



MPhil-PhD Portico Task – User Guide

Introduction

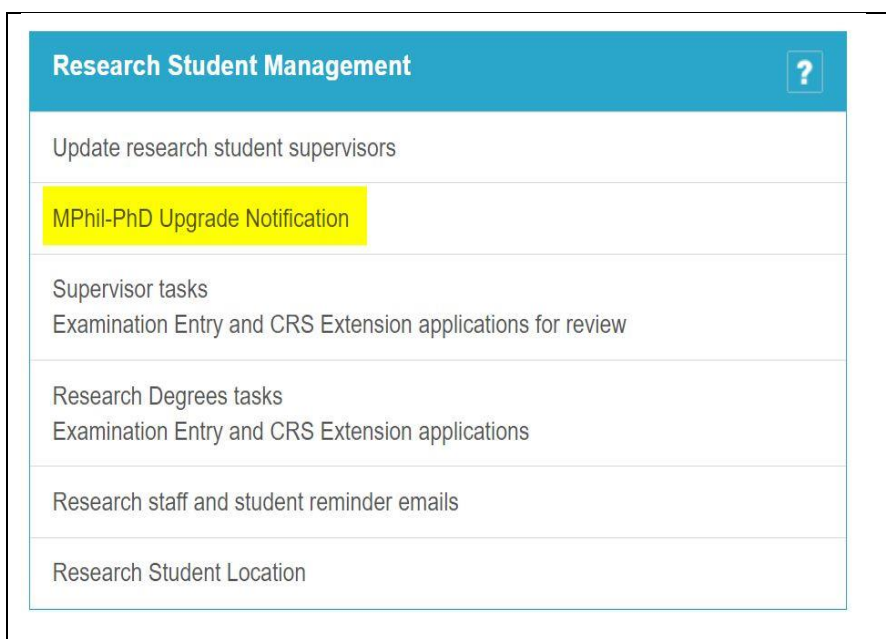
The MPhil-PhD Upgrade is managed locally by the departments, who forward the completed Panel Reports to the Research Degrees Team usually by email. There have been instances where students have come to enter for the exam only to find their upgrade has not been recorded.

Incorporating the task into Portico allows Departmental Graduate Tutors and/or PGR Administrators to record the upgrade and upload the Panel Report directly. The report will be stored on Portico so it will be GDPR compliant, and the student will be able to download a copy of this from their record.

This task also provides an easy check for departments to see which students have yet to complete their upgrade.

Instructions

1. Log into Portico
2. Open 'MPhil-PhD Upgrade Notification', located in the 'Research Student Management' container



3. You will be taken to the following screen

Here you can search for individual students or by the programme code. If searching by the student number do not include the /# suffix.

You can leave these details blank and click the 'Run Report' button which will take you to the full list of MPhil students.

4. If you search by Programme of study code, you will see the full list of MPhil students. The Programme Code will look like RRDABCDEFH01 and can be found in the student's record.

Surname	Known as	Student Code	Start Date	Programme Code	Supervisor	Previous Upgrade	Note Upgrade
NAORE	KULVINDER	1519081	28/Sep/2020	RRDABCDEFH01	ANDREW	0	Log Upgrade
WINDERS	ELEANOR	1519082	24/Sep/2018	RRDABCDEFH01	CHRISTOPH	0	Log Upgrade
WELTY	BARRON	1519083	28/Sep/2020	RRDABCDEFH01	CARANTO	0	Log Upgrade
WISLITON	MAREE	1519084	11/Jan/2021	RRDABCDEFH01	CHRISTOPH	0	Log Upgrade
DWYER	THOMAS	1519085	23/Sep/2019	RRDABCDEFH01	OPULLA	2	

5. The list will show the number of upgrade attempts.

Supervisor	Previous Upgrade
CHRISTOPH	0

A previous attempt will be shown as “1”, or “2” for students who have failed a second attempt.

Supervisor	Previous Upgrade
XXXXXX	1

Students who have failed a second upgrade panel will remain on the list, but the option to add a further upgrade will be removed.

Supervisor	Previous Upgrade	Note Upgrade
XXXXXX	2	
XXXXXX	2	
XXXXXX	0	Log Upgrade

- You can order the listing by clicking on any of the individual headings, this will show a pair of arrows to indicate the primary search item (highlighted):

Supervisor	Student Code	Start Date	Programme
XXXXXX	XXXXXX	26/Sep/2016	RR

- Alternatively, you can search for individual students from the Programme List using the Search Box (highlighted):

Search:

Supervisor	Previous Upgrade	Note Upgrade
		Log Upgrade

The search function will accept:

- Surname
- First name
- Student number
- Supervisor code
- Start Date (dd/mmm/yyyy format only)

If you enter information in the search box, to return to the list simply delete the text in this box.

8. Once you have selected the student you wish to upgrade click the 'Add' button.
9. You will be taken to the next screen where you indicate the date of the upgrade panel and outcome:

Alternatively, you can just type the date directly into the 'Date of Upgrade' box. This must be in the UK date format of: dd/mm/yyyy.


Any fields shown in pink are compulsory, you will not be able to continue if these sections are incomplete. Error messages will appear (highlighted):

Fully completed example:

MPhil-PhD Upgrade Notification

Student Code 17120044

Student Name Maria Elizabeth Denton

Date of Upgrade Panel 01/09/2021 

Outcome of Upgrade Panel


- The Student has met the criteria for the Upgrade
- The Student has NOT met the criteria for the Upgrade and should be referred to a specific date, with specific criteria to meet, for a second attempt WITH the need for a second viva.
- The Student has NOT met the criteria for the Upgrade and should be referred to a specific date, with specific criteria to meet, for a second attempt WITHOUT the need for a second viva.

The wording will be different where a second upgrade attempt is being recorded:

MPhil-PhD Upgrade Notification

Student Code 17120044

Student Name Rosemary Ellen Formosa

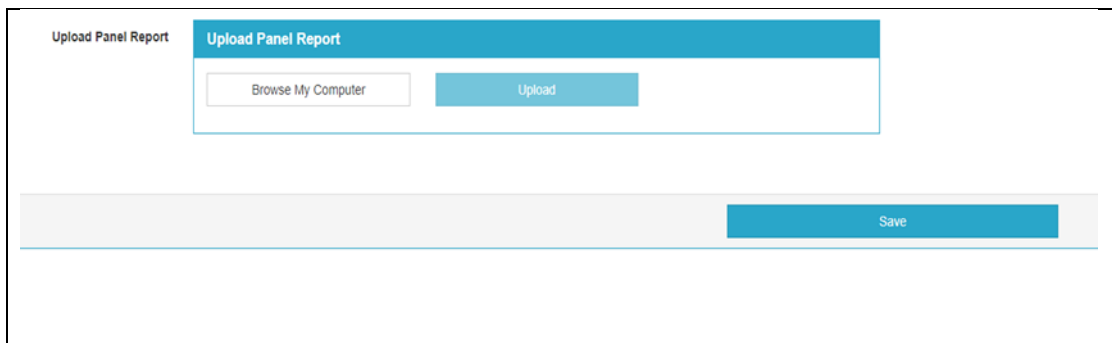
Date of Upgrade Panel 

Outcome of Upgrade Panel

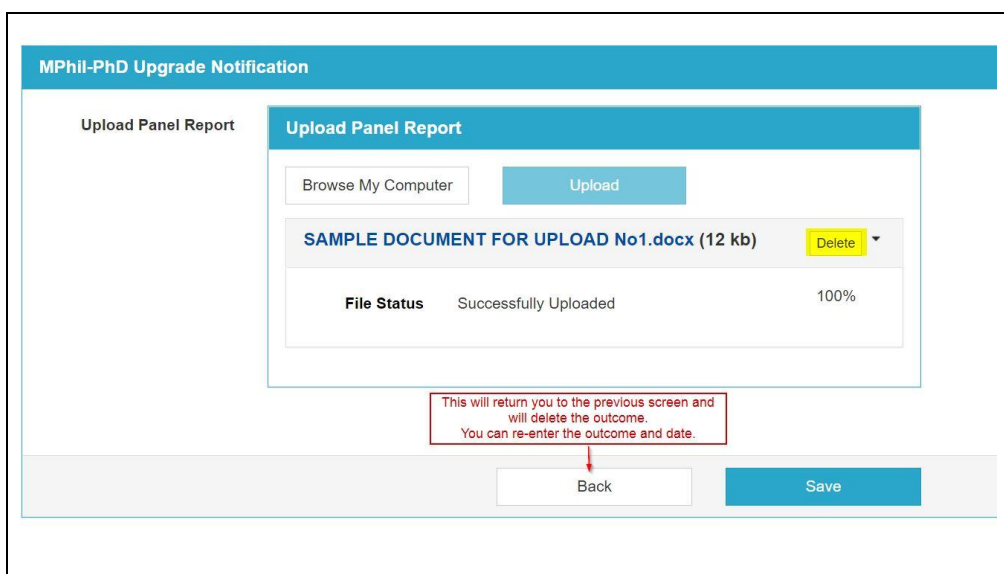
- The Student has met the criteria for the Upgrade
- The Student has NOT met the criteria for the Upgrade and should remain registered for the MPhil.
- The Student has NOT met the criteria for the Upgrade and should be referred to the Faculty Graduate Tutor for initiation of the formal Termination of Studies on the Grounds of Academic Insufficiency for Research Students

10. Click the 'Continue' button.

11. You will be taken to the next page to upload the Panel Report.



Click 'Browse My Computer' to locate the file and then click 'Upload':

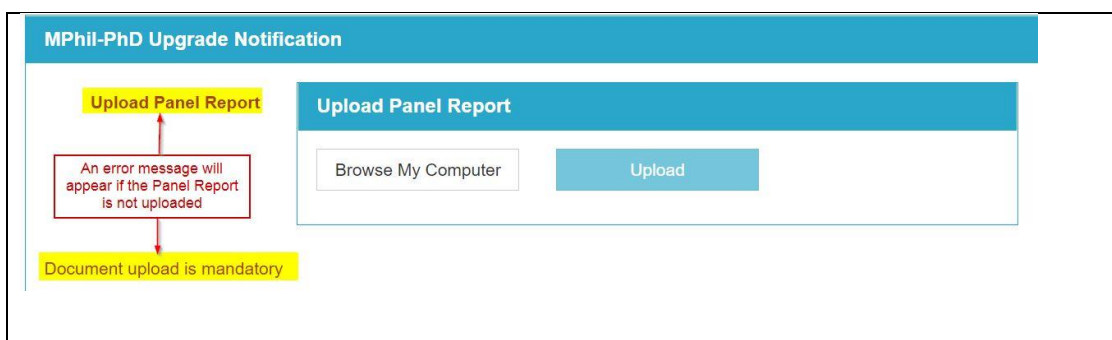


If you have entered the wrong date, or outcome, you can use the 'Back' button to return to the previous screen and re-enter the information.

Important: If you make a mistake at this stage, do not close the screen but click the 'Back' button instead.

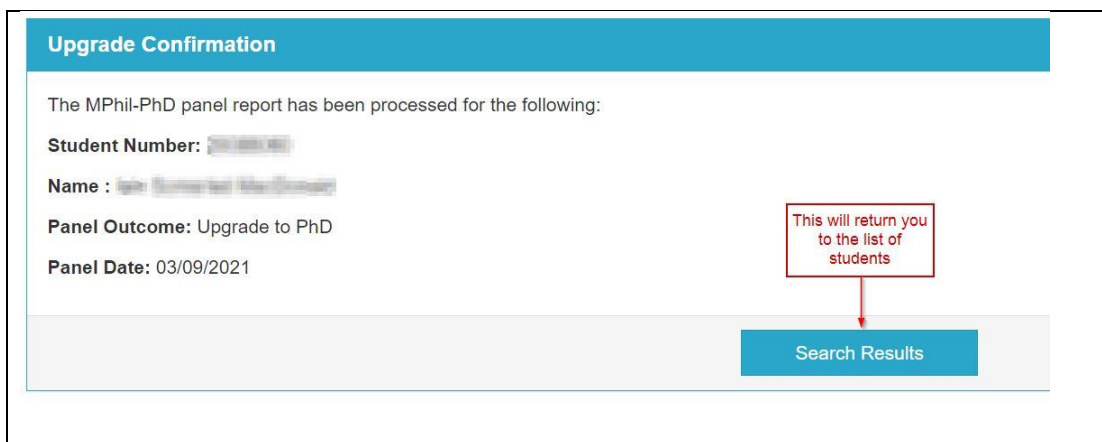
If you upload the wrong file, you can use the 'Delete' button (highlighted above).

You must upload a panel report, an error message will appear if you try to save without including a document. You can upload a maximum of two documents.



12. Click 'Save'

13. A final screen will appear to confirm that you have completed the task.



14. The student's Portico record will automatically be updated, and a confirmation email will be sent to the student and their supervisor.

We do not send an email if the student has not passed their first attempt.

15. Students will be able to review the outcome in the Dates field of the 'My Studies' section in Portico:

Upgrade decisions	
Date	Decision
1/Jan/2021	Failed first upgrade attempt
17/Aug/2021	Upgrade to PhD

16. Where the Upgrade Panel Report has been uploaded as part of this task, students will also be able to view and download the report(s) from Portico. The report will not be viewable for upgrades noted before the introduction of this task.

Upgrade decisions		
Date	Decision	
13/Aug/2021	Failed first upgrade attempt	View Panel Report View Panel Report
18/Aug/2021	Upgrade to PhD	View Panel Report

17. Once the student has successfully upgraded to PhD their details will automatically be removed from the task.

18. If you have incorrectly noted an upgrade, please contact [Research Degrees](#) immediately.

