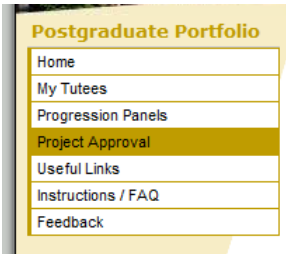# Postgraduate Project Approval
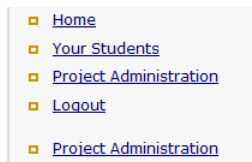
User Guide for PGR Secretaries

To access Project Approval, you will need to login to your postgraduate ePortfolio at https://pf-postgrad.ncl.ac.uk. You can login with your standard University Username and Password (the same that you use to access your email).

Postgraduate Portfolio

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- Useful Links
- Instructions / FAQ
- Feedback

Project Approval can be accessed by clicking on 'Project Approval' in the left hand menu. This page lists all first year students you are currently supervising, followed by all students for whom you are a panel member. For more information on these reports, please see the relevant user guides for supervisors and panel members.

At the bottom of this page and in the grey right hand menu is a link to 'Project Administration'. This is the area where you can administer students in your school or faculty. If you do not see this link, it is because your account has not been correctly set up with admin access. Please contact the Paul Horner in LTMS (paul.horner@ncl.ac.uk) to make sure that you have the correct level of access.

- Home
- Your Students
- Project Administration
- Logout

- Project Administration

Heads of Schools and their nominees also have access to the admin interface for each student in their school. However, this is accessed by following the link to the 'admin interface' through the student summary page (please see the user guide for heads of school).

This report shows only stage 1 students in Mathematics & Statistics. To see students in later stages, please view the 'previous' list.

If you are in a graduate school, the project administration link will take you to a list of schools in your faculty. Clicking on the school name will take you to the admin page for that school. The school admin page initially lists all first year students in the school. However, you can swap this to show all students by clicking on the 'show previous students' link.

	Student	Supervisor	Panel	School	Dean
	● 24/06/2010	● 09/07/2010	● 16/07/2010	● 29/07/2010	● 11/08/2010
	● 29/06/2010	● 15/07/2010	● 26/07/2010	● 29/07/2010	● 11/08/2010
	● 16/06/2010	● 06/07/2010	● 26/07/2010	● 29/07/2010	● 11/08/2010
	●	●	●	●	●

This page provides a series of 'traffic lights' for each student telling you who has completed their form so far. If the traffic light is green, it means that person has completed their part. This also includes details of the date when each was signed. Clicking on a student's name takes you to the admin page for that student.

The green menu that appears on the right hand side of the page allows you to access the reports that have been submitted for the student. You will only be able to see reports that are complete.

- Details
- Student Report
- Supervisor Report
- Panel Report

- Return to Mathematics & Statistics
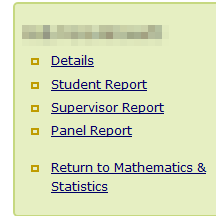
The admin page provides a summary of the student's registration. This information is an overview of the data we currently have available from SAP. If any of

Student details

Name:		Student Number:
Degree:		Start Date:
Supervisor(s) (in SAP):		

it is incorrect, you should check Campus Management and make the necessary changes there. Changes can take 24 hours to filter through. Unlike the ePortfolio, supervisors in Project Approval are not limited to the Individual Work area of Campus Management – supervisors in the standard advisor field will also be displayed – this accounts for discrepancies between ePortfolio and Project Approval.
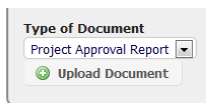
This page is used to assign Panel Members. Supervisors cannot be panel members, and you must have at least two people on each panel. To add a panel member use the search boxes, then click on the ● icon to add them. You can remove panel members by clicking on the ● icon next to their name. Once two panel members are assigned, a message appears asking you to notify the panel. Once you click on this link an email is sent to the panel members. You can only send this notification once. If you change the make-up of a panel for any reason, you can resend this notification, but it will only contact the panel member(s) who have not previously been notified.

The panel have not yet been notified. Please notify the panel

⚠ This student has indicated that they would prefer to submit on paper

The admin page can also be used to indicate that a student has submitted on paper. Simply check the box and submit to record this. You can only record a paper version when a student has not yet submitted electronically. If a student no longer wants to submit on paper, you can reset this in the same way. If you have indicated that a student is submitting on paper, you can also upload a paper copy of their report. If you select project approval report as the type, this will allow this report to be used in lieu of an electronic submission by the student, and the rest of the process can continue as normal. To attach a document, click on the 'upload' button. This will launch a navigation menu that you can use to browse your local machine. As soon as you select a document it will automatically be attached to the student's Project Approval.

If the student has submitted a report but has forgotten to upload a summary or project plan, you can attach these through the admin interface. Two buttons are displayed at the bottom of the page allowing you to upload these reports. As soon as you upload them they are attached to the student report.
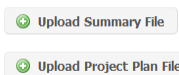
When a student report is complete and the recommendation is to resubmit or that the panel do not support the project, you can archive this report. This simply allows the student to resubmit and effectively starts the process again. The student will have access to the report they previously submitted, along with the reports submitted by their supervisor and panel.
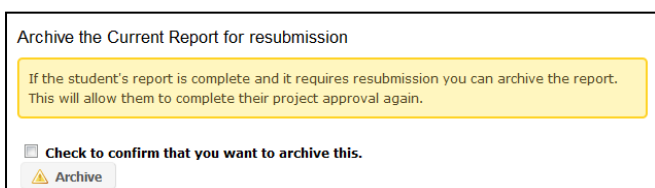
During the process you will receive several emails. School administrators are emailed when the student and supervisor have both submitted their reports. This is a prompt to assign panel members. School and Graduate School administrators will also be emailed when the project is complete. If the recommendation is to proceed, the student will also receive a copy of this email, otherwise it will be your responsibility to contact the student through more appropriate means. A flow chart detailing the process including when emails are sent and who they are sent to is also available.

The ePortfolio has been developed and is maintained by the School of Medical Sciences Education Development, and authentication is controlled by the Faculty of Medical Sciences CAS authentication system, so if you are in a different faculty, don't worry that it says this – it is the right system.

For more information, please speak to your Graduate School.