How to..........in GRAD?

Postgraduate Researchers

GRAD has been built to be fairly intuitive, but some Postgraduate Researchers (PGRs) and academic staff have found some areas difficult to navigate.

Here is a simple guide to how to find your way around the system. If you are still having difficulties please speak to your SES PGR Support Officer.

Project Page

This holds all the basic details of the studentship, including Supervision Team, PGRT and main SES PGR Support Officer for the School.

From this page the PGR can start Supervision Meetings, formal progression reviews like Transfer and First Formal Progress Review, Training Activities, and Change Requests.

It holds details of all the deadlines in place for the studentship, and all the activities that have happened within the system.

Supervision Meeting (previously known as Monthly Reports)

This section allows you to see how many meetings have taken place during each academic year, and if an action is needed. In this example, the PGR has created a Supervision Meeting but not yet completed it.

It is from this page that the Supervision Meetings are started, by clicking the “New Supervision Meeting” button.

The first thing you are required to do is decide who is attending, i.e. which supervisor(s) (and Advisor if appropriate). The meeting date would need agreeing, and the time and location if known at this point.

You have several methods of holding a Supervision Meeting; in most cases it will be In Person, but other formats are available if you or your supervisor are not on campus.

You will be asked to add some Discussion Notes, which relates to your progress over the last month, any successes or issues, if you’ve been to a conference and what you gained from it. Basically everything you want to discuss with your Supervisor at the meeting.

There will also be an opportunity to upload files to share with your supervisor during the supervision meeting.
Once the meeting has taken place you will need to “Edit Meeting Notes” with the outcomes of the meeting and any plans moving forward. When you are happy with the whole submission you should “Confirm Notes”.

If you have any issues you’d like to note, this section allows you to do so. If you don’t, you should leave this section blank and just click “Confirm: Submit Notes”.

An email will then go to the Supervisor who attended the meeting requesting they confirm the content of the meeting record. They can also edit it if they’re not happy with the content. They will then either “Accept” or “Ask for Revisions”. They will also have an opportunity to leave some notes, which you will be able to see.

If your supervisor has left a note on your report, you can read this in the Supervision Notes section. You can also leave a “Follow-On Note”, which can be especially useful if your report has been edited by your supervisor, or you want to add something you forgot earlier.

First Formal Progress Report

When you are ready to start this stage, the first thing you’ll see is some information about the First Formal Progress Report, and who takes part in the process.

You will also be asked to confirm you project details, and request changes if the details listed has errors.

What follows is two tabbed sections “Progress” and “Ethics”.

Progress: this is your opportunity to state how you’ve progressed since you arrived, and includes a section where you can put anything which has affected your studies, e.g. ill health, not being able to use certain equipment, etc.

At the bottom of this section you should “Upload” your written report. This will be downloaded by your Supervisor to read, so there’s no need to submit hard copies.

Ethics: You should state here if an Ethical Review is required. If you are not sure, speak to your Supervisor.
If at any time you want to leave your First Formal Report to return to later, you can do so by clicking “Save for later”. You will be able to return to it by going back to the First Formal Progress Report section and selecting the report.

Once you’ve uploaded your written report and completed these two sections, you should click “Save and Finish”. Again you will have an opportunity to write some notes on the report before you click “Confirm: Submit Report”.

When you have finally submitted your First Formal Progress Report, and email is sent to your Supervisor to alert them. They will read your submission and your written report, and submit their own assessment of your progress, before confirming that the report is complete and submitting it.

You will then receive an email letting you know your First Formal Progress Report has been completed.

You are encouraged to read the “Supervisor’s Report”, and the “Add Follow-On Note” section is there for you to add further thoughts or comments, or even upload a new version of your written report, if required to do so.

Transfer

As before, when you click on the “Transfer” button and you “Create new application” you are taken to a page which tells you all about what Transfer is and how it works, and when you’re ready you should click “Start” to complete and upload your report. You’ll also need to confirm that the project details within the system are correct before you can go forward.

There are three sections to go through this time:

- Progress
- Ethics
- Academic Integrity

Note: You will not be able to submit your report until you upload your written Transfer Report in the Progress section.
Once again you will be given the opportunity to highlight any issues with the PGRT in the Progress section, and add some notes at the end before you “Confirm: Submit report”. At this point an email will go to your Supervisor for their actions:

a) Confirm date and other details of the Transfer Viva  
b) Submit details of who the members of the Transfer Assessment Panel are.

Once you’ve had your viva, the Chair of the Transfer Assessment Panel will submit their report on both your viva and your submitted report, which will then move on to the PGRT.

Remember, you can always tell where in the workflow your report is by looking at your Transfer summary page:

The final step in the workflow is once the PGRT has submitted their response, and it then says Awaiting Graduate Board Programmes of Study and Audit Group meeting. This is the board who approves Transfer, and it is only following their approval that you will be formally transferred to PhD status.

**Annual Progress Review**

To submit an Annual Progress Review, you must again go through the information and project confirmation pages. These are straightforward, and only need action if there is an amendment needed on the “Confirm project details” page.

You have an opportunity to state if there have been any mitigating circumstances which needs highlighting as part of your review, upload the required written documents (as listed on the website for your year) and add some notes at the end before you “Confirm: Submit report”.

Your Supervisor will receive an email alerting them to you having submitted your Annual Progress Review. It is their responsibility to add the date and other details of the review meeting. Remember, this meeting is attended by you, your Supervisor and an independent Assessor.

Once the meeting has been held, the Independent Assessor will submit their report on your progress, and you will receive an email confirming that the Annual Progress Review is complete.
Training Needs and Plan

Unlike in the PDR, you are no longer expected to submit a form with all of courses listed that you think you may need during the year, because with GRAD you need to input them as separate activities.

As before, it is recommended that you complete the Training Needs analysis tool which will help to identify training needs based on skills areas. It is expected that you would complete this every year, to identify new areas as your skills levels increase.

Following this, you should meet with your Supervisor (probably at a Supervision Meeting) and go through your list of training, as your Supervisor is expected to approve your training before you take part.

When you are ready to add a training opportunity, you should click “Create New” in the “Training Plan” section.

Completing this section is relatively straightforward, and you get the opportunity to go back in after you’ve attended the event to add some Reflections on it.

You can also see a list of everything you’ve attended:

<table>
<thead>
<tr>
<th>Development need</th>
<th>Date identified</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematical Methods lecture course</td>
<td>12 Oct 2015</td>
<td>11 Jan 2017</td>
</tr>
<tr>
<td>Unit course on programming for researchers, Leeds, UK</td>
<td>10 Oct 2015</td>
<td>10 Oct 2015</td>
</tr>
<tr>
<td>Portrait course on programming for researchers, Leeds, UK</td>
<td>24 Oct 2015</td>
<td>24 Oct 2015</td>
</tr>
<tr>
<td>Linux Training Course</td>
<td>31 Oct 2015</td>
<td>31 Oct 2015</td>
</tr>
<tr>
<td>Hydrodynamic stability course</td>
<td>30 Jan 2017</td>
<td></td>
</tr>
<tr>
<td>Linear and non-linear waves course</td>
<td>30 Jan 2017</td>
<td></td>
</tr>
<tr>
<td>Numerical methods course</td>
<td>30 Jan 2017</td>
<td></td>
</tr>
</tbody>
</table>

Change Requests

At present there are three types of change requests that you can put forward:

Request holiday

You will be asked to confirm your project details are correct, and then add the start and end date of your holiday, and confirm the statement on holiday entitlement. Before you “Confirm: Submit” you can add a note to accompany your request if you wish.

Your request will be checked by the SES PGR Support Officer, your Supervisor and the PGRT before it can be approved, so early submission is recommended.
Request authorised absence

You will be asked to confirm your project details are correct, and then add the start and end date of the period of authorised absence. In addition, you will need to state where you are going and the reason, e.g. attending a conference, using specific laboratory equipment in another institution, visiting the industrial partner for your project, etc.

There are two statements you need to confirm, both of which you should read before confirming and submitting your request.

Your request will be checked by the SES PGR Support Officer, your Supervisor and the PGRT before it can be approved, so early submission is recommended.

Request change of location

This request is only for Tier 4 Visa holders who wish to leave the UK and continue their study overseas while either a) undertaking field work, for b) are in their overtime period.

You will be asked to confirm your project details are correct, and then add the details required.

You will be expected to confirm how you intend to keep in touch with your Supervisor, and the consequences of having Tier 4 sponsorship withdrawn.

It is recommended that you seek advice from the International Student Office before completing this request to ensure your visa requirements are followed.

Your request will be checked by the SES PGR Support Officer, your Supervisor and the PGRT before it can be approved, so early submission is recommended.

Help and Support

In addition to this page, there are some helpful guides available from GRAD. They take you step by step through the stages for all the progression points and Supervision Meetings, and Training and Development.

If you are still having issues, speak to your SES PGR Support Officer:

Chemistry chmpgradadmin@leeds.ac.uk
Mathematics mthpgradadmin@leeds.ac.uk
Food Science and Nutrition fsnpgradadmin@leeds.ac.uk
Mathematics mthpgradadmin@leeds.ac.uk
Physics and Astronomy phypgradadmin@leeds.ac.uk

Alternatively if you have a technical problem with the system, you should contact University IT