How to Complete the Supervisory Assessment for each progression milestone

If a 'for approval' link appears in a Supervisor's *Things to Do* list, the supervisory team would be expected to meet (e.g. in person; via email) to discuss the PGRs progress as part of the research degree process (e.g. Probationary Review; Re-Enrolment review; Major Review etc).

Re-Enrolment Review has been used as an example for the purposes of this information sheet

As a Supervisory Team you can either complete the screen together or on an individual basis. Remember that **only the lead or designated Supervisory should change the Status**.

If working on an individual basis, the status needs to remain . Click Save periodically to save your comments

Once the PGR Report has been reviewed by all members of the Supervisory Team and a decision has been made, all Supervisors should add their name and select the appropriate 'signed off?' option

How to add your name:

1) Click
2) A text box will appear, type in your Surname (e.g. Knight)
3) Press the search icon
4) Search results for 'Knight' will appear
5) Click next to the name and the name will appear under the list for Supervisor
6) Next click the down arrow and select the relevant option, then click on the calendar icon and add the date

To Set the Status

When the Supervisory Assessment is complete, **the lead or designated supervisor** will need to change the Status of the Report. To do this, click **Save & Close** at the bottom of your screen:

And the Set status box appears:
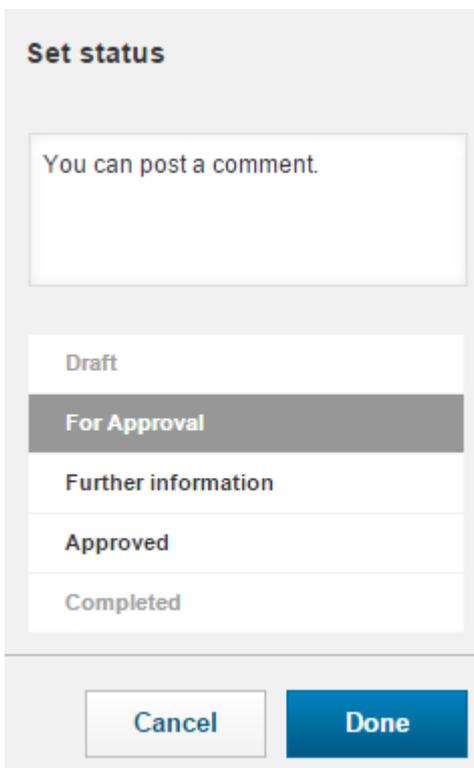
As Supervisor you can only set the status as *Further Information* or *Approved*.

- **Further Information** – Choose if the PGR has revisions to make to the PGR Report. **The PGR cannot get access to either amend the screen or upload a new version of the report unless it is in this status.**

- **Approved** – Choose when the Report is ready for the Independent Reviewer. Approved moves the work flow onto the Research Administrator. When you've selected the relevant status click ***Done***.

Remember that the status '**Further Information' or 'Approved'** will lock you and the rest of the supervisory team out of item and you will be prevented from making further changes until such time as your PGR or Research Administrator returns the form to you in the Status '**For Approval'**

When Approved, this will trigger the Independent review of the Initial Review (outside of ResearchPAD). Once the Faculty Research Degrees Committee (FRDC) has ratified the final decision, the Research Administrator will complete the Outcome section and mark the Initial Review as **Completed**