

Why is MyPGR important and how does it satisfy funding agency requirements

Who this guide is for?

This guide is for postgraduate research students and provides information on how to use MyPGR. It covers in detail how to gain access to MyPGR, how to practically use MyPGR within your research, as well as details of annual requirements and MyPGR deadlines.

Why do we have MyPGR?

The Quality Assurance Agency¹ and Research Councils² recommend that postgraduate research programmes should provide students with the opportunity to maintain a record of personal and professional development, along with a skills analysis, throughout their research. In response to these recommendations and as part of Lancaster University's Code of Practice for Research Students³, we have designed MyPGR - a dedicated online progress file for postgraduate research students and their Supervisors. Lancaster has been ahead of the sector in providing e-PDP for students since 2004.

MyPGR is a private, password-protected webspace where you can record the progress and personal development you have made through your PhD. You can record reflections on your learning and thoughts about your research, think about future careers and support your own personal development. MyPGR will be an invaluable career resource to help you keep records, monitor your development as well as provide a permanent record of meetings and research activity between you and your Supervisors.

What is the Development Needs Analysis and why is it important?

MyPGR also contains the Development Needs Analysis (DNA) skills audit. The DNA allows you to audit yourself against a range of research skills that you would be expected to develop throughout your PhD. These research skills are based upon the Joint Skills Statement from Research Councils UK⁴. One new DNA is filled out at the **start of each year** of your PhD. As you progress through the PhD, you will find specific sections will resonate more closely to your development at that time. Email reminders are sent to both PGRs and their Supervisors about completion of the DNA for each year of the PhD.

Completing your Development Needs Analysis annually not only allows you to see how your skills have developed over your research but also forms part of the progression requirements⁵ for all PhD students registered since October 2008.

1 www.qaa.ac.uk/academicinfrastructure/codeofpractice/section1/

2 www.rcuk.ac.uk

3 www.lancs.ac.uk/users/gradschool/code%20of%20practice%202005.pdf

4 www.rcuk.ac.uk/cmsweb/downloads/rcuk/researchcareers/jsstrainingrequirements.pdf

5 www.lancs.ac.uk/celt/celtweb/faq_research_students
www.lancs.ac.uk/studentsservices/registry/docs/PG/PGHandbook.pdf

How to access your MyPGR webspace

Go to the Research Students website (http://www.lancs.ac.uk/celt/celtweb/research_students) and click on the 'MyPGR' link.

This page gives you a brief summary of the different sections within MyPGR. Click on the 'Login to MyPGR' button to access the main login page.

Login using your University username and password.

LUVLE login for LUVLE Spaces, MyModules, MyPlace, MyPGR

Your session has expired. Please sign in again:

Username

Password

You may be prompted to login again in the following circumstances:

- If you are not active in LUVLE (that is typing text, clicking a button or changing a page) for 1 hour.
- A session (the time between when you login and close your browser) will automatically expire after 4 hours.

If you have problems logging in please contact [LUVLE Support](#)

Your *MyPGR* homepage will open.

The screenshot shows the MyPGR homepage. At the top, there are navigation tabs: LUVLE, MyModules, MyPlace, MyPGR, Services, and Help. A search bar is located in the top right corner. The main content area is divided into several sections:

- Start a new:** A list of document types: needs analysis, skills development, personal plan, supervision record (meeting report).
- Your supervisor(s):** A list of supervisors: Bodmin Moor, Louise Innes.
- Send Feedback:** A link to email MyPGR.
- Main Content:** A list of documents with columns for document type, date, and status. The documents are organized by supervisor: Bodmin Moor and Juniper Berry. Under Juniper Berry, there are numerous 'Skills Development' and 'Personal Development' documents, followed by a large number of 'Meeting Report' documents.
- PGR News:** A section titled 'Postgraduate Research Student website' with a message: 'Don't forget that the University PGR website is a great resource for throughout your PhD and contains links to research training opportunities across campus and beyond.'
- Local links:** A list of links: Postgraduate Research Students website, Research activities, Careers information, Postgraduate personal web pages, Clubs & Societies, and a list of faculties: Science and Technology, Arts & Social Sciences, Management School.

Note that the name of your Supervisor(s) should be listed on the left hand side. If they are not or the information here is wrong, go to the 'Help' section listed at the top and there you will find details on how to contact the Postgraduate Studies Office.

In the next section you will learn how to create new documents and how to share them with your Supervisor(s) if appropriate.

How to use MyPGR

You can use *MyPGR* to keep a record of your progress and skills development, a series of your reflections and thoughts as well as record of Supervisory meetings. You will also be able to download your DNAs, SDRs, Meeting Records and PDPs as a zip file which can be opened as a webpage. Read on to find out what each of these acronyms means! In this section you will learn how to create new documents of each of the four types and how to use them.



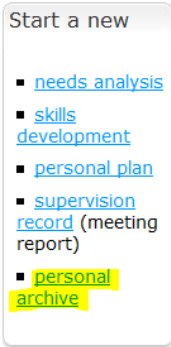
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NEW! Sept 2010: Online Periodic Appraisals are an annual status check of progress between the supervisor and the student.

NEW! Sept 2010: Creating a ZIP archive of your records on MyPGR

You can create a zip file with selected (or all) records on MyPGR. You might find this useful for keeping an archive for your own records, or for sharing the records with externals or others without direct access to your online record.

You can create a zip archive by clicking on the ‘*personal archive*’ link on the left hand menu when you have logged in:



Creating a new zip archive

This will bring up links to the archives you have already made, as well as a panel for creating a new archive.

New archive content

Title: a title for your archive (used in the web pages)
 Personal Archive Thu 04/11/2010 14:48

Include which entries? select all these options to archive all possible MyPGR content

Document types: choose at least one of these

- Development Needs Analysis
- Skills Development Record
- Personal Development Planning
- Supervision Meeting Records

include documents which are . . .

- Started by me and not shared
- Started by me and shared
- Started by others

Include entries shared with . . . omit all documents shared with the people NOT selected.

- Juniper Berry
- Louise Innes
- Mark Bryson

Creation Date: include entries created between these dates.

01/01/2000

05/11/2010

Your MyPGR records and archives

Current archives: [click to download](#)

[MyPGR_1moor_04-Nov-2010.zip : 1747.79K](#)

[MyPGR_2moor_04-Nov-2010.zip : 7.19K](#)

Your archive history: [archives created earlier](#)

Begun:04-Nov-2010
 MyPGR_1moor_04-Nov-2010.zip, Personal Archive Thu 04/11/2010 14:27
 MyPGR_2moor_04-Nov-2010.zip, Personal Archive Thu 04/11/2010 14:27

Your latest MyPGR records: [Development Needs Analysis, Skills Development Records, Personal Development Plans and Meeting Records](#)

Development Needs Analysis: 30/01/2009
 Skills Development Record: 03/02/2010
 Personal Development Planning: 02/02/2009
 Supervision Meeting Record: 20/05/2010

Personal Development Plan (PDP)

This section allows you to record and reflect upon events that brought you to this point in your academic studies. You can also use this section to record your attendance at meetings, conferences, training courses, any presentations you have given, publications you have written as well as any work experience that is relevant to your PhD. The text boxes allow you to record these events. Reflect on your progress and keep a commentary of your views on those events. You can also upload up to three files into this section as long as they do not exceed 10MB per item.

Creating a new document

If this is the first time you have used MyPGR, click on ‘Start a new personal plan’ in the Actions box on the left hand side of your MyPGR homepage. A new personal development plan document will open up as below.

The screenshot shows the MyPGR homepage navigation bar with links for LUVLE, MyModules, MyPlace, MyPGR, Services, and Help. The MyPGR logo is prominent, along with a search bar and buttons for Help, Logout, Submit, and Reset. The main heading is 'Personal Development Plan'. Below this is a brief description of the PDP process and a 'Subject' field where 'Wednesday 23 Sep 2009' has been entered. The 'Pre-Research Overview' section contains a text area for recording previous experiences, with a rich text editor toolbar visible above it.

Have you really thought carefully and seriously as to why you are doing a research degree? This is an important question for you to consider and is likely to be one of the first questions you will be asked at job interviews. It can also be re-affirming for you when you are going through a difficult time in your PhD to remind yourself why you wanted to embark upon research. Therefore it is worth spending some time thinking

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about it and putting down your thoughts. Examples of some questions you might want to consider: why am I doing a research degree, what are my initial concerns, what are my worries for the future, how will I manage the work and what previous experiences have led me to do a research degree?

You need not write pages and pages of text, but something that captures your thoughts here at the start of your PhD. It is also important that you come back to this page over time, read what you've written under this first question and to reflect upon how you have changed since you started your research.

Completion and sharing

This document is one you might like to keep private as it may contain your thoughts and comments on your personal progress through the PhD. When you choose to share a document in MyPGR this means that you can no longer edit the document. You can add comments but not alter the original text.

If you want to keep adding to this document throughout the year, always choose **'Submit'** after entering information but **do not** tick any of the boxes to share it with anyone. At the end of each year of your PhD, you may wish to close your Personal Development Plan (PDP) for that year and start a new one for the next. Of course your 'Pre-research overview' only needs to be filled out in the first one! To keep your completed PDP closed and private, select the option 'Just me' under sharing options. You can choose to share your PDP documents with your Supervisor(s) if you wish; to do this click the box against their names and then click **'Submit'**.

Files

You can upload files to accompany this document

Attach new files here:

<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...

Completion and Sharing

You can continue to submit and re-edit this document until you choose to allow others to see it. Once it is shared you will no longer be able to edit it. You will be able to add comments though.

I want to allow the following people to read this document (an email alert will be sent):

Just me Bodmin Moor Louise Innes

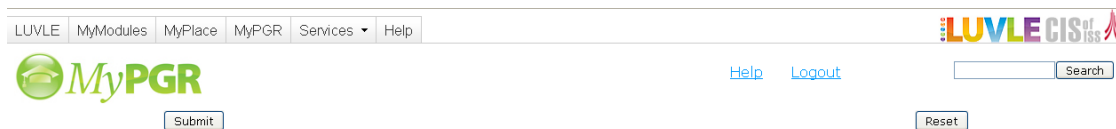
If any supervisors are not listed here please submit a request for changes.

Development Needs Analysis (DNA)

This section comprises of seven skill areas – Research Skills & Techniques, Research Environment, Research Management, Personal Effectiveness, Communication Skills, Networking & Teamwork and Career Management. Within each skill area are a range of research competencies. What you need to do is audit yourself against these skills and this will help you identify areas in which you may need to improve. Some skill areas will be very relevant to you in the first year (Research Skills & Techniques, Research Environment & Research Management) whereas other areas will be more relevant to you further as you progress through the PhD process (Career Management). When you have completed the document you can share it with your Supervisor(s) and use it to form the basis of discussions on which research training events and activities you would like to undertake during your first year. Ideally you should aim to complete and share your Development Needs Analysis within 100 days of registration and you will be sent reminder emails at 10 and 60 days. Exactly how to carry out the needs analysis is detailed in the following pages. Your supervisor will be alerted if they don't reply within 100 days.

Creating a new DNA document (annual event – do this at the start of each year of your PhD)

Click on **'Start a new needs analysis'**. Give the document a title, for example if this is the first time you have filled out your DNA you may want to add 'PhD Year 1' in front of the date.



Development Needs Analysis

A national framework now defines what skills research students should possess or acquire during their research degree. The 'Skills training requirements for research students' published by the Research Councils relates to all disciplines, although some skills are clearly more relevant to particular disciplines than to others.

The framework is made up of seven categories, as listed below, in the Development Needs Analysis (DNA). You need to fill in this self-assessed audit at the beginning of your research degree to help you identify which skills you feel already competent in and which ones you need to improve. You should then share your self-assessment your supervisor(s), who will discuss it with you. You and your supervisor should then jointly agree what developmental activities are appropriate for you this year.

Please complete your analysis within two months of starting. You will receive email reminders before the end of this period. Your training needs are divided into seven areas of skills and competences:

1. Research Skills and Techniques,
2. Research Environment,
3. Research Management,
4. Personal Effectiveness,
5. Communication Skills,
6. Networking and Teamwork
- and 7. Career Management.

Subject

Enter a title for this page that you can use to help find it again later

PhD Year 1: 23rd September 2009

Research Skills and Techniques

KEY The top score of 4 relates to the attributes expected of an experienced Ph.D student.
 Confidence in use of this skill - 4
 Ability to use this skill but it could be improved - 3
 Recognition that this skill needs to be improved - 2
 Some concern relating to this skill and a belief that considerable work is needed to develop it - 1

1 Ability to recognise and validate problems: able to define research problems & identify areas where investigation might produce new knowledge; able to write a research proposal at post-doctoral level. 1 2 3 4

Each skill area has a reminder of the key where 1 indicates that development of this skill is needed and 4 indicates confidence in using this skill. Fill out each section of the DNA. You do not have to fill out the DNA all in one sitting; you can fill out sections gradually. To save your responses, click on the **'Submit'** button which is at both the beginning and end of the document. The first section of the DNA on 'Research Skills and Techniques' is shown overleaf.

Research Skills and Techniques

	KEY The top score of 4 relates to the attributes expected of an experienced Ph.D student. Confidence in use of this skill - 4 Ability to use this skill but it could be improved - 3 Recognition that this skill needs to be improved - 2 Some concern relating to this skill and a belief that considerable work is needed to develop it - 1
1 Ability to recognise and validate problems: able to define research problems & identify areas where investigation might produce new knowledge; able to write a research proposal at post-doctoral level.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
2 Ability to demonstrate original, independent and critical thinking, and the ability to develop theoretical concepts: able to formulate hypotheses, questions and innovative research ideas; able to objectively & knowledgeably criticise published research.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
3 A knowledge of recent advances within one's field and in related areas: a familiarity with recent relevant literature; able to review publications in your research field.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
4 Understanding relevant research methodologies and techniques and their appropriate application within your research field: an awareness of a range of discourses, theories and methodologies and an ability to implement appropriately.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
5 Ability to critically analyse and evaluate both your own findings and those of others: to be objective in terms of evaluating your own work and that of others in your field.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
6 Ability to summarise, document, report and reflect on your progress: able to summarise succinctly to different audiences as well as deconstruct one's own research & define future work periodically.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4

Research Environment

	KEY The top score of 4 relates to the attributes expected of an experienced Ph.D student. Confidence in use of this skill - 4 Ability to use this skill but it could be improved - 3 Recognition that this skill needs to be improved - 2 Some concern relating to this skill and a belief that considerable work is needed to develop it - 1
7 A broad understanding of the context, at the national and international level, in which research takes place: able to demonstrate an awareness & detailed understanding of developments in your field in a wider context (locally - internationally).	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
8 Awareness of issues relating to the rights of other researchers, of research subjects, and of others who may be affected by the research: ability to understand the impact of your conduct on colleagues within your institution and beyond.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4

Completion and sharing

When you have completed all seven skill sections, you can allow your Supervisor(s) to see your finished DNA. To do this, scroll to the end of the document to the section called 'Completion and sharing'. Click the boxes indicating whom you wish to share the document with. This will close the document so that you can no longer edit it.

Completion and Sharing

You can continue to submit and re-edit this document until you choose to allow others to see it. Once it is shared you will no longer be able to edit it. You will be able to add comments though.

I want to allow the following people to read this document (an email alert will be sent):

Nobody to share with!

If any supervisors are not listed here please submit a request for changes.

Submit

Reset

However, you will be able to add comments which will appear as part of a threaded discussion at the bottom of the document. When the document is closed and shared; a **'Comment'** button is available and this opens with a text box allowing you to add text to the document.

Completion and Sharing

These people can read this document:
Juniper Berry, Bodmin Moor

[Comment](#)

[Thursday 10 Jan 2008 \(edited 11th July 2008\)](#) Juniper Berry 11 Jul 2008

As with the other sections of your *MyPGR* space, you can attach up to three files if you wish up to 10MB per item.

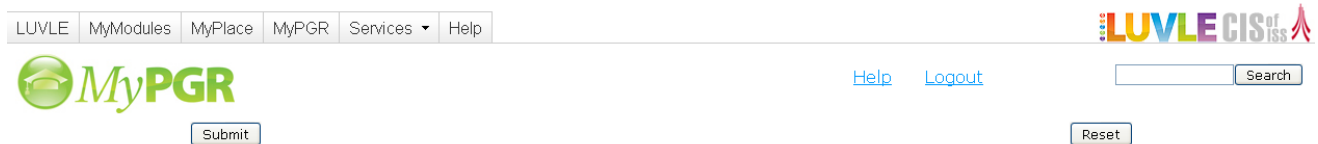
Important: Even if you do not use *MyPGR* for all your supervisory meetings, you must fill out a Development Needs Analysis somewhere that allows you to audit and reflect upon your skills and prompt you to think about what training activities you may need for the coming year. *MyPGR* just makes it easier for you and stores your products in a place where you can always find them.

Skills Development Record

Linked to the DNA is the Skills Development Record (SDR) section. This is where you can record examples of progress and personal development and evidence the skills referred to in the DNA. You can keep a record of all the experiences, courses and events you have undertaken during your PhD, such as presenting a paper at a conference. You can note some thoughts on the event - how it was organised, how well you feel you presented, what others said to you about your work as well as keep an online copy of your presentation. This information will be invaluable when you come to moving onto the next stage of your career. Regardless of sector or discipline, potential employers will be looking for specific examples of your skills in action (e.g. can you give an example of working to deadlines, independent working, working within a team?) Make life easier on yourself and record when you have a new experience related to the skills identified in the Skills Development Record.

Creating a new SDR document

Click on ‘Start a new development record’ in the Actions box on the left hand side of the home page. Give the document a title – you may wish to use the date, year of your PhD and perhaps some reference to the skill area or specific skills activity involved.



Skills Development Record

There is obviously a strong and important correlation between a Skills Development Record and a Personal Development Plan. This section provides you with the means for recording details of activities you have undertaken in terms of skills acquired and linking it to elements of the Development Needs Analysis (DNA). Full-time research students are expected to spend about 10 days each year (5 days each year for part-time) on training and development activities, which includes formal activities (such as courses) and informal activities (such as participating in seminars). Elements of these activities relating to meetings, training courses, presentations, publications or any other relevant information such as work placements, teaching duties can be recorded in the text boxes provided within the seven categories of your Skills Development Record below. (A less schematic approach can be taken in your Personal Development Plan.) You should keep your Skills Development Record up-to-date, and regularly discuss it with your supervisor. It is particularly important that your choice of training and development activities reflects the results of your Development Needs Analysis. At the end of each year, you will be expected to update your Development Needs Analysis in the light of skills development over the year; this should be a process of continuous development, reflection, feedback and further development.

Personal Progress Entry: Your training needs are divided into seven areas of skills and competences:

1. [Research Skills and Techniques](#), 2. [Research Environment](#), 3. [Research Management](#), 4. [Personal Effectiveness](#), 5. [Communication Skills](#), 6. [Networking and Teamwork](#), 7. [Career Management](#)

Please use the boxes below to record your entry in each category of development. You may want to enter details for just one or two categories in any one document.

Subject

Enter a title for this page that you can use to help find it again later

Wednesday 23 Sep 2009

Skills and Techniques

Please identify the particular competences discussed in this section 

The seven skill areas and their associated competencies are outlined in the same way as the DNA. Choose the skill area that is relevant and identify the competencies you wish to write about. Tick the box next to these competencies and use the text boxes to record your evidence of that skill.







The first section of the Skills Development Record, research ‘Skills and Techniques’ is shown overleaf.

Skills and Techniques







Please identify the particular competences discussed in this section  

- | | |
|---|----------------------------|
| 1 Ability to recognise and validate problems: able to define research problems & identify areas where investigation might produce new knowledge; able to write a research proposal at post-doctoral level. | <input type="checkbox"/> Y |
| 2 Ability to demonstrate original, independent and critical thinking, and the ability to develop theoretical concepts: able to formulate hypotheses, questions and innovative research ideas; able to objectively & knowledgeably criticise published research. | <input type="checkbox"/> Y |
| 3 A knowledge of recent advances within one's field and in related areas: a familiarity with recent relevant literature; able to review publications in your research field. | <input type="checkbox"/> Y |
| 4 Understanding relevant research methodologies and techniques and their appropriate application within your research field: an awareness of a range of discourses, theories and methodologies and an ability to implement appropriately. | <input type="checkbox"/> Y |
| 5 Ability to critically analyse and evaluate both your own findings and those of others: to be objective in terms of evaluating your own work and that of others in your field. | <input type="checkbox"/> Y |
| 6 Ability to summarise, document, report and reflect on your progress: able to summarise succinctly to different audiences as well as deconstruct one's own research & define future work periodically. | <input type="checkbox"/> Y |

Please describe your best example of current practice related to research skills and techniques

B *I* U | ABC |       | --Font family-- | --Font size--

Map out possible ways you can envisage to improve, including time frames (e.g. before next meeting with supervisor)

B *I* U | ABC |       | --Font family-- | --Font size--

Here is an example using a piece of writing from an initial literature search on methodologies.

Skills and Techniques

- | | |
|---|---|
| 3 A knowledge of recent advances within one's field and in related areas: a familiarity with recent relevant literature; able to review publications in your research field. | Y |
| 4 Understanding relevant research methodologies and techniques and their appropriate application within your research field: an awareness of a range of discourses, theories and methodologies and an ability to implement appropriately. | Y |

Current practice

I have recently written a short piece on the different methodologies used in my research, the positives and negatives, feasibility of carrying out these methods here at Lancaster and proposals for which methods I am aiming to use.

Ways to improve

This was my first piece of writing for my PhD. Although a bit rough and ready, I feel it was good practice and I aim to write at least one paragraph on the work I have carried out each week to build up my writing skills.

Completion and Sharing

Edit the document to continue making changes or (when you have finished making changes) to specify who else can see this document.

Don't forget to save your entries as you go. Click on the **'Submit'** button which is at both the beginning and end of the document. You can then continue to edit the document at a later date.

You also have the option to attach up to three files of up to 10MB per item.

Completion and Sharing

As with the other sections of MyPGR, you can choose to share your Skills Development Record entries with your Supervisor(s). Scroll to the end of the document to the section called 'Completion and Sharing'. Click the

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boxes of those you wish to share the document with. This will close the document so that you can no longer edit it, though you will be able to add comments. If you wish to close the record but not share it, then select the option 'Just me'.

Completion and Sharing

You can continue to submit and re-edit this document until you choose to allow others to see it. Once it is shared you will no longer be able to edit it. You will be able to add comments though.

I want to allow the following people to read this document (an email alert will be sent):

Just me Bodmin Moor Louise Innes

If any supervisors are not listed here please submit a request for changes.

Submit

Reset

Supervisory Meetings Record

This section allows you to keep a record of meetings with your Supervisor(s). You can record meeting outcomes, targets, any points raised, comments made, issues of concern as well as your thoughts on the meeting. It is important that you keep records of your supervisory meetings and create these permanent records so that you have documented proof of your progress. These records also assure protection in case there were concerns regarding the performance of either your Supervisor(s) or yourself. The process consists of outlining the important points from the meeting, sharing them with your Supervisor, agreeing the record is accurate, and closing the document. Your Supervisor(s) also has the ability to create meeting records as this is the norm in some departments. Clear records are great for reminding and reinforcing what progress you have made so far, along with clarifying the issues that you need to work on until the next meeting.

Creating a new document

Click on 'Start a new supervision record' in the Actions box on the left hand side of the home page and give the document a title. A newly created document is shown below.

The screenshot shows the MyPGR web interface. At the top, there are navigation links for LUVLE, MyModules, MyPlace, MyPGR, Services, and Help. A search bar is also present. The main heading is "Supervisory Meetings Record". Below this, there is a "Subject" field with a placeholder text "Enter a title for this page that you can use to help find it again later" and a date "Wednesday 23 Sep 2009". There is a "Student record of outcomes and targets" section with a text area. On the right side, there is a "Files" section with "Attach new files here:" and three "Browse..." buttons. Below that is a "Completion and Sharing" section with checkboxes for "Bodwin Moor" and "Louisa Innes". At the bottom, there are "Submit" and "Reset" buttons. The footer contains copyright information for LUVLE and the Learning Technology Group (LTG).

You can use the document to create an agenda as well as a record of outcomes and targets. The text in the textboxes is not fixed and you can record information as you wish.

Creating a record before the meeting – agenda setting

This section explains how you can use this record to set an agenda as well as record meeting outcomes.

Arrange a time and date to meet with your Supervisor(s).

Create a new Supervisory Meeting record as described previously. The text in the ‘Student record of outcomes and targets’ box can be edited. In this example an agenda has been inserted into the text box above meeting outcomes and research targets.

Student record of outcomes and targets

The screenshot shows a text editor window with a toolbar at the top. Below the toolbar, there are two sections: 'Meeting outcomes' and 'Research targets'. Each section contains a numbered list with two items. The text is as follows:

```

Meeting outcomes
1.
2.

Research targets
1.
2.
    
```

Upload any documents you wish to add to the record. When you are satisfied with your agenda, click ‘Submit’. This creates a record that you can come back to and edit after your meeting. **Don’t forget** to take a copy of your agenda with you – you can print off the page from MyPGR by clicking on the print icon in the web browser toolbar.

A record of the report is created and is the top item in your Activities area.

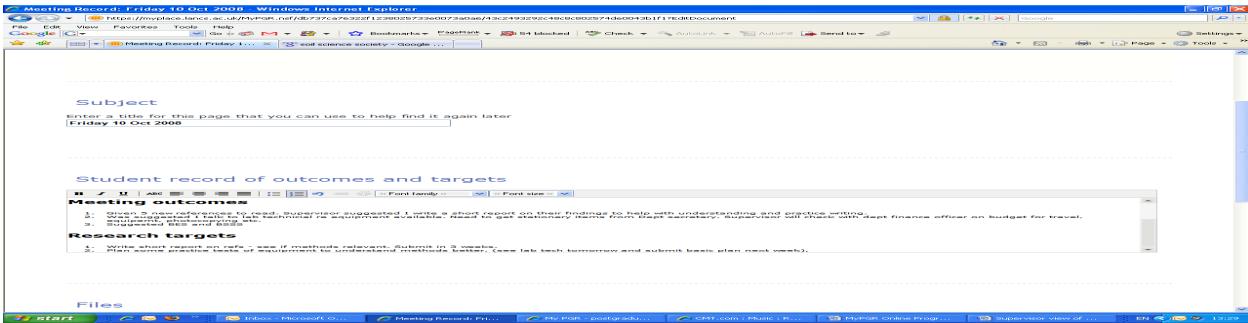
The screenshot shows the MyPGR web interface. At the top, there are navigation tabs: LUVLE, MyModules, MyPlace, MyPGR, Services, and Help. The MyPGR logo is prominent. On the right, there are links for Help and Logout, and a search box. The main content area shows a list of records under the heading 'Click on a folder, close all, open all or view by date. previous set, next set.' The records are organized into folders: Bodmin Moor, Juniper Berry, and Year 3. Each record has a title, a date, and a status icon (a book icon for 'in progress').

Folder	Record Title	Date	Status
Bodmin Moor	Skills Development: Thursday 13 Nov 2008	13 Nov 2008	Open
	Skills Development: Thursday 9 Oct 2008 PhD Year 1 Res Skills & Techniques	10 Oct 2008	Open
Juniper Berry	Skills Development: Friday 11 Jul 2008	11 Jul 2008	Open
	Skills Development: Monday 7 Jul 2008	7 Jul 2008	Open
Year 3	Skills Development: Self awareness	9 Apr 2008	Open
	Personal Development: Monday 10 Nov 2008	26 Jan 2009	Open
	Personal Development: Thursday 9 Oct 2008	9 Oct 2008	Open
	Personal Development: jhfvj	11 Jul 2008	Open
	Personal Development: Friday 11 Jul 2008	11 Jul 2008	Open
	Personal Development: testing before session	9 Apr 2008	Open
	Personal Development: Pre-Research Overview	9 Jan 2008	Open
	Meeting Report: Thursday 11 Jun 2009	11 Jun 2009	Open

Note that the book symbol next to the record is open and a white colour – this indicates that the record is ‘in progress’ and still available for editing.

After your Supervisory meeting, come back to your MyPGR space and open up the record you created. Add to the text box what the meeting outcomes were and any research targets that have been set. You can also upload any relevant documents to the record as long as they are less than 10MB each.

The example record has been filled out overleaf to reflect the outcomes of the meeting.



After choosing to share with your Supervisor(s) and submitting, the following record is created:

Supervisory Meetings Record

It is important to keep clear concise records of the main outcomes of student - supervisor meetings. This will not only help to formulate plans and research ideas but it will also be a reminder of how and why methodologies were used and the reasons for these decisions. This information will be very important for vivas.

Formally documenting meetings in this way creates a permanent record of agreed decisions. This is to ensure both students and supervisors are protected in case there are concerns regarding the performance of either party.

Using the field below, a student or a supervisor can record meeting outcomes and research targets that have been agreed in a supervision meeting. Once you are ready, you can share this to allow the other party to view the outcomes and append comments.

Subject

Thursday 11 Nov 2010

Student Contribution

Meeting outcomes

The document will now be available to your Supervisor(s).

After your Supervisor(s) has made an entry and shared the document back with you, you will see that the the book icon next to the document on your homepage is now closed and in blue. This indicates that the document is now closed, cannot be edited, and only comments can be added.



Start a new

- [needs analysis](#)
- [skills development](#)
- [personal plan](#)
- [supervision record](#) (meeting report)

Your supervisor(s)

- [Bodmin Moor](#)
- [Louise Innes](#)

Send Feedback

- [email MyPGR](#)

Click on a folder, [close all](#), [open all](#) or view [by date](#). [previous set](#), [next set](#).

Bodmin Moor		
Juniper Berry		
Year 3		
Skills Development : Thursday 13 Nov 2008		13 Nov 2008
Skills Development : Thursday 9 Oct 2008 PhD Year 1 Res Skills & Techniques		10 Oct 2008
Skills Development : Friday 11 Jul 2008		11 Jul 2008
Skills Development : Monday 7 Jul 2008		7 Jul 2008
Skills Development : Self awareness		9 Apr 2008
Personal Development : Monday 10 Nov 2008		26 Jan 2009
Personal Development : Thursday 9 Oct 2008		9 Oct 2008
Personal Development : jhfvj		11 Jul 2008
Personal Development : Friday 11 Jul 2008		11 Jul 2008
Personal Development : testing before session		9 Apr 2008
Personal Development : Pre-Research Overview		9 Jan 2008
Meeting Report : Thursday 11 Jun 2009		11 Jun 2009
Meeting Report : Wednesday 10 Jun 2009		10 Jun 2009
Meeting Report : Monday 17 Nov 2008		17 Nov 2008
Meeting Report : Thursday 13 Nov 2008		13 Nov 2008
Meeting Report : Monday 10 Nov 2008		10 Nov 2008
Meeting Report : Friday 10 Oct 2008		10 Oct 2008
Meeting Report : Friday 10 Oct 2008 - Second meeting		10 Oct 2008
Meeting Report : Friday 3 Oct 2008 Preliminary meeting		3 Oct 2008
Meeting Report : Friday 3 Oct 2008		3 Oct 2008
Meeting Report : Thursday 7 Aug 2008		7 Aug 2008
Meeting Report : Wednesday 9 Apr 2008		11 Jul 2008
Meeting Report : Friday 11 Jul 2008		11 Jul 2008
Meeting Report : Friday 11 Jul 2008		11 Jul 2008
Meeting Report : Friday 11 Jul 2008 no 3		11 Jul 2008
Meeting Report : Tuesday 8 Jul 2008		8 Jul 2008
Meeting Report : Friday 22 Feb 2008		22 Feb 2008
Meeting Report : meeting re: data analysis		6 Feb 2008

PGR News

Postgraduate Research Student website

Don't forget that the University [PGR website](#) is a great resource for throughout your PhD and contains links to research training opportunities across campus and beyond.

Local links

- [Postgraduate Research Students website](#)
- [Research activities](#)
- [Careers information](#)
- [Postgraduate personal web pages](#)
- [Clubs & Societies](#)

Faculties:

- [Science and Technology](#)
- [Arts & Social Sciences](#)
- [Management School](#)



(Red book) – Private entry



(Blue book) – Entry which is shared



(Gold comment) – Entry awaiting reply



(Open book) – Entry can still be edited



Supervisory Meetings Record

It is important to keep clear concise records of the main outcomes of student - supervisor meetings. This will not only help to formulate plans and research ideas but it will also be a reminder of how and why methodologies were used and the reasons for these decisions. This information will be very important for vivas.

Formally documenting meetings in this way creates a permanent record of agreed decisions. This is to ensure both students and supervisors are protected in case there are concerns regarding the performance of either party.

Using the field below, a student or a supervisor can record meeting outcomes and research targets that have been agreed in a supervision meeting. Once you are ready, you can share this to allow the other party to view the outcomes and append comments.

Subject

Friday 3 Oct 2008 Preliminary meeting

Student Contribution

Meeting outcomes

1. Discuss the overarching theme of my PhD
2. Find out more about my supervisor

Research targets

- 1.
- 2.

Supervisor contribution

Meeting outcomes

1. don't forget your DNA!

Research targets

1. also should look at contacting prof x at university y on potential visit

Completion and Sharing

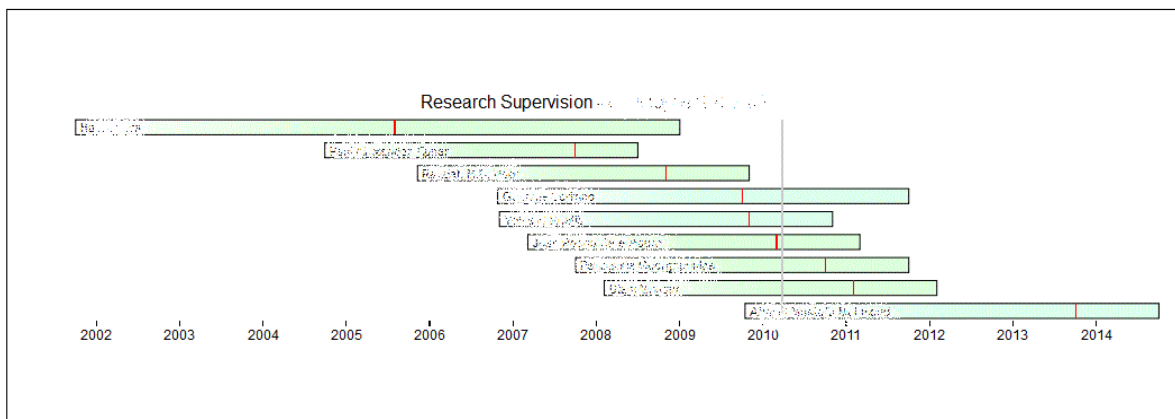
These people can read this document:
Juniper Berry, Juniper Berry

[Friday 11 Jul 2008](#) Juniper Berry 11 Jul 2008

If you want to comment on the record, then click the **‘Comment’** button. A text box will appear allowing you to add any comments you may have and these will appear as part of a threaded discussion at the bottom of the document. Your Supervisor(s) can also add comments.

Timeline

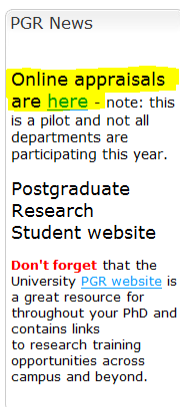
The timeline is particularly useful as a snapshot of status when a supervisor is responsible for several students at different stages of their PhDs. Two tables and a graphic illustrate where students are in relation to their deadlines and provide a summary of all their latest activity in MyPGR.



The graphic normally shows the supervisor's name at the top with a separate bar for each student. Red lines indicate submission dates the grey line indicates the current date.

Online Appraisals – Student Guide

Online Appraisals are conducted each year and are a status check between the supervisor and the student. You can access your online periodic appraisals by using the link on the right of your MyPGR home screen:



There are two types of appraisal form: the "*student form*" is begun by each student and then commented on by one or more supervisors, the "*supervisor form*" is begun by the student's supervisors and confirmed by the student. These two forms are both titled "APPRAISAL OF RESEARCH STUDENT'S PROGRESS" but their content is quite different.

Click on the highlighted section (see left), and then 'list your appraisal forms' and you will see the student form to fill in. This is also the place you will confirm that you have seen your supervisors' forms.

The student appraisal form is in 4 sections: Personal Details, Progress, Comments and Writing up. When you have completed the form, it will be sent to your supervisor(s) for review and comments.

If you are not a research student you will not have access to the online appraisal web application.

A small minority of PhD students should not complete the online appraisals described in this guide and should not see forms available for them in the web space, if in any doubt please consult your own department's research degree administrator or if necessary the Student Registry.

What are online appraisals?

The online appraisal forms exist in a private, password-protected web space where two forms per student become available at each appraisal threshold. The student completes one form and when completed, supervisors can add comments to it. Supervisors have a separate form which the student can see when supervisors and possibly other reviewers have completed their submissions. The timing and frequency of appraisals is described below. Students do not see their supervisor's form until it is completed by the supervisor and supervisors do not see the student's form until the student has completed it.

How can I access my appraisals?

Go to the Research Students website (http://www.lancs.ac.uk/celt/celtweb/research_students) and click on the 'PhD Appraisals' link or through MyPGR.

Why are online appraisals important?

Periodic appraisal is important because it helps to keep activity focussed, to highlight issues before they can become problematic and because funding bodies and the university require it (See MARP 2010 C7.4).

From the student's point of view it will help to ensure that your supervisor is providing suitable guidance on your research, required subject expertise and appropriate monitoring. See this document on [annual appraisal](#) for details and the Lancaster University [Manual of Academic Regulations and Procedures](#) (MARP).

Appraisals are complementary to other opportunities to keep track of progress such as the annual Development Needs Analysis and more regular meeting reports, both of which are supported in [MyPGR](#).

MyPGR Guide

When are appraisals due?

Appraisals occur at specific threshold dates (see table below) after registration for a research degree, around each threshold two new appraisal forms become available, one for the student and one for their supervisors.

Supervisors and students will be notified by email to their university email address when forms become available and may be reminded to complete them periodically, also by email. Forms becomes available 60 days *before the due date* and 'expire' 30 days *after the due date* if not used; this gives a three month period for each appraisal to be completed. The 60 day introduction and 30 day follow up (prologue/epilogue) aims to provide flexibility over holiday periods and for departmental procedures but may be reduced in future.

Forms should be completed and submitted as soon as possible to allow other contributors in the process sufficient time to read and comment on what has been submitted.

Table 1: Appraisal due dates, months after registration, subsequent appraisals occur annually.

Mode of study	1st	2nd	3rd	4th	5th
Full-time	6 months	10 months	22 months	28 months	34 months
Part-time	10 months	22 months	34 months	46 months	58 months

Who monitors this process?

Students and supervisors can see all the appraisals that they are concerned with, these will build up in the web space over time and are available for viewing at any time.

Heads of Department, Directors of PhD Supervision and Departmental Administrators can use the appraisals web space to see their department's appraisals and receive a monthly email report detailing the state of current appraisals together with information from MyPGR relating to completed Development Needs Analysis and Meeting Reports.

The Student Registry can use the web space to see all appraisal forms.

The appraisals web space will send email alerts to students and supervisors when their participation in the process is required, for example supervisors will be sent an email when one of their students submits a completed student appraisal form and students will be sent an email when the supervisor's appraisal form has been completed.

Where appraisals are not completed by either the student or supervisors, HoDs will be contacted.

Appraisals become available at certain threshold dates after a student registers for their research degree. If you have never completed an online appraisal before and have not yet received an email message asking you to complete one, then you may not see any forms in the appraisals web space for completion or review.

If you are a research student, then you will be able to login [to](#) the appraisals application. Use your University network login and password. If you have difficulty contact the ISS Service Desk, via the link on the login form.

The login form is the standard LUVLE login and looks something like this:

LUVLE login for LUVLE Spaces, MyModules, MyPlace, MyPGR, Lancaster Award

Information about recent and imminent changes to LUVLE servers is [available here](#). Note: LUVLE module spaces shutdown briefly each morning at 4:10 am as a precautionary measure related to the instability experienced in the Michaelmas term.

Your session has expired. Please sign in again:

Username

Password

You may be prompted to login again if:

- you are not active in LUVLE (that is typing text, clicking a button or changing a page) for 1 hour;
- your session has expired; your login will expire 4 hours after you login, even if you have been active;
- you try to do something that your login is not authorised to do.

If you can't login:

If your password has not been changed for months, it may have expired and needs to be [changed](#). If your password has expired, once changed your new password will be accepted by LUVLE within a minute or two. If you can't remember your password or can't change it yourself, please contact the [ISS Service Desk](#) in the Learning Zone (Alexandra Square).

If you are still unable to login successfully despite changing your password or if you are not using a network username and password to login, please contact [LUVLE Support](#).

Illustration 2: Login form for appraisals

When you login successfully, the Appraisals application homepage will open.

What does the online appraisals application look like?

The opening or home page of the online appraisals web space includes a link to the appraisal forms that you have currently access to. Remember that for new appraisal forms both students and supervisors initially have access to either the student form or the supervisor form respectively, the other form becomes visible only after it has been completed.

The home page also includes one or more tabs with a brief description of the appraisal system for students, supervisors and others.

There are also links to submit or review feedback on the appraisals process.

When you follow the 'list your appraisal forms' link, as a student you will see something like the illustration below, with your name ('Juniper Berry' in the example below) as a link to the appraisal forms. As you complete more appraisals they will accumulate here in the list, distinguished by the Appraisal column showing 6 months, 10 months, 22 months etc. depending on where you are in your PhD when you begin doing appraisals online.

MyPGR Guide

Where each student sees only their own appraisals, supervisors and departmental administrators see a list of all their students who have already completed appraisals and/or have new appraisals waiting to be completed. A supervisor will see all their students' appraisals appear over time as each student reaches an appraisal 'threshold and they complete their forms. Administrators see all their department's forms.


The 'Status' column shows where in the appraisals process individual forms are. The 'draft' stages are optional but each Student Appraisal form should progress through the following sequence:

With Student → Student draft → With supervisor → Supervisor draft
→ With PGSO → PGSO draft → Completed.

The Student Form

Click on a name in the list of appraisals to open that appraisal form.

Points to note:

- click the Edit button to make changes (there is no edit button if you don't have edit rights)
- check the 'Student details' section for accuracy
- each section (indicated by blue triangles ) can be expanded or collapsed (shown or hidden) by clicking on the section title. Note not all browsers may support this, for those that don't the sections should all be permanently expanded.
- The image, showing 'no image available' below, should be as shown on the student's library card.

The Student Appraisal form is split into 4 sections: Personal Details, Progress, Comments, Writing up fee, each section contains questions that have to be answered before the form can be submitted, although if you don't have time to complete the form all at once it can be 'saved as draft' without completing all the compulsory questions.

The form must be submitted in order to complete the appraisal process, saving as draft is intended only as a temporary measure, see illustration 8 below.

If an orange disc is present against a question, it means that that question requires an answer before the form can be submitted. If you forget to answer any of these questions before submitting the form you will see a prompt to complete each 'missing' answer.

Note: It is in your own best interest to answer all questions, not just the compulsory ones.

1. Submit should be used only when you have no more changes to make.
2. Save as draft should be used to keep any changes so that you can return to answer other questions later.
3. Cancel returns you to the appraisals home page without saving.

When you successfully submit the completed form, an email alert will be sent to your supervisor requesting their review and comments.

If you feel that you would like to make a comment that you would rather not share with your supervisors or anyone else in your department, there is an opportunity In section B of the Student form; only you and Student Registry staff are able to see what you write here:

Technical issues

All questions or queries about technical issues need to be directed to the ISS Service Desk.

All non-technical questions or queries about online appraisals should in the first instance be directed to your own departmental postgraduate administrator or the Student Registry.

Personal Details

Personal Details

Name	Juniper Berry	Year	2	No image available
Library Card	00087340	Attend Status	Studying at the University	
Email	j.berry@lancaster.ac.uk	Date Registered	Aug 5, 2008	
Qualification	PhD Full Time	Earliest Submission	Aug 5, 2011	
Degree Title	Statistics	Latest Submission	Aug 5, 2012	
Supervisors	Bodmin Moor, Louise Innes	Department	History	

Do you confirm that all the above details are correct? Yes
 If not correct, please provide corrections

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These details are provided by LUSI. If they are correct, just check the **Yes** box to confirm. If they are incorrect, just write the corrections in the text box.

▼ **A - Progress**

1. Please confirm that you have defined your research question Yes No
If yes please outline the question below.

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2. Can you confirm that you have had satisfactory supervision over the past 12 months? Yes No
3. Can you confirm that you have had fortnightly / monthly interactions with your supervisor? Yes No
4. Can you confirm that you have an approved Development Needs Analysis (DNA) in place? Yes No
5. At this stage in your programme of study how would you assess your progress?
 excellent good satisfactory weak poor
 If any aspect of your progress has given cause for concern please outline the issues in section B below.
6. Have you had a supervisory panel? Yes No
 Your supervisor's appraisal report will be made available to you in this web site when it has been completed.

7. What is your agreed timetable to completion? (please give details below)

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8. Please confirm the agreed submission date for the thesis? Saturday, 6 August 2011

Complete this section as fully as you can. You can partially complete the form and save without submitting it.

B - Comments

1. Please provide a summary of the progress you have made on your research/thesis during 2009/2010

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2. Please provide details of any short courses / research training, which you have undertaken during 2009/2010

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3. Please provide details of any papers published, presentations given, etc.

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4. Please provide details of any difficulties or problems that you encountered during 2009/2010, which may affect your progress

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Complete this section as fully as you can. You can partially complete the form and save without submitting it.

**▼ C - Writing up fee**

If a student has not submitted by his/her minimum completion date, it is possible for the student to be charged a writing up fee instead of the part-time or full-time rate. The level of facilities to which a student is entitled will be reduced for students paying a writing up fee.

1. If your minimum completion date falls before 1 October 2010 and you will not be able to submit your thesis by this date, have you agreed with your department which fee you will be charged for 2010/2011? Yes No
2. Which fee will you be charged? full time part time writing up

Complete this section as fully as you can. You can partially complete the form and save without submitting it.

Saving your form

If you still have changes to make, click the 'Save as DRAFT' button. This will not send the form to your supervisor yet but will save it for later completion by you.

If you have completed the form and have no more changes, click **Submit**. If all the required fields have been completed, this will send the form to your supervisor for review.

PGR News

Online appraisals are here - note: this is a pilot and not all departments are participating this year.

Postgraduate Research Student website

Don't forget that the University [PGR website](#) is a great resource for throughout your PhD and contains links to research training opportunities across campus and beyond.

The Supervisor Form

Supervisors must fill out an appraisal form for each of their PhD students. After clicking the link shown on the left on their MyPGR homepage, they will be directed to a list of appraisals for ALL their students who have reached at least one appraisal threshold.

PGR Annual Appraisals 2010

[Online Appraisals home page](#)
[Manual of Academic Regulations & Procedures](#)
[Research Student FAQs](#)
[MyPGR](#)



Appraisals

By Name

STUDENT Forms

Previous Next

Last Modified	Student	Qualification, mode	Status

SUPERVISOR Forms

Previous 1 Next

Last Modified	Student	Qualification, mode	Status
30 Jul 2010	Juniper Berry	PhD, Full Time	Waiting completion by supervisor

PGR Annual Appraisals 2010

[home](#)

Note: The form can be filled in by any of the student's supervisors but they cannot submit at the same time!

There may be some completed student forms awaiting review by you. As a supervisor you must review these forms, add comments and confirm that you have seen them.

The supervisor form has several sections: Progress, Comments, Writing up fee, Other reviewers, and Reviewed by. See below for screengrabs of each:

Progress

▼ A. Progress

Date of Supervisory Panel Meeting: (select a date)

We confirm that this student's progress over the past year has been reviewed, and on the basis of this review, respond to the following queries accordingly (See [Manual of Academic Regulations & Procedures](#) for further guidance, section C.7.4.)

1. Please confirm that the student has defined their research question Yes No

If yes please outline the question:

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|

2. Can you confirm that the student has had satisfactory supervision over the past twelve months? Yes No
3. Can you confirm that the student has had fortnightly / monthly interactions with their supervisors? Yes No
4. Can you confirm that the student has an approved Development Needs Analysis (DNA)? Yes No
5. At this stage in their programme of study is the student's progress:
 excellent good satisfactory weak poor
 If any aspect of the student's progress has given cause for concern please outline the issues in section B below.
6. If this student has not yet had the registration transferred from MPhil to PhD, or confirmed as PhD in the case of an entrant since 1/1/07, when do you expect the panel to meet? (select a date)
7. What is the student's agreed timetable to completion? (please give details below)

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8. Please confirm the agreed submission date for the thesis? (select a date)

Writing up fee

▾ C. WRITING UP FEE
 This is a fee charged to those students who are eligible, within the regulations, to transfer to writing up status. Students on the writing up fee will receive minimal support from the University and will have limited use of University facilities.

1. When the student reaches the minimum completion date they will automatically be transferred to the writing up fee.
 Do you wish this to happen? Yes No

2. Please confirm that you have informed the student of your recommendation in 1. Yes No

Other Reviewers

▾ Other Reviewers
Supervisor - please select who else in your department should review this appraisal document

Optional 2nd Reviewer (after Supervisor)	3rd Reviewer (normally HoD or representative)
<input type="text" value="No 2nd reviewer"/> <input type="text" value="Barber, Sarah"/> <input type="text" value="Blinkhorn, Martin"/> <input type="text" value="Brader, Christopher"/>	<input type="text" value="No 3rd reviewer"/> <input type="text" value="Jotischky, Andrew"/> <input type="text" value="Sayer, Derek"/>

These boxes have lists of other supervisors in the department who can also review the form.

Submit

Save as DRAFT

Cancel

If you need to save the form without having completed it, click 'Save as DRAFT'. You can re-edit and complete it later. When you have completed the form, click '**Submit**'. If all the required fields are complete the form will then become available to the reviewers or if no reviewers are selected, it will become available to the student.

Technical issues

All questions or queries about technical issues need to be directed to [the ISS Service Desk](#).

Non-technical issues

All non-technical questions or queries about MyPGR (e.g. how the space could be used, suggestions or feedback) should be directed to Student Registry at pgso@lancaster.ac.uk