Student Admin Manager (SAM)

@ The Graduate School

Frequently Asked Questions

leedsbeckett.ac.uk/the-graduate-school/

Who has access to SAM?

● Postgraduate Research students (PGRs)
● All members of a PGRs supervisory team
● Directors of Research
● Deans of School
● The Graduate School

How do I access SAM?

The direct URL is https://sam.leedsbeckett.ac.uk

Staff can access via the list of corporate systems on the staff intranet

PGRs can access via the Research tab on MyBeckett

My log-in details are not recognised?

SAM is linked to the Single Sign-On protocol and uses the same log-in details as other corporate systems.
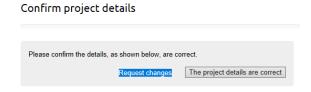
If you are a PGR who is also a member of staff, make sure you use your student details to sign-in.

If you do not fall into one of the above categories you will not have access to SAM

My project details don't look correct. What do I do?

For example: You have noticed that your thesis title isn't the latest version or your supervisory team is correct.

Report the issue through SAM directly. This option is available when starting your Confirmation of Registration, Annual Progression, or any Change Request to Research Degree Sub Committee.

Confirm project details

Please confirm the details, as shown below, are correct.

Request changes   The project details are correct

Alternatively, you can email SAMhelpdesk@leedsbeckett.ac.uk detailing what is wrong on your PGR Project record.

Where can I find a user guide to help me?

The user guide is located in several places:

● In SAM itself – click on the Guides section
● On the Graduate School website (under Students > Documents & Forms)
● IT Servicedesk (for staff)
● Libraries support desk (for Postgraduate Researchers)

SAM is also heavily referenced in the Research Student handbooks on the Graduate School website (under Students > Documents & Forms)

Is there any training available for users?

Yes, SAM training occurs every 2-3 weeks and is available to book onto via the system itself.

What is the status of my Confirmation of Registration/ Annual Progression/ Change Request?

Go onto your Project Profile, click into the relevant section (Confirmation of Registration/ Annual Progression/ Submit a Change Request). Click on the relevant application and look in the top right hand corner of the record to see the current status.

Can I link SAM to my Outlook or other calendar?

Yes. Go onto SAM and click the Calendar Subscriptions button. Follow the directions that relate to your personal calendar setup.