Imperial College London

Postgraduate Research Milestones (PGR) Manual for Supervisors

Exam Entry Form (EEF)

and

Thesis submission

Contents

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 Supervisor's perspective in detail below.

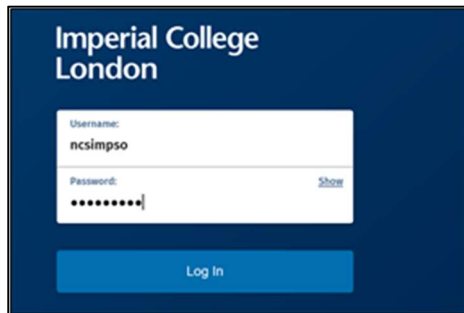# 3   Access and Login

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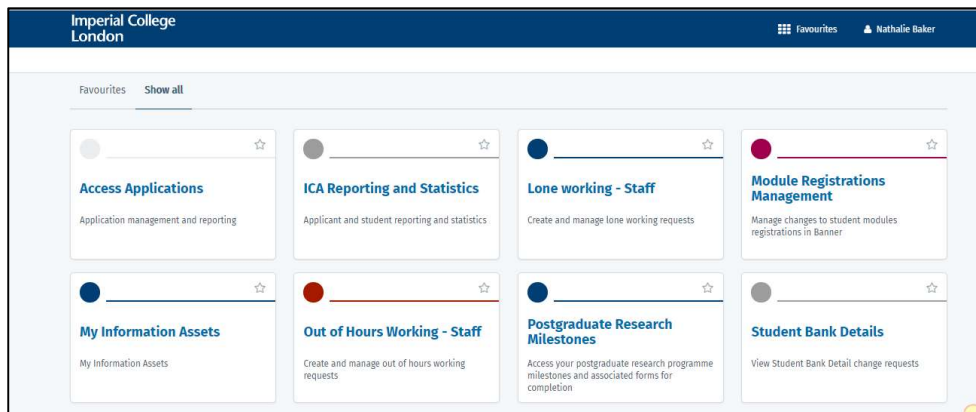
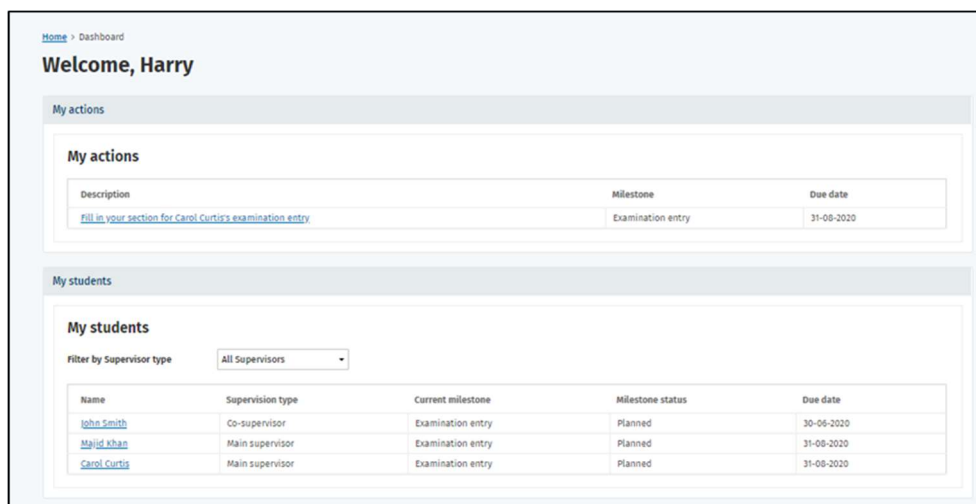- Click on the tile and login in via single sign on with your Imperial username and password.

4 Dashboards

- Logging in will take you to your Dashboard.

4.1 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.

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 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.

5.1.1 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.

5.1.2 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.

5.1.3 Nominate examiners

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

5.1.3.1 *Add examiners*

5.1.3.1.1 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.

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- 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: *   [Search by CID, Name or Email Address]

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.

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5.1.3.1.2   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: [Search by CID, Name or Email Address]

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]

5.1.3.1.3   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: [Search by CID, Name or Email Address]

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]

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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: *

[   ]

Cancel   **Save Industrial Examiner**

5.1.3.2   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.

5.1.3.3   Remove examiners

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

5.1.4   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.

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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 referal 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 Regsitry at least four months before the anticipated date of submission of the thesis. Please see guidelines

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 liased 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.

5.1.5 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.

5.1.6 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.

5.2 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.
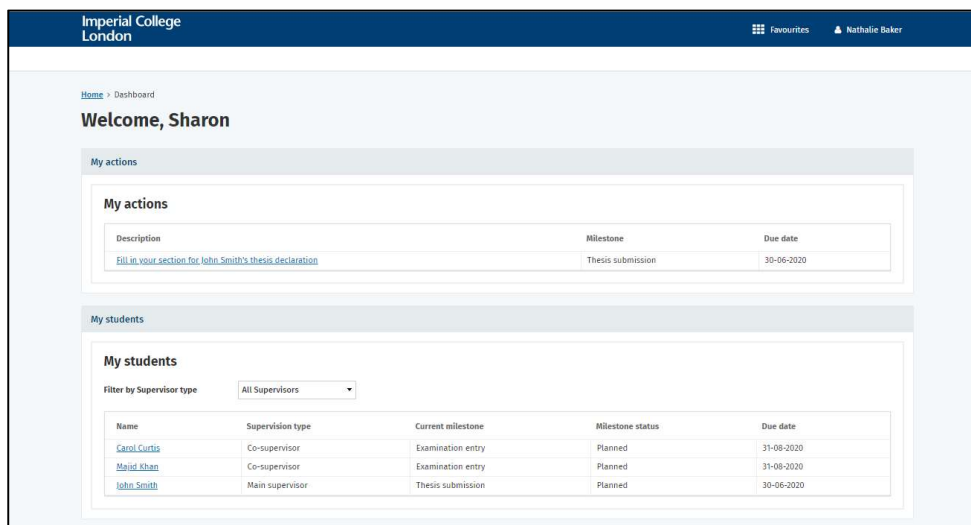- They should read through the conditions and click on Accept if they accept the nomination.

Examination agreement

Next steps

Next steps

Thank you for accepting the Terms and Conditions for examiners.

You will receive an e-mail notification once the candidate submits their thesis, containing a link to their work. You should not accept a thesis from any other source.
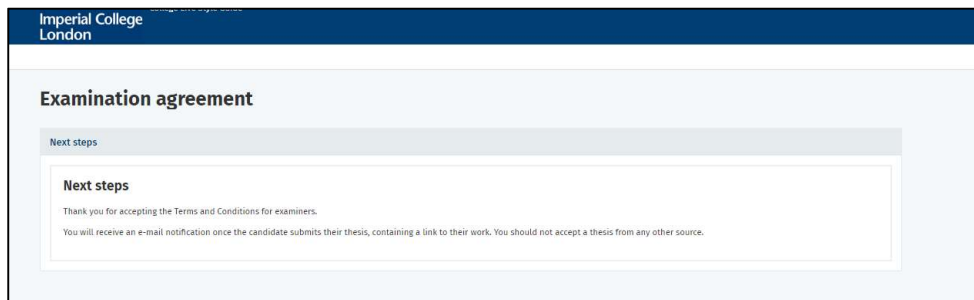
6 Thesis Submission

6.1 Thesis Declaration

6.1.1 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.

Home > Dashboard

Welcome, Sharon

My actions

My actions

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

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
Majid Khan	Co-supervisor	Examination entry	Planned	31-08-2020
John Smith	Main supervisor	Thesis submission	Planned	30-06-2020

- Review the information provided.

6.1.1.1 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.

6.1.1.2 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

- 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.