Guidance for supervisors and assessors for the upgrade process on PGR Manager

1. The student must submit their upgrade report before the assessors can be added to the system.

2. We recommend that the upgrade-viva be arranged in advance of the student submitting, outside of PGR Manager. The system does not send meeting requests.

3. Your faculty administrator will add the assessors and the date of the viva on the system. If the date or an assessor changes, it can be done at this point by your faculty administrator.

4. The upgrade assessors will only be able to add comments on and after the date of the viva. The questions can be found in this guide below.

5. The report is a joint report, but each assessor needs to add comments or confirm the report.

6. Guidance videos can be found here
   https://www.open.ac.uk/students/research/ou/services/pgr-manager-advice

7. Once the upgrade process is complete and has been approved by the Research Degrees Committee, it will disappear from the student's project page. To find it again, just search for 'student name upgrade' in the quick search bar and you and the student can view or download it.

Assessor questions below.

Has the student achieved the upgrade benchmarks? *

○ Yes

○ No

Please comment on the student's performance against the upgrade criteria, as outlined in the regulations, taking into account the upgrade report and the mini viva.

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Please comment on the student's performance at the mini viva. *

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Please provide your judgement on the quality of the student's work to date and their potential to complete the research degree successfully and within the registration deadline. *

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Please provide any additional feedback that may be useful to the student.
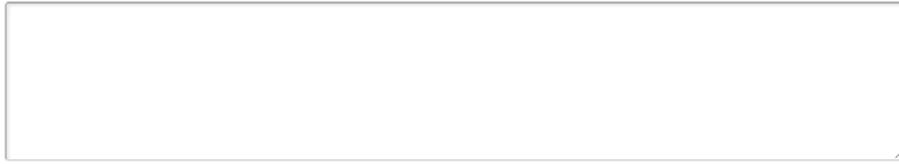
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Recommendation *

○ Yes - recommend to register for MPhil

○ Yes - recommend to register for PhD

○ No - recommend revisions

○ No - de-registration recommended

If revisions are required, describe what the student must do in order to successfully complete their upgrade.

End of guide.