Contents

Introduction ................................................................................................................................................................................................. 2
ResearchPAD Support ................................................................................................................................................................................ 3
Access to ResearchPAD ............................................................................................................................................................................. 4
Logging In .................................................................................................................................................................................................... 5
Dashboard (Homepage) ............................................................................................................................................................................. 7
Study Plan ................................................................................................................................................................................................... 8
Supervisory Meetings .............................................................................................................................................................................. 10
Probationary Review ................................................................................................................................................................................ 14
Supervisors’ Sign Off ................................................................................................................................................................................ 15
Re-Enrolment Review .............................................................................................................................................................................. 18
Major Review ............................................................................................................................................................................................ 20
Intention to Submit .................................................................................................................................................................................. 21
Declaration ................................................................................................................................................................................................ 24
Research Degree Timeline ...................................................................................................................................................................... 26
Summary of ResearchPAD Activity ........................................................................................................................................................ 27
Feedback .................................................................................................................................................................................................... 30
Introduction

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

ResearchPAD is integrated with existing BU IT systems, most importantly the Student Record System. As such, it will improve the internal processes from PGR enrolment to graduation, streamline PGR management and enhance 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 online and can be accessed on or off campus and is available 24 hours a day, 7 days a week. Using ResearchPAD, users will:

- record & 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 for PGRs
- Staff Portal https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/doctoralcollege/

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

For all system related enquiries (accessing, logging on, etc.), 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 Desk</td>
<td><a href="https://bournemouth.service-now.com/">https://bournemouth.service-now.com/</a></td>
<td>+ 44 (0) 1202 965515</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><strong>Faculty of Health &amp; Social Sciences</strong></td>
<td>Tina Ikin, Deborah Smythe</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></td>
<td></td>
<td>+ 44 (0) 1202 962037</td>
</tr>
<tr>
<td><strong>Faculty of Management</strong></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><strong>Faculty of Media &amp; Communication</strong></td>
<td>Jan Lewis, Cansu Kurt-Green, Sonia Ashby</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></td>
<td></td>
<td>+ 44 (0) 1202 962469</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>+ 44 (0) 1202 965687</td>
</tr>
<tr>
<td><strong>Faculty of Science &amp; Technology</strong></td>
<td>Naomi Bailey, Emily Curtis, Karen Turner</td>
<td><a href="mailto:Scitechresearch@bournemouth.ac.uk">Scitechresearch@bournemouth.ac.uk</a></td>
<td>+ 44 (0) 1202 961691</td>
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<td></td>
<td></td>
<td></td>
<td>+ 44 (0) 1202 962494</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>+ 44 (0) 1202 962488</td>
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</tbody>
</table>

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

<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
Web: [https://www1.bournemouth.ac.uk/students/postgraduate-researchers/researchpad](https://www1.bournemouth.ac.uk/students/postgraduate-researchers/researchpad)
Access to ResearchPAD

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, you should be aware that there may be some minor display issues.
Logging In

SUPERVISORS (Internal BU Academics):

• To access ResearchPAD: https://researchpad.bournemouth.ac.uk/converis/secure/login (on campus or off campus)
• You will need to accept the security certificate by clicking on ‘Continue to this website’.
• login using your current username and password
• If you need assistance logging on, please contact the IT Service Desk (Tel: 65515).

SUPERVISORS (External)

• To access ResearchPAD: https://researchpad.bournemouth.ac.uk/
• Before you enter your username under the Login button click on ‘More: Non-BU Academics login’ to get this screen:

You should have received two emails containing:

• Username credentials
• Password credentials. You will be required to change your password on first logon

If you have forgotten or misplaced these details please email: researchpad@bournemouth.ac.uk
ALL SUPERVISORS (Internal & External)

On First Log IN

To make sure 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.

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:

- **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 any of your PGR’s reports by selecting **Milestones**.

You can return to the Dashboard at any time by clicking **Things to do**.

Key points for using ResearchPAD include:

- A PGR report for review will appear within your list of **Things to do**.
- To review and add comments, the Status of a PGR Report must be **For Approval**.
- **Only the first or designated supervisor should change the Status.** The remaining members of the Team should add comments, add name and click **Save**.
- There are two choices when setting the required status:
  - **Further Information** returns the PGR Report back to the PGR for further work and revisions
  - **Approved** moves the report onto the view of the Research Administrator
- As soon as the Status is changed, the Supervisory Team are locked out and will not be able to add any further comments
- **Please note that processing an item in the list does not automatically update the number of outstand items on your list of Things to Do. This is only updated on next login.**
Study Plan

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

The study plan can be accessed by clicking on the menu item Milestones and a sub menu will appear. Select Study Plans to view

As Supervisor you only see the Study Plans for the PGRs you are supervising.

If you do not see a Study Plan for a PGR that you are supervising, please contact your Research Administrator to make sure your names is added to the Study Plan.
**The Study Plan** includes the following information (although some milestones are not listed due to page limitations)

Status – remains: ‘ongoing’ while a PGR is registered,

‘Completed’ on the issue of the Award Letter

**Key Information** – about the PGR e.g. enrolment date

**Supervisors** – Your name should appear here. This list can be added to and amended by your Research Administrator

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

**Save and Close**

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

Supervisory meetings can be set up by PGRs or Supervisors, although the onus is on the PGR to take responsibility for this (refer to Code of Practice for Research Degrees), and key discussion points recorded in ResearchPAD. As Supervisor, you can add comments to the Meeting notes. If your PGR has set up a meeting and you cannot see it from the list of Planned or Finished Supervisory Meetings, please contact the ResearchPAD Support team (email: ResearchPAD@bournemouth.ac.uk) with details.

In line with the Code of Practice for Research Degrees, A MINIMUM OF 3 MEETINGS PER ACADEMIC YEAR must be recorded (main supervisory team meetings which should be held at least once each term).

How to add 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:
To view a meeting from within Supervisory Meetings, the name of the PGR and Supervisory Team must be added. If they aren’t, the supervisory meeting will not be listed in your view. If your PGR only adds their name, as Supervisor you won’t be able to see the meeting or read the meeting notes once updated.

*Adding Names to a Supervisory Meeting*

To add names – click on + type the name into the text box and click on to add the names of all Supervisors to the Supervisory Meeting. 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 Point 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 the document.

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 reminder outside ResearchPAD.

Complete the fields – PGR Present and Supervisors Present.

To add names – click on + type the name into the text box and click on to add the names of all Supervisors to the Supervisory Meeting. Ensure all Supervisors are added. See notes below.

*Adding Names to a Supervisory Meeting*

To view a meeting from within Supervisory Meetings, the name of the PGR and Supervisory Team must be added. If they aren’t, the supervisory meeting will not be listed in your view. If your PGR only adds their name, as Supervisor you won’t be able to see the meeting or read the meeting notes once updated.
If you know a supervisory meeting has been created and it is missing from your view, please email researchpad@bournemouth.ac.uk with details.

When updating a supervisory meeting record, if a member of the Supervisory Team was not present at the meeting, make a note of this within the meeting notes section. **DO NOT** delete the name from the list of Supervisors Present.

When completed, press **Save & Close** and select the status to ‘**Planned**’ or ‘**Finished**’ and press **Done**

**To Set Status**  
Click on **Save & Close**

- **Cancel**  
- **Save**  
- **Save & close**

The **Set Status** box will appear:

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

Press **Done** once the status has been selected
How to update the meeting notes

To update the meeting notes, click on **Milestones** from the left-hand navigation pane and expand menu and select **Supervisory Meetings**. A list of Supervisory meetings will appear, click on the link to the supervisory meeting that needs to be updated:
Probationary Review (or Initial Review if PGR enrolled pre-September 2018)

From September 2018 onwards the name of the second key academic progression point has changed from “Initial Review” to “Probationary Review”. Please refer to the Code of Practice for Research Degrees Section 7.4 for the full procedures.

*If the PGR enrolled pre September 2018, they 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.

In consultation with the supervisory team, the PGR will complete their Report. Once the student has submitted their Report and any other supporting documentation for presentation and discussion with the Faculty Panel for review (changed the status to For Approval), a link to the Probationary Review will appear in your list of Things to do. From the Dashboard, you can either access the Probationary Review from your Things to do or the menu down the left-hand side. Select Milestones and the scroll down to Probationary Review sub menu.

Clicking on the ‘for approval’ links in the Things to Do list will display the three items that have most recently come into the list. The full list of things to do can be accessed by clicking on ‘View All’ on the right-hand side of the screen.

You will need to complete the supervisory assessment section. You can refer the form back to the PGR if they need to do further work or add your name and date to Supervisors’ Sign Off to complete your section.

Your PGR will complete the PGR Report.

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 For Approval. Click Save periodically to save your comments.
Supervisors’ Sign Off

All Supervisors must add their name to indicate their approval or disagreement with the supervisory assessment.

How to add a 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:

![Save & Close button]

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’

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**’. 
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. Please refer to the Code of Practice for Research Degrees for the full procedures. The work flow process is the same as for Probationary Review.

From the Dashboard, you can either access your PGR’s Re-Enrolment Review from your Things to do list or the menu down the left-hand side. Select Milestones and the scroll down to Re-Enrolment Review sub menu.

Content will be discussed at a supervisory meeting and the supervisor(s) complete the supervisory assessment section. You can refer the form back to the PGR if they need to do further work or add your name and date to Supervisor Sign Off to complete your section. For details on Sign Off and setting the correct Status, please refer back to pages 15 and 16 respectively.
When **Approved** this will trigger DDRPP Approval and FRDC ratification of decision. Once approved the Research Administrator will complete the **Outcome** Section and mark the Re-Enrolment Review as **Completed**.

![Image of ResearchPAD interface]

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 PGR enrolled pre-September 2018)

From September 2018 onwards the name of the second key academic progression point has changed from “Transfer Examination” to “Major Review”. Please refer to the Code of Practice for Research Degrees Section 7.7 for the full procedures. The work flow process is the same as for Probationary Review.

In consultation with the supervisory team, the PGR will complete the Major Review and upload any relevant supporting documentation. Once the PGR has submitted their Report for review (changed the status to For Approval), a link to the Major Review will appear in your list of Things to do.

From the Dashboard, you can either access the 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

Following the submission of the PGR Report – complete the supervisory assessment and mark Approved. The Major Review panel discussion will normally be scheduled to take place within 4-6 weeks.
Approval of Panel – Major Review
You can access the Approval of Panel (Major Review) or Approval of Examiners (Transfer Viva if enrolled pre-September 2018) forms from here:

Click on the button to upload the form and complete the Supervisor’s Sign Off to confirm review.

Please refer to pages 15 and 16 for guidance on Supervisors’ Sign Off and changing the Status

Once the Transfer Viva (Transfer) or Faculty Panel (Major Review) process has been completed and approved, the 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

Please refer to the Code of Practice for full procedures. *The work flow process is the same as for Probationary Review.*

Approximately 3 months prior to the submission, the PGR will complete the **PGR Action** declaring their intention to submit. Once the PGR has completed their Intention to Submit (*changed the status to For Approval*), a link to the Intention to Submit will appear in your list of *Things to do*.

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

The submission of the PGR Action triggers the nomination and Appointment of Examining Team.

---

**PGR Action**

**Supervisor Action**

**Outcome**

Please upload the PGR Examining Team Nomination Front Sheet Template

Please click on this link to download the PGR Examining Team Nomination Front Sheet Template:

**Examining Team Nomination Front Sheet Template**

Save the form as a document and, when you have completed the form, click on the icon below to upload it:

---

Please upload the Examiners Nomination Form

Please click on this link to download the Examiners Nomination Form – Intention to Submit template:

**Examiners Nomination Form – Intention to Submit template**

Save the form as a document and, when you have completed the form, click on the icon below to upload it:

---

Once uploaded, the Lead Supervisor should change the status. To do this, click ‘Save and Close’ and change the status to ‘Approved’.

To complete the **Supervisor Action** you need to upload the PGR Examining Team Nominations Front Sheet and Examiners Nomination Form which you can download from ResearchPAD:
Following the appointment of the examiners, the Research Administrator will complete the **Outcome** section.

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.

*Please refer to pages 15 and 16 for guidance on Supervisors’ Sign Off and changing the Status*
Declaration

Please refer to the Code of Practice for full procedures. *The work flow process is the same as for Probationary Review.*

When a PGR submits their final thesis, they will complete the **Declaration**. A link to the section will appear in your *Things to do* list.

From the Dashboard, you can either access the Declaration from your *Things to do* list or the menu down the left-hand side. Select **Milestones** and the scroll down to **Declaration** sub menu.

You will need to complete and sign the **Supervisor’s Declaration**
ResearchPAD Supervisors 25 February 2020

Please refer to pages 15 and 16 for guidance on Supervisors’ Sign Off and changing the Status

The submission of the Supervisor's Declaration triggers the Research Administrator to send a copy of the final viva to the External Examiners. The Research Administrator completes the Outcome section and marks this section as Completed.

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

Conferment (Doctoral College completes)
- Conferment Administration
For further details please refer to the current 8A Code of Practice for Research Degrees.
# Summary of ResearchPAD Activity

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>POSTGRADUATE RESEARCH STUDENT (PGR) (PGR REPORT)</th>
<th>SUPERVISOR (SUPERVISORY ASSESSMENT)</th>
<th>RESEARCH ADMINISTRATOR (OUTCOME)</th>
</tr>
</thead>
</table>
| **PROBATIONARY REVIEW** | • To complete information in ResearchPAD by following the steps on screen  
• Work in progress – save as “Draft”  
• Download probationary 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”  
• To sign off, save & close mark as “Approved” to send to Research Administrator  | • To arrange Independent Assessment (outside ResearchPAD)  
• To report to Faculty Research Degree 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 REVIEW** | • 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 works, save as “For Further Information”  
• To sign off, save & close mark as “Approved” to send to Research Administrator  | • To report to Faculty Research Degree 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**        | • To complete required information in ResearchPAD by following the steps on screen  
• Work in progress - save as “Draft”  
• To upload any Major Review Report and supporting documents to ResearchPAD  | • 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  | • To report to Faculty Research Degree Committee (outside ResearchPAD)  
• To return to PGR or Supervisor, save as “For Further Information”  
• To add comments and date approved to ResearchPAD |
### 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 Research Administrator)
- To save & close mark as “Approved” to send to 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 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 Outcome
- Ratification of the Award. PGR should follow process for submission and storage of final thesis
- Supervisor can view arrangements and Viva Outcome
- No tasks assigned
- To complete Viva Arrangements by following the steps on screen
- To report the Viva Outcome by following the steps on screen
- To administer the approval of
| **CONFERMENTS** | No task assigned | **Supervisor can view Conferments**  
**No tasks assigned** | **GRADUATE SCHOOL ADMINISTRATION**  
To administer the Conferment process (outside ResearchPAD)  
To record the Conferment process by following the steps on screen  
To upload the Award Letter and the Deposit of the Thesis Form  
To save & close as “Completed” |
<table>
<thead>
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<tbody>
<tr>
<td><strong>SUPERVISORY MEETINGS</strong></td>
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</tbody>
</table>
- To arrange the meeting by following the steps on screen  
- To record notes on 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  
- Check Overview “Things to Do” for supervisory feedback |  
- To arrange the meeting by following the steps on screen  
- To record notes on the meeting  
- When complete – save & close, set relevant status | No tasks assigned |
Feedback

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

<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>++(0) 1202 962855</td>
</tr>
</tbody>
</table>