

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

Progression Preparation form

(To be completed by you and your supervisor)

You and your supervisor together need to complete a Progression Preparation form. Once this form is submitted, the Progression Meeting Record form will be generated. The Progression Preparation feeds into the Progression Meeting Record.

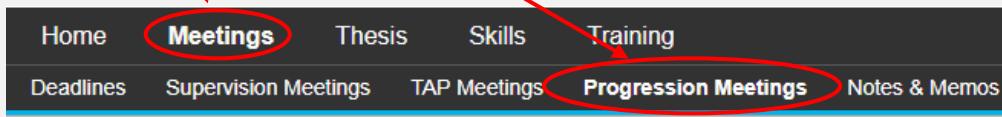
Progression Meeting Record form

(To be completed by your Progression Panel Chair)

The Progression Preparation form can be viewed by your Progression Panel from within the Progression Meeting Record form. Your 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 supervisor. Agree who is going to initiate the form. The rest of this guide assumes that you (the student) will be creating the form. **To create a Progression Preparation form, click on: 'Meetings' then 'Progression Meetings':**



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

You and your supervisor should complete this form (with input from any co-supervisors if you have more than one supervisor).

Student Details

This section is automatically populated with some of your details, including your name and student number. The first field for you to edit is your Project title:

Project Title

TIP: At the bottom right corner you can click and drag to expand the box to give you more space to type into.

Next, select your Progression Point:

Progression Point	<input type="text" value="None Selected"/> Choose which progression meeting this is <input type="text" value="None Selected"/> <input type="text" value="Year 1"/> (highlighted) <input type="text" value="Year 1 (Resit)"/> <input type="text" value="None of the above"/>
Date of meeting (if known)	
Supervisors	

Click on the arrow to bring up the drop-down list of options to choose from.

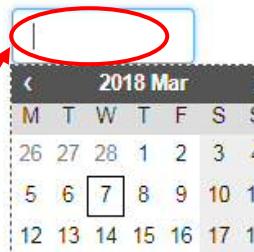
Note: Once Progression has been rolled out to Year 2 and Year 3 students, there will be more options to choose from in this drop down box, so be careful to select the correct option here.

Next, enter the date of the meeting, if known:
(Note: if the date is not known, you can leave this blank).

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

Date of meeting (if known)

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



Student's Supporting Documents

Use the upload facility to upload any documents as specified by your departmental progression policy:

The student should use this space to attach the documents required by their department to assess their progression. Please complete this step, where necessary, before signing off the form.

Quota used: 0.00MB out of 50.00MB
[Choose a file to upload...](#)

Simply click on the link to upload a file.

Once you have uploaded any relevant documents **SAVE** the form (at top right) and then it is ready for your supervisor to complete the next section – Supervisor's Report.

Once saved, the form will be available as an *In Progress* form in the Meetings | Progression Meetings tab or from your Home page under 'Forms that require completion'.

Supervisor's Report

Once your supervisor has completed their report and saved the form, you will need to re-open the form and view their comments. These will be read only so you cannot edit them.

Student's Agreement

Once you have read your supervisor's report, you need to confirm whether or not you 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 you select No, an additional text box appears for you to explain why you disagree. Ensure you complete this before signing the form.

Digitally Sign This Form

Digitally sign this form

Test, M Student 1 [PGR Student]

X 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, you need to record who was involved in the preparation of the form.

(Note: your supervisor may have done this when they completed their part of the form. If not, you can do it by ticking against the names of those involved).

When you are ready to sign, click **Sign**, then **Confirm** (top right of form). If you are the last person 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 your Progression Panel will then complete.