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Postgraduate Research Milestones (PGR) Manual for Students

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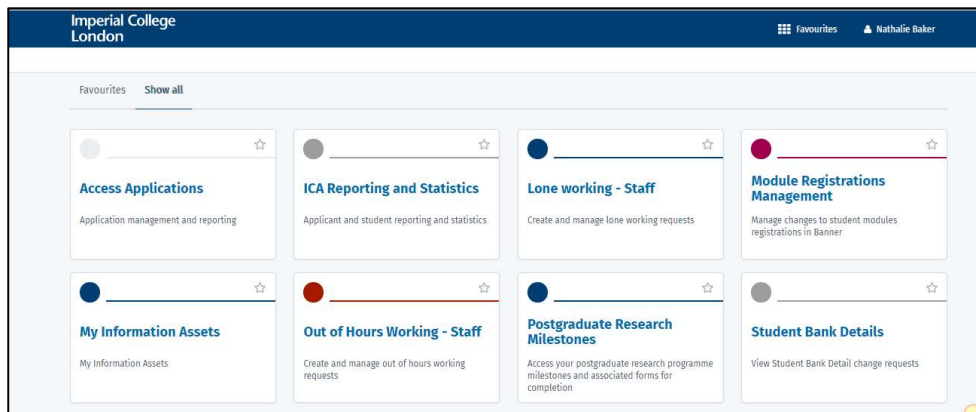
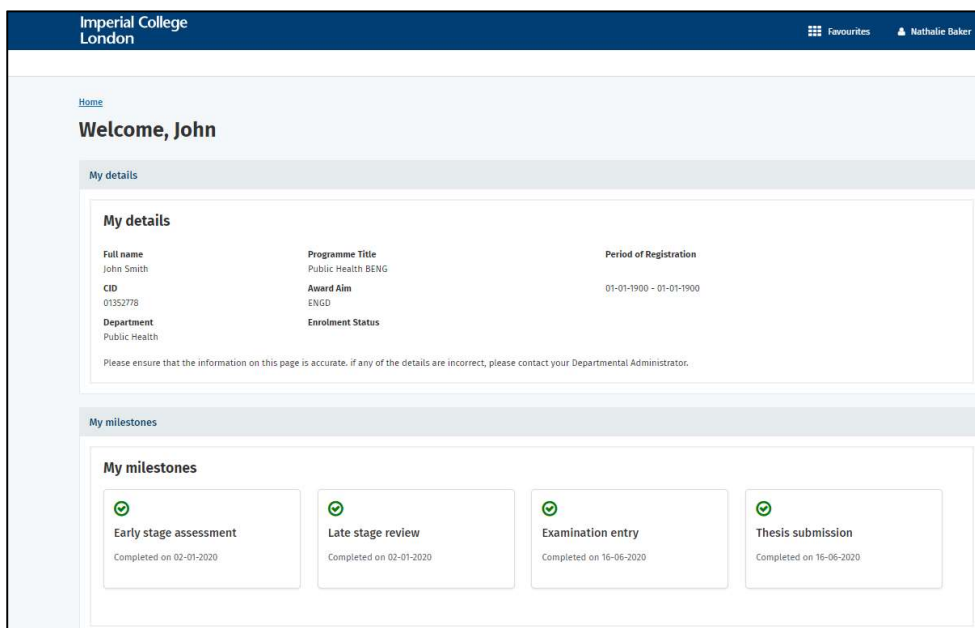- Click on the tile and login in via single sign on with your Imperial username and password.
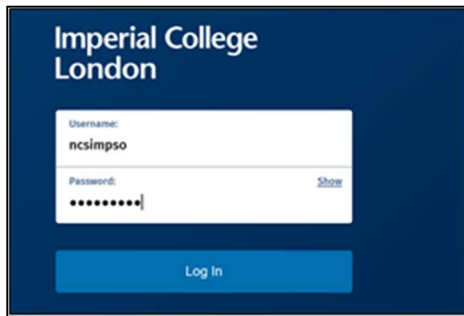
4 Dashboards

- Logging in will take you to your Dashboard.

4.1 Students

- Student Dashboards will show the following:
  - Student and Programme details
  - Milestones, Status & Planned by or Completed by date.
  - Supervisors
  - Examiners

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 Student process

- When you sign into the Postgraduate Research Milestones tile, you will be presented with a Dashboard which includes your personal details, your Milestones (limited at Present to Early Stage assessment, Late stage review, Progress Review, Exam entry and Thesis submissions), your Supervisors and your Examiners (if relevant).

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- The status and deadlines for each Milestone will also be visible.

5.1.1 Submit the EEF

- To submit an Exam Entry Form, click on the Examination entry tile.
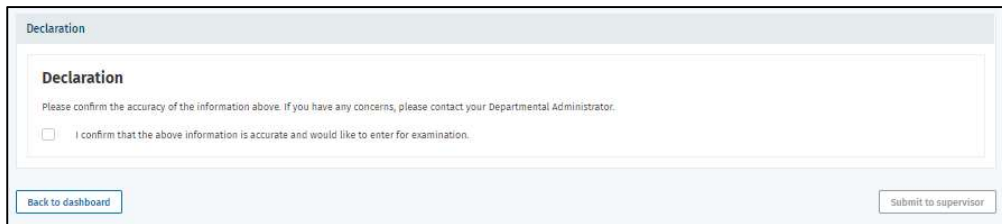- Input or review the Thesis information including Research Topic, Approved Thesis title and Expected Thesis submission date.

- Once completed, click on Save thesis information.
- There will be a notification that it has saved correctly.

- To submit your Exam Entry Form, scroll down to the Declaration section.

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- Ensure the information is correct and then tick the box to confirm that the information is accurate and that you would like to enter for examination.
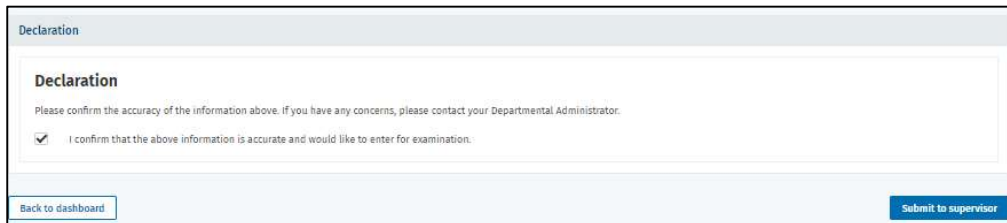

- Click on Submit to supervisor button.

- Once this has been submitted, you will be notified that this has been successfully submitted.
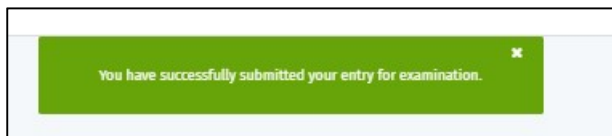
- If you try to access your Exam Entry Form again, you will be told that you have already submitted it and the Tile will remain pending with a planned date until the Exam Entry Form has been fully approved at which point the tile will show as completed with a green tick.

5.1.2 Rejected EEF

- If the Exam Entry Form is rejected by the Supervisor, DPS or Registry, you will receive an email informing you of this. It will ask you to make changes. Login and follow the process detailed above including the new changes recommended and then resubmit to the Supervisor.

5.1.3 Approved EEF

- Once the Examination Entry Form has been fully approved by your Supervisor, Director of Postgraduate Studies and Registry, you will receive an email informing you of this and your Examination Entry Form Tile in their Dashboard will show a green tick for Complete.
- You will also be able to see your Examiners on the face of your Dashboard.
- Examiner status will display as Pending, until the nominated examiners formally agree to their appointment. At that stage, their status will update to Confirmed.

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6 Thesis Submission

6.1 Thesis Declaration

6.1.1 Student process

- Login to the Postgraduate Research tile to access your Dashboard.
- The Examination Entry Form Milestone should be showing as Complete with a Completed Date and a Green tick.
- Click on the Thesis submission tile.
- There are two parts that need to be completed – Thesis declaration and Thesis upload.
- Click on the Thesis declaration.

- Review the Availability of Thesis information.
- Scroll down to the Embargo period and select the relevant Embargo period from the list.
- If you select an Embargo period, then you will need to add a reason for this.
- Again, choose from the drop-down list or choose Other to add free text.

- Once complete, confirm the information is correct by ticking on the Declaration section and Submit to Supervisor.
- The system will ask you to confirm.

- Your Supervisor will now receive an email asking them to approve the Declaration. A task will also appear in their Dashboard.

6.1.1.1 Rejected Thesis Declaration

- If your Thesis Declaration is rejected, you will receive an email with the comments made by your Supervisor.
- Log back into your Dashboard, click on Thesis Submission and then Thesis Declaration.
- Make the necessary changes and then resubmit.

### 6.1.1.2 Approved Thesis Declaration

- Once your Thesis Declaration has been approved by your Supervisor, you will get an email confirming this and the Tile for the Milestones will be ticked and marked as Complete with the relevant Completed by date.

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- If you request an embargo beyond the standard allowed period of 24 months, the Registry Assessment Records Team will submit the details to the Imperial College Graduate School and Academic Registrar for review. You will receive written notification of their approval, once processed.

6.2   Thesis Submission

6.2.1   Student process

- To upload a copy of your Thesis, click on the Thesis upload Tile.
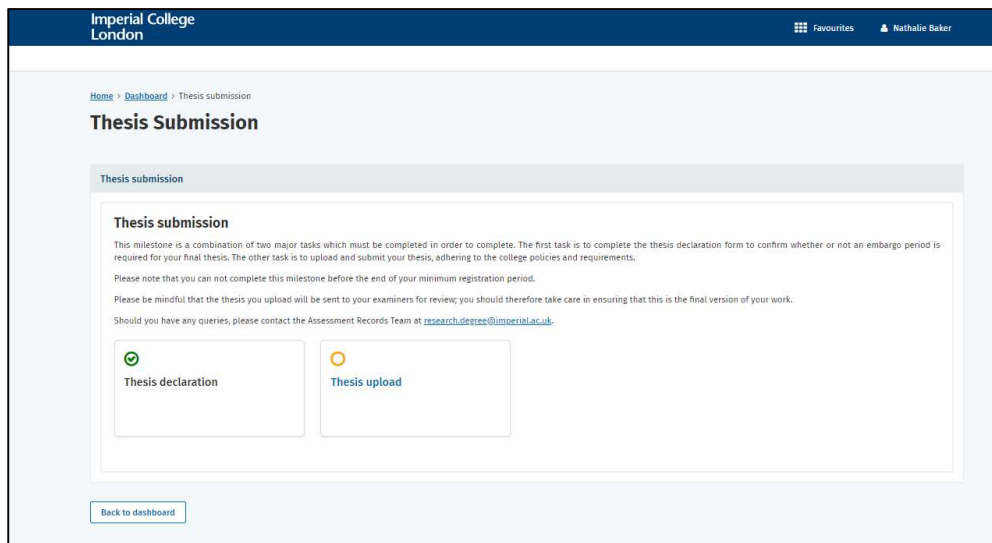
- Your Thesis should be uploaded electronically as a PDF.
- There are two ways to upload your Thesis.
- You can drag the file onto the upload area shown below or you can click on the Open a file Explorer box area shown below and search for the file on your computer.
- Please note that you must submit your thesis in PDF format.
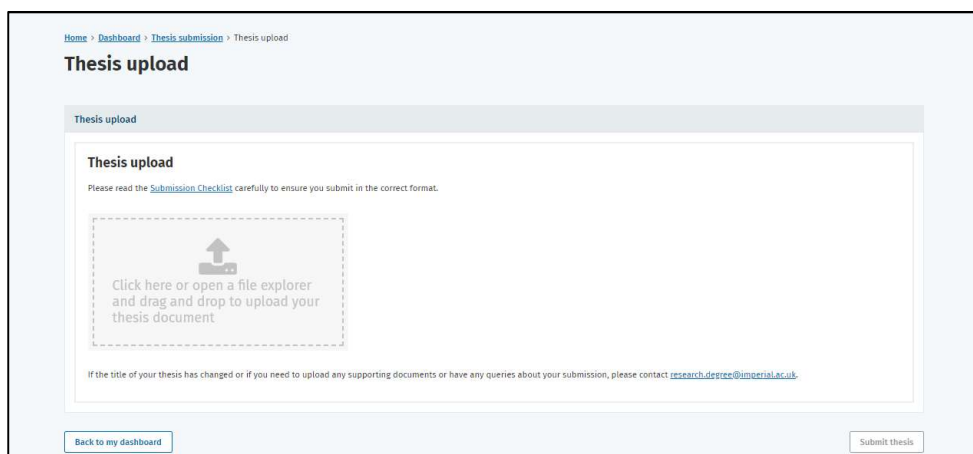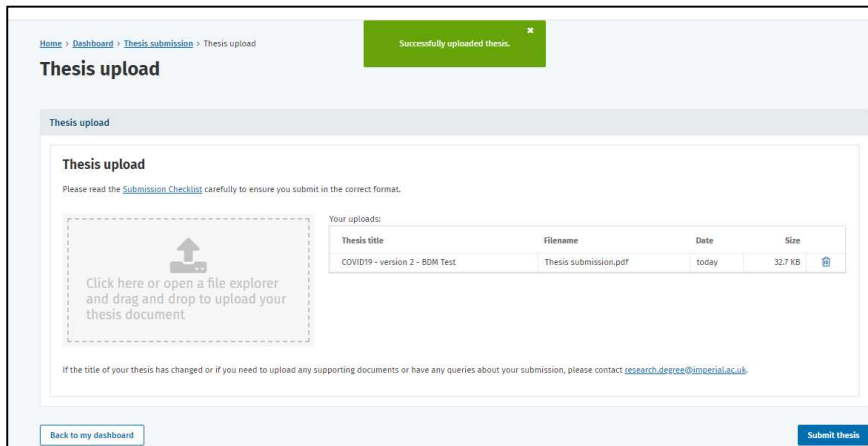
- It will ask you to confirm you want to upload the file. Click Ok.
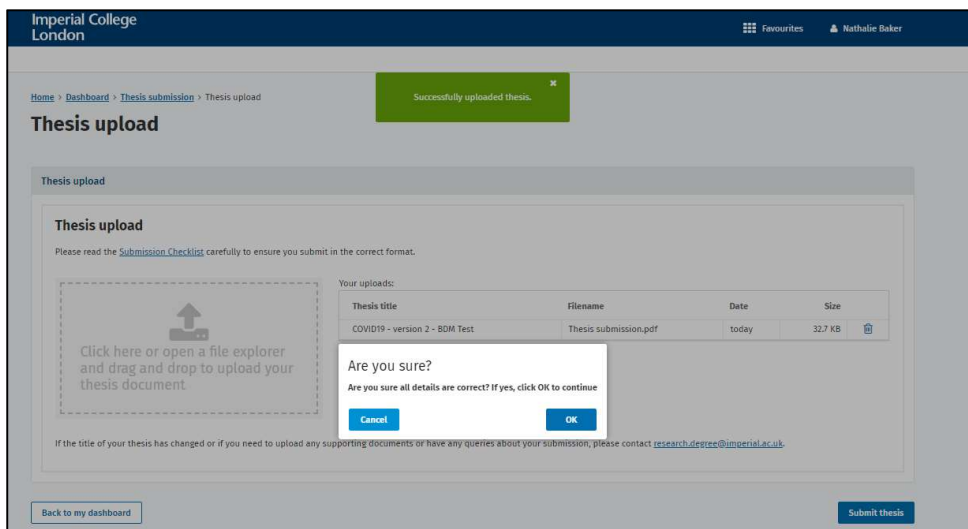
- You will then get confirmation that your Thesis has been uploaded with next steps.

- This will trigger an action for Registry users to review the file and process your thesis submission.

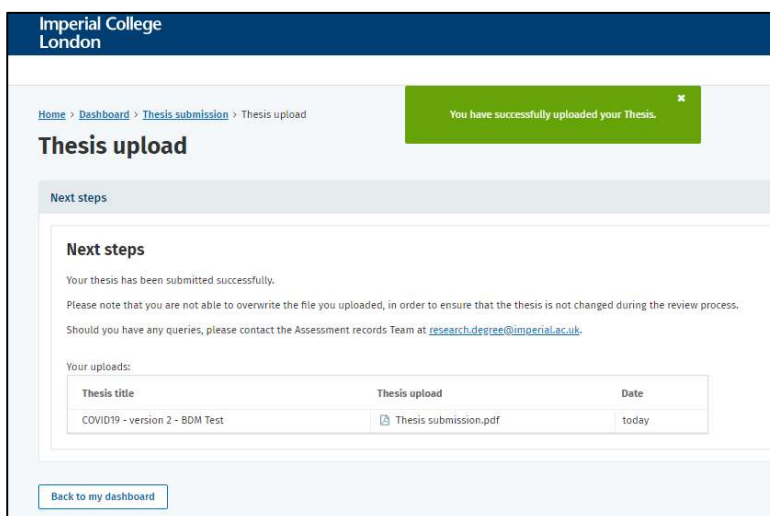- You will receive written confirmation of your submission to the Registry via email.

6.2.1.1 *Rejected Thesis Upload*
- If your Thesis upload is rejected, you will receive an email notifying you of the reasons why it has been rejected and asking you make the relevant changes.
- Log back into your Dashboard, make the relevant changes and resubmit your Thesis to Registry for review.

6.2.1.2 *Approved Thesis Upload*
- Once your Thesis upload has been accepted and released to your examiners for review by the Registry, you will receive confirmation of this via email.
- If the Registry are not yet in a position to release your thesis to your examiners, you will be informed of this.

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.