

PGR Manager for Students: A Guide

Directly Supported Students and
Affiliated Research Centres (ARC)

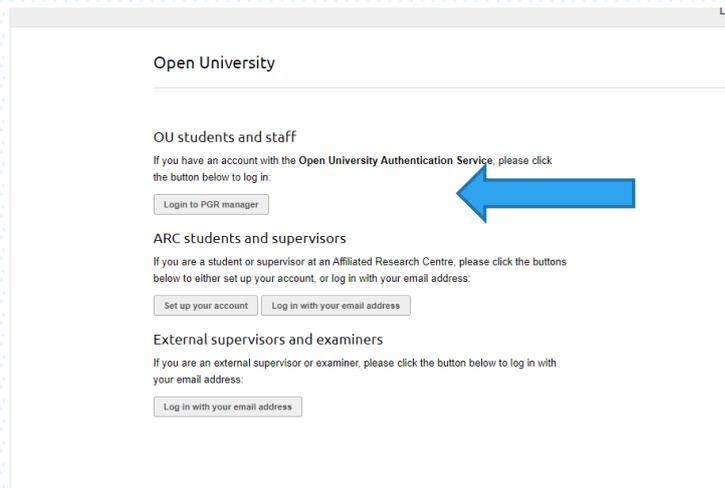
Contents Page

Logging in for the first time	Page 3
Introduction and Project Page	Page 4
Confirmation and Project Page	Page 5
Induction	Page 6
.....	Page 7
Supervision Meetings	Page 8
.....	Page 9
Change Requests	Page 10
.....	Page 11
.....	Page 12
.....	Page 13
.....	Page 14
Absences	Page 15
.....	Page 16
.....	Page 17
Upgrade	Page 18
.....	Page 19
.....	Page 20
.....	Page 21
.....	Page 22
.....	Page 23
Re-Registration	Page 24
.....	Page 25
.....	Page 26
.....	Page 27
.....	Page 28
.....	Page 29
.....	Page 30
.....	Page 31
.....	Page 32
.....	Page 33
.....	Page 34
.....	Page 35
.....	Page 36
.....	Page 37

Logging in

- When logging into the system for the first time you will be presented with a Login Page as shown.

Fig 1.



- If you are a **Directly Supported student at the Open University**, please select the login button as shown, to enter the system you will need to provide an email address using your OUCU and OU password.

For example: OUCU@open.ac.uk No other email addresses will be permitted.

- If you are a student from our **Affiliated Research Centres (ARC)** then click on Set up your account. You will be presented with this screen. Enter your ARC email address supplied by your relevant ARC and click Submit.

Fig 2.

ARC account setup

If you are an ARC student or supervisor who is logging in for the first time, please input your email address below. An email will be sent to you with instructions on how to set up a password and access PGR manager.

Email address:

If you have previously setup your account, click the link below to go to the login page.

[Log in with your email address »](#)

Introduction and Project Page

- All student users of the PGR Manager system will have a My Project page which displays the status of key information.
- On the right of the screenshot you will see the functionality available to the user and the relevant links associated with it.

Fig 3

The screenshot shows the Haplo interface for a student project. At the top, there is a navigation bar with a search box, 'Search', 'Browse', 'Recent', and 'TESTING' buttons. The user is logged in as 'Abbott Myers' with a 'Finish' button. The main content area is titled 'And problem power the office car change business' and includes a 'Student Project (past)' icon. A blue arrow points to a download icon in the top right corner of the main content area.

Left Sidebar:

- Home
- Open University
 - Faculty of Arts & Social Sciences
 - Faculty of Science, Technology, Engineering and Mathematics
 - Faculty of Wellbeing, Education and Language Studies
 - The Open University Business and Law Schools
 - ARC Institutes
- Committees
 - Upcoming meetings
 - Past meetings
- REF Units of Assessment
- Calendar
 - Online modules
 - Past events
- Guides

Main Content Area:

Student Project (past)

Title	And problem power the office car change business		
Student	Mr Abbott Myers		
Supervisor	Dr Michel Walton Dr Louis Hamilton Prof Joanna Bull Dr Ephraim Watkins		
Student Project Status	Complete		
Project mode	Full Time		
Student Project Type	PhD		
Student Project Stage	Graduated		

	Date completed	Deadline	Reminder sent
Project start	02 Jul 2014		
Project end	26 May 2019		

Right Sidebar (Action Buttons):

- Project history
- Project dates
- Supervision meetings
- Induction
- Upgrade
- Progress review
- Re-registration
- Examination
- Change requests
- Absence
- DEVELOPMENT
 - Analysis
 - Training plan
 - Log
- Grants and funding

- This preview shows the current status of all activities during the student journey, showing important dates as the student progresses.

Confirmation of project details

- In PGR Manager, applications start with a check that key information on the project is correct. If it is not, changes can be requested via The Graduate School Team for revision.

Fig 4

The screenshot shows a web interface for confirming project details. At the top, there is a navigation bar with a search box, 'Search', 'Browse', and 'Recent' buttons, and a user profile for 'Sam Smith'. A left sidebar contains navigation links: Home, University of Example (with sub-links for Humanities, Media, and Science and Technology), Committees (with 'Upcoming meetings'), REF Units of Assessment, Calendar (with 'Past events'), Using this demo, and Guides. The main content area is titled 'Confirm project details' and contains a confirmation message: 'Please confirm the details, as shown below, are correct.' Below this message are two buttons: 'Request changes' and 'The project details are correct'. The project details are listed as follows:

- Title: Doctoral Research Project
- Researcher: Mr. Sam Smith
- Supervisor: Dr Eulalie Yates
- Research institute: Computer Science
- Project mode: Part Time
- Doctoral research project type: PhD

Below the details is a table with the following data:

	Date completed	Deadline	Reminder sent
Project start	26 Sep 2019		
Project end		26 Sep 2026	26 Sep 2024

Confirmation of project details

Induction

- Once your Induction is completed, we ask all students to complete the “Induction” tab on the PGR Manager system.
- This can be found on the right-hand side of the screen as indicated.

Fig 5

Others the friend of by

Student Project (past)

Title	Others the friend of by	Project history
Student	Mr Aamir Day	Project dates
Supervisor	Prof Kaylyn Andrews Dr Sabrina Cole Prof Danell Riley Prof Georg Anderson	Supervision meetings
Student Project Status	Withdrawn	Induction
Project mode	Full Time	Upgrade
Student Project Type	MPhil	Progress review
Student Project Stage	Graduated	Re-registration
		Examination

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		

- Once accessed you are presented with an Edit: Induction – student name fields (see Figure 6 below).
- Please complete all fields and save by clicking the Save button at the bottom left of the screen.
- This is reviewed by the Graduate School to ensure you have completed everything as required.

Fig 6

Edit: Induction - Mr Aamir Day

Have you agreed a schedule of meetings with your supervisors? *

Yes

No

If yes, please provide details

Have you been provided with the name and contact details of your Third party monitor? *

Yes

No

If yes, have you been offered an opportunity to meet them?

Yes

No

Was induction completed satisfactorily? *

Yes No N/A

Comments

What induction activities have you undertaken? (at both Faculty and University level)

Are you aware of the University's complaints and appeals policy?

Yes

No

Have you completed the mandatory training? e.g. PREVENT and GDPR

Yes

No

Do you have any concerns that you wish to bring to the attention of the Graduate School?

Save

Save for later

Supervision Meetings

- To record your supervision meetings, select the tab on the right-hand side as indicated below.

Fig 7

Others the friend of by

Student Project (past)

Title: Others the friend of by

Student: Mr Aamir Day

Supervisor: Prof Kaylyn Andrews, Dr Sabrina Cole, Prof Danell Riley, Prof Georg Anderson

Student Project Status: Withdrawn

Project mode: Full Time

Student Project Type: MPhil

Student Project Stage: Graduated

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		

Project history

Project dates

Supervision meetings

Induction

Upgrade

Progress review

Re-registration

Examination

- Once accessed you are presented with a Project supervision: thesis title screen. To add a meeting select New supervision meeting.

Fig 8

Project supervision: Others the friend of by

Others the friend of by

Mr Aamir Day

New supervision meeting

Search meetings...

Download as PDF...

2015 2016 2017 2018 - 2019

09 Aug 2018 Prof Danell Riley
By and where by information house a the where time office state program friend city. Eye moment the a friend where eye house.

- Once accessed you will be presented with an Edit Supervision notes: Supervision meeting screen where you can add your participants at the meeting, add dates, meeting time etc and add any information in connection with the meeting. You can also upload any relevant documentation directly into the system here.

Fig 9

Participants *

Mr Aamir Day

Prof Kaylyn Andrews

Dr Sabrina Cole

Prof Danell Riley

Prof Georg Anderson

Date, time and location

Meeting date

Meeting time

Location

Meeting format

In person

Telephone

Email

Video conference

The meeting did not take place

Meeting notes and files

Discussion notes (Student)

Agreed action points (to be completed after the meeting)

Accompanying files (optional)

Select all supervisors who will be present at the meeting.

Complete all information pertaining to meeting.

File upload optional

- Once all fields are completed click the Save and continue button at the bottom of the screen.

Change requests

- A change request is typically submitted by the student or their supervisor to request a change to registration e.g. study break, extension and change of mode and attendance etc. Upon approval, project dates and status are updated.
- To access the change of requests tab, click on the right-hand side of the screen under Change requests

Fig 10

On face a level room by war

The screenshot shows a project management interface. On the left, there is a vertical sidebar with various icons and labels. The main content area displays project details for 'On face a level room by war'. The details include the student's name, supervisor list, project status, mode, type, visa type, and stage. Below this is a table with columns for 'Date completed', 'Deadline', and 'Reminder sent'. On the right side, there is a vertical list of buttons for various project actions. A blue arrow points to the 'Change requests' button in this list.

	Date completed	Deadline	Reminder sent
Project start	06 Nov 2020		
Progress review		28 Feb 2021	03 Jan 2021
Project end		16 Dec 2020	

Change requests

- Once selected you will be presented with a Change Request Overview screen

Fig 11

Change requests overview: On face a level room by war

 On face a level room by war

 Mr Aamir Butcher

[Start a new change request](#)

Application	Date	Summary	Status
De-registration - Mr Aamir Butcher	16 Dec 2020		Not endorsed, registration continues
Extension - Mr Aamir Butcher	15 Dec 2020		Authorised
Change Supervisors - Mr Aamir Butcher	08 Dec 2020		Approved
Study break - Mr Aamir Butcher	01 Dec 2020		Waiting for supervisor to review

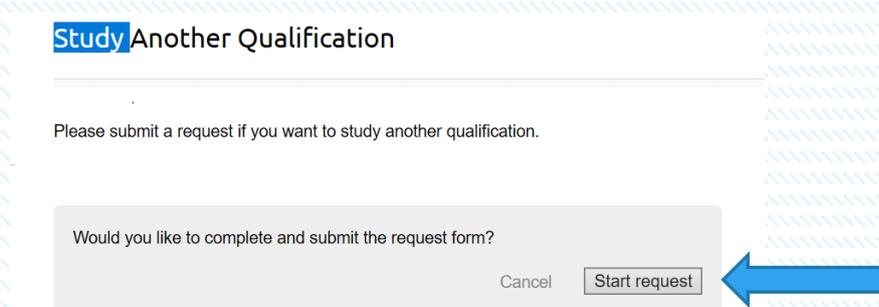
- This screen is designed to show what change requests have been requested and the status of each request. To start the process, select the Start a new change request as indicated above.

Fig 12



- Once accessed you are presented with a Change requests list which prompts you to select the change request you require.
- As the first selection is Study Another Qualification we will start there.
- To access this workflow, select Study Another Qualification which then takes you to a Study Another Qualification screen. The system will ask you if you would like to complete and submit the request form. Click Start request.

Fig 13



- Once accessed this takes you to a Confirm project details screen.
- You will be prompted to confirm that the registration details are correct. Please check the information presented on the screen. To confirm, click on The registration details are correct.

Fig 14

Confirm project details

Please confirm the details, as shown below, are correct.

[Request changes](#) [The registration details are correct](#)

Student	Mr Aamir Day
Supervisor	Prof Kaylyn Andrews Dr Sabrina Cole Prof Danell Riley Prof Georg Anderson
Research institute	Stowers Institute for Medical Research
Project mode	Full Time
Student Project Type	MPhil

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		

Check your details are correct here.

- Once confirmed you will be presented with an Edit Change request form: Study Another Qualification – student name. This screen allows you to begin the process of adding the details of your chosen new qualification that you wish to study. You will then be presented with Thesis title and Request tabs.

Fig 15

Edit Change request form: Study Another Qualification - Mr Aamir Day

Thesis title Request

Thesis title
Others the friend of by

Do you wish to update your thesis title? *

Yes
 No

[Save and continue](#) [Save for later](#)

Thesis title Request

Edit Change request form: Study Another Qualification - Mr Aamir Day

Thesis title Request

I wish to request permission to study for another degree, module or qualification at this university or at any other institution.

Please enter the additional qualification you would like to study and the name of the institution where you would like to study. *

Please provide further details for the reason for the request *

If your evidence is sensitive this can be submitted directly to the Research Degrees Team not uploaded here.

Drag files here or [choose file...](#)

[Save and continue](#) [Save for later](#)

Thesis title Request

Fig 16

Submit: Study Another Qualification - Mr Aamir Day

You have chosen to submit the change request for approval

Confirm:

Notes (Notes can be seen by the student and all staff reviewing this application)

- All fields in both tabs must be completed in full before this can be forwarded for approval. Remember to Confirm and Submit your request and add any notes that would benefit your request. Once submitted this will then be passed on through the workflow to the appropriate approver. Once your request has been reviewed, an email is sent directly to you and your supervisors with the result of the request. The outcome and status of your request throughout the process can be viewed on your study main screen as below.

Fig 17

Study Another Qualification - Mr Aamir Day

Title	Study Another Qualification - Mr Aamir Day
Date	10 Feb 2021
Project	Others the friend of by
Student	Mr Aamir Day
Supervisor	Prof Kaylyn Andrews Dr Sabrina Cole Prof Danell Riley Prof Georg Anderson
Academic year	2020 - 2021

STATUS
Waiting for Supervisor to review

CURRENTLY WITH
Kaylyn Andrews

Withdraw request

APPLICATION

Tasks

Study Another Qualification	
Waiting for Supervisor to review	
Aamir Day started the process	10 Feb 2021, 13:41
Aamir Day confirmed details	10 Feb 2021, 13:44
Aamir Day submitted the request	10 Feb 2021, 13:56

- The status bar at the top of the screen in Figure 17 above shows you the current status of your request and where in the process your application is (and with whom). The status bar will also show the end result of your request (i.e. whether it has been approved or declined).
- All change requests work in the same way with all statuses shown on the right-hand side of the screen so that at any point during any request you can review and see

where your requests are and with whom. Email alerts are also sent to you, your assigned supervisors and the relevant approvers along the request journey.

- If you wish to start a new request then refer back to Figs 8, 9 and 10 - Change requests, make your selection from the list provided and Start a new change request. All request workflows work in the same way; please complete all tabs on each page providing the information required. Once completed do not forget to click the Confirm and Submit button shown on Fig 13 so that your request can be forwarded for approval by the appropriate authority.
- The main student screen shown in Fig 7 will provide you with an update of your request and show its status, as previously described. As before, emails will be sent to you providing information on the status of your request and to the approver to flag the actions that they need to take.

Absences

- If you are a student who has is a Student Route Visa Holder (previously known as Tier 4 student) there is a function on the main page called absence.

Fig 18

Others the friend of by

Student Project (past)

Title Others the friend of by

Student Mr Aamir Day

Supervisor Prof Kaylyn Andrews
Dr Sabrina Cole
Prof Danell Riley
Prof Georg Anderson

Student Project Status Withdrawn

Project mode Full Time

Student Project Type MPhil

Student Project Stage Graduated

	Date completed	Deadline	Reminder sent
Project start	10 Aug 2015		
Project end	23 Aug 2018		

Project history

Project dates

Supervision meetings

Induction

Upgrade

Progress review

Re-registration

Examination

Change requests

Absence

- Select the Start new absence request
- Once accessed you are presented with a Confirm project details screen where you are prompted to confirm that your registration details are correct as in Fig 11. Please check this and confirm by clicking the Start button. You will now be presented with an Edit Absence: - student name screen.

Fig 19

Edit Absence: Absence - Mr Aamir Day

Student absence form Student contact details whilst absent

Reason for absence

Annual leave

Sickness (usually under one month)

Authorised absence for study related purposes, including travel to conferences and fieldwork

Maternity/paternity/adoption leave

Start *

End *

Will you be travelling to a different country during your leave?

Yes

No

If yes, please choose the country you will visit:

 Drag files here or [choose file...](#)

Student absence form Student contact details whilst absent



- Please enter the information required for both the Student absence form tab and the Student contact details whilst absent tab.

Fig 20

Edit Absence: Absence - Mr Aamir Day

Student absence form **Student contact details whilst absent**

Method of maintaining contact with supervisory team whilst absent

I will be communicating with the supervisors during my absence.

Address

4, Anyplace
Anywhere
United Kington

Telephone number

01244 444444

Student absence form **Student contact details whilst absent**



- Once completed please confirm by clicking on the Save and continue button.

Fig 21

Submit: Absence - Mr Aamir Day

Please confirm you wish to submit this absence request

Confirm:

Notes (Notes can be seen by the student and all staff reviewing this application)

- To confirm the request click the Confirm and Submit request button so that the request is sent to the approver. To check that the request has been sent, return to your main student page where you will see the request and whom it is currently with. An email as before is also sent to you as the student and to the first approver for action. Figure 22 below provides a sample of the main screen with a request showing and its status.

Fig 22

Absence - Mr Aamir Day


Absence

Title	Absence - Mr Aamir Day
Student	Mr Aamir Day
Project	Others the friend of by
Date	10 Feb 2021
Supervisor	Prof Kaylyn Andrews Dr Sabrina Cole Prof Danell Riley Prof Georg Anderson
Academic year	2020 - 2021

STATUS

Waiting for Supervisor

CURRENTLY WITH

Kaylyn Andrews

FORMS

Absence

Absence

Waiting for Supervisor

<i>Aamir Day</i> started the workflow	10 Feb 2021, 17:03
<i>Aamir Day</i> confirmed details	10 Feb 2021, 17:05
<i>Aamir Day</i> submitted an absence request	10 Feb 2021, 17:12

This window shows status of request and who the request is currently with.

This window shows the request being made and what date is was submitted.

Upgrade

- All students are required to complete the upgrade process before their 1st anniversary. To initiate the Upgrade process, select the tab marked Upgrade on the right-hand side of the main project screen as before.

Fig 23

Where name that history student community

Student Project

Title: Where name that history student community

Student: Mrs Lenee Godfrey

Supervisor: Dr Jenica Metcalfe, Dr Philly Hayes

Student Project Status: Active

Project mode: Full Time

Student Project Type: MPhil

Visa type: Tier 4 Student

Student Project Stage: Submitted

	Date completed	Deadline	Reminder sent
Project start	30 Jun 2019		
Upgrade		30 Apr 2020	29 Feb 2020 30 Dec 2019
Re-registration		16 Jun 2020	16 May 2020
Project end		30 Jun 2023	

Navigation options: Visa check-in, Project history, Project dates, Supervision meetings, Induction, Upgrade, Progress review, Re-registration, Examination, Change requests, Absence.

- Once selected you are presented with an Upgrade overview screen. To start the process, select the Create new application button as indicated below:

Fig 24

Upgrade overview

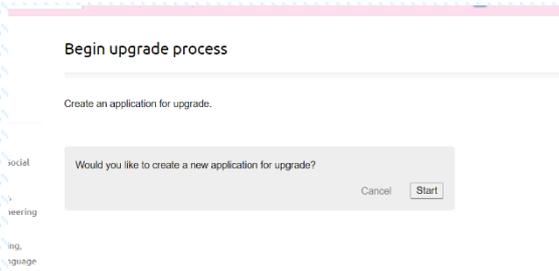
Mrs Lenee Godfrey

Where name that history student community

Create new application

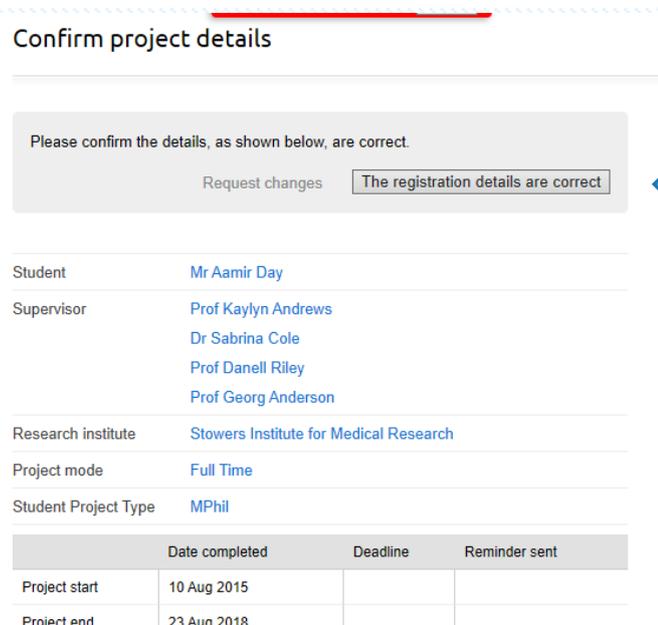
Application	Date	Status
-------------	------	--------

Fig 25



- You will then be presented with a Begin upgrade process. Select the Start button.
- Once the selection has been made you will see the Confirm project details screen which asks you to confirm that your registration details are correct. As before, if the information presented is correct, click the button to confirm this. If there are any discrepancies please contact the Graduate School.

Fig 26



- You are now in the Upgrade process. Please complete all tabs shown here remembering to Save and continue at each stage. Noting that in the Absences and Project report tab that there is a mandatory Upload file field. If the information is sensitive and/or confidential you can send this directly to the Research Degrees Team in confidence. This will not be shared with any other parties.

Fig 27

Edit Student form: Upgrade - Mrs Lenee Godfrey

Thesis title Absences Project report Progress Objectives

Thesis title
Where name that history student community

Do you wish to update your thesis title? *

Yes
 No

Save and continue Save for later

Thesis title Absences Project report Progress Objectives



Fig 28

Edit Student form: Upgrade - Mrs Lenee Godfrey

Thesis title Absences Project report Progress Objectives

Details of any periods of study breaks or other absence

1 June 2020 to July 2020 1 month

If your evidence is sensitive this can be submitted directly to the Research Degrees Team not uploaded here.

Drag files here or choose file...

Test test test.docx X

Save and continue Save for later

Thesis title Absences Project report Progress Objectives



Fig 29

Edit Student form: Upgrade - Mrs Lenee Godfrey

Thesis title Absences Project report Progress Objectives

Please upload your project report *

If your evidence is sensitive this can be submitted directly to the Research Degrees Team not uploaded here.

Drag files here or choose file...

Test test test.docx X

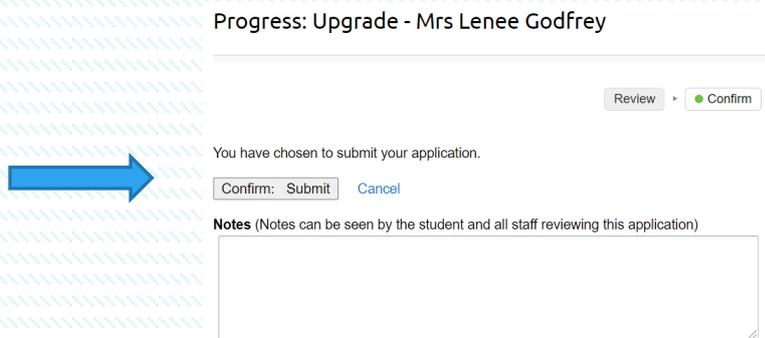
project report added

Save and continue Save for later

Thesis title Absences Project report Progress Objectives



Fig 33



- Once you have selected the continue button you are then prompted by the Confirm submit button once you have selected this the request is then sent to the approver for the next step.
- Once again after completing the process you are presented with a summary screen indicating the status of the request and who it is currently with. As in all requests you will receive an email confirmation regarding your request and your approver (in this case your supervisor) will also receive an email advising them that they have an outstanding action. You as the student can also check this status by viewing the main student page as shown below.

Fig 34

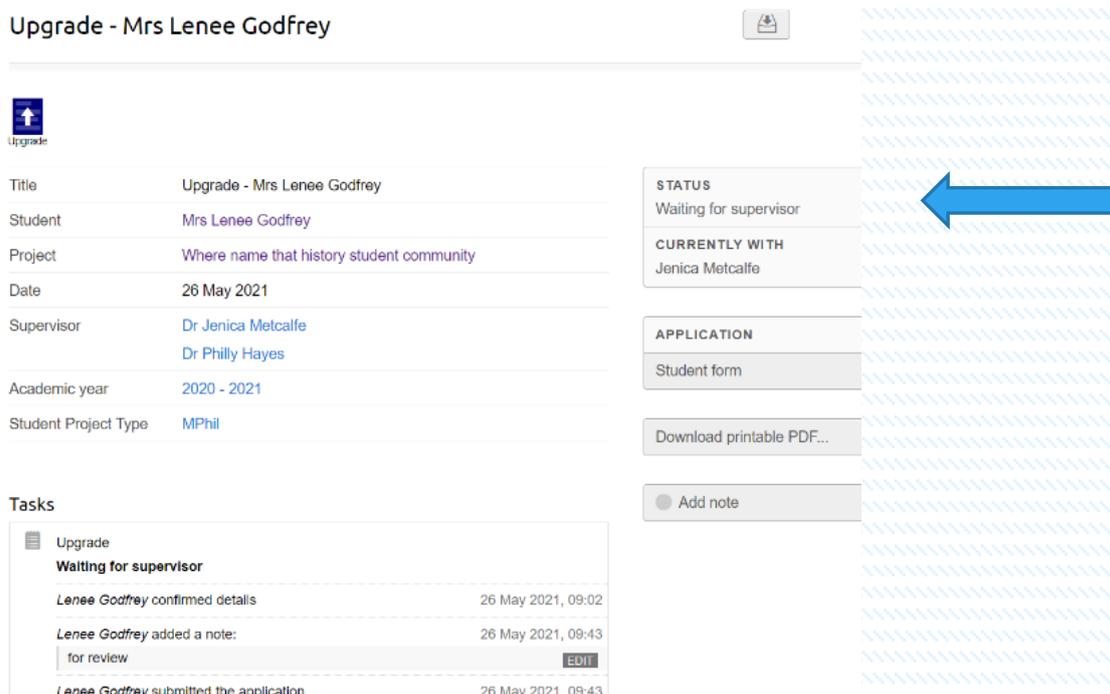


Fig 35

The screenshot displays the 'Upgrade' application page. On the left, there is a table with the following details:

Title	Upgrade - Mrs Lenee Godfrey
Student	Mrs Lenee Godfrey
Project	Where name that history student community
Date	26 May 2021
Supervisor	Dr Jenica Metcalfe Dr Philly Hayes
Academic year	2020 - 2021
Student Project Type	MPhil
Assessor	Dr Cosette Adams Dr Tarrant Abbott
Meeting date	26 May 2021

Below the table is a 'Tasks' section with a list of activities:

Task	Time
Waiting for ARC Coordinator	
Lenee Godfrey confirmed details	26 May 2021, 09:02
Lenee Godfrey added a note: for review	26 May 2021, 09:43
Lenee Godfrey submitted the application	26 May 2021, 09:43
Jenica Metcalfe progressed the application	26 May 2021, 09:51
Jenica Metcalfe confirmed the appointed assessors	26 May 2021, 09:57
Cosette Adams submitted their report	26 May 2021, 10:11
Tarrant Abbott submitted their report	26 May 2021, 11:51

On the right-hand side, there is a sidebar with the following sections:

- STATUS**: Waiting for ARC Coordinator
- CURRENTLY WITH**: Jenica Metcalfe
- APPLICATION**: Student form
- Mini viva
- Download printable PDF...
- Add note

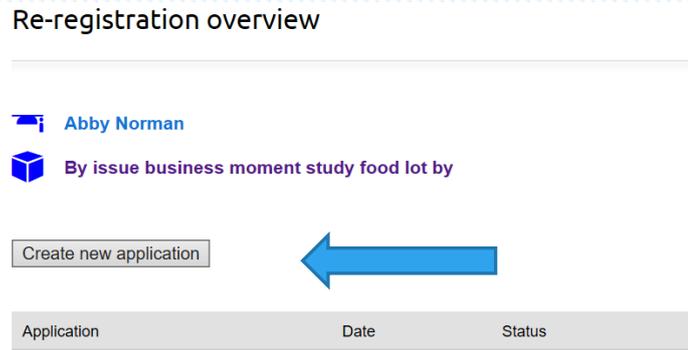
A blue arrow points to the 'Waiting for ARC Coordinator' status text.

Re-Registration

- All students are required to complete the Re-Registration process. This is done through the PGR Manager system as follows.
- Select the Re-Registration button on the right-hand side of the screen as shown.

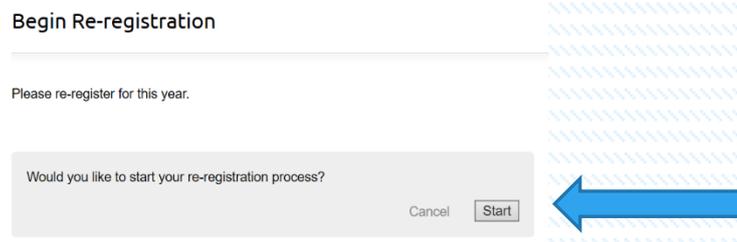
- You will be presented by the Re-registration overview screen.
- Select Create new application.

Fig 36



- Then select the Begin Re-registration process. Click Start to begin

Fig 37



- You will be presented by the confirm project details screen.
- Check that your registration details are correct. Once checked, select The registration details are correct button.

Fig 38

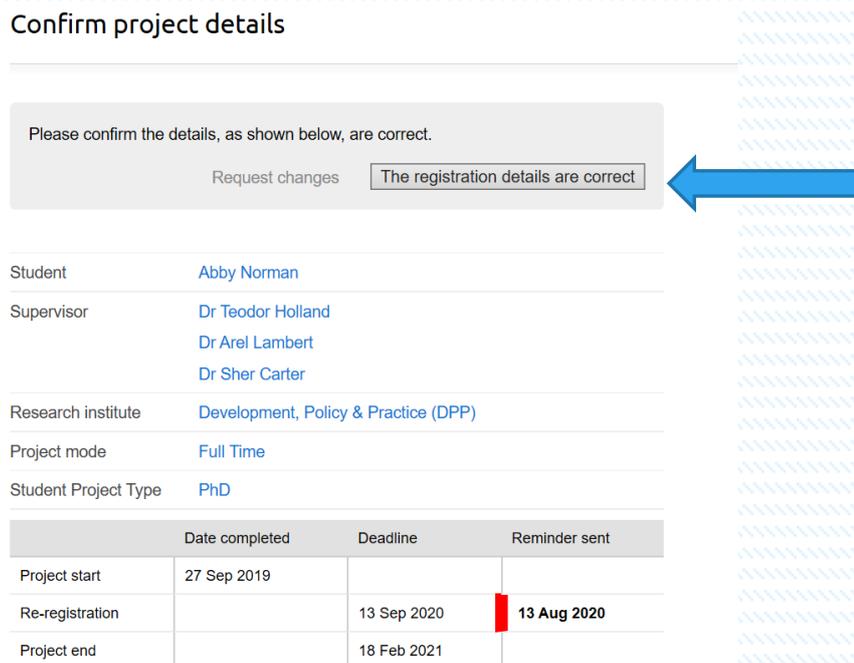


Fig 39

Edit Student form: Re-registration - Abby Norman

Address and Telephone Communication and Data Protection Fee Declaration Confirmation

Residential address including postcode held on your student record
Not specified

Is the above address correct? *

Yes
 No

If no, please enter your current address

Does your address meet the University's residency requirements?
Full-time students must live within an easy commutable distance of the Milton Keynes Campus (approximately 40 miles). Part-time students must live within the UK.

Yes
 No

If no, has a residency waiver been approved by the Graduate School Director?

Yes
 No

Is your address:

The home of your parent or guardian
 Your own home
 Rented accommodation
 Another living arrangement

Home phone number:
N/A

If this number is no longer current, please provide a new number:

Mobile phone number:
N/A

If this number is no longer current, please provide a new number:

Address and Telephone Communication and Data Protection Fee Declaration Confirmation

- Once presented with the Edit student form:- Re-registration – student name Complete all tabs and click Save and continue after each tab, not forgetting to Confirm and Submit at the end.

Examinations

- To initiate the Examinations Process you (the student) are required to submit a Notice of Submission to The Graduate School which indicates that you are ready to submit your Thesis for Examination. This process is managed through the PGR Manager system as follows:
- Select the Examination Tab at the right of the main student screen as indicated below.

Fig 40

By issue business moment study food lot by

Student Project

Title: By issue business moment study food lot by

Student: Abby Norman

Supervisor: Dr Teodor Holland, Dr Arel Lambert, Dr Sher Carter

Student Project Status: Active

Project mode: Full Time

Student Project Type: PhD

Student Project Stage: Submitted

	Date completed	Deadline	Reminder sent
Project start	27 Sep 2019		
Re-registration		13 Sep 2020	13 Aug 2020
Project end		27 Sep 2023	

Project history

Project dates

Supervision meetings

Induction

Progress review

Re-registration

Examination

Change requests

- Once selected you will be taken to the Examinations overview screen

Fig 42

Examinations overview

Abby Norman

By issue business moment study food lot by

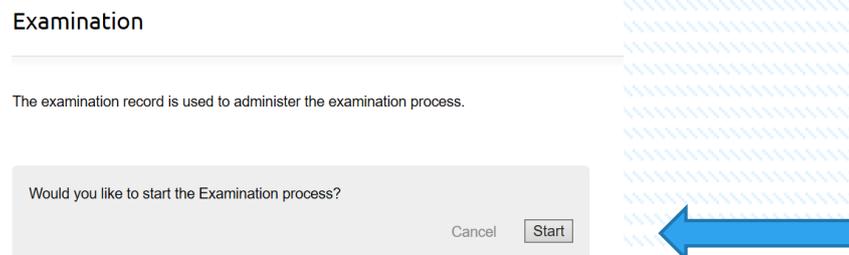
Examination	Date	Status
Examination record		Create new...

The examination record is used to administer the examination process.

- The screen shows that you have initiated the Examinations process. Select the Create new button indicated by the blue arrow above, which takes you to the Examination screen. The information shown gives you a full overview of the

workflows that are required to complete the examination process. As the student you will only need to complete 2 to 3 of them; the other headers are for the various points in the approval process. As in all requests, email confirmations and status updates will be sent to you and the appropriate member of staff involved in the processes. Once you are presented with the Examination screen select the Start button as indicated below.

Fig 43



- Once you have started the process the next screen shown is the Notice to submit: Examination – student name screen, which gives you information regarding the status of your thesis submission. In this case the STATUS bar shows that the system is Waiting for notice

Fig 44

Notice to submit: Examination - Abby Norman

The screenshot displays a "Notice to submit" screen for "Examination - Abby Norman". On the left, a table provides details:

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

At the bottom left, a log entry states: "Abby Norman started the workflow" on "17 Feb 2021, 17:07". On the right side, there is a control panel with the following elements:

- STATUS:** Waiting for notice to submit
- CURRENTLY WITH:** Abby Norman
- A green dot next to the text "Edit confirmation of notice to submit".
- An "Add note" button.

Two blue arrows point from the right towards the "Edit confirmation of notice to submit" button and the "Add note" button.

- Select the Green dot in the tab Edit confirmation of notice to submit. This then allows you to complete the Notice to submit action.

Fig 45

Edit Confirmation of notice to submit: Notice to submit: Examination - Abby Norman

Thesis title Notice Viva

Thesis title
By issue business moment study food lot by

Do you wish to update your thesis title? *

Yes
 No

Save and continue Save for later

Thesis title Notice Viva



- All fields in the tabs must be completed. Remember to Save and continue after each completed tab.
- Once you have Saved and continued, on the Thesis title tab you are now presented with an Edit confirmation of notice to submit: Notice to submit: Examination – student name tab
Again, all fields must be completed. Please ensure that all fields are completed otherwise you will not be permitted to continue to the next page.

Fig 46

Edit Confirmation of notice to submit: Notice to submit: Examination - Abby Norman

Thesis title **Notice** Viva

Provisional date for submission *

Does the thesis contain a non-book component? *

Yes
 No

If yes, please clarify the extent and type of non-book material to be submitted

Estimated length of thesis / portfolio of work *

Number of words

Is the thesis likely to exceed the permitted word count? As described in the [Research Degree Regulations](#) *

Yes
 No

If yes, please provide justification for the extra length

I wish to request that public access to my thesis be restricted *

Yes
 No

Save and continue Save for later

Thesis title **Notice** Viva



- Once you have clicked the Save and continue button you will notice that the Viva tab has been opened and is ready to be populated with confirmation of which supervisor you would like to attend your viva as an observer (select No observer if you do not wish to have an observer present). Once completed select Save and continue as before.

Fig 47

Edit Confirmation of notice to submit: Notice to submit: Examination - Abby Norman

Thesis title Notice **Viva**

Please confirm which supervisor you would like to attend the viva as an observer. *

Dr Teodor Holland
 Dr Arel Lambert
 Dr Sher Carter
 Other
 No observer

Other

- To confirm your decision, select the Confirm and Submit notice on the Progress: Notice to submit: Examination – student name screen. If you wish to add any notes, then you can do so by adding them in the Notes box. Please also note that at each stage of any confirmation you have the flexibility to come back to complete the process at any stage, but once you Confirm and Submit your notice you are unable to amend.

Fig 48

Progress: Notice to submit: Examination - Abby Norman

You have chosen to submit the notice of thesis submission

Notes (Notes can be seen by the student and all staff reviewing this application)

- Once this process is confirmed your request is sent to your approver (in this case your supervisor) who will read your notice and confirm the details. Once this is confirmed, you will receive an email notification and you will be able to view the updated status in the main student page.

Fig 49

Notice to submit: Examination - Abby Norman

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

STATUS	Waiting for confirmation of notice
CURRENTLY WITH	Teodor Holland
APPLICATION	Confirmation of notice to submit
<input type="button" value="Add note"/>	



Abby Norman started the workflow	17 Feb 2021, 17:07
Abby Norman submitted notice	18 Feb 2021, 08:53

Fig 50

Notice to submit: Examination - Abby Norman

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

STATUS	Received
APPLICATION	Confirmation of notice to submit
ASSESSMENT	Supervisor form




Abby Norman started the workflow	17 Feb 2021, 17:07
Abby Norman submitted notice	18 Feb 2021, 08:53
Teodor Holland added a note: Please amend the statement field.	18 Feb 2021, 08:59
Teodor Holland confirmed notice	18 Feb 2021, 08:59

- You will notice that when looking at the main Examination page that some changes have taken place. Firstly, you will notice that the Notice to submit shows that it has been received, and secondly that there are two notices advising you of the status of actions, in this case that the Exam panel nomination is in progress, and the Thesis submission is in progress. You will also notice that the Tasks notes have been automatically populated with the information you have provided regarding the notice to submit and the approval status.

Fig 51

Examination - Abby Norman

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

Tasks

Examination record	
Abby Norman started the workflow	17 Feb 2021, 17:07
Notice to submit	
Abby Norman started the workflow	17 Feb 2021, 17:07
Abby Norman submitted notice	18 Feb 2021, 08:53
Teodor Holland added a note: Please amend the statement field.	18 Feb 2021, 08:59
Exam panel nomination	
Teodor Holland started the workflow	18 Feb 2021, 08:59
Thesis submission	
Teodor Holland started the workflow	18 Feb 2021, 08:59
Notice to submit	
Teodor Holland confirmed notice	18 Feb 2021, 08:59

STATUS
Pre-examination

Notice to submit
Received

Exam panel nomination
In progress
Waiting for the supervisor's exam panel nomination form
With: Teodor Holland

Thesis submission
In progress
Awaiting thesis submission
With: Abby Norman

- The Exam panel nomination is completed by your supervisor as indicated. Your next step is to upload your Thesis to the PGR Manager system.
- To upload your Thesis to the system please select the Thesis submission header on the right-hand side of the screen shot above as indicated by the blue arrow.

Fig 52

Thesis submission: Examination - Abby Norman

Title	Examination - Abby Norman
Student	Abby Norman
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter
Project	By issue business moment study food lot by
Date	17 Feb 2021
Academic year	2020 - 2021

Tasks

Teodor Holland started the workflow	18 Feb 2021, 08:59
-------------------------------------	--------------------

STATUS
Awaiting thesis submission

CURRENTLY WITH
Abby Norman

- Once selected you are presented with the Thesis submission: Examination – student name screen. Select the Edit student form indicated by the blue arrow above.

Fig 53

Edit Student form: Thesis submission: Examination - Abby Norman

Thesis Details Copyright Viva Confirmation

Thesis title
By issue business moment study food lot by

Do you wish to update your thesis title? *

Yes
 No

Please upload your thesis. *

Drag files here or [choose file...](#)

Test test test.docx X

Printed thesis notice:
You are also required to submit copies of your printed thesis to the Research Degrees Team (or ARC Research Degrees Coordinator).

Save and continue Save for later

Thesis Details Copyright Viva Confirmation

- Start the submission by entering the required information on all tabs, starting with the Thesis tab. Upload your thesis here as indicated by the blue arrow on the right. Once the upload has been accepted you will notice a confirmation document appears below the upload field. This is a confirmation that this upload has taken place. If this does not appear, repeat the process. Don't forget to Save and continue once completed.

Fig 54

•

Edit Student form: Thesis submission: Examination - Abby Norman

Thesis **Details** Copyright Viva Confirmation

Length of thesis / portfolio of work *
Number of words

Where the thesis length exceeds the permitted word count, please confirm that permission to submit an over length thesis has been granted by the Research Degrees Committee.

Yes
 No
 Not applicable

If no, please explain why your thesis is overlength.

Have any other individuals contributed to your research? *

Yes
 No

If yes, please provide details

Have any parts of your thesis / dissertation been published? *

Yes
 No

If yes, please provide details and ensure any published material is properly referenced in the thesis.

Has any of the material previously been submitted by you for a Degree or other qualification to this or any other University or Institution? *

Yes
 No

I confirm that the paper and electronic versions of the thesis are the same, differing only in the medium of presentation.

- The second Details tab appears, please completed all fields and selecting the tick box at the bottom of your screen. Save and continue
- The Copyright screen provides you with information regarding copyright laws. You are asked to confirm that you have read and understood these and confirm your agreement. There is also an area at the bottom of the screen for you to add notes as appropriate.
- Once you have saved and continued you will be presented with a Viva details screen.
- Please select which supervisor you would like to attend your viva as an observer. If you do not wish anyone else to be presented, please indicate by selecting No observer. Save and continue.

Fig 55

Edit Student form: Thesis submission: Examination - Abby Norman



Thesis Details Copyright Viva **Confirmation**

I confirm the information provided via this form is true and that subject to any comments above, the thesis/dissertation is my own original work.

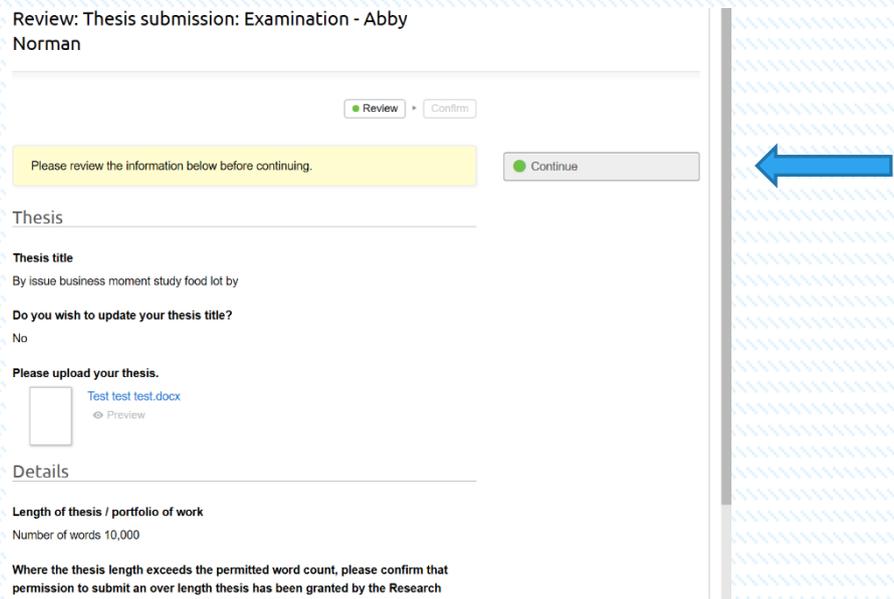
I confirm I have abided by all institutional policies relating to research ethics.

Save and continue Save for later

Thesis Details Copyright Viva **Confirmation**

- The last tab is the Confirmation of your submission of your thesis. Please complete by ticking both boxes to confirm that you have read the information provided and you abide by it, and that you have abided by the institutional policies relating to research ethics.
- Once done click Save and continue.
- The system provides you with a summary sheet of all the information you have provided. If after checking you wish to remove, add or amend a detail, use the back arrow to revisit the page in question, amend, and save and continue until you get to the summary page once again.
- Once you are happy that all information is correct click the green Continue button on the right-hand side of the screen.

Fig 56



Review: Thesis submission: Examination - Abby Norman

Review Confirm

Please review the information below before continuing. Continue

Thesis

Thesis title
By issue business moment study food lot by

Do you wish to update your thesis title?
No

Please upload your thesis.

Test test test.docx
Preview

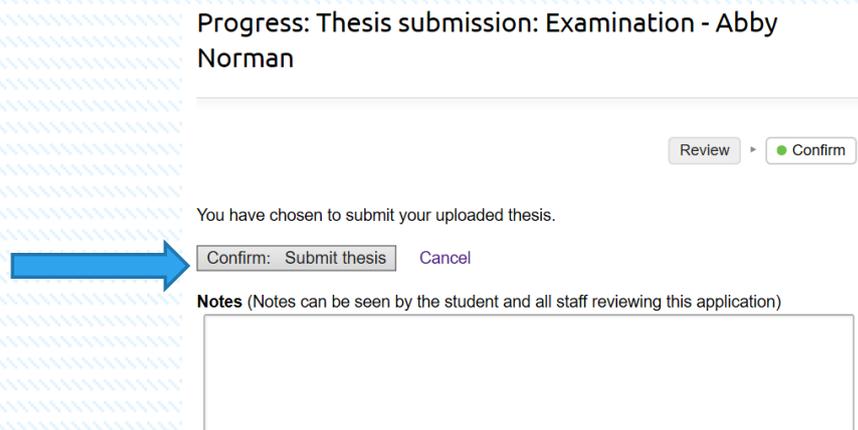
Details

Length of thesis / portfolio of work
Number of words 10,000

Where the thesis length exceeds the permitted word count, please confirm that permission to submit an over length thesis has been granted by the Research

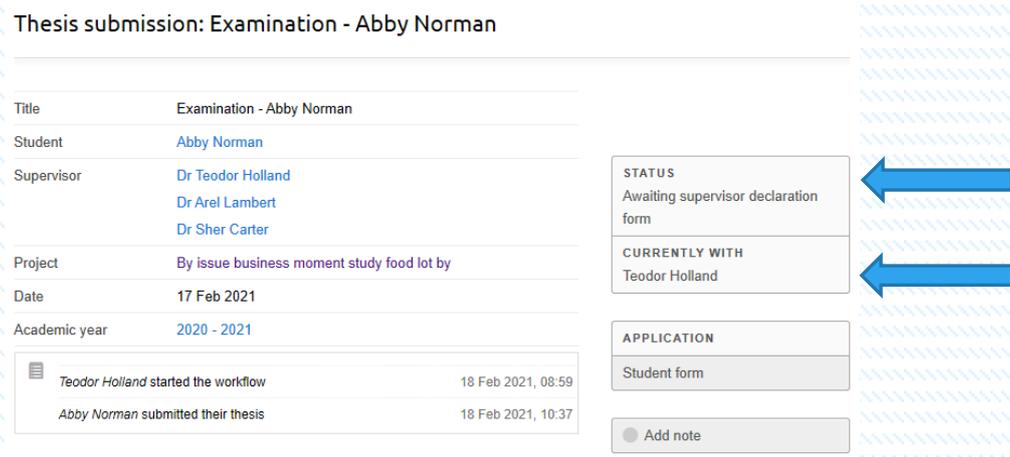
- Confirm and submit thesis.

Fig 57



- The final screen provides you with a STATUS update on where your request is and with whom it is currently with. As always email alerts are sent after every submission.

Fig 58



- To see the summary of the requests that have been completed on the Examinations process. Select the back option where you can review the process so far.
- You will notice that the panel now shows that the Notice to submit indicates Received, and that the Exam Panel Nomination and Thesis submission are still in progress. This means that the request moves on to the next approver (in this case the supervisor) for their authorisation.
- This completes the Examination process for students.

Fig 60

Examination - Abby Norman

Examination

Title	Examination - Abby Norman	STATUS	Pre-examination
Student	Abby Norman	Notice to submit	Received
Supervisor	Dr Teodor Holland Dr Arel Lambert Dr Sher Carter	Exam panel nomination	<i>In progress</i> Waiting for the supervisor's panel nomination form With: Teodor Holland
Project	By issue business moment study food lot by	Thesis submission	<i>In progress</i> Awaiting supervisor declaration With: Teodor Holland
Date	17 Feb 2021	<input type="button" value="Add note"/>	
Academic year	2020 - 2021		

Tasks

Examination record	
Abby Norman started the workflow	17 Feb 2021, 17:07
Notice to submit	
Abby Norman started the workflow	17 Feb 2021, 17:07
Abby Norman submitted notice	18 Feb 2021, 08:53
Teodor Holland added a note: Please amend the statement field.	18 Feb 2021, 08:59
Exam panel nomination	
Teodor Holland started the workflow	18 Feb 2021, 08:59
Thesis submission	
Teodor Holland started the workflow	18 Feb 2021, 08:59
Notice to submit	
Teodor Holland confirmed notice	18 Feb 2021, 08:59
Thesis submission	
Abby Norman submitted their thesis	18 Feb 2021, 10:37



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