# Postgraduate Project Approval
User Guide for Heads of Schools and their nominees

To access Project Approval, you will need to login to your postgraduate ePortfolio at https://pf-postgrad.ncl.ac.uk. You can login with your standard University Username and Password (the same that you use to access your email). You should receive an email when a panel completes the report for a student.
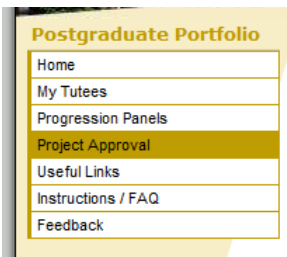
Project Approval can be accessed by clicking on 'Project Approval' in the left hand menu. This page lists all first year students you are currently supervising, followed by all students for whom you are a panel member. For more information on these reports, please see the relevant user guides for supervisors and panel members. At the bottom of this page is a link to the reports in your school or institute. You can also access this at any time through the grey-coloured right hand menu.

The list of students in your school is initially limited to first years. However, you can swap this to show all students by clicking on the 'show all students' link.


This page provides a series of 'traffic lights' for each student telling you who has completed their form so far. If the traffic light is green, it means that person has completed their part. Heads of school cannot complete their report until the student, supervisor and panel have all completed their reports. However, you can view a summary page for the student, and copies of the reports that have been completed.

To access a student's report, click on their name on the list. You will only be able to view the reports if they have submitted, indicated by a green traffic light, and if the panel report is not showing green you will not be able to complete the head of school report. When you click on a student's name it will automatically take you to a summary page for the student.

When accessing a student record, a green menu will appear on the right hand side of the page. This is the menu used to complete the head of school report. The 'Summary' link provides details of the student's current registration, and you can also view the reports submitted by the student and supervisor. Clicking on Panel Report will bring up a summary of the report submitted by the panel, and also contains the form that Heads of Schools complete.
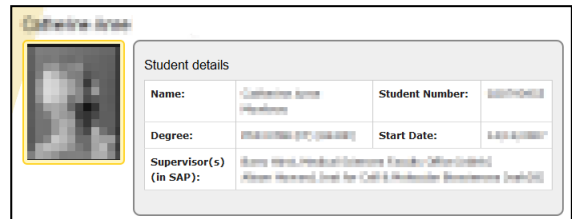
The ethical approval sections of the student, supervisor and panel reports will be identical; to show you what both parties submitted and to highlight if a conflict has appeared between the supervisor and student's responses.
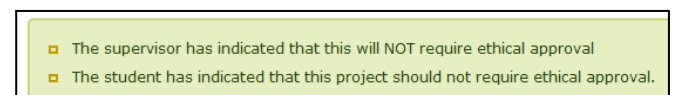
The only element Heads of School need complete is a simple text box used to provide context from the school's perspective or to provide feedback to the student.

Once the report is signed, an email is sent to the Dean and nominees informing them that the report is available. You can continue to make changes until the head of school report has been saved.

In some cases, Heads of Schools and Nominees also have some responsibility to assign panel members. This is conducted through the admin page for each student, which can be accessed by clicking on the admin interface link in the green menu. For more information on how to complete this please see the user guide for PGR administrators.

The ePortfolio has been developed and is maintained by the School of Medical Sciences Education Development, and authentication is controlled by the Faculty of Medical Sciences CAS authentication system, so if you are in a different faculty don't worry that it says this – it is the right system.

For more information, please speak to your Graduate School.