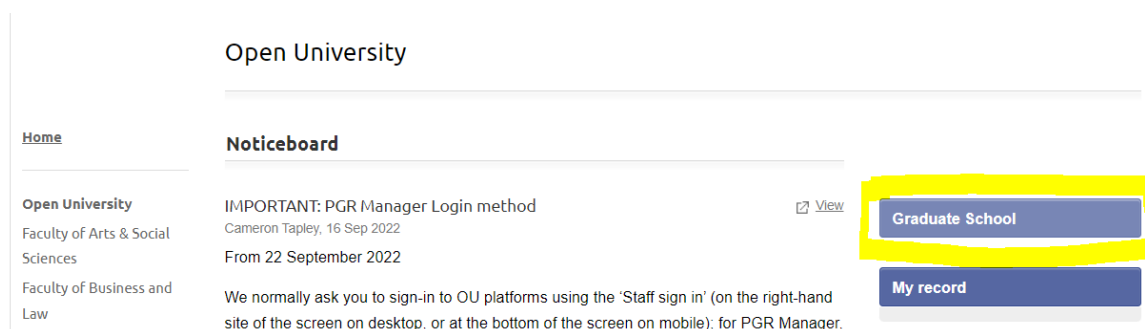


PGR Manager Dashboards

- Dashboards are information tables available to administrative and management staff to support the management of PGR students.
- The dashboards you can see will depend on your permissions. If you believe your permissions are incorrect, please contact PGRManager@open.ac.uk.
- Exporting dashboards to Excel will download it to your work laptop. Please ensure you delete reports once your work is done in line with GDPR.
- Most dashboards come standard with the package the OU purchased, and some do not provide us with useful or accurate information.

To view the dashboards, click on the blue Graduate School button on the home page.



This guidance sorts dashboards into three categories.

Green = works and does or will provide you with useful information

Yellow = works but the information is not that useful

Red = does not work or provides useless information

be open.ac.uk or ARC institutional email. If it isn't, let RDT know.

DIRECTORIES

Current Students

RDT, admins, PGRTs, DRDs and ARC coordinators can use this dashboard. It can be filtered by faculty or school/department. Admins and PGRTs and ARCs will only see their own students. We can't filter by ARC but can when exporting.

Very useful dashboard to just list all current students. It just shows LS, start and end date and stage, however if you export it you'll get their project title, mode, degree etc.

Status is just whether they are active or on a study break.

Stage is where in their degree they are. Upgrade means haven't completed upgrade yet. Registered is completed upgrade.

MPhil means pre-upgrade, MPhil only means studying for an MPhil

Email address should always be open.ac.uk or ARC institutional email. If it isn't, let RDT know.

Past and current Students

Includes students who have completed/de-registered/withdrawn. You won't see all students ever, only recent ones. All with permissions can see

Students fallen out of SEND before data refresh

Students that show as (past) on PGR Manager. RDT only

External Researchers

Dashboard does not work – ticket raised with Cayuse. RDT only.

STATISTICS

Students by Faculty (Headcount)

Students by ARC (Headcount)

These dashboards do not show accurate data. Seems to show students twice when upgrading, and includes ARC in Faculty count.

REGISTRATION

Induction overview [PGRT and Admins](#)

This shows whether students have completed the induction workflow. It also links to the report.

De-registration

Not useful doesn't actually show de-registrations

Re-registration progress [PGRT and admin](#)

Shows the status of all active re-registrations and who they are with. ARC students are shown on the left where there are 2 numbers for the faculty. Does not show re-registrations where student has not started it.

Re-registration overview [PGRT and admin](#)

Shows when student was last re-registered and when faculty approved it. Currently issues with dates that is with Cayuse to fix

UPGRADE

Upgrade overview (MPhil/PhD) [PGRT and admin](#)

Shows all the active upgrades and their status such as with assessor. Shows when it was submitted. If you export, it will show whether FT or PT. It also shows deadline. Remember this will show as 10 months for FT and 20 months for PT to allow time for revisions. You can use it to see whether the upgrade has been started or not. Where some have been finished offline they will still show as active. If student is at PhD and Registered then upgrade was passed. If still at MPhil or upgrade stage, contact RDT.

Upgrade progress [PGRT and admin](#)

Gives an overview of the active upgrades and what stage they are at. ARC students are in the left column of the faculty.

Upgrade pass rate

May include ARC as well. I wouldn't use this one for now.

Ethics

If supervisors say on upgrade form that ethics is required it will show here, however if it hasn't already been approved it will show No for approval. This can then be updated anywhere so the dashboard is not that useful. We don't have the ethics system installed though.

PROGRESSION

[Progress review progress](#) [PGRT and admin](#)

Shows the status of all active progress reports in the faculty/ARC. Doesn't show ones that have not yet been started by the student

[Progress review overview](#) [PGRT and admin](#)

Shows when the next PMR is due, when or whether it has been submitted, and the status of it. Sorted by year so you can see the status of previous years within a faculty/school/ARC.

Will be very useful once dates are sorted

EXAMINATION

[Notice to submit](#) [PGRT and admin](#)

Shows date NoS is given. The expiry doesn't matter as student can still submit after.

[Thesis submissions due](#) [PGRT and admin](#)

You can sort to see thesis submission due dates for this academic year, but next year will not populate until 1st August. A ticket has been raised to try and get this added. IT also doesn't remove people who have submitted or completed

[Thesis submissions](#) [PGRT and admin](#)

Shows submissions that have already happened.

[Thesis resubmissions due](#)

Doesn't currently work. Will show all students who have a resubmission due.

[Thesis amendments due](#)

Doesn't currently work as date is wrong. Will show any students who have amendments due.

[Examination arrangements](#)

Shows examiners, not useful.

[Examination report submission dates](#)

Doesn't work as doesn't show pre-viva report dates, only exam report confirmation dates

[Viva](#) [PGRT and admin](#)

Shows upcoming and recent vivas, and the submission date.

[Time to submission and award](#) [PGRT and admin](#)

Shows days from project start date to submission, then from submission to award.

[Examination logistics](#) [PGRT and admin](#)

Shows submission date, EPN approval date, viva date and date the thesis is released to examiners on the system.

[Examination outcomes](#) [PGRT and admin](#)

Shows final award but not outcomes before then, so not that useful. Does show start to submission to award date however.

[Award date](#) [PGRT and admin](#)

Shows the award date for students who's examination took place on PGR Manager.

[Completion time](#) [PGRT and admin](#)

Shows time in months for student to complete (only those who's examination was on PGR Manager).

[Examination chair experience](#) [PGRT and admin](#)

Shows any chairing experience that academics have done for vivas taken place on PGR Manager.

Issue with ARCs if people have duplicate accounts.

REF

Not useful as UoA doesn't feed from CIRCE. Might be possible to add in the future.

[Examination experience](#) [PGRT and admin](#)

Shows PhD and MPhil experience, but not ProfDocs. Includes what academics have added themselves

SUPERVISION

Supervisor record

Shows how many students they have supervised who have had revisions for their upgrade. doesn't seem to be accurate.

Supervision meeting progress

Shows any active or complete supervision meetings. Not very useful.

[Supervision meeting](#) [PGRT and admin](#)

Shows how many meetings attended, if any concerns raised in the meetings, when the last meeting was. Obviously only shows students who use PGR Manager for supervision meetings.

[Supervision meeting frequency](#) [PGRT and admin](#)

Shows how many meetings each month, and the longest gap between meetings. Have to export to see all months.

[Supervision monitoring](#) [PGRT and admin](#)

Shows when the last supervision meeting was, how many meetings attended, and last action by the student (such as creating a supervision meeting, study break, etc) or when they attended training. Doesn't show if they book onto training or change the skills audit.

[Supervision experience](#) [PGRT and admin](#)

Shows complete, active and total students supervised. Supervisors can manually add this so take this into consideration as sometimes people don't understand to completion means from start to final finish.

[Supervision capacity](#) [PGRT and admin](#)

Shows researchers assigned to a faculty and how many they are supervising currently in a given year. Some supervisors may not be showing but it should give a pretty accurate list. I think the purpose is to help find supervisor teams for new recruits

VISA MONITORING

Visa monitoring

Shows when their last meeting on PGRM was, and the last action taken on PGRM. Also has passport check date. Includes all visas

ATAS students

Doesn't work

[Visa tier 4 monitoring](#)

Shows last check in under the visa check in page. Student can also add to that?

Doctoral extension scheme contact monitoring

No longer required

FUNDING

Funding

Not required

EVENTS

There are glitches in the system that impact attendance, so take this all with a pinch of salt.

[Forthcoming events](#) [PGRT and admin](#)

Shows upcoming events, how many accepted on to it and how many attended.

[Workshop attendance](#) [PGRT and admin](#)

Shows who is attending training

[No attendance](#) [PGRT and admin](#)

Shows who has no-showed to events and how many they have signed up for

[Past events](#)

[Draft events](#)

[Series events](#)

TRAINING

Not useful

[Training needs overview](#)

[Training plan overview](#)

[Training plans overview](#)

RESEARCH DEGREES TEAM

[Updates for student records](#)

List of some tasks where CIRCE needs updates

[Collaborating establishment by student](#)

Not required

[Students without automatic project dates calculation](#)

People who we need to manually update project dates after study breaks, etc because of the system launch, or transfer student, or other glitch.

CHANGE REQUESTS

[Change requests](#) [PGRT and admin](#)

Shows all your active change requests for this academic year.

[Change request progress](#) [PGRT and admin](#)

Table view of all the change requests in a faculty, doesn't show ARCs

[Approved change requests](#) [PGRT and admin](#)

Shows all the approved change requests in a given month.

DATA MONITORING

RDT only

[Supervisors without access](#)

[Projects missing supervisors](#)

[Projects without titles](#)

[Duplicate profiles](#)

[Academic staff without a Faculty](#)

[Students without a Faculty](#)

ABSENCES

[Absences overview](#) [PGRT and admin](#)

Shows the type of absence, if they have a visa, and the end date.

[Annual leave overview](#) [PGRT and admin](#)

Annual leave allowance for students in a year (their allowance refresh date depends on start date)

[Overseas travel](#) [PGRT and admin](#)

Shows people's absences for annual leave, authorised absences

[Absence progress](#) [PGRT and admin](#)

Shows workflows in progress for absences

[Current absences and suspensions](#) [PGRT and admin](#)

Same as Absences overview but only current ones.

[Tier 4 visa overseas leave passport checks](#) [PGRT and admin](#)

Shows when Student Route students passport checks are. Doesn't track the check date currently

PANELS AND VIVAS

[Upcoming panels and vivas](#) [PGRT and admin](#)

Shows upcoming upgrade vivas

[Past panels and vivas](#) [PGRT and admin](#)

Shows recent upgrade vivas

DEADLINES

[Upcoming deadlines](#) [PGRT and admin](#)

Shows this month's upcoming deadlines but includes re-registration and progress which are still broken

[Missed deadlines](#) [PGRT and admin](#)

Same as above.

TESTING

[Project dates](#)

CUSTOMISATION

[Edit Graduate School overview](#)

[Edit Graduate School guidance notes](#)