

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

Research Student Manag	ement ?
Update research student super	rvisors
MPhil-PhD Upgrade Notificatio	n
Supervisor tasks Examination Entry and CRS E	xtension applications for review
Research Degrees tasks Examination Entry and CRS Ex	xtension applications
Research staff and student ren	ninder emails
Research Student Location	

3. You will be taken to the following screen

lease complete the report options and click the 'Run Report' but	on.
iew user guide here	
ou can leave these details blank and click the 'Run Report' butto	a which will take you to the full list of MPhil students.
Student code	
	search criteria blank
Ctudent surname	and click the 'Run
Student suffame	will open up your list
	of MPhil students
Programme of study code	

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.

						Search:	
Surname	Known as	Student Code	Start Date	Programme Code	Supervisor	Previous Upgrade	Note Upgrade
WORE	RIGHNDER	10100081	28/Sep/2020	INDER, DESIGN	ANSAR52	0	Log Upgrade
CRAEBING	BLEANOR	101-400000	24/Sep/2018	RED481584001	0459036	0	Log Upgrade
NBUTY	ENNINCM	WORCH #2	28/Sep/2020	RRDWRLSING01	CIRMIT2	0	Log Upgrade
MODULETON	MARTIN	15088544	11/Jan/2021	REALINEST	ChiPferend	0	Log Upgrade
Devela	THOMAS	15118428	23/Sep/2019	REPART SMOOT	07181.78	2	

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

Previous Upgrade
0

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

ıpervisor	Previous Upgrade
MELTE.	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.

ervisor	Previous Upgrade	Note Upgrade
HUSS	2	
10060	2	
FDNDR	0	Log Upgrade

6. 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):

as	Student Code 斗	Start Date	Pro
	800736	26/Sep/2016	RF

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

Search:	
vious Upgrade 斗	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:

Student Code	17100644
Student Name	Marlon Elipsbelh Sevidson
Date of Upgrade Panel	Add the date by clicking the calendar icon, or enter the date directly in to the text box
Outcome of Upgrade	O The Student has met the criteria for the Upgrade
Select the outcome by clicking one radio	 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.
button	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.
	Pack



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):

Student Code	17028-001	
Student Name	Rosemand Eleven Rizmaurice	An error message will appear if the required fields are not completed
Date of Upgrade Panel	× 🖾 Th	is question is mandatory and cannot be left blank.

Fully completed example:

Student Code	17110044
Student Name	Marion Missilveth Davidson
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.
	O 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:

Student Code	1 Protestica
Student Name	Romming of Educer Providence
Date of Upgrade Panel	
Outcome of Upgrade Panel	O 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.

Upload Panel Report	Upload Panel Report		
	Browse My Computer	Upload	
			Save

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

Upload Panel Report	Upload Panel Report	
	Browse My Computer Upload	
	SAMPLE DOCUMENT FOR UPLOAD No1.docx (12 kb)	
	File Status Successfully Uploaded 100%	
	This will return you to the previous screen and will delete the outcome.	
	You can re-enter the outcome and date.	
	Back Save	

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.

Upload Panel Report	Upload Panel Report		
An error message will ppear if the Panel Report is not uploaded	Browse My Computer	Upload	

12. Click 'Save'

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

Upgrade Confirmation	
The MPhil-PhD panel report has been processed for the following:	
Student Number: 🔤 🖷	
Name : last former and the former	
Panel Outcome: Upgrade to PhD	This will return you
Panel Date: 03/09/2021	students
	Search Results

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	

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		Students will be able to download the Panel Report(s) that have been	
Date	Decision	uploaded with the task	
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 <u>Research Degrees</u> immediately.