PGR Manager
Faculty Administrator Guide

Directly Supported Students and
Affiliated Research Centres (ARCs)

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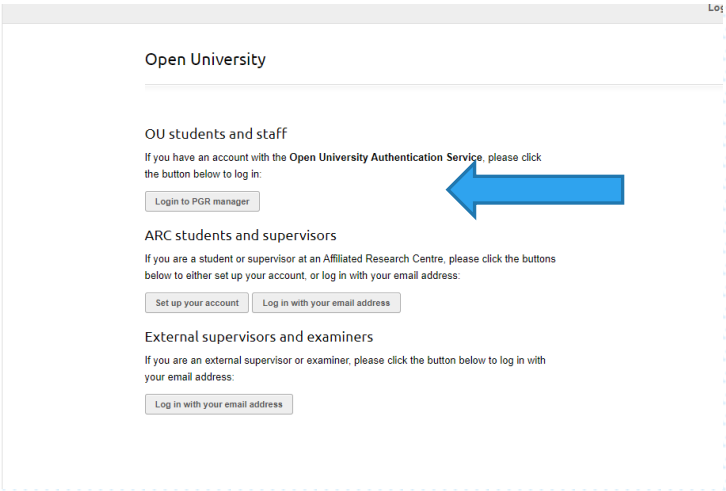
Logging in

To log into the system for the first time you will be presented with a Login Page as shown.



Faculty administrators should use your OUCU@open.ac.uk and OU password to login.

ARC administrators should click 'Set up your account' under the ARC students and supervisors section, follow instructions sent to your email address and then 'Login with your email address'

Setting up new administrators

If you need to remove or add administrators, or any other roles within your faculty, school, or ARC, you should contact the Research Degrees Team who will update the roles.

Some names will be duplicated within the system according to the permissions allowed for individuals in your faculty or ARC, for example if someone is a supervisor **and** a faculty ADR or ARC Coordinator.

Sharing email notifications

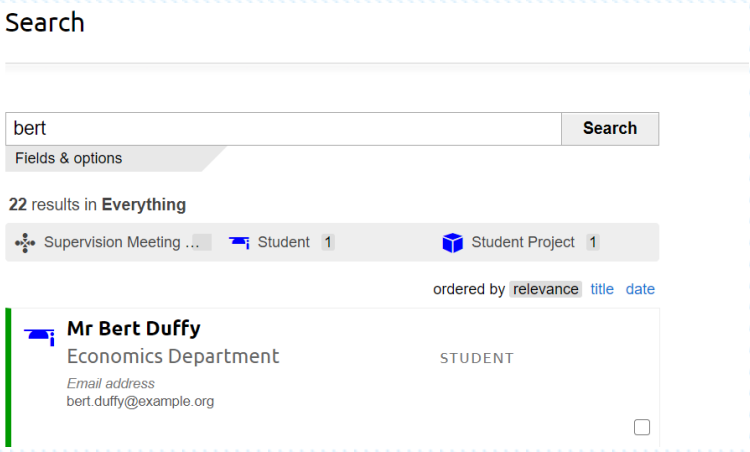
Email notifications from PGR Manager are sent to your personal OU email address or ARC institutional email address; however, some faculties have multiple administrators or use shared inboxes to manage their students.

You can set up a rule in Outlook to forward emails from PGR Manager to your shared inbox.

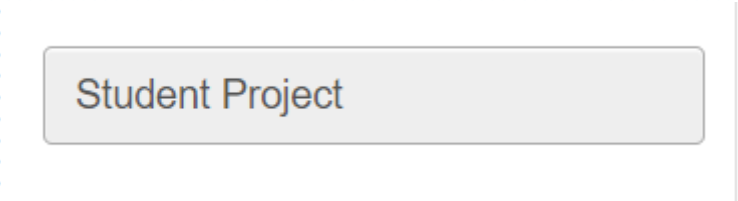
Checking student project dates

If you ever need to check upcoming deadlines or project dates for a student, you can view this using the following steps:

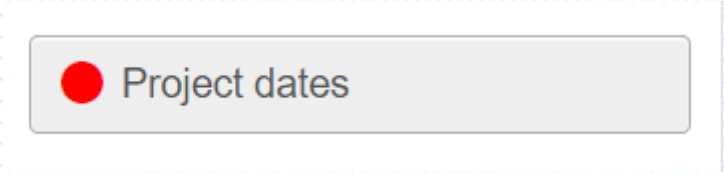
1. Search for the student name or PI number in the quick search box or using the search function



2. Select the Student Project button



3. Select the Project dates button. A red or yellow circle means upcoming or missed deadlines

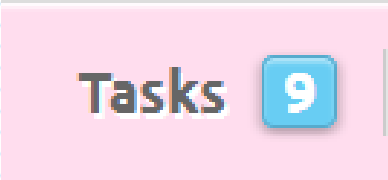


Deadlines shown here are for the student's submission. Workflows can extend beyond the deadline date as long as the student has completed their section.

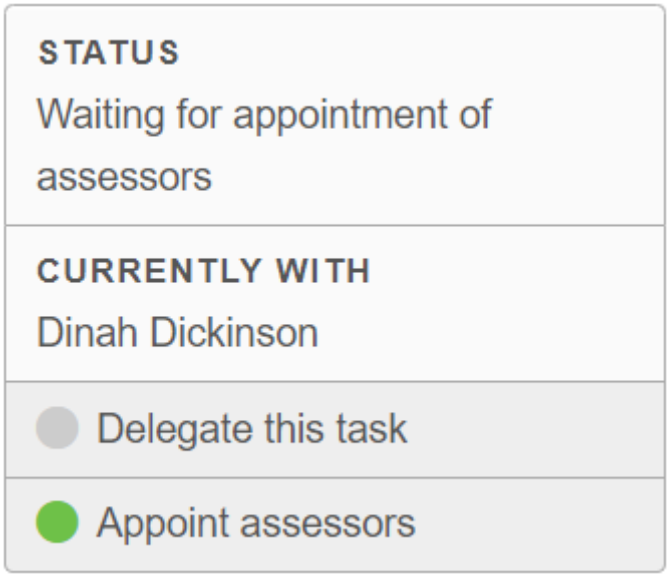
Reminders are sent to the student's email at set times before each deadline

Upgrade workflow

You will receive an email asking you to appoint the assessors for the student's upgrade process, or you will receive a task notification in PGR Manager



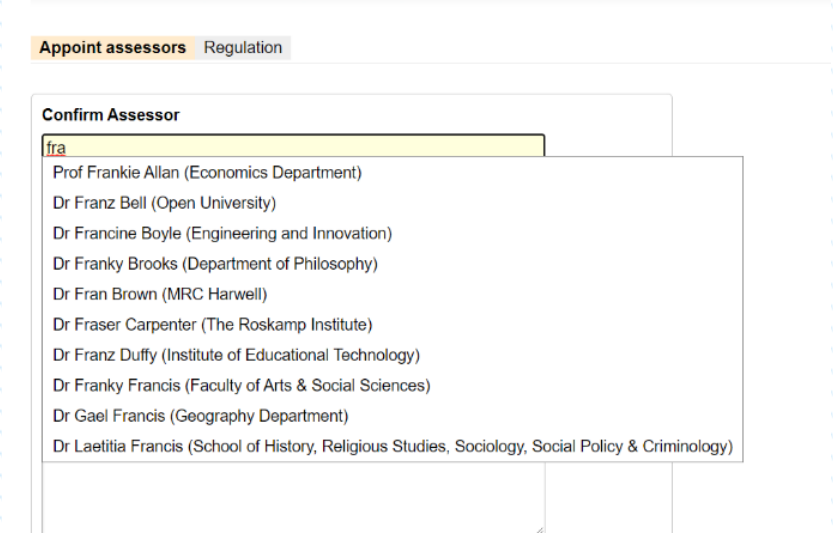
To start the workflow, click the Appoint assessors button. If you would like to delegate the task to someone else, click Delegate this task.



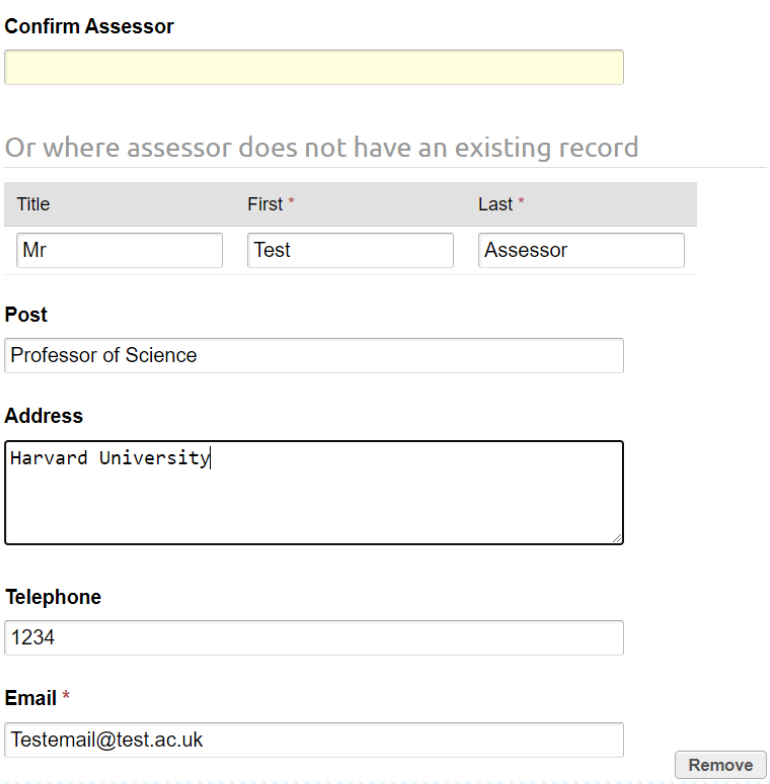
To take over the task where you are not assigned to the workflow, please search for the student and then click "Take over this task".

Once you have started the workflow you must add at least two assessors who should be independent and experienced academic researchers. Please note that neither the student's supervisors or their third-party monitor can be part of the panel.

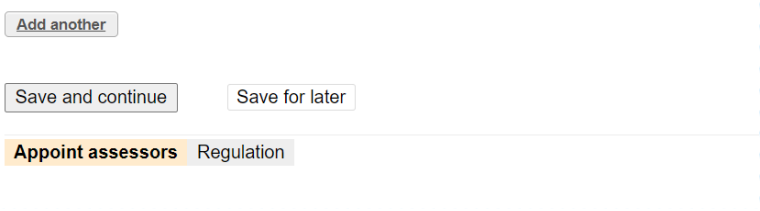
You can search for an academic by typing in their name (try their last name if you cannot find them at first as the system does not use shortened names or nicknames). Then click on their name to set them as an assessor.



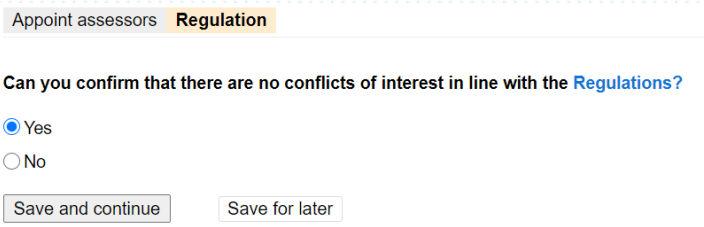
If they do not have an account, please fill in the details, making sure their email address and name are correct.



If there are more than two assessors, please add another. If not, Save and continue. Please note than if someone is chairing the upgrade-viva, they are not an assessor and should not be added here.

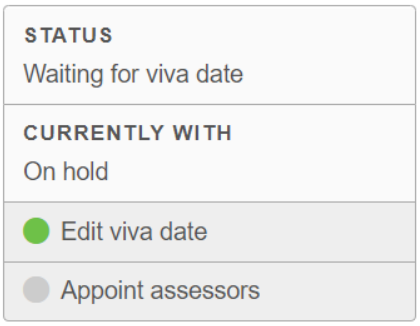


Next, confirm there are no conflicts of interest. If you believe there are, please either appoint a different assessor or contact the Research Degrees Team for advice.



Review the information and then Continue then Confirm.

Finally, arrange the upgrade-viva or ask the supervisors/assessors when the upgrade-viva will take place. Click Edit viva date.



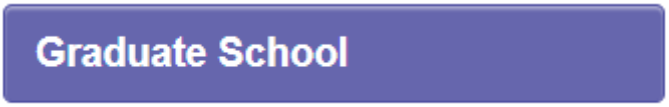
Enter the date of the viva and save. The workflow will stay active for you until the viva has occurred. If the date or assessors change you can edit this information.

Notifications informing students, supervisors and assessors of the date and time of their upgrade-viva should be completed offline

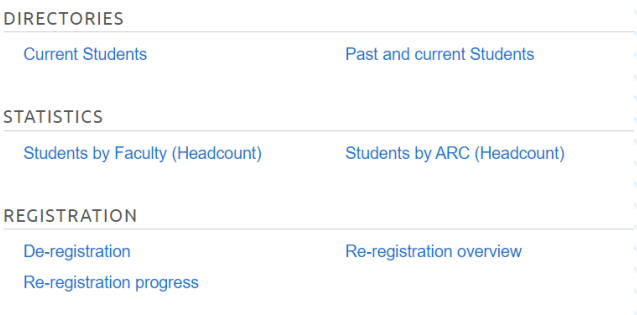
Dashboards

Dashboards contain information about students in your ARC, faculty, or school.

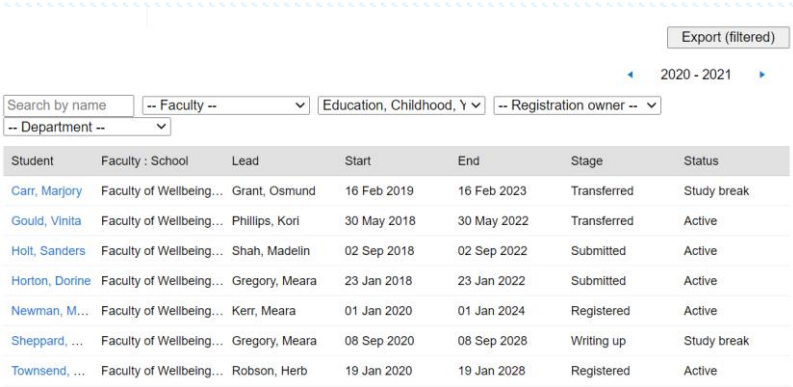
You can find this information by clicking the blue Graduate School button on the right-hand side of the Home page of PGR Manager.



Different dashboards contain different information including upcoming deadlines, number of students, the progress of various workflows, and examination information.



You should see just the students in your ARC, faculty or school, depending on your permissions. You can filter between different schools using the drop-down menus.



Student	Faculty : School	Lead	Start	End	Stage	Status
Carr, Marjory	Faculty of Wellbeing…	Grant, Osmund	16 Feb 2019	16 Feb 2023	Transferred	Study break
Gould, Vinita	Faculty of Wellbeing…	Phillips, Kori	30 May 2018	30 May 2022	Transferred	Active
Holt, Sanders	Faculty of Wellbeing…	Shah, Madelin	02 Sep 2018	02 Sep 2022	Submitted	Active
Horton, Dorine	Faculty of Wellbeing…	Gregory, Meara	23 Jan 2018	23 Jan 2022	Submitted	Active
Newman, M…	Faculty of Wellbeing…	Kerr, Meara	01 Jan 2020	01 Jan 2024	Registered	Active
Sheppard, …	Faculty of Wellbeing…	Gregory, Meara	08 Sep 2020	08 Sep 2028	Writing up	Study break
Townsend, …	Faculty of Wellbeing…	Robson, Herb	19 Jan 2020	19 Jan 2028	Registered	Active

You can also export the information (along with hidden data) into Excel using the Export button.

Further Information can be found on the Graduate School Network.

http://www.open.ac.uk/students/research/

For any communication related to PGR Manager please email

pgrmanager@open.ac.uk