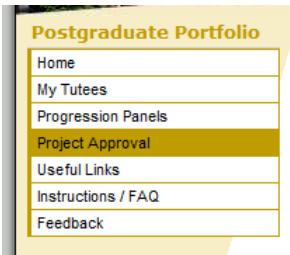


# Postgraduate Project Approval

## User Guide for Faculty Deans and their nominees

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). You should receive an email when a panel completes the report for a student.



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 is a link to the reports in your faculty. You can also access this at any time through the grey-coloured right hand menu.

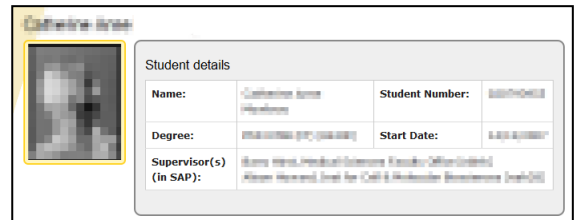
This list is limited by school, so you will first need to go into the record for a school before you can access the student reports. If you do not know the school for a student, you can search for a student by completing the green search box. Results will be returned for a student's name, email address, student number or login. The most efficient search criteria are the student number or login, and these will only ever return one result.

The list of students in each school is initially limited to first years. However, you can swap this to show all students by clicking on the 'show all students' link.

Demo Supervisor					
	Student	Supervisor	Panel	School	Dean
<a href="#">Demo Student</a> Year 1 - Demo PhD Course	●	●	●	●	●
<a href="#">Demo Student-Two</a> Year 1 - Demo PhD Course	●	●	●	●	●
<a href="#">Demo Postgrad</a> Year 1 - Demo PhD Course	●	●	●	●	●

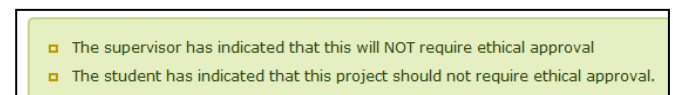
This page provides a series of 'traffic lights' for each student telling you who has completed their form so far. If the traffic light is green, it means that person has completed their part. The Dean cannot complete their report until the student, supervisor, panel and head of school have all completed their reports. However, you can view a summary page for the student, and copies of the reports that have been completed.

To access a student's report, click on their name on the list. You will only be able to view the reports if they have submitted, indicated by a green traffic light, and if the head of school report is not showing green you will not be able to complete the faculty report. When you click on a student's name it will automatically take you to a summary page for the student.



When accessing a student record, a green menu will appear on the right hand side of the page. This is the menu used to complete the head of school report. The 'Summary' link provides details of the student's current registration, and you can also view the reports submitted by the student and supervisor. Clicking on Panel Report will bring up a summary of the report submitted by the panel and head of school, and also contains the form that you need to complete.

The ethical approval sections of the student, supervisor, panel and head of school reports will be identical; to show you what both parties submitted and to highlight if a conflict has appeared between the supervisor and student's responses.



The only element the Dean needs to complete is a simple text box used to provide context from the faculty and university's perspective or to provide feedback to the student.

Once the report is signed, an email is sent to the student's school and graduate school to inform them of the decision. If the decision is to proceed, the student and supervisor also receive a copy of this email.

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.