Postgraduate Project Approval
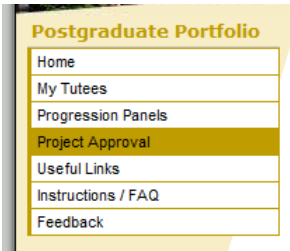## User Guide for Panel Members

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 telling you when you have been assigned as a panel member 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. These lists should be mutually exclusive, and for more information on using the Project Approval system as a supervisor, please see the user guide for supervisors. The lists on the home page are limited to first year students, but you can access students from other stages by clicking on the link to 'your students' in the grey right hand menu.


These pages also provide 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. Panel members cannot complete their report until both the supervisor and student have completed their reports.

To access a student's report, click on their name on the list. You will only be able to view the reports that have submitted, indicated by a green traffic light, and if either of the student or supervisor traffic lights are not showing a green light, you will not be able to complete the panel 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 panel report. The 'Overview' link provides details of the student's current registration, and you can also view the reports submitted by the student and supervisor.
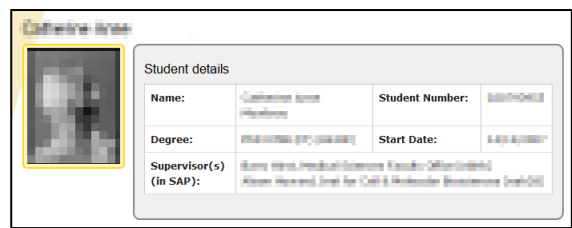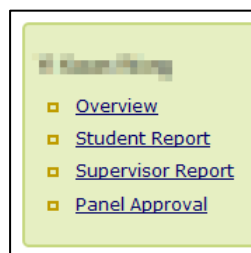
The ethical approval sections of the student and supervisor reports will be identical; to show you what both parties submitted and to highlight if a conflict has appeared between the supervisor and student's responses.
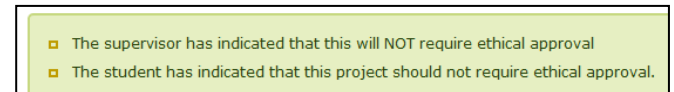
If a project has been pre-approved by a research council, you simply have to answer that question, and indicate if you believe ethical approval is required. Otherwise, you will also need to provide a recommendation, and complete a short statement explaining your reasons for this decision and any comments you would like to feedback to the student.
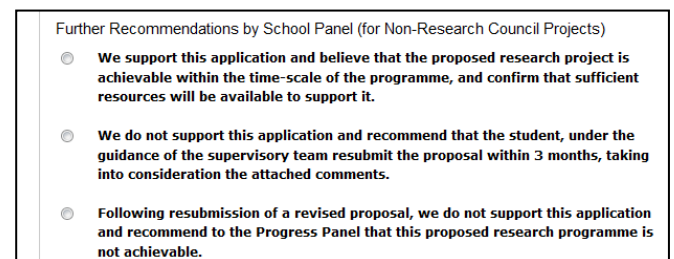
You can complete this summary statement by typing your text directly into the box, or by uploading supplementary documents. If you do upload documents, you don't need to

add any text into the box (unless of course you want to). To attach a document, click on the 'upload' button. This will launch a navigation menu that you can use to browse your local machine. As soon as you select a document it will automatically be attached to the Project Approval. You can access or delete a document by clicking on the icons that are displayed to the left of any uploaded documents.

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

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.