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**Introduction**

ResearchPAD (Progression, Administration & Development for Research Degrees) is BU’s online PGR management system, which underpins the research degree processes set out in the Bournemouth University Code of Practice for Research Degrees (CoP).

ResearchPAD is integrated with existing BU IT systems, most importantly the student record system, SITS. As such, it improves the internal processes from PGR enrolment to graduation, streamlines PGR management and enhances the experience of all those involved in research degrees at BU, by:

- enhancing the PGR student experience by providing a clear and straightforward approach to research degree administration
- monitoring and recording progression of individual PGRs to ensure timely and successful completion
- ensuring compliance to the CoP and other related BU policies and regulations for quality assurance purposes
- ensuring parity in PGR processes across the Faculties
- monitoring PGR activity by Faculty and BU level to identify areas of good practice as well as those which may be improved
- improving business intelligence quality and timeliness of internal and external reporting requirements
- measuring performance by benchmarking completion rates, setting baselines and improvement targets.

ResearchPAD is on-line and can be accessed on or off campus and is available 24 hours a day, 7 days a week. Using ResearchPAD, users will:

- record and monitor research degree progression
- track progression against expected dates
- report on activity at PGR, Supervisory, Faculty or University level.

An electronic copy of the current 8A Code of Practice for Research Degrees is available from:

- Doctoral College Webpage [https://www1.bournemouth.ac.uk/study/postgraduate-research/support-postgraduate-research-students](https://www1.bournemouth.ac.uk/study/postgraduate-research/support-postgraduate-research-students) for PGRs
- Staff Portal [https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/doctoralcollege/](https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/doctoralcollege/)

Should you require a hard copy of the CoP, please contact your Postgraduate Research Administrator or the Doctoral College.
ResearchPAD Support

For all system related enquiries (e.g. change of password), you should contact the IT Service Desk in the first instance:

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Service</td>
<td><a href="https://studentportalservices.bournemouth.ac.uk/Security/ForgottenPassword.aspx">https://studentportalservices.bournemouth.ac.uk/Security/ForgottenPassword.aspx</a></td>
<td>+ 44 (0) 1202 965515</td>
</tr>
<tr>
<td>Desk</td>
<td><a href="https://bournemouth.service-now.com/">https://bournemouth.service-now.com/</a></td>
<td>1202</td>
</tr>
</tbody>
</table>

For all research degree process related enquiries or issues with data inaccuracies, you should contact your Postgraduate Research Administrator:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Contact</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Health &amp; Social Sciences</td>
<td>Tina Ikin</td>
<td><a href="mailto:FHSSresearch@bournemouth.ac.uk">FHSSresearch@bournemouth.ac.uk</a></td>
<td>+ 44 (0) 1202 962771</td>
</tr>
<tr>
<td></td>
<td>Deborah Smythe</td>
<td></td>
<td>+ 44 (0) 1202 962037</td>
</tr>
<tr>
<td>Faculty of Management</td>
<td>Denise George</td>
<td><a href="mailto:FMresearch@bournemouth.ac.uk">FMresearch@bournemouth.ac.uk</a></td>
<td>+ 44 (0) 1202 968766</td>
</tr>
<tr>
<td>Faculty of Media &amp; Communication</td>
<td>Jan Lewis</td>
<td><a href="mailto:FMCresearch@bournemouth.ac.uk">FMCresearch@bournemouth.ac.uk</a></td>
<td>+ 44 (0) 1202 965643</td>
</tr>
<tr>
<td></td>
<td>Cansu Kurt-Green</td>
<td></td>
<td>+ 44 (0) 1202 962469</td>
</tr>
<tr>
<td></td>
<td>Sonia Ashby</td>
<td></td>
<td>+ 44 (0) 1202 965687</td>
</tr>
<tr>
<td>Faculty of Science &amp; Technology</td>
<td>Naomi Bailey</td>
<td><a href="mailto:Scitechresearch@bournemouth.ac.uk">Scitechresearch@bournemouth.ac.uk</a></td>
<td>+ 44 (0) 1202 961691</td>
</tr>
<tr>
<td></td>
<td>Emily Curtis</td>
<td></td>
<td>+ 44 (0) 1202 962494</td>
</tr>
<tr>
<td></td>
<td>Karen Turner</td>
<td></td>
<td>+ 44 (0) 1202 962488</td>
</tr>
</tbody>
</table>

Any other enquires related to ResearchPAD, you should contact the Doctoral College Team:

<table>
<thead>
<tr>
<th>School</th>
<th>Contact</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral College</td>
<td>DC Team</td>
<td><a href="mailto:researchPAD@bournemouth.ac.uk">researchPAD@bournemouth.ac.uk</a></td>
<td>+ 44 (0) 1202 968255</td>
</tr>
</tbody>
</table>

Further information can be obtained from **The Doctoral College**
Tel: +44 (0)1202 968255
Email: [researchPAD@bournemouth.ac.uk](mailto:researchPAD@bournemouth.ac.uk)
Web: [https://www1.bournemouth.ac.uk/students/postgraduate-researchers/researchpad](https://www1.bournemouth.ac.uk/students/postgraduate-researchers/researchpad)
Access to ResearchPAD

Access to ResearchPAD is via the internet using the following url:

https://researchpad.bournemouth.ac.uk/

Please note: to ensure the best user experience possible it is recommended that you launch ResearchPAD in Firefox or Google Chrome.

If you do intend to use Internet Explorer, please make sure your use Windows Internet Explorer 10, otherwise you may experience some minor display issues with other versions.
Logging In

ALL PGRs, including BU staff undertaking a research degree:

- Login using your BU Student ID/username (e.g. i9783245) and Password
- If you need assistance accessing your student username, please contact the IT Service Desk (Tel: 65515) or for a password reset, complete the online request form
**On First Log In**

To ensure you receive email notifications from ResearchPAD, once you have logged on, you will need to change your settings. To do this, click the orange down arrow and click on *My Settings*. On the *My Settings* page, make sure the Email tick box is ticked and click *Save*.

[Image of the ResearchPAD interface with My Settings highlighted]

Click here

Make sure the email box is ticked
Dashboard (Homepage)

Upon logging in you will be taken to your personalised Dashboard.

The key features of the Dashboard are:

![Dashboard Image]

**Navigation Pane**

Once a menu item has been selected, a sub menu opens up underneath it from which further selections can be made.

You can access your PGR report for each progression milestone by selecting **Milestones**

**Things to Do**

On the Dashboard, this lists any pending tasks.

This includes a description (and number) of the outstanding activity/activities and a link to the relevant list.

Full-time PGRs will have **4 Re-Enrolment Reviews** for completion and part-time PGRs will have **7 Re-Enrolment Reviews**.

You can return to the Dashboard at any time by clicking **Dashboard**.
Study Plan

The Study Plan sets out the research degree process and is a gateway to your key progression milestones, including expected and actual completion dates for each milestone.

Dashboard

Milestones

Study Plans

The Study Plan can be accessed by clicking on the menu item Milestones and a sub menu will appear. Select Study Plans to view a summary of your research degree progression.

As a PGR, you will only have access to your own study plan.

Click on the link to open your Study Plan
The Study Plan includes the following information (although some milestones are not listed due to page limitations)

Status – remains:
- ‘Ongoing’ until your degree has been ratified and confirmed, then the status becomes ‘Completed’

Key Information – about the PGR e.g. Enrolment date

Supervisors – You will see a list of Supervisors. This list can be added to and amended by your Postgraduate Research Administrator

Key Progression Milestones with:
- Expected submission date (based on date of enrolment)
- Actual completion date (populated as items are ‘Completed’ by the Research Administrator)
- Status - can be either:
  o Draft
  o For Approval
  o For Information
  o Approved
  o Completed

Save and Close
This function triggers the ability to change the status. For a Study Plan it will be either
- On-going
- Completed

However, as a PGR you cannot make any changes to your Study Plan. Amendments need to be reported to your Postgraduate Research Administrator who will make these on your behalf.
Things To Do

This page will allow you to see the list of progression milestones you need to complete and will indicate the progression you are making. It is strongly recommended that you regularly log on to check your Things To Do list which you will find on the Dashboard.

For example, if you click the arrow on the link ‘1 Probationary Review for completion’, as above, a link to your Probationary Review will appear and this takes you directly to the relevant section.

Once the Probationary Review PGR Report is ready for the Supervisory Team to review, you re-set the status to ‘For Approval’. The link is removed from your list of Things To Do and it will appear on your Supervisors’ list of Things To Do. Please note that processing an item in the list does not automatically update the number of outstanding items on your list of Things To Do. This is only updated on your next login. Updated view (on next login):
Once your Supervisory team has reviewed your PGR Report, they have 2 options – they can either mark your report as ‘Approved’ or as ‘Further Information’. The ‘Approved’ status means no further work is required by you at this stage and the workflow moves to the Postgraduate Research Administrator for the next stage of the research degree process of a Faculty Panel review. The ‘Further Information’ status means you need to undertake further work and the Probationary Review will appear back in your Things To Do list.

This process may be repeated several times until your Supervisory team are happy with your PGR Report. Once they are satisfied, they will sign off and approve your Probationary Review.

Once the Probationary Review has gone through all the stages e.g. Supervisory Team approval, Faculty Panel Assessment and Faculty Research Degrees Committee Ratification, the Postgraduate Research Administrator will complete the ‘actual completion date’ field and change the status to ‘Completed’. Your Study Plan will be automatically updated with this date. For more information, see the section on Probationary Review later in this manual.
Supervisory Meetings

Supervisory meetings can be set up and the key discussion points recorded in ResearchPAD. You can set up Planned or Finished meetings. In line with the Code of Practice for Research Degrees ‘a minimum of 3 meetings per academic year’ must be recorded.

How to add a Supervisory meeting
From the Dashboard, click on the menu Milestones and select the sub-menu Supervisory Meetings from the list.

From within Supervisory Meetings, click on the Add new button and select Supervisory Meeting.

Complete the fields within Key information, PGR Present and Supervisors Present.
When updating a supervisory meeting record, if a member of your Supervisory team was not present at your meeting, make a note of this within the meeting notes section. **DO NOT** delete them from the list of Supervisors Present.

Complete the fields within **Key information, PGR Present and Supervisors Present**.

Please remember to make a note of agreed supervisory meetings in your diary. ResearchPAD will not create a calendar entry within Outlook or send a reminder outside of ResearchPAD.

Complete the fields – **PGR Present** and **Supervisors Present**.

To add names – click on + type a name into the text box and click on **Search and add names in the PGR Present and Supervisors Present** fields. Ensure all Supervisors are added. See notes below.

If you are setting up a Planned meeting it is unlikely you will need to complete these fields, therefore all you need to complete is **Key Information, PGR Present and Supervisors Present**. Once these fields have been completed, click on **Save & Close** and set the status to ‘Planned’.

If you are setting up a meeting retrospectively, then you will also need to complete these fields: **Key Points discussed, Action points** and **Supervisor’s comments**. Once these fields have been completed, click on **Save & Close** and set the status to ‘Finished’.

If you need to attach an Agenda or a publication, report etc, click on **to upload your document.**
**Adding Names to a Supervisory Meeting**

To view a meeting from within Supervisory Meetings, **you must add your name and those of your Supervisors. If you don't, you or your supervisors will not be able to see the meeting that you've just created.** If you only add your name, your Supervisors won't be able to see the meeting or read the meeting notes once updated.

If you've created a meeting and forgotten to add your name, please email researchpad@bournemouth.ac.uk

When completed, press **Save & close** and select the status to 'Planned' or 'Finished' and press **Done** – see notes on how to set the status below.

**To Set Status**

Click on **Save & Close**

The **Set Status** box will appear:

- **Planned** – confirms meeting has been arranged
- **Finished** – when the meeting notes have been updated and the meeting has been completed
- **Cancelled** - if the meeting is cancelled

Press **Done** once the status has been selected

**How to update your meeting notes**

To update your meeting notes, click on **Milestones** from the left-hand navigation panel and expand the menu and select **Supervisory Meetings**. A list of Supervisory meetings will appear, click on the link of the supervisory meeting you need to update (see below).
## Supervisory Meetings (1)

<table>
<thead>
<tr>
<th>Supervisory Meeting</th>
<th>Updated on</th>
<th>Status</th>
<th>Visibility</th>
<th>Notes</th>
<th>Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Meeting</td>
<td>31/08/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Not publicly visible**
- **Planned**

Select / Deselect all

Updated on descending

10 | 50 | 100

1 of 1
Probationary Review (or Initial Review if enrolled pre-September 2018)

Please refer to the Code of Practice for Research Degrees for the full procedure. You will need to complete all the fields within this section and upload the Probationary Report form* and any other relevant supporting documentation for presentation and discussion with the Faculty Panel and final approval.

*If you enrolled pre September 2018, you have the option of following the Initial Review process and completing and uploading the Initial Review form – please refer to the Code of Practice for Research Degrees for further information.

From the Dashboard, you can either access your Probationary Review from your Things To Do list or from the Menu on the left-hand side of the screen. Select Milestones and then scroll down to the Probationary Review sub-menu.

You need to complete the PGR Report.
When working on your PGR Report keep the status as Draft and click periodically to save your work. Only change the status to 'For Approval' once you’re ready for your Supervisors to review.
review your report. Once the report is in ‘For Approval’ status you are locked out and are no longer able to make amendments.

**If your research at this stage requires Ethical Approval (e.g. data collection for a pilot study), please remember to attach a copy of your Ethics Checklist Approval form.**

To Set the Status

When you are ready for your Supervisors to see your PGR Report, click **Save & close** at the bottom of your screen:

![Save & close button]

And the Set status box appears:

As a PGR you can only set the status as ‘Draft’ or ‘For Approval’.

- **Draft** – select when you wish to save your work and return at a later date
- **For Approval** – select when you are ready to send to the Supervisory Team

When you’ve selected the relevant status click **Done**.

*Remember* the status ‘For Approval’ will lock you out and you will be prevented from making further changes unless your Supervisor requires additional information from you by setting the status to ‘Further Information’.

or, approves the information (status set to ‘Approved’).
Supervisory Team and Faculty Panel Review and Approval

Your Supervisory Team will review and make recommendations on your progress and complete the Supervisory Assessment Tab. You can only make revisions to the report when it is in the 'Further Information' status and the Probationary Review will appear back in your Things To Do list. You can go back and forth with your PGR Report on ResearchPAD until the Supervisory Team are happy with the content.

The Faculty Panel then complete the Outcome Tab (see below).
Once the Probationary Review process has been completed the Postgraduate Research Administrator will set the Probationary Review to ‘Completed’ status.

To recap, there are a number of stages of the research degree process for the Probationary Review (or Initial Review if enrolled pre September 2018)

1. Completion of PGR Report (including complete PGR Report Template)
2. Supervisor(s) record their Assessment and set the status to either ‘Further Information’ or ‘Approved’
3. Faculty Panel record their Recommendation in the Outcome Tab
4. Probationary Review status set to ‘Completed’

To view your Probationary Review once completed you can access this by clicking on the Milestones menu and scrolling down to the Probationary Review sub-menu.
Re-Enrolment Review (annually)

All PGRs, including full-time, part-time and members of staff, are required to complete their Re-Enrolment Review on ResearchPAD no later than 1 June each year regardless of whether they have recently passed a progression milestone such as Probationary or Major Review. You will not be able to re-enrol until the Re-Enrolment Review process has been carried out and your progress approved by your Faculty Research Degrees Committee.

You will need to complete all the fields within this section and upload any relevant supporting documentation. Please make sure you complete the correct Re-Enrolment Review for the relevant year (4 Re-Enrolment Review records for full time PGRs; 7 records for part time). If you do not have a Re-Enrolment Review for the next academic year, please contact your Postgraduate Research Administrator immediately.

From the Dashboard, you can either access your Re-Enrolment Review from your Things To Do list or the menu down the left-hand side of the screen. Select Milestones and then scroll down to Re-Enrolment Review sub-menu.

Your Supervisors will provide their assessment and may ask you to undertake further work on your PGR report. Should this happen, your Supervisor will need to change the status to ‘Further Information’ and you will see a link under your Things To Do e.g. 1 Further Information for Re-Enrolment Review. You will make the necessary amendments and re-set the status to ‘For Approval’ again. Once your Supervisors are happy they will mark as ‘Approved’. The report will then be considered by the Faculty Panel who will agree a recommendation. This will be ratified by the
Faculty DDRPP and Faculty Research Degrees Committee, and the Postgraduate Research Administrator will update the **Outcome Tab** and mark as **'Completed'**.

### To Set the Status

When you are ready for the Supervisory Team to see your PGR Report, click **Save & Close** at the bottom of your screen:

![Save & Close button]

And the **Set status box** appears:

**Draft** – choose when you wish to save your work and return at a later date

**For Approval** – choose when you are ready to send to your Supervisor for comments and approval.

When you’ve selected the relevant status click **Done**

*Remember* the status **‘For Approval’** will lock you out and you will be prevented from making further changes unless your Supervisor requires additional information from you by setting the status to **‘Further Information’**.

To recap, there are a number of stages of the research degree process for Re-Enrolment Review:

1. Completion of PGR Report
2. Supervisory Assessment / Approval
3. DDRPP and Faculty Research Degrees Committee ratification of decision
4. Re-Enrolment Review completed
5. Re-enrolment takes place *(outside of ResearchPAD)*.
Major Review (or Transfer if enrolled pre-September 2018)

Please refer to the Code of Practice for Research Degrees for further information. The work flow process is the same as for Probationary Review.

This should be done with advice from your Supervisors. Once you are ready to submit your report, you will need to complete all sections and upload your Major Review Report and Abstract. You will only need to complete the PGR Report section.

From the Dashboard, you can either access your Major Review from your Things To Do list or the menu down the left-hand side. Select Milestones and the scroll down to Major Review sub-menu.

Click to upload your completed report and abstract. There isn’t a template for a Major Review Report. Please refer to the Code of Practice for guidance on the format and content.

Click to upload your Ethics Approval. If you need to obtain a copy of your Ethics approval, please contact the Research Governance Advisor via email: researchethics@bournemouth.ac.uk
To Set the Status

When you are ready for the Supervisory Team to see your PGR Report, click **Save & Close** at the bottom of your screen:

And the Set status box appears:

As a PGR you can only set the status as 'Draft' or 'For Approval'.

- **Draft** – Choose when you wish to save your work and return at a later date
- **For Approval** – Choose when you are ready to send to your Supervisor for comments & approval

When you’ve selected the relevant status click **Done**.

*Remember* the status 'For Approval' will lock you out and you will be prevented from making further changes unless your Supervisor requires further information, and returns the form to you by setting the status to 'Further Information'.

Once the Transfer Viva (Transfer) or Faculty Panel (Major Review) process has been completed and approved, your Postgraduate Research Administrator will change the status to 'Completed'.

To recap, there are a number of stages of the research degree process for Major Review (or Transfer, if pre September 2018):

1. Completion of PGR Report
2. Supervisory Assessment (and if pre-September 2018, Nomination of Examiners and Transfer Viva; or post September 2018, Major Review Faculty Panel Assessment and Recommendation)
3. Corrections / Amendments to Report
4. Faculty Research Degree Ratification of decision
5. Major Review status set to 'Completed'
6. Progression to final *viva voce* submission continues.
Intention to Submit

Approximately 3 months prior to the submission of your thesis for examination (viva voce), you should declare your ‘Intention to Submit’. Please refer to the Code of Practice for Research Degrees. You will only need to complete the PGR Action section. This process triggers the nomination and approval of Examiners.

From the Dashboard, you can either access your Intention to Submit from your Things To Do list or the menu down the left-hand side. Select Milestones and scroll down to Intention to Submit sub-menu.

Once you have submitted your Intention to Submit, the examination team can be nominated and approved and arrangements for your viva voce can be made.
To Set the Status

When you are ready for the Supervisory Team to see your PGR Action, click **Save & Close** at the bottom of your screen:

![Save & Close Button](Image)

And the Set status box appears:

![Set status Box](Image)

As a PGR you can only set the status as **‘Draft’ or ‘For Approval’.**

- **Draft** – choose when you wish to save your work and return at a later date
- **For Approval** – choose when you are ready to send to your Supervisor for comments and approval.

When you’ve selected the relevant status click **Done**.

*Remember the status ‘For Approval’ will lock you out and you will be prevented from making further changes unless your Supervisor requires additional information from you by setting the status to ‘Further Information’.*

To recap, there are a number of stages of the research degree process for **Intention To Submit:**

1. Completion of PGR Action
2. Supervisory Action / Approval
3. Nomination of Examiners
4. Approval of Examiners
5. Arrangements for examination *(viva voce)* finalised.
Declaration

On submission of your thesis you will need to complete the Declaration to confirm you adhere to the University rules and that the thesis is your own work. Please refer to the Code of Practice for Research Degrees. Complete the PGR’s Declaration section.

From the Dashboard, you can either access your Declaration from your Things To Do list or the menu down the left-hand side. Select Milestones and then scroll down to Declaration sub-menu.
Once you have completed this section and submitted the correct number of soft-bound copies of your thesis, the Faculty Research Administrator will send your thesis to the External Examiners for review.

To Set the Status

When you are ready for the Supervisory Team to see your PGR’s Declaration, click **Save & Close** at the bottom of your screen:

![Save & Close buttons](image)

And the Set status box appears:

As a PGR you can only set the status as ‘Draft’ or ‘For Approval’.

- **Draft** – choose when you wish to save your work and return at a later date
- **For Approval** – choose when you are ready to send to your Supervisor for comments and approval.

When you’ve selected the relevant status click **Done**.

**Remember** the status ‘For Approval’ will lock you out and you will be prevented from making further changes unless your Supervisor requires additional information from you by setting the status to ‘Further Information’.

To recap, there are a number of stages of the research degree process for **Declaration**:

1. Completion of PGR’s Declaration
2. Supervisors’ Declaration / Approval
3. Thesis is sent to Examiners

This is the last section that you will need to complete via ResearchPAD although you are able to view the other sections (via Milestones menu):

**Viva** (Research Administrator completes)
- Viva Arrangements
- Viva Outcome
- Outcome

**Conferment** (Doctoral College completes)
Research Degree Timeline

For further details please refer to the current Code of Practice for Research Degrees.

Admissions, Registration and Induction
Section 4

Enrolment
(Day 1)
Section 4.2.1

Probationary Review / Initial Review
(+3 months FT/6 months PT)
Section 7.4

Major Review
(+12-18 months FT/24-36 months PT)
Section 7.7

Intention to Submit Thesis
(~3 months before Submission)
Section 8.2.1

Thesis Submission
(+36 months FT/72 months PT)
Section 8.2.6

Re-enrolment Review & Re-enrolment
Section 4.2.2 and 7.6
(May/June annually)
Section 5.3 and 4.3.2

Viva Voce & Examiners’ Recommendations
(asap after Thesis Submission)
Section 8.6

Re-submission
(+12 months FT/24 months PT)
Section 8.7 and 8.7.2

Corrections / Amendments & Examiners’ Recommendations
Section 8.7

Ratification of Award
Award ratified by Doctoral College
Section 8.7.2

Thesis (hard and electronic copies)
submitted to Library
Section 8.10

Award Letter & Graduation
(48 months FT/84 months PT)
Section 8.7.2 and 8.11
# Summary of ResearchPAD Activity

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>POSTGRADUATE RESEARCH STUDENT (PGR) (PGR REPORT)</th>
<th>SUPERVISOR (SUPERVISOY ASSESSMENT)</th>
<th>RESEARCH ADMINISTRATOR (OUTCOME)</th>
</tr>
</thead>
</table>
| PROBATIONARY REVIEW (INITIAL REVIEW, IF PRE SEPT 2018) | • To complete information in ResearchPAD by following the steps on screen  
• Work in progress – save as “Draft”  
• Download Probationary Review (or Initial Review) template from ResearchPAD  
• Upload final report (and relevant supporting documents) to ResearchPAD  
• When complete – Save & close, mark as “For Approval” to send to Supervisor  
• Check Overview “Things to Do” for supervisory feedback | • To complete assessment of PGR Progress by following the steps on screen  
• To return to PGR for further work save as “For Further Information” with comments included  
• To sign off, save & close mark as “Approved” to send to Faculty Research Administrator | • To arrange Faculty Panel (or Independent Assessment, if pre September 2018) (outside ResearchPAD)  
• To report to Faculty Research Degrees Committee (outside ResearchPAD)  
• To return to PGR or Supervisor, save as “For Further Information”  
• To add comments and date approved to ResearchPAD  
• To save as “Completed” |
| RE-ENROLMENT | • To complete information in ResearchPAD by following the steps on screen  
• Work in progress – save as “Draft”  
• Upload any supporting documents to ResearchPAD  
• When complete – Save & close, mark as “For Approval” to send to Supervisor  
• Check Overview “Things to Do” for supervisory feedback | • To complete assessment of PGR Progress by following the steps on screen  
• To return to PGR for further work, save as “For Further Information” with comments included  
• To sign off, save & close mark as “Approved” to send to Research Administrator | • To report to Faculty Research Degrees Committee (outside ResearchPAD)  
• To return to PGR or Supervisor, save as “For Further Information”  
• To add comments and date approved to ResearchPAD  
• To save as “Completed” |
| MAJOR REVIEW (TRANSFER, IF PRE) | • To complete required information in ResearchPAD by following the steps on screen | • To complete assessment of PGR Progress by following the steps on screen.  
• To return to PGR for further work, save as “For Further Information” with comments included  
• To sign off, save & close mark as “Approved” to send to Research Administrator | • To report to Faculty Research Degree Committee |
| SEPT 2018) | • Work in progress - save as “Draft”  
• To upload Major Review / Transfer Report and supporting documents to ResearchPAD  
• When complete – Save & close, mark as “For Approval” to send to Supervisor  
• Check Overview “Things to Do” for supervisory feedback | the steps on screen  
• To return to PGR for further work save as “For Further Information” with comments included  
• To sign off, save & close mark as “Approved” to send to Postgraduate Research Administrator | (outside ResearchPAD)  
• To return to PGR or Supervisor, save as “For Further Information”  
• To add comments and date approved to ResearchPAD  
• To save as “Completed” |
| INTENTION TO SUBMIT | • To complete required information in ResearchPAD by following the steps on screen  
• Work in progress - save as “Draft”  
• To complete thesis title and abstract  
• To declare the intended date of submission.  
• When complete – Save & Close, mark as “For Approval” to send to Supervisor  
• Check Overview “Things to Do” for supervisory feedback | • To complete and upload examiner nomination form (available from the Postgraduate Research Administrator)  
• To save & close mark as “Approved” to send to Postgraduate Research Administrator | • To report to Faculty Research Degree Committee (outside ResearchPAD)  
• To administer the Examiner approval process (outside ResearchPAD)  
• To return to PGR or Supervisor, save as “For Further Information”  
• To add relevant comments and date approved to ResearchPAD  
• To Save & close as “Completed” |
| DECLARATION | • To complete required information in ResearchPAD by following the steps on screen  
• Work in progress - save as “Draft”  
• To complete final thesis title and abstract  
• To complete the declaration  
• To hand in soft bound copies of thesis to Research Administrator  
• When complete – Save & close, mark as “For Approval” to send to Supervisor  
• Check Overview “Things to Do” for supervisory feedback | • To complete Supervisor’s Declaration by following the steps on screen  
• To return to PGR for further work save as “For Further Information” with comments included  
• To sign off, save & close mark as “Approved” to send to Research Administrator | • To send thesis to Examiners (outside ResearchPAD)  
• To administer the viva voce process (outside ResearchPAD)  
• To return to PGR or Supervisor, save as “For Further Information”  
• To Save & close as “Completed” |
| VIVA          | • PGR can view arrangements and *viva voce* Outcome  
|              | • **Confirmation of the Award.** PGR should follow process for submission and storage of final thesis | • Supervisor can view arrangements and *viva voce* Outcome  
|              | • No tasks assigned                                                                 | • To complete *viva voce* arrangements by following the steps on screen  
|              |                                                                                   | • To report the *viva voce* Outcome by following the steps on screen  
|              |                                                                                   | • To administer the approval of corrections process (outside ResearchPAD)  
|              |                                                                                   | • To report the Final Outcome (post by corrections) following the steps on screen  
|              |                                                                                   | • To save as “Completed”  
| CONFERMENTS  | • No tasks assigned                                                                | • Supervisor can view Conferments  
|              |                                                                                   | • No tasks assigned                                                                 | • To administer the Conferment process (outside ResearchPAD)  
|              |                                                                                   | • To record the Conferment process by following the steps on screen  
|              |                                                                                   | • To upload the Deposit of the Thesis Form and Award Letter  
|              |                                                                                   | • To *Save & close* as “Completed”                                                                 |
| SUPERVISORY MEETINGS | • To arrange a meeting by following the steps on screen  
|              | • To record notes from the meeting  
|              | • To complete thesis title and abstract  
|              | • To declare the intended date of submission.  
|              | • When complete – *Save & close*, mark as “For Approval” to send to Supervisor      | • To arrange the meeting by following the steps on screen  
|              |                                                                                   | • To record notes of the meeting  
|              |                                                                                   | • When complete – *Save & close*  
|              |                                                                                   | • No tasks assigned                                                                 |
• Check Overview “Things to Do” for supervisory feedback  
  close, set relevant status
Feedback

Any constructive comments or feedback about ResearchPAD or this manual can be sent to the Doctoral College:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Contact</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral College</td>
<td>ResearchPAD Team</td>
<td><a href="mailto:researchPAD@bournemouth.ac.uk">researchPAD@bournemouth.ac.uk</a></td>
<td>++(0) 1202 968855</td>
</tr>
</tbody>
</table>