

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

The screenshot shows a user interface for a supervisor. At the top left is the BU Bournemouth University logo. The top right has search, help, and supervisor information (Supervisor: Stroud, Thomas) with a notification bell. Below this is a 'View Profile' link and an 'Add new' button. A sidebar on the left contains 'Dashboard', 'Milestones', 'Internal notifications', and 'Statistics'. The main content area shows the profile of 'Resources Administrator Thomas Stroud' with an 'Edit' link and email address 'e: researchpadtest@bournemouth.ac.uk'. Under 'Things to do', there is a list of tasks: '1 Supervisory Meetings are planned', '1 Re-Enrolment Review for approval' (highlighted with a red box), '1 Major Review for approval', '1 Intention to Submit for approval', and '1 Declaration for approval'. Each task has a 'View All' link. Below this is a 'Recently edited' section showing 'Probationary Review - Test4, Test (4291035)' and a timestamp '10/08/2018 11:12'.

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

Three buttons are shown: 'Cancel', 'Save', and 'Save & close'. The 'Save' button is highlighted with a red border.

PGR Report Supervisory Assessment Outcome

Recommendation by Supervisory Team

Please comment on the PGR's progress during this period:

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Styles ▾ Format ▾ 📎 📄 📑

Having considered all aspects of the PGR's progress and assessed their initial review report , we [the Supervisory Team] have found their progress to be:

Excellent Good Satisfactory Poor

Please add nominated independent reviewer:

Supervisors' Sign Off

Now add your name and the date below and click 'Save'. To add name: Press the + button, type in surname and click the search icon. Then click the + button shown against the appropriate name.

+

Cancel Save Save & close

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

Supervisors' Sign Off

Now add your name and the date below and click 'Save'. To add name: Press the + button, type in surname and click the search icon. Then click the + button shown against the appropriate name.

Supervisor	Signed off?	Date of sign off
Bell, Sarah	Signed off	25/06/2015

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

Supervisor	Signed off?	Date of sign off
Bell, Sarah	Signed off	25/06/2015

Search results for Knight

-  Hart, John Knighton
-  Knight, Fiona

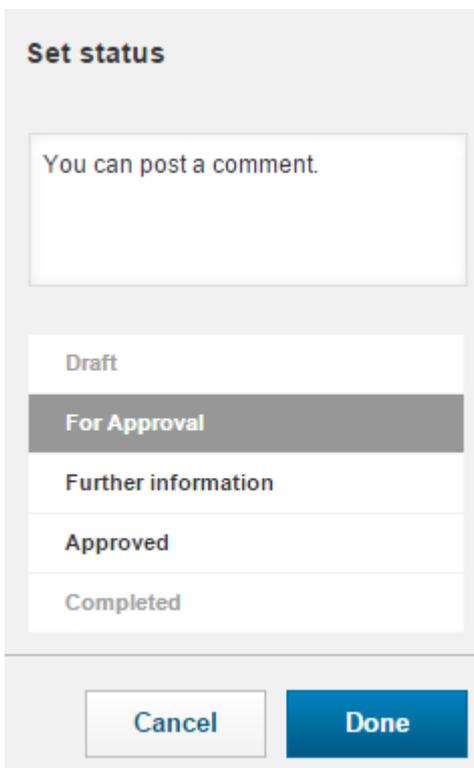
Signed off?	Date of sign off
Signed off	25/06/2015
Select Signed off	
Awaiting sign off	
Signed off	
Sign off currently NOT agreed	

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:

A screenshot of a 'Set status' dialog box. At the top, it says 'Set status'. Below that is a text area with the placeholder text 'You can post a comment.'. Underneath the text area is a list of status options: 'Draft', 'For Approval' (which is highlighted with a grey background), 'Further information', 'Approved', and 'Completed'. At the bottom of the dialog box are two buttons: 'Cancel' and 'Done'.

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**