SkillsForge: Progression Forms
Completing a Progression Preparation form
(A guide for supervisors)

UNIVERSITY of York
GRADUATE RESEARCH SCHOOL

There are two stages required to complete the record of a Progression meeting:

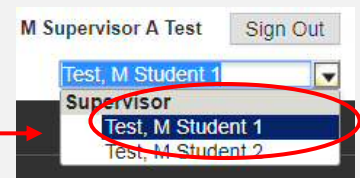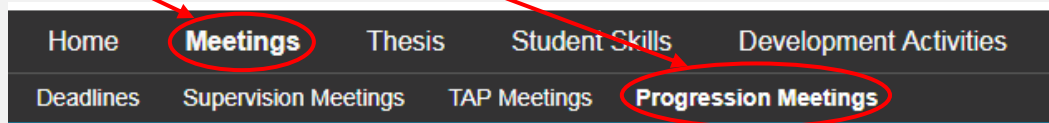| Progression Preparation form	Progression Meeting Record form
(To be completed by you and your student)	(To be completed by your Progression Panel Chair)
You and your student together need to complete a Progression Preparation form. Once this form is submitted, the Progression Meeting Record will be generated. The Progression Preparation feeds into the Progression Meeting Record.	The Progression Preparation form can be viewed by the Progression Panel members from within the Progression Meeting Record form. The Progression Panel Chair completes and signs the Progression Meeting Record form.

Creating a Progression Preparation form

The form can be created by either you or your student. Agree who is going to create the form.

If you are creating the form, ensure you first select the relevant student from your list of students at the top right of your SkillsForge Home page. →

To create a Progression Preparation form, click on:
'Meetings' then 'Progression Meetings':

Next, click on the 'Begin a new Progression Preparation Form' button.

You as main supervisor and your student should complete this form, with input from any co-supervisors.

Student Details

This section is automatically populated with the student name and student number. The first editable field in this section is for their Project title (which your student should complete):

Project Title [ ]

Next, select (or check) the Progression Point (if the student has created the form, check they have chosen the correct progression point and amend if necessary) :

Click on the arrow to bring up the drop-down list of options to choose from. If you change this, remember to save the form.

Note: Once Progression has been rolled out to Year 2 and Year 3 students, there will be more options to choose from in this drop down box, so ensure the correct option is selected here.
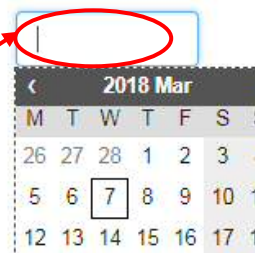
Next, if not already entered by the student, enter the date of meeting, if known.
(Note: if the date is not known, you can leave this blank)

Next, check the Progression Panel:
This is automatically populated, double check that the Progression Panel membership is correct before proceeding.

Click on the date box to bring up the calendar and select the date.

Student's Supporting Documents

The student can use the upload facility in this section to upload any documents as specified by your departmental progression policy. If this is required, ensure they do this before the form is signed and submitted.

Supervisor's Report

You have a number of questions to answer in free text boxes. Required fields are indicated by *

> Comment on your student's ability to articulate the direction their research is taking and the research questions it addresses. Highlight any strengths, and indicate any weaknesses that need addressing. *
>
> *Indicative length: 100 words*

Once you have completed this section, your student will need to log in to review your comments (these will appear as read only). **Please note:** ensure the student has completed the Student's Agreement section before you sign - you will need to **SAVE** the form once you have completed your report.

Student's Agreement

Once they have read your report, your student needs to confirm whether or not they agree:

> Does the student agree with the supervisor's assessment? *   ● Yes   ○ No
>
> Why does the student disagree?
> This should be completed by the student. Any disagreement should be raised at the meeting.

If the student selects No, an additional text box appears for them to explain why they disagree.

If they select No, ensure that they give their reasons before you sign.

Digitally sign this form

Digitally sign this form
☑ **Test, M Student 1** *[PGR Student]*
✗ *Awaiting signature - click the button below to sign*
☑ **Test, M Supervisor A** *[Supervisor]*
✓ *Signed – 07 Mar 18*

Signatures
You need to sign this form.

Sign 🛈

Before you can sign the form, you need to record who was involved in the preparation of the form.

(**Note:** your student may have done this if they have already completed their sections of the form. If not, you can do it by ticking against the names of those involved).

After the student has completed the Student's Agreement section and you are ready to sign, click **Sign**, then **Confirm** (top right of form). If you are last to sign you will be asked if you are ready to submit the form when you click **Confirm**.

Note: Once the Progression Preparation form has been submitted, SkillsForge automatically generates the Progression Meeting Record which the Progression Panel will then complete.