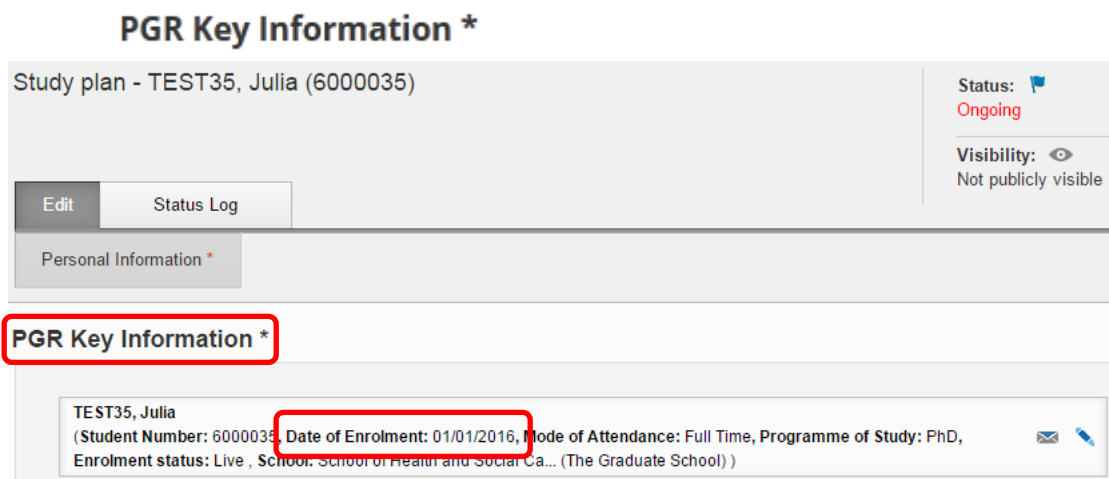




How to change Expected dates of completion for Progression Milestones within ResearchPAD

As a Research Administrator within your faculty, you may have a need to change dates for completion of various milestones. This may be due to the student changing mode of attendance or programme or if approved, an extension has been granted.

1. Check the Study Plan for original dates:



The screenshot shows the 'PGR Key Information *' page for a study plan. The title is 'Study plan - TEST35, Julia (6000035)'. On the right, the status is 'Ongoing' and visibility is 'Not publicly visible'. Below the title are 'Edit' and 'Status Log' buttons. A 'Personal Information *' tab is visible. The main content area is titled 'PGR Key Information *' and contains a table with the following information:

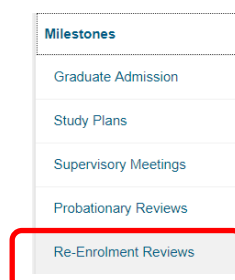
TEST35, Julia (Student Number: 6000035, Date of Enrolment: 01/01/2016, Mode of Attendance: Full Time, Programme of Study: PhD, Enrolment status: Live, School: School of Health and Social Ca... (The Graduate School))	 
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If the Date of Enrolment is incorrect, it needs to be **corrected in UNIT-e**. After correction, the system will be updated in the overnight feed, so the new date will only appear the day after Unit-E is updated.

2. *Study Plans* are **Read Only** (with the exception of adding Supervisors). If the expected dates of completion date are incorrect, the dates will need correcting from within individual progression milestones e.g. Probationary Review, Re-Enrolment Review, etc.
3. Find the relevant milestone (e.g. Re-Enrolment Review). From *Dashboard* (Homepage) page click on

Milestones

and go to *Re-Enrolment Review*

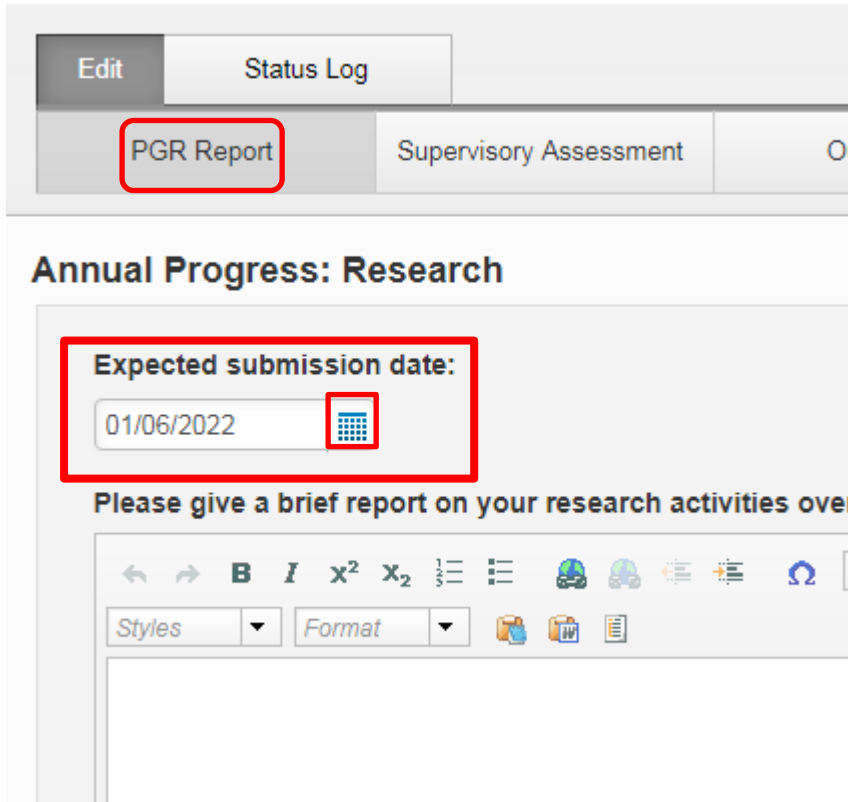


The screenshot shows a 'Milestones' menu with the following items:

- Graduate Admission
- Study Plans
- Supervisory Meetings
- Probationary Reviews
- Re-Enrolment Reviews

4. Select relevant *Re-Enrolment Reviews* from list view (refer to the **How to Filter** sheet if necessary).

5. Click on the *PGR Report* tab
Click on the calendar icon to select the correct date and make the correction in the *Expected submission date* field. Click *Save*.



The screenshot shows a web interface for a PGR Report. At the top, there are tabs for 'Edit' and 'Status Log'. Below these are several report tabs: 'PGR Report' (highlighted with a red box), 'Supervisory Assessment', and 'Other'. The main content area is titled 'Annual Progress: Research'. Below this title, there is a section for 'Expected submission date:' which contains a text input field with the date '01/06/2022' and a calendar icon (also highlighted with a red box). Below the date field, there is a text area for a report with the prompt 'Please give a brief report on your research activities over...'. The text area has a rich text editor toolbar with various icons for text formatting and editing.

6. click  to save the new details

Changes will appear in the *Study Plan* immediately. If they do not appear, it may be necessary to **Logout** and **Login** again to see them.