



LEEDS  
BECKETT  
UNIVERSITY

# Student Admin Manager (SAM) @ The Graduate School

User guidance

[leedsbeckett.ac.uk/the-graduate-school/](https://leedsbeckett.ac.uk/the-graduate-school/)



## STUDENT ADMIN MANAGER (SAM) at The Graduate School

<b>1</b>	<b>General Information</b>	<b>Page</b>
1.1	Accessing the System	3
1.2	The Home Page	4
1.3	Your Profile Page (PGRs)	5
1.4	Your Profile Page (Supervisory Team)	6
1.5	Your Project Page	7
1.6	Progressing Forms	8
1.7	Confirm Project Details Page	9
1.8	Tasks and Notifications	10
1.9	User Guides and Guidance	10
1.10	Calendar Subscriptions	10

<b>2</b>	<b>PGR Support</b>	<b>Page</b>
2.1	Supervision Meetings	11
2.2	Training and Development Analysis / Plan / Log / All Events	12

<b>3</b>	<b>Change Requests</b>	<b>Page</b>
3.1	PGRs	14
3.2	Supervisory Team	17
3.3	RDSC and Graduate School	18

<b>4</b>	<b>Confirmation of Registration</b>	<b>Page</b>
4.1	PGRs	20
4.2	CoR Panel Members	22
4.3	Graduate School	23

<b>5</b>	<b>Annual Progression</b>	<b>Page</b>
5.1	PGRs	24
5.2	Supervisory Team	26
5.3	Graduate School	27
5.4	Progression Panel Members	28

<b>6</b>	<b>Research Degree Sub Committee</b>	<b>Page</b>
6.1	Process overview	29

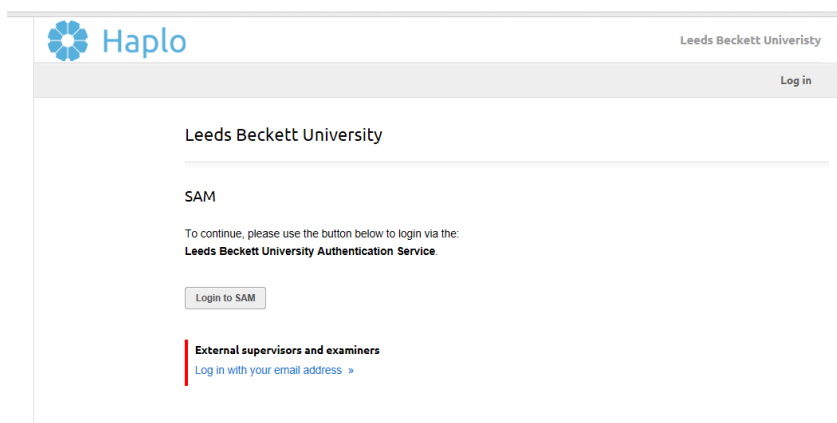
**EXAMINATIONS:** Please note that functionality supporting PGR examinations (eg: marking your intention to submit, submitting your thesis, viva voce panel) will be rolled out during Summer 2021. Look for future updates from The Graduate School.

## 1.1 ACCESSING THE SYSTEM

Go to [www.sam.leedsbeckett.ac.uk](http://www.sam.leedsbeckett.ac.uk) and click **Login to SAM**

**Post Graduate Researchers (PGRs)** – you can also find this link on the Graduate School website in the Useful Information section.

**Staff** – SAM appears as a link under corporate systems on the Staff Intranet



You'll be taken to the University portal where you need to enter your Leeds Beckett email address and associated password.



Please log in with your University username and password.

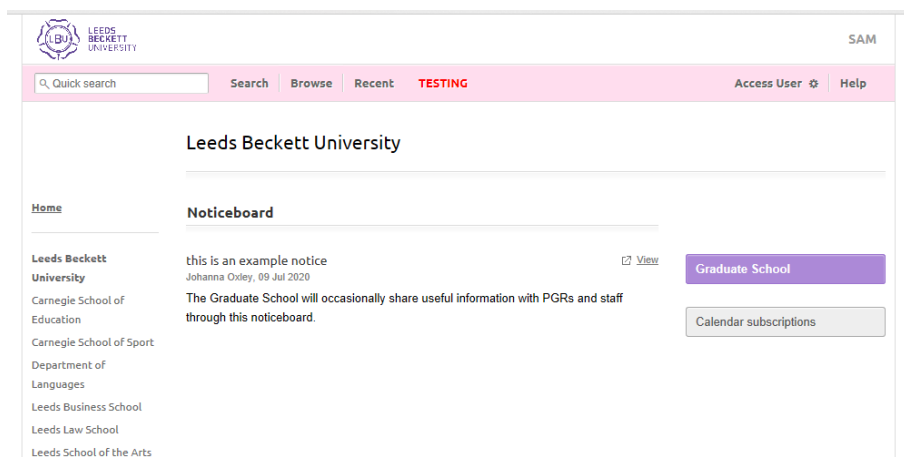
**Sign in**

If your password has expired, you'll be asked to set a new one.  
If you've forgotten your password or need more help, you'll find it [here](#)

## 1.2 THE HOME PAGE

Once logged in all users see the same home page, with different levels of access (based on user permissions) to:

- University structure
- Committees displays the relevant committees and upcoming meetings
- Calendar displays upcoming training and development events
- Guides on how to use SAM

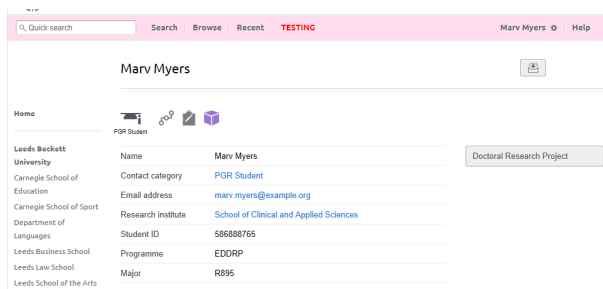


The screenshot shows the SAM (Self-Administered Management) interface for Leeds Beckett University. At the top left is the university logo. The top right corner displays the user name 'SAM'. Below the logo is a search bar with the text 'Quick search' and buttons for 'Search', 'Browse', and 'Recent'. A red banner across the top contains the word 'TESTING'. To the right of the banner are links for 'Access User' and 'Help'. The main content area is titled 'Leeds Beckett University'. On the left is a 'Home' sidebar with a list of university departments: Leeds Beckett University, Carnegie School of Education, Carnegie School of Sport, Department of Languages, Leeds Business School, Leeds Law School, and Leeds School of the Arts. The main area features a 'Noticeboard' with an example notice: 'this is an example notice' by Johanna Oxley, dated 09 Jul 2020. Below this is a paragraph: 'The Graduate School will occasionally share useful information with PGRs and staff through this noticeboard.' To the right of the noticeboard are two buttons: 'Graduate School' (purple) and 'Calendar subscriptions' (grey).

### 1.3 YOUR PROFILE PAGE (PGRs)

Click on **My Record** to go to your user profile. Every user has a profile page which displays key information.

It includes links on the right to relevant functionality for this user.

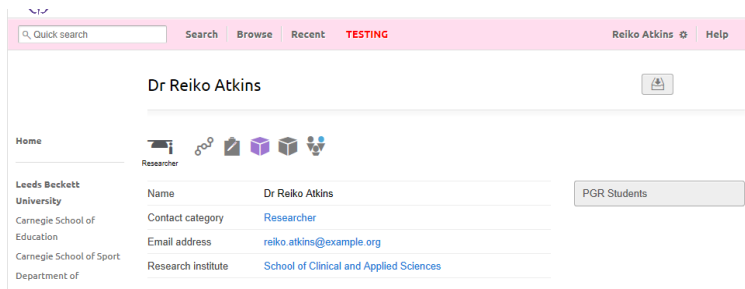


Leeds Beckett University	Name	Marv Myers	Doctoral Research Project
Carnegie School of Education	Contact category	PGR Student	
Carnegie School of Sport	Email address	marv.myers@example.org	
Department of Languages	Research Institute	School of Clinical and Applied Sciences	
Leeds Business School	Student ID	58688765	
Leeds Law School	Programme	EDDRP	
Leeds School of the Arts	Major	R895	

## 1.4 YOUR PROFILE PAGE (Supervisory Team)

Click on **My Record** to go to your user profile. Every user has a profile page which displays key information.

It includes links on the right to relevant functionality for this user.



Dr Reiko Atkins

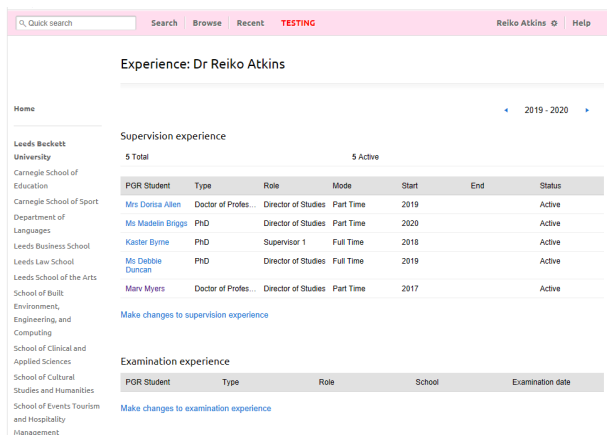
Home

Leeds Beckett University  
Carnegie School of Education  
Carnegie School of Sport  
Department of

Name	Dr Reiko Atkins
Contact category	Researcher
Email address	reiko.atkins@example.org
Research institute	School of Clinical and Applied Sciences

PGR Students

Clicking **PGR Students** will display the supervisor's current and historic supervision records. Examination experience is also displayed. Links to the postgraduate researchers they have supervised or have examined will also be provided.



Experience: Dr Reiko Atkins

Home

Leeds Beckett University  
Carnegie School of Education  
Carnegie School of Sport  
Department of Languages  
Leeds Business School  
Leeds Law School  
Leeds School of the Arts  
School of Built Environment, Engineering, and Computing  
School of Clinical and Applied Sciences  
School of Cultural Studies and Humanities  
School of Events Tourism and Hospitality Management

Supervision experience

5 Total 5 Active

PGR Student	Type	Role	Mode	Start	End	Status
Mrs Doris Allen	Doctor of Proles...	Director of Studies	Part Time	2019		Active
Ms Madelin Biggs	PHD	Director of Studies	Part Time	2020		Active
Katler Byrne	PHD	Supervisor 1	Full Time	2018		Active
Ms Debbie Duncan	PHD	Director of Studies	Full Time	2019		Active
Marv Myers	Doctor of Proles...	Director of Studies	Part Time	2017		Active

Make changes to supervision experience

Examination experience

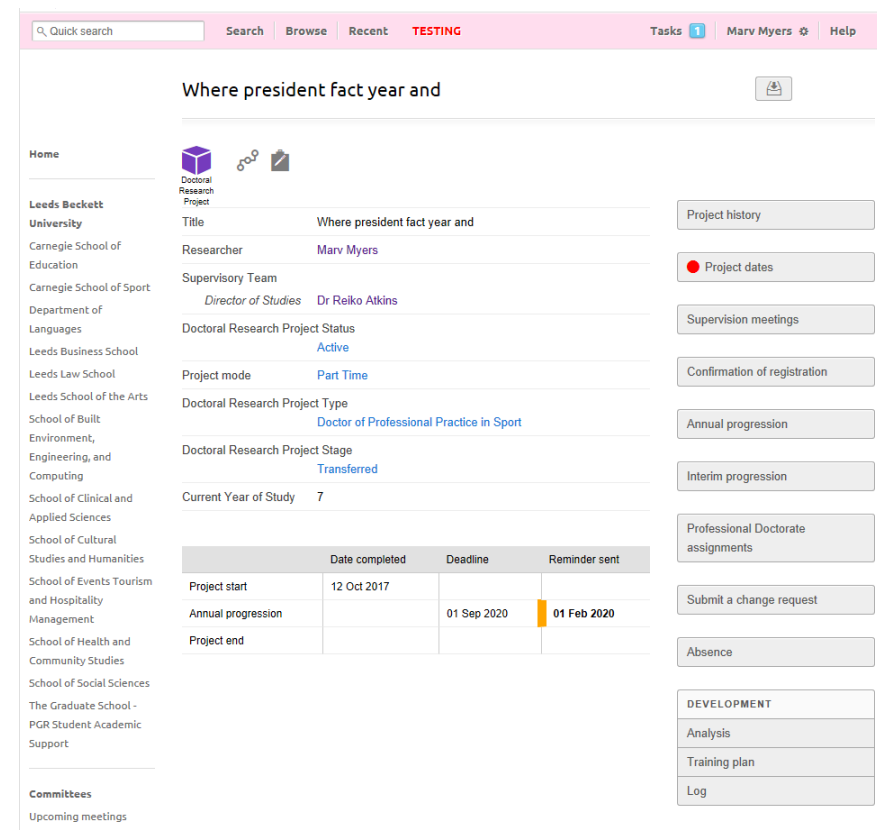
PGR Student	Type	Role	School	Examination date
-------------	------	------	--------	------------------

Make changes to examination experience

Supervisors can add external supervision and examination experience.

## 1.5 YOUR PROJECT PAGE (PGRs)

Clicking the My Project button will take you to your project page. It contains key information related to your research project as well as links to all system functionality.



The screenshot shows a web interface for a Doctoral Research Project. The top navigation bar includes a search box, 'Search', 'Browse', 'Recent', 'TESTING', 'Tasks', 'Marv Myers', and 'Help'. The main content area is titled 'Where president fact year and' and displays the following details:

- Title:** Where president fact year and
- Researcher:** Marv Myers
- Supervisory Team:** Director of Studies Dr Reiko Atkins
- Doctoral Research Project Status:** Active
- Project mode:** Part Time
- Doctoral Research Project Type:** Doctor of Professional Practice in Sport
- Doctoral Research Project Stage:** Transferred
- Current Year of Study:** 7

Below these details is a table with the following data:

	Date completed	Deadline	Reminder sent
Project start	12 Oct 2017		
Annual progression		01 Sep 2020	01 Feb 2020
Project end			

On the right side of the interface, there is a vertical list of buttons for project management: Project history, Project dates, Supervision meetings, Confirmation of registration, Annual progression, Interim progression, Professional Doctorate assignments, Submit a change request, and Absence. At the bottom right, there is a 'DEVELOPMENT' section with buttons for Analysis, Training plan, and Log. A left-hand navigation menu lists various university departments and committees.

## 1.6 PROGRESSING FORMS

SAM uses a very simple colour-coded system to manage outcomes on the various forms throughout the system.

**Green** – action, progress or approve

**Orange** – return to a previous user in the workflow

**Red** – do not approve

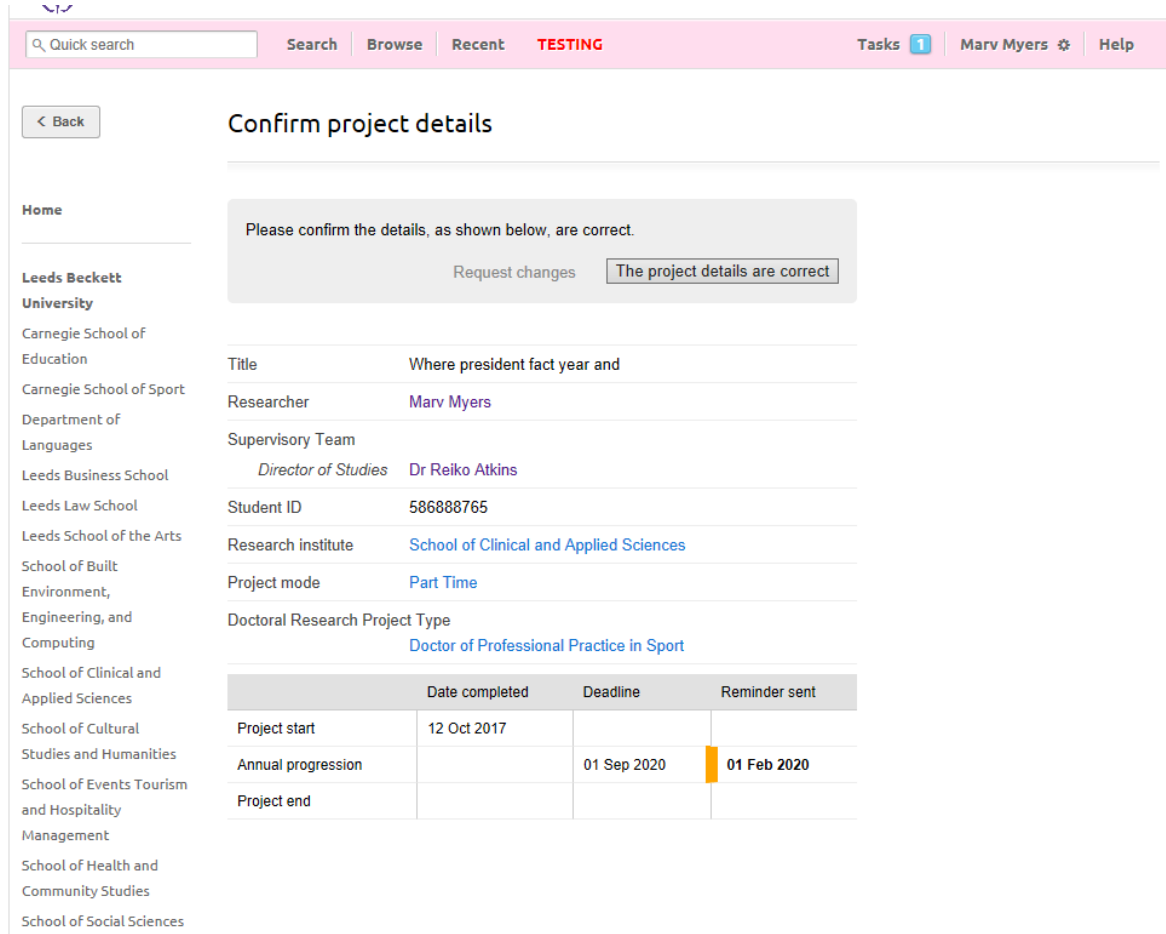
<b>STATUS</b> Waiting for supervisor to approve
<b>CURRENTLY WITH</b> Eulalie Yates
<input type="radio"/> Edit supervisor report
<input type="radio"/> Return to submitter
<input type="radio"/> Not approve

Before submitting a form there is an opportunity to add notes and private notes. After submission, these notes can be edited by the user who submitted them.



## 1.7 CONFIRM PROJECT DETAILS PAGE

In SAM, applications start with a check that key information on the project is correct. If it is not, click the “request changes” link and follow the directions provided.



Quick search Search Browse Recent TESTING Tasks 1 Marv Myers Help

[Back](#)

### Confirm project details

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

[Request changes](#)

**Title** Where president fact year and

**Researcher** [Marv Myers](#)

**Supervisory Team**  
*Director of Studies* [Dr Reiko Atkins](#)

**Student ID** 586888765

**Research institute** [School of Clinical and Applied Sciences](#)

**Project mode** [Part Time](#)

**Doctoral Research Project Type**  
[Doctor of Professional Practice in Sport](#)

	Date completed	Deadline	Reminder sent
Project start	12 Oct 2017		
Annual progression		01 Sep 2020	01 Feb 2020
Project end			

**Home**

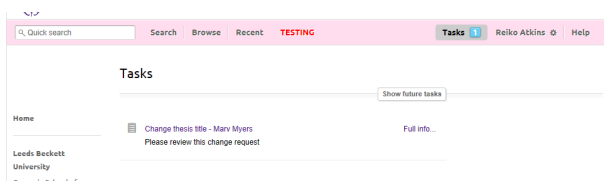
**Leeds Beckett University**

- Carnegie School of Education
- Carnegie School of Sport
- Department of Languages
- Leeds Business School
- Leeds Law School
- Leeds School of the Arts
- School of Built Environment, Engineering, and Computing
- School of Clinical and Applied Sciences
- School of Cultural Studies and Humanities
- School of Events Tourism and Hospitality Management
- School of Health and Community Studies
- School of Social Sciences


## 1.8 TASKS AND NOTIFICATIONS

Users receive an email notification and task when they are required to take action in a workflow.

Tasks are displayed to the user in the top right of all pages and disappear when the action is completed.



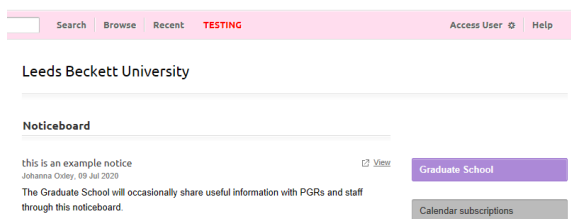
## 1.9 USER GUIDES AND GUIDANCE

Whenever you see an , click it to see further guidance on the process you're undertaking. You can also refer to the Research Student Handbook for more information.

PGRs can find all user guides by using the Guides in the left-hand menu.

## 1.10 CALENDAR SUBSCRIPTIONS

You can link your SAM account to your calendars on Outlook, iOS and others. Click on the Calendar Subscriptions button and follow the step by step guide relevant to your personal email/calendar setup.



## 2.1 SUPERVISION MEETINGS

Supervisory meetings can be started by supervisors or PGRs.

They can be scheduled for the future (which will send an email notification to the participants selected) or recorded after the meeting has taken place.

Meetings can be recorded as:

- In person
- Telephone
- Email
- Video conference

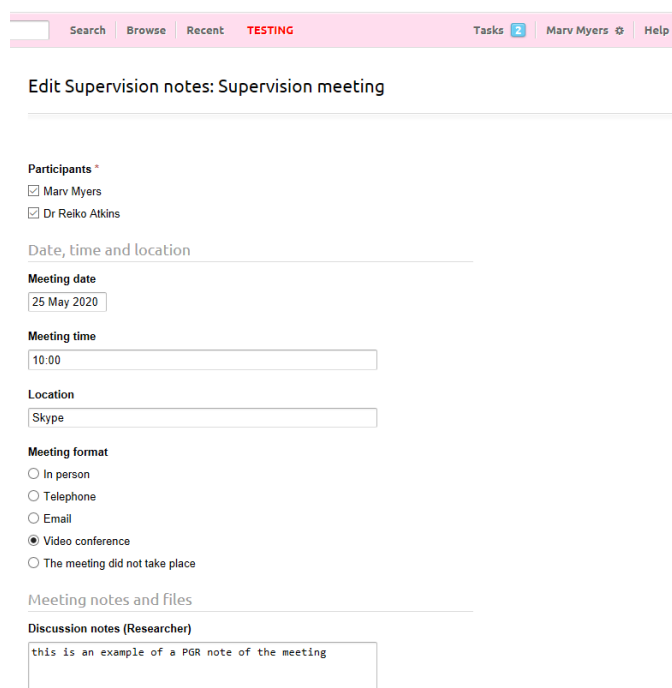
Meeting notes are then added by the PGR and supervisor attending the meeting.

The meeting notes are confirmed, or revisions can be requested.

Once the meeting is marked as complete, follow-on notes can be added.

The meeting can also be recorded as not taking place.

Previous supervisory meetings are displayed by academic year and can be downloaded.



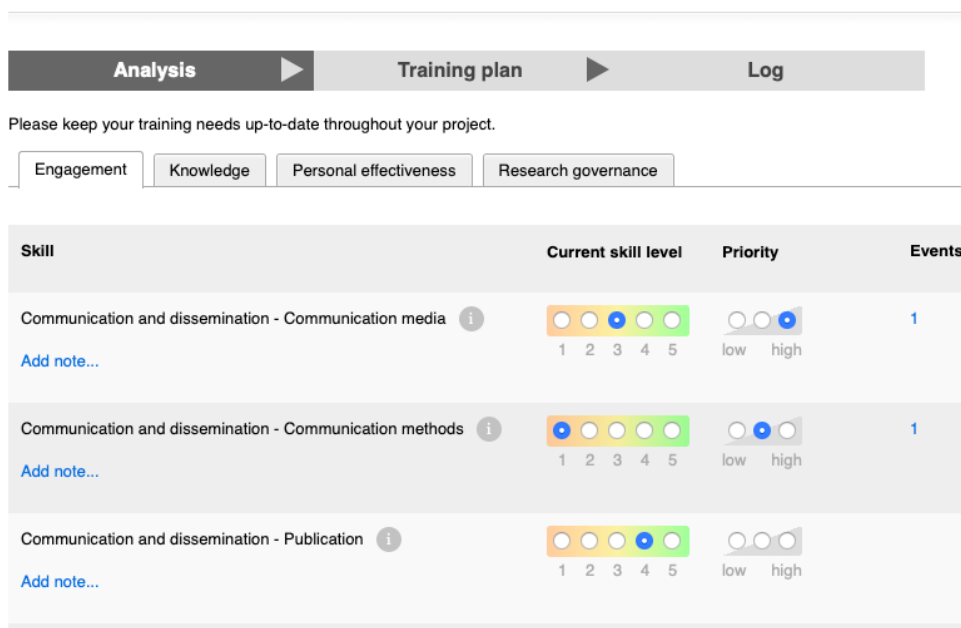
The screenshot shows a web application interface for editing supervision meeting notes. At the top, there is a navigation bar with a search box, 'Browse', 'Recent', and 'TESTING' (highlighted in red). On the right, there are links for 'Tasks' (with a notification icon), 'Marv Myers' (with a user icon), and 'Help'. Below the navigation bar, the page title is 'Edit Supervision notes: Supervision meeting'. The form is divided into several sections: 'Participants' with checkboxes for 'Marv Myers' and 'Dr Reiko Atkins'; 'Date, time and location' with a 'Meeting date' field set to '25 May 2020' and a 'Meeting time' field set to '10:00'; 'Location' with a text field containing 'Skype'; 'Meeting format' with radio buttons for 'In person', 'Telephone', 'Email', 'Video conference' (which is selected), and 'The meeting did not take place'; and 'Meeting notes and files' with a 'Discussion notes (Researcher)' text area containing the text 'this is an example of a PGR note of the meeting'.

## 2.2 TRAINING AND DEVELOPMENT

Training and development activities are recorded by the postgraduate researcher in the following ways:

### Analysis

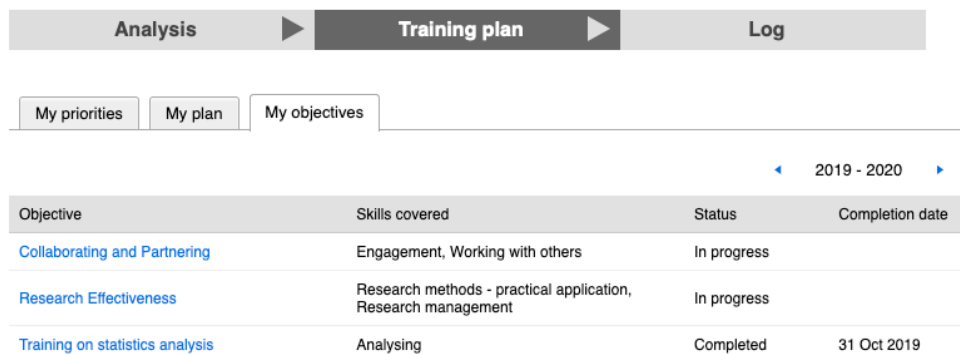
Provides a training needs analysis which allows skill level and priorities to be set, with links to training and development events setup by The Graduate School and Libraries teams.



Skill	Current skill level	Priority	Events
Communication and dissemination - Communication media <a href="#">Add note...</a>	1 2 3 4 5	low high	1
Communication and dissemination - Communication methods <a href="#">Add note...</a>	1 2 3 4 5	low high	1
Communication and dissemination - Publication <a href="#">Add note...</a>	1 2 3 4 5	low high	

### Training Plan

Your training plan can be reviewed and submitted throughout the academic year.



Objective	Skills covered	Status	Completion date
<a href="#">Collaborating and Partnering</a>	Engagement, Working with others	In progress	
<a href="#">Research Effectiveness</a>	Research methods - practical application, Research management	In progress	
<a href="#">Training on statistics analysis</a>	Analysing	Completed	31 Oct 2019

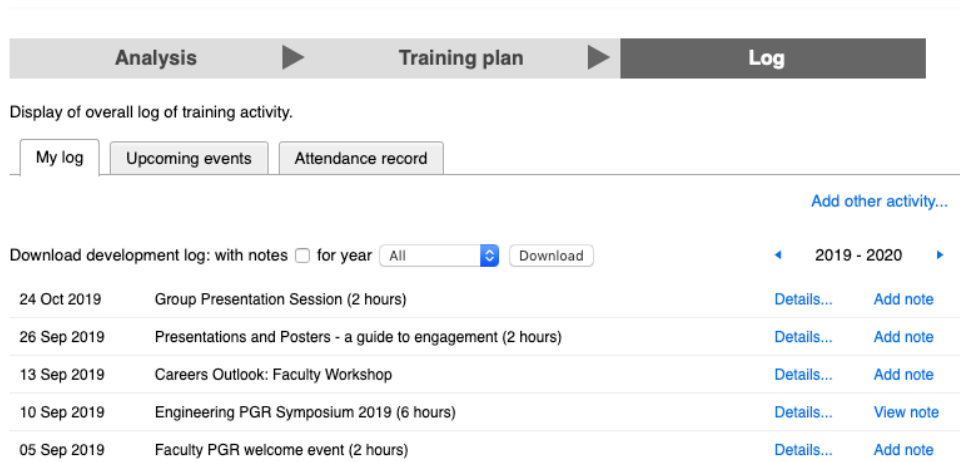
## Log

Postgraduate researchers are invited to institutional events and can respond via the system.

These events are logged and the attendance record displayed.

External events can be added by postgraduate researchers.

The log can be downloaded.

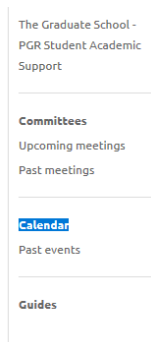


The screenshot shows a navigation bar with three tabs: "Analysis", "Training plan", and "Log". Below the tabs, there is a section for "Display of overall log of training activity." with three sub-tabs: "My log", "Upcoming events", and "Attendance record". To the right of these tabs is a link "Add other activity...". Below this is a section for "Download development log: with notes" with a checkbox, a dropdown menu set to "All", and a "Download" button. To the right of this is a year selector "2019 - 2020". The main content is a table of training activities:

Date	Event Name	Duration	Details...	Add note
24 Oct 2019	Group Presentation Session	2 hours	<a href="#">Details...</a>	<a href="#">Add note</a>
26 Sep 2019	Presentations and Posters - a guide to engagement	2 hours	<a href="#">Details...</a>	<a href="#">Add note</a>
13 Sep 2019	Careers Outlook: Faculty Workshop		<a href="#">Details...</a>	<a href="#">Add note</a>
10 Sep 2019	Engineering PGR Symposium 2019	6 hours	<a href="#">Details...</a>	<a href="#">View note</a>
05 Sep 2019	Faculty PGR welcome event	2 hours	<a href="#">Details...</a>	<a href="#">Add note</a>

## All Events

PGRs can find a list of all events, workshops, and training opportunities available through the Graduate School and Library Training and Development Teams by using the Calendar in the left-hand menu.



The screenshot shows a vertical menu with the following items:

- The Graduate School - PGR Student Academic Support
- Committees
  - Upcoming meetings
  - Past meetings
- Calendar** (highlighted)
  - Past events
- Guides

### 3 CHANGE REQUESTS

Change requests are typically submitted by the postgraduate researcher (PGR) or a member of the supervisory team to request a change to registration.

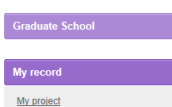
These requests are reviewed by the Research Degree Sub Committee. On approval, SAM will update the relevant elements of your Project Page.

These include:

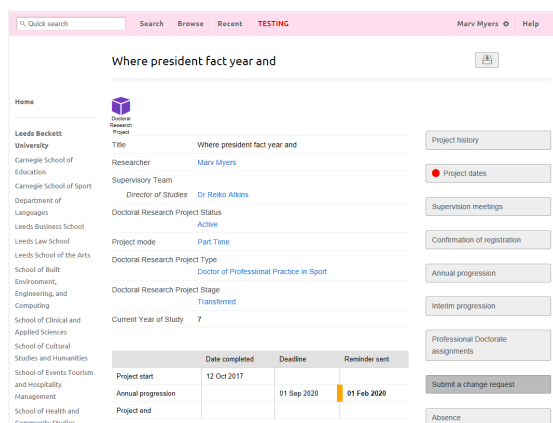
- Change in Mode
- Change thesis title
- Early Submission
- Extension
- Suspension
- Thesis Title Change
- Withdrawal
- Writing Up

#### 3.1 PGRs

Go to your project page by clicking **My Project**.

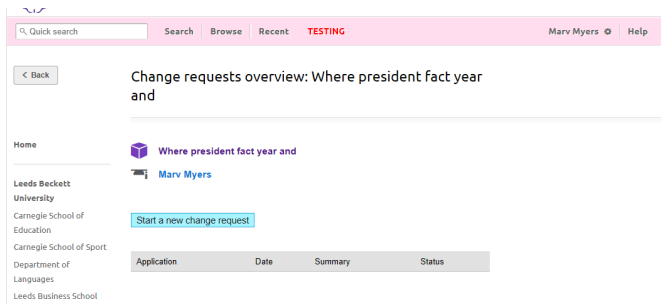


Click on **Submit a Change Request** in the right-hand menu.



The screenshot shows a web interface for a research project. The main content area displays details for a project titled 'Where president fact year and' by researcher 'Marv Myers'. The project is currently 'Active' and in 'Part Time' mode. The project stage is 'Transferred'. A table at the bottom shows the project start date as 12 Oct 2017, the annual progression deadline as 01 Sep 2020, and the project end date as 01 Feb 2020. On the right-hand side, there is a vertical menu with several buttons, including 'Project history', 'Project dates', 'Supervision meetings', 'Confirmation of registration', 'Annual progression', 'Interim progression', 'Professional Doctorate assignments', 'Submit a change request', and 'Absence'.

The system will display any historic or current Change Requests. Click **Submit a new change request**.

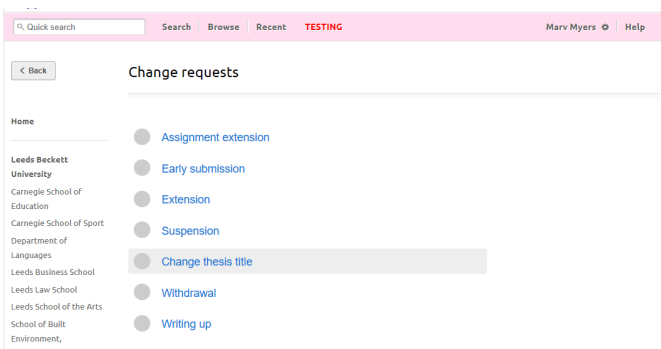


Change requests overview: Where president fact year and

Start a new change request

Application	Date	Summary	Status
-------------	------	---------	--------

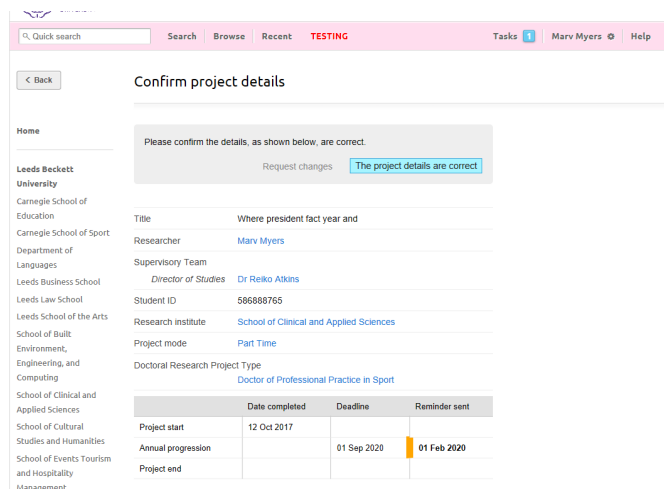
Next, choose which type of change request you need to submit.



Change requests

- Assignment extension
- Early submission
- Extension
- Suspension
- Change thesis title
- Withdrawal
- Writing up

SAM will ask you to check that your current project details are correct before continuing.



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

Request changes [The project details are correct](#)

Title: Where president fact year and

Researcher: Marv Myers

Supervisory Team: Director of Studies: Dr Reiko Atkins

Student ID: 586888765

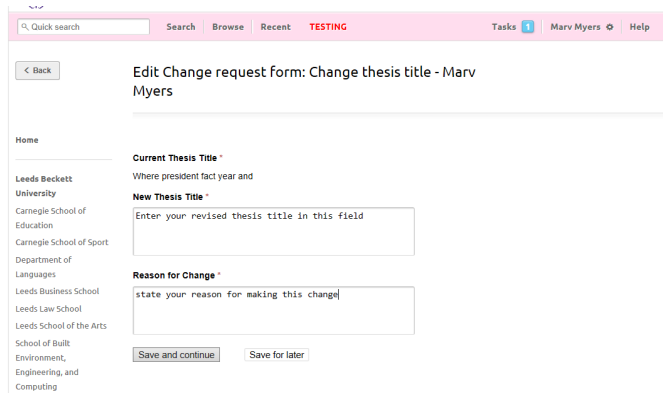
Research institute: School of Clinical and Applied Sciences

Project mode: Part Time

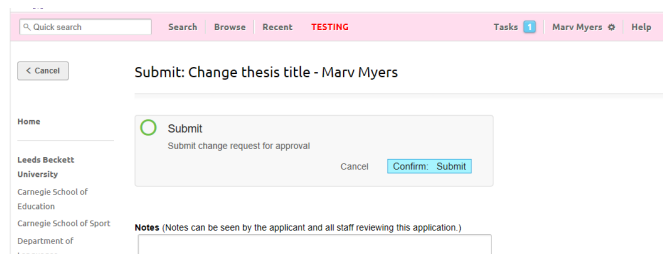
Doctoral Research Project Type: Doctor of Professional Practice in Sport

	Date completed	Deadline	Reminder sent
Project start	12 Oct 2017		
Annual progression		01 Sep 2020	01 Feb 2020
Project end			

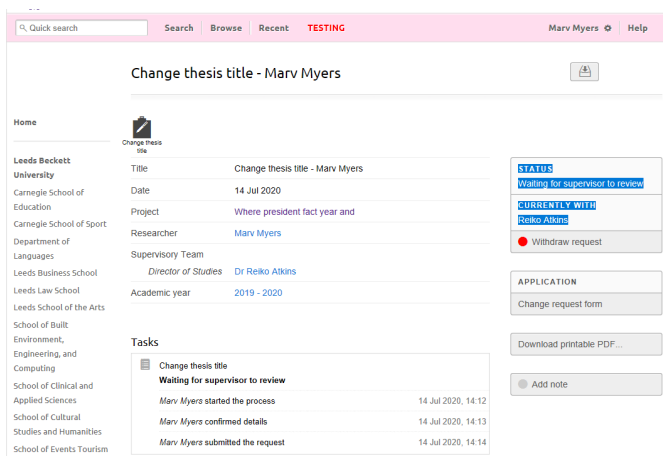
Provide the information requested on screen. In this example, the request is to amend the Thesis Title so the new title and a reason for change is requested. Other change requests will ask you to provide different information.



Finally, click Submit.



SAM will show you the current status of your request and which user is currently dealing with the task. PGRs also have the option to withdraw their change request on this same screen.



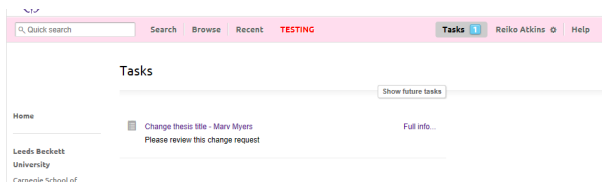
Tasks		
<b>Change thesis title</b>		
<b>Waiting for supervisor to review</b>		
Marv Myers started the process		14 Jul 2020, 14:12
Marv Myers confirmed details		14 Jul 2020, 14:13
Marv Myers submitted the request		14 Jul 2020, 14:14

You will receive email alerts as your request is reviewed by other users within the system (your supervisory team and the Research Degree Sub Committee).

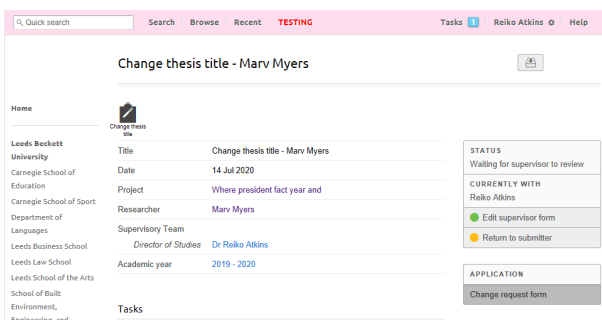


### 3.2 Supervisors

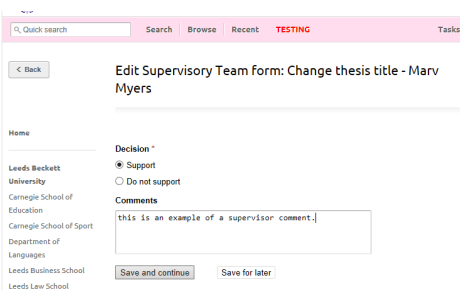
Go to Tasks and click on the Request you wish to progress



Review the details provided by the PGR. You can request further information using the **Yellow** button then make a decision using the **Green** button.



Choose "Support"/ "Do Not Support" and add a comment explaining your decision, then click **Save and Continue**.



### 3.3 Graduate School & RDSC Members

Go to Tasks and click on the Request you wish to progress

<b>STATUS</b>	
Awaiting Leeds Beckett University Research Degree Sub-Committee meeting	
<b>CURRENTLY WITH</b>	
Antin Pearson	
<input checked="" type="radio"/> Edit Leeds Beckett University Research Degree Sub-Committee report <input type="radio"/> Return to submitter <input type="radio"/> Return to supervisor	
<b>NO</b>	<input checked="" type="radio"/> Online decision <input checked="" type="radio"/> Schedule meeting <input checked="" type="radio"/> Request review <input checked="" type="radio"/> Forward application to Chair
00, 14:12	
00, 14:13	
00, 14:14	
00, 10:46	

Choose the appropriate route through the Research Degree Sub-Committee (RDSC). The options are:

**Online decision** – send to members of the committee to each make a decision on an outcome. The Chair can then use the member votes to formally confirm the outcome.

**Schedule meeting** – add the request to one of the upcoming RDSC meetings.

**Request Review** – Arrange a meeting to discuss the request before formal submission to RDSC

**Forward application to Chair** – Deal with the request as a Chair’s Action.

**Forward application to Deputy Chair** – On the occasion the Chair is unavailable, the task can be delegated to the Deputy to deal with the request as a Chair’s Action.

All of the above routes allow RDSC Members to review the forms submitted by the PGR and Supervisory Team before making their decision.

<b>APPLICATION</b>
<a href="#">Change request form</a>
<a href="#">Supervisory Team form</a>

Once a decision has been made, the RDSC secretary will then Edit the form.

<b>STATUS</b>	
Awaiting Leeds Beckett University Research Degree Sub-Committee meeting	
<b>CURRENTLY WITH</b>	
Antin Pearson	
<input checked="" type="radio"/> Edit Leeds Beckett University Research Degree Sub-Committee report <input type="radio"/> Return to submitter <input type="radio"/> Return to supervisor	

The secretary will update the record to complete the request. Click **Save and Continue**.

Quick search Search Browse Recent TESTING Tasks

< Back Edit Committee report: Change thesis title - Marv Myers

Home

Leeds Beckett University  
Carnegie School of Education  
Carnegie School of Sport  
Department of Languages  
Leeds Business School  
Leeds Law School  
Leeds School of the Arts  
School of Built Environment,

**RDSC Decision \***

Approve  
 Not Approve  
 Request further information

**Comments**

If Request further information is selected, please provide clear instructions to the PGR student detailing what you require

This is an example of an RDSC approved change request for Change of Thesis Title.

Save and continue Save for later

## 4 CONFIRMATION OF REGISTRATION

Confirmation of Registration is initiated by the postgraduate researcher (PGR) and is the first milestone in the PGR journey.

The CoR documents submitted by the postgraduate researcher will be reviewed by a panel who will meet with the PGR to discuss their proposed project. On approval, SAM will update the relevant elements of the Project Page.

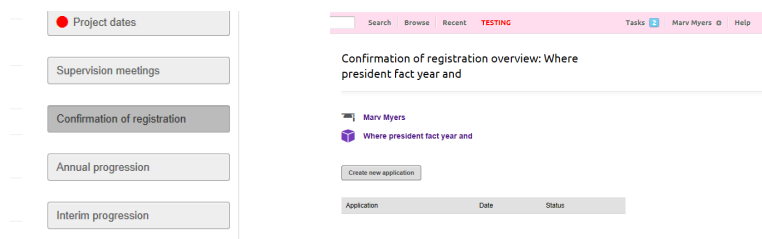
For PGRs on a *Full Time* project, your Confirmation of Registration will take place four months after your project start date. For PGRs in an October cohort, your CoR meeting will take place in the January of the following year. For those in a February cohort, your CoR meeting will take place in June.

For PGRs on a *Part Time* project, your Confirmation of Registration will take place six months after your project start date. For PGRs in an October cohort, your CoR meeting will take place in the March of the following year. For those in a February cohort, your CoR meeting will take place in August.

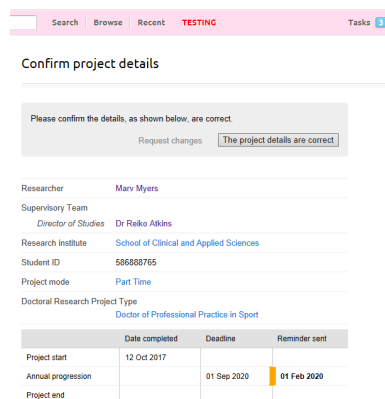
SAM will prompt you with reminders to begin the Confirmation of Registration process.

### 4.1 PGRs

Click on **Confirmation of Registration** followed by **Create new application**.



Check that your Project Details are correct. Notify the Graduate School team if they are not.



Confirm project details

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

[Request changes](#) [The project details are correct](#)

Researcher: Marv Myers

Supervisory Team: Dr Reiko Atkins

Research Institute: School of Clinical and Applied Sciences


Student ID: 58688765

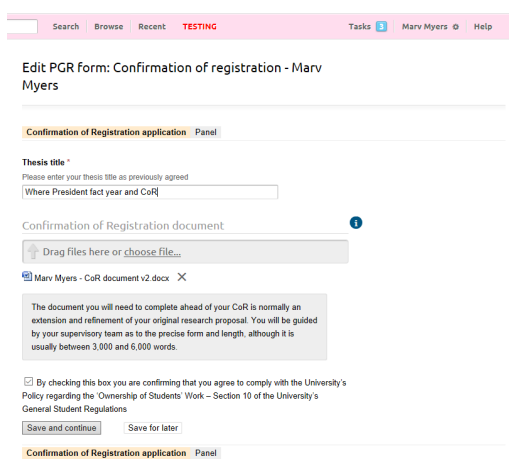
Project mode: Part Time

Doctoral Research Project Type: Doctor of Professional Practice in Sport

	Date completed	Deadline	Reminder sent
Project start	12 Oct 2017		
Annual progression		01 Sep 2020	01 Feb 2020
Project end			

Complete all fields on the **Confirmation of registration application** tab, making sure you also upload your supporting CoR document.

Whenever you see an , click it to see further guidance on the process you're undertaking. You can also refer to the Research Student Handbook for more information.



Confirmation of Registration application Panel

Thesis title\*

Please enter your thesis title as previously agreed  
(Where President fact year and CoR)

Confirmation of Registration document

Drag files here or choose file...

Marv Myers - CoR document v2.docx X

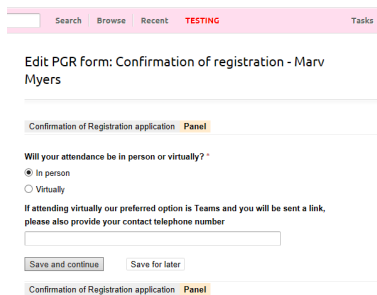
The document you will need to complete ahead of your CoR is normally an extension and refinement of your original research proposal. You will be guided by your supervisory team as to the precise form and length, although it is usually between 3,000 and 6,000 words.

By checking this box you are confirming that you agree to comply with the University's Policy regarding the 'Ownership of Students' Work - Section 10 of the University's General Student Regulations

Save and continue Save for later

Confirmation of Registration application Panel

Next, complete all fields on the Panel tab.



Confirmation of Registration application Panel

Will your attendance be in person or virtually?\*

In person

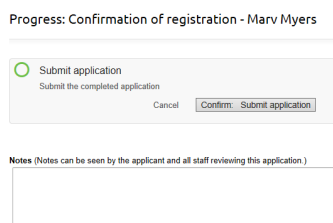
Virtually

If attending virtually our preferred option is Teams and you will be sent a link, please also provide your contact telephone number

Save and continue Save for later

Confirmation of Registration application Panel

Finally, click Submit.



Progress: Confirmation of registration - Marv Myers

Submit application

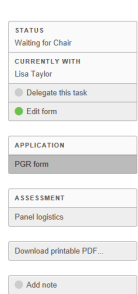
Submit the completed application

Cancel Confirm. Submit application

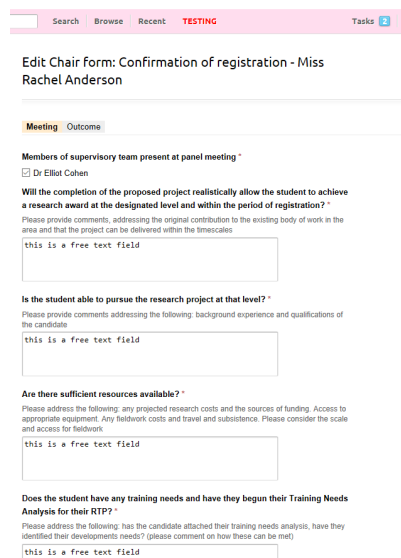
Notes (Notes can be seen by the applicant and all staff reviewing this application.)

## 4.2 CoR Panel Members

Check your tasks and select the relevant CoR Panel meeting. Panel members can review the information submitted by the PGR by clicking on the **PGR Form**.



The Panel will complete all sections on the Meeting tab.



Search Browse Recent **TESTING** Tasks 2

Edit Chair form: Confirmation of registration - Miss Rachel Anderson

Meeting Outcome

Members of supervisory team present at panel meeting \*

Dr Elliot Cohen

Will the completion of the proposed project realistically allow the student to achieve a research award at the designated level and within the period of registration? \*

Please provide comments, addressing the original contribution to the existing body of work in the area and that the project can be delivered within the timescales

this is a free text field

Is the student able to pursue the research project at that level? \*

Please provide comments addressing the following: background experience and qualifications of the candidate

this is a free text field

Are there sufficient resources available? \*

Please address the following: any projected research costs and the sources of funding. Access to appropriate equipment. Any fieldwork costs and travel and subsistence. Please consider the scale and access for fieldwork

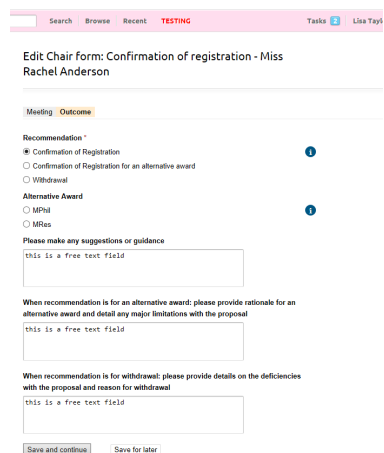
this is a free text field

Does the student have any training needs and have they begun their Training Needs Analysis for their RTP? \*

Please address the following: has the candidate attached their training needs analysis, have they identified their development needs? (please comment on how these can be met)

this is a free text field

The Panel will then complete the **Outcome** tab and make a determination on the PGR's registration. On the next screen, click **Submit**.



Search Browse Recent **TESTING** Tasks 2 Lisa Taylor

Edit Chair form: Confirmation of registration - Miss Rachel Anderson

Meeting Outcome

Recommendation \*

Confirmation of Registration

Confirmation of Registration for an alternative award

Withdrawal

Alternative Award \*

MPhil

MRes

Please make any suggestions or guidance

this is a free text field

When recommendation is for an alternative award: please provide rationale for an alternative award and detail any major limitations with the proposal

this is a free text field

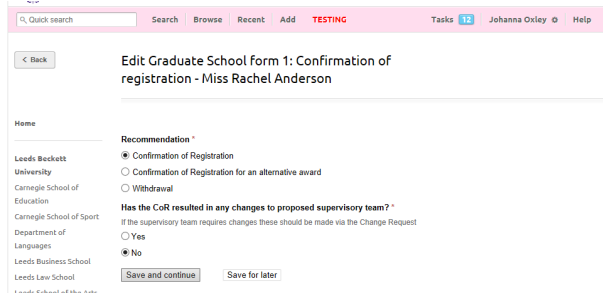
When recommendation is for withdrawal: please provide details on the deficiencies with the proposal and reason for withdrawal

this is a free text field

Save and continue Save for later

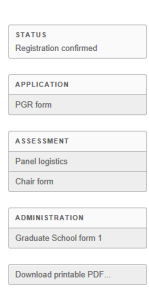
### 4.3 Graduate School

Review the Outcomes, if any amends require a Change Request to be sent to RDSC, initiate the request.



The screenshot shows a web form titled "Edit Graduate School form 1: Confirmation of registration - Miss Rachel Anderson". The form includes a navigation menu on the left with options like "Home", "Leeds Beckett University", "Carnegie School of Education", "Department of Languages", and "Leeds Law School". The main content area has a "Recommendation" section with three radio button options: "Confirmation of Registration" (selected), "Confirmation of Registration for an alternative award", and "Withdrawal". Below this is a question: "Has the CoR resulted in any changes to proposed supervisory team?" with "Yes" and "No" radio button options. The "No" option is selected. At the bottom of the form, there are two buttons: "Save and continue" and "Save for later".

Once confirmed, the status on the CoR will be updated.



The screenshot shows a vertical sidebar menu with several categories and their corresponding forms:

- STATUS**: Registration confirmed
- APPLICATION**: PGR form
- ASSESSMENT**: Panel logistics, Chair form
- ADMINISTRATION**: Graduate School form 1
- Download printable PDF...

## 5 ANNUAL PROGRESSIONS

Annual progression is a key milestone as it is the official mechanism by which you will be permitted to move from one year to another. Its purpose is to ensure you have made sufficient progress, have plans in place and the sufficient support to complete your programme successfully.

The meetings usually occur in the month before you are required to re-enrol online. For PGRs in an October cohort, your Progression meetings will usually take place in September. For those in a February cohort, Progression meetings will usually take place in January.

### 5.1 PGRs

Go onto your Project Page and click **Annual Progression**.

Doctoral Research Project Status	Active	Supervision meetings
Doctoral Research Project Mode	Part Time	Confirmation of registration
Doctoral Research Project Type	Doctor of Professional Practice in Sport	<b>Annual progression</b>
Doctoral Research Project Stage	Transferred	Interim progression
Current Year of Study	7	

Click **Create new application**.

Annual progression overview: Where president fact year and

Marv Myers

Where president fact year and

Create new application

Application	Date	Status

Confirm that your Project Details are correct.

Confirm project details

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

Request changes | The project details are correct

Leeds Beckett University  
Carnegie School of Education  
Carnegie School of Sport  
Department of Languages  
Leeds Business School  
Leeds Law School  
Leeds School of the Arts  
School of Built Environment, Engineering, and Computing  
School of Clinical and Applied Sciences  
School of Cultural Studies and Humanities

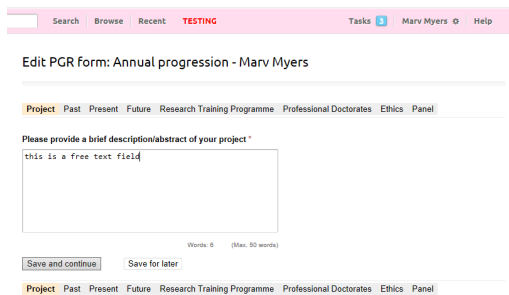
Researcher: Marv Myers  
Supervisory Team: Dr Raiko Atkins  
Director of Studies: Dr Raiko Atkins  
Research Institute: School of Clinical and Applied Sciences  
Student ID: 58688765  
Project mode: Part Time  
Doctoral Research Project Type: Doctor of Professional Practice in Sport

	Date completed	Deadline	Reminder sent
Project start	12 Oct 2017		
Annual progression		01 Sep 2020	01 Feb 2020
Project end			



Work your way through all the tabs. Some fields are free text entry, some require a file to be uploaded, whilst others are pre-defined.

## Free text



Search Browse Recent **TESTING** Tasks 3 Marv Myers Help

Edit PGR form: Annual progression - Marv Myers

Project Past Present Future Research Training Programme Professional Doctorates Ethics Panel

Please provide a brief description/abstract of your project \*

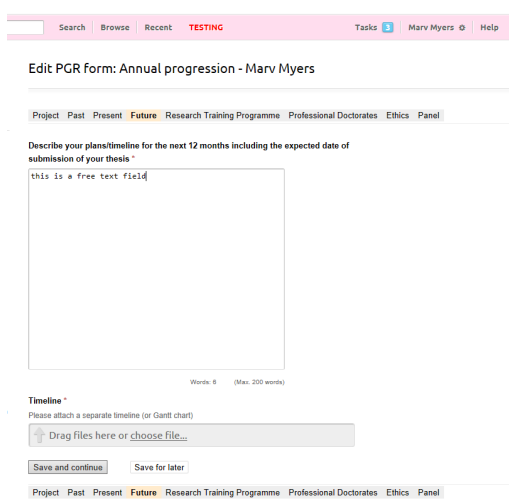
this is a free text field

Words: 0 (Max: 50 words)

Save and continue Save for later

Project Past Present Future Research Training Programme Professional Doctorates Ethics Panel

## File uploads



Search Browse Recent **TESTING** Tasks 3 Marv Myers Help

Edit PGR form: Annual progression - Marv Myers

Project Past Present **Future** Research Training Programme Professional Doctorates Ethics Panel

Describe your plans/timeline for the next 12 months including the expected date of submission of your thesis \*

this is a free text field

Words: 0 (Max: 200 words)

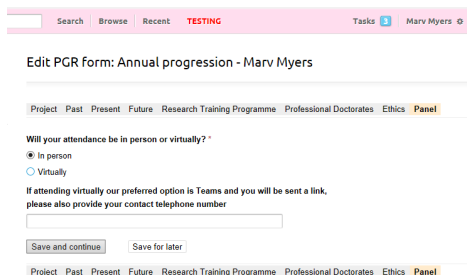
**Timeline \***  
Please attach a separate timeline (or Gantt chart)

Drag files here or choose file...

Save and continue Save for later

Project Past Present **Future** Research Training Programme Professional Doctorates Ethics Panel

## Pre-defined



Search Browse Recent **TESTING** Tasks 3 Marv Myers Help

Edit PGR form: Annual progression - Marv Myers

Project Past Present Future Research Training Programme Professional Doctorates Ethics **Panel**

Will your attendance be in person or virtually? \*

In person  
 Virtually

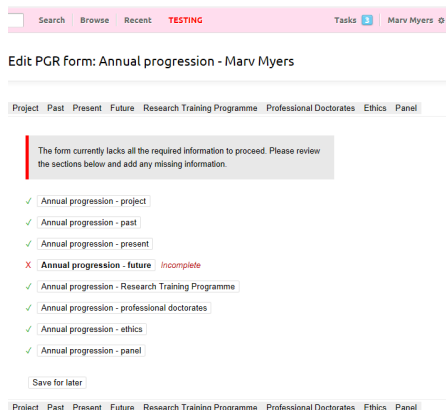
If attending virtually our preferred option is Teams and you will be sent a link, please also provide your contact telephone number

Save and continue Save for later

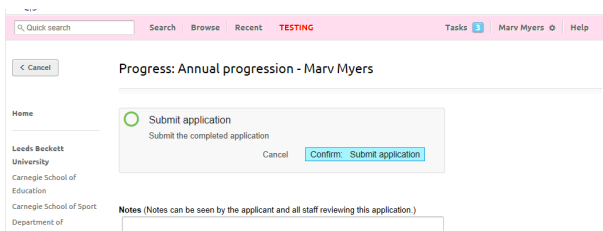
Project Past Present Future Research Training Programme Professional Doctorates Ethics **Panel**

On each tab you can either Save and Continue or Save for Later.

If you try to save without completing a mandatory field, SAM will alert you.

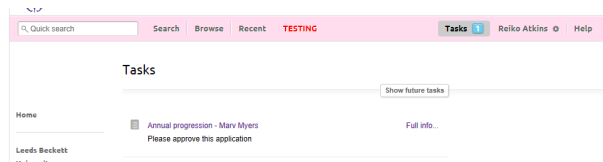


Once all mandatory elements have been completed, you will be able to **Submit** your application.

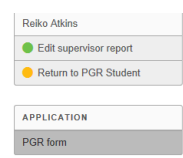


## 5.2 Supervisors

Go into Tasks and select the Progression that you wish to review.



Review the information submitted by the PGR.



Click Edit Supervisor Report and provide your feedback on the PGR submission.

Tasks 1

**Edit Supervisor report: Annual progression - Marv Myers**

---

**Please comment on progress to date and progress since last review (if applicable) \***

this is a free text field

**In your view is the progress satisfactory? \***

Yes

No

**If no, please state your reasons why**

this is a free text field

**Have there been any extenuating circumstances which have impacted on progress? \***

this is a free text field

**For students approaching their final year, please comment on whether the student is at writing up stage and whether you have started to arrange examination arrangements**

this is a free text field

Save and continue
Save for later

### 5.3 Graduate School

Enter the date/time for the meeting, panel members and other key details. Note, if staff are not appearing in the search field, report the issue to the SAM Helpdesk.

**Chair \***

Dr Robert Davis

**Panel member \***

Mr Ryan Davies

**Administrator (Grad School rep) \***

Mrs Johanna Oxley

**Student Home Postcode**

Cannot find postcode

**Date of Panel \***

26 Jul 2020

**Time of panel \***

17:00

**Time for panel to attend \***

A 15 minute slot is allocated for review and discussion

16:45

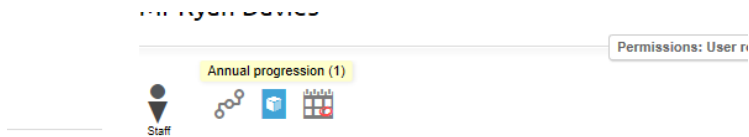
**Location of panel \***

room 12

If these details have already been populated the next task will be to prepare the papers for the meeting, checking that suspension, fees, and previous meeting notes are correct and ready for the panels reference.

## 5.4 Progression Panel Members

Go onto your staff record and click on the Annual Progression icon. Select the relevant Progression.



Review the details provided by the PGR, their supervisory team, and the Graduate School.

<b>STATUS</b>
Waiting for Graduate School
<b>CURRENTLY WITH</b>
Graduate School
<b>APPLICATION</b>
PGR form
Supervisor report
<b>ASSESSMENT</b>
Panel logistics
<b>ADMINISTRATION</b>
Graduate School form 1

At the meeting, the Graduate School representative will capture notes of points discussed and enter them onto SAM in the Minutes tab.

Search | Browse | Recent | Add | TESTING | Task

Edit Progression meeting: Annual progression - Miss Rachel Anderson

Minutes | Outcome

Minutes from meeting \*

this is a free text field

Save and continue | Save for later

Minutes | Outcome


Next, make a determination on the PGR Progression using the Outcome tab. Guidance on Outcomes can be found by clicking the  icon.

-----

Minutes Outcome

**Training Requirements**  
Please outline the PGR training requirements for the next year  
this is a free text field

**Outcome \***

- Registration Continues 
- Continue with Written Warning (callback)
- Continue with Written Warning
- Alternative Award
- Withdrawal

**Notes for student and supervisor**  
this is a free text field

**Conditions**  
this is a free text field

Save and continue Save for later

Minutes Outcome

Note: outcome options vary depending on the PGR award type. In this example, the PGR is working towards a PhD award.

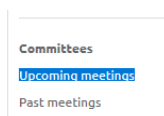
Outcomes for Written Warning (Callback), Alternative Award, and Withdrawal will trigger additional tasks for the PGR and the Graduate School to complete.

## 6 RESEARCH DEGREE SUB COMMITTEE

The Research Degree Sub Committee is the only committee in the University that can approve changes to a Postgraduate Researcher record. The RDSC meets each month from September to July. Dates are listed on SAM, click on the Calendar link in the left-hand menu to view all dates.

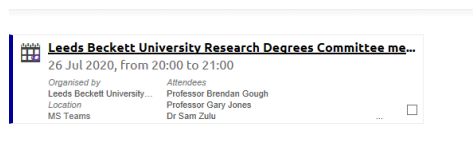
### RDSC Members

Click on the **Upcoming Meetings** link

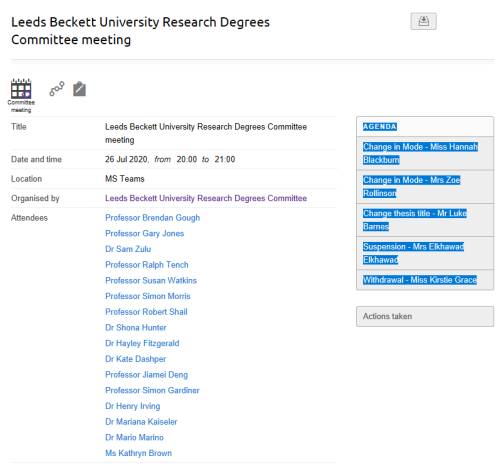


Select the relevant meeting

#### Upcoming committee meetings



Requests are sorted by type under the **Agenda**. Simply click on a request to view the details.



At the meeting, the Secretary of RDSC will record all outcomes and SAM will send a notification to the PGR and their supervisory team advising them of the decision.