Dear Colleagues

I am delighted to let you know that our new record-keeping system for PGRs (the Graduate Record of Achievement and Development, known as GRAD) is now live for all PGRs.

The live date for GRAD is 21st March 2017, and from this date the PDR [*previous progression monitoring system*] is switched off, meaning that Supervisors and PGRs *must* use GRAD to record supervision meetings from this time on. The PDR will remain accessible, on a read-only basis, so please rest assured that no records currently stored in the PDR will be lost. We recognise that, during the period of transition to GRAD, PGRs and Supervisors will need to look back at the records in the PDR, and we have made this as easy as possible to negotiate by providing a one-click link to the PDR directly from GRAD. However, you will not be able to use the PDR to record supervision meetings or to upload documents from 21st March onwards.

GRAD should now be used to set up and record supervision meetings and training plans and activities, and for First Formal Progress Review, Transfer, and Annual Monitoring processes. All the forms that previously had to be downloaded and filled in offline for these processes have been replaced by web forms within the GRAD system. In the next few months, the final examination process will also be added to GRAD’s functionality. PGRs can also use GRAD to request annual leave, authorised absence and, in the case of International PGRs on a Tier 4 visa to report a change of location (e.g. when undertaking fieldwork).

GRAD is intuitive and easy to use, but support can be found within the system itself if anything is not clear. Just click on the heading ‘Guides’ on the left-hand menu when you enter the system. If you have any problems using the system, please contact your PGR administrator in the Faculty/School. In the case of technical issues please contact the IT Helpdesk in the first instance, on [helpdesk@leeds.ac.uk](mailto:helpdesk@leeds.ac.uk).

I hope you will find that GRAD enhances your experience as PGRs and Supervisors.

With best wishes

Claire Honess

Dean of PGR Studies

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