

Postgraduate Research Milestones (PGR) Manual for Students

**Exam Entry Form (EEF)
and
Thesis submission**

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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.

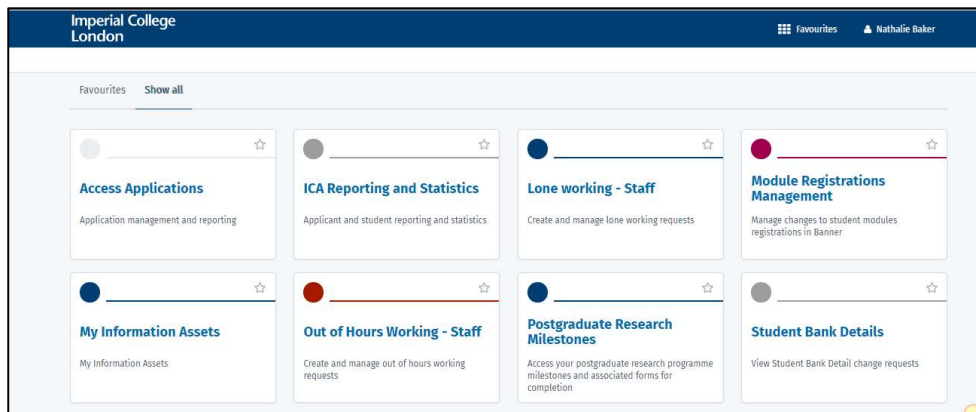
3 Access and Login

3.1 Get access

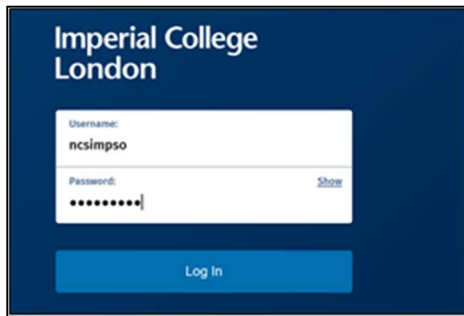
- To get access to the system, if you have not automatically been granted access, please raise an ASK request via ICT requesting access to the Postgraduate Research Milestones tile.

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.

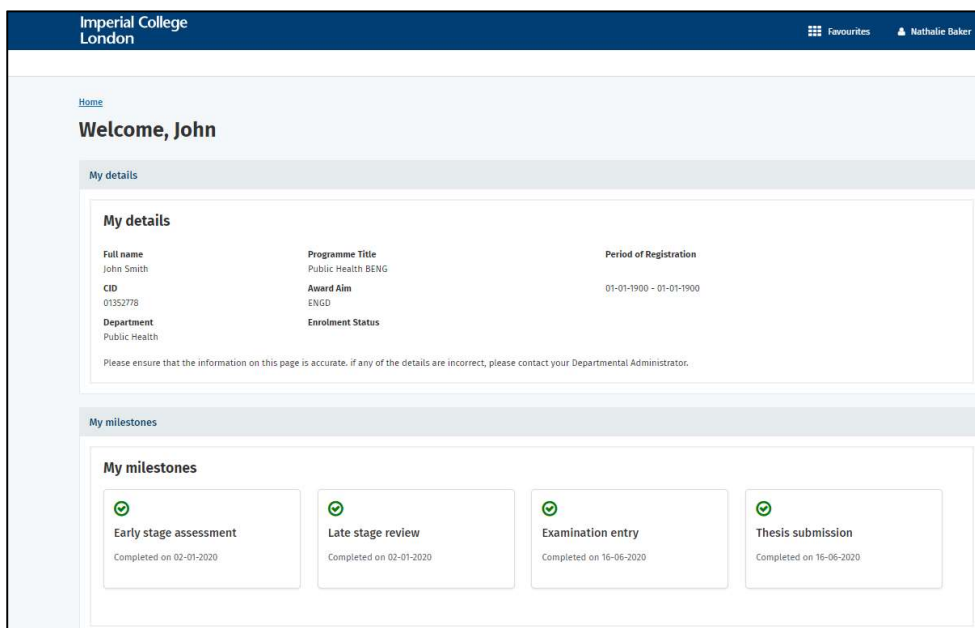


4 Dashboards

- 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).

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

Imperial College London | Favourites | Nathalie Baker

Home

Welcome, John

My details

Full name John Smith	Programme Title Public Health BENG	Period of Registration 01-01-1900 - 01-01-1900
CID 01352775	Award Aim ENGO	
Department Public Health	Enrolment Status	

Please ensure that the information on this page is accurate. If any of the details are incorrect, please contact your Departmental Administrator.

My milestones

Early stage assessment Completed on 02-01-2020	Late stage review Completed on 02-01-2020	Examination entry Planned for 30-06-2020	Thesis submission Planned for 30-06-2020
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My supervisors

Name	Type	Department	Email
Sharon Sown	Main supervisor	Mathematics	1a@test.com
Harry Jones	Co-supervisor	Public Health	5a@test.com

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.

Home > Dashboard > Examination entry

Examination entry

This form must be completed in full at least four months before the anticipated date of submission of the thesis.

Thesis information

Research topic*
It is important that you complete this field as your field of study will be quoted in your eventual result letter and any further proof of studies you require from the College in future. It will also help the library to catalogue your thesis.

Water fusion

Approved thesis title*
Please indicate your thesis title as agreed between you and your supervisor. Following submission of this form, your thesis title will be considered and, if approved, you will receive confirmation of this. Modifications to your thesis title may be suggested for you and your supervisor to consider.

Water fusion - viability of commercial development.

Expected thesis submission date*
Please indicate the date you expect to submit your thesis (approximately). Please note that this cannot be beyond your 4 year deadline.

31-12-2020

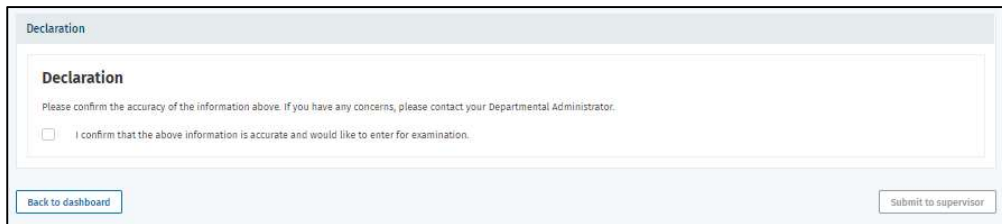
Save thesis information

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

Your changes were successfully saved.

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

- 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.



Declaration

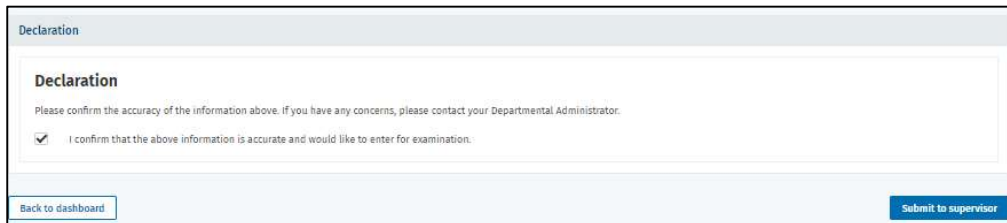
Declaration

Please confirm the accuracy of the information above. If you have any concerns, please contact your Departmental Administrator.

I confirm that the above information is accurate and would like to enter for examination.

[Back to dashboard](#) [Submit to supervisor](#)

- Click on Submit to supervisor button.



Declaration

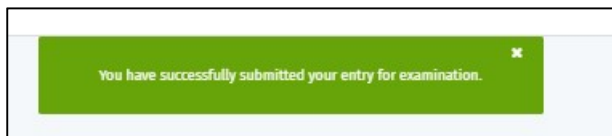
Declaration

Please confirm the accuracy of the information above. If you have any concerns, please contact your Departmental Administrator.

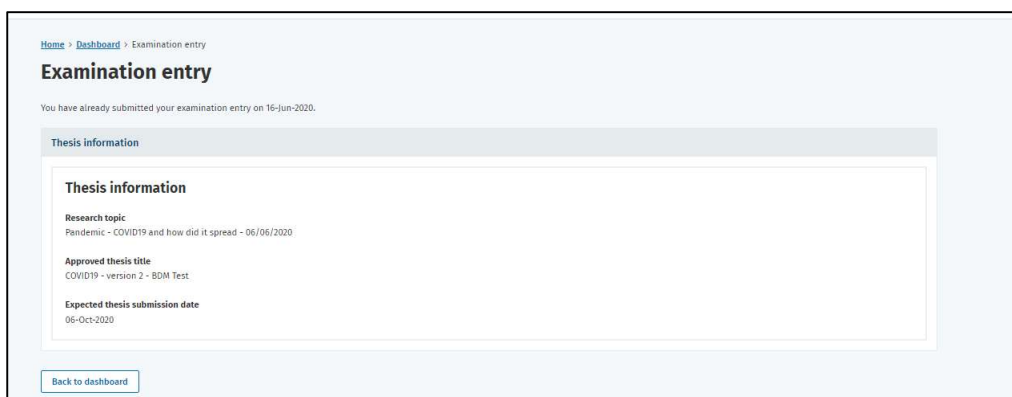
I confirm that the above information is accurate and would like to enter for examination.

[Back to dashboard](#) [Submit to supervisor](#)

- 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.



[Home](#) > [Dashboard](#) > Examination entry

Examination entry

You have already submitted your examination entry on 16-Jun-2020.

Thesis information

Thesis information

Research topic
Pandemic - COVID19 and how did it spread - 06/06/2020

Approved thesis title
COVID19 - version 2 - BDM Test

Expected thesis submission date
06-Oct-2020

[Back to dashboard](#)

The screenshot shows a user interface for a student dashboard. At the top, there is a 'Home' link and a 'Welcome, John' message. Below this is a 'My details' section with a table of personal and program information. The table has three columns: 'Full name', 'Programme Title', and 'Period of Registration'. The first row contains 'John Smith', 'Public Health BENG', and '01-01-1900 - 01-01-1900'. The second row contains '01352778', 'Award Aim', and 'ENGD'. The third row contains 'Department', 'Enrolment Status', and an empty cell. Below the table is a note: 'Please ensure that the information on this page is accurate. If any of the details are incorrect, please contact your Departmental Administrator.' Below the 'My details' section is a 'My milestones' section with four cards. The first two cards, 'Early stage assessment' and 'Late stage review', both show a green checkmark and are marked as 'Completed on 02-01-2020'. The last two cards, 'Examination entry' and 'Thesis submission', both show a yellow circle and are marked as 'Planned for 30-06-2020'.

[Home](#)
Welcome, John

My details

Full name	Programme Title	Period of Registration
John Smith	Public Health BENG	01-01-1900 - 01-01-1900
CID 01352778	Award Aim ENGD	
Department Public Health	Enrolment Status	

Please ensure that the information on this page is accurate. If any of the details are incorrect, please contact your Departmental Administrator.

My milestones

My milestones

- Early stage assessment**
Completed on 02-01-2020
- Late stage review**
Completed on 02-01-2020
- Examination entry**
Planned for 30-06-2020
- Thesis submission**
Planned for 30-06-2020

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.

Imperial College London

Home

Welcome, John

My details

Full name John Smith	Programme Title Public Health BENG	Period of Registration 01-01-1900 - 01-01-1900
UID 01352778	Award Aim ENGD	
Department Public Health	Enrolment Status	

Please ensure that the information on this page is accurate. If any of the details are incorrect, please contact your Departmental Administrator.

My milestones

Early stage assessment Completed on 02-01-2020	Late stage review Completed on 02-01-2020	Examination entry Completed on 16-06-2020	Thesis submission Planned for 30-06-2020
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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.

Home > Dashboard > Thesis submission

Thesis Submission

Thesis submission

This milestone is a combination of two major tasks which must be completed in order to complete. The first task is to complete the thesis declaration form to confirm whether or not an embargo period is required for your final thesis. The other task is to upload and submit your thesis, adhering to the college policies and requirements.

Please note that you can not complete this milestone before the end of your minimum registration period.

Please be mindful that the thesis you upload will be sent to your examiners for review; you should therefore take care in ensuring that this is the final version of your work.

Should you have any queries, please contact the Assessment Records Team at research.degree@imperial.ac.uk.

Thesis declaration	Thesis upload
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[Back to dashboard](#)

- 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

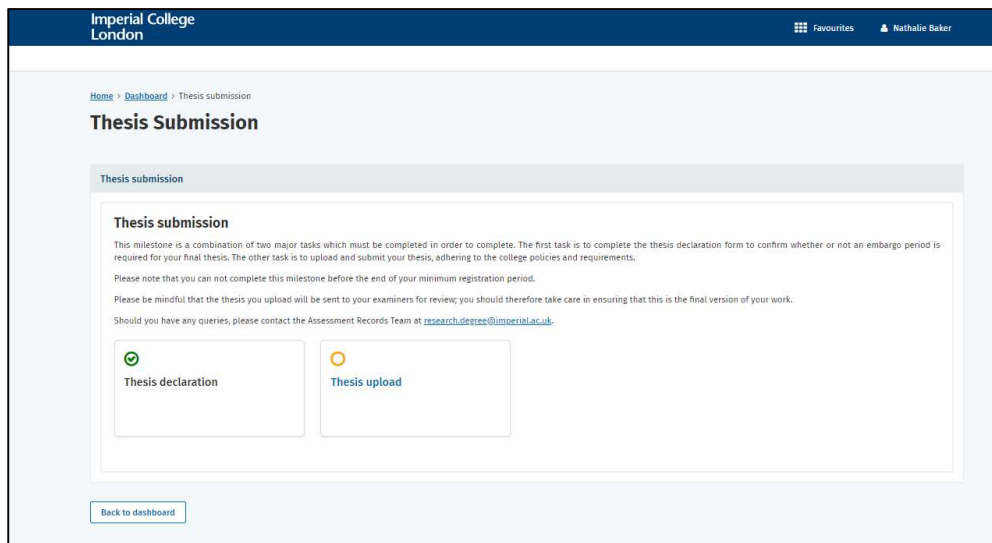
- Once your Thesis Declaration has been approved by your Supervisor, you will get an email confirming this and the Tile for the Milestones will be ticked and marked as Complete with the relevant Completed by date.

- 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.

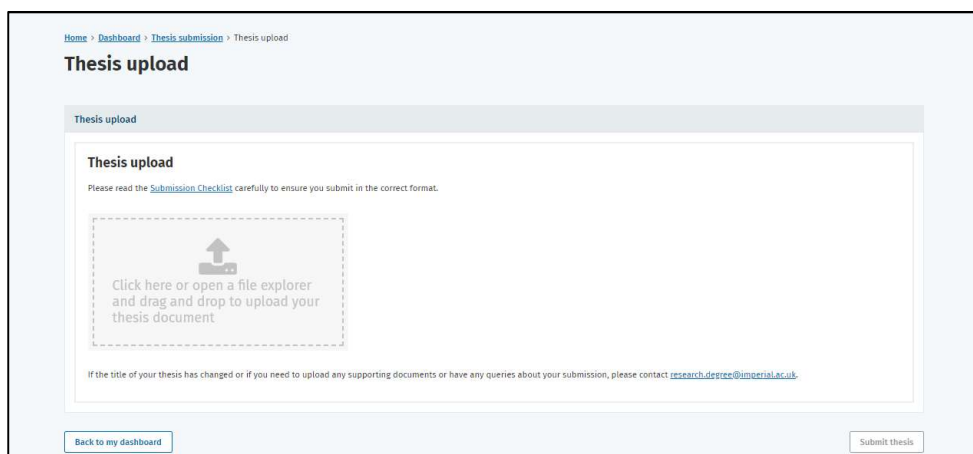
6.2 Thesis Submission

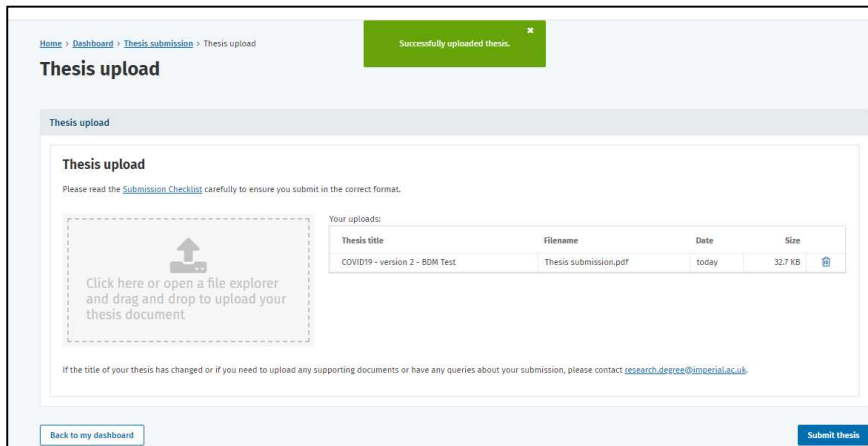
6.2.1 Student process

- To upload a copy of your Thesis, click on the Thesis upload Tile.

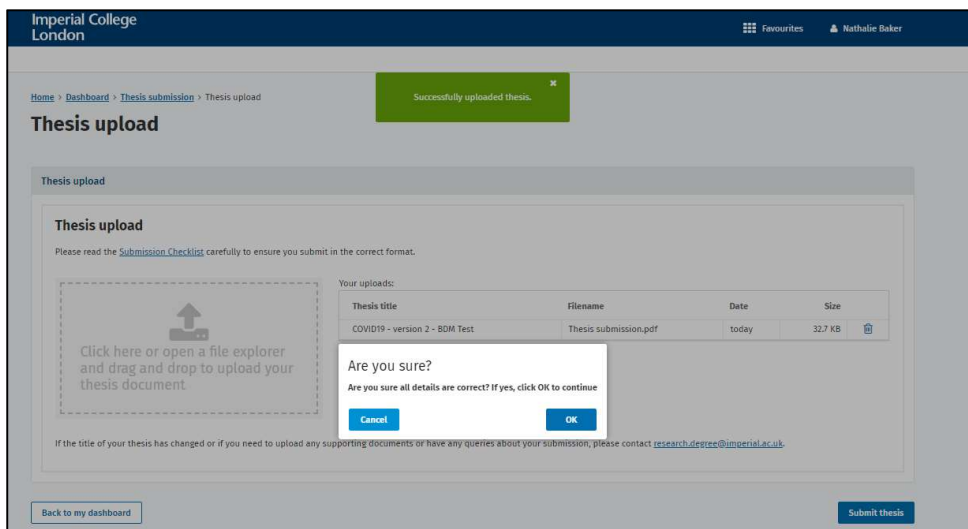


- Your Thesis should be uploaded electronically as a PDF.
- There are two ways to upload your Thesis.
- You can drag the file onto the upload area shown below or you can click on the Open a file Explorer box area shown below and search for the file on your computer.
- Please note that you must submit your thesis in PDF format.

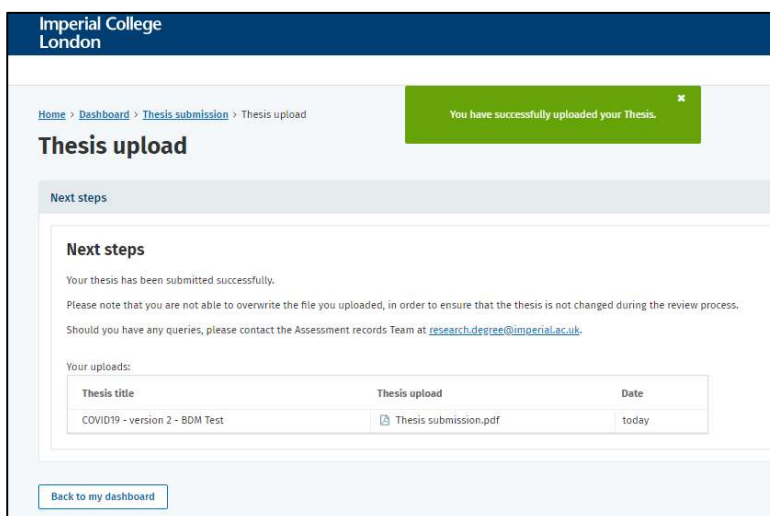




- It will ask you to confirm you want to upload the file. Click Ok.



- 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.