Postgraduate Research Tab User Guide Review/Transfer Meeting- PGR

<u>Introduction:</u>

The University is currently implementing a new online process for Transfer and Review documentation using a new eVision Postgraduate Research tab for postgraduate researchers. The Postgraduate Research tab has been created to improve the experience of PGRs and make it easier for you to keep track of your progress as well as to complete the required documentation for progression points.

You should use the Postgraduate Research Tab to complete your progress report prior to your Transfer/Review meetings. Once you have submitted your report, your supervisor will be notified and will complete their report on your progress to date. Your supervisory team, the Chair of your review/transfer panel and School Research and Knowledge Transfer Lead will be able to view your report.

Please ensure you send the additional documentation for your review/transfer meeting to your supervisory team so they can be supplied to the Chair of the Panel.

1. Log onto eVision using your STUDENT YSJ account details. You will see your eVision homepage and a tab at the top titled 'Postgraduate Research'.

2. Click on the Postgraduate Research tab to go to the Postgraduate Research home screen. You will see the following options:
    - Research Student Actions-Manage Events
    - Research Student- Supervision, Review and Transfer Reports- View Full Supervision Meeting Log and View/Download Meeting Reports

3. Click on Manage Events under Research Student Actions to complete your progress report prior to your Review/Transfer meeting. You will be directed to choose your event type (Progress Review Meeting, Transfer Review Meeting and Annual Review Meeting) from the drop down. Once you have selected the correct event you can then press next. Please note, if it is your first review meeting you should select Progress Review Meeting.

4. You will then be asked to select the event from a list of events before pressing next to proceed. The event name and the expected start and end date will be shown.

5. Once you have chosen your event you will be taken to the Meeting Details Section. You will need to answer the questions and then submit your responses. Please pay close attention to the help text (in blue) on the screen and be aware that once you have submitted your answers you will not be able to edit them.

6. Once you have submitted your progress report, your supervisory team will be notified via email so they can complete their report. A PDF version of your answers will be available to your supervisors, the Chair of the Panel and your School Research and Knowledge Transfer Lead. Please ensure you have sent your additional documentation for the meeting to your supervisory team.

7. You can view your report on eVision by going back to the Postgraduate Research Tab and selecting Manage Events from Research Student Actions. You should chose the event type for the report you wish to see but then tick display closed events before selecting next.

8. You will see the event and the date that you submitted the report. Click the event from the list and select next.

9. You will be taken to the Meeting Details page and will be able to see your answers populated. Please note, you will not be able to edit your answers.

10. You will be notified by email once your supervisor has submitted their progress report and following the review meeting once your School Research and Knowledge Transfer Lead has made their recommendation. You can view the submitted reports by viewing the closed event and going to the bottom of the Meeting Details page. If you click on the reports they will download as PDFS:

Please email research@yorksj.ac.uk if you have any queries on this process.