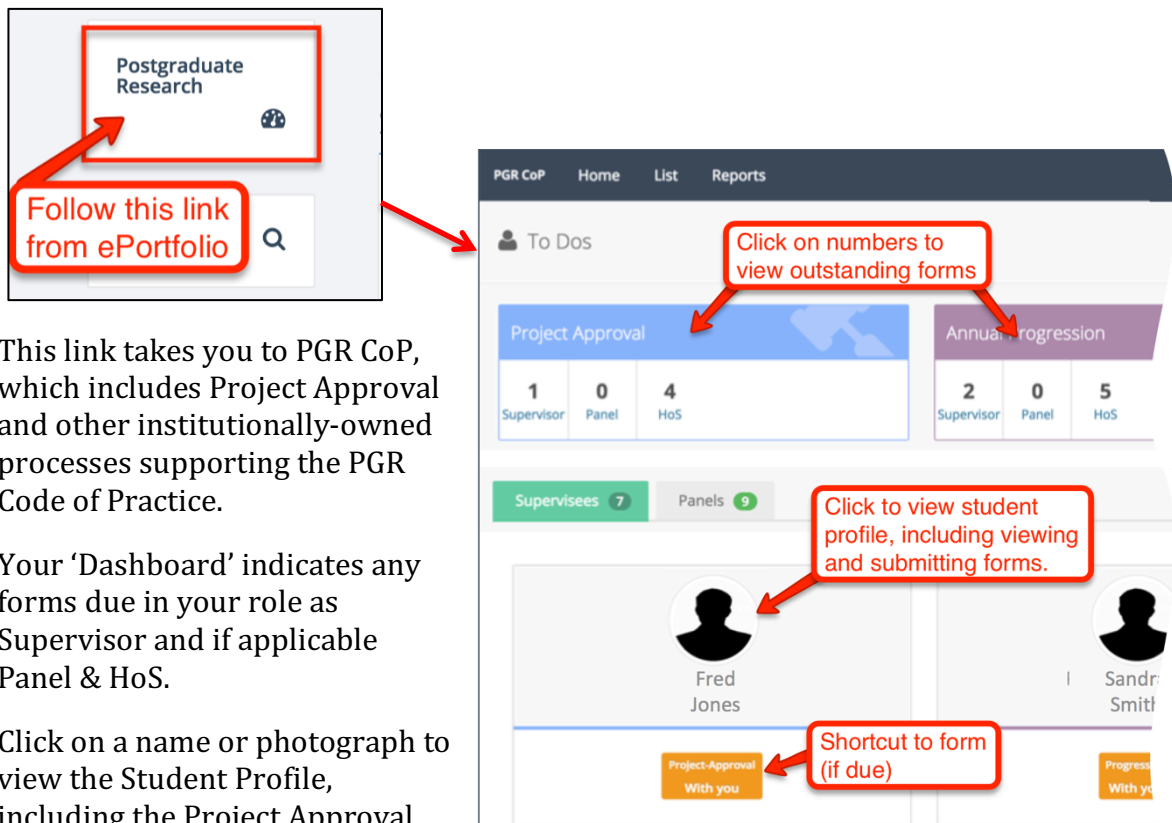## Introduction

Project proposals are normally completed within three months of the student starting. Students must also apply for ethical approval[1], and submit the decision from the ethics panel along with their project proposal. These technical instructions are for the supervisor's form, which is completed after the student submission. See the Student Progress Website for detailed information on procedures and requirements.[2]

Navigating to the Project Approval Forms

You should receive an automated Email with a direct link to the form when your student submits their project approval form.

Alternatively, at any time click on the "Postgraduate Reseach" button in https://portfolio.ncl.ac.uk

This link takes you to PGR CoP, which includes Project Approval and other institutionally-owned processes supporting the PGR Code of Practice.

Your 'Dashboard' indicates any forms due in your role as Supervisor and if applicable Panel & HoS.

Click on a name or photograph to view the Student Profile, including the Project Approval forms related to the student.

If your student isn't displayed please contact your school postgraduate administrator in the first instance.
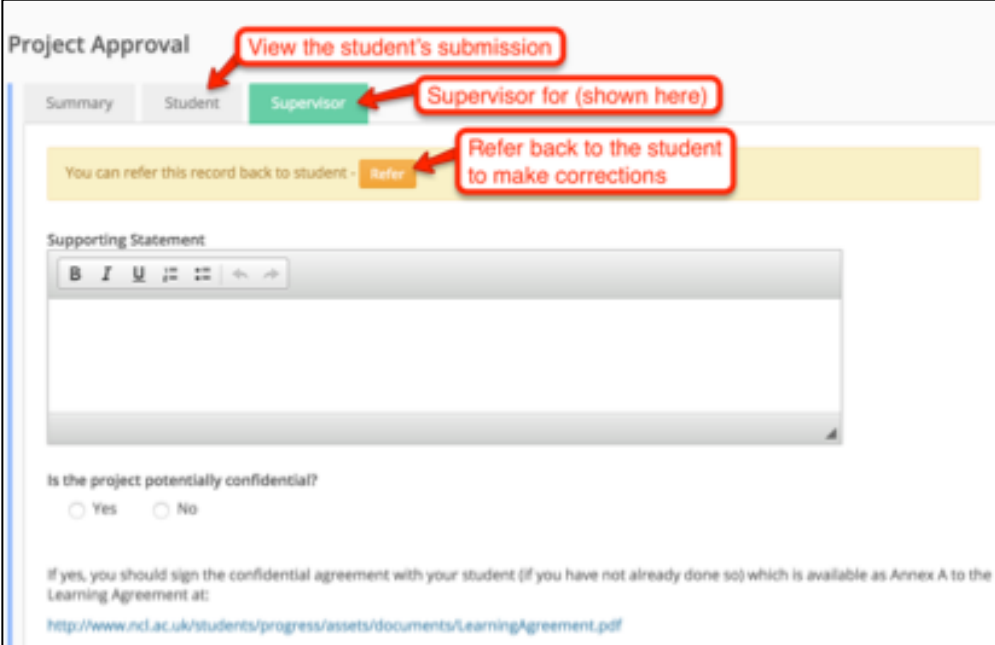
Use the "Edit Supervisor form:

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[1] https://www.ncl.ac.uk/research/researchgovernance/ethics/process/

[2] http://www.ncl.ac.uk/students/progress/student-resources/PGR/KeyActsPAF.htm

The Supervisor form is only available if the student has submitted their form. The button is displayed to you in both the Student Profile and the list of students via clicking on the numbers in the 'Dashboard' (above).

Completing the Supervisor's Form

Click on the "**Student**" tab to view the student's submission, including any attached files. In the event that your student has missed any important information you can use the "**Refer**" button on the Supervisor form to refer the form back to the student (you will be prompted to specify the reason, which the student will see, and select "with-Student"). The "**Supervisor**" tab is your form.
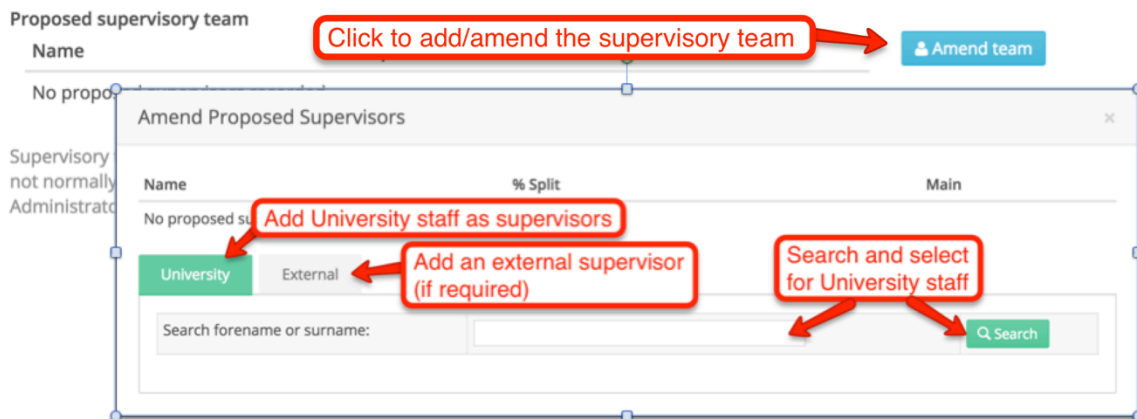
The "**Summary**" tab shows all completed stages of the process. After the form is signed off by the Dean you will be able to view the Panel, HoS and Dean's comments and recommendations/decision here.

Supporting Statement
Include a supporting statement for the project (either type in the box or paste in from a document that you have prepared earlier).

Proposed Supervisory Team
The form includes a section in which you propose the Supervisory team. Click on the "Amend team" button and the pop-up form appears:

Search for and select the relevant University staff.

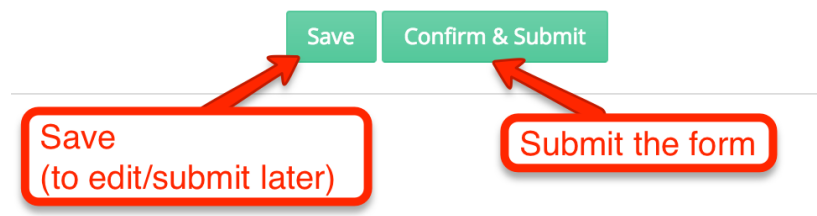If applicable use the "External" tab to add an external supervisor.

Once you have named the supervisors click on the main form outside of the pop-up.

Save or Submit your form

Save if you want to edit your and submit the form later.

or

Confirm and Submit to submit your form to the Panel.

What happens next?

When you submit the Supervisor form the School/Institute Panel will be notified. They will then review the student and supervisor's submissions, comment and make a recommendation. Once the Panel submits their recommendation it will go to the HoS and then Dean for sign-off.

Further Information and Help

For Policy and Procedural issues:

See the Student Progress Website:
http://www.ncl.ac.uk/students/progress/student-resources/PGR/KeyActsPAF.htm

Contact the Research Student Support Team / Graduate School

rssteam@ncl.ac.uk (SAgE & HASS)

medpg-enquiries@ncl.ac.uk (FMS)

For technical problems:
Contact IT Service Desk:

https://nuservice.ncl.ac.uk/

it.servicedesk@ncl.ac.uk