PGR Progression Monitoring and Supervisory Records on SDS
User Documentation

**Note:** The PGR Progression Monitoring and Supervisory Records System on SDS reflects the monitoring requirements outlined in Annexes K (Progression and Examination) and H (Supervision) of the Code of Practice for the Quality Assurance for Research Programmes of Study (available for reference at: http://www.kent.ac.uk/teaching/qa/index.html).

**Document Summary and Contents**

This document provides a brief guide to the functionality of the postgraduate research student progression monitoring and supervisory screens on SDS. Essentially this feature provides functions to allow the scheduling of progression review meetings and also provides a mechanism to enable capture and storage of the requisite information required in order to monitor the progress of PGR students (as prescribed by the appropriate regulations). The functionality is broken down into the following areas:

- **Progression Administration Screens** (see Page 2)
  These screens provide a means of setting up progression monitoring reviews and email notification preferences as well as setting up and adjusting review meeting dates. The process of setting up and adjusting review dates will mainly be undertaken by school administrators.

- **Personal Screens** (“My Supervisions”) (see Page 5)
  These screens will provide Supervisors, School Directors of Graduate Studies (DOGS) and Faculty Directors of Graduate Studies (FDOGS) with an overview of the students that require reviews or approval of progression monitoring records.

- **PGR Student Screen** (see Page 9)
  This screen will provide a list of the reviews that have been scheduled and will allow the student to view and comment on approved reviews.

  **Note:** Supervisors, School DOGS and FDOGS may be aliased by designated administrators (at school or faculty level) if required.

- **Supervisory Meeting Screens** (see Page 10)
  This screen provides the functionality to record and approve monthly and ad-hoc supervisory meetings.

  **Note:** the Supervisory Team must have been set up on the PG thesis screen (s1c1spg_thesis) for the supervisory records system to work effectively.

- **Reports** (see page 13)
  **Appendix A - Review Stages by Type of Research Student** (see Page 14)
  **Appendix B – Email Notifications** (see Page 15)
Progression Administration Screens

The admin screens are accessible by School Administrators and School DoGS. The screens will default to the school for which you currently hold permissions.

Progression Monitor Setup

Menu ‘Progression Monitoring’ > ‘Progression Monitors’

The screen below allows you to allocate School DOGS and Progression Administrators for your school. FDOGS and Faculty Progression Monitors are allocated by the Faculties Support Office.

Select the role you are allocating and enter the login you are assigning it to. Email notifications are enabled by default but this can be unchecked if required. Email notifications are enabled by default but this can be unchecked if required.
adding a Progression Administrator you have the option to enter either a login or select a department email from the drop down. You may add as many as you like.

If you have a role of Faculty Administrator or above you have the option of cascading a Faculty Director of Graduate Studies to all schools in the same faculty.

**Example:** If you are setting up a FDoGS for school 08 (Faculty H) and check the cascade option the selected login will become the FDoGS for every other school linked to Faculty H.

You may also choose the cascade option when deleting to remove the FDoGS from all relevant schools.

**Progression Review Meeting Admin**

Menu ‘Progression Monitoring’ > ‘Progression Review Meeting Admin’

This screen lists all of the PG Research students in your school (excluding academic status ‘D’ and ‘X’)

The list may be sorted by clicking on the header button of each column.

The list may also be filtered allowing you to narrow the list by academic status, qualification type and year of study (Note: If a filter has been applied and you want to go back to view all students just click ‘Filter’ with no values selected)

The ‘Reviews Created’ column will have a value of ‘Y’ if any reviews have been scheduled.

The ‘Create All Reviews’ button will set up reviews for every visible PGR student on the screen. This cannot be undone so please ensure you have the correct PGR students using the relevant filter.
Clicking ‘Reviews’ next to a student will open the progression review admin screen for the selected student. Clicking ‘Meetings’ will take you to the supervisor’s view of the Supervisory screens.

If no reviews have yet been scheduled you will have the option to ‘Create Meetings’. This will auto create reviews based on the qualification, mode of study (i.e. PT or FT) and the registration date of the PGR student in accordance with Appendix A.

Once the meetings have been created you may change an individual review date by entering a new date against the review and clicking ‘Change’. If you would like to cascade any date changes through the remaining reviews click ‘Cascade’ rather than “Change” once you have entered the new review date. This will amend the date for each remaining review based on the table in Appendix A plus the offset of the date you have changed.

You may add additional meeting dates using the drop down. This function also allows adhoc supervisory meetings to be set up.

The ‘Status’ column will detail the current status of the review. This will be one of the following values:

<table>
<thead>
<tr>
<th>Supervisor Submitted</th>
<th>Supervisor has submitted – review is awaiting approval by School DOGS/FDOGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Graduate Studies Approved</td>
<td>Review has been approved by School DOGS but indicates that approval is still required by the FDOGS</td>
</tr>
<tr>
<td>Approved</td>
<td>Review has been approved by School DOGS or FDOGS if required.</td>
</tr>
</tbody>
</table>
As soon as there is a value in the ‘Status’ column you will see a ‘History button’. Clicking this button will display a history of the status changes and any comments that were made at each stage.

**Personal Screens**

*Supervisor View*

Menu ‘Personal’ > ‘My Supervisions’

The ‘My Supervisions’ screen provides a list of all the PGR students that have been allocated to the supervisor. This screen also details any approvals that are required if you are the School DOGS or FDOGS.

You will notice an option to receive email notifications which you may uncheck if you would like to opt out of the automated email notification mailing list. [Appendix B – Email Notifications](#)

![Image](image_url)

A list of students currently allocated to you for supervision appears below. If any of the details are incorrect, please contact Student Records from the contacts list at the foot of this page.

Select whether you receive supervision email notifications and/or progression email notifications and save your preferences.

You will also notice a ‘Supervisory Approval Required’ column. A ‘Y’ in this column indicates that there are records of supervisory meetings submitted by your PGR students awaiting your approval.

To enter review data onto the system as a supervisor click ‘Reviews’ next to the relevant student. You will be presented with the same Progression Review Admin screen as the Progression Administrators with the same functionality.
Click ‘View’ next to the review you want to fill in.

You will now be able to fill in the selected review form and select any recommendations using the checkboxes if applicable. Each text field has a limit of 5000 characters.

At the bottom of the review form you have the option to save the form as draft or submit for approval. If you save as draft you will be able to come back at a later date and continue editing the form. Once a form is submitted you will no longer be able to edit it.

Signatures of the Supervisor, School DOGS and FDOGS that have submitted/approved the form appear in the ‘Signed and Dated’ box at the bottom of the screen.
4. that the researcher transfer his/her registration to the award of MPhil and submit a thesis for the degree of MPhil (applicable for PhD students)

5. that the researcher transfer his/her registration to the award of MA/MSc/LLM and submit a thesis for the degree of MA/MSc/LLM (applicable for MPhil and PhD students)

6. that the researcher should withdraw from the University

The researcher will have the opportunity to appeal against decisions 4-6 under the Standing Orders Governing Research.

Submit  Save Draft

Signed and Dated

On behalf of the Review Panel:

Name: 
Date Signed: 

Approved by the School Director of Graduate Studies:

Name: 
Date Signed: 

Recommendation approved by the Faculty Director of Graduate Studies:

Name: 
Date Signed: 

Annex K: Progression and Examination
Code of Practice for the Quality Assurance for Research Programmes of Study
August 2011

Director of Graduate Studies & FDOG View

Menu ‘Personal’ > ‘My Supervisions’

If you have been set up as a DOGS or FDOGS for a particular school you should see list of reviews requiring approval. These are review forms that have been submitted by the supervisor or approved by the School DOGS if you are a FDOGS.
Please note: if you use multiple browser windows or tabs, the navigation buttons above may not work correctly. If you are not using multi-

My Supervisions

No Supervisions were found. The probable reason is that there are none recorded for you on the Student Dat
Please contact your School Administrator for changes in allocation

A list of progression reviews requiring approval appear below. If any of the details are incorrect, please contact
Total: 1 student

<table>
<thead>
<tr>
<th>Supervisions</th>
<th>Email</th>
<th>Student Details</th>
<th>Progression Reviews</th>
<th>Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read, Mr Dan</td>
<td>dms</td>
<td>Details</td>
<td>End of Year 1 Review</td>
<td>Director of Graduate Studies</td>
</tr>
</tbody>
</table>

- Click the button for the relevant review
- Review is read only
- Review may be Rejected or Approved
- If rejected the review status is reset and supervisor signature is removed.
- If approved the form will become read only and the DOGS/FDOGS signature and date will appear
- The review form status is now ‘Approved’ if no FDoGS signature is required
- The review form status is ‘DOGS Approved’ if an FDOGS approval is required
**PGR Student Screen**

*Student View*

Menu ‘Student Site Administration’ > ‘View Student Site (Alias a Student)>’My Details’>’My Progression’

The ‘My Progression’ student screen lists the reviews that have been scheduled. Once a review has a status of ‘Approved’ the student will be able to click on the review and view the submitted form.

<table>
<thead>
<tr>
<th>Progression Meeting Title</th>
<th>Review Date</th>
<th>Status Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction Review</td>
<td>12.02.1970</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Probation Review</td>
<td>01.07.1970</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Year 1 Review</td>
<td>01.01.1971</td>
<td>14.08.2012</td>
<td>Approved</td>
</tr>
<tr>
<td>Submission Review</td>
<td>01.10.1972</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supervisory Meeting Screens

Summary

The supervisory meeting screens provide a facility to record monthly and adhoc meetings between PG research students and their supervisory team.

Each PGR student will have one or more supervisors on their team as specified in the PG Thesis screen s1c1spg_thesis

Each team member should have access to the supervisory meeting records submitted by the student and be able to add comments.

Students and team members should be able to save work in a draft state so they can come back and continue changing a record at a later date.

Screen Profile

The meetings screen will offer different views for staff and students and each record may be in various states of draft or submission. Validation is also different depending on the record state and the action being performed. For this reason a colour coding structure has been introduced to provide a quick visual indication of the record’s state (Note: due to possible accessibility issues regarding colour blindness etc. there is also a text based key).

The key has a slightly different meaning depending on whether the student is viewing the screen or whether a team member is viewing it.

Student Screen States

Key: 
- No data has yet been recorded for this meeting
Draft Meeting record has been saved in draft format and still needs to be submitted for review
C Meeting record is complete and has been submitted for review by supervisory team

Staff Screen States

Key: 
- The student has not yet submitted this meeting
Draft Meeting has been submitted by student but is awaiting submission by you
C Meeting record has been submitted and is complete
Navigation

To navigate to a particular year the ‘<<‘ and ‘>>‘ buttons may be used. A specific record can be accessed by clicking the button for the relevant month or by clicking an adhoc meeting button if there are any set up.

The monthly records start on the student’s registration date and finish on the student’s completion date.

At the bottom of the screen are two buttons. One for saving a draft and the other for submission.
**Screen Flow**

A typical meeting record will go through the following steps:

- Student selects a red month
- Student enters some data and saves it as draft. The record is now orange
- Student submits for review – the record is now green and is made available for the supervisory team to review. Once submitted the form now becomes read only and no further changes can be.

- The main supervisor** is emailed to inform him/her that a record is available for review or (s)he can just look at their ‘My Supervisions’ list to see any submissions (column “Supervisory Approval Required” contains a ‘Y’ flag).
- A student record will appear red until the student has submitted.
- Once a student has submitted for review the record will be orange.
- Data can be saved as draft and will remain orange.
- The meeting record is reviewed by the supervisor and is either approved (turns greens and no further changes can be made) or it is rejected and is returned to the student for amendment.

PGR students will be able to view any comments entered at the time of submission/rejection and will be emailed a notification to check their record. Appendix B – Email Notifications

The supervisor needs to select the appropriate value from the “Student Present” pull down list, note that the student cannot select values from this field.

The student will select the values for the “Meeting Location” and also the “Meeting Method” from the available options. The supervisor has an opportunity to change these values if the student has recorded them in error.

The 3 pull down fields are also displayed in the associated report for supervisory monitoring (STU295).

** Please note that although all members of the supervisory team are able to view and approve a student’s supervisory record (e.g. in cases where the main supervisory might be absent), it is only the main supervisor (as flagged in SDS) who will receive the email notifications that reports are awaiting his/her approval.

**Screen States**

**Student**

- **Red:** No data yet recorded - all fields updateable except absent tick box
- **Orange:** Saved as draft - all fields updateable except absent tick box Supervisory team cannot see the record
Green: Record submitted – all data fields read only
Supervisory team can now view the record (and it will appear orange to the student)

**Supervisory Team Member**

Red: Student has not submitted the meeting record yet – all fields hidden except absent check box

Orange: Student has submitted the supervisory record for review (remains orange if saved as a draft)
Student submitted fields are read only. Meeting date and supervisor comments remain updateable

Green: Supervisor has submitted – all data fields read only

**Reports**

Reports have been developed to accompany the launch of the PGR supervision and progression monitoring records on SDS (stu 295 (supervisory monitoring report) and stu 296 (progression monitoring report)). School DoGs, Faculty DoGs, school and faculty administrators can use these reports to view the status of supervisory and progression monitoring reports across the research student cohort on a regular basis. The progression monitoring report includes a column which will indicate whether a PhD student has attended a Researcher Development Assessment Workshop (as part of the Graduate School’s Researcher Development Programme). Attendance at this workshop should be recorded by school administrators on SDS with the RDA workshop flag (formerly entitled PG skills audit flag) which is accessible from a sub screen (menu item 5) off the pos screen s1c1spos on Cressida. The Graduate School provides schools with updates on RDA workshop attendance.
## Appendix A - Review Stages by Type of Research student

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Review Stages</th>
</tr>
</thead>
</table>
| **FT PhD Student**    | 1. Induction Review (6 weeks)  
|                       | 2. Probation Review (10 months)  
|                       | 3. End of Year 2 Review (24 months)  
|                       | 4. Submission Review (33 months)  
|                       | 5. Continuation Year 1 Review (41 months)  
|                       | 6. Continuation Year 2 Review (46 months)  |
| **PT PhD Student**    | 1. Induction Review (6 weeks)  
|                       | 2. Probation Review (12 months)  
|                       | 3. End of Year 2 Review (24 months)  
|                       | 4. End of Year 3 review (36 months)  
|                       | 5. End of year 4 review (48 months)  
|                       | 6. Submission Review (57 months)  
|                       | 7. Continuation Year 1 Review (65 months)  
|                       | 8. Continuation Year 2 Review (70 months)  |
| **FT MPhil Student**  | 1. Induction Review (6 weeks)  
|                       | 2. Probation Review (10 months)  
|                       | 3. Submission Review (21 months)  |
| **PT MPhil Student**  | 1. Induction Review (6 weeks)  
|                       | 2. Probation Review (12months)  
|                       | 3. End of Year 2 Review (24 months)  
|                       | 4. Submission Review (33 months)  |
| **FT Masters Student**| 1. Induction Review (6 weeks)  
|                       | 2. Probation Review (6 months)  
|                       | 3. Submission Review (9 months)  |
| **PT Masters Student**| 1. Induction Review (6 weeks)  
|                       | 2. Probation Review (8 months)  
|                       | 3. Submission Review (21 months)  |

* If a decision to upgrade a Master’s or MPhil student is taken, an upgrading review form can be added to the student’s record. If the upgrade is successful, an administrator will (following the updating of the POS) be able to enter any additional reviews which will be required based on registration period of the new POS.
Appendix B – Email Notifications

The system generates the following automated emails:

Progression System

- School Dogs approval required  sent to School DoGS
- FDoGS approval required  sent to FDoGS
- Review final approval  sent to supervisor/admin/School DoGS
- School DoGS/FDoGS rejection  sent to supervisor/admin/School DoGS/FDoGS

Supervision Meeting System

- Supervisor approval requested  sent to supervisor
- Supervisor approved/rejected  sent to student

Student Reminders

Supervision

- Supervision meeting (prior)  1\textsuperscript{st} of each month
- Supervision adhoc meeting (prior)  14 days prior to meeting date
- Supervision chase  end of each month if not submitted
- Supervision adhoc chase  14 days after meeting date if not submitted

Progression

- End of Year review reminder 1  2 months prior to meeting
- Induction review reminder  2 weeks prior to meeting
- All reviews (excluding induction)  1 month prior to meeting

The text of the automated email reminder is shown below for information.

<table>
<thead>
<tr>
<th>Notification</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Supervision Reminder (1\textsuperscript{st} of each month)</td>
<td>Please remember that you are due to complete a supervisory record by the end of this month. The record can be accessed via the Student Data System at: <a href="https://sds.kent.ac.uk">https://sds.kent.ac.uk</a>. Once the record has been completed, it will be passed to your supervisor for further comments. Annex H (Supervision) of the University’s Code of Practice for Research Programmes of Study outlines the University’s supervisory requirements at: <a href="http://www.kent.ac.uk/teaching/qa/index.html">http://www.kent.ac.uk/teaching/qa/index.html</a></td>
</tr>
<tr>
<td>Notification</td>
<td>Text</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Student Supervision Reminder (end of month if not submitted)</td>
<td>We noticed that you have not yet completed a supervisory record for this month. Please access the Student Data System as soon as possible to complete your report at: <a href="https://sds.kent.ac.uk">https://sds.kent.ac.uk</a>. Please note that it is a University of Kent requirement to complete a brief monthly supervisory record. Should you have any queries about this, please contact your School Director of Graduate Studies (with responsibility for research programmes), School Administration Manager or Postgraduate Administrator for further information. Annex H (Supervision) of the University's Code of Practice for Research Programmes of Study outlines the University's supervisory requirements at: <a href="http://www.kent.ac.uk/teaching/qa/index.html">http://www.kent.ac.uk/teaching/qa/index.html</a></td>
</tr>
<tr>
<td>Supervisor approval of supervisory record requested</td>
<td>Supervisory records are currently awaiting your comments and approval on the Student Data System. Please login to the Student Data System at: <a href="https://sds.kent.ac.uk">https://sds.kent.ac.uk</a> to access these. It is a University of Kent requirement to ensure that brief monthly supervisory records are kept for postgraduate researchers. We appreciate your assistance in supporting this system. Annex H (Supervision) of the University’s Code of Practice for Research Programmes of Study outlines the University’s supervisory requirements at: <a href="http://www.kent.ac.uk/teaching/qa/index.html">http://www.kent.ac.uk/teaching/qa/index.html</a></td>
</tr>
<tr>
<td>Supervisor rejected supervision report</td>
<td>Your monthly supervisory record has been considered by your supervisor and (s)he has made some further comments for you to consider before the report is finally signed off. Please access the Student Data System at: <a href="https://sds.kent.ac.uk">https://sds.kent.ac.uk</a> to consider these.</td>
</tr>
<tr>
<td>Supervisor approved supervision report</td>
<td>Your Supervision meeting for the month of XX has been Approved by XX. Please go to ‘My Supervisions’ on SDS to view the completed record.</td>
</tr>
<tr>
<td>Induction Review Reminder for Student</td>
<td>Please note that your induction review is due in <em>(see timescales mentioned above)</em>. Please refer to Section 3.2 of Annex K (Progression and Examination) of the University’s Code of Practice for Research Programmes of Study for the requirements of this review. Should you have any specific queries about the review, please contact your academic school.</td>
</tr>
</tbody>
</table>

16
<table>
<thead>
<tr>
<th>Notification</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex K can be accessed at:</td>
<td><a href="http://www.kent.ac.uk/teaching/qa/index.html">http://www.kent.ac.uk/teaching/qa/index.html</a></td>
</tr>
<tr>
<td>Probation Review Reminder for Student</td>
<td>Same as above – except refer to section 3.3 of Annex K</td>
</tr>
<tr>
<td>Mid-year Review Reminder for Student</td>
<td>Same as above – except refer to section 3.4 of Annex K</td>
</tr>
<tr>
<td>End of Year Review for Student</td>
<td>Same as above – except refer to section 3.5 of Annex K</td>
</tr>
<tr>
<td>Submission Review Reminder for Student</td>
<td>Same as above – except refer to section 3.6 of Annex K</td>
</tr>
<tr>
<td>Continuation Year Review Reminder for Student</td>
<td>Same as above – except refer to section 3.7 of Annex K</td>
</tr>
<tr>
<td>Notification to School DoGS and FDOGS that approval of a review is required</td>
<td>XX Review has been submitted by XX and requires your approval as School Director of Graduate Studies.</td>
</tr>
<tr>
<td></td>
<td>Please go to <a href="https://sds.kent.ac.uk/staff/staff_page.php">https://sds.kent.ac.uk/staff/staff_page.php</a> 'My Supervisions' on SDS to approve or reject the review for student XX.</td>
</tr>
<tr>
<td>Review approved notification sent to supervisor/admin/School DoGS</td>
<td>XX Review has been approved by XX for student XX.</td>
</tr>
<tr>
<td>Progression Review Rejected for Student XX</td>
<td>A XX Review has been Rejected by XX for student XX</td>
</tr>
<tr>
<td></td>
<td>Please consider the reasons for rejection and amend and resubmit in 'My Supervisions' on the Student Data System at: <a href="https://sds.kent.ac.uk/account">https://sds.kent.ac.uk/account</a></td>
</tr>
</tbody>
</table>