

# School Annual Progress Report: Staff Guide

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## 1 Introduction

Each year, for every Postgraduate Research student, two Postgraduate Annual Progress Reports should be submitted to registry, one by the student, and one by their school. Both the Student and School PGR Annual Progress will be completed within MMS. Tailored reports for each student can be accessed on the **Annual Progress Reports** tab in the **Postgraduate administration** tool in research module. Each school will have an associated research module. Reports can be created by supervisors however the reports can only be submitted to registry by the Head of School or the Director of Postgraduate Studies.

### Postgraduate Administration

This page allows you to manage various forms involved with administration of postgraduate research students.

#### Annual Progress Reports

#### Examining Committee Nomination

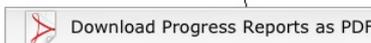
The following annual progress forms have already been created:

Search:

Matric Num	Student Name	Created	Created By	Submitted	Select
00000000	Student 1	20/05/2011 11:55	Staff1		<input type="checkbox"/>

Click the student name to access the most recently saved form

Download progress reports in PDF format by checking the select box and clicking the 'Download Progress as PDF' button

 Download Progress Reports as PDF

### Create School Annual Progression Report

To create a new annual progress form, I need to know which student the report applies to. On the next page you will be able to complete details about the student's progress, their review, and any recommendations of changes to their studies.

Student:

To create a new report, select the student and click the 'Enter Details of Progress Report' button

 Enter Details of Progress Report

Figure 1: School Annual Progress Report Tab in the Administration tool

## 2 Information Needed

The electronic version of the school annual student progress report requires the same information as the previous paper form:

- Student name
- Date of review
- Anticipated thesis submission date
- Information on and a copy of the student's generic skills progress report
- Frequency of student and supervisor meetings
- Information on discussion of seeking formal permission from Ethics committee
- Any concerns with student's progress

- Details of student's progress including any information that has been sent to the student in writing and information on any steps to overcome issues
- Information on any recommendation of change of registration
- Information on any recommendation of termination of studies

### 3 Filling in the Report

To create a student progress review form select the student from the **Create School Annual Progression Report** section and then click the **Enter Details of Progress Report** button. MMS will then create a form tailored for the selected student which will include the student ID number, the degree start and end dates, primary and secondary supervisors and the mode of attendance.

At any point during completion of the school annual progression report you can click the **Save Progress Report** button to save the report and until the report has been submitted to registry you will be able to access the form and complete / change details by clicking on the student name in the **Annual Progress Reports** table. The **Download PDF preview** link provides a PDF of the form as it was last saved. Once completed the member of staff filling out the form can click the **Notify PG Director of Form Ready For Approval** button, which will generate and send an email informing the Head of School or the Director of Postgraduate Studies that the form is ready for submission to registry. They can submit the report to registry, using the **Submit Progress Report to Registry** button.

The progress reviewed date and the anticipated submission date can either be selected by clicking on the calendar icon to the right of the text box and then selecting the date, or by manually entered in the form dd/mm/yyyy e.g. the 1<sup>st</sup> of May 2011 would be entered as 01/05/2011.

Students must complete an annual generic skills progress report. The most recent generic skills report should be uploaded by clicking the **Browse** button and selecting the file in the dialogue box. If a student has not completed a generic skills report then the details of why this is the case should be entered into the text box provided.

Regulations state the student and supervisor should meet 10 times per session. This is currently a free text field so the frequency can be entered as number of meetings monthly, per semester or per session. The next question, question 5, asks about contact with the ethics committee. Every PhD student must seek formal permission from the Research Ethics Committee. For this question select yes if this has been discussed with the student, otherwise no. Question 6 should be filled in regarding the any problems or concerns that have been identified that may affect the student's short or long term progress towards their degree.

Question 7a allows the progress of the student of the student to be selected. There are four options:

- **Satisfactory** - Select if there are no concerns for the students progress and no further action is required.
- **Satisfactory with Concerns** - Select if on the whole the student is making progress however there are concerns that may require further action.
- **Not Satisfactory** - Select if the student is experiencing substantial problems.
- **On Leave of Absence** - Select if the student is on a leave of absence and does not need to be reviewed at this time.

If there are any concerns with the student's progress the student should be informed in writing, select either yes to 2b if this is the case. Question 7c asks about steps that have been put into place to overcome any problems that the student has encountered.

Questions 8 and 9 ask about any recommendation to change registration or terminate studies, select yes or no as appropriate.

Question 10 will allow the selection of the next review date.

Once the form has been completed click the **Notify PG Director of Form Ready For Approval** button to inform the Head of School or the Director of Postgraduate Studies by email that a report has been created and confirmed. The Head of School or the Director of Postgraduate Studies will then be able to open the report and click the **Submit Progress Report to Registry** button to send the form to registry. This is analogous to signing the paper form.

## 4 Appendix: Example School Progress Review form

### School Annual Progression Report on Research Students

**Student:** [Student1 \(000000001\)](#)  
**Degree Intention:** PhD  
**Degree Programme:** Computer Science  
**Degree start/end dates:** 01/01/2009 - 01/01/2013  
**Supervisor(s):** Supervisor (Primary)  
**Mode of Attendance:** Full Time  
**Academic Session:** 2010/1  
**Created By:** Staff1 at 31/May/11 13:42



1. Has the student's progress been reviewed by the Postgraduate Committee? If so, when?

If not, why has the student not been reviewed?

2. When is the student anticipated to submit their thesis?

3. Has the student completed a generic skills progress report? If so, attach below:  
Generic skills report: //Desktop/Forms/Prog   
Give details if not:

4. Approximately how frequently has the student and supervisor met?

5. Have you discussed with the student any requirement to seek formal permission from the School and/or University's Research Ethics Committee for their research?  
N/A  No  Yes

6. What problems or concerns have been identified that may affect the student's short-term or long-term progress toward their degree?

7. a. Overall, is the student's progress satisfactory?  
   
b. If the student's progress has not been satisfactory, has the student been informed in writing?  
N/A  No  Yes   
c. If the student's progress has not been satisfactory, what steps are proposed to overcome the problems?

8. Do you recommend a change of registration? If yes, to what degree (for example MPhil, PhD)?

9. Do you recommend that the Faculty consider termination of studies?  
No  Yes   
If yes, has the student been informed in writing of your decision, and the possibility of appeal to the relevant Faculty officer?  
N/A  No  Yes

10. Around what date should the student next be reviewed? This is just a guideline date, and does not need to be precise. Leave blank if the student will finish before their next review. Normally this would be 12 months after the review this report applies to.

Figure 2: Example School Progress Review form