UNIVERSITY OF
Southampton

PGR Tracker Quick Guide

PGR Tracker (https://pgrtracker.soton.ac.uk) is a programme which tracks your progress against Research Milestones as prescribed by the University's Regulations and Code of Practice for doctoral degrees.

On the system you can check the deadlines for your milestones, upload the review reports and check any training that needs to be completed or that you have already taken part in. The system will remind you when review reports are ready and once submitted you can check the progress of the report throughout the workflow and received feedback on it by your examiners.

Your details

On the home page when you log in there is a large grid containing all your key details. Please check the details here are correct, especially your start date, name, date of birth and programme of study. If anything needs to be updated contact your Faculty Graduate School Office.

Student Detail

Student:	Testing, Fee	**University ID:**	26510766
Research Group	Bioengineering Group		
Primary Main Supervisor 50%	Dr AJ Chipperfield	**Advisors Group:**	Bioengineering Group
Second/Co-Supervisor 50%	Dr A Mcalpine	**Advisors Group:**	Acoustics Group
Commence Date:	27-Sep-2012	**Current Months**	85
Status	Active, may register	**Enrolment Status:**	Eligible to enrol/register
Mode Of Study:	Full Time	**Oversea / Uk:**	UK
Academic Unit	FEE Education Hub	**Email**	ft3a12@soton.ac.uk
Nationality:	United Kingdom	**Faculty:**	Engineering and Physical Sci (A3)
Program:	5112	**Program Description:**	MPhil/PhD Eng & the Env
WorkFlow Status:	**Task**		**Task With**
	Intention to submit a softbound thesis for (Testing, Fee)		Testing, Fee
	Amendment to Postgraduate Student Record for (Testing, Fee)		Testing, Fee
	Transfer to Nominal Registration Student Form for (Testing, Fee)		Testing, Fee
	Student to upload Upgrade Review Progress Report and update training information for (Testing, Fee)		Mr F Testing

Your timeline

At the top of your page you will see a timeline of your entire research degree programme. This will provide you with submission deadlines for all your progression milestones and the ultimate deadline for the submission of your degree thesis. If during your studies you choose to suspend to are required to extend a deadline this will be reflected here and your deadlines updated. Your supervisor can also see this on their PGRTracker page. Once a task has been completed it will turn green.

Timeline

Milestones							
				● Post-Upgrade Review Report Due			
			● First Review Report Completed				
		● Academic Needs Analysis Completed					
	● Commence Date		● PhD Upgrade Due		● Thesis Submission Deadline		
	2012	2013	2014	2015	2016	2017	2018

Get an iCal Feed Link of this timeline for your calendar

If you would find it easier you can export this to your own calendar using the ical feed link at the bottom of the timeline.

Your tasks

When a task is due for completion it will show up in the task box at the very top of your home page. The system will also send you an email reminder that the task is now live and needs completing.


To complete the task you should click on it which will open a page allowing you to complete mandatory questions and also upload documents to support the task.

At the top of the page there is a workflow tab showing each stage of the workflow the form will pass through. Completed stages will appear as green. This will allow you to see what has been completed and where the form is going next.
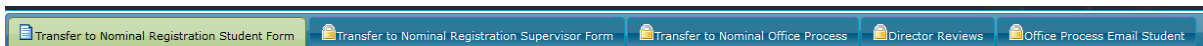
Once you have completed the form you will need submit the form by clicking the relevant button on the bottom of the page. This will send it to the next stage of the workflow which is usually your supervisor.
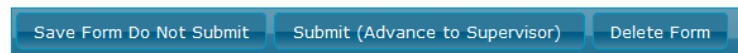

If you ever need to check where in the workflow a form/task is then it will show on your home page at the bottom of the details tab.


Here you will be able to see each task that is in progress and who in the process the task is with.

If you ever need to look back on old forms that have completed the workflow and completed the process you can select PDF reports on the homepage. This will show a list of all tasks you have completed as well as any documentation that has been uploaded as part of the workflow. Your examiners and supervisor will provide useful feedback on each of your milestone reports, so it is worth reviewing these regularly.
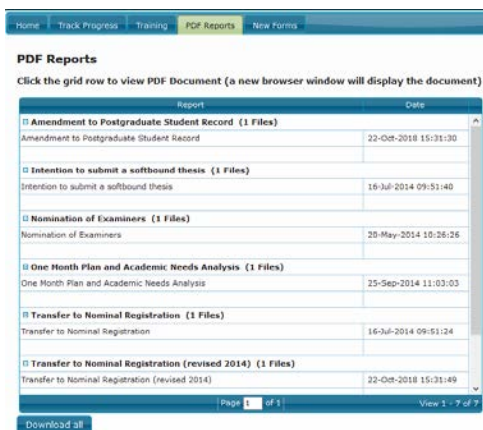
There are a couple of forms you may wish to initiate yourself at some point during your research degree. These forms are located in the New Forms tab on the home ribbon.
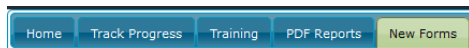
They are;

- Amendment to post graduate student record – using this form you can switch mode of study or withdraw from your degree programme.
- Submit the intention to submit – this is required at least two months prior to the submission of your final degree thesis to formally notify the graduate school office and your supervisor you will be submitting.
- Transfer to Nominal Registration – Once you have met the formal requirements then you may wish to transfer to nominal registration. You should use this form to initiate that process.

Your training

The training tab will provide you a list of what training is mandatory on your course and which of those mandatory courses have been completed.

It will also provide a list of any training that has been booked onto through GradBook or added into your training record as part of the Academic Needs Analysis.

Getting Help

Each form you will need to complete has detailed instruction on it of the process that should be followed. If you are unsure of any content that needs to be uploaded as part of a progression review please see the PGR Handbook which contains detailed information about progression milestone requirements.

If you can't find your answer then please contact you Faculty Graduate School Office who will be able to assist you.