



University  
of Glasgow

MyCampus Support,  
Development & Infrastructure

## MyCampus User Guide

# MVLS PGR Initial Progress Review

Document Control	
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## Introduction

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### Document Purpose

This user guide is for **PGR Principal Supervisors**. It details the steps required for **Stage 3.1**, the completion and submission of the MVLS PGR Initial Progress Review: Principal Supervisor Report.

Supervisors do not have access to the report until the student submits their self-assessment. At that stage a notification email is generated to the Principal Supervisor with a direct link to the form.

### The Initial Review Process in 6 Stages

Stage	User	Actions	Form Status
1	Administrator	Complete Initial School Level Setup Generate Forms Send Forms to Students	Pending Student Assessment
2	Student	Complete & Submit Self-Assessment	Pending Supervisor Assessment
3.1	Principal Supervisor	Complete & Submit PGPS Report	Pending Supervisor Assessment
3.2	Secondary Supervisor	Complete & Submit PGSS Report	Pending Review Panel Submission
4	Review Panel	Complete & Submit Recommendation	Pending Student Statement
5	Student	Complete & Submit Statement	Pending Convenor Confirmation
6	Convenor	Complete & Submit Final Recommendation	Complete

## Accessing the Initial Progress Review Form

### Direct Link: Principal Supervisor Notification Email

When the student submits their self-assessment, the form status changes to 'Pending Supervisor Assessment' and a notification email is automatically sent to the Principal Supervisor. Use the link within the email to access the student's Initial Progress Review form.

**Subject:** PGR Initial Review : Supervisor Assessment for 3172611, Margaret Elizabeth Carter

PGR Initial Review for 3172611, Margaret Elizabeth Carter for 2024 is available for you to complete. Please use this link

[https://xxxxxxxxx.mycampus.gla.ac.uk/psp/SA/c/UOG\\_SR\\_MNU.UOG\\_PGR\\_IRVW\\_FL.GBL?Page=UOG\\_IRW\\_SUP\\_ASS\\_FL&Action=U&INSTITUTION](https://xxxxxxxxx.mycampus.gla.ac.uk/psp/SA/c/UOG_SR_MNU.UOG_PGR_IRVW_FL.GBL?Page=UOG_IRW_SUP_ASS_FL&Action=U&INSTITUTION) to access the form.

Alternatively, you can log into MyCampus - [MyAdvisees](#) and access the Initial Review from there.

### MyCampus: PGR Initial Review Supervisors Tile

If there is an issue with the notification email, supervisors can access advisee review forms by logging into MyCampus and navigating to their Advisees list.



- Click the Initial Review link to access the student's form.

Notify	Photo	Name	ID	Plan	Academic Standing	View Student Summary	View Student Details	Advisor Role	PGR Initial Review
<input type="checkbox"/>		Banner, Robert Bruce	3172615	Veterinary Epidemiology, PhD		View Student Summary	View Student Details	PGR Principal Supervisor	
<input type="checkbox"/>		Carter, Margaret Elizabeth	3172611	Veterinary Epidemiology, PhD		View Student Summary	View Student Details	PGR Principal Supervisor	Initial Review

The form will open on the Principal Supervisor Report.

If your School requires a separate report from the Secondary Supervisor, you will see an additional Supervisor Report tab. After reviewing the Student Self-Assessment, ensure you have returned to the correct page. The Secondary Supervisor page is read only for the Principal, preventing submission error.

Review Details	Student Self Assessment	<b>Supervisor Report</b>	Supervisor Report
<div>Save Draft Confirm and Submit</div>			
Term 2024			
Empl ID 3172611		Carter, Margaret Elizabeth	
Institution GLSGW		University of Glasgow	
Career PGR		Postgraduate Research	Career Nbr 0
School 20300000		School of Biodiversity, One Health & VeterinaryMed	
Acad Prog 7101		Doctor of Philosophy(MVLS)	
Acad Plan D301-7101		Veterinary Epidemiology, PhD	
Thor Odenson, Principal Supervisor			

## Review Initial Progress Review Form

### Supervisor Reports

If your School requires a separate report from the Secondary Supervisor, you will see an additional Supervisor Report tab. The name and job title of the Supervisor is on the page, beneath the student record detail.

The Principal can only edit the Principal Supervisor page and the Secondary Supervisor can only edit their page. All other areas of the report are read only.

Review Details	Student Self Assessment	<b>Supervisor Report</b>	Supervisor Report
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Save Draft Confirm and Submit

Term	2024			
Empl ID	3172611	Carter,Margaret Elizabeth		
Institution	GLSGW	University of Glasgow		
Career	PGR	Postgraduate Research	Career Nbr	0
School	20300000	School of Biodiversity, One Health & VeterinaryMed		
Acad Prog	7101	Doctor of Philosophy(MVLS)		
Acad Plan	D301-7101	Veterinary Epidemiology,PhD		

Thor Odenson, Principal Supervisor

### Review Details

This page contains read only student record data pulled from MyCampus. If anything is incorrect the student record must be updated. The PGR Administrator will be able to make any required amendments.

The Review Details subsection contains the form progression record. While open for editing by Supervisors, the status is 'Pending Supervisor Assessment'. On submission by the Second Supervisor, the status changes to 'Pending Review Panel Submission'. The form remains available to Supervisors in read only format.

Once the Review Panel and Convenor have completed their sections, the detail can be viewed on this page.

<b>Review Details</b>	
<b>Review Details</b>	Student Self Assessment Supervisor Report Supervisor Report

> Research Information

> Thesis Information

> Supervisor Details

< Review Details

Date Creation	23/11/2025	Convenor Confirmation Date
Date Sent to Student	23/11/2025	Panel Submission Date
Student Assessment Submission Date	24/11/2025	Student Statement Date
Supervisor Assessment Submission Date		Completion
PGR Initial Review Status	Pending Supervisor Assessment	
Principal Supervisor Completed	<input type="checkbox"/>	
Secondary Supervisor Completed	<input type="checkbox"/>	
Initial Review Complete	No	

> Review Panel

> Review Panel Recommendation

> Final Recommendation (For PGR Convenors)

## Student Self-Assessment

Before completing the Supervisor Report, review the student's assessment responses and any attached supporting documentation.

The Student Self-Assessment page is read only. Supervisors can view any attached documentation but cannot add or delete anything on the student page.

If you require an amendment from the student, the status must be set back to 'Pending Student Assessment'. The PGR Administrator can manually change the status to reopen sections for users.

**Student Self Assessment**

Review Details

**Student Self Assessment**

Supervisor Report

Supervisor Report

Documentation

Upload Document

Document

test\_attachement.pdf

Delete Document

1. Please provide a brief description of the written work you have submitted for the progress review as directed by your supervisor (e.g. literature review).

test answers

2. Please provide a paragraph, giving an assessment of your progress in relation to your research and general development in the most recent session.

test answers

3. Please describe the Training Needs assessment you did with your supervisor and your plan to implement it.

test answers

4. Have you and/or your supervisors identified any issues which are affecting your progress? (e.g. skills gaps, facilities/equipment available, etc). If yes, please give details of the Issues Identified and how these will be resolved.

test answers

5. How often do you discuss your project with your Supervisor? (Face to face)

Monthly

6. How often do you discuss your project with your Supervisor? (Email)

Weekly

7. How often do you discuss your project with your Supervisor? (Telephone)

Never

8. How satisfied are you with this arrangement?

Satisfied

9. How do you find these meetings?

Useful

10. Do you receive adequate feedback on written work (e.g. Literature Review)? Yes

11. Has your supervisor ever commented on problems with your written English?

12. Has your supervisor ever commented on problems with your spoken English?

13. Please provide a summary of the objectives you and your supervisory team have agreed for the coming session (e.g. fieldwork, written work, publication, thesis submission, conference attendance, project management training etc. Please gives details of nature, volume and deadlines as appropriate.)

test answers

14. Are there any training or development opportunities not currently provided that you would find useful? If so, please specify.

test answers

15. If you wish to make any other comments about your experience as a research student within the Graduate School, you may do so here - or separately, and confidentially, to the Graduate School Office (mvls-gradschool@glasgow.ac.uk).

test answers

16. Please confirm expected thesis submission date. Please note that an extension is granted only under extreme circumstances.

02/08/2027

17. PhD Students only: Is your studentship funded by a Research Council or by the Wellcome Trust?

Research Council

## Complete the Principal Supervisor Report

When you have finished reviewing the student assessment, return to the Principal Supervisor Report page and complete.

## Save Draft & Confirm and Submit

Use 'Save Draft' to periodically save your input, preventing loss of work should you disconnect from MyCampus for any reason. You can also use this to save progress and return to complete at a later time.

Clicking 'Confirm and Submit' will lock your report page for editing and trigger an email to the Secondary Supervisor with a link to complete their report page. If you submit prematurely, contact the PGR Administrator, who can reopen your page for editing.

[Review Details](#)
[Student Self Assessment](#)
[Supervisor Report](#)
[Supervisor Report](#)

[Save Draft](#)
[Confirm and Submit](#)

## Complete Report Questions

Complete the 11 questions to provide your evaluation of the student's progress.

- Please give approximate frequency, nature (e.g. email, face to face, telephone) and extent of your contact with the student.
- Have you completed a Training Needs Assessment with the student? If No, please detail an action plan to remedy this. ☒
- What training or development activity have you recommended to facilitate the student's progress in the most recent session? (e.g. presentation or attendance at internal or external seminars, colloquia, conferences, fieldwork trips, submission of written work, project management training, academic writing etc.)
- Have you identified any issues affecting the student's progress in the past session? If Yes, please specify how these have been managed and give an assessment
- Please rank the student's progress.
- Please provide more detail of your assessment. If you assess the student's progress to be unsatisfactory, a reason must be given (for final year students please include an assessment of the student's ability to submit according to their submission schedule.)

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- Is continuation of the studentship recommended?
- Please indicate basis for readmission.
- Would the student benefit from additional English language support training which can be provided by Student Support Services (please specify).
- Please confirm expected thesis submission date.
- Have you noted the Thesis Submission Date? Extensions beyond this date are only granted under extreme circumstances. ☒

## Document Upload

If required, a document upload feature can be found at the bottom of the page. There is a 5MB individual file size limit. To reduce file size, it is recommended you upload files in PDF format.

11. Have you noted the Thesis Submission Date? Extensions beyond this date are only granted under extreme circumstances. ☒

▼ Documentation

Upload Document

Document
test_attachement.pdf
Delete

## Submit the Completed Report

When satisfied that all information has been added and any supporting documentation uploaded, the report is ready to submit. Once submitted you will no longer be able to make changes.

- At the top of the report page, click 'Confirm and Submit'.
- Click 'Yes' on the message to send a notification to the Secondary Supervisor.

**Supervisor Report**

Review Details Student Self Assessment

Do you want to Submit your changes and notify the secondary supervisor?  
(Please note that you cannot make further changes if you select 'Yes'.)

Yes No

Save Draft Confirm and Submit

The Supervisor Report becomes read only after submission. Any attached documents can still be viewed but not added or deleted.

The review status will still be 'Pending Supervisor Assessment' but the Principal Supervisor Completed is now ticked.

▼ Review Details

Date Creation	23/11/2025	Convenor Confirmation Date	
Date Sent to Student	23/11/2025	Panel Submission Date	
Student Assessment Submission Date	24/11/2025	Student Statement Date	
Supervisor Assessment Submission Date		Completion	
PGR Initial Review Status	Pending Supervisor Assessment		
Principal Supervisor Completed	<input checked="" type="checkbox"/>		
Secondary Supervisor Completed	<input type="checkbox"/>		
Initial Review Complete	No		

An email has been sent to the Secondary Supervisor with a link to complete their report. Once submitted the status will change to 'Pending Review Panel Submission'.

## PRINCIPAL SUPERVISOR PROCESS COMPLETE