

eVision PGR Progression Panel Guidance for Academic Staff

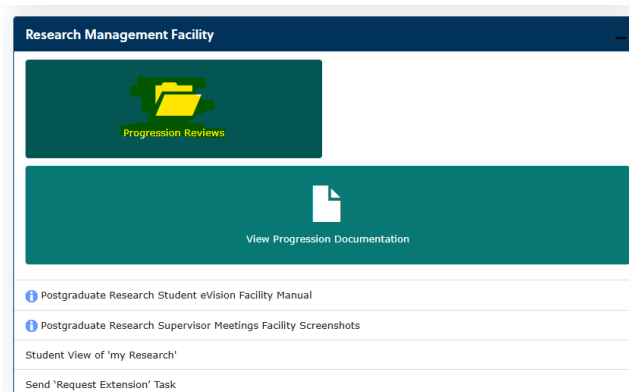
As a PGR Progression panel member, you will use eVision for three purposes:

1. To download the template for the progression review report (Chair)
2. To upload the completed progression review report, and confirm the outcome and other details (Chair)
3. To view the documents submitted by the PGR for the progression review (any panel member)

This guidance explains how to do each of those processes.

LOGGING IN


1. Log into eVision - <https://evision.brunel.ac.uk/>
2. On the left-hand side, select “Departments”
3. On the next page find the “Research Management Facility” section
4. Select “Progression Reviews” (NB. You may have additional buttons depending on your role)



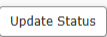
5. In the next screen input the PGR’s number (including the /) then select “Next”
6. In the next screen, double click on the progression review section (see below)

Supervisor			
Study Duration	Submission Date	Current Progression Point	
<div><div></div></div>	Due:30/Sep/2025	40 Month Review: Due: 01/Feb/2026	£

DOWNLOADING THE PANEL REPORT TEMPLATE

1. Once you are in the Progression Review screen (see previous Logging In section), find the progression meeting you are chairing
2. Select the  icon next to it.
3. The report template will now download, with the students details pre-populated.

UPLOADING A PROGRESSION PANEL REPORT AND CONFIRMING THE OUTCOME

1. Once you are in the Progression Review screen (see previous Logging In section), find the progression meeting you are chairing
2. Select the  button
3. On the next page you will see the record for the progression review. Using the information in your report, complete the highlighted sections:

Click here for further information on the 9 Month Review.

Document Type	Date Uploaded	Filename	Actions
Progress Review	18/Sep/2025	Progression Report	View
3D Researcher Tool Dev Plan	18/Sep/2025	3D Researcher Tool Dev Plan	View
Written Work	18/Sep/2025	Written Work	View

Maximum Due Date: 01/Jul/2026

Date of Review:

Student Attended:

Chair of Panel:

Independent Academic:

Other:

Other (2):

Progression Recommendation

Please select the progression recommendation for the student:

Please upload the rationale for the progression recommendation.
 No file chosen


[Next](#)



Please note that the “Other” boxes are free text, meaning you will have to type in the full name.

4. Once you have completed all the details, upload the progression report (ideally in PDF format) by selecting the “Choose File” icon.
5. Once the file is uploaded, select “Next” and then “Exit”.
6. The supervisor and PGR will now receive a notification regarding the review being completed.

Please note that if the outcome is “provisionally progress”, the report will go to the College’s Vice-Dean Research for approval, before notification to the supervisor and PGR is sent.

Viewing the documents submitted by the PGR for the progression review

1. Once you are in the Progression Review screen (see previous Logging In section), find the progression meeting you are attending.
2. Select the  button
3. On the next page you will see the documents uploaded by the PGR for the review.
4. Click on “View” to download the document.

Document Type	Date Uploaded	Filename	Actions
Progress Review	18/Sep/2025	Progression Report	
3D Researcher Tool Dev Plan	18/Sep/2025	3D Researcher Tool Dev Plan	
Written Work	18/Sep/2025	Written Work	

For more guidance on these processes, please contact PGR-ACO@brunel.ac.uk