

PGR Manager for Students: A Guide

Directly Supported Students and
Affiliated Research Centres (ARC)

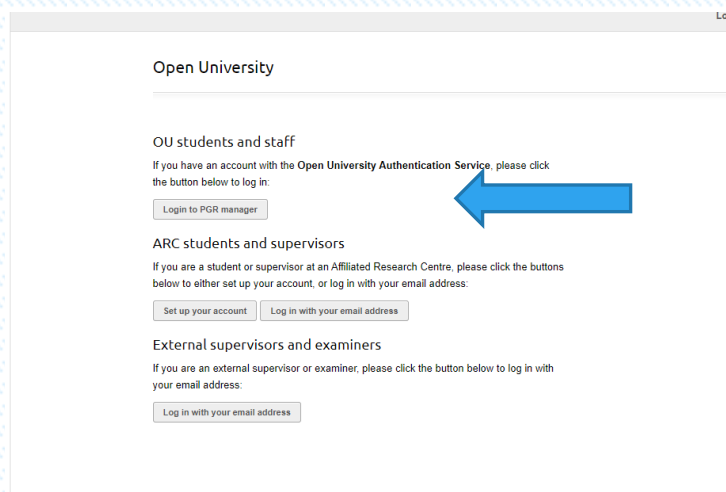
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Logging in

- When logging into the system for the first time you will be presented with a Login Page as shown.

Fig 1.



- If you are a **Directly Supported student at the Open University**, please select the login button as shown, to enter the system you will need to provide an email address using your OUCU and OU password.

For example: OUCU@open.ac.uk No other email addresses will be permitted.

- If you are a student from our **Affiliated Research Centres (ARC)** then click on Set up your account. You will be presented with this screen. Enter your ARC email address supplied by your relevant ARC and click Submit.

Fig 2.

ARC account setup

If you are an ARC student or supervisor who is logging in for the first time, please input your email address below. An email will be sent to you with instructions on how to set up a password and access PGR manager.

Email address:

If you have previously setup your account, click the link below to go to the login page.

[Log in with your email address »](#)

Introduction and Project Page

- All student users of the PGR Manager system will have a My Project page which displays the status of key information.
- On the right of the screenshot you will see the functionality available to the user and the relevant links associated with it.

Fig 3

Impersonating **Abbott Myers** Finish

The Open University

Quick search Search Browse Recent **TESTING** Abbott Myers Help

And problem power the office car change business

Student Project (past)

Title	And problem power the office car change business		
Student	Mr Abbott Myers		
Supervisor	Dr Michel Walton Dr Louis Hamilton Prof Joanna Bull Dr Ephraim Watkins		
Student Project Status	Complete		
Project mode	Full Time		
Student Project Type	PhD		
Student Project Stage	Graduated		

	Date completed	Deadline	Reminder sent
Project start	02 Jul 2014		
Project end	26 May 2019		

Project history

Project dates

Supervision meetings

Induction

Upgrade

Progress review

Re-registration

Examination

Change requests

Absence

DEVELOPMENT

Analysis

Training plan

Log

Grants and funding

- This preview shows the current status of all activities during the student journey, showing important dates as the student progresses.

Confirmation of project details

- In PGR Manager, applications start with a check that key information on the project is correct. If it is not, changes can be requested via The Graduate School Team for revision.

Fig 4

Quick search

SearchBrowseRecent

Tasks1Sam SmithH

< Back

Home

University of Example

Humanities

Media

Science and Technology

Committees

Upcoming meetings

REF Units of Assessment

Calendar

Past events

Using this demo

Guides

Confirm project details

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

Request changes

The project details are correct

Title

Doctoral Research Project

Researcher

Mr. Sam Smith

Supervisor

Dr Eulalie Yates

Research institute

Computer Science

Project mode

Part Time

Doctoral research project type

PhD


	Date completed	Deadline	Reminder sent
Project start	26 Sep 2019		
Project end		26 Sep 2026	26 Sep 2024





Confirmation of project details

Induction

- Once your Induction is completed, we ask all students to complete the “Induction” tab on the PGR Manager system.
- This can be found on the right-hand side of the screen as indicated.

Fig 5

Others the friend of by 

Title Others the friend of by

Student [Mr Aamir Day](#)

Supervisor [Prof Kaylyn Andrews](#)
[Dr Sabrina Cole](#)
[Prof Danell Riley](#)
[Prof Georg Anderson](#)

Student Project Status [Withdrawn](#)

Project mode [Full Time](#)

Student Project Type [MPhil](#)

Student Project Stage [Graduated](#)

Project history

Project dates

Supervision meetings

Induction


Upgrade

Progress review

Re-registration

Examination

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		



- Once accessed you are presented with an Edit: Induction – student name fields (see Figure 6 below).
- Please complete all fields and save by clicking the Save button at the bottom left of the screen.
- This is reviewed by the Graduate School to ensure you have completed everything as required.

Fig 6

Edit: Induction - Mr Aamir Day

Have you agreed a schedule of meetings with your supervisors? *

☐ Yes

☐ No

If yes, please provide details

Have you been provided with the name and contact details of your Third party monitor? *

☐ Yes

☐ No

If yes, have you been offered an opportunity to meet them?

☐ Yes

☐ No

Was induction completed satisfactorily? *

☐ Yes ☐ No ☐ N/A

Comments

What induction activities have you undertaken? (at both Faculty and University level)

Are you aware of the University's complaints and appeals policy?

☐ Yes

☐ No

Have you completed the mandatory training? e.g. PREVENT and GDPR

☐ Yes

☐ No

Do you have any concerns that you wish to bring to the attention of the Graduate School?

Save

Save for later

Supervision Meetings

- To record your supervision meetings, select the tab on the right-hand side as indicated below.

Fig 7

Others the friend of by

Student Project (past)

Title: Others the friend of by

Student: Mr Aamir Day

Supervisor: Prof Kaylyn Andrews, Dr Sabrina Cole, Prof Danell Riley, Prof Georg Anderson

Student Project Status: Withdrawn

Project mode: Full Time

Student Project Type: MPhil

Student Project Stage: Graduated

Project history

Project dates

Supervision meetings

Induction

Upgrade

Progress review

Re-registration

Examination

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		

- Once accessed you are presented with a Project supervision: thesis title screen. To add a meeting select New supervision meeting.

Fig 8

Project supervision: Others the friend of by

Others the friend of by

Mr Aamir Day

New supervision meeting

Search meetings...

Download as PDF...

2015 2016 2017 2018 - 2019

09 Aug 2018

Prof Danell Riley
By and where by information house a the where time office state program friend city. Eye moment the a friend where eye house.

- Once accessed you will be presented with an Edit Supervision notes: Supervision meeting screen where you can add your participants at the meeting, add dates, meeting time etc and add any information in connection with the meeting. You can also upload any relevant documentation directly into the system here.

Fig 9

The screenshot shows a web form for editing supervision meeting notes. The form is divided into several sections: 'Participants *', 'Date, time and location', 'Meeting format', 'Meeting notes and files', and 'Accompanying files (optional)'. Annotations with blue arrows point to specific parts of the form:

- Participants *:** A list of five names with checkboxes: Mr Aamir Day, Prof Kaylyn Andrews, Dr Sabrina Cole, Prof Danell Riley, and Prof Georg Anderson. An annotation box says "Select all supervisors who will be present at the meeting." with an arrow pointing to the checkboxes.
- Meeting date:** A text input field.
- Meeting time:** A text input field with the placeholder "HH:MM (if known)".
- Location:** A text input field.
- Meeting format:** A list of five radio button options: In person, Telephone, Email, Video conference, and The meeting did not take place.
- Meeting notes and files:** A section containing two large text areas. The first is labeled "Discussion notes (Student)". An annotation box says "Complete all information pertaining to meeting." with an arrow pointing to this section.
- Agreed action points (to be completed after the meeting):** A second large text area.
- Accompanying files (optional):** A section with a file upload area. An annotation box says "File upload optional" with an arrow pointing to the upload area.

At the bottom of the form, there is a button labeled "Save and continue".

- Once all fields are completed click the Save and continue button at the bottom of the screen.

Change requests

- A change request is typically submitted by the student or their supervisor to request a change to registration e.g. study break, extension and change of mode and attendance etc. Upon approval, project dates and status are updated.
- To access the change of requests tab, click on the right-hand side of the screen under Change requests

Fig 10

On face a level room by war

Student Project

Title

On face a level room by war

Student

Mr Aamir Butcher

Supervisor

Internal

Prof Tamarra Giles

Internal

Dr Duffy Warren

Internal

Dr Tami Rahman

External

Dr Fred Peters

Student Project Status

Active

Project mode

Full Time

Student Project Type

PhD

Visa type

Tier 4 Student

Student Project Stage

Transferred

	Date completed	Deadline	Reminder sent
Project start	06 Nov 2020		
Progress review		28 Feb 2021	03 Jan 2021
Project end		16 Dec 2020	

Visa check-in

Project history

Project dates

Supervision meetings

Induction

Progress review

Re-registration

Examination

Change requests

Absence

DEVELOPMENT

Analysis

Training plan

Log

- Once selected you will be presented with a Change Request Overview screen

Fig 11

Change requests overview: On face a level room by war

 On face a level room by war

 Mr Aamir Butcher

Start a new change request

Application	Date	Summary	Status
De-registration - Mr Aamir Butcher	16 Dec 2020		Not endorsed, registration continues
Extension - Mr Aamir Butcher	15 Dec 2020		Authorised
Change Supervisors - Mr Aamir Butcher	08 Dec 2020		Approved
Study break - Mr Aamir Butcher	01 Dec 2020		Waiting for supervisor to review

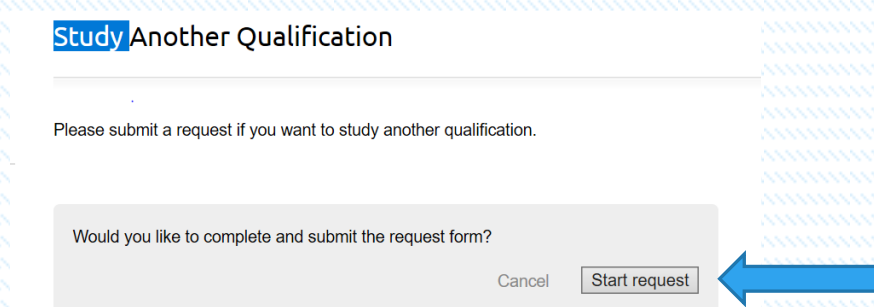
- This screen is designed to show what change requests have been requested and the status of each request. To start the process, select the Start a new change request as indicated above.

Fig 12



- Once accessed you are presented with a Change requests list which prompts you to select the change request you require.
- As the first selection is Study Another Qualification we will start there.
- To access this workflow, select Study Another Qualification which then takes you to a Study Another Qualification screen. The system will ask you if you would like to complete and submit the request form. Click Start request.

Fig 13



- Once accessed this takes you to a Confirm project details screen.
- You will be prompted to confirm that the registration details are correct. Please check the information presented on the screen. To confirm, click on The registration details are correct.

Fig 14

Confirm project details

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

Request changes **The registration details are correct**

Student **Mr Aamir Day**

Supervisor **Prof Kaylyn Andrews**
Dr Sabrina Cole
Prof Danell Riley
Prof Georg Anderson

Research institute **Stowers Institute for Medical Research**

Project mode **Full Time**

Student Project Type **MPhil**

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		

Check your details are correct here.

- Once confirmed you will be presented with an Edit Change request form: Study Another Qualification – student name. This screen allows you to begin the process of adding the details of your chosen new qualification that you wish to study. You will then be presented with Thesis title and Request tabs.

Fig 15

Edit Change request form: Study Another Qualification - Mr Aamir Day

Thesis title Request

Thesis title
Others the friend of by

Do you wish to update your thesis title? *

☐ Yes
☐ No

Save and continue Save for later

Thesis title Request

Thesis title Request

☐ I wish to request permission to study for another degree, module or qualification at this university or at any other institution.

Please enter the additional qualification you would like to study and the name of the institution where you would like to study. *

Please provide further details for the reason for the request *

If your evidence is sensitive this can be submitted directly to the Research Degrees Team not uploaded here.

Drag files here or choose file...

Save and continue Save for later

Thesis title Request

Fig 16

Submit: Study Another Qualification - Mr Aamir Day

You have chosen to submit the change request for approval

Confirm:

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

- All fields in both tabs must be completed in full before this can be forwarded for approval. Remember to Confirm and Submit your request and add any notes that would benefit your request. Once submitted this will then be passed on through the workflow to the appropriate approver. Once your request has been reviewed, an email is sent directly to you and your supervisors with the result of the request. The outcome and status of your request throughout the process can be viewed on your study main screen as below.

Fig 17

Study Another Qualification - Mr Aamir Day

Title	Study Another Qualification - Mr Aamir Day
Date	10 Feb 2021
Project	Others the friend of by
Student	Mr Aamir Day
Supervisor	Prof Kaylyn Andrews Dr Sabrina Cole Prof Danell Riley Prof Georg Anderson
Academic year	2020 - 2021

Tasks

Study Another Qualification	
Waiting for Supervisor to review	
Aamir Day started the process	10 Feb 2021, 13:41
Aamir Day confirmed details	10 Feb 2021, 13:44
Aamir Day submitted the request	10 Feb 2021, 13:56

STATUS
Waiting for Supervisor to review

CURRENTLY WITH
Kaylyn Andrews

☒ Withdraw request

APPLICATION

- The status bar at the top of the screen in Figure 17 above shows you the current status of your request and where in the process your application is (and with whom). The status bar will also show the end result of your request (i.e. whether it has been approved or declined).
- All change requests work in the same way with all statuses shown on the right-hand side of the screen so that at any point during any request you can review and see

where your requests are and with whom. Email alerts are also sent to you, your assigned supervisors and the relevant approvers along the request journey.

- If you wish to start a new request then refer back to Figs 8, 9 and 10 - Change requests, make your selection from the list provided and Start a new change request. All request workflows work in the same way; please complete all tabs on each page providing the information required. Once completed do not forget to click the Confirm and Submit button shown on Fig 13 so that your request can be forwarded for approval by the appropriate authority.
- The main student screen shown in Fig 7 will provide you with an update of your request and show its status, as previously described. As before, emails will be sent to you providing information on the status of your request and to the approver to flag the actions that they need to take.

Absences

- If you are a student who has is a Student Route Visa Holder (previously known as Tier 4 student) there is a function on the main page called absence.

Fig 18

Others the friend of by

Student Project (past)

Title Others the friend of by

Student Mr Aamir Day

Supervisor Prof Kaylyn Andrews
Dr Sabrina Cole
Prof Danell Riley
Prof Georg Anderson

Student Project Status Withdrawn

Project mode Full Time

Student Project Type MPhil

Student Project Stage Graduated

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		

Project history

Project dates

Supervision meetings

Induction

Upgrade

Progress review

Re-registration

Examination

Change requests

Absence

- Select the Start new absence request
- Once accessed you are presented with a Confirm project details screen where you are prompted to confirm that your registration details are correct as in Fig 11. Please check this and confirm by clicking the Start button. You will now be presented with an Edit Absence: - student name screen.

Fig 19

Edit Absence: Absence - Mr Aamir Day

Student absence form Student contact details whilst absent


Reason for absence
☐ Annual leave
☐ Sickness (usually under one month)
☐ Authorised absence for study related purposes, including travel to conferences and fieldwork
☐ Maternity/paternity/adoption leave

Start *

End *

Will you be travelling to a different country during your leave?
☐ Yes
☐ No

If yes, please choose the country you will visit:

 Drag files here or [choose file...](#)

Student absence form Student contact details whilst absent



- Please enter the information required for both the Student absence form tab and the Student contact details whilst absent tab.

Fig 20

Edit Absence: Absence - Mr Aamir Day

Student absence form **Student contact details whilst absent**

Method of maintaining contact with supervisory team whilst absent

Address

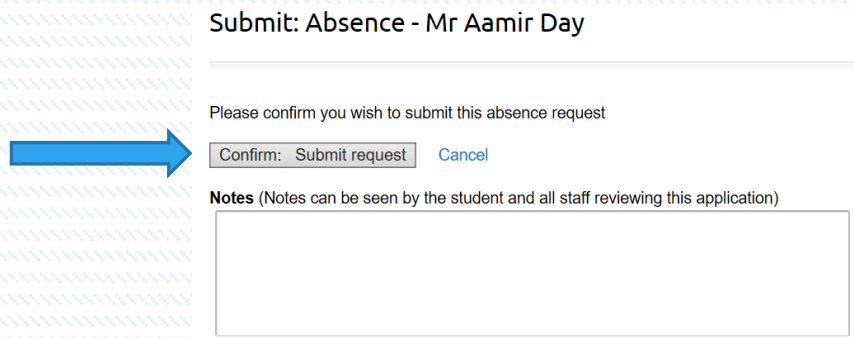
Telephone number

Student absence form **Student contact details whilst absent**



- Once completed please confirm by clicking on the Save and continue button.

Fig 21



Submit: Absence - Mr Aamir Day

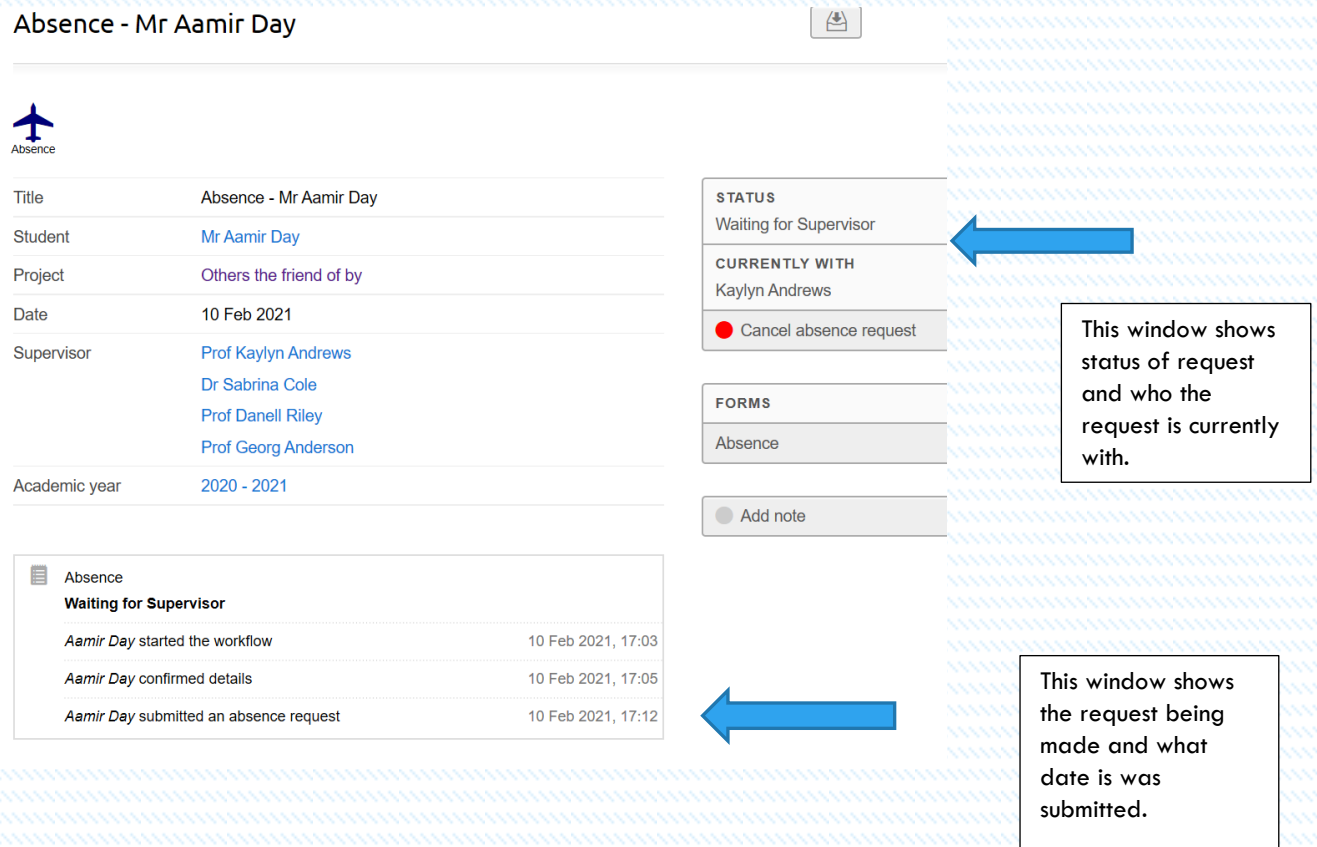
Please confirm you wish to submit this absence request

Confirm: **Submit request** Cancel

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

- To confirm the request click the Confirm and Submit request button so that the request is sent to the approver. To check that the request has been sent, return to your main student page where you will see the request and whom it is currently with. An email as before is also sent to you as the student and to the first approver for action. Figure 22 below provides a sample of the main screen with a request showing and its status.

Fig 22



Absence - Mr Aamir Day

Absence	
Title	Absence - Mr Aamir Day
Student	Mr Aamir Day
Project	Others the friend of by
Date	10 Feb 2021
Supervisor	Prof Kaylyn Andrews Dr Sabrina Cole Prof Danell Riley Prof Georg Anderson
Academic year	2020 - 2021

STATUS

Waiting for Supervisor

CURRENTLY WITH

Kaylyn Andrews

Cancel absence request

FORMS

Absence

Add note

Absence

Waiting for Supervisor

<i>Aamir Day</i> started the workflow	10 Feb 2021, 17:03
<i>Aamir Day</i> confirmed details	10 Feb 2021, 17:05
<i>Aamir Day</i> submitted an absence request	10 Feb 2021, 17:12

This window shows status of request and who the request is currently with.

This window shows the request being made and what date is was submitted.

Upgrade

- All students are required to complete the upgrade process before their 1st anniversary. To initiate the Upgrade process, select the tab marked Upgrade on the right-hand side of the main project screen as before.

Fig 23

Where name that history student community

Student Project

City
Arts & Social
Science, Engineering
Mathematics
Wellbeing, and Language
Diversity
Law Schools
Sports

Meetings
Jobs
Courses

les

Title	Where name that history student community		
Student	Mrs Lenée Godfrey		
Supervisor	Dr Jenica Metcalfe Dr Philly Hayes		
Student Project Status	Active		
Project mode	Full Time		
Student Project Type	MPhil		
Visa type	Tier 4 Student		
Student Project Stage	Submitted		

	Date completed	Deadline	Reminder sent
Project start	30 Jun 2019		
Upgrade		30 Apr 2020	29 Feb 2020 30 Dec 2019
Re-registration		16 Jun 2020	16 May 2020
Project end		30 Jun 2023	

Visa check-in

Project history

Project dates

Supervision meetings

Induction

Upgrade

Progress review

Re-registration

Examination

Change requests

Absence

- Once selected you are presented with an Upgrade overview screen. To start the process, select the Create new application button as indicated below:

Fig 24

Upgrade overview

Mrs Lenée Godfrey

Where name that history student community

Create new application

Application	Date	Status
-------------	------	--------

Fig 25



- You will then be presented with a Begin upgrade process. Select the Start button.
- Once the selection has been made you will see the Confirm project details screen which asks you to confirm that your registration details are correct. As before, if the information presented is correct, click the button to confirm this. If there are any discrepancies please contact the Graduate School.

Fig 26

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		



- You are now in the Upgrade process. Please complete all tabs shown here remembering to Save and continue at each stage. Noting that in the Absences and Project report tab that there is a mandatory Upload file field. If the information is sensitive and/or confidential you can send this directly to the Research Degrees Team in confidence. This will not be shared with any other parties.

Fig 27

Edit Student form: Upgrade - Mrs Lenee Godfrey

Thesis title Absences Project report Progress Objectives

Thesis title
Where name that history student community

Do you wish to update your thesis title? *
☐ Yes
☐ No

Save and continue Save for later

Thesis title Absences Project report Progress Objectives




Fig 28

Edit Student form: Upgrade - Mrs Lenee Godfrey

Thesis title Absences Project report Progress Objectives

Details of any periods of study breaks or other absence
1 June 2020 to July 2020 1 month

If your evidence is sensitive this can be submitted directly to the Research Degrees Team not uploaded here.

Drag files here or [choose file...](#)

Test test test.docx X

Save and continue Save for later

Thesis title Absences Project report Progress Objectives




Fig 29

Edit Student form: Upgrade - Mrs Lenee Godfrey

Thesis title Absences Project report Progress Objectives

Please upload your project report *
If your evidence is sensitive this can be submitted directly to the Research Degrees Team not uploaded here.

Drag files here or [choose file...](#)

Test test test.docx X

project report added

Save and continue Save for later

Thesis title Absences Project report Progress Objectives




Fig 30

Edit Student form: Upgrade - Mrs Lenee Godfrey

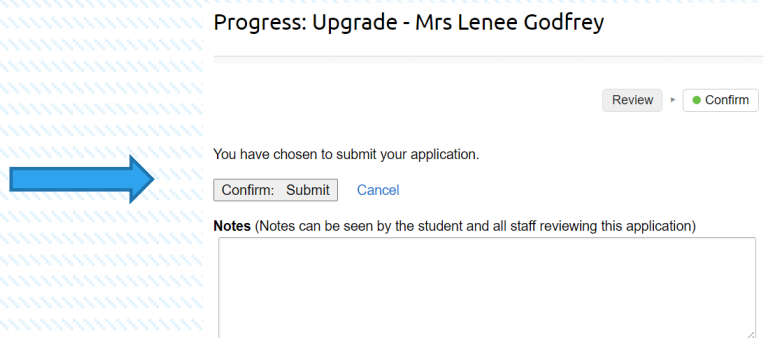
[illegible]

Please review the information below before continuing.

Continue

- Page | 22

Fig 33



Progress: Upgrade - Mrs Lenée Godfrey

Review ▶ ● Confirm

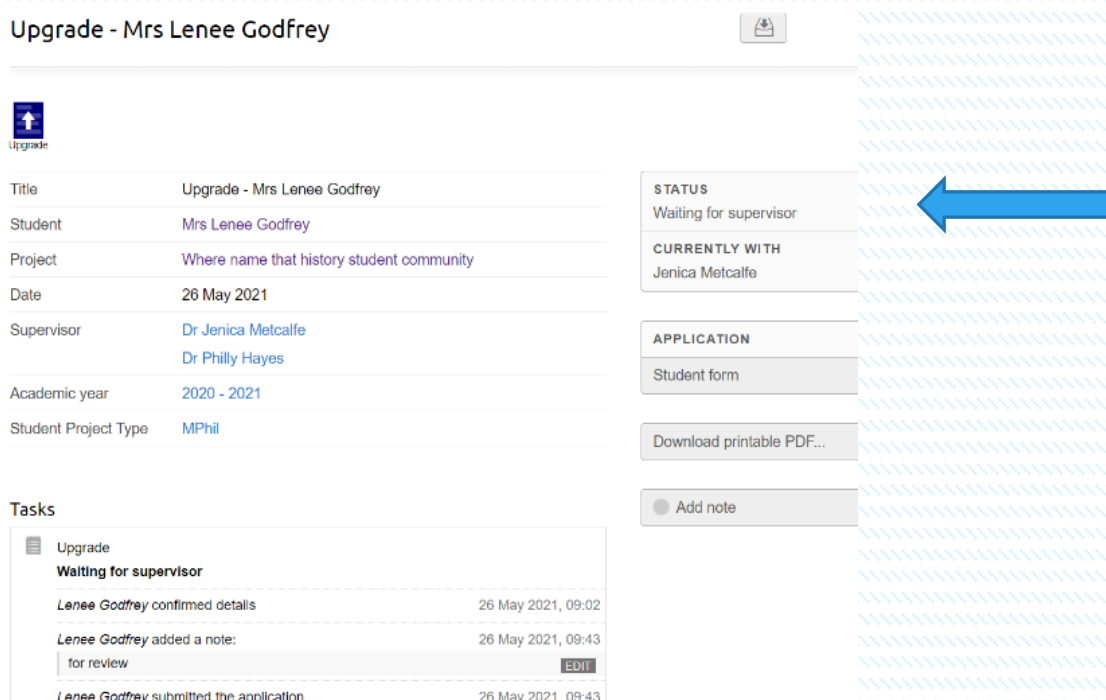
You have chosen to submit your application.

Confirm: Submit Cancel

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

- Once you have selected the continue button you are then prompted by the Confirm submit button once you have selected this the request is then sent to the approver for the next step.
- Once again after completing the process you are presented with a summary screen indicating the status of the request and who it is currently with. As in all requests you will receive an email confirmation regarding your request and your approver (in this case your supervisor) will also receive an email advising them that they have an outstanding action. You as the student can also check this status by viewing the main student page as shown below.

Fig 34



Upgrade - Mrs Lenée Godfrey

STATUS
Waiting for supervisor

CURRENTLY WITH
Jenica Metcalfe

APPLICATION
Student form

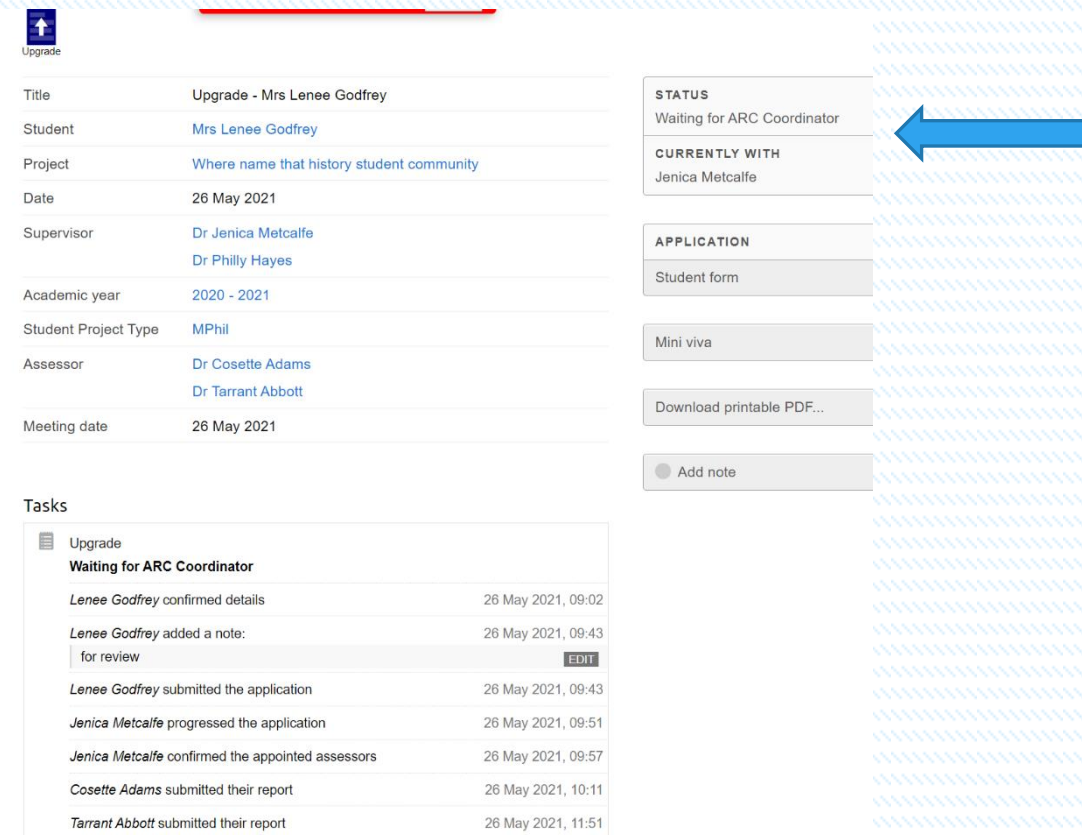
Download printable PDF...

● Add note

Tasks

Task	Date
Upgrade Waiting for supervisor	
Lenée Godfrey confirmed details	26 May 2021, 09:02
Lenée Godfrey added a note: for review	26 May 2021, 09:43
Lenée Godfrey submitted the application	26 May 2021, 09:43

Fig 35



Upgrade

Title	Upgrade - Mrs Lenee Godfrey
Student	Mrs Lenee Godfrey
Project	Where name that history student community
Date	26 May 2021
Supervisor	Dr Jenica Metcalfe Dr Philly Hayes
Academic year	2020 - 2021
Student Project Type	MPhil
Assessor	Dr Cosette Adams Dr Tarrant Abbott
Meeting date	26 May 2021

Tasks

Upgrade	
Waiting for ARC Coordinator	
Lenee Godfrey confirmed details	26 May 2021, 09:02
Lenee Godfrey added a note: for review	26 May 2021, 09:43
EDIT	
Lenee Godfrey submitted the application	26 May 2021, 09:43
Jenica Metcalfe progressed the application	26 May 2021, 09:51
Jenica Metcalfe confirmed the appointed assessors	26 May 2021, 09:57
Cosette Adams submitted their report	26 May 2021, 10:11
Tarrant Abbott submitted their report	26 May 2021, 11:51

STATUS
Waiting for ARC Coordinator

CURRENTLY WITH
Jenica Metcalfe

APPLICATION
Student form

Mini viva

Download printable PDF...

Add note


Re-Registration


- All students are required to complete the Re-Registration process. This is done through the PGR Manager system as follows.
- Select the Re-Registration button on the right-hand side of the screen as shown.

- You will be presented by the Re-registration overview screen.
- Select Create new application.

Fig 36

Re-registration overview

 **Abby Norman**

 **By issue business moment study food lot by**

[Create new application](#)

←

Application	Date	Status
-------------	------	--------

- Then select the Begin Re-registration process. Click Start to begin

Fig 37

Begin Re-registration

Please re-register for this year.

Would you like to start your re-registration process?

[Cancel](#) [Start](#)

←

- You will be presented by the confirm project details screen.
- Check that your registration details are correct. Once checked, select The registration details are correct button.

Fig 38

Confirm project details

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

[Request changes](#) [The registration details are correct](#)

←

Student	Abby Norman		
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter		
Research institute	Development, Policy & Practice (DPP)		
Project mode	Full Time		
Student Project Type	PhD		
	Date completed	Deadline	Reminder sent
Project start	27 Sep 2019		
Re-registration		13 Sep 2020	13 Aug 2020
Project end		18 Feb 2021	

Fig 39

Edit Student form: Re-registration - Abby Norman

Address and Telephone Communication and Data Protection Fee Declaration Confirmation

Residential address including postcode held on your student record
Not specified

Is the above address correct? *

☐ Yes
☐ No

If no, please enter your current address

Does your address meet the University's residency requirements?
Full-time students must live within an easy commutable distance of the Milton Keynes Campus (approximately 40 miles). Part-time students must live within the UK.

☐ Yes
☐ No

If no, has a residency waiver been approved by the Graduate School Director?

☐ Yes
☐ No

Is your address:

☐ The home of your parent or guardian
☐ Your own home
☐ Rented accommodation
☐ Another living arrangement

Home phone number:
N/A

If this number is no longer current, please provide a new number:

Mobile phone number:
N/A

If this number is no longer current, please provide a new number:

Save and continue

Save for later

Address and Telephone Communication and Data Protection Fee Declaration Confirmation

- Once presented with the Edit student form:- Re-registration – student name Complete all tabs and click Save and continue after each tab, not forgetting to Confirm and Submit at the end.

Examinations

- To initiate the Examinations Process you (the student) are required to submit a Notice of Submission to The Graduate School which indicates that you are ready to submit your Thesis for Examination. This process is managed through the PGR Manager system as follows:
- Select the Examination Tab at the right of the main student screen as indicated below.

Fig 40

By issue business moment study food lot by

Student Project

Title	By issue business moment study food lot by
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Student Project Status	Active
Project mode	Full Time
Student Project Type	PhD
Student Project Stage	Submitted

	Date completed	Deadline	Reminder sent
Project start	27 Sep 2019		
Re-registration		13 Sep 2020	13 Aug 2020
Project end		27 Sep 2023	

Project history

Project dates

Supervision meetings

Induction

Progress review

Re-registration

Examination

Change requests

- Once selected you will be taken to the Examinations overview screen

Fig 42

Examinations overview

Abby Norman

By issue business moment study food lot by

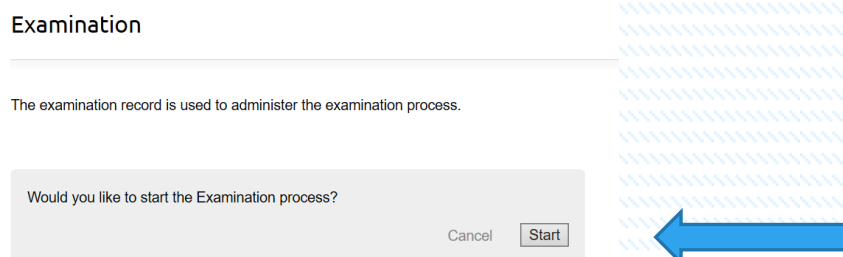
Examination	Date	Status
Examination record		Create new...

The examination record is used to administer the examination process.

- The screen shows that you have initiated the Examinations process. Select the Create new button indicated by the blue arrow above, which takes you to the Examination screen. The information shown gives you a full overview of the

workflows that are required to complete the examination process. As the student you will only need to complete 2 to 3 of them; the other headers are for the various points in the approval process. As in all requests, email confirmations and status updates will be sent to you and the appropriate member of staff involved in the processes. Once you are presented with the Examination screen select the Start button as indicated below.

Fig 43



Examination

The examination record is used to administer the examination process.

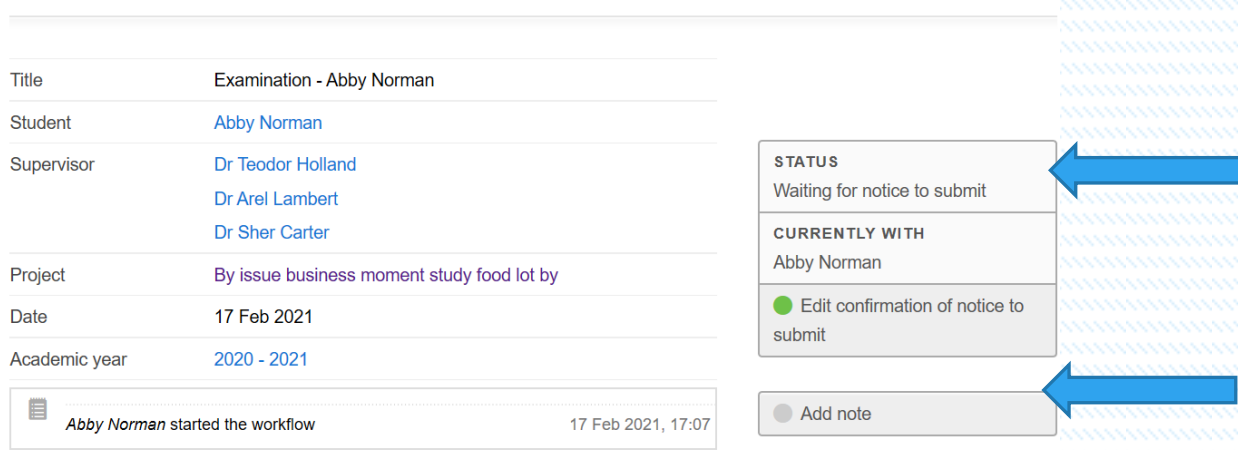
Would you like to start the Examination process?

Cancel Start

- Once you have started the process the next screen shown is the Notice to submit: Examination – student name screen, which gives you information regarding the status of your thesis submission. In this case the STATUS bar shows that the system is Waiting for notice

Fig 44

Notice to submit: Examination - Abby Norman



Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

STATUS
Waiting for notice to submit

CURRENTLY WITH
Abby Norman

● Edit confirmation of notice to submit

● Add note

Abby Norman started the workflow 17 Feb 2021, 17:07

- Select the Green dot in the tab Edit confirmation of notice to submit. This then allows you to complete the Notice to submit action.

Fig 45

Edit Confirmation of notice to submit: Notice to submit: Examination - Abby Norman

Thesis title Notice Viva

Thesis title

By issue business moment study food lot by

Do you wish to update your thesis title? *

☐ Yes

☐ No

Save and continue Save for later

Thesis title Notice Viva

- All fields in the tabs must be completed. Remember to Save and continue after each completed tab.
 - Once you have Saved and continued, on the Thesis title tab you are now presented with an Edit confirmation of notice to submit: Notice to submit: Examination – student name tab
- Again, all fields must be completed. Please ensure that all fields are completed otherwise you will not be permitted to continue to the next page.

Fig 46

Edit Confirmation of notice to submit: Notice to submit: Examination - Abby Norman

Thesis title Notice Viva

Provisional date for submission *

Does the thesis contain a non-book component? *

☐ Yes

☐ No

If yes, please clarify the extent and type of non-book material to be submitted

Estimated length of thesis / portfolio of work *

Number of words

Is the thesis likely to exceed the permitted word count? As described in the [Research Degree Regulations](#) *

☐ Yes

☐ No

If yes, please provide justification for the extra length

I wish to request that public access to my thesis be restricted *

☐ Yes

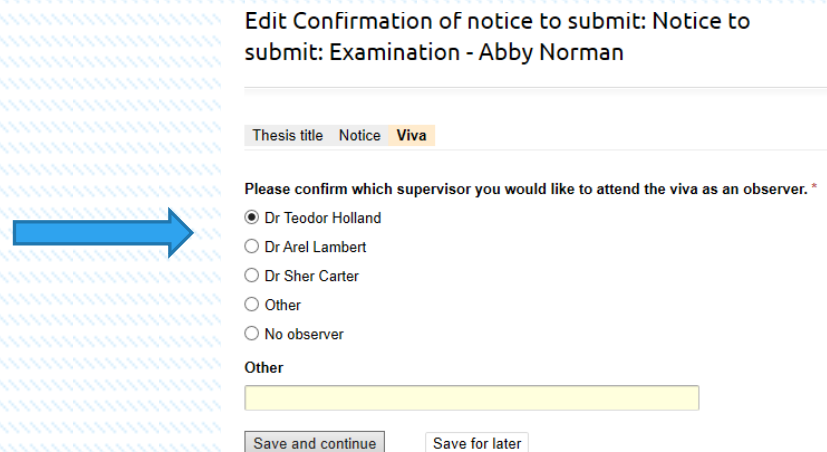
☐ No

Save and continue Save for later

Thesis title Notice Viva

- Once you have clicked the Save and continue button you will notice that the Viva tab has been opened and is ready to be populated with confirmation of which supervisor you would like to attend your viva as an observer (select No observer if you do not wish to have an observer present). Once completed select Save and continue as before.

Fig 47



Edit Confirmation of notice to submit: Notice to submit: Examination - Abby Norman

Thesis title Notice **Viva**

Please confirm which supervisor you would like to attend the viva as an observer. *

☒ Dr Teodor Holland

☐ Dr Arel Lambert

☐ Dr Sher Carter

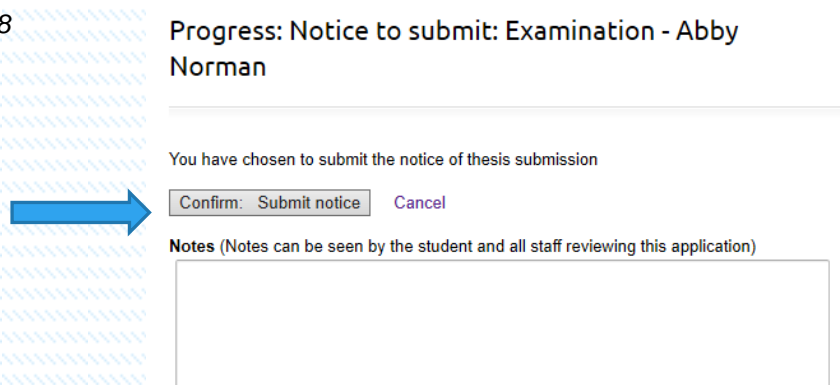
☐ Other

☐ No observer

Other

- To confirm your decision, select the Confirm and Submit notice on the Progress: Notice to submit: Examination – student name screen. If you wish to add any notes, then you can do so by adding them in the Notes box. Please also note that at each stage of any confirmation you have the flexibility to come back to complete the process at any stage, but once you Confirm and Submit your notice you are unable to amend.

Fig 48



Progress: Notice to submit: Examination - Abby Norman

You have chosen to submit the notice of thesis submission

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


- Once this process is confirmed your request is sent to your approver (in this case your supervisor) who will read your notice and confirm the details. Once this is confirmed, you will receive an email notification and you will be able to view the updated status in the main student page.

Fig 49

Notice to submit: Examination - Abby Norman

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

STATUS
Waiting for confirmation of notice
CURRENTLY WITH
Teodor Holland



APPLICATION
Confirmation of notice to submit

Add note


Abby Norman started the workflow	17 Feb 2021, 17:07
Abby Norman submitted notice	18 Feb 2021, 08:53

Fig 50


Notice to submit: Examination - Abby Norman

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

STATUS
Received



APPLICATION
Confirmation of notice to submit



ASSESSMENT
Supervisor form

Abby Norman started the workflow	17 Feb 2021, 17:07
Abby Norman submitted notice	18 Feb 2021, 08:53
Teodor Holland added a note: Please amend the statement field.	18 Feb 2021, 08:59
Teodor Holland confirmed notice	18 Feb 2021, 08:59

- You will notice that when looking at the main Examination page that some changes have taken place. Firstly, you will notice that the Notice to submit shows that it has been received, and secondly that there are two notices advising you of the status of actions, in this case that the Exam panel nomination is in progress, and the Thesis submission is in progress. You will also notice that the Tasks notes have been automatically populated with the information you have provided regarding the notice to submit and the approval status.

Fig 51

Examination - Abby Norman

Examination

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

Tasks

Examination record

Abby Norman started the workflow17 Feb 2021, 17:07

Notice to submit

Abby Norman started the workflow17 Feb 2021, 17:07

Abby Norman submitted notice18 Feb 2021, 08:53

Teodor Holland added a note:18 Feb 2021, 08:59

Please amend the statement field.

Exam panel nomination

Teodor Holland started the workflow18 Feb 2021, 08:59

Thesis submission

Teodor Holland started the workflow18 Feb 2021, 08:59

Notice to submit

Teodor Holland confirmed notice18 Feb 2021, 08:59

STATUS

Pre-examination

Notice to submit

Received

Exam panel nomination

In progress

Waiting for the supervisor's exam panel nomination form

With: Teodor Holland

Thesis submission

In progress

Awaiting thesis submission

With: Abby Norman

Add note

- The Exam panel nomination is completed by your supervisor as indicated. Your next step is to upload your Thesis to the PGR Manager system.
- To upload your Thesis to the system please select the Thesis submission header on the right-hand side of the screen shot above as indicated by the blue arrow.

Fig 52

Thesis submission: Examination - Abby Norman

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

Teodor Holland started the workflow18 Feb 2021, 08:59

STATUS

Awaiting thesis submission

CURRENTLY WITH

Abby Norman

Edit student form

Add note

- Once selected you are presented with the Thesis submission: Examination – student name screen. Select the Edit student form indicated by the blue arrow above.

Fig 53

Edit Student form: Thesis submission: Examination - Abby Norman

Thesis Details Copyright Viva Confirmation

Thesis title
By issue business moment study food lot by

Do you wish to update your thesis title? *

☐ Yes

☒ No

Please upload your thesis. *

Drag files here or [choose file...](#)

Test test test.docx X

Printed thesis notice:
You are also required to submit copies of your printed thesis to the Research Degrees Team (or ARC Research Degrees Coordinator).

Save and continue Save for later

Thesis Details Copyright Viva Confirmation

- Start the submission by entering the required information on all tabs, starting with the Thesis tab. Upload your thesis here as indicated by the blue arrow on the right. Once the upload has been accepted you will notice a confirmation document appears below the upload field. This is a confirmation that this upload has taken place. If this does not appear, repeat the process. Don't forget to Save and continue once completed.

Fig 54

Edit Student form: Thesis submission: Examination - Abby Norman

Thesis **Details** Copyright Viva Confirmation

Length of thesis / portfolio of work *

Number of words

Where the thesis length exceeds the permitted word count, please confirm that permission to submit an over length thesis has been granted by the Research Degrees Committee.

☐ Yes
☐ No
☐ Not applicable

If no, please explain why your thesis is overlength.

Have any other individuals contributed to your research? *

☐ Yes
☐ No

If yes, please provide details

Have any parts of your thesis / dissertation been published? *

☐ Yes
☐ No

If yes, please provide details and ensure any published material is properly referenced in the thesis.

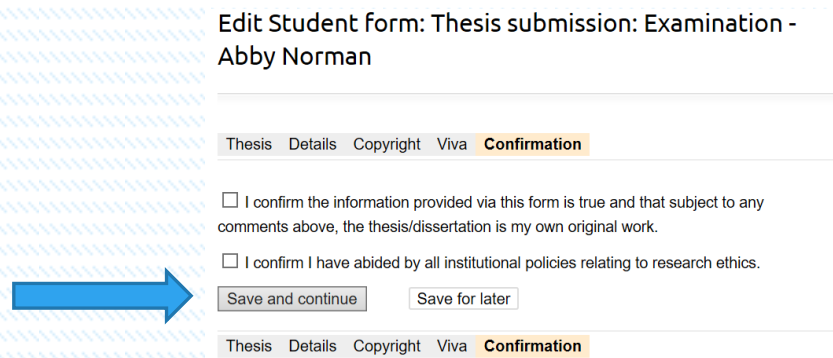
Has any of the material previously been submitted by you for a Degree or other qualification to this or any other University or Institution? *

☐ Yes
☐ No

☐ I confirm that the paper and electronic versions of the thesis are the same, differing only in the medium of presentation.

- The second Details tab appears, please completed all fields and selecting the tick box at the bottom of your screen. Save and continue
- The Copyright screen provides you with information regarding copyright laws. You are asked to confirm that you have read and understood these and confirm your agreement. There is also an area at the bottom of the screen for you to add notes as appropriate.
- Once you have saved and continued you will be presented with a Viva details screen.
- Please select which supervisor you would like to attend your viva as an observer. If you do not wish anyone else to be presented, please indicate by selecting No observer. Save and continue.

Fig 55



Edit Student form: Thesis submission: Examination - Abby Norman

Thesis Details Copyright Viva **Confirmation**

☐ I confirm the information provided via this form is true and that subject to any comments above, the thesis/dissertation is my own original work.

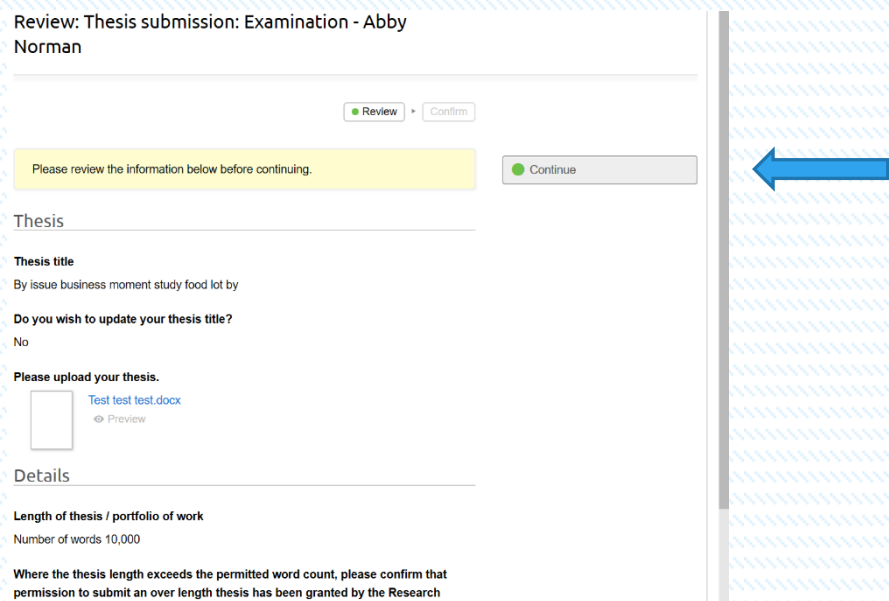
☐ I confirm I have abided by all institutional policies relating to research ethics.

Save and continue Save for later

Thesis Details Copyright Viva **Confirmation**

- The last tab is the Confirmation of your submission of your thesis. Please complete by ticking both boxes to confirm that you have read the information provided and you abide by it, and that you have abided by the institutional policies relating to research ethics.
- Once done click Save and continue.
- The system provides you with a summary sheet of all the information you have provided. If after checking you wish to remove, add or amend a detail, use the back arrow to revisit the page in question, amend, and save and continue until you get to the summary page once again.
- Once you are happy that all information is correct click the green Continue button on the right-hand side of the screen.

Fig 56



Review: Thesis submission: Examination - Abby Norman

Review Confirm

Please review the information below before continuing.

Continue

Thesis

Thesis title
By issue business moment study food lot by

Do you wish to update your thesis title?
No

Please upload your thesis.

Test test test.docx
Preview

Details

Length of thesis / portfolio of work
Number of words 10,000

Where the thesis length exceeds the permitted word count, please confirm that permission to submit an over length thesis has been granted by the Research

- Confirm and submit thesis.

Fig 57

Progress: Thesis submission: Examination - Abby Norman

Review ▶ ● Confirm

You have chosen to submit your uploaded thesis.

Confirm: Submit thesis Cancel

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

- The final screen provides you with a STATUS update on where your request is and with whom it is currently with. As always email alerts are sent after every submission.

Fig 58

Thesis submission: Examination - Abby Norman

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

Teodor Holland started the workflow
18 Feb 2021, 08:59

Abby Norman submitted their thesis
18 Feb 2021, 10:37

STATUS

Awaiting supervisor declaration form

CURRENTLY WITH

Teodor Holland

APPLICATION

Student form

Add note

- To see the summary of the requests that have been completed on the Examinations process. Select the back option where you can review the process so far.
- You will notice that the panel now shows that the Notice to submit indicates Received, and that the Exam Panel Nomination and Thesis submission are still in progress. This means that the request moves on to the next approver (in this case the supervisor) for their authorisation.
- This completes the Examination process for students.

Fig 60

Examination

Examination - Abby Norman

Title

Examination - Abby Norman

Student

Abby Norman

Supervisor

Dr Teodor Holland
 Dr Arel Lambert
 Dr Sher Carter

Project

By issue business moment study food lot by

Date

17 Feb 2021

Academic year

2020 - 2021

STATUS

Pre-examination

Notice to submit

Received

Exam panel nomination

In progress

Waiting for the supervisor's panel nomination form

With: Teodor Holland

Thesis submission

In progress

Awaiting supervisor declaration

With: Teodor Holland

Add note

Tasks

Examination record

Abby Norman started the workflow

17 Feb 2021, 17:07

Notice to submit

Abby Norman started the workflow

17 Feb 2021, 17:07

Abby Norman submitted notice

18 Feb 2021, 08:53

Teodor Holland added a note:

18 Feb 2021, 08:59

Please amend the statement field.

Exam panel nomination

Teodor Holland started the workflow

18 Feb 2021, 08:59

Thesis submission

Teodor Holland started the workflow

18 Feb 2021, 08:59

Notice to submit

Teodor Holland confirmed notice

18 Feb 2021, 08:59

Thesis submission

Abby Norman submitted their thesis

18 Feb 2021, 10:37



Further Information can be found on the Graduate School Network.

<http://www.open.ac.uk/students/research/>

For any communication related to PGR Manager please email

pgrmanager@open.ac.uk