



LEEDS
BECKETT
UNIVERSITY

Student Admin Manager (SAM)

User guidance

leedsbeckett.ac.uk



STUDENT ADMIN MANAGER (SAM) at Leeds Beckett

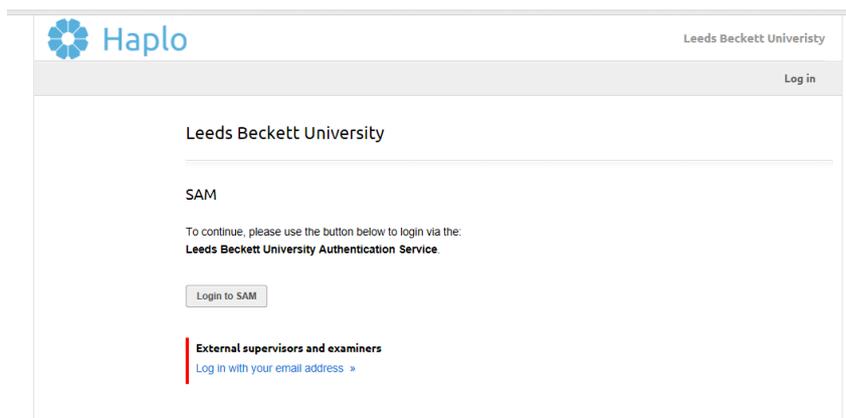
1. GENERAL INFORMATION	3
1.1 Accessing the System	3
1.2 The Home Page	5
1.3 Your Profile Page (PGRs)	6
1.4 Your Profile Page (Supervisory Team).....	7
1.5 Your Project Page (PGRs)	8
1.6 Progressing Forms.....	9
1.7 Confirm Project Details Page	10
1.8 Tasks and Notifications	10
1.9 User Guides and Guidance.....	11
1.10 Calendar Subscriptions	11
2. PGR SUPPORT.....	11
2.1 Supervision Meetings.....	11
2.2 Training and Development.....	12
3. CHANGE REQUESTS.....	15
3.1 PGRs	15
3.2 Supervisors.....	18
3.3 School PGR Admin & RDSC Members	19
4. CONFIRMATION OF REGISTRATION	20
4.1 PGRs	21
4.2 CoR Panel Members.....	22
4.3 PGR Administration.....	23
5. ANNUAL PROGRESSIONS	24
5.1 PGRs	24
5.2 Supervisors.....	26
5.3 PGR Administration.....	27
5.4 Progression Panel Members	28
6. RESEARCH DEGREE SUB COMMITTEE	29
6.1 RDSC Members	30
7. EXAMINATION.....	31

1. GENERAL INFORMATION

1.1 Accessing the System

Go to www.sam.leedsbeckett.ac.uk and click **Login to SAM**

Post Graduate Researchers (PGRs) – you can also find this link on the Research Student Support website in the Handbook and Useful Information section.



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](#)

Staff who are supervisors

Please note you can only access SAM if you are actively supervising a PGR.

SAM appears as a link under System Login Links on the Staff homepage which you can bookmark for quick access. It uses the University's Single Sign on to allow you access.

Staff who are also students

The University's Single Sign on system might cause you issues if you are trying to access your student account when you are logged onto a University computer with your staff credentials. This is because your SAM access is via your student account, whereas the Single Sign on will be set up for your staff account.

Below are some ways around this that you can try:

1. Use a non university PC/laptop. Then there shouldn't be any issues accessing the account, using your student email and pword as per the guidance for PGRs above.
2. Open a new incognito browser window and paste the SAM link <https://sam.leedsbeckett.ac.uk/> into it, then log in with your student email and pword as per the guidance for PGRs above.
3. Log in to MyBeckett with your student information (you will need to use the "Alternative Login" hyperlink towards the bottom of the page). Find "Research" tab, find "SAM", then log in with your student email and pword as per the guidance for PGRs above.

If you have tried all the above and you are still not able to access SAM, please contact the Research Student Support administrator for your school.

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) home page 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 a search icon. To the right of the search bar are navigation links: 'Search', 'Browse', 'Recent', and 'TESTING' (in red). Further right are 'Access User' with a gear icon and 'Help'. The main content area is titled 'Leeds Beckett University'. On the left side, there is a 'Home' section 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 central 'Noticeboard' section features a notice: 'this is an example notice' by Johanna Oxley, dated 09 Jul 2020, with a 'View' link. 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: a purple 'Graduate School' button and a grey 'Calendar subscriptions' button.

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.

The screenshot displays a user profile page for Marv Myers. At the top, there is a navigation bar with a search box, 'Search', 'Browse', 'Recent', 'TESTING', 'Marv Myers', and 'Help'. Below the navigation bar, the user's name 'Marv Myers' is displayed with a profile picture icon. The page is divided into a left sidebar and a main content area. The sidebar lists various departments and schools, including 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 content area shows the user's role as 'PGR Student' and a 'Doctoral Research Project' button. A table lists the following information:

Name	Marv Myers
Contact category	PGR Student
Email address	marv.myers@example.org
Research institute	School of Clinical and Applied Sciences
Student ID	586888765
Programme	EDDRP
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.

The screenshot shows the user profile page for Dr Reiko Atkins. The page has a pink header with a search bar, navigation links (Search, Browse, Recent, TESTING), and the user's name (Reiko Atkins) and a Help link. The main content area displays the user's name and a profile picture icon. Below this, there are several icons representing different roles or categories. A sidebar on the left lists various departments and schools. The main content area contains a table with the following information:

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

On the right side of the profile, there is a button labeled "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.

The screenshot shows the "Experience: Dr Reiko Atkins" page. The page has a pink header with a search bar, navigation links (Search, Browse, Recent, TESTING), and the user's name (Reiko Atkins) and a Help link. The main content area displays the user's name and a profile picture icon. Below this, there are several icons representing different roles or categories. A sidebar on the left lists various departments and schools. The main content area contains a table with the following information:

PGR Student	Type	Role	Mode	Start	End	Status
Mrs Dorcas Allen	Doctor of Proles...	Director of Studies	Part Time	2019		Active
Ms Madelin Briggs	PHD	Director of Studies	Part Time	2020		Active
Kater Byme	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

Below the table, there is a link labeled "Make changes to supervision experience".

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

Below the table, there is a link labeled "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 application interface for a project page. At the top, there is a navigation bar with a search box, 'Search', 'Browse', 'Recent', and 'TESTING' tabs. On the right of the bar are 'Tasks', 'Marv Myers', and 'Help' options. The main content area is titled 'Where president fact year and' and includes a 'Download' icon. Below the title, there are several sections: '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', 'The Graduate School - PGR Student Academic Support', and 'Committees'. The main content area displays project details: Title 'Where president fact year and', Researcher 'Marv Myers', Supervisory Team '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', and Current Year of Study '7'. Below this is a table with columns 'Date completed', 'Deadline', and 'Reminder sent'. The table contains rows for 'Project start' (12 Oct 2017), 'Annual progression' (01 Sep 2020, 01 Feb 2020), and 'Project end'. The right-hand sidebar contains buttons for 'Project history', 'Project dates', 'Supervision meetings', 'Confirmation of registration', 'Annual progression', 'Interim progression', 'Professional Doctorate assignments', 'Submit a change request', 'Absence', and a 'DEVELOPMENT' section with buttons for 'Analysis', 'Training plan', and 'Log'.

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

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

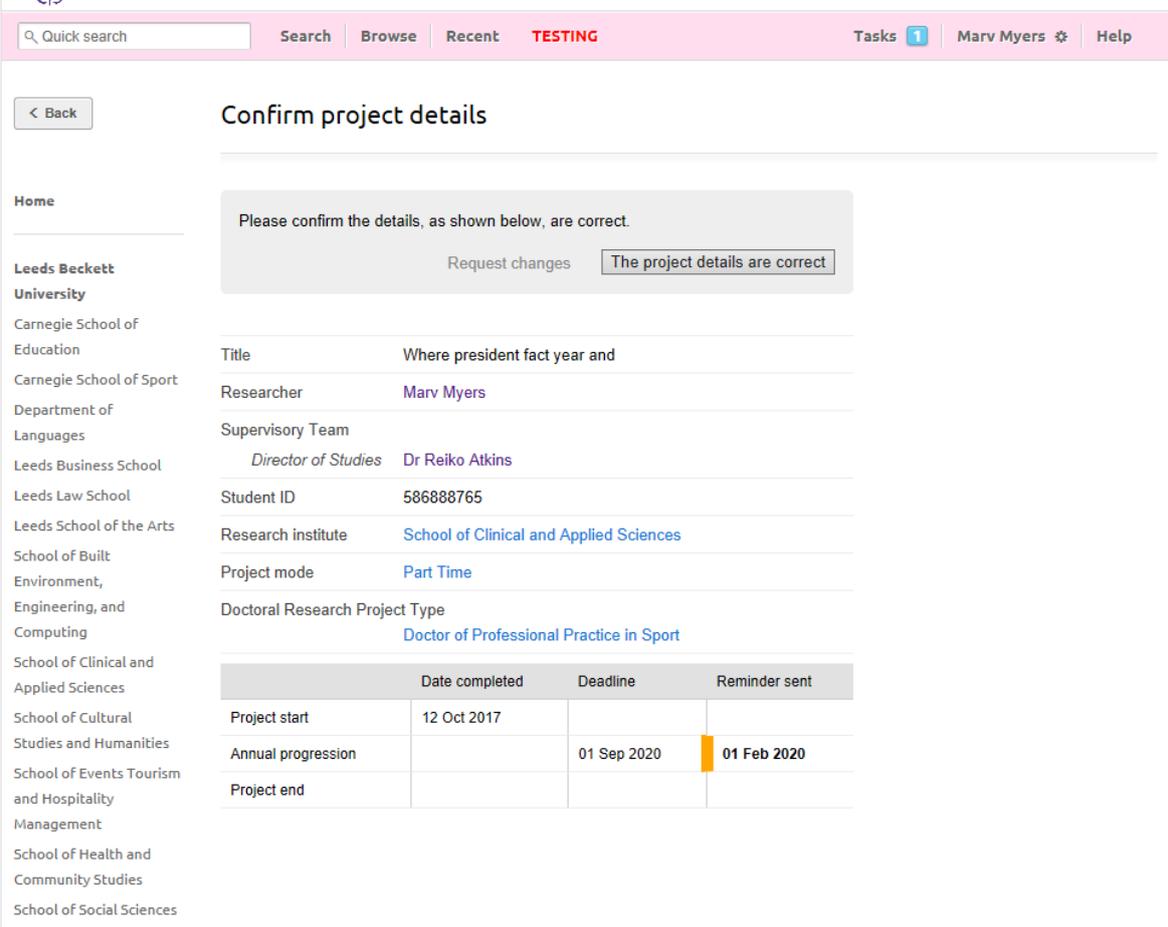
Red – do not approve

STATUS Waiting for supervisor to approve
CURRENTLY WITH 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](#)

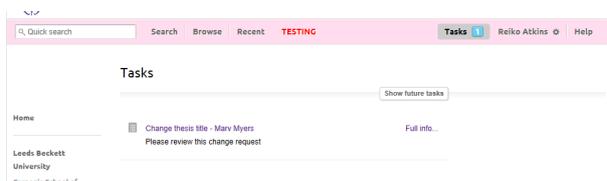
Doctoral Research Project Type
[Doctor of Professional Practice in Sport](#)

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

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. PGR SUPPORT

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 notes. At the top, there is a navigation bar with a search box, 'Search', 'Browse', 'Recent', 'TESTING', 'Tasks 2', 'Marv Myers', 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', a 'Meeting time' field set to '10:00', and a 'Location' field set to 'Skype'; 'Meeting format' with radio buttons for 'In person', 'Telephone', 'Email', 'Video conference' (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 Researcher Development and Libraries teams.

The screenshot shows the 'Analysis' tab selected in a navigation bar. Below the navigation bar, there is a message: 'Please keep your training needs up-to-date throughout your project.' Underneath, there are four tabs: 'Engagement', 'Knowledge', 'Personal effectiveness', and 'Research governance'. The main content area displays a table with the following columns: 'Skill', 'Current skill level', 'Priority', and 'Events'. There are three rows of data, each with an 'Add note...' link.

Skill	Current skill level	Priority	Events
Communication and dissemination - Communication media <i>i</i>	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> low <input checked="" type="radio"/> high	1
Communication and dissemination - Communication methods <i>i</i>	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> low <input checked="" type="radio"/> high	1
Communication and dissemination - Publication <i>i</i>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> low <input type="radio"/> high	

Training Plan

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

The screenshot shows the 'Training plan' tab selected in a navigation bar. Below the navigation bar, there are three tabs: 'My priorities', 'My plan', and 'My objectives'. The main content area displays a table with the following columns: 'Objective', 'Skills covered', 'Status', and 'Completion date'. There are three rows of data.

Objective	Skills covered	Status	Completion date
Collaborating and Partnering	Engagement, Working with others	In progress	
Research Effectiveness	Research methods - practical application, Research management	In progress	
Training on statistics analysis	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.

Analysis Training plan Log

Display of overall log of training activity.

My log Upcoming events Attendance record

[Add other activity...](#)

Download development log: with notes for year All 2019 - 2020

24 Oct 2019	Group Presentation Session (2 hours)	Details...	Add note
26 Sep 2019	Presentations and Posters - a guide to engagement (2 hours)	Details...	Add note
13 Sep 2019	Careers Outlook: Faculty Workshop	Details...	Add note
10 Sep 2019	Engineering PGR Symposium 2019 (6 hours)	Details...	View note
05 Sep 2019	Faculty PGR welcome event (2 hours)	Details...	Add note

All Events

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

The Graduate School - PGR Student Academic Support

Committees
Upcoming meetings
Past meetings

Calendar

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:

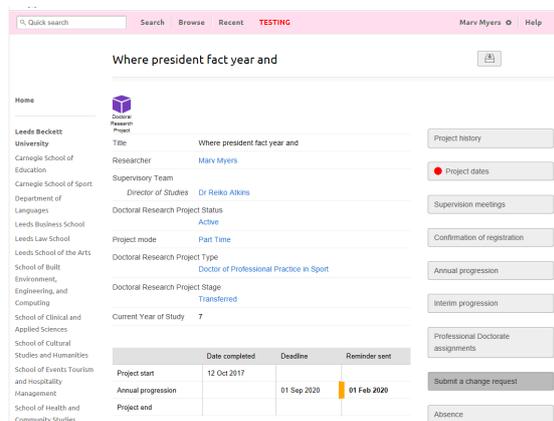
- Change in Mode
- Change thesis title
- Early Submission
- Extension
- Suspension
- Thesis Title Change
- Withdrawal
- Writing Up

3.1 PGRs

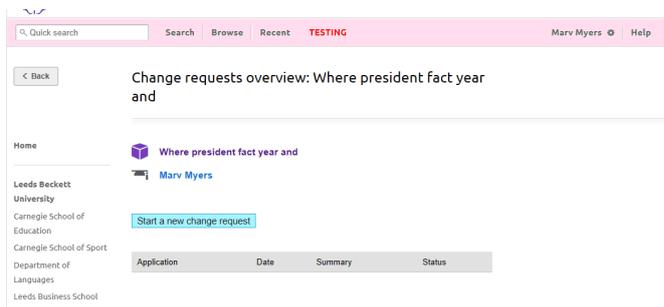
Go to your project page by clicking **My Project**.



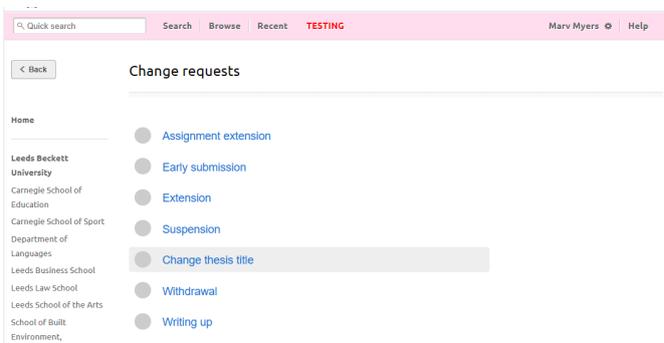
Click on **Submit a Change Request** in the right-hand menu.



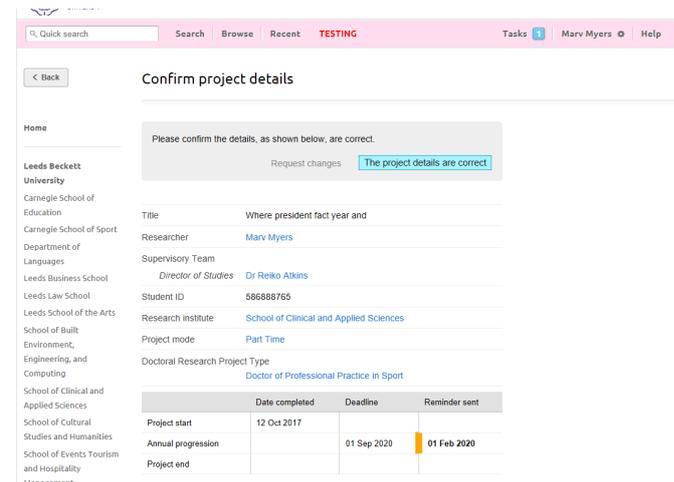
The system will display any historic or current Change Requests. Click **Submit a new change request**.



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



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



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.

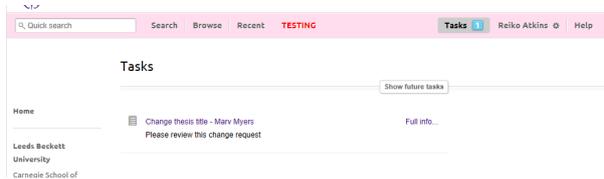
Finally, click Submit.

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.

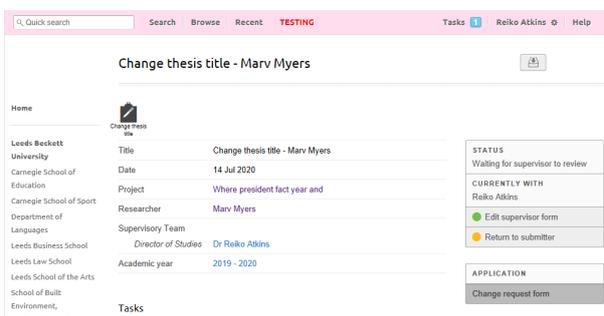
You will receive email alerts as your request is reviewed by other users within the system (your supervisory team and the Research Degree Sub Committee).

3.2 Supervisors

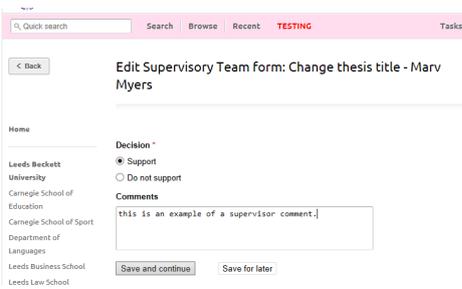
Go to Tasks and click on the Request you wish to progress



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 School PGR Admin & RDSC Members

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

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

ng

- Online decision
- Schedule meeting
- Request review
- Forward application to Chair

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.

APPLICATION
Change request form
Supervisory Team form

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

STATUS
Awaiting Leeds Beckett University Research Degree Sub-Committee meeting
CURRENTLY WITH
Antin Pearson
<input 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

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

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

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.

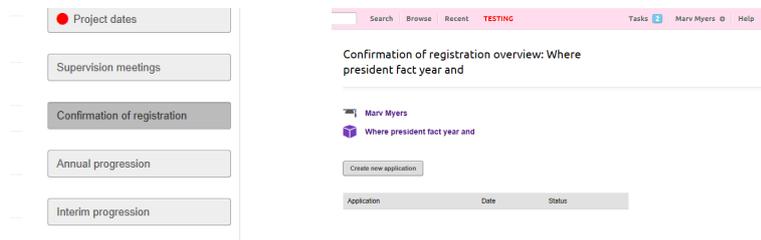
For PGRs on a Full Time project, your Confirmation of Registration will take place four months after your project start date. For PGRs in an October cohort, your CoR meeting will take place in the January of the following year. For those in a February cohort, your CoR meeting will take place in June.

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.

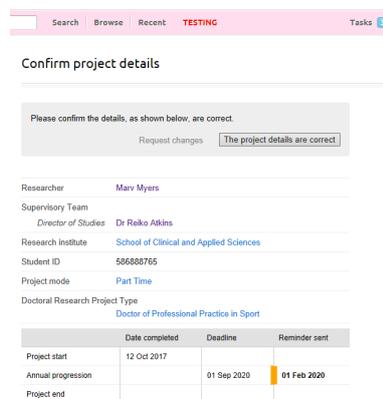
SAM will prompt you with reminders to begin the Confirmation of Registration process.

4.1 PGRs

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

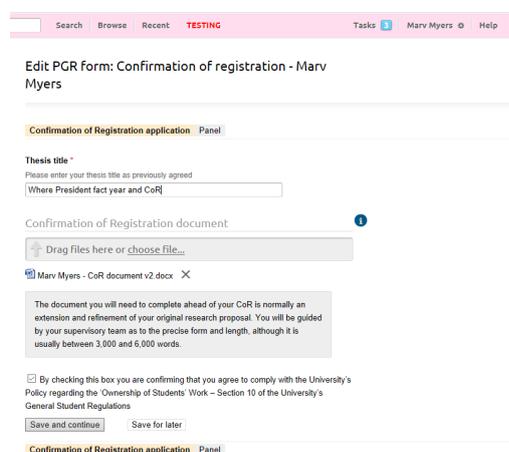


Check that your Project Details are correct. Notify your Research Support Administration team if they are not.



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.



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

Confirmation of Registration application **Panel**

Finally, click Submit.

Progress: Confirmation of registration - Marv Myers

Submit application

Submit the completed 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**.

STATUS
Waiting for Chair

CURRENTLY WITH
Lisa Taylor

APPLICATION
PGR form

ASSESSMENT
Panel logistics

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, substantiating 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 Lia Taji

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 reasons for withdrawal

this is a free text field

Save and continue Save for later

4.3 PGR Administration

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

Quick search Search Browse Recent Add TESTING Tasks 13 Johanna Oxley Help

< Back

Edit Graduate School form 1: Confirmation of registration - Miss Rachel Anderson

Home

Leeds Beckett University
Carnegie School of Education
Carnegie School of Sport
Department of Languages
Leeds Business School
Leeds Law School

Recommendation *

Confirmation of Registration

Confirmation of Registration for an alternative award

Withdrawal

Has the CoR resulted in any changes to proposed supervisory team? *

If the supervisory team requires changes these should be made via the Change Request

Yes

No

Save and continue Save for later

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

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 occur before you are required to re-enrol online. For PGRs in an October cohort, your Progression meetings will usually take place in June/July, or September. For those in a February cohort, Progression meetings will usually take place in December or January.

5.1 PGRs

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

Doctoral Research Project Status	Supervision meetings
Active	
Project mode	Confirmation of registration
Part Time	
Doctoral Research Project Type	Annual progression
Doctor of Professional Practice in Sport	
Doctoral Research Project Stage	Interim progression
Transferred	
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

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			

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

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)

File uploads

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)

Pre-defined

Search Browse Recent TESTING Tasks 1 Marv Myers

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.

Search Browse Recent TESTING Tasks 1 Marv Myers

Edit PGR Form: Annual progression - Marv Myers

Project Past Present Future Research Training Programme Professional Doctorates Ethics Panel

The form currently lacks all the required information to proceed. Please review the sections below and add any missing information.

- Annual progression - project
- Annual progression - past
- Annual progression - present
- Annual progression - future *Incomplete*
- Annual progression - Research Training Programme
- Annual progression - professional doctorates
- Annual progression - ethics
- Annual progression - panel

Save for later

Project Past Present Future Research Training Programme Professional Doctorates Ethics Panel

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

Quick search Search Browse Recent TESTING Tasks 1 Marv Myers Help

Cancel

Progress: Annual progression - Marv Myers

Home

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

Submit application

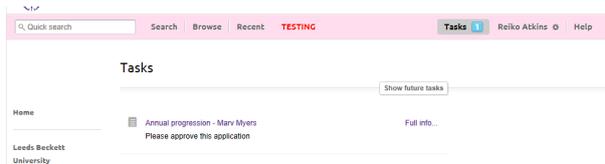
Submit the completed application

Cancel Confirm: Submit application

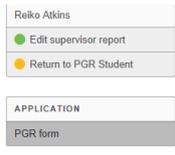
Notes (Notes can be seen by the applicant and all staff reviewing this application.)

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.

5.3 PGR Administration

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 and their supervisory team.

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

At the meeting, the Chair should 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.

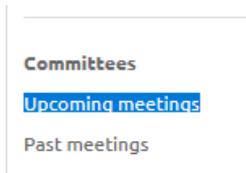
Outcomes for Written Warning (Callback), Alternative Award, and Withdrawal will trigger additional tasks for the PGR and Research Student Support administrator to complete.

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.

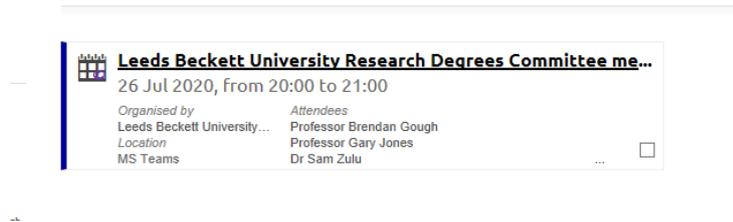
6.1 RDSC Members

Click on the **Upcoming Meetings** link

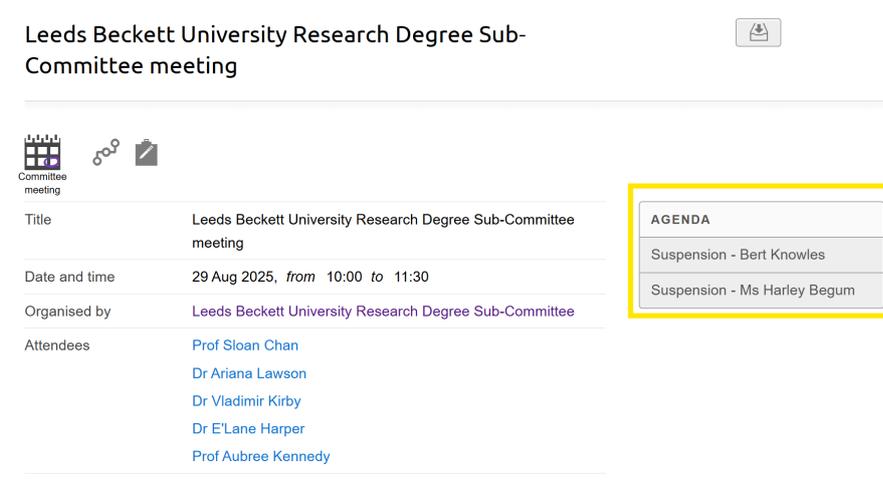


Select the relevant meeting

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.

7. EXAMINATION

Students' examinations are managed within SAM however there are separate guides in place covering the full process.