

# Postgraduate Students' Guide to Submitting Annual Reports Online

## What is Annual Progression?

It is a University requirement that students registered on postgraduate research programmes submit a report as part of the Annual Progression process. This report, along with your supporting evidence plus a report from your supervisor(s), will be considered by a School Progress Panel. The panel makes a recommendation on your progression to your Head of School and Postgraduate Dean for their formal approval. A simplified overview of the process is provided in Figure 1.

Your School will provide you with guidance on what you need to submit. This could involve one or more of the following; a written progress report; a project presentation; a piece of academic writing or a viva by the panel. Students should also provide copies of their 'Self Assessment and PDP' and list of 'Training Courses Attended' from their ePortfolio.

You can find the full guidelines online at the Student Progress Service website:

[http://www.ncl.ac.uk/student-progress/pgradmin/Annual\\_progression.html](http://www.ncl.ac.uk/student-progress/pgradmin/Annual_progression.html)

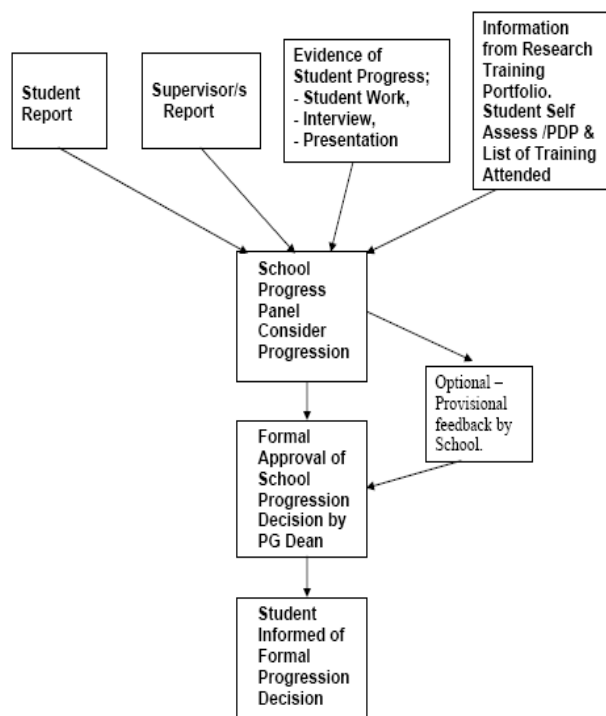


Figure 1. Simplified Overview of Progression

## The Online Submission Process

Once you have received a deadline and prepared your Progress Report and other evidence you can submit it electronically via your ePortfolio <https://pf-postgrad.ncl.ac.uk> (log on with your University username and password). Select 'Progression' from the left-hand side menu. Then follow the 3 simple steps in Figure 2:

The screenshot shows the 'Postgraduate Portfolio' navigation menu on the left with 'Progression' selected. The main content area displays the 'Annual Report from Student for School Progress Panel' form. The form includes a submission deadline of 24/06/2007 (25 days) and a list of questions for the student to answer, such as 'Do you consider that you have made satisfactory progress during the academic year and will be on track to complete according to your project plan?' and 'Have you had regular contact with your supervisor?'.

Figure 2. Three Simple Steps to Submitting Your report Online

After you have logged on and selected 'Progression' (as described above) you will see a set of 'tabs':



Figure 3. 'Tabs' in the Progression system

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## Complete the Annual Report form

The 'Report' tab includes the main Annual Report form. Read the questions carefully. Enter the title of your thesis, answer the questions about 'Progress to date' by clicking on the appropriate 'radio buttons' and then enter your comments in the text box.

- You *must* click on the  button.
- Saving this form does *not* submit it, this is done in Step 3.
- Note: this form is different to your "Progress Report", which you upload in Step 2.

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## Add your Evidence

Your School will provide guidance as to what you need to submit. Once you have prepared your information click on the 'Evidence' tab to add supporting information. Think carefully about what evidence you need to provide (see Guidelines referred to on previous page). For each item of evidence do the following:

- a) Enter a title (e.g. 'My Self-assessments / PDP')
- b) Enter a *brief* description to say *why* this piece of evidence supports your progression
- c) Select the type of evidence using the 'pull-down' list. This may be one of the following categories:
  - **'Progress Report'** – your main documentation of your progress
  - **'Courses'** – the full list of workshops and courses from your CV
  - **'Portfolio Record'** – an existing part of your portfolio e.g. your Self-Assessments/PDP
  - **'File'** – add a new file or link to a file previously uploaded into your portfolio
  - **'Non-electronic'** – a reference to an item which *you* will submit for the panel-as you select the type further options/selections are shown (e.g. list of your uploaded files)
- d) Click on the  button

You will see a growing list of evidence as you add further items by this process.

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## Submit

When you are sure that you have fully completed the form (step 1) and added all necessary evidence (step 2) click on the 'Submit' tab. Read the instructions and check the confirmation box and click on the  button.

- Note: the 'Submit' tab will not be active until you have saved your report (step 1).

## Further Information

Contact your School/Graduate School and/or visit:

Progression Guidelines: [http://www.ncl.ac.uk/student-progress/pgradmin/Annual\\_progression.html](http://www.ncl.ac.uk/student-progress/pgradmin/Annual_progression.html)  
eProgression FAQ: <https://pf-postgrad.ncl.ac.uk/eportfolio/faq>

## **eProgression FAQ (Frequently Asked Questions)**

### **#1 Why is an online system being introduced for postgraduate progression?**

It is being introduced with the aim of making the process more streamlined and convenient for you and all involved in your progression. In the long term it should help reduce the high demands on administrative time required to support the progression process and reduce the overall environmental impact (e.g. less photocopying for Panel members).

### **#2 Can I complete my form on my home computer?**

Yes, *if* your computer is connected to the Internet. The ePortfolio can be accessed using a Web browser from *any* location that has Internet access. <https://pf-postgrad.ncl.ac.uk/>

### **#3 How much evidence should I include?**

Your School will provide you with guidance on what you need to submit. This could involve one or more of the following; a written progress report; a project presentation; a piece of academic writing or a viva by the panel. Students (at least 1st & 2nd years) should also provide copies of their 'Self Assessment and PDP' and list of 'Training Courses Attended' from their ePortfolio.

Think carefully about what you want to include. Remember it is quality not quantity that counts! It will help your Panel if you include an informative title and brief description of why each item of evidence will help support your progression. Do include 'Courses'; this will list all the workshops and conferences that you have recorded in your CV. See the guidelines on the Student Progression Website for further information. [http://www.ncl.ac.uk/student-progress/pgadmin/Annual\\_progression.html](http://www.ncl.ac.uk/student-progress/pgadmin/Annual_progression.html)

### **#4 Can I complete the form and add evidence over a number of days before submitting the report?**

*Yes.* You can fill in the form and add evidence, save and re-save over a number of days – but don't forget to submit it before the deadline!

### **#5 What if I want to change or append information after I have submitted my form?**

After you have confirmed that your form and evidence are complete submitting the form locks the information so that it does not change whilst the Panel members are considering it. If you really need to change any information after submitting then consult with your School Administrator or Graduate School. Let them know what you want to change and why this is important. They may liaise with your School Panel to see if they will consider further information.

### **#6 Can I 'Cut and Paste' information from Word documents into the Annual report form?**

Yes, this can sometimes save time and let you check spellings. However, only copy simple text. Do not include diagrams, images, tables or other special formatting as this may potentially cause problems displaying the information to your Panel. Diagrams, tables etc. can be included in documents which you can upload into the 'Evidence' area of the Progression system.

### **#7 What if I miss my deadline or no deadline has been set?**

Contact your School Administrator or Graduate School as soon as possible.

More FAQs at: <https://pf-postgrad.ncl.ac.uk/faq>