



University
of Glasgow

MyCampus Support,
Development & Infrastructure

MyCampus User Guide

MVLS PGR Initial Progress Review

| Document Control | |
|-------------------|---|
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Introduction

Document Purpose

This user guide is for **PGR Secondary Supervisors**. It details the steps required for **Stage 3.2**, the completion and submission of the MVLS PGR Initial Progress Review: Secondary Supervisor Report.

Secondary Supervisors do not have access to the form until the Principal Supervisor submits their report. At that stage a notification email is generated to the Secondary 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: Supervisor Notification Email

When the Principal Supervisor submits their report, a notification email is automatically sent to the Secondary Supervisor. Use the link within the email to access the student's Initial Progress Review form.

Subject: PGR Initial Review: Assessment Completion for 3172611 Margaret Elizabeth Carter

This is to notify you that principal supervisor's assessment for the Initial Review form for Student 3172611, Margaret Elizabeth Carter has now been completed and is pending secondary supervisor's assessment. To access the form please log into MyCampus or access the form by clicking on this link

https://xxxx.mycampus.gla.ac.uk/psp/XXXX/EMPLOYEE/SA/c/UOG_SR_MN.UOG_PGR_IRV_FL.GBL?Page=UOG_IRW_SEC_SUP

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 Second Supervisor | |
| <input type="checkbox"/> | | Carter, Margaret Elizabeth | 3172611 | Veterinary Epidemiology, PhD | | View Student Summary | View Student Details | PGR Second Supervisor | Initial Review |
| <input type="checkbox"/> | | Odenon, Thor | 3172617 | Veterinary Epidemiology, PhD | | View Student Summary | View Student Details | PGR Second Supervisor | |

The form will open on the Secondary Supervisor Report section. All other pages, including the Principal Supervisor Report, are read only. After reviewing the Student Self-Assessment, return to the Supervisor Report. The Secondary Supervisor will be named on the page beneath the student record detail, and the page will be open for editing.

| | | | |
|----------------|-------------------------|-------------------|--------------------------|
| Review Details | Student Self Assessment | Supervisor Report | Supervisor Report |
|----------------|-------------------------|-------------------|--------------------------|

Term 2024

Empl ID 3172611

Institution GLSGW

Career PGR

School 20300000

Acad Prog 7101

Acad Plan D301-7101

Carter, Margaret Elizabeth

University of Glasgow

Postgraduate Research

School of Biodiversity, One Health & VeterinaryMed

Doctor of Philosophy(MVLS)

Veterinary Epidemiology, PhD

Save Draft

Confirm and Submit

Wanda Django Maximoff, Secondary Supervisor

Review Initial Progress Review Form

Supervisor Reports

The Principal Supervisor report page is available to review but is read only. Any attached documentation can be viewed but not added or deleted. There is an upload facility on the Secondary Supervisor page if needed.

| | | | |
|----------------|-------------------------|--------------------------|-------------------|
| Review Details | Student Self Assessment | Supervisor Report | Supervisor Report |
|----------------|-------------------------|--------------------------|-------------------|

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 will be 'Pending Supervisor Assessment'. On submission by the Secondary 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.

| | | | |
|-----------------------|-------------------------|-------------------|-------------------|
| Review Details | 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 | Yes | |
| Secondary Supervisor Completed | | |
| 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.

| | | | |
|----------------|--------------------------------|-------------------|-------------------|
| Review Details | Student Self Assessment | Supervisor Report | Supervisor Report |
|----------------|--------------------------------|-------------------|-------------------|

Documentation

Upload Document

| Document |
|---------------------|
| test_attachment.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 Secondary Supervisor Report

When you have finished reviewing the student assessment, return to the Secondary 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' makes the page read only and triggers a notification to the Review Panel Members. If you submit prematurely, contact the PGR Administrator, who can reopen your page for editing.

| | | | |
|--|-------------------------|-------------------|--------------------------|
| Review Details | Student Self Assessment | Supervisor Report | Supervisor Report |
| <div>Save Draft Confirm and Submit</div> | | | |

Complete Report Questions

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

| | |
|--|--|
| 1. Please give approximate frequency, nature (e.g. email, face to face, telephone) and extent of your contact with the student. | |
| test answer | |
| 2. Have you completed a Training Needs Assessment with the student? If No, please detail an action plan to remedy this. | |
| <input checked="" type="checkbox"/> | |
| 3. 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.) | |
| test answer | |
| 4. 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 | |
| test answer | |
| 5. Please rank the student's progress. | |
| Good | |
| 6. 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.) | |
| test answer | |
| 7. Is continuation of the studentship recommended? | |
| Yes | |
| 8. Please indicate basis for readmission. | |
| Full Time | |
| 9. Would the student benefit from additional English language support training which can be provided by Student Support Services (please specify). | |
| Not Req | |
| 10. Please confirm expected thesis submission date. | |
| test answer | |
| 11. Have you noted the Thesis Submission Date? Extensions beyond this date are only granted under extreme circumstances. | |
| <input checked="" type="checkbox"/> | |

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'.

Review Details Student Self Assessment Supervisor Report **Supervisor Report**

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

The Supervisor Report becomes read only after submission. Any attached documents can still be viewed but nothing added or deleted.

The status will be 'Pending Review Panel Submission', and Secondary Supervisor Completed is now ticked.

Review Details Student Self Assessment Supervisor Report Supervisor Report

> 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 | 25/11/2025 | Completion | |
| PGR Initial Review Status | Pending Review Panel Submssn | | |
| Principal Supervisor Completed | Yes | | |
| Secondary Supervisor Completed | Yes | | |
| Initial Review Complete | No | | |

An email has been sent to the Panel Review Members, informing them the form is ready for their review recommendation.

PGR SUPERVISOR PROCESS COMPLETE