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YORK  
ST JOHN  
UNIVERSITY

# Postgraduate Research Tab User Guide Review/Transfer Meeting- PGR

### Introduction:

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'.



## Home (student)

**Module selections for 2021/2**

Select or view your modules for 2021/2

The University may make amendments to module content, delivery and assessment in the interests of improving the quality of the student experience up to the beginning of the academic year in which the module will be delivered. Students will be informed of any amendments made before the commencement of the module.

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**COVID-19 Shielding Status & Absence Reporting**

'Shielding' is any person classed as clinically extremely vulnerable. These people are advised to take additional action to prevent themselves from coming into contact with the virus. If you're clinically extremely vulnerable, you're strongly advised to stay at home as much as possible and keep visits outside to a minimum (for instance once per day). This is called 'shielding' - please see the latest government advice on [Guidance on Shielding](#) (opens in a new tab) and [NHS Shielding Advice](#) (opens in a new tab).

To ensure we are doing all we can as a University to support you we would encourage anyone who is currently shielding to let us know so we can better understand your personal circumstances and how this may be affecting your University experience.

**Current shielding status:** Not shielding

Update your NHS shielding status

If you are isolating or in quarantine due to coronavirus please use the [Report an Absence form](#).

[Report an Absence](#)

**Quick Links**

- [Update your contact details](#)
- [Check your balance and bank details](#)
- [View your modules](#)
- [View your documents](#)
- [View your results](#)

**Catering at YSJU**

[Follow us on Facebook, Twitter or Instagram](#)

**Career Readiness Survey**

[Continue your Career Readiness survey](#)

**My Academic Tutor**

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



## Postgraduate Research

**Research Student Actions**

Manage Events

**Research Student - Supervision, Review and Transfer Reports**

View Full Supervision Meeting Log

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.

1841 YORK ST JOHN UNIVERSITY Home Exams & results Postgraduate Research Student record Personal Details

Hello Phiboxfi Zzesting-Pgr (209144697) (Lo

### Choose Event Type

Select an event type from the dropdown list below and click 'Next'

Event Type\*

- Supervisor Meeting
- Supervisor Meeting
- First Progress Review Meeting**
- Transfer Review Meeting
- Annual Review Meeting
- Application for Assessment

Exit Next

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.

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Hello Phiboxfi Zzesting-Pgr (209144697) (Logout)

### Select Event

Select an event to view and click 'Next'. Open events show a date range, Closed events show the date the form was completed

Event Type First Progress Review Meeting

List of Events\*

- Progress Review - Student (01/03/2021 to 01/04/2021)

Back Exit Next

York St John University Go to top

- 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.

- 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.

The screenshot shows the 'Choose Event Type' form. At the top, there is a navigation bar with links for Moodle, Webmail, Timetable, Library, and Accommodation. Below this is a header for York St John University with a search icon. The main content area has a title 'Choose Event Type' and a light blue instruction box: 'Select an event type from the dropdown list below and click 'Next''. Below the instruction, there is a label 'Event Type\*' followed by a dropdown menu currently showing 'First Progress Review Meeting'. Underneath the dropdown is a checkbox labeled 'Display closed events?' which is checked. At the bottom of the form, there are two buttons: 'Exit' and 'Next'.

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

The screenshot shows the 'Select Event' form. It has the same navigation bar and header as the previous screenshot. The main content area has a title 'Select Event' and a light blue instruction box: 'Select an event to view and click 'Next'. Open events show a date range. Closed events show the date the form was completed'. Below the instruction, there is a label 'Event Type' followed by a text input field containing 'First Progress Review Meeting'. Below that is a label 'List of Events\*' followed by a list item: 'Progress Review - Student (03/03/2021)'. At the bottom of the form, there are three buttons: 'Back', 'Exit', and '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.

**Meeting Details**

Progress Review Meeting Form

These questions should be answered independently of your supervisor, submitting your answers will send them to your supervisor for review. Your answers won't be saved until you press Submit, so please ensure you have all of the information ready before starting. You can track the progress of the review process by clicking Manage Events and looking at the Stage/Status of closed events, or by clicking View/Download Meeting Reports.

**Selected Event** Progress Review - Student (03/03/2021)

**Stage / Status**

- Student Report - Completed
- Supervisor Report - Completed
- Chair Report - Completed
- Research Lead Report - Completed

Please ensure that you provide the following documents to your Supervisor, for your review:

- Written work as deemed appropriate by the school/supervisor for the review
- Plan for completion of the research and thesis (e.g. GANTT Chart)
- Completed/updated training plan
- Copy of the agreed supervision log covering the previous 12 month period

**Progress**

Please provide a review of your progress including: a description of your key research questions and how it has been refined, specific reference to research ethics, how you propose to complete your research and thesis\*

answer provided.

Are there any issues which adversely affected your progress which need to be taken into consideration? Yes

If you have answered 'Yes' to the question above, please provide a brief explanation

COVID-19

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:

Are there any issues which adversely affected your progress which need to be taken into consideration? Yes

If you have answered 'Yes' to the question above, please provide a brief explanation

COVID-19

If you have personal issues which you wish to discuss in confidence, please contact your School Postgraduate Research Tutor

**Training**

Please confirm whether the core sessions of the PGR Training Programme have been completed - as defined in the PGR Training Programme available in the Virtual Graduate Centre\*

No

If you have answered 'No' to the question above, please provide a brief explanation as to why

COVID-19 I was unable to attend.

**Review Meeting Report(s)** Progress Review Meeting Report - Student (27KB)

**Supervisor Review Meeting Report(s)** Progress Review Meeting Report - Supervisor (31KB)  
Progress Review Meeting Report - Supervisor (31KB)  
Progress Review Meeting Report - Supervisor (31KB)

**Chair Review Meeting Report(s)** Progress Review Meeting Report - Chair (36KB)

**School Research Lead Review Meeting Report(s)** Progress Review Meeting Report - School Research Lead (24KB)

Back Exit

Please email [research@yorksj.ac.uk](mailto:research@yorksj.ac.uk) if you have any queries on this process.