

1. Navigate to 'My Intranet':

The screenshot shows a web browser window with the URL <https://www.intranet.ls.manchester.ac.uk/myintranet/favourites.aspx>. The page is titled "Life Sciences Intranet" and shows the user is logged in as "Miss Clare L Coggins".

Left Navigation Menu:

- My Intranet
- Contact Details
- GTP
- Organisations
- Personal Profile
- Postgraduate Skills Training
- Progression
- Student Representation
- Taught Units And Assessments
- Favourites
- Related links
- Blackboard
- eProg
- My Manchester

Main Content Area:

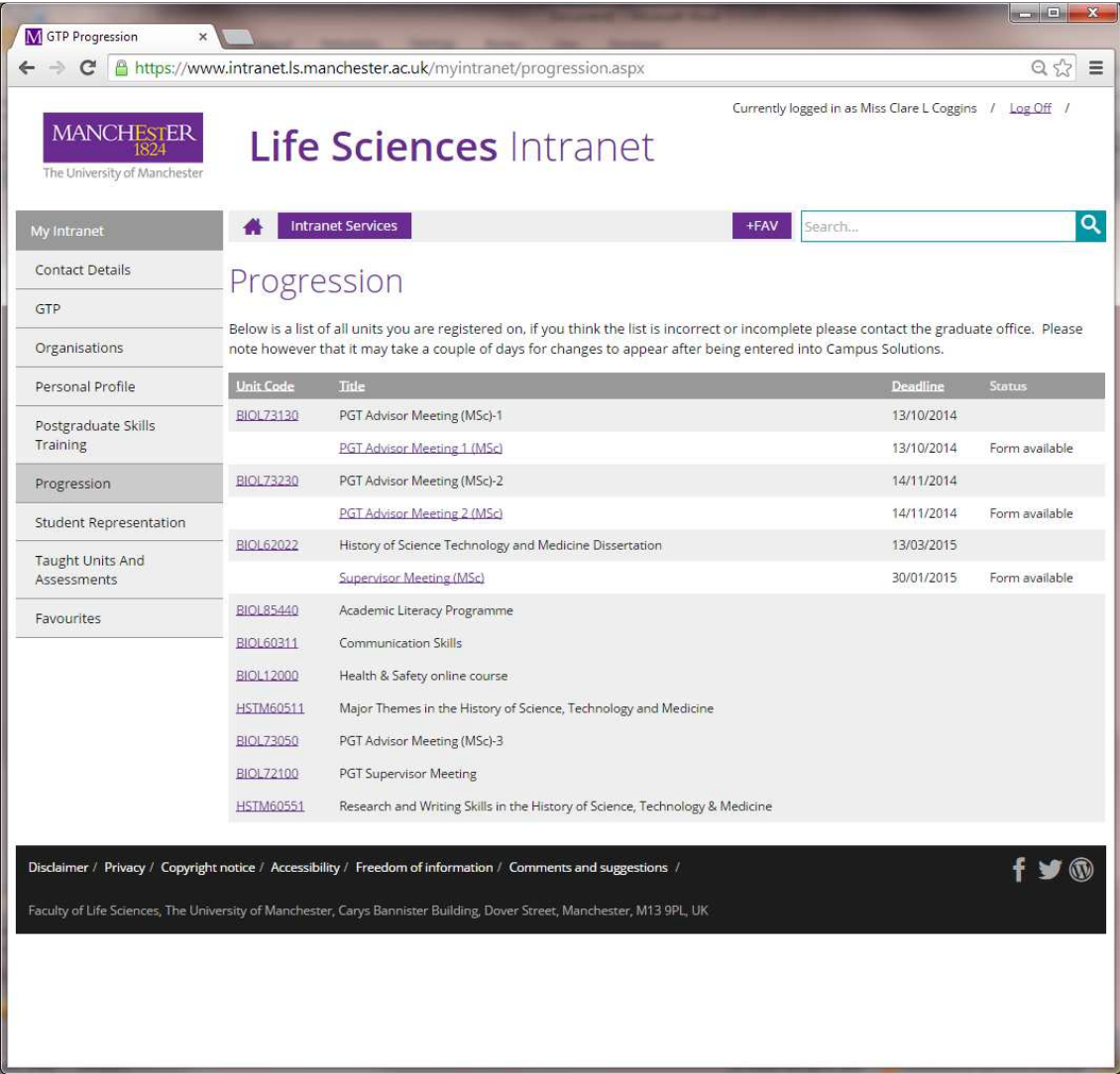
- Intranet Services** (with a home icon)
- +FAV** button and a search bar.
- My Intranet** section: A paragraph explaining that the intranet provides a tailored list of links based on the user's role (Faculty, students, etc.) and allows for updating personal details.
- My Favourites** section: A paragraph explaining the "+FAV" button and a grid of links. Below the text are two buttons: "My Intranet" and "New Postgraduates".
- A link: [View all / manage Favourites](#)

Footer:

Disclaimer / Privacy / Copyright notice / Accessibility / Freedom of information / Comments and suggestions /

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2. Click on 'Progression' in the left hand navigation bar:



The screenshot shows a web browser window displaying the 'Life Sciences Intranet' page. The URL in the address bar is <https://www.intranet.ls.manchester.ac.uk/myintranet/progression.aspx>. The user is logged in as Miss Clare L Coggins. The page features a navigation bar on the left with 'Progression' selected. The main content area displays a table of units with the following data:

Unit Code	Title	Deadline	Status
BIOL73130	PGT Advisor Meeting (MSc)-1	13/10/2014	
	PGT Advisor Meeting 1 (MSc)	13/10/2014	Form available
BIOL73230	PGT Advisor Meeting (MSc)-2	14/11/2014	
	PGT Advisor Meeting 2 (MSc)	14/11/2014	Form available
BIOL62022	History of Science Technology and Medicine Dissertation	13/03/2015	
	Supervisor Meeting (MSc)	30/01/2015	Form available
BIOL85440	Academic Literacy Programme		
BIOL60311	Communication Skills		
BIOL12000	Health & Safety online course		
HSTM60511	Major Themes in the History of Science, Technology and Medicine		
BIOL73050	PGT Advisor Meeting (MSc)-3		
BIOL72100	PGT Supervisor Meeting		
HSTM60551	Research and Writing Skills in the History of Science, Technology & Medicine		

At the bottom of the page, there is a footer with links: [Disclaimer](#) / [Privacy](#) / [Copyright notice](#) / [Accessibility](#) / [Freedom of information](#) / [Comments and suggestions](#) / and social media icons for Facebook, Twitter, and YouTube. The footer also contains the text: Faculty of Life Sciences, The University of Manchester, Carys Bannister Building, Dover Street, Manchester, M13 9PL, UK.

3. Select the appropriate meeting form link (link is in 2nd column, not the unit code in 1st column):

Meeting or other forms x

← → ↻ <https://www.intranet.ls.manchester.ac.uk/myintranet/questionnaire.aspx?personid=38700&qnrId=1003> 🔍 ☆ ☰

MANCHESTER 1824 The University of Manchester

Life Sciences Intranet

Currently logged in as Miss Clare L Coggins / [Log Off](#) /

My Intranet

- Contact Details
- Online Form
- GTP
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Intranet Services +FAV Search...

Online Form

PGT Advisor Meeting 1 (MSc) [v.1183]

This form should be completed by the student and saved at anytime prior to the meeting. During the meeting the form will be added to and then submitted by clicking on submit at the bottom of the form. Please note: only members of academic staff are able to submit the form.

In general the meeting should be 20 minutes long. If you require a longer meeting please contact your PGT Advisor in advance of the meeting.

It is important to save your work regularly as the intranet will time out after 20 minutes.

	Tick Box
1. Are you aware of your programme structure, timetable and deadlines?	☐
2. Have you read your programme handbook?	☐

3. What are your expectations from your MSc course?

4. Are there any actions to be taken?

Declaration

Declaration by Student