Bournemouth University

ProGRess

Overview & User Manual

August 2022 v.1

Bournemouth University

What is ProGRess?

- ProGRess is the new and improved online research degree monitoring system. It replaces ResearchPAD and is available to all postgraduate researchers (PGRs), supervisors, and administrators on or off campus 24 hours a day, 7 days a week.
- Using ProGRess, users will:
  - record & monitor research degree progression
  - track progression against expected dates
  - report on activity at PGR, supervisory, faculty or university level.
- **The benefits of the new system include:**
  - integrated progress documents and status forms with key details pre-populated
  - automatic email reminders to PGRs, supervisors, and academics involved in the process
  - automatic recalculation of milestone dates in case of any changes
  - greater reporting functionality.

ProGRess

Who can use ProGRess?

ProGRess is a system which aims to support all stakeholders in postgraduate research community:

- Postgraduate Research Students
- Supervisors
- PGR Leads / Deputy Deans
- Postgraduate Research Administrators
- Assessors & Examiners
- Doctoral College

ProGRess

ProGRess Support

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

Service	Website	Telephone
IT Service Desk	https://live.hornbill.com/buitservicedesk/internal/home/	+ 44 (0) 1202 965515

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

Faculty	Contact	Email
Faculty of Health & Social Sciences	FHSS PGR Admin	FHSSResearch@bournemouth.ac.uk
Bournemouth University Business School	BUBS PGR Admin	BUBSResearch@bournemouth.ac.uk
Faculty of Media & Communication	FMC PGR Admin	FMCResearch@bournemouth.ac.uk
Faculty of Science & Technology	SciTech PGR Admin	SciTechResearch@bournemouth.ac.uk

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

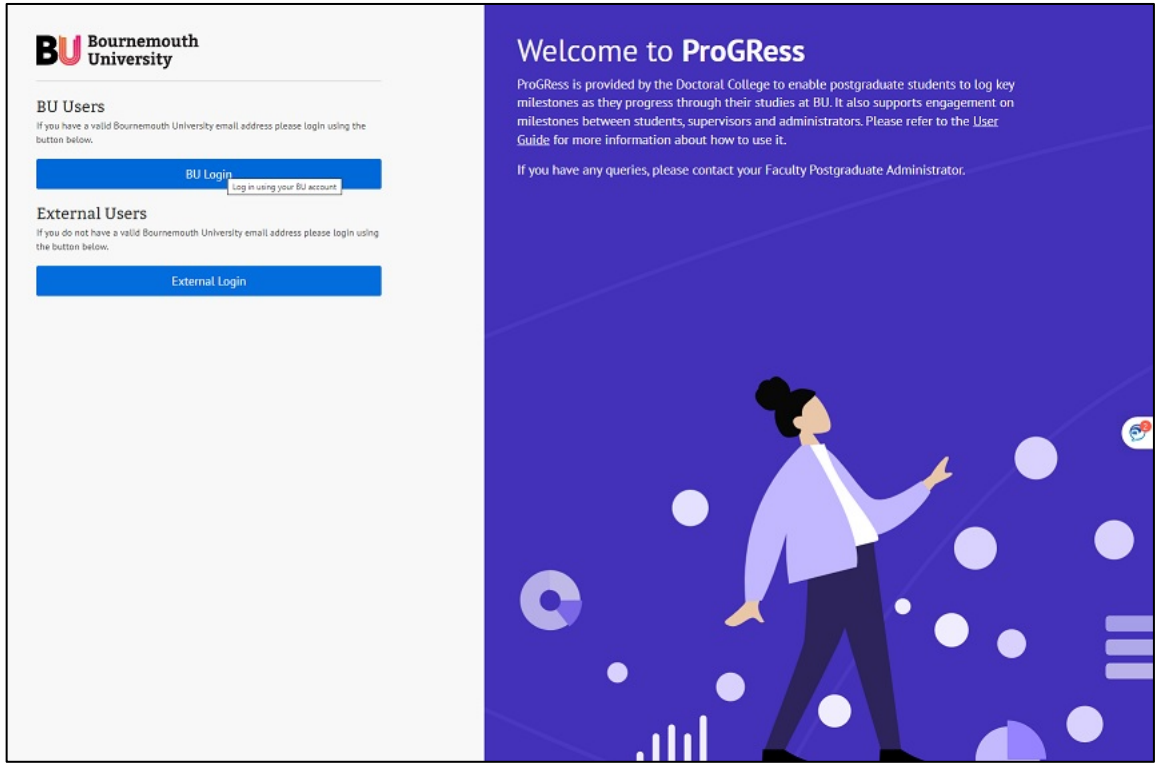
Service	Email	Telephone
Doctoral College	ProGRess@bournemouth.ac.uk	+ 44 (0) 1202 968255

Support Session

- To orientate yourself with the system, please book on to a session as soon as possible
- 3 sessions per week:
  - Talbot Campus
  - Lansdowne Campus
  - Online
- Open to all users

How do I access ProGRess?

- You can access ProGRess via the URL: https://progress.bournemouth.ac.uk/



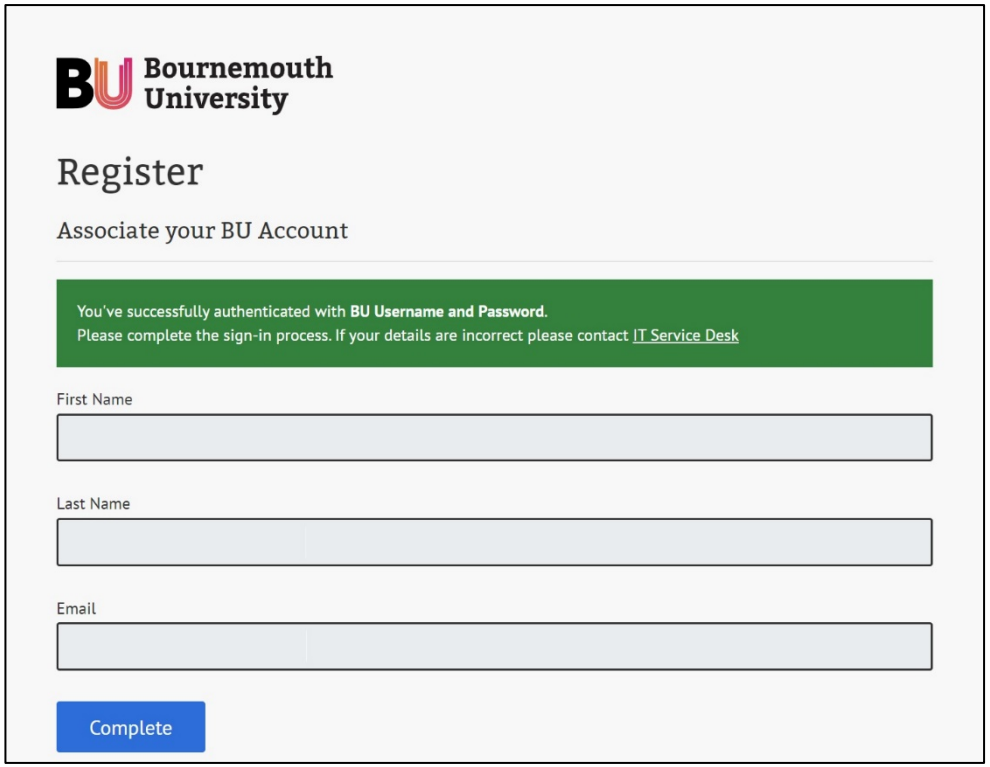
We recommend you save this page to your 'favourites' or 'bookmarks' for quick and easy access in future.

How do I log-on to ProGRess?

- **PGRs** (including BU staff PGRs) should login using your student account (e.g. a1234567) and password

- **BU staff** (supervisors) should use your normal login and password

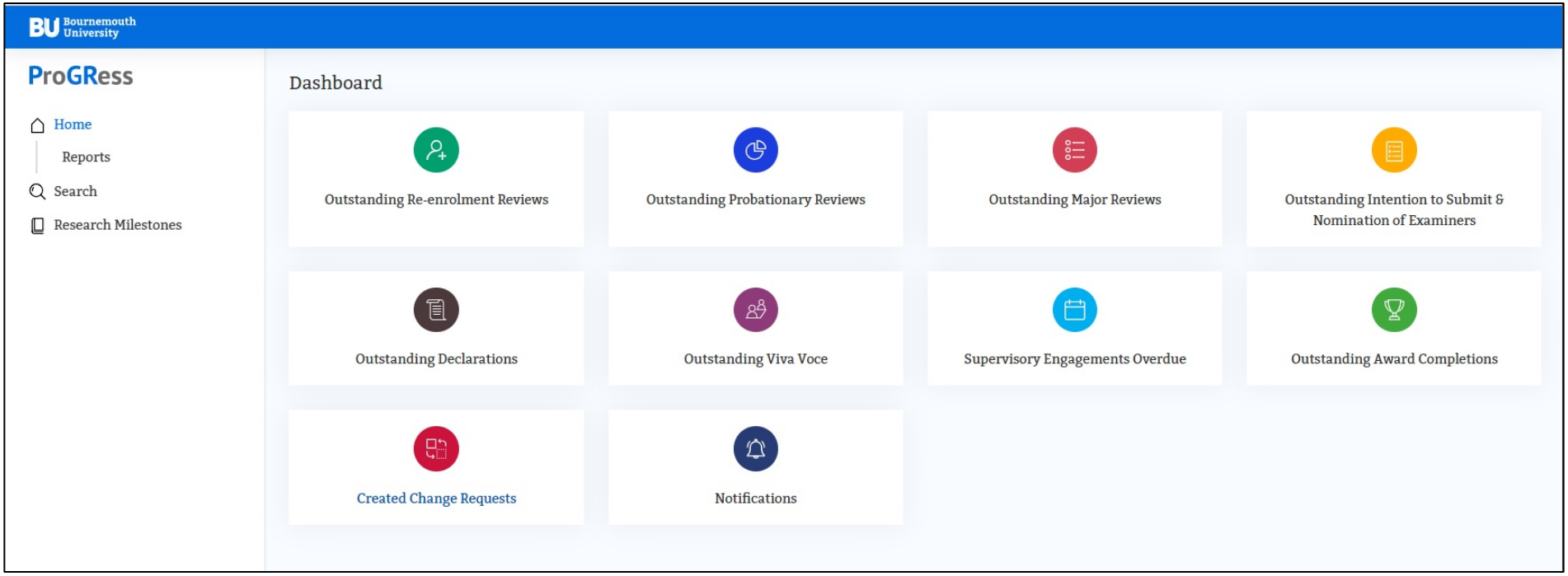
- **External Supervisors** should use their personal email address to login. You will then be prompted to set a password.



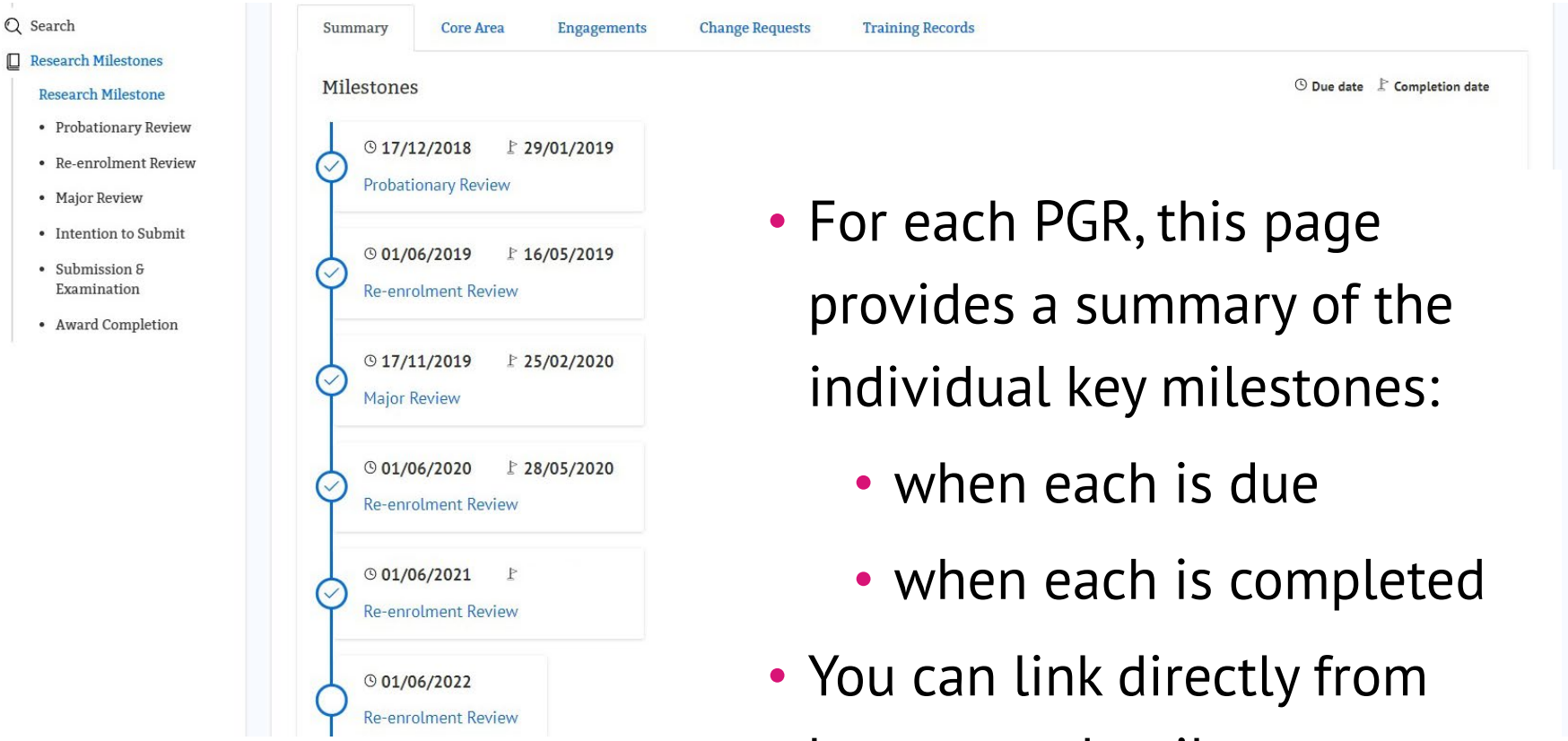
If you need assistance with logging in, please contact the IT Service Desk.

The PGR Dashboard

- The Dashboard is your home page, it
  - provides links to all your milestones, requests and supervisory engagements
  - is where notifications of actions for you to complete will be

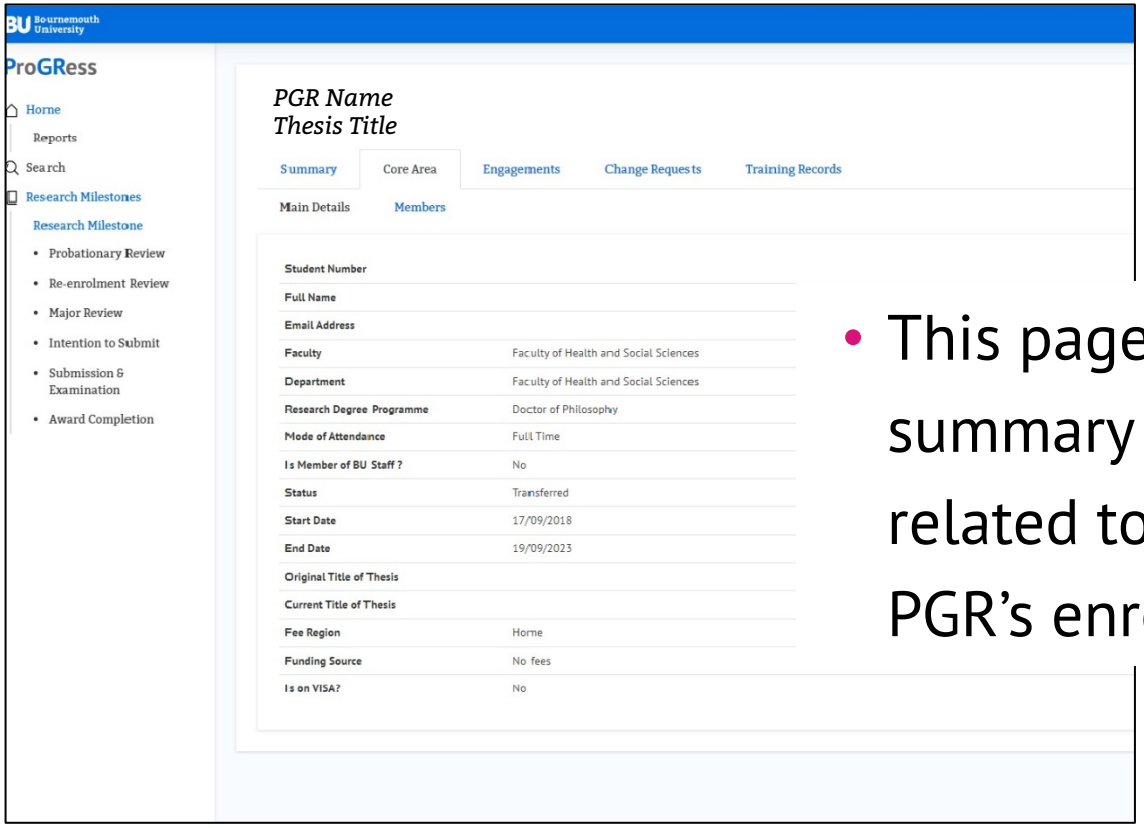


PGR Information: *Milestone Summary*



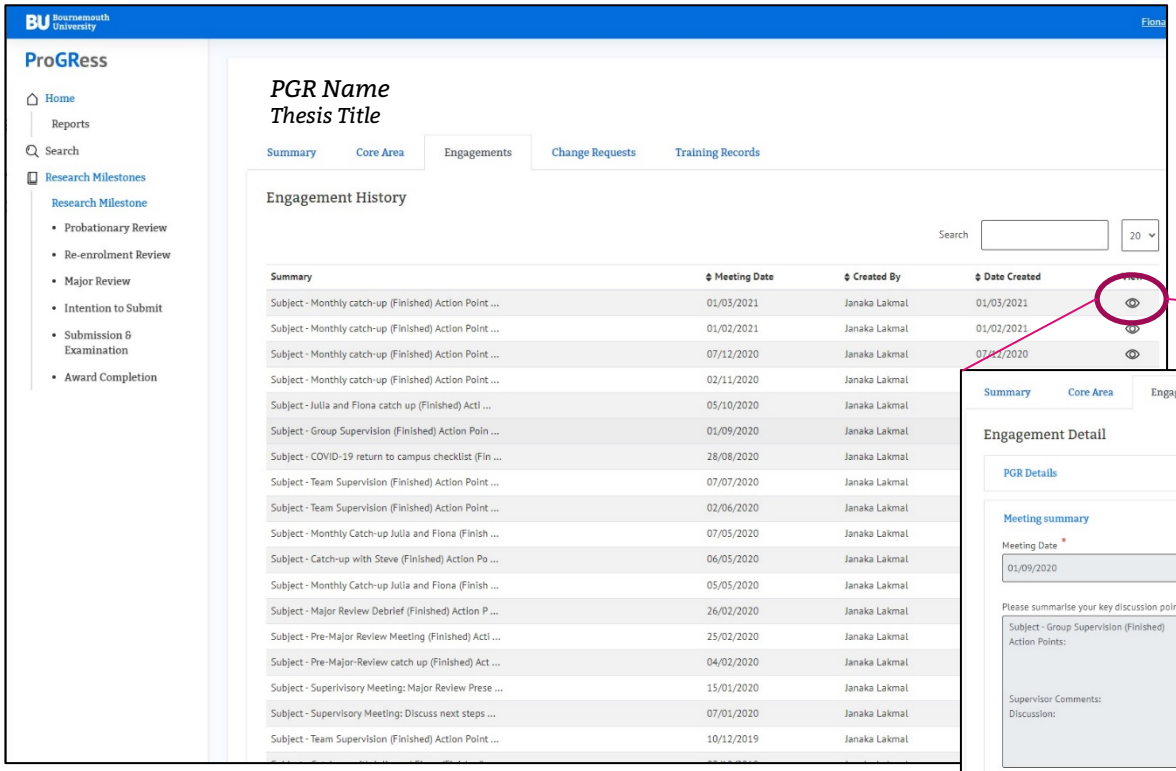
- For each PGR, this page provides a summary of the individual key milestones:
  - when each is due
  - when each is completed
- You can link directly from here to each milestone

PGR Information: *Core Area*

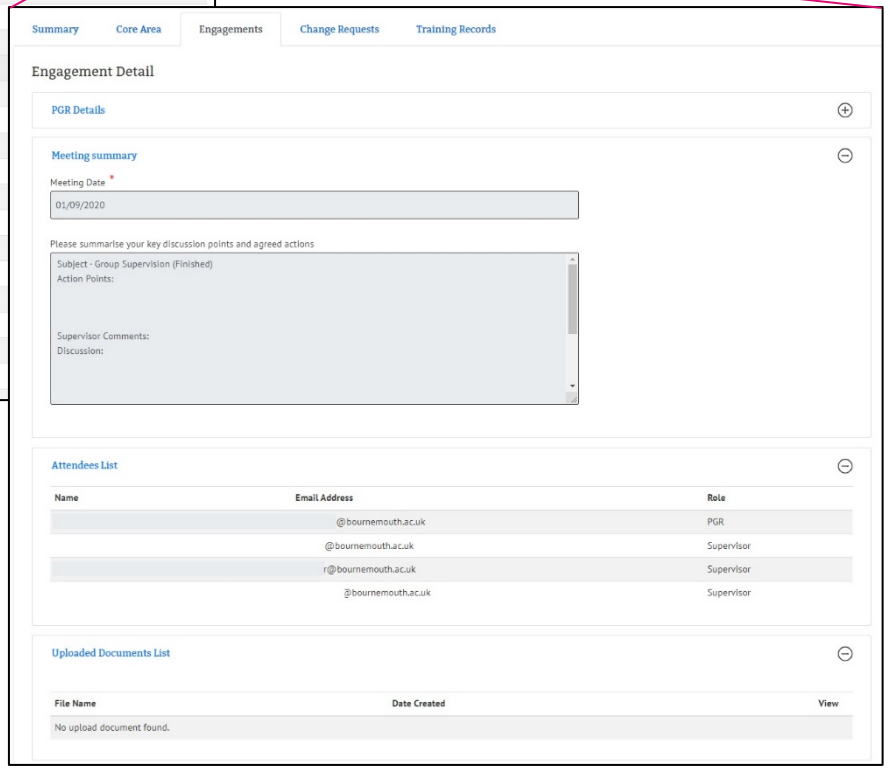


- This page provides a summary of key information related to the individual PGR's enrolment

PGR Information: *Engagements*



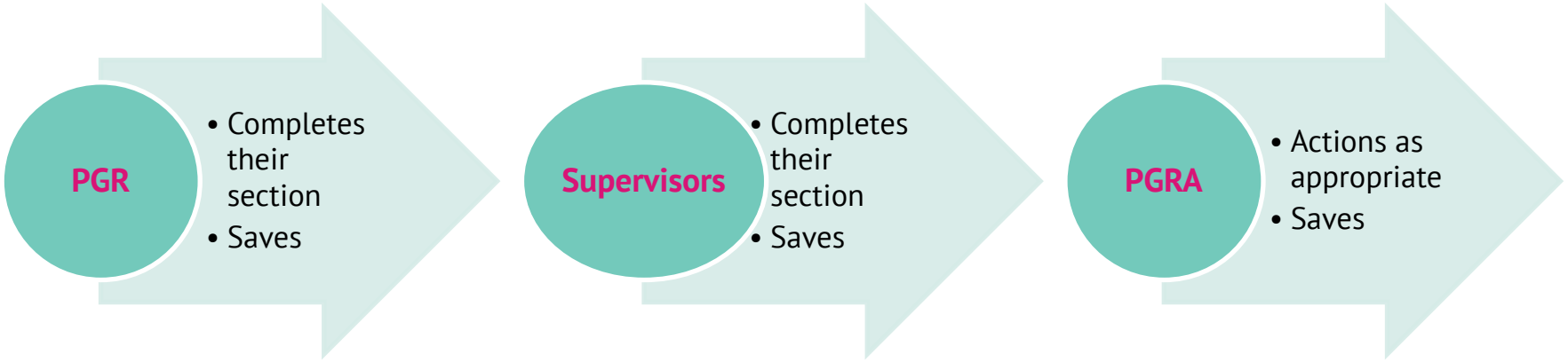
PGRs are required to record an engagement with their supervisory team every 30 days



- You can see a list of all PGR Supervisory engagements
- Click on the view icon to see further details

Milestone Workflows (1)

- Details of each milestone is set out in the *Code of Practice for Research Degrees*
- Overarching workflow for each milestone is as follows:



- ProGRess will send email notification when action is required
  - a link will be provided in the email
- Or you can link to the action from Dashboard / Notification

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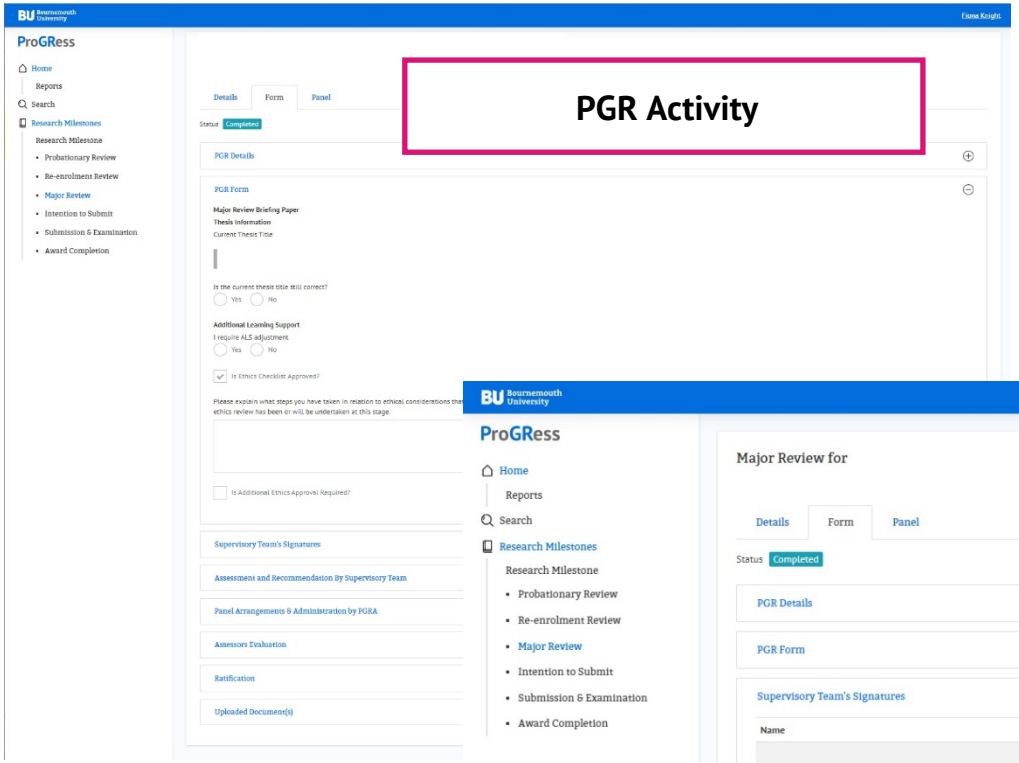
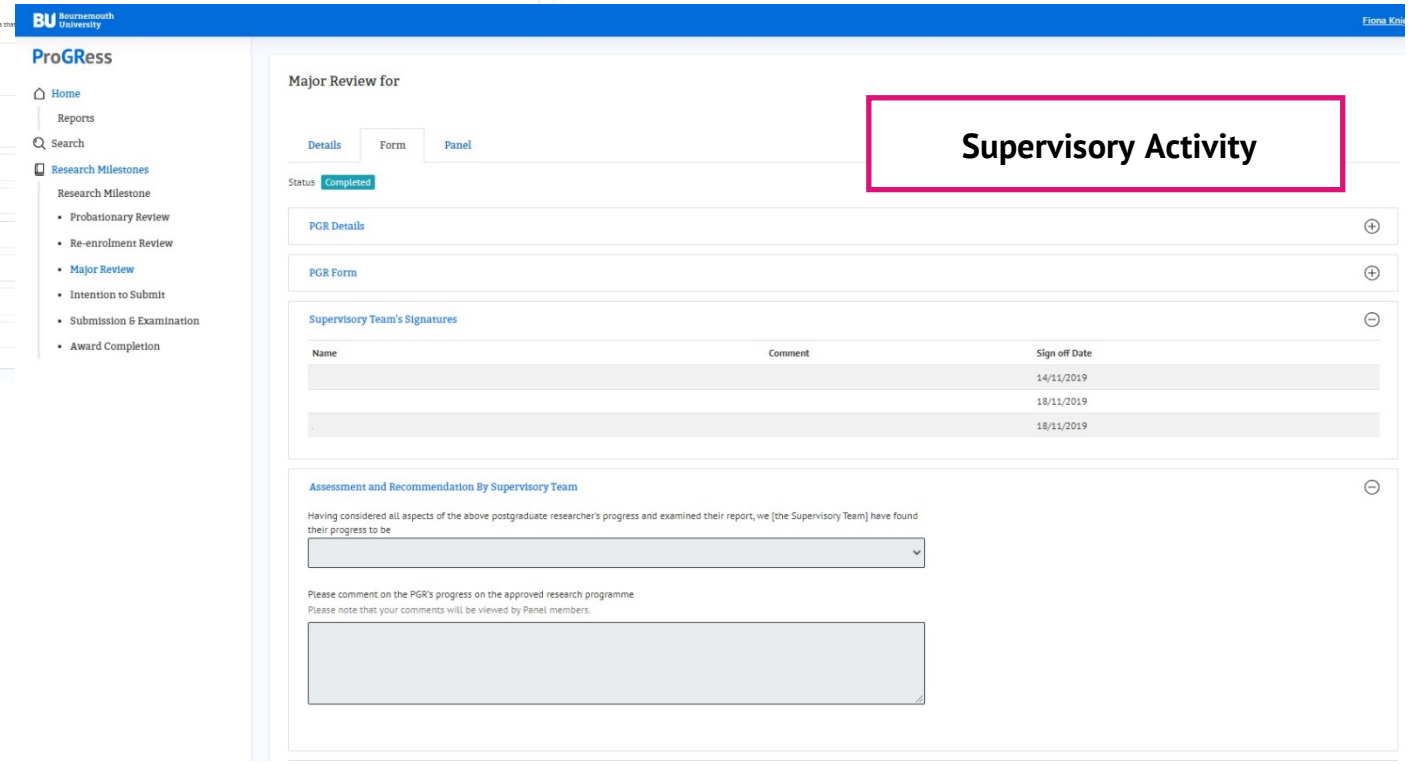
Milestone Workflows (2)

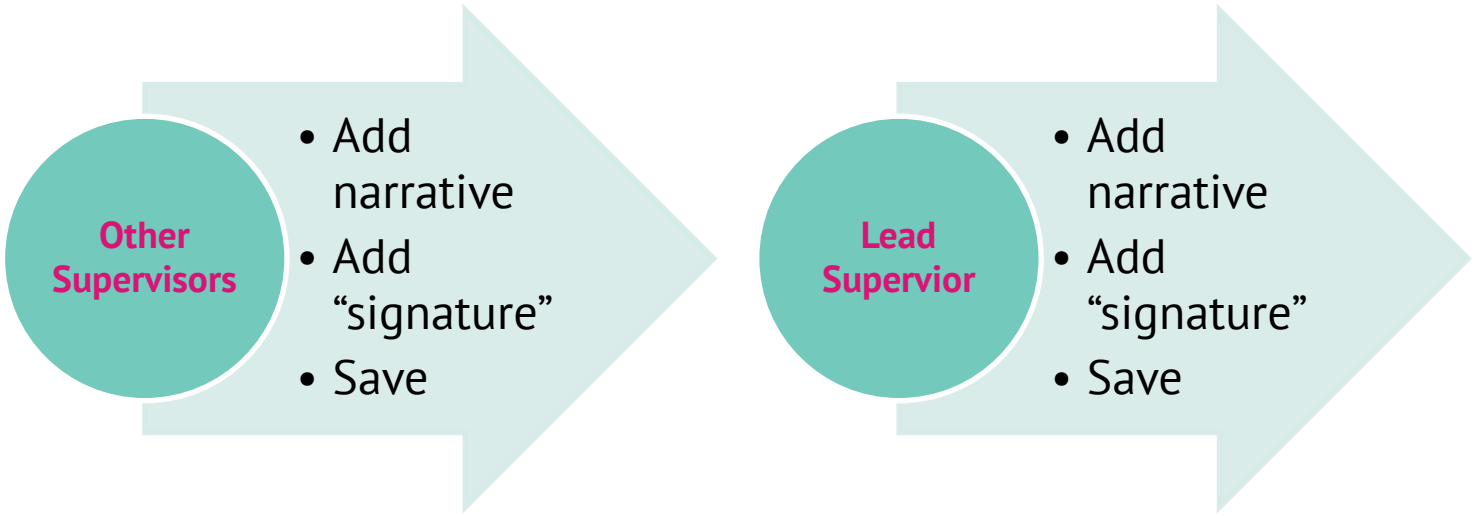


PGR Activity



Supervisory Activity

Supervisory Approval



- All supervisors are required to comment (if appropriate) and approve each milestone
- Lead Supervisor can only add their comments once all other supervisors have completed their action
- **NB: For the Nomination of Examiners, only the Lead Supervisor is required to action**
- **NB: For Declaration only, the Lead Supervisor is required to action first**

Notifications

- Notification of outstanding actions will be emailed to the PGR or Supervisors

Dear

Your Major Review is due by 10 November 2022.

According to our records your Major Review briefing paper still needs to be submitted. You can upload your Major Review briefing paper and any accompanying documents here.

If you have any queries about this message, please contact your Postgraduate Research Administrator.

Kind Regards,

Bournemouth University ProGRess Team

Dear

has completed their Intention to Submit Form in preparation of the final thesis submission date of 21/05/2021.

According to our records the examiners still needs to be nominated. The Lead Supervisor can nominate examiners here.

If you have any queries about this message, please contact your Postgraduate Research Administrator.

Kind Regards,

Bournemouth University ProGRess Team

Outcomes

- Milestone outcomes will be emailed to the PGR and cc-ed to the Supervisors

Sent on behalf of:
Professor
Deputy Dean for Research and Professional Practice
Faculty of Health and Social Sciences

Date: 21/07/2022

Dear Progress,

Probationary Review Panel Assessment of Resubmission - Outcome

Student Number:
Programme of Study:
Probationary Review Faculty Panel date: 01/08/2022

Thank you for resubmitting your Probationary Review and attending a further Faculty Panel to assess your resubmission for your research degree project entitled Change Me.

Outcome

I am delighted to inform you that the Faculty Panel have recommended that you progress with your research.

Recommendations

There is no further work required for this milestone, however, the Faculty Panel has provided the following recommendations to support you going forward:

all agreed

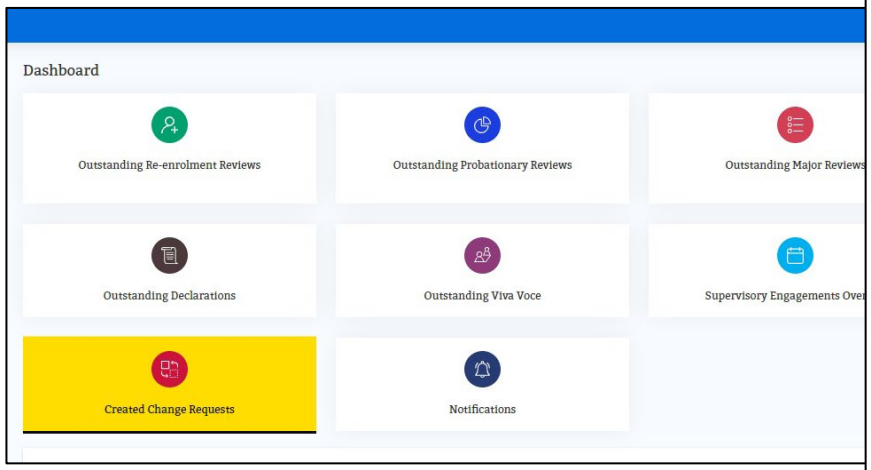
Next Milestone Date
Your next milestone will be Intention to Submit which you will be expected to submit by 01/01/2021.

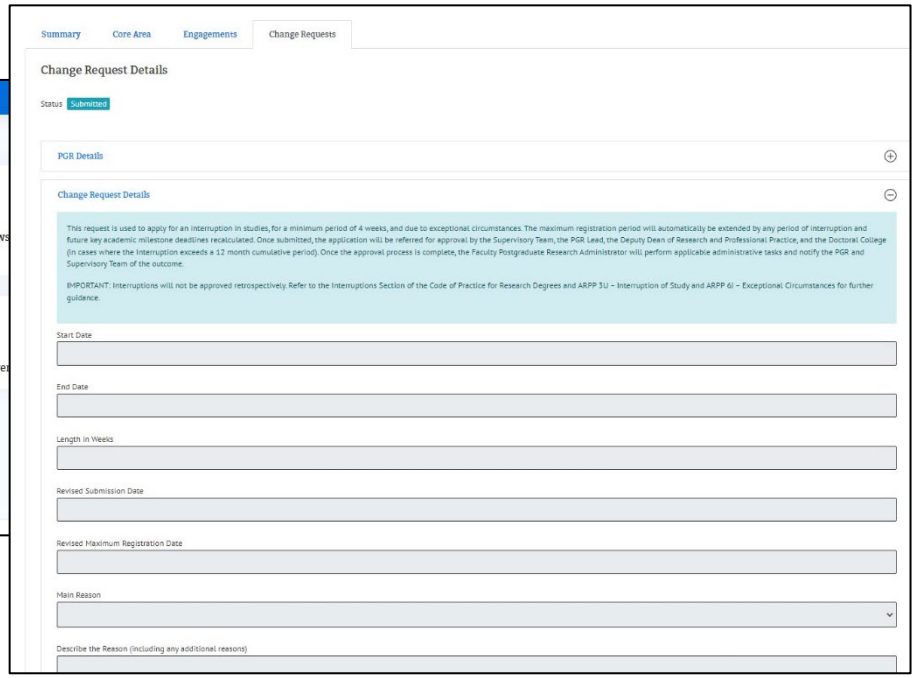
Please contact your Postgraduate Research Administrator if you have any queries regarding the contents of this letter.

With best wishes,

Changes to Enrolment

- Requests to make a change to a PGR's enrolment will now be made on ProGRess.





- These include requests for:
  - changes to supervisory team
  - deferral (interruption) of studies
  - changes to mode of attendance
  - withdrawal from studies

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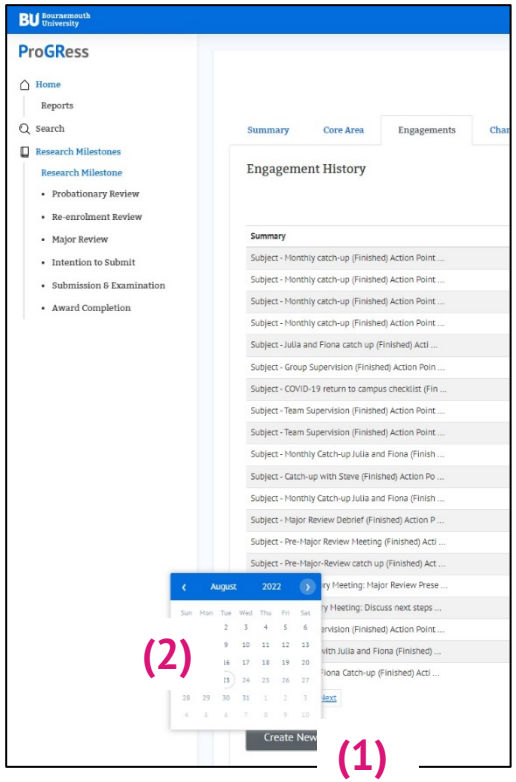
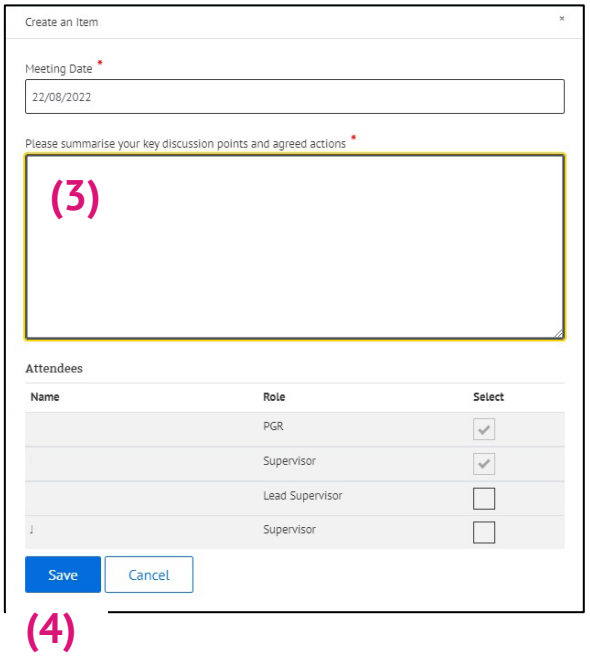
Recording Supervisory Engagements



PGRs are required to record engagements with their supervisory team at least once every 30 days

- After meeting with supervisor(s), click on Engagements tab to view list of previous logged engagements
- Add a new engagement **(1)**
- Select date **(2)**
- Record details of meeting **(3)**
- Save record **(4)**



- Supervisors will receive notification of the record and can add comments
- PGRs will receive notification of these
- You can add attachments if required

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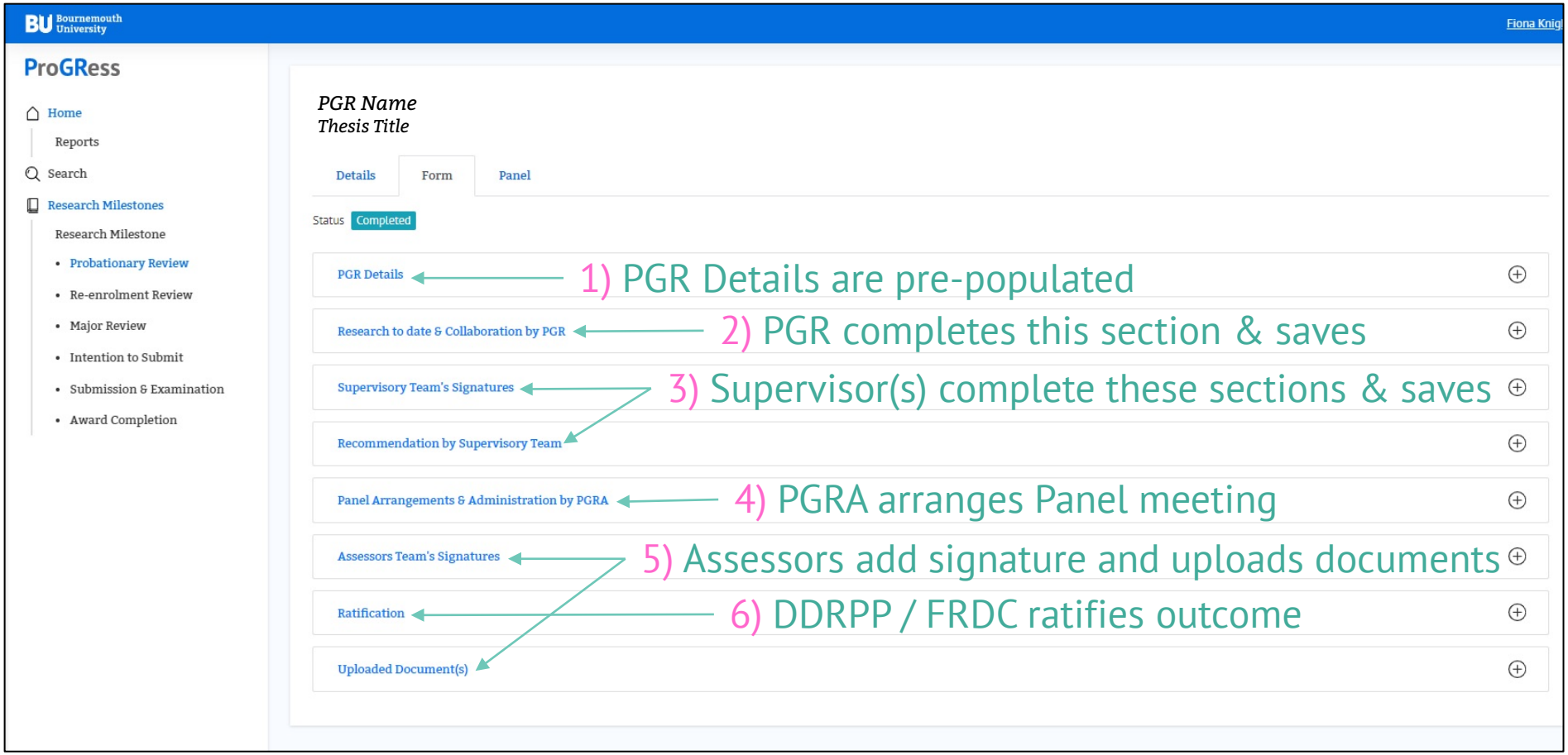
Probationary Review

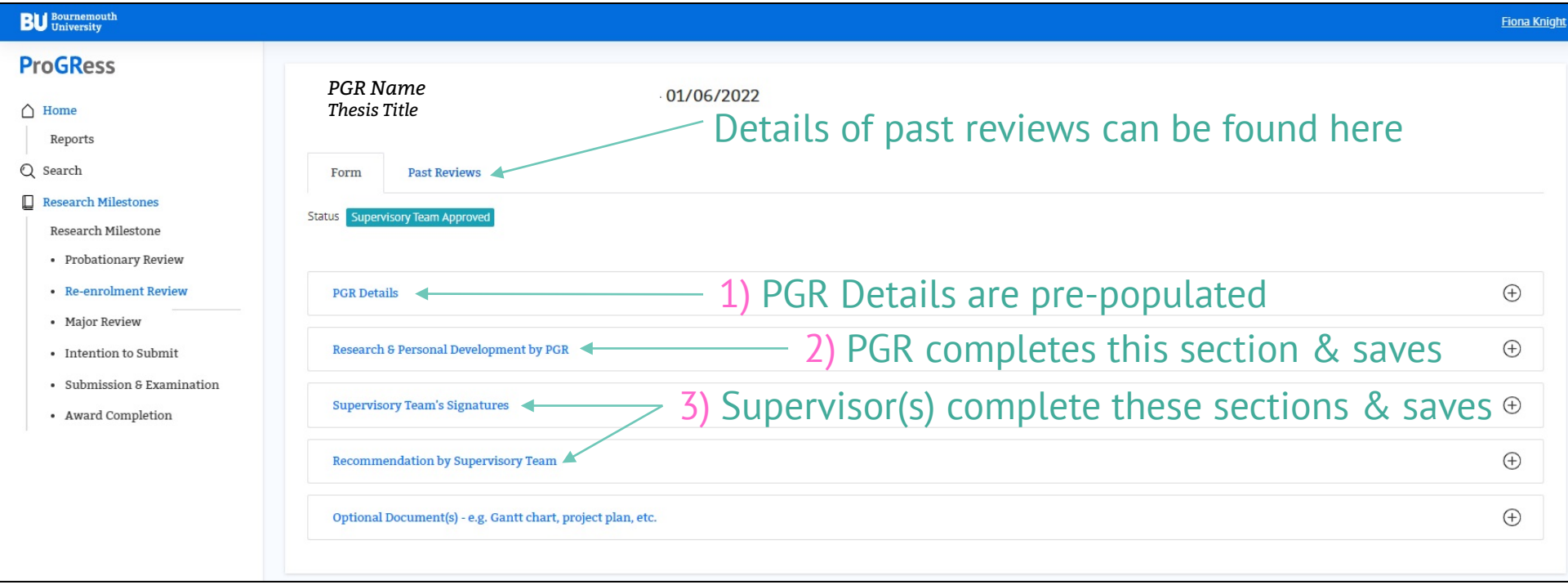
- The Probationary Review is the first assessment and should be submitted within 3 months full-time study or 6 months part-time study

- ProGRess will remind PGR and Supervisors to action as appropriate



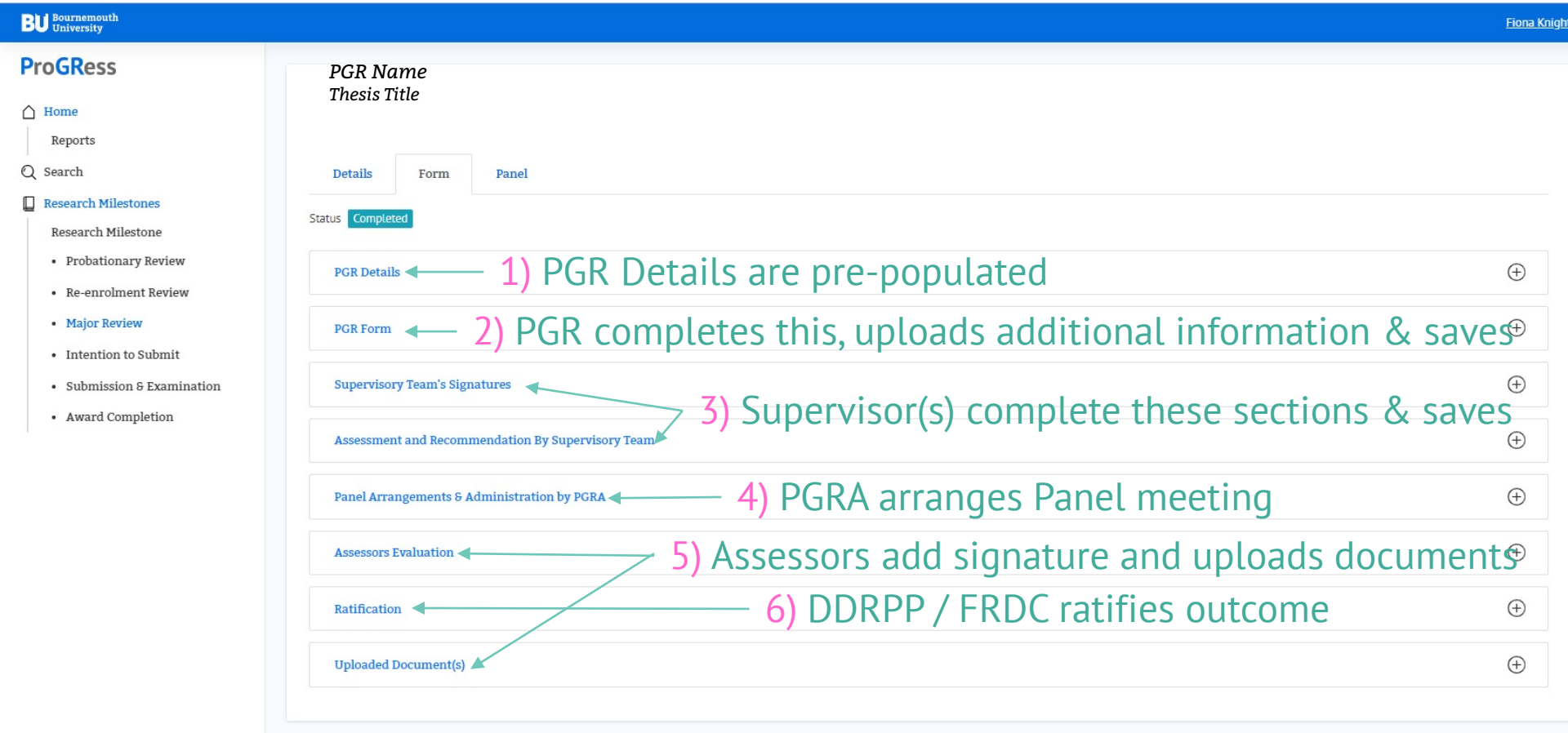
Re-Enrolment Review

- The Re-Enrolment Review is an annual checkpoint
- ProGRess will remind PGR and Supervisors to complete as appropriate
- PGRs and Supervisors will be notified of any outstanding actions
- PGRs will be notified of the outcome of the review



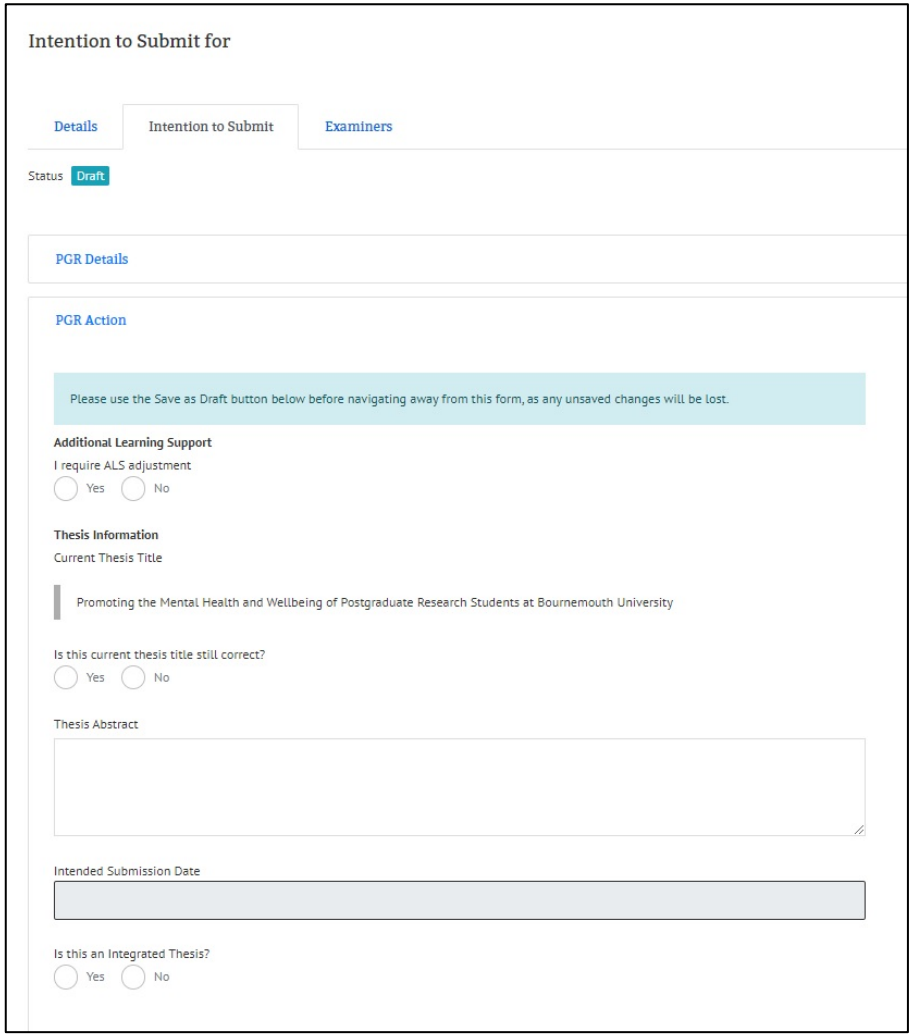
Major Review

- The Major Review is the second formal assessment and should be submitted within 18 months full-time study or 36 months part-time study
- ProGRess will remind PGR and Supervisors to action as appropriate



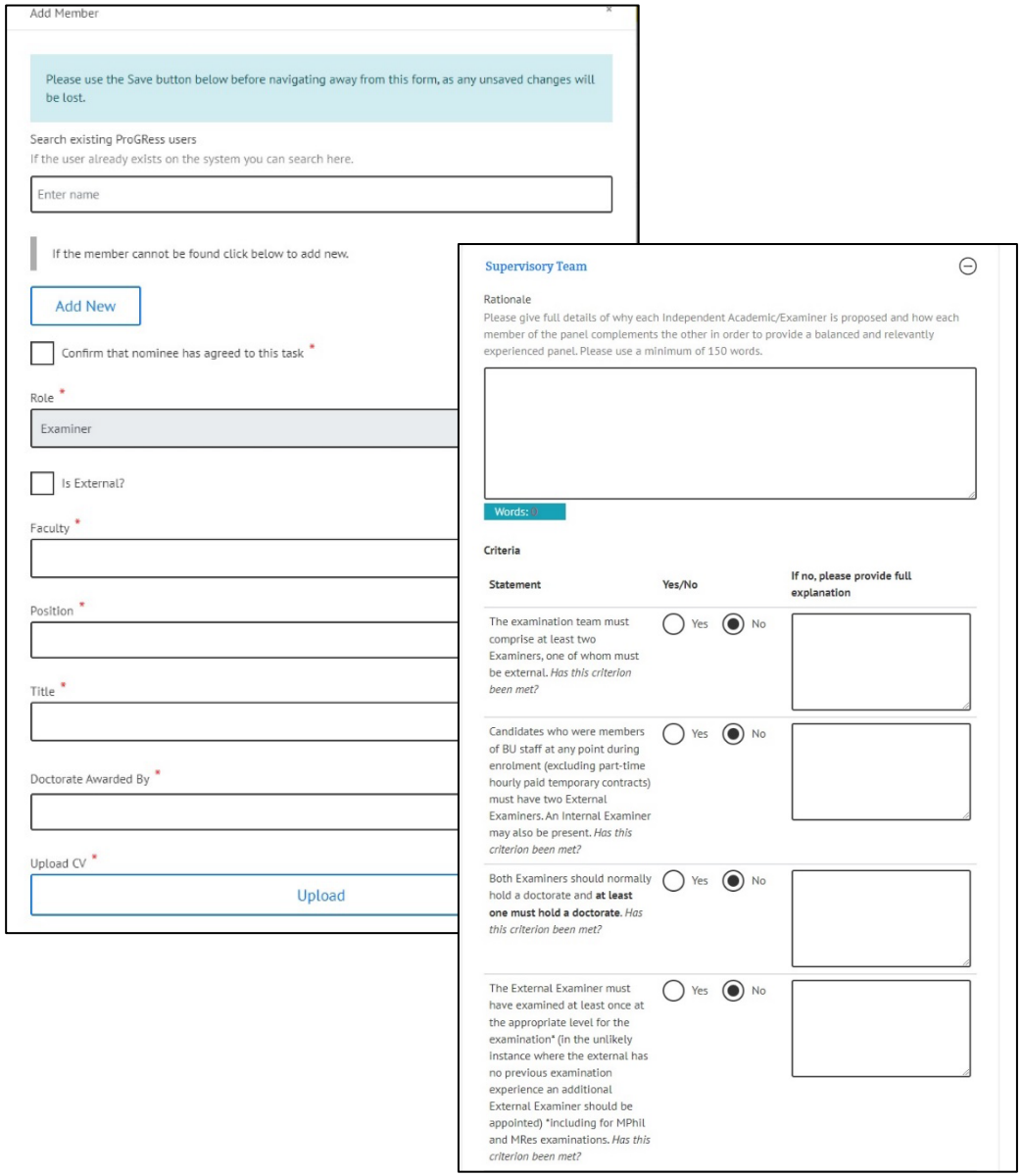
Intention to Submit (PGR)

- The Intention to Submit is normally completed 3 months prior to submission
- It should be submitted within 18 months full-time study or 36 months part-time study
- ProGRess will remind PGR to complete this section

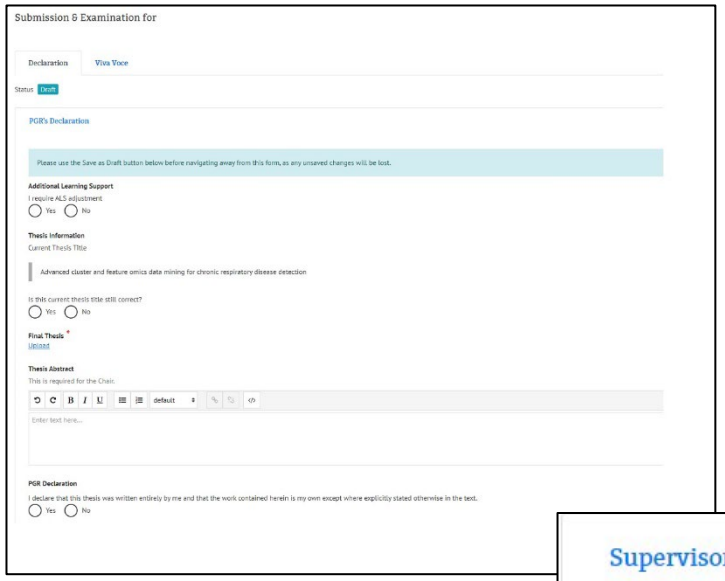


Intention to Submit (Supervisors)

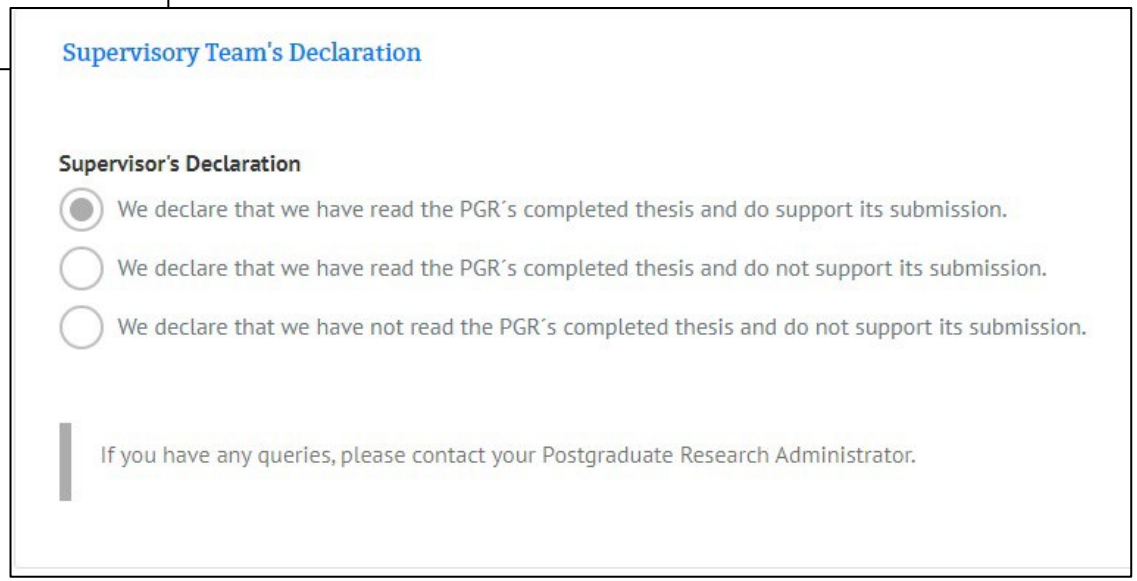
- Supervisors will be prompted, by email, nominate examiners for their PGR
- All information should be completed online and CVs attached as appropriate
- Faculty endorses the proposed examiners in ProGRess
- Academic Quality approves the examiners in ProGRess



Declaration



- PGR will complete their Declaration
- The Lead Supervisors will then complete theirs



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Examination & Award

- The Examination & Award sections are largely administrative
- PGR & Supervisors are not able to view the information or reports but will be notified as appropriate.

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Frequently Asked Questions

- FAQs are available on Brightspace for all users - these will be updated regularly

- Guidance will shortly be released for specific roles such as External Supervisors, Assessors and Examiners

- Guidance will also be provided to support those reporting information from the system