

## Starting and Completing your Progress Report

Please note: If the student is on a study break, then the supervisor should complete the Progress Report on the student's behalf.

A Progress Report should only be completed on PGR Manager *after* Upgrade has been completed. Pre-upgrade reporting should be done using the Progress Report form.

<https://www.open.ac.uk/students/research/forms-and-guidance>

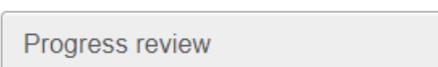
You should only complete a Progress Report around the anniversary of your registration. If your faculty requires you to complete a Progress Report more frequently, this should be done using the Progress Report form on the Graduate School Network and emailed to your faculty.

<https://www.open.ac.uk/students/research/forms-and-guidance>

1. Go to <https://doctoral-research-system.open.ac.uk/>
2. Login (see Logging into PGR Manager guide).
3. The My Project button on the right-hand side will take you to your project page where you can access your Progress Report.



4. Click on the Progress Review button.



5. Create a new application. You can also view old Progress Reports in this area.

Create new application

Application	Date	Status
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6. Follow instructions to check your details are correct. If you request changes, the Research Degrees Team will be notified.

Please submit project progress report.

Would you like to submit your project's progress for review?

Cancel

Start

And

Please confirm the details, as shown below, are correct.

Request changes

The registration details are correct

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Student	Mrs Brea Goodwin
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Supervisor	Dr Davidde Manning
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7. Complete each section of the workflow. If you cannot complete it all at that time, you can click 'save for later' to come back to another time.

Save for later

8. If you did not have a meeting with your Third-Party Monitor, please explain why and confirm whether a meeting was offered. You should notify your supervisor if one was not offered.

9. Progress Tab: Answers for Progress during the last 12 months (looking back) should be detailed and descriptive. The process is designed to help you reflect on what work and training you have completed. The Progress Report is read by your supervisors and your Director of Research/Associate Dean of Research/ARC Research Degrees Coordinator who want to always ensure you are getting the support you need and progressing as you should.
10. Meetings Tab: You should say how often you meet your supervisors and how you stay in touch in-between meetings. You and your supervisors are required to have 10 meetings per year (full-time) or 5 meetings per year (part-time). You can add suggestions or feedback for interactions here. If you have any issues with the levels of meetings or interactions with your supervisors you can also speak to your Third Part Monitor, Faculty/ARC, or Research Degrees Team.
11. Objectives Tab: This should be detailed and descriptive. This is a chance to capture and help resolve any issues you think you may encounter in the next year, as well as help plan your next steps to ensure you remain on track with your submission. You should discuss this section with your supervisors where possible.

Your thesis plan is usually a timeline or Gantt chart, showing how you will ensure you will submit your thesis by your submission deadline or, if funded, your funding end date.

Your estimated thesis submission date must be before your submission end date, which you can view on your main project page. If you are close to submitting, please ensure you have completed the Notice to Submit workflow under 'Examination' on your project page.

12. Reflections Tab: This should be detailed and descriptive and is a chance for you to reflect on what you have learnt. It is more general than just the progress of your degree.
13. Review your Progress Report and click the Continue button.

Review ▶  Confirm

Please review the information below before continuing.

Continue

Thesis title \_\_\_\_\_

14. Click Confirm: Submit. This is your final chance to change anything you have written. If you have anything extra to add you can do so in the Notes section

Review ▶  Confirm

You have chosen to submit your project progress

Confirm:

**Notes** (Notes can be seen by the student and all staff reviewing this application)

15. You can keep track of who needs to do what next with your Progress Report by looking at the box on the right side of the screen. Any of your supervisors can take over the task so if your Lead Supervisor is on Leave, email another supervisor asking them to take over the task.

**STATUS**  
Waiting for supervisor to comment  
on project progress

**CURRENTLY WITH**  
Davide Manning

**APPLICATION**

Project progress report

Download printable PDF...

Add note

16. Once your Progress Report has been confirmed, you will receive an email notification from [no-reply-pgr-manager@open.ac.uk](mailto:no-reply-pgr-manager@open.ac.uk). You can view everyone's comments by going back to the Progress Review tab and selecting this years' Progress Report. Then click on each section, or select the 'Download printable PDF'.