

**Bournemouth
University**

ProGRESS

Overview & User Manual

June 2023 v.2

What is ProGRess?

- ProGRess is the online research degree monitoring system. It is available to all postgraduate researchers (PGRs), supervisors, and administrators on or off campus 24 hours a day, 7 days a week.
- Using ProGRess, users will:
 - record & monitor research degree progression
 - track progression against expected dates
 - report on activity at PGR, supervisory, faculty or university level.
- **The benefits of this system include:**
 - integrated progress documents and status forms with key details pre-populated
 - automatic email reminders to PGRs, supervisors, and academics involved in the process
 - automatic recalculation of milestone dates in case of any changes
 - greater reporting functionality.

Who can use ProGRess?

ProGRess is a system which aims to support all stakeholders in postgraduate research community:

- Postgraduate Research Students
- Supervisors
- PGR Leads / Deputy Deans
- Postgraduate Research Administrators
- Assessors & Examiners
- Doctoral College

ProGress Support

- For all system related enquiries (e.g. change of password), you should contact the IT Service Desk in the first instance:

Service	Website	Telephone
IT Service Desk	https://live.hornbill.com/buitservicedesk/internal/home/	+ 44 (0) 1202 965515

- For all research degree process related enquiries or issues with data inaccuracies, you should contact your Faculty Postgraduate Research Administrator(s):

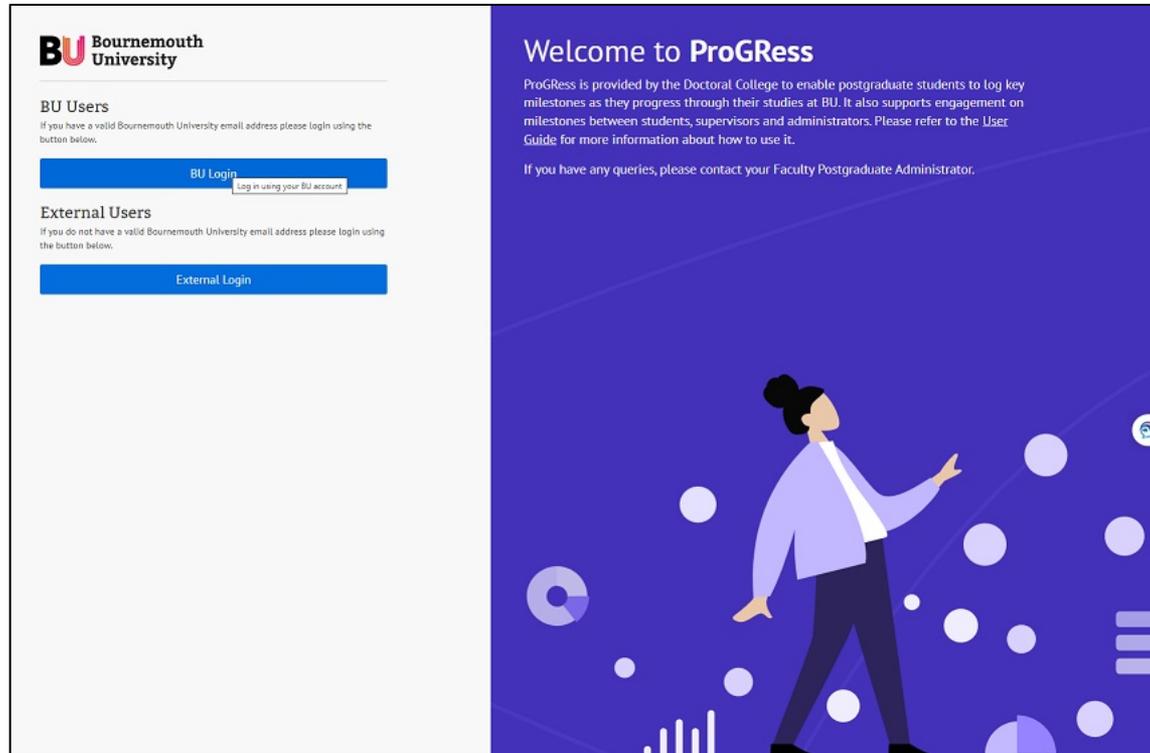
Faculty	Contact	Email
Faculty of Health & Social Sciences	FHSS PGR Admin	FHSSResearch@bournemouth.ac.uk
Bournemouth University Business School	BUBS PGR Admin	BUBSResearch@bournemouth.ac.uk
Faculty of Media & Communication	FMC PGR Admin	FMCResearch@bournemouth.ac.uk
Faculty of Science & Technology	SciTech PGR Admin	SciTechResearch@bournemouth.ac.uk

- Any other enquires related to ProGress, you should contact the Doctoral College

Service	Email	Telephone
Doctoral College	ProGress@bournemouth.ac.uk	+ 44 (0) 1202 968255

How do I access ProGResS?

- You can access ProGResS via the URL: <https://progress.bournemouth.ac.uk/>



We recommend you save this page to your 'favourites' or 'bookmarks' for quick and easy access in future.

How do I log-on to ProGRes?

- **PGRs** (including BU staff PGRs) should login using your student account (e.g. a1234567) and password
- **BU staff** (supervisors) should use your normal login and password
- **External Supervisors** should use their personal email address to login. You will then be prompted to set a password.

The screenshot shows the Bournemouth University 'Register' page. At the top left is the BU logo and 'Bournemouth University'. The main heading is 'Register', followed by the sub-heading 'Associate your BU Account'. A green success message box states: 'You've successfully authenticated with BU Username and Password. Please complete the sign-in process. If your details are incorrect please contact [IT Service Desk](#)'. Below this are three input fields: 'First Name', 'Last Name', and 'Email'. At the bottom is a blue 'Complete' button.

If you need assistance with logging in, please contact the [IT Service Desk](#).

- The Dashboard is your home page, it
 - provides links to all your milestones, requests and supervisory engagements
 - is where notifications of actions for you to complete will be

The screenshot displays the ProGRESS dashboard interface. At the top left is the Bournemouth University logo. Below it is a navigation menu with 'Home', 'Reports', 'Search', and 'Research Milestones'. The main area is titled 'Dashboard' and contains a grid of tiles:

- Outstanding Re-enrolment Reviews (green icon with person and plus)
- Outstanding Probationary Reviews (blue icon with clock)
- Outstanding Major Reviews (red icon with list)
- Outstanding Intention to Submit & Nomination of Examiners (yellow icon with document)
- Outstanding Declarations (dark grey icon with document)
- Outstanding Viva Voce (purple icon with person and speech bubble)
- Supervisory Engagements Overdue (blue icon with calendar)
- Outstanding Award Completions (green icon with trophy)
- Created Change Requests (red icon with document and plus)
- Notifications (dark blue icon with bell)

PGR Information: *Milestone Summary*

Search

Research Milestones

Research Milestone

- Probationary Review
- Re-enrolment Review
- Major Review
- Intention to Submit
- Submission & Examination
- Award Completion

Summary

Core Area

Engagements

Change Requests

Training Records

Milestones

Due date Completion date

17/12/2018	29/01/2019	Probationary Review
01/06/2019	16/05/2019	Re-enrolment Review
17/11/2019	25/02/2020	Major Review
01/06/2020	28/05/2020	Re-enrolment Review
01/06/2021		Re-enrolment Review
01/06/2022		Re-enrolment Review

- For each PGR, this page provides a summary of the individual key milestones:
 - when each is due
 - when each is completed
- You can link directly from here to each milestone

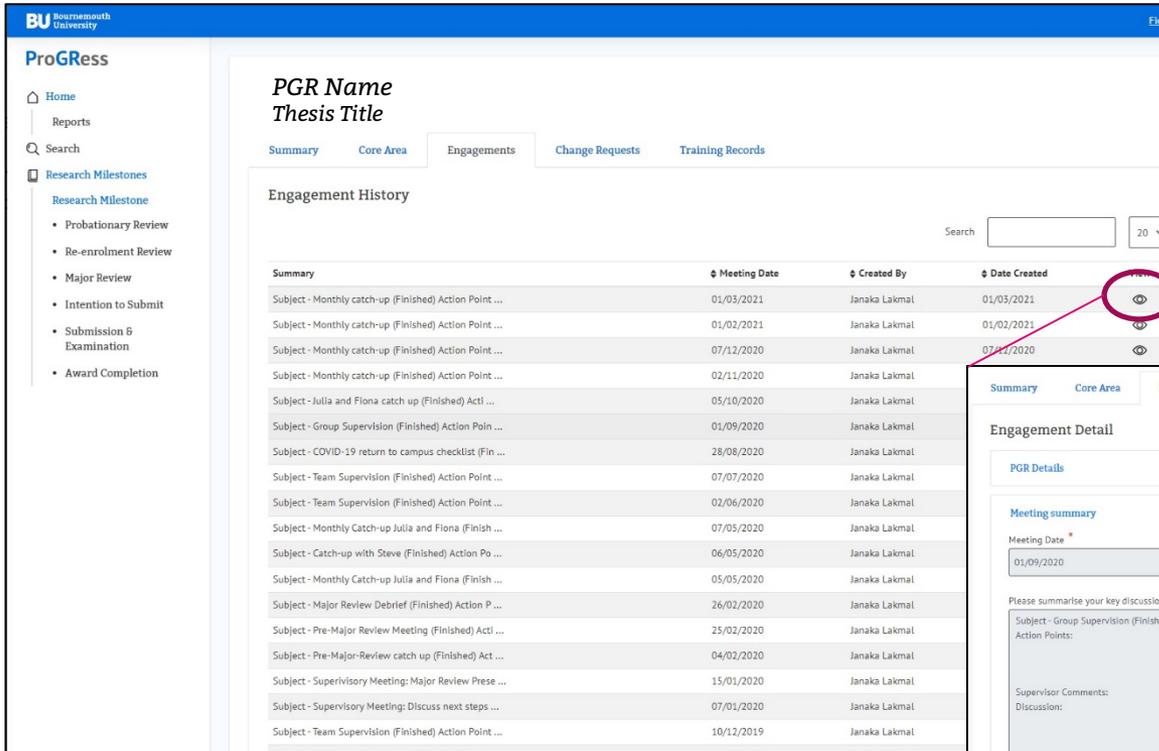
PGR Information: *Core Area*

The screenshot displays the ProGress system interface. On the left is a navigation menu with options like Home, Reports, Search, and Research Milestones. The main content area shows the 'PGR Name' and 'Thesis Title' at the top. Below this are tabs for 'Summary', 'Core Area', 'Engagements', 'Change Requests', and 'Training Records'. The 'Core Area' tab is active, showing a 'Main Details' section with a table of student information.

Main Details	
Student Number	
Full Name	
Email Address	
Faculty	Faculty of Health and Social Sciences
Department	Faculty of Health and Social Sciences
Research Degree Programme	Doctor of Philosophy
Mode of Attendance	Full Time
Is Member of BU Staff?	No
Status	Transferred
Start Date	17/09/2018
End Date	19/09/2023
Original Title of Thesis	
Current Title of Thesis	
Fee Region	Horne
Funding Source	No fees
Is on VISA?	No

- This page provides a summary of key information related to the individual PGR's enrolment

PGR Information: Engagements



ProGRESS

Home
Reports
Search

Research Milestones

- Research Milestone
- Probationary Review
- Re-enrolment Review
- Major Review
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- Submission & Examination
- Award Completion

PGR Name
Thesis Title

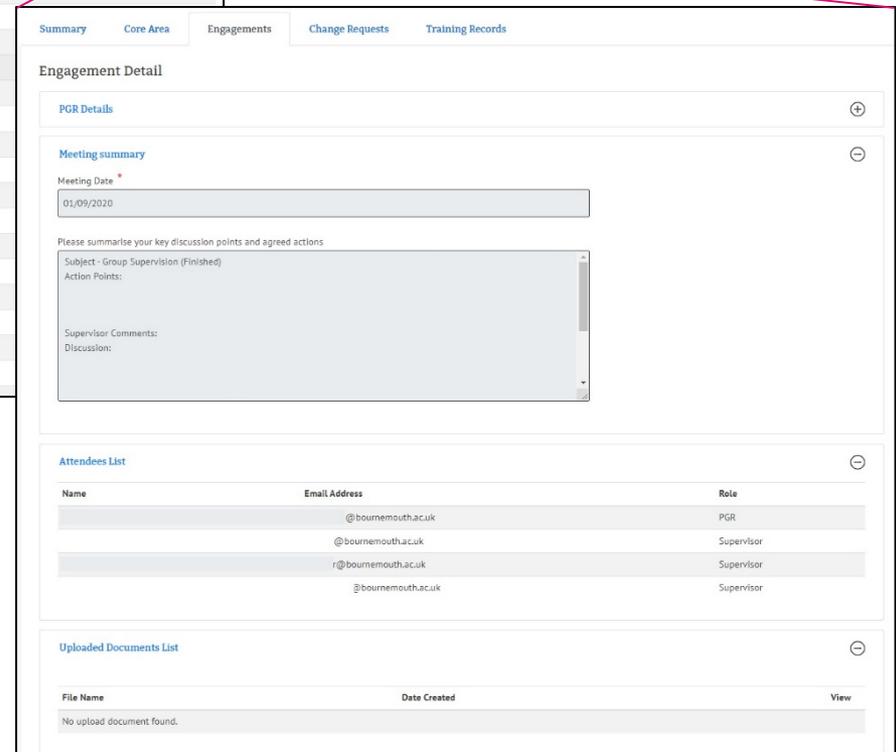
Summary Core Area Engagements Change Requests Training Records

Engagement History

Search 20

Summary	Meeting Date	Created By	Date Created	View
Subject - Monthly catch-up (Finished) Action Point ...	01/03/2021	Janaka Lakmal	01/03/2021	
Subject - Monthly catch-up (Finished) Action Point ...	01/02/2021	Janaka Lakmal	01/02/2021	
Subject - Monthly catch-up (Finished) Action Point ...	07/12/2020	Janaka Lakmal	07/12/2020	
Subject - Monthly catch-up (Finished) Action Point ...	02/11/2020	Janaka Lakmal		
Subject - Julia and Fiona catch up (Finished) Acti ...	05/10/2020	Janaka Lakmal		
Subject - Group Supervision (Finished) Action Poi ...	01/09/2020	Janaka Lakmal		
Subject - COVID-19 return to campus checklist (Fin ...	28/08/2020	Janaka Lakmal		
Subject - Team Supervision (Finished) Action Point ...	07/07/2020	Janaka Lakmal		
Subject - Team Supervision (Finished) Action Point ...	02/06/2020	Janaka Lakmal		
Subject - Monthly Catch-up Julia and Fiona (Finish ...	07/05/2020	Janaka Lakmal		
Subject - Catch-up with Steve (Finished) Action Po ...	06/05/2020	Janaka Lakmal		
Subject - Monthly Catch-up Julia and Fiona (Finish ...	05/05/2020	Janaka Lakmal		
Subject - Major Review Debrief (Finished) Action P ...	26/02/2020	Janaka Lakmal		
Subject - Pre-Major Review Meeting (Finished) Acti ...	25/02/2020	Janaka Lakmal		
Subject - Pre-Major-Review catch up (Finished) Act ...	04/02/2020	Janaka Lakmal		
Subject - Supervisory Meeting: Major Review Prese ...	15/01/2020	Janaka Lakmal		
Subject - Supervisory Meeting: Discuss next steps ...	07/01/2020	Janaka Lakmal		
Subject - Team Supervision (Finished) Action Point ...	10/12/2019	Janaka Lakmal		

PGRs are required to record an engagement with their supervisory team every 30 days



Summary Core Area Engagements Change Requests Training Records

Engagement Detail

PGR Details

Meeting summary

Meeting Date *

01/09/2020

Please summarise your key discussion points and agreed actions

Subject - Group Supervision (Finished)

Action Points:

Supervisor Comments:

Discussion:

Attendees List

Name	Email Address	Role
	@bournemouth.ac.uk	PGR
	@bournemouth.ac.uk	Supervisor
	r@bournemouth.ac.uk	Supervisor
	@bournemouth.ac.uk	Supervisor

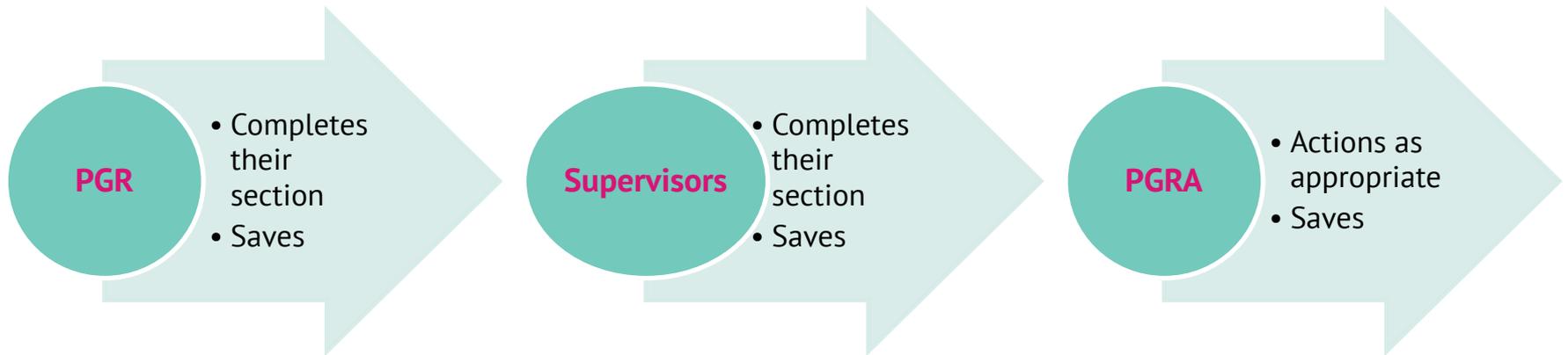
Uploaded Documents List

File Name	Date Created	View
No upload document found.		

- You can see a list of all PGR Supervisory engagements
- Click on the view icon  to see further details
- Click on 'add new'

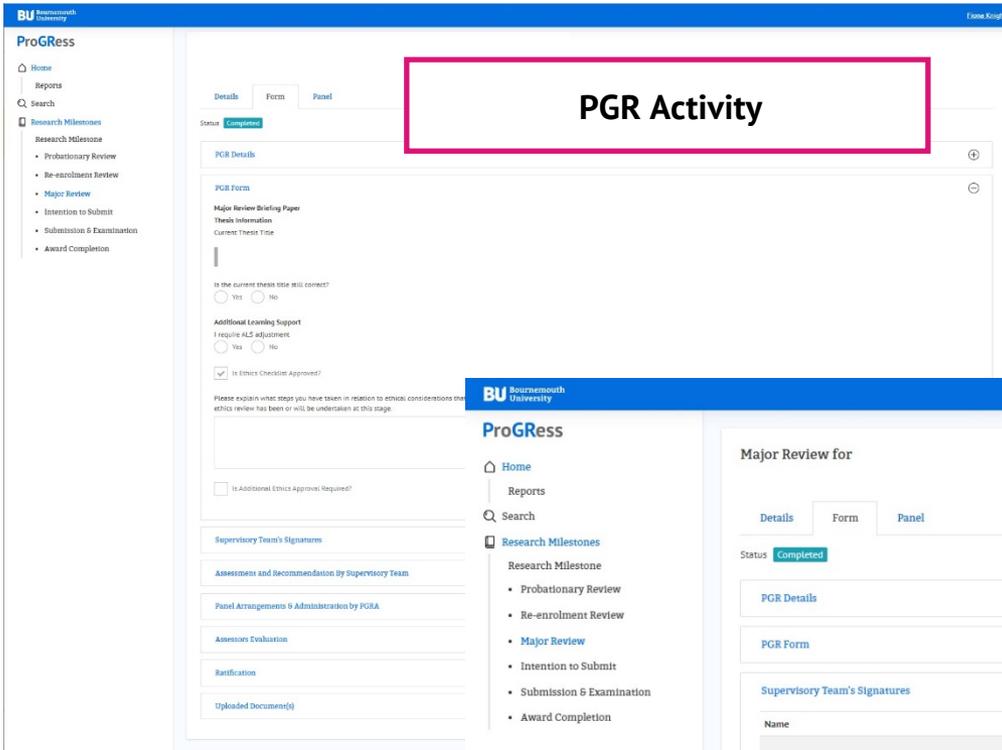
Milestone Workflows (1)

- Details of each milestone is set out in the *Code of Practice for Research Degrees*
- Overarching workflow for each milestone is as follows:



- ProGRes will send email notification when action is required
 - a link will be provided in the email
- Or you can link to the action from Dashboard / Notification

Milestone Workflows (2)



ProGRESS Elena Knight

Home | Reports | Search

Research Milestones

- Research Milestone
 - Probationary Review
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 - Award Completion

PGR Activity

Details | Form | Panel

Status: **Completed**

PGR Details

PGR Form

Major Review Briefing Paper

Thesis Information

Current Thesis Title

Is the current thesis title still correct?

Yes No

Additional Learning Support

I require ALS adjustment

Yes No

Is Ethics Checklist Approved?

Please explain what steps you have taken in relation to ethical considerations that ethics review has been or will be undertaken at this stage.

Is Additional Ethics Approval Required?

Supervisory Team's Signatures

Assessment and Recommendation By Supervisory Team

Panel Arrangements & Administration by PGRA

Assessors Evaluation

Ratification

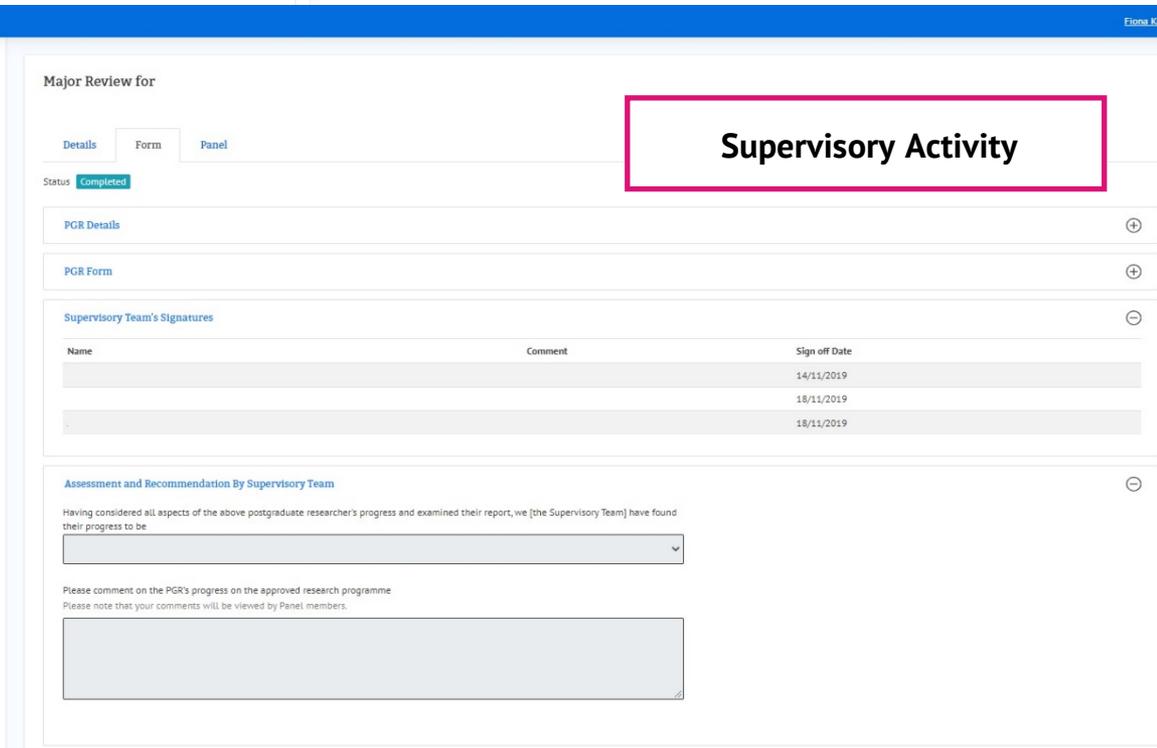
Uploaded Document(s)

ProGRESS

Home | Reports | Search

Research Milestones

- Research Milestone
 - Probationary Review
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ProGRESS Elena Knight

Home | Reports | Search

Research Milestones

- Research Milestone
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 - Intention to Submit
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 - Award Completion

Supervisory Activity

Details | Form | Panel

Status: **Completed**

Major Review for

PGR Details

PGR Form

Supervisory Team's Signatures

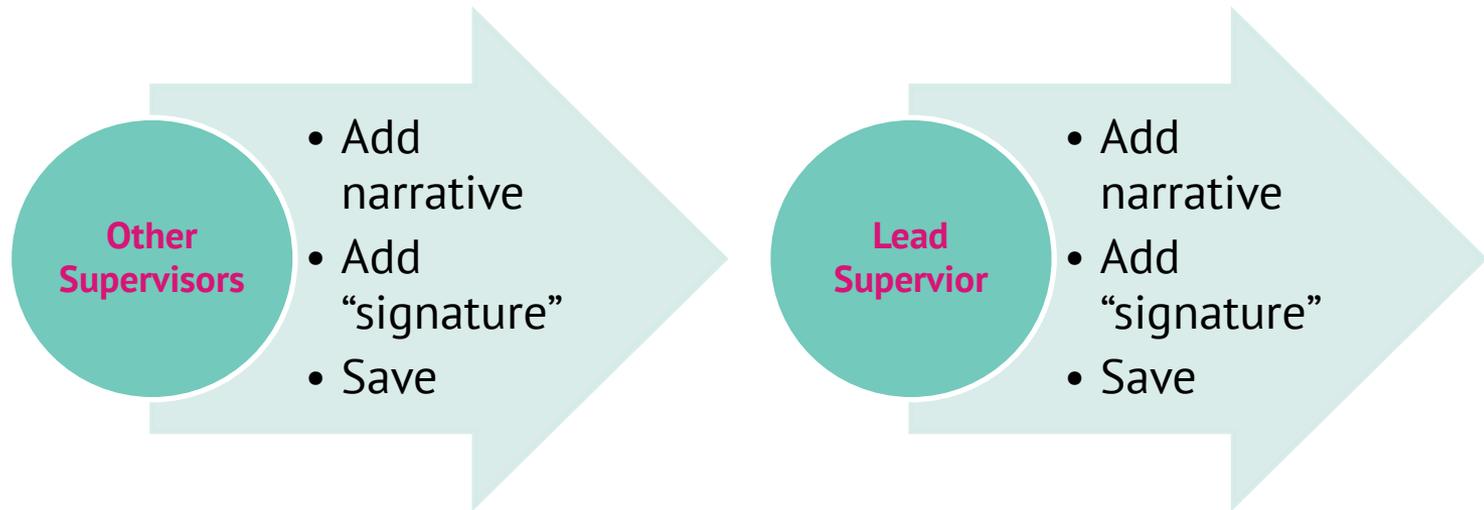
Name	Comment	Sign off Date
		14/11/2019
		18/11/2019
		18/11/2019

Assessment and Recommendation By Supervisory Team

Having considered all aspects of the above postgraduate researcher's progress and examined their report, we [the Supervisory Team] have found their progress to be

Please comment on the PGR's progress on the approved research programme
Please note that your comments will be viewed by Panel members.

Supervisory Approval



- All supervisors are required to comment (if appropriate) and approve each milestone
- Lead Supervisor can only add their comments once all other supervisors have completed their action
- **NB: For the Nomination of Examiners, only the Lead Supervisor is required to action**
- **NB: For Declaration only, the Lead Supervisor is required to action first**

- Notification of outstanding actions will be emailed to the PGR or Supervisors

Dear

Your Major Review is due by 10 November 2022.

According to our records your Major Review briefing paper still needs to be submitted. You can upload your Major Review briefing paper and any accompanying documents [here](#).

If you have any queries about this message, please contact your Postgraduate Research Administrator.

Kind Regards,

Bournemouth University ProGRess Team

Dear

..... has completed their Intention to Submit Form in preparation of the final thesis submission date of 21/05/2021.

According to our records the examiners still needs to be nominated. The Lead Supervisor can nominate examiners [here](#).

If you have any queries about this message, please contact your Postgraduate Research Administrator.

Kind Regards,

Bournemouth University ProGRess Team

- Milestone outcomes will be emailed to the PGR and cc-ed to the Supervisors

Sent on behalf of:
Professor
Deputy Dean for Research and Professional Practice
Faculty of Health and Social Sciences

Date: 21/07/2022

Dear Progress,

Probationary Review Panel Assessment of Resubmission - Outcome

Student Number:

Programme of Study:

Probationary Review Faculty Panel date: 01/08/2022

Thank you for resubmitting your Probationary Review and attending a further Faculty Panel to assess your resubmission for your research degree project entitled Change Me.

Outcome

I am delighted to inform you that the Faculty Panel have recommended that you progress with your research.

Recommendations

There is no further work required for this milestone, however, the Faculty Panel has provided the following recommendations to support you going forward:

all agreed

Next Milestone Date

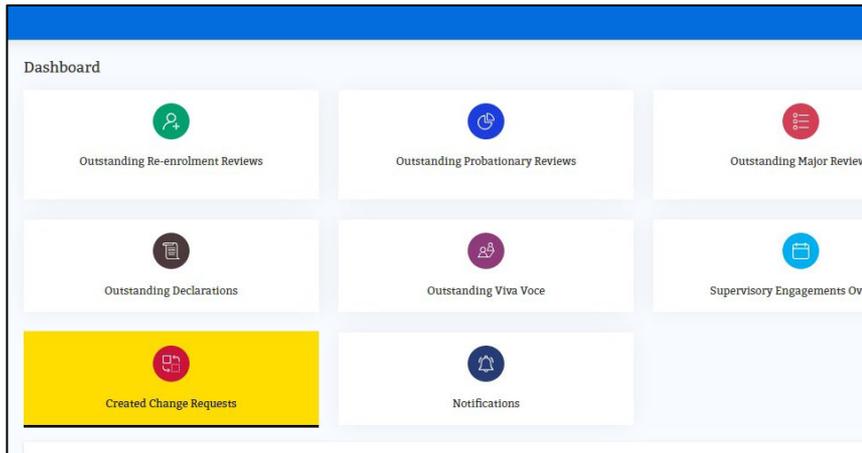
Your next milestone will be Intention to Submit which you will be expected to submit by 01/01/2021.

Please contact your Postgraduate Research Administrator if you have any queries regarding the contents of this letter.

With best wishes,

Changes to Enrolment

- Requests to make a change to a PGR's enrolment will now be made on ProGress.

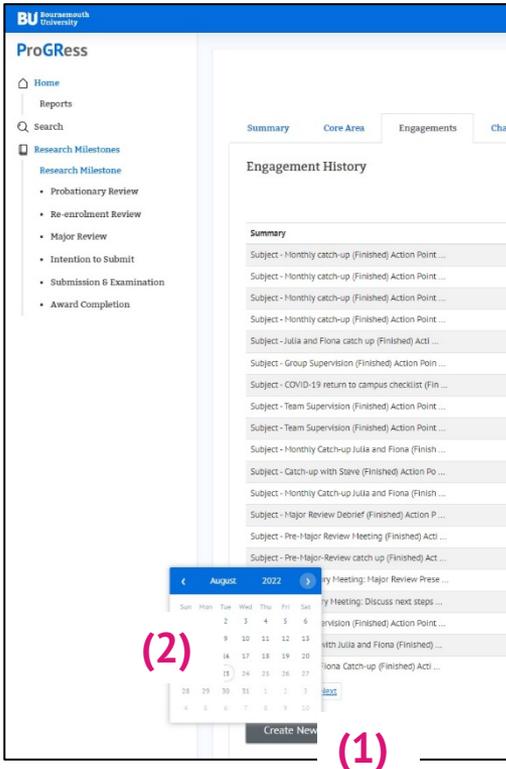


The 'Change Request Details' form includes a 'Summary' tab and a 'Status' dropdown set to 'Submitted'. It contains a 'PGR Details' section and a 'Change Request Details' section with a text area explaining the request's purpose and an important note about retrospective approval. Below this are input fields for 'Start Date', 'End Date', 'Length in Weeks', 'Revised Submission Date', and 'Revised Maximum Registration Date'. A 'Main Reason' dropdown menu and a 'Describe the Reason (including any additional reasons)' text area are also present.

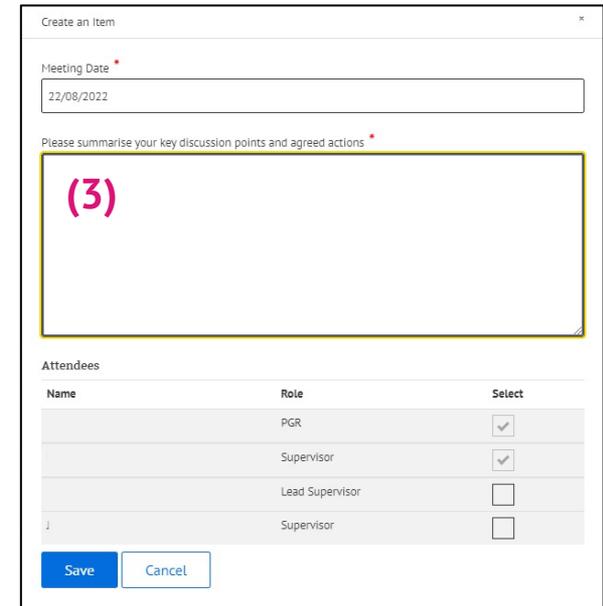
- These include requests for:
 - changes to supervisory team
 - deferral (interruption) of studies
 - changes to mode of attendance
 - withdrawal from studies

Recording Supervisory Engagements

PGRs are required to record engagements with their supervisory team at least once every 30 days



- After meeting with supervisor(s), click on Engagements tab to view list of previous logged engagements
- Add a new engagement (1)
- Select date (2)
- Record details of meeting (3)
- Save record (4)



Create an Item

Meeting Date *

22/08/2022

Please summarise your key discussion points and agreed actions *

(3)

Name	Role	Select
	PGR	<input checked="" type="checkbox"/>
	Supervisor	<input checked="" type="checkbox"/>
	Lead Supervisor	<input type="checkbox"/>
J	Supervisor	<input type="checkbox"/>

Save Cancel

(4)

- Supervisors will receive notification of the record and can add comments
- PGRs will receive notification of these
- You can add attachments if required

Probationary Review

- The Probationary Review is the first assessment and should be submitted within 3 months full-time study or 6 months part-time study
- ProGress will remind PGR and Supervisors to action as appropriate

BU Bournemouth University Fiona Knight

ProGress

- Home
- Reports
- Search
- Research Milestones
 - Research Milestone
 - Probationary Review
 - Re-enrolment Review
 - Major Review
 - Intention to Submit
 - Submission & Examination
 - Award Completion

PGR Name
Thesis Title

Details Form Panel

Status **Completed**

- PGR Details ← 1) PGR Details are pre-populated
- Research to date & Collaboration by PGR ← 2) PGR completes this section & saves
- Supervisory Team's Signatures ← 3) Supervisor(s) complete these sections & saves (including Panel nomination)
- Recommendation by Supervisory Team ←
- Panel Arrangements & Administration by PGRA ← 4) PGRA arranges Panel meeting
- Assessors Team's Signatures ← 5) Assessors add signature and uploads documents
- Ratification ← 6) DDRPP / FRDC ratifies outcome
- Uploaded Document(s) ←

Re-Enrolment Review

- The Re-Enrolment Review is an annual checkpoint
- ProGRess will remind PGR and Supervisors to complete as appropriate
- PGRs and Supervisors will be notified of any outstanding actions
- PGRs will be notified of the outcome of the review

ProGRess

- Home
- Reports
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- Research Milestones
 - Research Milestone
 - Probationary Review
 - Re-enrolment Review**
 - Major Review
 - Intention to Submit
 - Submission & Examination
 - Award Completion

PGR Name
Thesis Title

01/06/2022

Details of past reviews can be found here

Form **Past Reviews**

Status **Supervisory Team Approved**

PGR Details 1) PGR Details are pre-populated

Research & Personal Development by PGR 2) PGR completes this section & saves

Supervisory Team's Signatures 3) Supervisor(s) complete these sections & saves

Recommendation by Supervisory Team

Optional Document(s) - e.g. Gantt chart, project plan, etc.

Major Review

- The Major Review is the second formal assessment and should be submitted within 14 months full-time study or 28 months part-time study
- ProGRess will remind PGR and Supervisors to action as appropriate

ProGRess

- Home
- Reports
- Search
- Research Milestones
 - Research Milestone
 - Probationary Review
 - Re-enrolment Review
 - **Major Review**
 - Intention to Submit
 - Submission & Examination
 - Award Completion

PGR Name
Thesis Title

Details Form Panel

Status **Completed**

PGR Details

1) PGR Details are pre-populated

PGR Form

2) PGR completes this, uploads additional information & saves

Supervisory Team's Signatures

3) Supervisor(s) complete these sections & saves (including Panel nomination)

Assessment and Recommendation By Supervisory Team

Panel Arrangements & Administration by PGRA

4) PGRA arranges Panel meeting

Assessors Evaluation

5) Assessors add signature and uploads documents

Ratification

6) DDRPP / FRDC ratifies outcome

Uploaded Document(s)

Intention to Submit (PGR)

- The Intention to Submit is normally completed 3 months prior to submission
- ProGRes will remind PGR to complete this section

Intention to Submit for

[Details](#) [Intention to Submit](#) [Examiners](#)

Status **Draft**

[PGR Details](#)

[PGR Action](#)

Please use the Save as Draft button below before navigating away from this form, as any unsaved changes will be lost.

Additional Learning Support
I require ALS adjustment
 Yes No

Thesis Information
Current Thesis Title

█ Promoting the Mental Health and Wellbeing of Postgraduate Research Students at Bournemouth University

Is this current thesis title still correct?
 Yes No

Thesis Abstract

Intended Submission Date

Is this an Integrated Thesis?
 Yes No

Intention to Submit (Supervisors)

- Supervisors will be prompted, by email, nominate examiners for their PGR
- All information should be completed online and CVs attached as appropriate
- Faculty endorses the proposed examiners in ProGress
- Academic Quality approves the examiners in ProGress

Add Member

Please use the Save button below before navigating away from this form, as any unsaved changes will be lost.

Search existing ProGress users
If the user already exists on the system you can search here.

Enter name

If the member cannot be found click below to add new.

[Add New](#)

Confirm that nominee has agreed to this task *

Role *

Examiner

Is External?

Faculty *

Position *

Title *

Doctorate Awarded By *

Upload CV *

[Upload](#)

Supervisory Team

Rationale
Please give full details of why each Independent Academic/Examiner is proposed and how each member of the panel complements the other in order to provide a balanced and relevantly experienced panel. Please use a minimum of 150 words.

Words:

Criteria	Statement	Yes/No	If no, please provide full explanation
	The examination team must comprise at least two Examiners, one of whom must be external. <i>Has this criterion been met?</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Candidates who were members of BU staff at any point during enrolment (excluding part-time hourly paid temporary contracts) must have two External Examiners. An Internal Examiner may also be present. <i>Has this criterion been met?</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Both Examiners should normally hold a doctorate and at least one must hold a doctorate. <i>Has this criterion been met?</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	The External Examiner must have examined at least once at the appropriate level for the examination* (in the unlikely instance where the external has no previous examination experience an additional External Examiner should be appointed) *Including for MPhil and MRes examinations. <i>Has this criterion been met?</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Submission 6 Examination for

Declaration Viva Voce

Status

PGR's Declaration

Please use the Save as Draft button below before navigating away from this form, as any unsaved changes will be lost.

Additional Learning Support
I require ALS adjustment
 Yes No

Thesis Information
Current Thesis Title

Advanced cluster and feature omics data mining for chronic respiratory disease detection

Is this current thesis title still correct?
 Yes No

Final Thesis *

Thesis Abstract
This is required for the Chair.

Enter text here...

PGR Declaration
I declare that this thesis was written entirely by me and that the work contained herein is my own except where explicitly stated otherwise in the text.
 Yes No

- PGR will complete their Declaration
- The Lead Supervisors will then complete theirs

Supervisory Team's Declaration

Supervisor's Declaration

- We declare that we have read the PGR's completed thesis and do support its submission.
- We declare that we have read the PGR's completed thesis and do not support its submission.
- We declare that we have not read the PGR's completed thesis and do not support its submission.

If you have any queries, please contact your Postgraduate Research Administrator.

Examination & Award

- The Examination & Award sections are largely administrative
- PGR & Supervisors are not able to view the information or reports but will be notified as appropriate.



Outstanding Viva Voce



Outstanding Award Completions