ProGRess
Frequently Asked Questions

What is ProGRess?

ProGRess is the online PGR management system which has replaced ResearchPAD. It allows PGRs, supervisors and the university to monitor and manage PGR progression, engagement and administration.

PGR Questions

How do I access my record on ProGRess?

You access your personal record on ProGRess via this link: https://progress.bournemouth.ac.uk/.

Why isn't my login working?

Are you using your student email account? To login to ProGRess – as with ResearchPAD – you need to use your student email account which starts with a letter followed by 7 numbers eg a1234567@bournemouth.ac.uk and your password.

I have forgotten my BU student email address and password. Who should I contact?

If you have any trouble logging in, firstly try resetting using the password reset tool. If this isn't working contact the IT Service Desk on 01202 965515, or freephone 0808 196 2332. You will need your student ID and will need to answer a series of security questions.

I am a BU member of staff, but I am also enrolled on a research degree, which login should I use?

For accessing your personal PGR record on ProGRess, you need to use your student email account, which starts with a letter followed by 7 numbers eg a1234567@bournemouth.ac.uk and your password.

I notice that in my core area on ProGRess, my contact details are incorrect, or I have since changed them; how do I update my contact details?

Your contact details are held on the main university student records system SITS. If you require any changes or updates to your contact information, please check your contact details in myHub, and update them there. You will need to log in using your student email address and password.

Will my previous progress be visible on ProGRess e.g. my Probationary Review document?

All progress which was undertaken on ResearchPAD is stored and archived and is not visible in ProGRess. However, you can access it, if this is required. Please discuss this with your Postgraduate Research Administrator.

I have just submitted a milestone in ResearchPAD, can I edit my Re-Enrolment Review / Probationary Review / Major Review document once it has been submitted?

If there is any situation where you have to edit a document that has been submitted, contact your Postgraduate Research Administrator in the first instance, who will take this forward on your behalf.

Why am I getting reminders every 30 days to add a supervisory engagement to ProGRess?

Along with other universities in the UK, BU requires PGRs to have a supervisory engagement with their supervisory team once every 30 days. This does not need to be a full supervisory meeting but a record that you have had some contact or interaction with each other. The university can be audited on this and therefore it is important this action is completed, this includes for BU staff on research degrees.

What constitutes a PGR / supervisory engagement and how do I add these?

This is an interaction between PGRs and their supervisors; it can be a formal supervisory meeting with one or all supervisors, or it can be a quick update by email or phone. All engagements count. To add an engagement, click on your 'Research Milestones' on left hand side navigation, view, and select 'engagements'.

Can supervisory engagements be added to ProGRess. after they take place?

Yes, they can also be added during a supervisory meeting. They should be recorded as soon as possible before they are forgotten.

Can multiple supervisory engagements be added at one time?

Yes.

When I get a notification email, can I re-find this email at a later date in the system, rather than having to go through my own email inbox?

Yes, all email notifications will be in the "Notifications" tile on your ProGRess home dashboard.

Why am I not receiving emails into my PGR/staff email account?

The system is set up to send PGR notifications to student emails only. To forward these emails to you PGR/staff account automatically, check this guidance: Email Accounts & Forwarding.

My milestone due date(s) are wrong what should I do?

You should contact your Postgraduate Research Administrator, who can help to make sure they are correct.

Supervisor Questions

I am a BU academic supervising PGRs, how do I login to ProGRess?

BU academics should use your usual staff login and password and access ProGRess via this link: https://progress.bournemouth.ac.uk/.

I am NOT a BU academic but supervising a BU PGR, how do I login?

External supervisors should use the 'External Login' on the Welcome to ProGRess webpage: https://progress.bournemouth.ac.uk/. From here you should enter your personal email address to login. You will then be prompted to set a password.

I am NOT a BU academic and have forgotten my password. What should I do?

External supervisors should use the 'External Login' on the ProGRess login webpage and click 'Forgot your password?'. Enter your email address and submit. A password reset link will be sent to your email for you to reset your password.

When I get a notification email, can I re-find this email at a later date in the system, rather than having to go through my own email inbox?

Yes, all email notifications will be in the "Notifications" tile on your ProGRess home dashboard.

Can my PGRs see the comments I have written on their Re-Enrolment review?

Yes, they will see these comments, so please ensure all comments factual and formative.