



Postgraduate Research Portal (PGRP)

User Guide

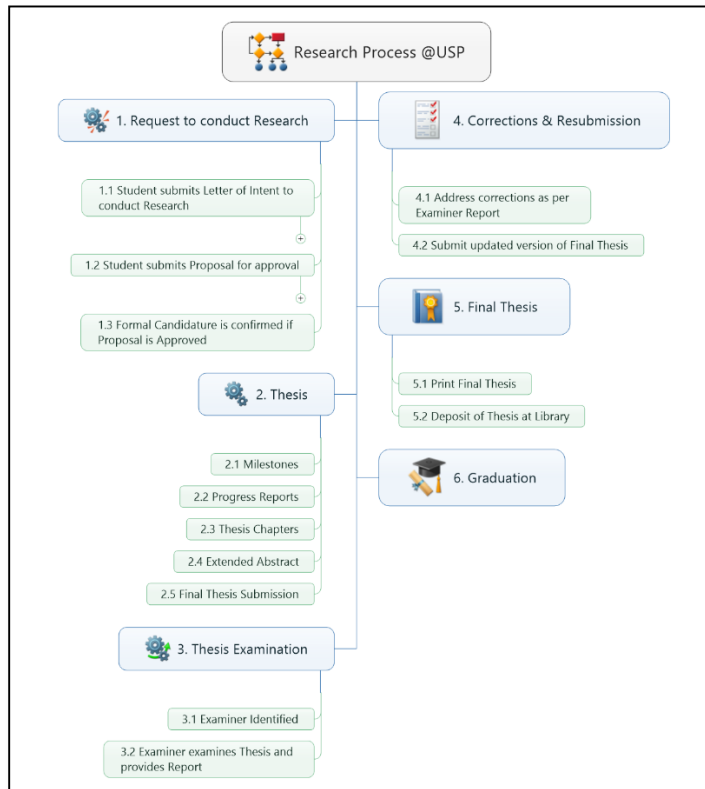
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Overview

The Postgraduate Research Portal (PGRP) aims to encapsulate all postgraduate research student processes. PGRP streamlines student research processes and allows students, supervisors and stakeholders to easily perform several tasks such as, but not limited to submitting proposals, monitoring progress, keeping track of write-ups, providing a feedback channel between students and supervisors, keeping track of students, monitoring student progress, etc.

Research Process at The University of the South Pacific



Users

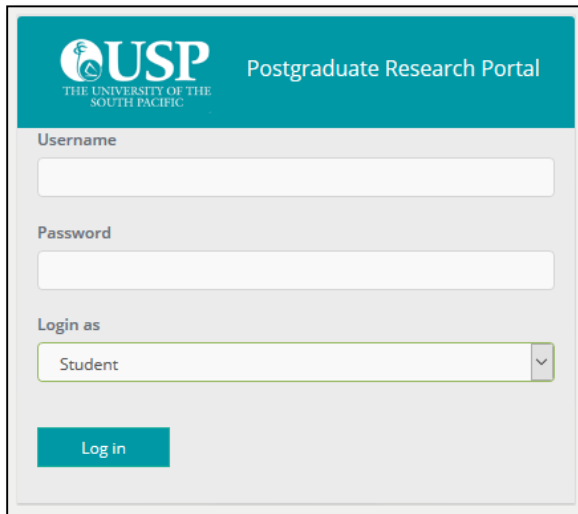
The Postgraduate Research Portal (PGRP) supports the following users:

- Students
- Research Supervisor
- Heads of School (HOS)
- Faculty Research Committee (FRC)
- Examiner
- Arbitrator
- Senate
- Research Office
- Library
- Student Academic Services (SAS)
- Information Technology Services (ITS)

Getting Started

To log in into the Postgraduate Research Portal, please do the following:

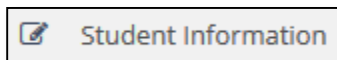
1. Go to <http://pgrpdev.usp.ac.fj>



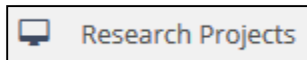
2. Enter your username (Student ID #) and password. Also, ensure that the 'Login as' dropdown menu is selected to be 'Student' (selected by default).

Common Window Features

The Postgraduate Research Portal provides 2 main sections for the students. The navigation menu on the left of the window provides access to these main sections. This includes:



- **Student Information** : enables setting user preferences such as profile picture, contact details and social information. You can also access this section by clicking on your profile picture on the homepage.



- **Research Projects** : enables user to view active research projects and perform research project related activities including uploading proposal, progress reports, etc.

The toolbar at the top right of the window provides the following options:



- **Event(s) Notification(s)**: provide notification to students if any activity relating to their project is performed by supervisors and/or other members of the faculty.



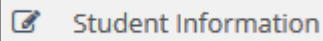
- **Comments(s) Notification(s)**: provide notification to students if any comments are posted by supervisors.



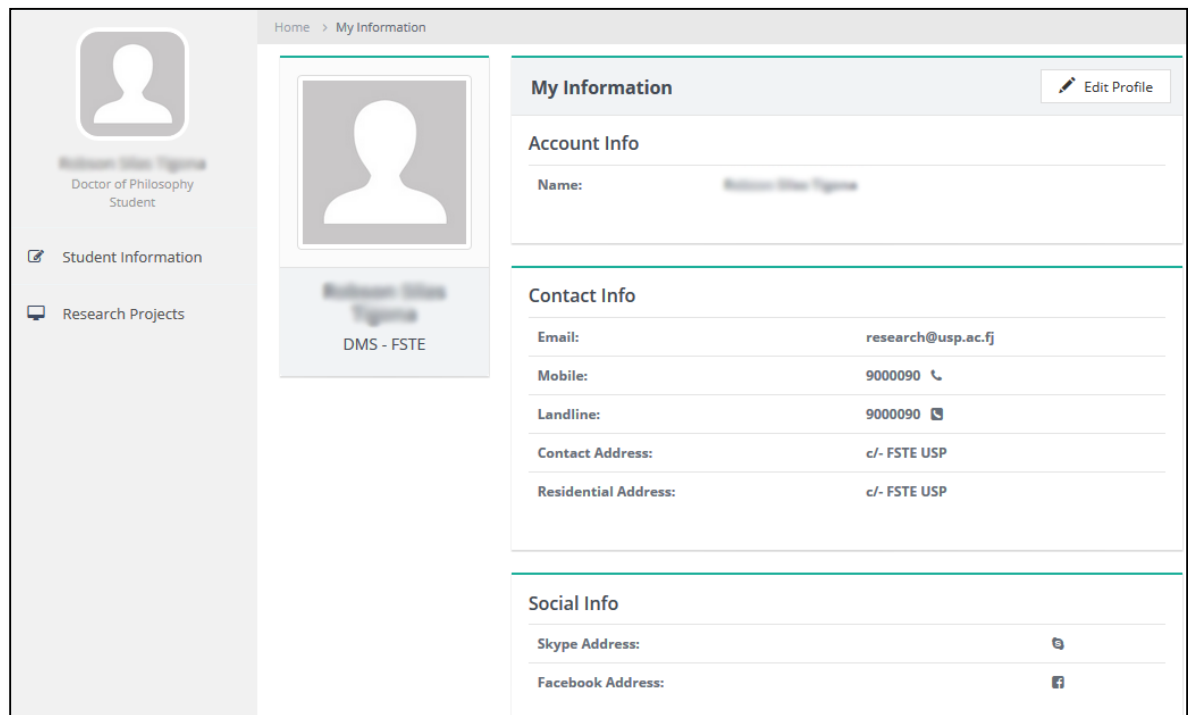
- **Logout**: to exit the system.

Student Information

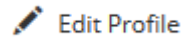
➤ To set Student Information:

 Student Information

1. Click on the section. The Student Information window is displayed.




The screenshot shows a user interface for 'My Information'. On the left is a sidebar with a profile picture placeholder, the name 'Rishwan Siva Tigan', the title 'Doctor of Philosophy Student', and two menu items: 'Student Information' (checked) and 'Research Projects'. The main content area has a breadcrumb 'Home > My Information' and a large profile picture placeholder. Below it is a smaller profile picture placeholder with the name 'Rishwan Siva Tigan' and 'DMS - FSTE'. To the right, the 'My Information' section has an 'Edit Profile' button. It is divided into three sections: 'Account Info' with a 'Name' field containing 'Rishwan Siva Tigan'; 'Contact Info' with fields for 'Email' (research@usp.ac.fj), 'Mobile' (9000090), 'Landline' (9000090), 'Contact Address' (c/- FSTE USP), and 'Residential Address' (c/- FSTE USP); and 'Social Info' with fields for 'Skype Address' and 'Facebook Address', each with a corresponding icon.

 Edit Profile

2. Students can set the following by clicking on button:

- Profile Picture
- Email address
- Mobile
- Landline
- Contact Address
- Residential Address
- Skype Address
- Facebook Address

 Update

3. Click to update/save the information.

Research Projects

The Research Projects sections shows all the research project that students are involved in. To view

[Workspace](#)

details about the research project, click on

Home > TBC

My Workspace

Project Details

Research Project Name:	TBC	Program:	Doctor of Philosophy
Status:	Active	Faculty:	Faculty of Science, Technology and Environment
Principal Supervisor:		School:	School of Marine Studies
Co Supervisor:			

Proposal

This portal provides you with a quick, simple and convenient way to submit a thesis proposal to the university. View notifications and comments from your supervisors concerning your submitted proposal.

[View Now >](#)

Milestones

Set up the milestones for your research project. Once these milestones are approved by your supervisor, you will receive alerts concerning pending milestones

[View Now >](#)

Progress Reports

This portal also allows you to submit progress reports as well as view your progress report submission history. Respond to comments posted by your supervisors concerning your progress reports

[View Now >](#)


The 'My Workspace' page contains all activities relating to a research project. The toolbar on the left side of the window provides the following options:

[Proposals](#)

- [Proposals](#) : The proposals section enables students to upload a proposal for submission to the Faculty Research Committee. Supervisors would be able to provide comments on the submission for students to action. Students can also track status of their submitted proposals in this section.

[Update Title](#)


- [Update Title](#) : The Update Title section enables students to update the title of their research project.

 Milestones

- : The Milestone section enables students to create an action or event marking a significant change or stage in their research. These could be tasks related to either the thinking or action process of the research. Supervisors would be able to provide comments on the submission for students to action.

 Progress Reports

- : The Progress Reports section enables students to upload their progress report. Supervisors would be able to provide comments on the submission for students to action.


 Thesis Chapters

- : The Thesis Chapters section enables students to create and upload individual thesis chapters of their research. Supervisors would be able to provide comments on the submission for students to action.

 Extended Abstract

- : The Extended Abstract section enables students to upload an extended abstract.

Note: An extended abstract is a document of about 1 or 2 pages whereby the research ideas and significance can be explained. The purpose of this document is to help identify potential examiners for the thesis.

 Final Thesis

- : The Final Thesis section enables students to upload and submit the full thesis. The final thesis once submitted will be approved by the Faculty Research Committee before it is sent for examination.

 Corrections

- : The Corrections section enables students to view corrections to the thesis as determined by the examiner. Students will be able to view a list of corrections (if any) and update/comment on the corrections.

Note: Students would need to address each correction depending on its criticality and update the status of the correction.

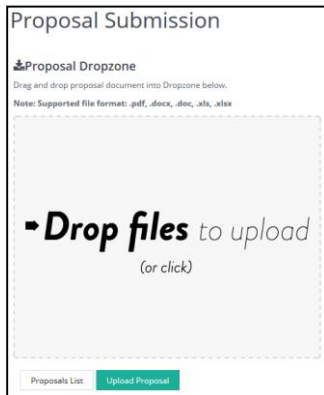
Additional details about some options are provided below.

Proposals

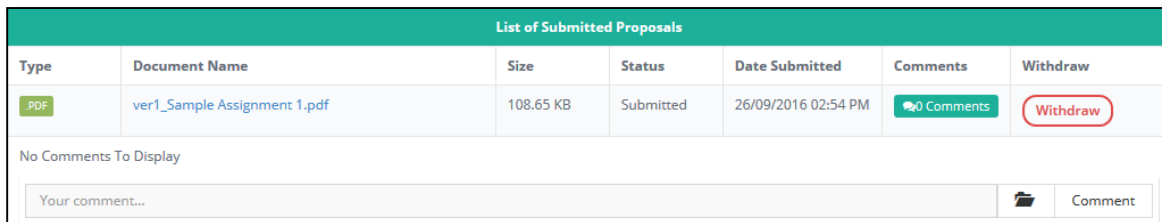
➤ To submit a new Proposal:



1. Click on the button. A Proposal Submission window will be displayed.



2. Click on the window to upload a proposal. The portal supports the following file format for submission: “.pdf, .docx, .doc, .xls, .xlsx”.
3. Once the proposal is uploaded, students can comment on their proposal document by clicking on the Comments button. A comment box will be displayed.



List of Submitted Proposals						
Type	Document Name	Size	Status	Date Submitted	Comments	Withdraw
.PDF	ver1_Sample Assignment 1.pdf	108.65 KB	Submitted	26/09/2016 02:54 PM	0 Comments	Withdraw
No Comments To Display						
Your comment...						Comment


4. Students can provide comments and also upload additional documents in relation to the comment for their supervisors to view.
5. Students can also “Withdraw” their submission in case they are not happy with the submitted



document. To “Withdraw” a document, click on the button.

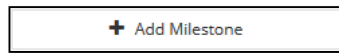
Milestones

➤ To view Help on Creating Milestones

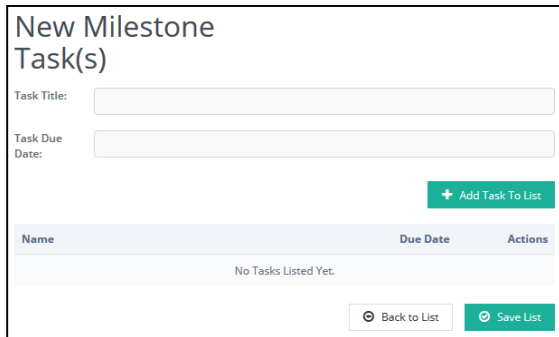
1. To view information on how to populate your Milestones, click on the  icon. A Milestone Guideline(s) window will be displayed.
2. Students can view/download the Guideline on their computer. To download the Guideline (pdf

document), click on the  button.

➤ To add a Milestone:



1. Click on the button. A New Milestone Task window will be displayed.

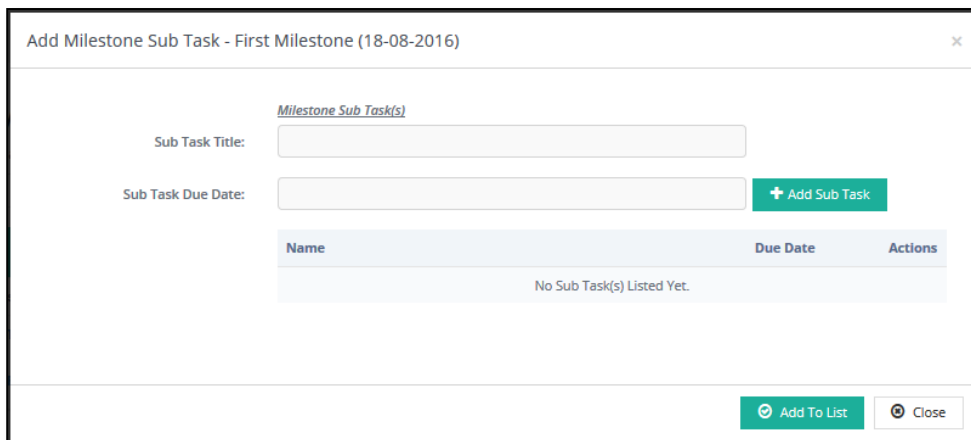
A window titled "New Milestone Task(s)". It features two input fields: "Task Title:" and "Task Due Date:". Below these is a green button with a plus sign and the text "Add Task To List". At the bottom, there is a table with columns "Name", "Due Date", and "Actions". The table is currently empty, with the text "No Tasks Listed Yet." centered below it. At the bottom right of the window are two buttons: "Back to List" and "Save List".

2. Students can enter the details for the Milestone Task and add the task to the list. **Note:** All Milestone Task(s) will need to be approved by a Supervisor.

3. Each Milestone can also contain Sub Tasks that help in achieving the respective Milestone. To add a



Sub Task, click on button. A window will be displayed to add a Milestone Sub Task.

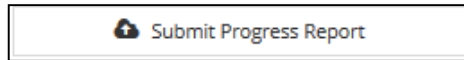
A window titled "Add Milestone Sub Task - First Milestone (18-08-2016)". It features two input fields: "Sub Task Title:" and "Sub Task Due Date:". Below these is a green button with a plus sign and the text "Add Sub Task". At the bottom, there is a table with columns "Name", "Due Date", and "Actions". The table is currently empty, with the text "No Sub Task(s) Listed Yet." centered below it. At the bottom right of the window are two buttons: "Add To List" and "Close".

4. Students can enter the details for the Milestone Sub Task and add the task to the list. **Note:** All Milestone Sub Task(s) will also need to be approved by a Supervisor.

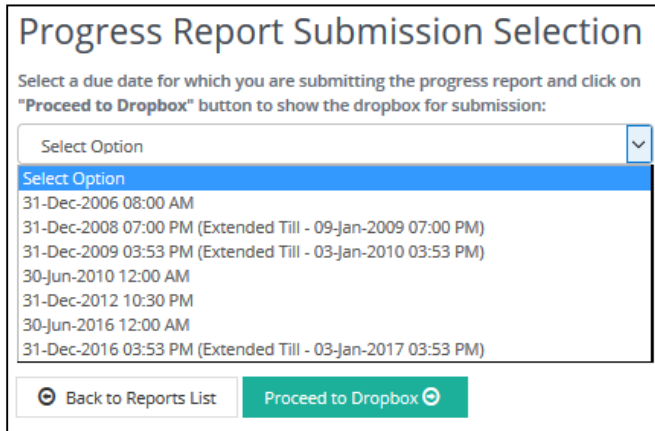
Note: Once the Milestone Task(s)/Sub Task(s) has been approved, students can perform self-tracking and also submit documents relating to the Milestone for the Supervisor to view. To upload/submit a document, please refer to the instructions in the [Section: To submit a new Proposal](#).

Progress Reports

➤ To submit a Progress Report:



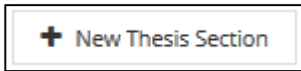
1. Click on the button. A Progress Report Submission window will be displayed.

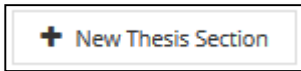
A screenshot of a web window titled "Progress Report Submission Selection". The window contains the following text: "Select a due date for which you are submitting the progress report and click on 'Proceed to Dropbox' button to show the dropbox for submission:". Below this text is a dropdown menu with "Select Option" selected. The dropdown list is open, showing several date options: "31-Dec-2006 08:00 AM", "31-Dec-2008 07:00 PM (Extended Till - 09-Jan-2009 07:00 PM)", "31-Dec-2009 03:53 PM (Extended Till - 03-Jan-2010 03:53 PM)", "30-Jun-2010 12:00 AM", "31-Dec-2012 10:30 PM", "30-Jun-2016 12:00 AM", and "31-Dec-2016 03:53 PM (Extended Till - 03-Jan-2017 03:53 PM)". At the bottom of the window, there are two buttons: "Back to Reports List" and "Proceed to Dropbox".

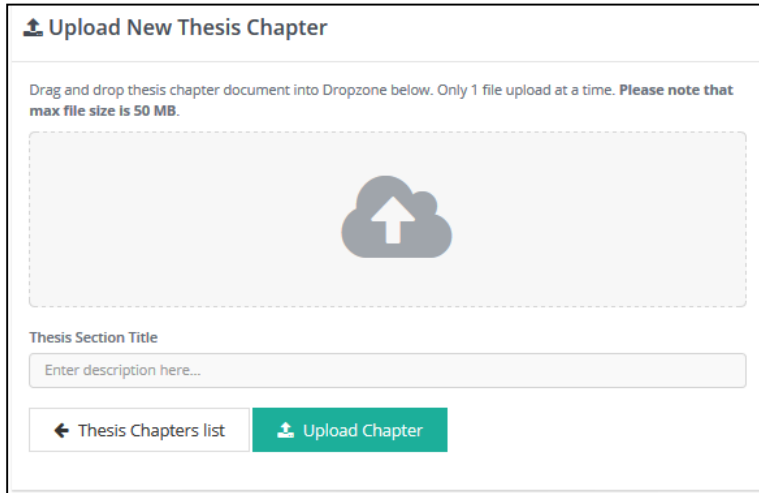
2. Select a due date for which you are submitting the progress report and click on "Proceed to Dropbox" button to show the dropbox for submission.
3. To upload/submit a document, please refer to the instructions in the [Section: To submit a new Proposal](#).
4. Once the Progress Report is uploaded, students can comment on their document by clicking on the Comments button. To make a comment, please refer to the instructions in the [Section: To submit a new Proposal](#).
5. Faculty Research Committee will assess the Progress Report and provide a report. A notification will be received in the notification window once a report is provided.

Thesis Chapters

➤ To submit a Thesis Chapter:



1. Click on the  button. An Upload New Thesis Chapter window will be displayed.

A screenshot of a web interface titled "Upload New Thesis Chapter". At the top, it says "Drag and drop thesis chapter document into Dropzone below. Only 1 file upload at a time. Please note that max file size is 50 MB." Below this is a large dashed-line dropzone containing a cloud icon with an upward arrow. Underneath the dropzone is a text input field labeled "Thesis Section Title" with the placeholder text "Enter description here...". At the bottom left is a button with a left arrow and the text "Thesis Chapters list". At the bottom right is a green button with an upward arrow and the text "Upload Chapter".

2. To successfully upload/submit a thesis chapter, please attach a file and provide the Title of the Thesis Section. Click on Upload Chapter button to upload the file. **Note:** Students will only be able to upload one file at a time. Also, the **maximum upload file size is 50 MB**.
3. Once the Thesis Chapter is uploaded, students can comment on their document by clicking on the Comments button.
4. Students can additionally upload a newer version of the Thesis Chapter by clicking on the



button.

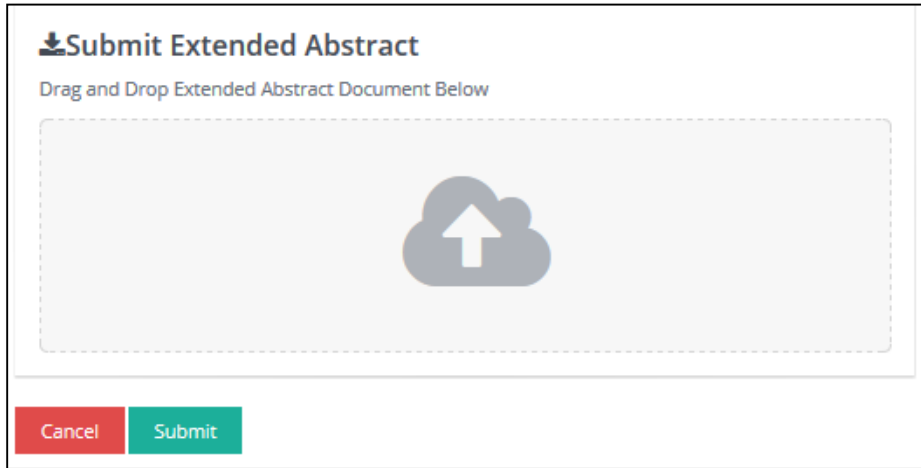
Note: The Portal will automatically carry out version control of the respective section to enable students to track the changes they have done in the section.

Extended Abstract

- To submit an Extended Abstract:



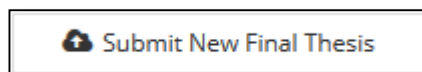
1. Click on the button. A Submit Extended Abstract window will be displayed.



2. Click on the upload window to attach the Extended Abstract document. Once the file has been attached, click on Submit to upload the document.
3. Once the Extended Abstract is uploaded, students can comment on their document by clicking on the Comments button.

Final Thesis

- To submit the Final Thesis: (Note: All Final Thesis will be uploaded on the Research Office Moodle Portal)



1. Click on the button.
2. A new window will be opened to redirect the students to the Research Office Moodle Portal.
3. Students will be able to upload the Final Thesis on Moodle and generate a Turnitin Similarity Report.

Corrections

➤ To submit Corrections:

1. Depending on the report by the FRC, students may or may not have corrections in their Thesis. An example of a Thesis which has corrections is displayed below.

FRC Approved Corrections				
List of Corrections				
Thesis Section	Correction	Criticality	Status	
Introduction	Too lengthy	Minor	<input type="button" value="Mark Complete"/>	<input type="button" value="0 Comments"/>
Body	Add some more information	Minor	<input type="button" value="Mark Complete"/>	<input type="button" value="0 Comments"/>
Conclusion	Cut it short	Minor	<input type="button" value="Mark Complete"/>	<input type="button" value="0 Comments"/>

FRC Comments/Guidelines		
Summary Report	Recommended Timeframes	Other Comments
Summary	3 weeks	null

2. Students can provide comments on the respective corrections and update the status of the Correction.

3. To update the status of the Correction, click on the button.
4. A confirmation window will be displayed to Update the Status.

Contact Us

For more information, please contact:

Research Office
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Laulala Campus, Suva, Fiji
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Fax: (+679) 323 1504
Email: research@usp.ac.fj