# Postgraduate Research Milestones (PGR) Manual for Students

# Exam Entry Form (EEF) and Thesis submission

### Contents

1	Арр	provals and Amendments	. 3
2	Intr	roduction	. 3
3	Acc	ess and Login	. 3
	3.1	Get access	. 3
	3.2	Login	. 3
4	Das	shboards	.4
	4.1	Students	.4
5	Exa	m Entry Form submission	.4
	5.1	Student process	.4
6	The	esis Submission	. 8
	6.1	Thesis Declaration	. 8
	6.2	Thesis Submission1	LO
7	Tro	ubleshooting1	L2

### 1 Approvals and Amendments

ID/Version	Author	Date	Version Details	Reviewers	Date
V1	Nathalie Baker Training Manager	23/07/2020	V1	Eleri Canning	31/07/20

### 2 Introduction

A new postgraduate research milestones tile has been created for Students, Supervisors, DPS, PGA Admin, HOD's and Registry users. This tile allows users to access the workflows for Exam Entry Form submission and Thesis submission. These processes are documented from a Student perspective in detail below.

### 3 Access and Login

#### 3.1 Get access

• To get access to the system, if you have not automatically been granted access, please raise an ASK request via ICT requesting access to the Postgraduate Research Milestones tile.

#### 3.2 Login

- To login to the Postgraduate Research Milestones (PGR) go to <u>https://my.imperial.ac.uk</u>.
- Once this page is open, a tile for Postgraduate Research Milestone will be visible.

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Favourites Show all				
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• Click on the tile and login in via single sign on with your Imperial username and password.

Imperial College London		
Username: ncsimpso Password:	Show	
Log in		

### 4 Dashboards

• Logging in will take you to your Dashboard.

#### 4.1 Students

- Student Dashboards will show the following:
  - Student and Programme details
  - Milestones, Status & Planned by or Completed by date.
  - o Supervisors
  - o Examiners

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My details			
My details			
Full name	Programme Title	Period of Registration	
John Smith	Public Health BENG	01 01 1000 01 01 1000	
01352778	Award Am ENGD	01-01-1400 - 01-01-1400	
Department	Enrolment Status		
Public Health			
Please ensure that the information on thi	s page is accurate. if any of the details are incorrect,	, please contact your Departmental Administrator.	
My milestones			
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My milestones	Ø	$\odot$	Ø
My milestones	⊘ Late stage review	© Examination entry	⊘ Thesis submission
My milestones	Completed on (220)-2020	Examination entry	Completed on 15-05-0000
My milestones           Search and a seasessment           Completed on 02-01-2020	Completed on 02-01-2020	Completed on 16-06-2020	Completed on 16-06-2020

### 5 Exam Entry Form submission

• A new workflow has been created for Postgraduate Students to submit their Exam Entry Forms (EEF). The steps are summarised below.

#### 5.1 Student process

When you sign into the Postgraduate Research Milestones tile, you will be presented with a
Dashboard which includes your personal details, your Milestones (limited at Present to Early
Stage assessment, Late stage review, Progress Review, Exam entry and Thesis submissions),
your Supervisors and your Examiners (if relevant).

• The status and deadlines for each Milestone will also be visible.

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<u>,                                     </u>				
My details				
Full name	Programme Title	Period of Registration		
John Smith	Public Health BENG	01.01.1000_01.01.100		
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Department	Enrolment Status			
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#### 5.1.1 Submit the EEF

- To submit an Exam Entry Form, click on the Examination entry tile.
- Input or review the Thesis information including Research Topic, Approved Thesis title and Expected Thesis submission date.

form must be completed in full at least four months before th	e anticipated date of submission of the thesis.
esis information	
Thesis information Research topic" It is important that you complete this field as your field of a to catalogue your thesis.	tudy will be quoted in your eventual result letter and any further proof of studies you require from the College in future. It will also help the libra
Water fusion	
Approved thesis title * Please indicate your thesis title as agreed between you an Modifications to your thesis title may be suggested for you a	d your supervisor. Following submission of this form, your thesis title will be considered and, if approved, you will receive confirmation of this how supervisor to consider.
Water fusion - viability of commercial development	
Expected thesis submission date * Please indicate the date you expect to submit your thesis (a)	oproximately). Please note that this cannot be beyond your 4 year deadline.

- Once completed, click on Save thesis information.
- There will be a notification that it has saved correctly.



• To submit your Exam Entry Form, scroll down to the Declaration section.

• Ensure the information is correct and then tick the box to confirm that the information is accurate and that you would like to enter for examination.

eclaration	
Declaration           Please confirm the accuracy of the information above. If you have any concerns, please contact your Departmental Administrator.           I confirm that the above information is accurate and would like to enter for examination.	
ack to dashboard	Submit to supervisor

• Click on Submit to supervisor button.

Declaration	
Declaration Please confirm the accuracy of the information above. If you have any concerns, please contact your Departmental Administrator. I confirm that the above information is accurate and would like to enter for examination.	
Back to dashboard	Submit to supervisor

• Once this has been submitted, you will be notified that this has been successfully submitted.



• If you try to access your Exam Entry Form again, you will be told that you have already submitted it and the Tile will remain pending with a planned date until the Exam Entry Form has been fully approved at which point the tile will show as completed with a green tick.

we already submitted your examination entry on 1	16-Jun-2020.		
esis information			
Thesis information			
Research topic			
Pandemic - COVID19 and how did it spread - 06/06	6/2020		
Approved thesis title			
COVID19 - version 2 - BDM Test			
Expected thesis submission date			
06-Oct-2020			

My details			
Full name	Programme Title Public Health BENG	Period of Registration	1
CID 01352778	Award Aim ENGD	01-01-1900 - 01-01-190	0
Department	Enrolment Status		
Public Health			
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mulestones My milestones Early stage assessment	is page is accurate. If any of the details are incorrect	please contact your Departmental Administrator.	O Thesis submission

#### 5.1.2 Rejected EEF

• If the Exam Entry Form is rejected by the Supervisor, DPS or Registry, you will receive an email informing you of this. It will ask you to make changes. Login and follow the process detailed above including the new changes recommended and then resubmit to the Supervisor.

#### 5.1.3 Approved EEF

- Once the Examination Entry Form has been fully approved by your Supervisor, Director of Postgraduate Studies and Registry, you will receive an email informing you of this and your Examination Entry Form Tile in their Dashboard will show a green tick for Complete.
- You will also be able to see your Examiners on the face of your Dashboard.
- Examiner status will display as Pending, until the nominated examiners formally agree to their appointment. At that stage, their status will update to Confirmed.

Imperial College London			<b>Favourites</b>
Home			
Welcome, John			
My details			
My details			
Full name John Smith	Programme Title Public Health BENG	Period of Registration	
CID 01352778	Award Aim ENGD	01-01-1900 - 01-01-1900	2
Department Public Health	Enrolment Status		
Please ensure that the informati	on on this page is accurate. if any of the details are incorre	ect, please contact your Departmental Administrator.	
My milestones			
My milestones			
	$\odot$	$\odot$	O
$\odot$			
Early stage assessment	Late stage review	Examination entry	Thesis submission

### 6 Thesis Submission

#### 6.1 Thesis Declaration

#### 6.1.1 Student process

- Login to the Postgraduate Research tile to access your Dashboard.
- The Examination Entry Form Milestone should be showing as Complete with a Completed Date and a Green tick.
- Click on the Thesis submission tile.
- There are two parts that need to be completed Thesis declaration and Thesis upload.
- Click on the Thesis declaration.

Thesis submission		
Thesis submission		
This milestone is a combination of two	najor tasks which must be completed in order to complete. The first ta	isk is to complete the thesis declaration form to confirm whether or not an embargo period i
Please note that you can not complete t	tsk is to upload and submit your thesis, adhering to the college policies is milestone before the end of your minimum registration period.	and requirements.
Please be mindful that the thesis you up	oad will be sent to your examiners for review; you should therefore take	care in ensuring that this is the final version of your work.
Should you have any queries, please cor	act the Assessment Records Team at <u>research.degree@imperial.ac.uk</u> .	
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Thesis declaration	Thesis upload	
Thesis declaration	Thesis uptobu	

- Review the Availability of Thesis information.
- Scroll down to the Embargo period and select the relevant Embargo period from the list.
- If you select an Embargo period, then you will need to add a reason for this.
- Again, choose from the drop-down list or choose Other to add free text.

nue > D	ashboard > Thesis submission > Thesis declaration		
hes	is Declaration		
Availab	sility of Thesis		
in th	e event of a successful examination, your final thesis must be submitted to Registry by uploading it to Spiral - Imperial College London's open access repo es. All materials in Spiral can be accessed freely by anyone. Anyone downloading material is agreeing to abide by the terms of the repository licence selecte	sitory for staff publications an 1 by you when the thesis is up	nd research degree loaded.
In so acce will I	ome cases it may be necessary to delay the release of a thesis to the public by applying for an embargo: <u>www.impariat.ac.uk/resaarch-and-innovation/ss sittimescripouscing-ane-manarcol, if an embargo is applied to your thesis, it will not be available publicly or to staff or students of the College until expire begin on the date of the eaverof of the degree.</u>	ypport-for-staff/scholarly-com y of that embargo. Note that t	munication/open- he embargo period
If yo doct	u decide that your thesis should have an embargo, discuss this with your supervisor and please state the reason (tick all relevant boxes). Please be aware to oral thesis to be made available before publication, but you are advised to check, <u>www.imperial.ac.uk/research-and-innovation/so solpani/commission/</u>	hat the majority of journal pu poport-for-staff/scholarly-com	blishers allow your munication/open-
Lreq	uest that this thesis be available for public consultation as follows (please select)		
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- Once complete, confirm the information is correct by ticking on the Declaration section and Submit to Supervisor.
- The system will ask you to confirm.

	Publishing papers	You plan to publish your thesis		
	Commercial sensitivity	It contains commericially sensitive research or	r research with confidentiality obligations	
۲	Patent pending	To avoid invalidating a potential patent appli		
	National security	It contains information of significance for nat	Are you sure?	
	General sensitivity of content	It contains information collected under the p public would pose a significant risk to the res	Are you sure all details are correct? If yes, click OK to continue	it shows evidence of animal experimentation and release to the
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• Your Supervisor will now receive an email asking them to approve the Declaration. A task will also appear in their Dashboard.

#### 6.1.1.1 Rejected Thesis Declaration

- If your Thesis Declaration is rejected, you will receive an email with the comments made by your Supervisor.
- Log back into your Dashboard, click on Thesis Submission and then Thesis Declaration.
- Make the necessary changes and then resubmit.

#### 6.1.1.2 Approved Thesis Declaration

• Once your Thesis Declaration has been approved by your Supervisor, you will get an email confirming this and the Tile for the Milestones will be ticked and marked as Complete with the relevant Completed by date.

• If you request an embargo beyond the standard allowed period of 24 months, the Registry Assessment Records Team will submit the details to the Imperial College Graduate School and Academic Registrar for review. You will receive written notification of their approval, once processed.

#### 6.2 Thesis Submission

#### 6.2.1 Student process

• To upload a copy of your Thesis, click on the Thesis upload Tile.

Thesis submission		
Thesis submission		
This milestone is a combination of tw required for your final thesis. The othe	o major tasks which must be completed in order to o r task is to upload and submit your thesis, adhering to	complete. The first task is to complete the thesis declaration form to confirm whether or not an embargo period the college policies and requirements.
Please note that you can not complete	this milestone before the end of your minimum regist	tration period.
Please be mindful that the thesis you Should you have any queries, please c	upload will be sent to your examiners for review; you s ontact the Assessment Records Team at <u>research.desr</u>	hould therefore take care in ensuring that this is the final version of your work. ee@imperial.ac.uk-
Ø	Ö	

- Your Thesis should be uploaded electronically as a PDF.
- There are two ways to upload your Thesis.
- You can drag the file onto the upload area shown below or you can click on the Open a file Explorer box area shown below and search for the file on your computer.
- Please note that you must submit your thesis in PDF format.

Thesis upload			
Thesis upload			
Please read the Submissie	a <u>Checklist</u> carefully to ensure you submit in the co	orrect format.	
Click here or and drag an thesis docur	open a file explorer drop to upload your ent		
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• It will ask you to confirm you want to upload the file. Click Ok.

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Click here or open a file explorer and drag and drop to upload your thesis document.	Are you sure? Are you sure all details are correct? If yes, o	lick OK to continue		
If the title of your thesis has changed or if you need to upload any	supporting documents or have any queries about	your submission, please contact research.	legree@imperial.ac.uk	
ack to my dashboard				Submit thesis

• You will then get confirmation that your Thesis has been uploaded with next steps.

ome > <u>Dashboard</u> > <u>Thesis submission</u> > Thesis uploa <b> hesis upload</b>	d You have successfully u	ploaded your Thesis.
Next steps		
Next steps Your thesis has been submitted successfully. Please note that you are not able to overwrite the Should you have any queries, please contact the A	file you uploaded, in order to ensure that the thesis is r ssessment records Team at <u>research.degree@imperial.a</u>	ot changed during the review proces culk.
Your uploads:	-	-
Thesis title	Thesis upload	Date

• This will trigger an action for Registry users to review the file and process your thesis submission.

• You will receive written confirmation of your submission to the Registry via email.

#### 6.2.1.1 Rejected Thesis Upload

- If your Thesis upload is rejected, you will receive an email notifying you of the reasons why it has been rejected and asking you make the relevant changes.
- Log back into your Dashboard, make the relevant changes and resubmit your Thesis to Registry for review.

#### 6.2.1.2 Approved Thesis Upload

- Once your Thesis upload has been accepted and released to your examiners for review by the Registry, you will receive confirmation of this via email.
- If the Registry are not yet in a position to release your thesis to your examiners, you will be informed of this.

### 7 Troubleshooting

- If you have any technical issues with the above processes, please contact ICT on x49000 or raise an ASK ticket.
- If you have any queries on the postgraduate Milestones processes, please contact the Assessment team assessment.records@imperial.ac.uk.