**Who can start each workflow in GRAD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PGR | Supervisor | PGR Administrator[[1]](#footnote-1) | PGR Tutor[[2]](#footnote-2) | PGRO[[3]](#footnote-3) |
| Supervision Meeting[[4]](#footnote-4) | • | • |  |  |  |
| Training Plan | • |  |  |  |  |
| First Formal Progress Report | • |  |  |  |  |
| Transfer Submission | • |  |  |  |  |
| Annual Progress Review | • |  |  |  |  |
| Holiday request | • | • | • | • | • |
| Authorised absence | • | • | • | • | • |
| Change of location | • | • | • | • | • |
| Change of Supervisor |  | • | • | • | • |

**Workflows in GRAD**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Workflow** | **Normally Starts Workflow** | **Workflow steps** | | | | | **Finishes Workflow** |
| **1st step** | **2nd step** | **3rd step** | **4th step** | **5th step** | **6th step** |
| Supervision Meeting[[5]](#footnote-5) | PGR | Supervisor | END OF WORKFLOW | | | | Supervisor |
| Supervisor | PGR | Supervisor | END OF WORKFLOW | | | Supervisor |
| Training Plan | PGR | END OF WORKFLOW | | | | | PGR[[6]](#footnote-6) |
| First Formal Progress Report | PGR | Supervisor | END OF WORKFLOW | | | | Supervisor |
| Transfer Submission | PGR | Supervisor | Principal Panel Member | PGRT | PGRO | END OF WORKLOW | PGRO |
| Annual Progress Review (Model A) | PGR | Supervisor | Independent Assessor | END OF WORKFLOW | | | Independent Assessor |
| Annual Progress Review (Model B) | PGR | Supervisor | PGRA[[7]](#footnote-7) | END OF WOKFLOW | | | PGRA |
| Holiday  request | PGR | PGRA | Supervisor | END OF WORKFLOW | | | Supervisor |
| Authorised absence | PGR | PGRA | Supervisor | END OF WORKFLOW | | | Supervisor |
| Change of location | PGR | Supervisor | PGRA | PGRT | END OF WORKFLOW | | PGRT |
| Change of Supervisor[[8]](#footnote-8) | PGRA | PGRT | PGRO | END OF WORKFLOW | | | PGRO |
| Supervisor | PGRA | PGRT | PGRO | END OF WORKFLOW | | PGRO |

1. Permitted by the system to start workflows on behalf of a PGR for Holiday Request, Authorised Absence and Change of Location, although in practice this is unlikely to be necessary and PGRs are expected to start these workflows [↑](#footnote-ref-1)
2. Permitted by the system to start workflows but is unlikely to be used in practice [↑](#footnote-ref-2)
3. Permitted by the system to start workflows but will not be used in practice [↑](#footnote-ref-3)
4. Can be started either by the PGR or the Supervisor depending on preferred working practice [↑](#footnote-ref-4)
5. Can be started either by the PGR or the Supervisor depending on preferred working practice [↑](#footnote-ref-5)
6. Although email notification sent to Supervisor [↑](#footnote-ref-6)
7. On behalf of the School/Faculty Progress Review Committee – PGRA will record in GRAD [↑](#footnote-ref-7)
8. It is assumed that Changes to supervision team will normally be agreed outside of GRAD (in much the same way as happens now) and the PGRA will use the GRAD form to simply report an agreed change of supervision team to PGRO in place of the paper Change of Supervisor Form in use at the moment. The PGRT will ‘approve’ the request through GRAD in lieu of the signature required at the moment. However, a change of Supervisor request can also be initiated through GRAD by a Supervisor themselves. In this case the above workflow assumes the PGRT ‘Approves’ the supervisor change and forwards through to PGRO. However PGRTs do have the option to ‘Not Approve’ a change of supervisor request. In which case the workflow will end at the PGRT and will not be sent forward to PGRO [↑](#footnote-ref-8)