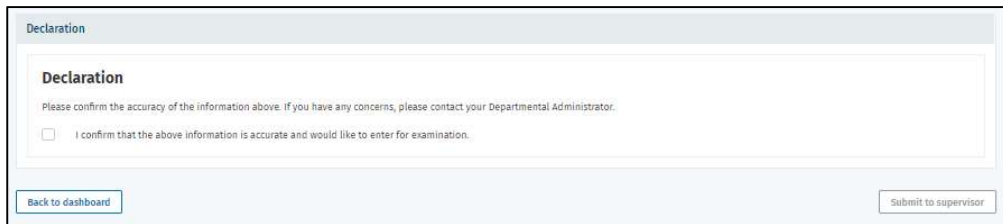
Save thesis information

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

Your changes were successfully saved.

- 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.



Declaration

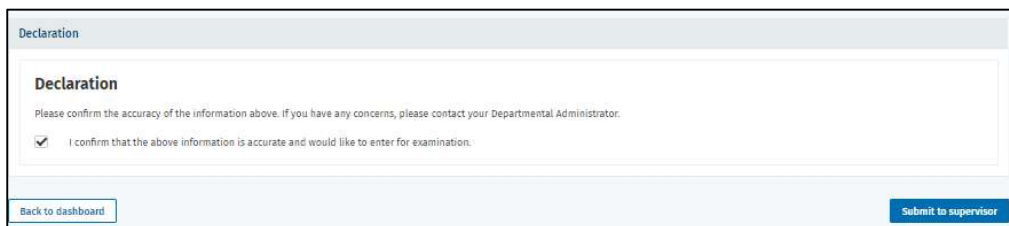
Declaration

Please confirm the accuracy of the information above. If you have any concerns, please contact your Departmental Administrator.

I confirm that the above information is accurate and would like to enter for examination.

[Back to dashboard](#) [Submit to supervisor](#)

- Click on Submit to supervisor button.



Declaration

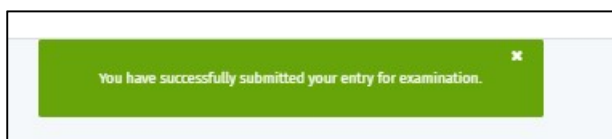
Declaration

Please confirm the accuracy of the information above. If you have any concerns, please contact your Departmental Administrator.

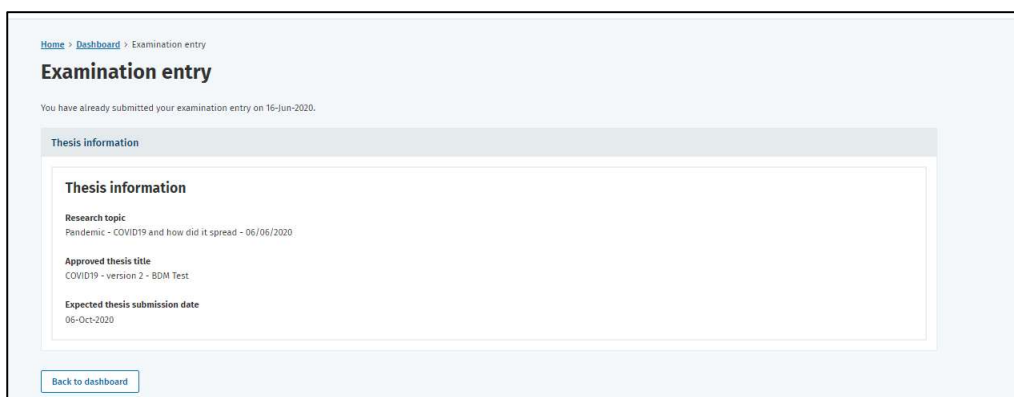
I confirm that the above information is accurate and would like to enter for examination.

[Back to dashboard](#) [Submit to supervisor](#)

- 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.



[Home](#) > [Dashboard](#) > Examination entry

Examination entry

You have already submitted your examination entry on 16-Jun-2020.

Thesis information

Thesis information

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

Approved thesis title
COVID19 - version 2 - BDM Test

Expected thesis submission date
06-Oct-2020

[Back to dashboard](#)

The screenshot shows a student dashboard for John Smith. The 'My details' section contains the following information:

Field	Value	Field	Value
Full name	John Smith	Programme Title	Public Health BENG
CID	01352778	Award Aim	ENGD
Department	Public Health	Enrolment Status	

Period of Registration: 01-01-1900 - 01-01-1900

Please ensure that the information on this page is accurate. If any of the details are incorrect, please contact your Departmental Administrator.

The 'My milestones' section shows four items:

- Early stage assessment**: Completed on 02-01-2020 (Green tick)
- Late stage review**: Completed on 02-01-2020 (Green tick)
- Examination entry**: Planned for 30-06-2020 (Yellow circle)
- Thesis submission**: Planned for 30-06-2020 (Yellow circle)

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.

Imperial College London

Home

Welcome, John

My details

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

Please ensure that the information on this page is accurate, if any of the details are incorrect, please contact your Departmental Administrator.

My milestones

Early stage assessment Completed on 02-01-2020	Late stage review Completed on 02-01-2020	Examination entry Completed on 16-06-2020	Thesis submission Planned for 30-06-2020
--	---	---	--

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.

Home > Dashboard

Welcome, Harry

My actions

Description	Milestone	Due date
Fill in your section for Carol Curtis's examination entry	Examination entry	31-08-2020

My students

Filter by Supervisor type:

Name	Supervision type	Current milestone	Milestone status	Due date
John Smith	Co-supervisor	Examination entry	Planned	30-06-2020
Majid Khan	Main supervisor	Examination entry	Planned	31-08-2020
Carol Curtis	Main supervisor	Examination entry	Planned	31-08-2020

- 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.

guidelines.' The form is divided into two main sections: 'Student information' and 'Thesis details'. Under 'Student information', there is a 'Candidate details' table with the following data: Full name: Carol Curtis; Programme Title: Public Health BENG; Period of Registration: 01-01-1900 - 01-01-1900; CID: 01346913; Award Aim: ENG0; Department: Public Health; Enrolment Status: Enrolled. The 'Thesis details' section includes: Research topic: Water fusion; Approved title of thesis: Water fusion - viability of commercial development; Expected submission date of thesis: 31-12-2020. At the bottom of this section is a question: 'Is the above information submitted by the student correct?' with radio buttons for 'Yes' (selected) and 'No'."/>

Home > Dashboard > Examination entry

Harry Jones's nomination of examiners

This form should be completed in full and submitted to Registry at least four months before the anticipated date of submission of the thesis. Please see [guidelines](#).

Student information

Candidate details

Full name Carol Curtis	Programme Title Public Health BENG	Period of Registration 01-01-1900 - 01-01-1900
CID 01346913	Award Aim ENG0	
Department Public Health	Enrolment Status Enrolled	

Thesis details

Research topic
Water fusion

Approved title of thesis
Water fusion - viability of commercial development

Expected submission date of thesis
31-12-2020

Is the above information submitted by the student correct?
 Yes No

5.2.2 Reject Thesis details

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

Thesis details

Research topic
Water fusion

Approved title of thesis
Water fusion - viability of commercial development

Expected submission date of thesis
31-12-2020

Is the above information submitted by the student correct?
Yes No

Please explain your reasons for rejection:

[Reject thesis details](#)

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

- 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.

Is the above information submitted by the student correct?
 Yes No

Examiners Nominations

All sections of the internal and external examiner nomination forms must be completed in full.
All candidates must be examined by a panel comprising of at least one internal and one external examiner.
*Candidates submitting a thesis for a Doctor in Engineering degree must also be examined by an Industrial Examiner, external to the College.
The appointment of examiners are subject to the eligibility and appointment criteria outlined in the College's Procedure for Appointment of Examiners for Research Degrees.
All supervisors should refer to this document prior to submitting the examiner nominations to the Director of Postgraduate Studies for review.
If you have any queries, please contact the Registry Assessment Records Team (assessment.records@imperial.ac.uk).

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

[Add internal examiner](#) [Add external examiner](#) [Add industrial examiner](#)

Additional 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 referral to the graduate school for consideration by the Registry Assessment Records Team).

Add comments

If this is not relevant, please proceed to the Declaration section below.

- 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.

Nominate an Internal Examiner

Internal Examiner

Please select the nominated internal examiner

Internal examiner search:

Proposed Internal Examiner Information

Please summarise the reasons why the nominated internal examiner is suitable for appointment to this role *

Has the proposed examiner supervised at least one PhD, Eng or MD(res) student to successful completion? *

Yes No

Has the proposed examiner acted as an assessor for successful Early and Late Stage Reviews (previously MPhil to PhD transfer) on at least three occasions? *

Yes No

Has the proposed examiner successfully completed their probation period (including the completion of the mandatory Introduction to Supervising at Imperial College London course and/or their prescribed Faculty courses)? *

Yes No N/A

Please select one of the following: *

The proposed examiner is from a different department and has no connections with the candidate

The proposed examiner is from the same department/research group, but has no connections with the candidate

If the nominee is an NHS consultant, please tick to confirm that they hold an Honorary Senior Lecturer or above contract with a College

Does the proposed examiner have experience of examining research degrees for Imperial College London? *

Yes No

Does the proposed examiner have experience of examining research degrees for the University of London? *

Yes No

Does the proposed examiner have experience of examining research degrees at any other Higher Education Institution? *

Yes No

If yes please state the name of the institution

If the proposed examiner has no experience of research degree examination, please provide details of relevant supervision experience or training received

Cancel

Save Internal Examiner

- 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)

Nominate an External Examiner

The fee payment for external examiners is £150 gross per thesis examinations.

External examiners may also claim reimbursement for expenses of up to £300 incurred as a result of their duties in this capacity, paid by the College Registry. Please note that departments are required to cover any additional costs in excess of £300.

Further details will be provided to external examiners directly by the Registry Assessment Records Team upon confirmation of their appointment.

External Examiner Details

In cases where the proposed external examiner has previously examined at Imperial, you should be able to locate their details via the search box below:

Look up External Examiner:

If you are unable to locate the relevant details via the search box above, please click on the 'Create New Examiner' button below to nominate the external examiner

[Create new examiner](#)

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.

Nominate an Industrial Examiner

The fee payment for external examiners is £150 gross per thesis examinations.

External examiners may also claim reimbursement for expenses of up to £300 incurred as a result of their duties in this capacity, paid by the College Registry. Please note that departments are required to cover any additional costs in excess of £300.

Further details will be provided to external examiners directly by the Registry Assessment Records Team upon confirmation of their appointment.

Industrial Examiner Details

In cases where the proposed external examiner has previously examined at Imperial, you should be able to locate their details via the search box below:

Look up Industrial Examiner:

If you are unable to locate the relevant details via the search box above, please click on the 'Create New Examiner' button below to nominate the external examiner

[Create new examiner](#)

Proposed Industrial Examiner Information

Does the proposed examiner have experience of examining research degrees for Imperial College London? *

Yes No

Does the proposed examiner have experience of examining research degrees for the University of London? *

Yes No

Does the proposed examiner have experience of examining research degrees at any other Higher Education Institution? *

Yes No

If yes please state the name of the institution

Please comment on the proposed examiner's suitability for appointment and explain why this grouping of examiners is appropriate to examine this thesis: *

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.

Nominate an External Examiner

The fee payment for external examiners is £150 gross per thesis examinations.

External examiners may also claim reimbursement for expenses of up to £300 incurred as a result of their duties in this capacity, paid by the College Registry.
Please note that departments are required to cover any additional costs in excess of £300.

Further details will be provided to external examiners directly by the Registry Assessment Records Team upon confirmation of their appointment.

External Examiner Details

In cases where the proposed external examiner has previously examined at Imperial, you should be able to locate their details via the search box below:

Look up External Examiner:

If you are unable to locate the relevant details via the search box above, please click on the 'Create New Examiner' button below to nominate the external examiner

Create new examiner

New Examiner Details

Title *

First name *

Last name *

Email address *



Cancel New Examiner

5.2.3.3 Remove examiners


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

Examiners

Enter a section description here (text justify).

Examiner Name	Type	Email	
Joe Bloggs	Internal	j@-test@ic.ac.uk	
	External		

Add internal examiner **Add external examiner** **Add industrial examiner**



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.

Additional 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 referral to the graduate school for consideration by the Registry Assessment Records Team).

If this is not relevant, please proceed to the Declaration section below.

[Back to dashboard](#) [Go to declaration](#)

- Once the declaration page has opened, complete all the questions.

Sharon Sown's nomination of examiners

This form should be completed in full and submitted to Registry at least four months before the anticipated date of submission of the thesis. Please see [guide lines](#)

Declaration

Please confirm the following information and, where necessary, provide further information:

Are you aware of any professional, academic or personal connections between the candidate and/or the supervisor(s) and the proposed examiners?*

Yes No

If yes, please provide full details:

Has the proposed examiner been involved in the research reported in the Thesis, or liaised with the student in an advisory capacity?*

Yes No

If yes, please provide further details:

Was the proposed examiner a party to the candidate's Early Stage Assessment or Late Stage Review?*

Yes No

If yes, please provide further details:

[Back to nomination](#) [Submit to Director of Postgraduate Studies](#)

- 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.

Imperial College London

Home > Dashboard

You have successfully submitted your nomination of examiners.

Welcome, Sharon

My actions

My actions

Description	Milestone	Due date
No milestones to show...		

My students

My students

Filter by Supervisor type: All Supervisors

Name	Supervision type	Current milestone	Milestone status	Due date
Carol Curtis	Co-supervisor	Examination entry	Planned	31-08-2020
Maid Khan	Co-supervisor	Examination entry	Planned	31-08-2020
John Smith	Main supervisor	Examination entry	Planned	30-06-2020

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.

*** TEST *** EEF T&C Confirmed

OutSystems
To: 1a@test.com

If there are problems with how this message is displayed, click here to view it in a web browser.

Imperial College London

Dear Mrs Sharon Sown,

EEF has been completed and the examiners have approved T&C.
You may start Viva discussions with the student.

Yours sincerely,

Assessment Records Team
Imperial College London
Registry
Level 3 Sherfield Building
South Kensington Campus
London SW7 2AZ
Tel: 020 7594 8037 /6087
Email: research.degree@imperial.ac.uk
Website: www.imperial.ac.uk

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.

Home > Dashboard

Welcome, DPS Harry

My actions

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

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	
CID	Award Aim	01-01-1900 - 01-01-1900
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

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 referral 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](#)

5.3.1 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.

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.

5.3.2 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.

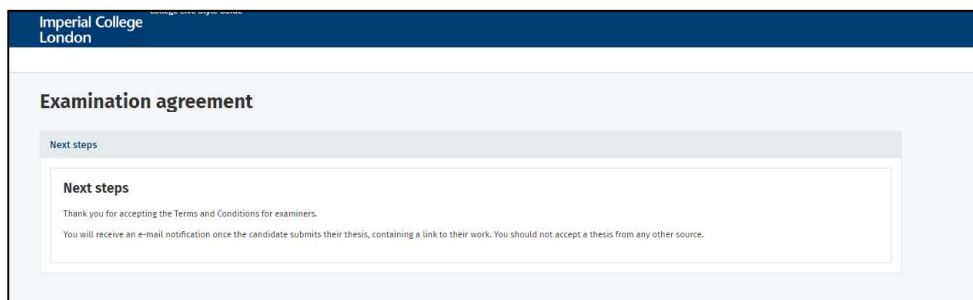
Are you sure?
 Are you sure all details are correct? If yes, click OK to continue

[Cancel](#) [OK](#)

- 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.

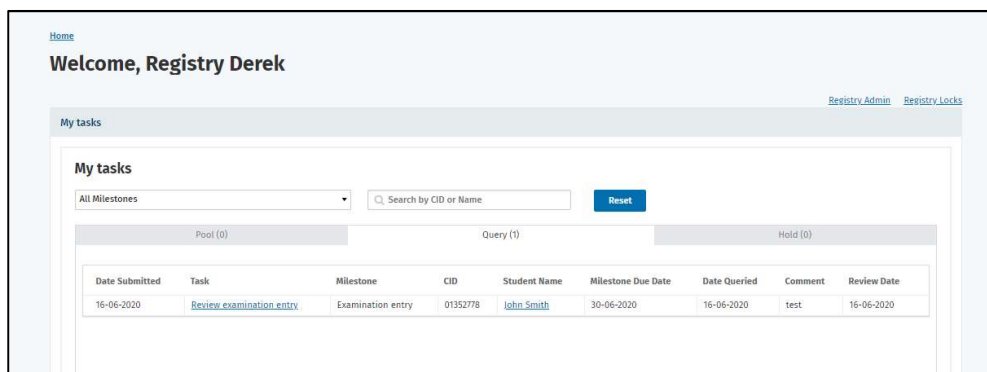
5.4 Examiners confirmation

- 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.



[Home](#) > [Dashboard](#) > Examination entry

Examiner nominations review

Page description goes here.

Examination entry and nomination of examiner details

Examination entry and nomination of examiner details

Candidate details

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

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

Examiner details

CID	Title	Name	Type	Email	Examiner Questions
12345768	Mr	External Examiner	External	ext@examiner.com	Examiner Questions
01996310	Mr	Test submit examiner	External	external.examiner@test.com	Examiner Questions
00967897	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 referral 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

- 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.

Submission Decision

Please select from an option below: *

Select a decision

- Select a decision
- Approve
- Reject
- Query

[Back to dashboard](#) [Submit](#)

Query

Please explain your reasons for putting the Examination entry on Query:

Review Date

[Cancel](#) [Save](#)

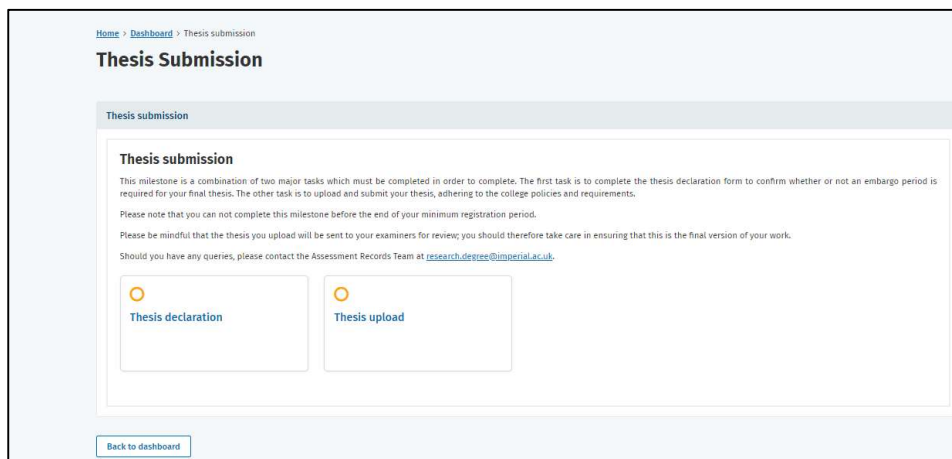
- You can approve, reject or query the form.
- If you reject, it will ask you to add the reasons why you are rejecting. You can then send the form back for changes to be made.
- If you Query, it will give you a field to add comments on the query and a review date.
- If you approve, the student will be 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.



- 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.

- Your Supervisor will now receive an email asking them to approve the Declaration. A task will also appear in their Dashboard.

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.

The screenshot shows the Imperial College London dashboard. At the top, it says 'Imperial College London' and 'Welcome, Sharon'. Below this, there are two main sections: 'My actions' and 'My students'.

My actions

Description	Milestone	Due date
Fill in your section for John Smith's thesis declaration	Thesis submission	30-06-2020

My students

Filter by Supervisor type: All Supervisors

Name	Supervision type	Current milestone	Milestone status	Due date
Carol Curtis	Co-supervisor	Examination entry	Planned	31-08-2020
Majid Khan	Co-supervisor	Examination entry	Planned	31-08-2020
John Smith	Main supervisor	Thesis submission	Planned	30-06-2020

- Review the information provided.

The screenshot shows the Imperial College London dashboard. At the top, it says 'Imperial College London' and 'Welcome, Sharon'. Below this, there are two main sections: 'Student information' and 'Availability of Thesis'.

Student information

Full name	Programme Title	Period of Registration
John Smith	Public Health BENG	01-01-1900 - 01-01-1900
CID	Award Aim	
01352778	ENG0	
Department	Enrolment Status	
Public Health		

Availability of Thesis

I request that this thesis be available for public consultation as follows (please select):
After 6 months

If seeking a delay to making the thesis available for public consultation please select the primary reason for your embargo request:
Patent pending To avoid invalidating a potential patent application

Submitted by student on 16-Jun-2020 at 13:57

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.

Declaration

Declaration

Is the above information submitted by the student correct?

Yes No

Please explain your reasons for rejection

Back to Dashboard
Submit

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.

Declaration

Declaration

Is the above information submitted by the student correct?

Yes No

Back to Dashboard
Submit

Imperial College London

Favourites Nathalie Baker

You have successfully approved the Thesis Declaration.

Student information

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

Availability of Thesis

I request that this thesis be available for public consultation as follows (please select):

After 6 months

If seeking a delay to making the thesis available for public consultation please select the primary reason for your embargo request:

Patent pending To avoid invalidating a potential patent application

Submitted by student on 16-Jun-2020 at 13:57

Declaration

Accepted 16-Jun-2020 at 14:02

Back to Dashboard

- 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.

Imperial College London Favourites Nathalie Baker

[Home](#) > [Dashboard](#) > Thesis submission

Thesis Submission

Thesis submission

This milestone is a combination of two major tasks which must be completed in order to complete. The first task is to complete the thesis declaration form to confirm whether or not an embargo period is required for your final thesis. The other task is to upload and submit your thesis, adhering to the college policies and requirements.

Please note that you can not complete this milestone before the end of your minimum registration period.

Please be mindful that the thesis you upload will be sent to your examiners for review; you should therefore take care in ensuring that this is the final version of your work.

Should you have any queries, please contact the Assessment Records Team at research.degree@imperial.ac.uk.

✔
 Thesis declaration

○
 Thesis upload

[Back to dashboard](#)


- 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.

[Home](#) > [Dashboard](#) > [Thesis submission](#) > Thesis upload

Thesis upload

Thesis upload

Please read the [Submission Checklist](#) carefully to ensure you submit in the correct format.


 Click here or open a file explorer and drag and drop to upload your thesis document.

If the title of your thesis has changed or if you need to upload any supporting documents or have any queries about your submission, please contact research.degree@imperial.ac.uk.

[Back to my dashboard](#)
[Submit thesis](#)


[Home](#) > [Dashboard](#) > [Thesis submission](#) > Thesis upload

Successfully uploaded thesis.

Thesis upload

Thesis upload

Please read the [Submission Checklist](#) carefully to ensure you submit in the correct format.

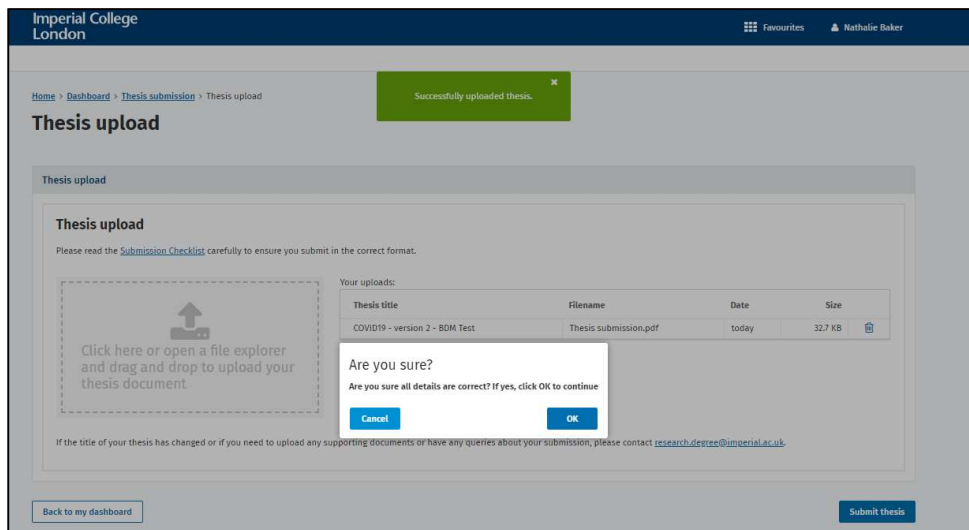

 Click here or open a file explorer and drag and drop to upload your thesis document.

Your uploads:			
Thesis title	Filename	Date	Size
COVID19 - version 2 - BOM Test	Thesis submission.pdf	today	32.7 KB

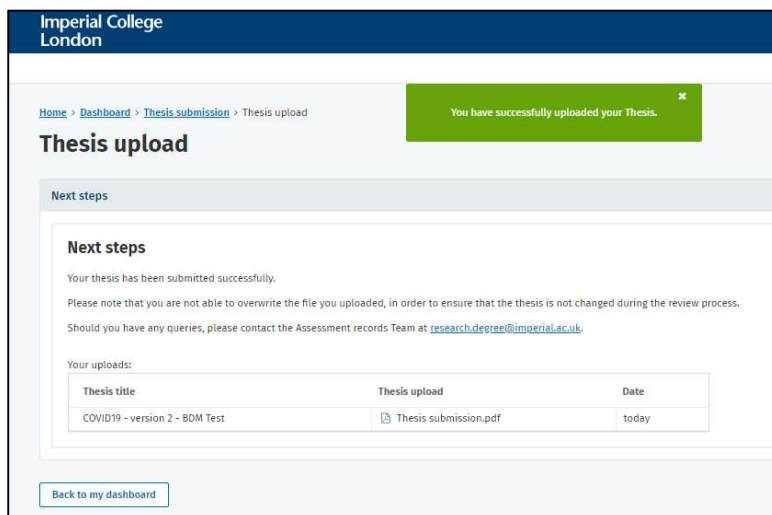
If the title of your thesis has changed or if you need to upload any supporting documents or have any queries about your submission, please contact research.degree@imperial.ac.uk.

[Back to my dashboard](#)
[Submit thesis](#)

- 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.

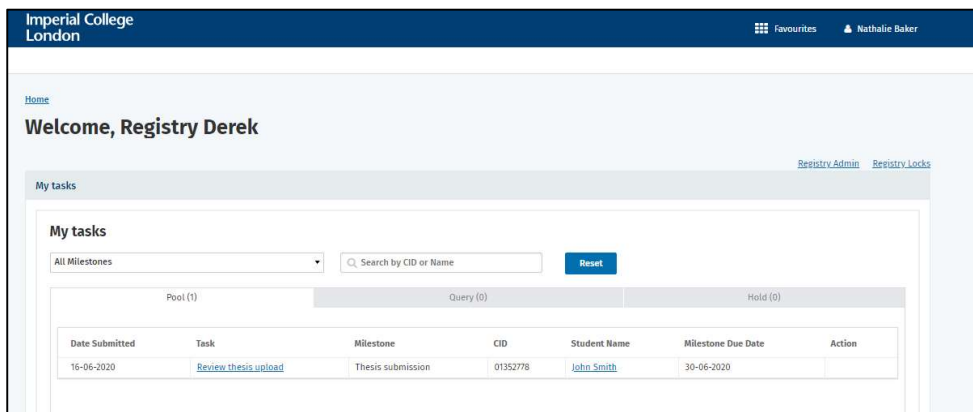
6.2.1.2 Approved Thesis Upload

- 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.

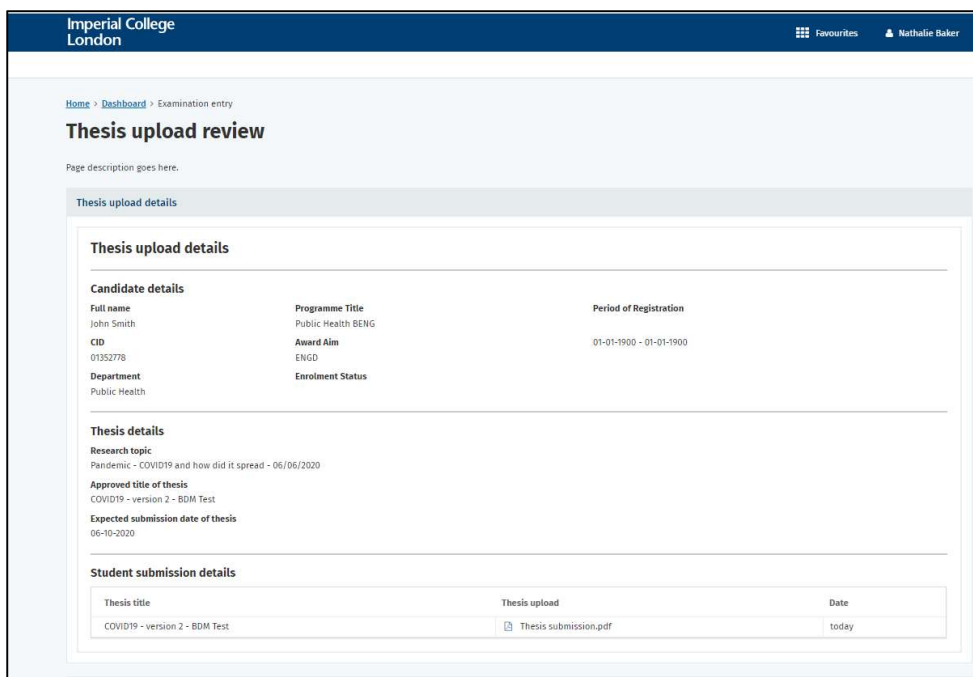
- If the Registry are not yet in a position to release your thesis to your examiners, you will be informed of this.

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).

Submission decision

Submission decision

If all of the following requirements have a status of 'Completed' you will be able to accept and release this Thesis upload:

- Examination entry: Completed
- Examiners Requirements accepted: Not completed

Re-send T&C's Show email audit

Please select from an option below:*

Select a decision

Back to dashboard Submit decision

- 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.

Submission decision

Submission decision

If all of the following requirements have a status of 'Completed' you will be able to accept and release this Thesis upload:

- Examination entry: Completed
- Examiners Requirements accepted: Not completed

Re-send T&C's Show email audit

Please select from an option below:*

Select a decision

- Select a decision
- Reject
- Approve and Hold

Back to dashboard 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.

Submission decision

Submission decision

If all of the following requirements have a status of 'Completed' you will be able to accept and release this Thesis upload:

- Examination entry: Completed
- Examiners Requirements accepted: Completed

Please select from an option below:*

Select a decision

- Select a decision
- Reject
- Approve and Release
- Approve and Query

Back to dashboard Submit decision

Submission decision

Submission decision

If all of the following requirements have a status of 'Completed' you will be able to accept and release this Thesis upload:

- Examination entry: Completed
- Examiners Requirements accepted: Completed

Please select from an option below: *

Reject

Please explain your reasons for rejection: *

Back to dashboard

Submit decision

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.

Submission decision

Submission decision

If all of the following requirements have a status of 'Completed' you will be able to accept and release this Thesis upload:

- Examination entry: Completed
- Examiners Requirements accepted: Completed

Please select from an option below: *

Approve and Query

This submission will be moved to the Query tasks tab on your dashboard. Please select a date you would like to review the submission again. *

DD-MM-YYYY

Query or Hold Comments

No items to show...

Back to dashboard

Submit decision

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

Submission decision

Submission decision

If all of the following requirements have a status of 'Completed' you will be able to accept and release this Thesis upload:

- Examination entry: Completed
- Examiners Requirements accepted: Completed

Please select from an option below: *

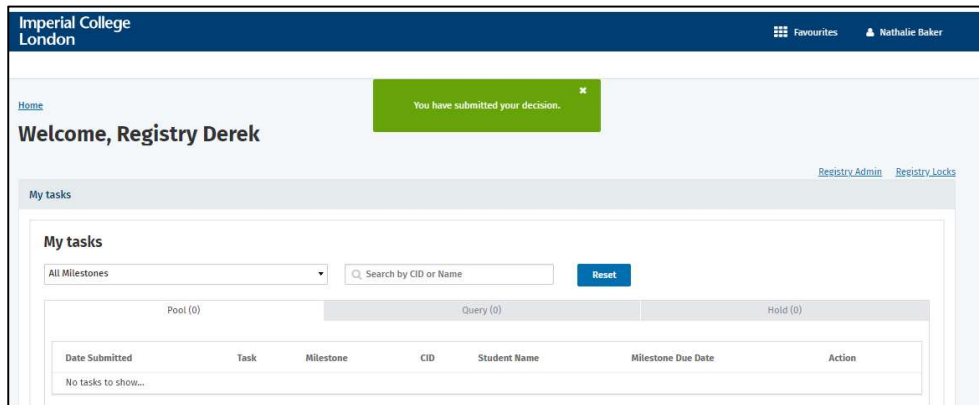
Approve and Release

Back to dashboard

Submit decision

- 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.