

## System Guidance – Frequently Asked Questions

### **Will there be any prompts given on the system instructing applicants to make their form viewable to HoS before the deadline?**

No. As all schools and colleges work to different timescales, there will not be any prompt given.

### **What should I do if the wrong form is selected?**

If you have assigned a form in error, or simply want to start a fresh application please use the Delete option. Once you delete an application it will take you to the home page which will now display the Academic Promotion (Create) and Zone Movement (create) boxes where you can select another application.

### **My Research Integrity Training record is incorrect, what do I do?**

We are advised that the training should be once every three years so it is possible that your training may need refreshed. Please use this link to get information on how to complete it: [Research Integrity Training and Information Link](#).

If your training has been completed within the last three years please contact us via [Make an enquiry](#)

### **My PgCAP status is incorrect, what do I do?**

Please contact [Make an enquiry](#)

### **I submitted my form but following advice from the HoS I need to make edits – is this possible?**

Yes. Please e-mail [Make an enquiry](#) and a member of the team will arrange this. The HoS remains responsible for submitting by the deadline so last-minute edits should be carefully considered.

### **Is there a suggested browser to run the system on?**

No, however some problems have been reported in older versions of supported browsers so downloading the current version is recommended. Further information can be found in the About tab on the promotions' system.

### **Can I generate an e-mail copy of my form to send on to others for comment/edit?**

Yes. By choosing the e-mail button you will automatically send a copy of your full form in your email.



**Please note that the layout of the form will be slightly different to that of the system and some formatting will be lost.**

If any text is missing please contact [Make an enquiry](#) to escalate.