Postgraduate Development Record

Student & Staff Handbook
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Objectives

By the end of the manual, you will be able to carry out the respective tasks below:

Student Objectives

The PDR allows you to:

- Manage your training plan
- Upload files and reports
- Track your own milestones
- Request and record supervisory meetings
- Record training
- View any feedback you may have received
- Maintain a personal web page

Academic/Supervisor objectives

The PDR allows you to:

- Arrange meetings with students
- Write up meeting notes
- Upload files and reports
- Signoff reports, give feedback to students
- View training arrangements of your students

Administrator Objectives

The PDR allows you to:

- Configure local settings
- View the milestones for individual students
- Create milestones as appropriate
- Enable the transfer process
- Run reports producing details of student progress
- Monitor usage of PDR

Help & Support

If you have problems accessing the PDR or have problems with the performance of the system then please contact the ISS Helpdesk:

ISS Helpdesk

Name: ISS Helpdesk
Self Service: http://helpdeskonline.leeds.ac.uk/
Tel: 33333

If you require advice about research student processes then please contact:

Research Student Administration

Name: Catherine Mills
Tel: 0113-34-37970
Email: c.m.mills@adm.leeds.ac.uk

Data Quality

Accuracy and paying attention to detail is extremely important when creating and maintaining research information in the PDR. This data will be used extensively for monitoring the progression of research student candidatures and for internal reporting (Graduate Board etc). You should ensure data is input accurately following the steps outlined in this manual.

Confidential Flag

The Confidential Flag indicates that there are issues with an individual student that may affect their progression at the University. Please refer to RSA staff for further information.

Deceased Flag

The Deceased Flag indicates that the Student is deceased. However, their records are included in the PDR for completeness.
What is the Postgraduate Development Record (PDR)

The Postgraduate Development Record (PDR) is a University wide web based application accessible to all Postgraduate Research Students and all Academic Staff who are involved in the career of a research student (Supervisor(s), Postgraduate Research Tutors, internal and external Examiners, Advisors, External Supervisors, Research groups, Members of transfer assessment panel and Administrators.)

As a student, the PDR allows you to manage your training plan, upload files and reports, track your own milestones, request and record supervisory meetings, record training, view any feedback you may have received and maintain a personal web page.
Logging in

You can login to the PDR system by directing your browser to http://pdr.leeds.ac.uk

The PDR system is compatible with the following browsers:

- Internet Explorer 7 +
- Mozilla Firefox
- Safari
- Chrome

You need to enter your ISS University username and password to gain access to the PDR system.

Navigating through the system

There are two levels of navigation within the PDR system. The primary navigation is in the form of tabs along the top of the screen.

The secondary navigation is through links to other functions from the left hand side of the screen.
Home tab

The Home tab provides details about who you are and where you are located, your Supervisors and your PDR webpage.

Monthly reports tab (optional)

This indicates how many reports are to be submitted by the Student, how many have been submitted/started for the year and how many have been signed off by the Supervisor.

If no reports exist, an information/warning message is provided by the system similar to the one below, to alert students to the fact that they haven’t started a monthly report and indicating the time remaining.
Clicking on **This month's report** button allows you to produce your report and submit it to your Supervisor.

Clicking the **Submit** button will send a meeting request to both you and the selected Supervisor(s).

---

**Training tab**

Record and summary of Training and Events attended by the Student.

<table>
<thead>
<tr>
<th>Training and Events Log</th>
<th>View in more detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a training event</td>
<td></td>
</tr>
<tr>
<td>Provider: Faculty</td>
<td></td>
</tr>
<tr>
<td>Event:</td>
<td></td>
</tr>
<tr>
<td>Loss attended</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Submit</td>
<td></td>
</tr>
</tbody>
</table>

Training recorded centrally (SAP-TEM):
- 50061448: Speaking in public 2.0 hours on 29/02/2010 8.0
- 50070491: Engineering Welcome to Faculty 5.25 hours on 31/03/2010 6.8
- 50077401: Engineering L2 Award in Health & Safety 6.5 hours on 30/09/2010 8.8

Training recorded locally:
- **Intelligent web searching tutorial II** 0.2 hours on 09/01/2010 9.2
- Faculty Postgraduate Symposium, Presentation and attend (Year 1) 2.8 hours on 00/00/00 0.0

No deductions

Points Summary
- Points gained = 2.7
- Points deducted = 0
- Balance of Points = 2.7
Reflections tab

Students can record their own reflections of their research, demonstrations, practicals, observations and teaching.

Upload tab

The Upload tab allows you to upload reports, supervisory meetings, draft paper(s), formulae and images for your PDR website.

In order to upload a file: select the type of file you wish to upload from the dropdown list, add a title, browse to the file location, indicate whether you want your supervisor to be made aware of the file upload, and then finally click on the button.
Symposia tab (optional)

Papers presented at Faculty/School Symposium(s).

Feedback tab

The Feedback tab displays feedback relating to demonstrations, practicals, observations and teaching.

Received Feedback:

- Practical: 'Head and Neck' on 03/11/2009
  - Score: Good
  - Comments: She was good
  - Feedback provided by Steve Paxton

- Practical: 'Bacterial preparations' on 10/02/2010
  - Score: Very Good
  - Comments: Maryam was extremely patient with the students and very proficient with the practical's demonstration.
  - Feedback provided by Steve Paxton
Meetings tab

Requesting and Recording Meetings

Meetings are accessed from the ‘Meetings’ tab. To request a new meeting, select one of your supervisory team and fill in the meeting details. Clicking the Create new meeting button will send a meeting request to you and to the selected Supervisor(s).

Once the meeting has been created, it will be listed on the ‘Meetings’ tab, below the “Setup a new meeting” form and within the ‘Home’ tab under the heading “Future meetings”.

Clicking on the meeting link will allow you to edit the meeting record.

The meeting record can be edited at any time until the Supervisor locks it. Meeting notes can be entered during the meeting or afterwards. The Student and the Supervisor can see each others notes, but only edit their own. Students can grant permission to their Supervisor to edit their notes.
**My uploaded files link**

The My Uploaded Files link allows you to view the files that you have uploaded. The drop down list below shows all files types. This can be changed to show reports, supervisory meetings, draft paper, formulae and images for your PDR website.

**My Milestones link**

Milestones are simply dates signifying specific events. Your start date and end date are milestones; meeting dates and completion dates for training plan items are also milestones. Milestones can be added to your PDR by School Administrators, a member of your supervisory team or you can add milestones yourself.

You can review your milestones and see them plotted on a timeline by clicking on the My Milestones link. Milestones are colour coded according to their category (meetings, training plan, and custom milestones.)

You can add your own custom milestones by using the ‘Add a custom milestone’ form/section below the Milestones Timeline.

**Note.** You can only mark your own custom milestones as complete. Your Supervisor or School Administrators can mark others as complete.
**Edit my web page link**

This feature offers you the ability to manage your own personal web page from within the PDR system.

Just like any other web page editor you can add text and images, upload images and even add an alternative URL for further information for example your departmental website.

**My Training Plan link**

My training plan provides a record of training to be carried out e.g., Researcher Training and Development (RTD) and Staff and Departmental Development Unit (SDDU) courses.

The training plan also includes tabs referring to Ethics and Data policies and Information on available courses.
My Training Needs Analysis link

The training needs analysis is a snapshot of your Knowledge and Intellectual abilities, Personal effectiveness, Research governance and organisation, Engagement, influence and impact.

The purpose of the analysis is to check your abilities in relation to the various aspects of each of the four categories.

My Transfer Status link (does not apply to students undertaking Masterships by Research)

This section shows your transfer stage and details.

The Transfer Progress tab provides a visual guide to your transfer process. The other tabs allow you to view your transfer details, upload your transfer documents and view your assessment panel.

A colour coded system is used to identify the progress of your transfer.
FAQ (Frequently Asked Questions)

The FAQ link holds answers to the most frequently asked questions about the PDR system.

It is a good idea to look at the FAQs before reporting an issue as the answer may already be contained within the FAQs.

Report an issue link

The Report an issue feature is primarily for you to report instances such as incorrect or missing supervisors, incorrect milestone dates, or any other issue that you wish to report concerning your PDR.

The issue will be forwarded to your School Administrator and responded to in due course.
Banner details link

The Banner details link and its associated tabs show the information held in the Banner\textsuperscript{1} system for the student.

\textsuperscript{1} Banner is the name of the University’s Student Information Management Systems (SIMS)
Logging in

You can login to the PDR system by directing your browser to [http://pdr.leeds.ac.uk](http://pdr.leeds.ac.uk)

The PDR system is compatible with the following browsers:

- Internet Explorer 7 +
- Mozilla Firefox
- Safari
- Chrome

You need to enter your usual University username and password to gain access to the PDR system.

My Students tab

The ‘My Students’ tab shows your Student(s) and your supervisory role, outstanding monthly reports (if this functionality is used in your Faculty or School) and the number of your students that have completed.

If you have more than one student, your Student can be selected from the dropdown list box and then clicking on the **Select this student** button.

Performance Feedback tab

The Performance Feedback tab allows you to give feedback relating to demonstrations, practicals or observations without having to select the student beforehand.
Home tab/Home link

The ‘Home’ tab’/‘Home’ link shows your next meetings, has the ability to display all your meetings, displays your student(s) along with your supervisory role, outstanding monthly reports (if this functionality is used) and the number of student(s) that have completed.

If you have more than one student, each student can be selected from the dropdown list box and then clicking on the Select this student button.

Navigating through the system

There are two levels of navigation within the PDR system. The Primary navigation is in the form of tabs along the top of the screen.

The secondary navigation is through links to other functions from the left hand side of the screen.
Monthly reports tab (optional)

Indicates how many reports are to be submitted by a Student, how many have been submitted/started for the year and how many have been signed off by the Supervisor.

Supervisor view of Paul Arnold

Period reports

Paul Arnold is required to submit 10 monthly reports per year and has submitted/started 3 of 9 reports so far this year (based on start date). 0 of these have supervisor sign-off.

6 reports were submitted last year

1. Previous Monthly Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report October 2010</td>
<td>Waiting for submission to supervisor</td>
</tr>
<tr>
<td>Report September 2010</td>
<td>Waiting for supervisor signoff</td>
</tr>
<tr>
<td>Report May 2010</td>
<td>Waiting for student signoff</td>
</tr>
<tr>
<td>Report April 2010</td>
<td>Waiting for student signoff</td>
</tr>
<tr>
<td>Report March 2010</td>
<td>Waiting for student signoff</td>
</tr>
<tr>
<td>Report January 2010</td>
<td>Waiting for student signoff</td>
</tr>
<tr>
<td>Report October 2009</td>
<td>Waiting for student signoff</td>
</tr>
<tr>
<td>Report September 2009</td>
<td>Waiting for student signoff</td>
</tr>
<tr>
<td>Report August 2009</td>
<td>Cycle complete</td>
</tr>
<tr>
<td>Report July 2009</td>
<td>Cycle complete</td>
</tr>
<tr>
<td>Report June 2009</td>
<td>Cycle complete</td>
</tr>
</tbody>
</table>

Supervisor Signoff tab

A Supervisor can sign off a report that is ‘waiting to be signed off’ by clicking on the report, reviewing the report notes and then completing the sign off form.
Supervision tab

The supervision tab shows the Student's details, Primary Supervisor, Co-Supervisor(s) Advisor(s), Assessor(s), Post Graduate Research Tutor and provides a link to the Student's website offered through the PDR if this option is implemented within your Faculty or School.

Training & Events Log tab

Record and summary of Training and Events attended by the Student.
Symposia tab (optional)

Papers presented at Faculty/School Symposium(s).

Feedback tab

The Feedback tab allows you to enter feedback for a student relating to demonstrations, practicals, observations and teaching.
Meetings tab

Requesting and Recording Meetings are carried out using the 'Meetings' tab. To request a new meeting, select the purpose of the meeting from the dropdown list box, state the location, date and time and click on the [Request a Meeting] button which will send a meeting request to your student.

Once the meeting has been created, it will be listed in the lower half of the 'Meetings' tab screen. If the meeting happens to be the next meeting it will also be displayed under the 'Home' tab under the heading "Future meetings".

Notification of the meeting is sent via a meeting request email.

Clicking on the active meeting link will allow you to edit the meeting record.

Editing Meeting Records

The meeting record can be edited at anytime until the Supervisor locks it. Meeting notes can be entered during the meeting or afterwards. The Student and the supervisor can see each others notes, but edit only their own.
Upload tab

The Upload tab allows you to upload reports, supervisory meetings, draft paper(s) and formulae.

In order to upload a file for a student, select the type of file you wish to upload from the dropdown list, add a title, browse to the file location, and then finally click on the Upload button.

Compliance link

The Compliance link indicates to a supervisor how compliant the student is being with regard to supervisory meetings in the current month and in previous months.

- **Green**: Reports are required and at least 1 report has been submitted in the period
- **Blue**: Monthly reports are not required
- **Yellow**: Reports are required but none have been submitted in the period
Uploaded files link

The My Uploaded Files link allows you to view the files that have been uploaded. The drop down list below shows all files types. This can be changed to show reports, supervisory meetings, draft paper and formulae.

Milestones link

Milestones are simply dates signifying specific events. A Student’s start date and end date are milestones; meeting dates and completion dates for training plan items are also milestones. Milestones can be added to the PDR by School Administrators or you can add milestones yourself.

You can review a Student’s milestones and see them plotted on a timeline by clicking on the milestones link. Milestones are colour coded according to their category (meetings, training plan, and custom milestones.)

You can add your own custom milestones by using the ‘Add a custom milestone’ form/section below the Milestones Timeline.

Note. You can only mark your own custom milestones as complete.
Training Plan link

The training plan keeps a record of training e.g. Researcher Training and Development (RTD) and Staff and Departmental Development Unit (SDDU) courses.

Select the training provider from the first dropdown list and the course from the second dropdown list. Click on the button to automatically pre-fill the boxes below. Add an expected completion date and then finally click on the 'Add Training Need' button.

The training plan also includes tabs referring to Ethics and Data policies and Information on available courses.

Training Needs Analysis link

The training needs analysis is a snapshot of the Student’s Knowledge and Intellectual abilities, Personal effectiveness, Research governance and organisation, Engagement, influence and impact.

The purpose of the analysis is to check where the Student is in relation to the various aspects of each of the tab categories.
**Transfer Status link (does not apply to students undertaking Masterships by Research)**

This section shows the Student’s transfer stage and details.

The Transfer Progress tab provides a visual guide to the stage the transfer has reached. The other tabs allow you to view transfer details, upload transfer documents and view assessment panel.

A colour coded system is used to identify the progress of transfer.

- **Green**: Completed
- **Blue**: Current
- **Red**: Outstanding

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**Banner details link**

The Banner details link and its associated tabs show the information held in the Banner system for the student.

Banner is the University’s Student Information Management Systems (SIMS)
FAQ (Frequently Asked Questions)

The FAQ link holds answers to the most frequently asked questions about the PDR system.

It is a good idea to look at the FAQs before reporting an issue as the answer may already be contained within the FAQs.

Report an issue link

The Report an issue feature is primarily for you to report instances such as incorrect or missing supervisors, incorrect milestone dates, or any other issue that you wish to report concerning the PDR.

The issue will be forwarded to your School Administrator and responded to in due course.
Logging in

You can login to the PDR system by directing your browser to http://pdr.leeds.ac.uk

The PDR system is compatible with the following browsers:

- Internet Explorer 7 +
- Mozilla Firefox
- Safari
- Chrome

You need to enter your ISS University username and password to gain access to the PDR system.

Admin Section
Navigating through the system

There are two levels of navigation within the PDR system. The Primary navigation is in the form of tabs along the top of the screen.

The secondary navigation is through links to other functions from the left hand side of the screen.

General Administration

Management tab

Allows the management of the functions listed in the image below.
Training Events

Manage the points associated to training events (optional), add new events and record attendance of students on events.

Manage points tab (optional)

Select the list of events from the dropdown list of training providers to reveal the training events offered with their associated points. The points can be changed and are saved automatically.

Add new events tab

Select the Faculty, School/Department and training provider from the dropdown list boxes, enter the event details and finally click on the add new event button to save the event.
Student attendance

Complete the respective ‘selected students’ or ‘all students’ form below to record their attendance of an event.

Administrators

Administrators can be added by entering their ISS username and clicking on the button. An Administrator can be removed by clicking on the respective button. A confirmation box will appear with the Administrator’s name requesting confirmation.
Supervisors

Select the Supervisor name from the dropdown list to display the Supervisors and their supervisory role.

Institutes & Research Groups (optional)

Allows the addition of new Faculty Institutes and Research Groups.

Student reps

Add or remove Faculty Student reps.

To add a Student rep, enter the Student’s ISS Username and click the Add button to create a Faculty Student rep.

To delete a Student rep click on the appropriate Student’s delete button. A confirmation box will appear. Click the OK button to remove the Student from the Student reps list.
Login Blocking list

Block tab

Enter the ISS Username and a justification as the why the Student is being blocked. A student may be blocked for a number of reasons including: using incorrect username, the Student has more than one username and using the incorrect one, suspended.

PG Symposium (optional)

The details of a Symposium Conference can be entered here. Students will only be able to submit whilst the submission status is 'open'.

The Symposium tabs allow you to view uploaded symposium abstracts.
### Report Types

Report types can be added here. Existing report types can be disabled or enabled as applicable.

#### Report Type management

Use this page to manage report types for upload.

**Add a new report type**

- **Report Name**

---

### Monthly Report Emails (optional)

The Departmental and Faculty monthly report emails to Supervisors and Students can be amended to suit individual Department/Faculty text requirements.
Milestones

Allows you to add a milestone. Enter the name/description of the Milestone and click on the Add button.

Apply Milestones in bulk

Milestones can be applied in bulk by School or by Programme by selecting the School/programme or Cohort from the dropdown list, enter the name of the Milestone you wish to apply and finally select the appropriate date, before clicking on the Apply Milestone button.

Report & Monitor tab

Allows the reporting and monitoring of the functions listed in the image below.
**View usage information**

Check on PDR usage among students

View Audit Log

View the latest audited events of Students and Administrators.

**Bulk report download**

Bulk download reports as a single .zip file. The file types include: Formula, Image for Web, Other or Training Plans.

There are three steps to producing the required report:

Step 1 – Select report type

Step 2 – Select the students. Students can be selected from the A-Z list and selecting the required student by selecting the check box beside their name, or button for all students.

Step 3 – If you wish you may also specify a date range for the audit report.
Step 3 – Download report.

Bulk Report Download: Final Step

...back to 'Reports' tab

No reports meeting your criteria were found.

Monthly Report Management (Optional)

View submitted & missing reports. Track reports awaiting signoff.

Monthly Report management

0 reports have been submitted this month

View all submitted reports for this month

View missing reports for this month

Missing Reports for previous months

Month: January 2011

View missing reports

Multiple Missing Reports for previous 3 months (including July)

View missing reports

Submitted Reports for previous months

Month: January 2011

View submitted report

Re-registration status report

For students who registered in January

View report

Reports awaiting supervisor signoff

0 Students
**Monitor Meetings**

View current, previous and future week or month reports.

Send emails to Supervisors for meetings which were held over a month ago but are still awaiting signoff.

**Calculate Points and Points information (Optional)**

Points for training are updated continually, however, this option forces a recalculation. Calculate Points and Points information, show the number and percentage of students with more than 30 points (for those Faculties and Schools that employ a points system for research training).

**Points warnings**

Lists students in Years 1, 2, 3 with less than the required points.
Email tab

This facility allows you to email all the Students in your Faculty/School with a custom From and Reply-to address.

Upload tab

The Upload tab allows an Administrator to upload file types including: Formula, Image for Web, Other or Training Plans on behalf of students.

In order to upload a file: select the appropriate Student from the student dropdown list box, select the type of file you wish to upload from the dropdown list, add a title, choose the file by browsing to its location and then finally click on the upload button.
Queries tab

The following queries can be produced by Faculty or School.

<table>
<thead>
<tr>
<th>Select a query</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Data (Completed/Withdrawn Students)</td>
</tr>
<tr>
<td>Banner Data (Current Students)</td>
</tr>
<tr>
<td>English test scores</td>
</tr>
<tr>
<td>Ethics: Human Issues</td>
</tr>
<tr>
<td>Low English test scores</td>
</tr>
<tr>
<td>Notes and Actions</td>
</tr>
<tr>
<td>Start Dates and End Dates</td>
</tr>
<tr>
<td>Students and Supervisors</td>
</tr>
<tr>
<td>Supervising across multiple schools</td>
</tr>
<tr>
<td>Time taken to Transfer</td>
</tr>
</tbody>
</table>

From the dropdown Query list box select the query you require and from the Query by list box select the faculty or School to which the query should return results.

Preferences tab

Some tabbed functions can be set to ‘Hide or Show’ depending on a School’s requirements from the dropdown list boxes. Every time a change is made the selection is saved automatically.

The default email address of the Administrative Office belonging to each school can also be changed if required. This is also saved automatically.
Student Administration

Selecting a Student

A student can be selected in either one of two ways:

1. A student can be selected by entering the Student Name or ISS Username or Student ID into the ‘Student search’ box on the right of the screen and clicking on the button and then clicking on the Student link from the returned results.

2. By clicking on the ‘Student A-Z’ link on the left hand side of the screen and then clicking on the Student link from the returned results. The students can be filtered by surname, year of study, current students and complete-withdrawn students.

Monthly reports tab (Optional)

Indicates how many reports are to be submitted by a Student, how many have been submitted/started for the year and how many have been signed off by the Supervisor.
Supervision tab

There are two aspects to the Supervision tab:

1. The Student’s PDR can be viewed as read only by clicking on the button.

2. Allows you to assign Supervisors, Postgraduate Research Tutor, Advisors and Assessors to the selected Student.

Training and Events Log tab

Record and summary of Training and Events attended by the Student.
Symposia tab (optional)

Papers presented at Faculty/School Symposium(s).

Feedback tab

The Feedback tab displays feedback relating to demonstrations, practicals, observations and teaching.
**Audit tab**

View the latest audited events relating to the Student.

**Admin notes tab**

Administrative notes that can be added relating to the Student.
History tab
The History tab provides the facility to download and report about students.

Business Process

Postgraduate Research Students and the Postgraduate Development Record System

Introduction

Postgraduate Research (PGR) Student processes at the University of Leeds are governed by the University’s Code of Practice for Research Degree Candidatures. The Code of Practice is available at: http://www.leeds.ac.uk/rsa/policies.html

The Code of Practice is supplemented by 9 Faculty Protocols which describe in more detail the specific arrangements within each Faculty. Faculty Protocols are available at www.leeds.ac.uk/rsa/home/faculty.html

The University’s Code of Practice requires that there should be at least one Postgraduate Research Tutor in each School. Subject to the overall responsibility of the Director of the Faculty Graduate School and the Head of School, responsibilities of the PGR Tutor include the recording and monitoring of progress of research students (with absence being reported).

The Director of the Faculty Graduate School/Head of School/Postgraduate Research Tutor (i) should keep a comprehensive record of the student’s candidature, including notes of supervision meetings, reports, the agreed training plan and records and other information (for example, medical certificates) having a bearing on the student’s progress; (ii) have overall responsibility for ensuring that formal assessment and monitoring of progress takes place and that any emerging issues are addressed (see section 6.4 of the University Code of Practice).

The Postgraduate Development Record System has been designed to support both staff and research students in creating and maintaining the record of the research degree candidature.

Supervision and Monitoring Arrangements

Records of Formal Supervision Meetings

Supervisors are responsible for ensuring that there are written records of all formal supervision meetings and, from session 2011/12, these shall be kept in the PDRS.

The expectation is that a full-time research student has a right to a minimum of 10 formal supervision meetings a year. The relevant number for part-time students is 5 a year. However, the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas. Where students are abroad or at other institutions in the UK formal supervisory contact may take place by means other than face-to-face meetings, eg telephone, email, skype etc.
Directors of Faculty Graduate Schools are encouraged to specify the minimum number of formal meetings required in the relevant areas subject to meeting the minimum requirements specified by the University in the Code of Practice for Research Degree Candidatures. Further details are available within the relevant Faculty Protocols.

During the referral period students may request up to 6 supervisory meetings per year.

**Progress Reports**

There should be regular written reports by the supervisor on the student’s progress. The University’s Code of Practice requires that as a minimum, there should be a report at the mid-point of the first year of the candidature (in the case of part-time candidates the equivalent point will be after nine months), at the transfer stage and at least annually thereafter. Details of requirements at Faculty level are outlined in the relevant Faculty Protocol.

The progress of the student in acquiring sufficient expertise in “generic and subject/professional skills” will be monitored regularly by supervisors in their reports on students’ progress as well as in the “transfer process”. Progress will be reviewed against the agreed training plan and relevant learning outcomes. It is essential that the student should be given clear information in writing on the assessment of progress.

Reports should be considered by the Faculty Graduate School Committee, the Postgraduate Research Committee or other formal body adopted by the Faculty or School.

Where progress is deemed to be unsatisfactory, the student should be interviewed by the Postgraduate Research Tutor and the supervisor and specific instructions and objectives given. The student should be advised that failure to meet those requirements may lead to a recommendation for the termination of the candidature.

**Transfer Arrangements**

Research candidates which are intended to lead to a Doctoral award are subject to a process whereby the student is formally assessed and, if successful in the assessment, is ‘transferred’ to a specific degree category after an initial, provisional stage.

The assessment at the ‘transfer’ stage is intended to identify whether the individual student and the research project have the potential for research at Doctoral level and also to ensure that the student has made satisfactory progress with the agreed training plan.

Students are required to submit a transfer document and a statement of Academic Integrity and Safeguarding the University Data. This can be done using the PDRS.

The assessment Panel must comprise a minimum of two individuals and include at least one independent individual who has not been involved in the supervisory support arrangements for the student. These arrangements, however, do not preclude a member of the supervisory team from serving as a member of the assessment Panel. At least two members of an assessment Panel (including the independent assessor) should be from the same or from a cognate subject area or discipline to the work submitted by the student.

The decision on transfer should be based on evidence as prescribed by the Faculty Protocol for the implementation of the Code of Practice. This must include the agreed training plan and record of training and information about skills development and ethical issues with the research. This might also include a synopsis of the work already carried out, a sample chapter, a planned schedule of the work, a summary of the periodic reports by the supervisor and other written or experimental work.

The student must be interviewed by the assessment Panel and this should take the form of a viva voce examination.

It is important that the University’s prescribed time-limits for ‘transfer’ decisions are adhered to. These time limits are prescribed by the University for each doctoral programme of study and are published in the booklet entitled Ordinances and Regulations and Programmes of Study for Research Degrees (the time limits are also detailed in Appendix A of this manual). Some Schools set time limits for transfer to doctoral study at an earlier point than the University’s maximum time limits. Where this is the case details are available in the relevant Faculty Protocol.

The decisions that may be made by transfer panels are:

(i) in the case of Provisional candidatures for Doctoral degrees or Postgraduate Research candidatures, transfer to Doctoral registration;
(ii) in the case of Provisional candidatures for the degree of PhD or Postgraduate Research candidatures, transfer to M Phil registration;
(iii) on the first occasion that the work is assessed, and provided that the University’s prescribed time limit permits, deferment of a decision about transfer for a limited period to permit the work to be revised and then reassessed;
(iv) a decision that the candidate withdraw from a research degree candidature.

The decision on transfer must be recorded in writing, agreed by all the members of the assessment Panel and signed off by either the Chair or independent assessor and will contain a brief assessment of the student’s progress. In all cases the student must receive a copy of the decision made by the assessment Panel.

By the end of the appropriate period (or earlier if possible), the Graduate Board requires from faculties/schools the following information in respect of each candidate for whom the school has responsibility:

(i) whether the candidate should now be registered for the degree of PhD (or other Doctoral programme) or MPhil
(ii) the name(s) of the supervisor(s)
(iii) the draft title of the thesis
(iv) confirmation that the candidate has made satisfactory progress on the agreed training plan, appropriate ethical review arrangements are in place and that data storage and safeguarding issues have been addressed
(v) any other factors which the school wishes to draw to the attention of the Graduate Board.

Also, for candidates registered on practice-led programmes with effect from September 2010 only:

(vi) details of the work that will contribute to their final submission.

Candidates accepted for the degree of M Phil will not be required to undergo a transfer assessment.
Further details about the transfer procedure are set out in the Guidelines on University Procedures and Recommended Best Practice for Members of a Transfer Panel are available from; http://www.leeds.ac.uk/rsa/policies.html

Checking Transfer Reports for Plagiarism

All research students are required to maintain high standards of academic conduct and, in particular, to avoid conduct amounting to the fabrication of research results or plagiarism.

A sample of transfer reports should be checked for plagiarism (for example through Turnitin). After students have uploaded their transfer reports into the PDRS, administrators may download the files into a zip folder which can in turn be uploaded into Turnitin. The school administrators will inform the Postgraduate Research Tutors that the Turnitin error reports are available. The Postgraduate Research Tutors will then take appropriate action with individual students if necessary.

Guidance on the University procedures for investigating plagiarism in research degree work and the Procedure for consideration of information alleging that work submitted within a research degree has been plagiarised are available from; http://www.leeds.ac.uk/rsa/policies.html

Details about Turnitin are available from the SDDU website; http://www.sddu.leeds.ac.uk/online_resources/assessment/administration/turnitin.html

Training Arrangements

A number of providers at the University work closely together in offering training and development opportunities to research students. Full details of all opportunities across the University can be found at the University's Research Training and Development website www.leeds.ac.uk/rtd

The responsibilities of a Supervisor include:

- conducting, with the student, a training needs analysis within one month of commencement of study and agreeing a training plan (the training needs analysis is available in the PDRS). The supervisor is responsible for initiating the process which is intended to help monitor and assess the achievements of the student in acquiring sufficient expertise in "generic and subject/professional skills";

- reviewing the analysis regularly (at least annually) and assisting the students in identifying other training needs and in reflecting upon their personal development, for instance by reference to the Statement on Learning Outcomes;

- where the programme contains subject specific modules, directing the student through the relevant programme of courses;

- seeking to ensure that the student receives available research training (e.g., by attendance at courses) which may be necessary or appropriate in the individual case.

The responsibilities of Students include:

- reaching agreement with the supervisor on an appropriate training plan;

- attending appropriate training courses, personal development programmes and research seminars in consultation with their supervisor.

The Training Plan and a record of the training undertaken by a student will be recorded in the PDRS.
Information for Postgraduate Research Tutors

Compliance with the Code of Practice for Research Degree Candidatures

The Postgraduate Development Record System provides the opportunity for Postgraduate Research Tutors (PGRTs) to monitor progression activity by electronic means. It provides PGRTs with the tools to ensure students, supervisors and transfer assessment panels are compliant with the University Code of Practice and Faculty Protocols. For example ensuring that the appropriate number of formal supervision meetings have taken place and are recorded, regular reports on student progress are prepared by the supervisor(s) and that transfer assessments are conducted within appropriate time limits. PGRTs will also be able to monitor the quality of such reporting and to take steps to address any emerging issues.

Change of Supervisors

In circumstances where supervisors leave the University they must ensure that, prior to their departure, the Head of School or individual to whom responsibility has been delegated (normally the PGR Tutor) is notified. In this situation, the Head of School must satisfy himself/herself that alternative and acceptable supervision arrangements are put in place.

Recommendations for any changes in supervision arrangements must be made to Research Student Administration so that updates may be made to the student’s Banner record. This is important for the effective administration of the candidature, supervisor access to the PDR and maintenance of data quality to meet the University’s various reporting requirements (eg REF). Notification of Changes of Supervisor may be initiated via the PDR.

Change of Thesis Title

Postgraduate Research Tutors are responsible for monitoring thesis titles until the examination stage.

For PhD registration, the draft title of the thesis may be fairly broad at the time of commencement of study to allow a wider area of research at the start of the candidature, whilst discussions about the precise focus take place. The title of the research must be clearly defined and focussed by the transfer assessment stage and reported to RSA with the recommendation for transfer to a definite degree category.

For MPhil and Mastership by Research registration a draft thesis title must be confirmed at the time of acceptance of the candidate and reported to RSA with the recommendation for acceptance. Due to the tight timescale for completion it is essential that the research project is clearly defined and focussed before the candidate commences study.

Postgraduate Research Tutors should review the title of the research on an annual basis to ensure that it is still an appropriate description of the work being carried out. Where it is identified that there has been a change in the focus of the research, an amended thesis title should be reported to RSA so that the University records may be updated accordingly. Amendments to thesis titles may be reported to RSA at the time of registration or, if not at the time of registration, in writing from the Postgraduate Research Tutor.

For all research degree candidates, the final thesis title must be confirmed at the time of submission of the examination entry form. Changes to the title of the thesis should not normally occur after the entry form has been approved by the Examinations Group. Supervisors are asked to note the following good practice which may assist with the development of the research, target setting and professional development of the students:

(a) the need to ensure that each research student has a clearly defined and unique thesis title;
(b) the use of short titles which clearly reflect the work being undertaken;
(c) the avoidance of unnecessary words such as “an introduction to, an evaluation of, an investigation into, a study of”;
(d) the use of titles which are relatively narrowly focussed to reflect the restricted length of the period of study;
(e) the use of titles which locate the work in the relevant discipline or disciplines;
(f) the use of grammatically correct language;
(g) the use of a title, where possible, which can indicate clearly the area of research, even to those outside the discipline/s.

It is recognised that the use of the first person in a thesis title may be appropriate in exceptional cases and where this is indicative of the thesis methodology. A request for permission to use the first person in a thesis title must be submitted for consideration by the Programmes of Study and Audit Group (via RSA) by no later than the transfer stage and the rationale for its use must be clearly justified.
## Appendix A  Transfer Deadlines

It is important that the University’s prescribed time limits for transfer are adhered to:

<table>
<thead>
<tr>
<th>Method of Study</th>
<th>Degree</th>
<th>Upgrade review to be held</th>
<th>Final Decision must be taken by no later than</th>
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</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Postgraduate Research, Provisional PhD, DDSc or MD</td>
<td>within the first 12 months of period of study</td>
<td>18 months from the date of commencement of study</td>
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<tr>
<td>Part-time</td>
<td>Postgraduate Research Provisional PhD, DDSc, DBM</td>
<td>within the first 24 months of period of study</td>
<td>30 months from the date of commencement of study</td>
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<tr>
<td>Part-time</td>
<td>Provisional DBM</td>
<td>within the first 24 months of period of study</td>
<td>36 months from the date of commencement of study</td>
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<tr>
<td>Full-time</td>
<td>Postgraduate Research DHSC</td>
<td>within the first 15 months of period of study</td>
<td>21 months from the date of commencement of study</td>
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<tr>
<td>Part-time</td>
<td>Postgraduate Research DHSC</td>
<td>within the first 30 months of period of study</td>
<td>36 months from the date of commencement of study</td>
</tr>
<tr>
<td>Full-time</td>
<td>Provisional DClin Psychol, DClinDent</td>
<td>within the first 18 months of period of study</td>
<td>24 months from the date of commencement of study</td>
</tr>
<tr>
<td>Part-time</td>
<td>Provisional DClinDent</td>
<td>within the first 30 months of period of study</td>
<td>38 months from the date of commencement of study</td>
</tr>
<tr>
<td>Part-time</td>
<td>Provisional MD</td>
<td>within the first 18 months of period of study</td>
<td>24 months from the date of commencement of study</td>
</tr>
<tr>
<td>Full-time</td>
<td>Provisional EdD</td>
<td>within the first 24 months of period of study</td>
<td>24 months from the date of commencement of study</td>
</tr>
<tr>
<td>Part-time</td>
<td>Provisional EdD</td>
<td>within the first 36 months of period of study</td>
<td>36 months from the date of commencement of study</td>
</tr>
<tr>
<td>Split-site</td>
<td>Provisional PhD</td>
<td>As specified in the Programme of Study for Models A, B or C</td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>Integrated degree of PhD and Master</td>
<td></td>
<td>Candidates are accepted for study to the registration category of Postgraduate Research. Upon completion of the first year, candidates are required to undergo an assessment for transfer to Provisional PhD status. If successful, in transfer to Provisional PhD status, candidates will be required to undergo assessment for transfer to PhD status before the end of the second year of study</td>
</tr>
</tbody>
</table>

3 New split-site programmes introduced from session 2007-2008.
Appendix B  Ethical Review Processes

Details about the Ethical Review Process, links to University policies and guidance and information about ethics training courses and events as well as a list of ethics FAQs are available from:

www.leeds.ac.uk/ethics

The latest version of the Ethical Review form along with guidance notes to help with completion is available from:

http://researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice/ethical_review_process/university_ethical_review-1

The faculties of Arts, ESSL, Environment, LUBS and PVAC are currently taking part in a pilot of a ‘light touch’ ethical review process for low risk projects. Further details and the application form itself are available at

http://researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice/ethical_review_process/light_touch_ethical_review-1. The pilot started during Session 2010/11 and will be reviewed in spring 2012. Depending on its success the light touch process may be rolled out across the University.

The process for obtaining NHS ethical approval is separate to the University’s internal ethical review process. Information on NHS ethical review is available at

http://researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice/ethical_review_process/nhs_ethics_review-1. Applications for NHS ethical review from all faculties are dealt with by the Faculty of Medicine and Health Research Support Office, the contact email is governance-ethics@leeds.ac.uk. If NHS ethical review is required then University ethical review is not needed as well.
Appendix D Recording of Formal Supervision Meetings

Records of Formal Supervision Meetings

Minimum 1 per year for full time students | 1 per year for part time students

- Supervisor
- Student
- Meeting Schedule
- Minutes
- Action Items
- Meeting Notes
- Record of Meeting

This process is new or has been modified since it was last reviewed. The information presented here is subject to change.

- Process Owner: Jackie McElroy
- Last Review: 11/02/2010
- Created By: Mark Hendson
- Version: 04

Appendix E Transfer Process

Transfer Process

- HDR – process for managing transfers

- Transfer form submitted to the Supervisor
- Supervisor to submit Transfer Process for approval
- Transfer document submitted to the Transfer Office
- Transfer document submitted to the Faculty
- Transfer document submitted to the Registrar

Terminology

- Transfer form:
  - Transfer form submitted to the Supervisor
  - Transfer document submitted to the Faculty
  - Transfer document submitted to the Registrar

- Transfer Process:
  - Transfer Process for approval

- Transfer Office:
  - Transfer document submitted to the Transfer Office

- Registrar:
  - Transfer document submitted to the Registrar
Appendix F  Recording Student Training

**Recording Research Student Training**

- Student and Supervisor carry out Training Needs Analysis in first month of candidature
- Training Plan Produced
- Student undertakes Faculty/School based training
- School records training on Personal Development Record
- Student records training on Personal Development Record
- Training provider records training on Personal Development Record
- Student takes Taught module (for credit)
- Student Administration records training on Personal Development Record
- Student takes Taught module (auditing)

Training Needs Analysis regularly undertaken and Training Plan reviewed by student and supervisor

This process is new or has been modified since it was last reviewed, the information presented here is subject to approval.

Appendix G  Data Protection Act

The University and all staff or others who process or use any personal information must ensure that the data protection principles and the law under the Act are followed and fully implemented. In order to facilitate this, the University has developed a code of practice on data protection, which is available to view at - http://campus.leeds.ac.uk/dpa/code.htm
## Change Control

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<td>Yunas Mohammed</td>
<td>Alison Leach</td>
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