



University  
of Glasgow

MyCampus Support,  
Development & Infrastructure

## MyCampus User Guide

# MVLS PGR Initial Progress Review

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## Introduction

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### Document Purpose

This user guide is for **PGR Administrators**. It details the steps required for **Stage 1**. Also included is guidance on the additional Administration features which allow you to manage the process and assist other users.

### 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



### Initial School Level Setup

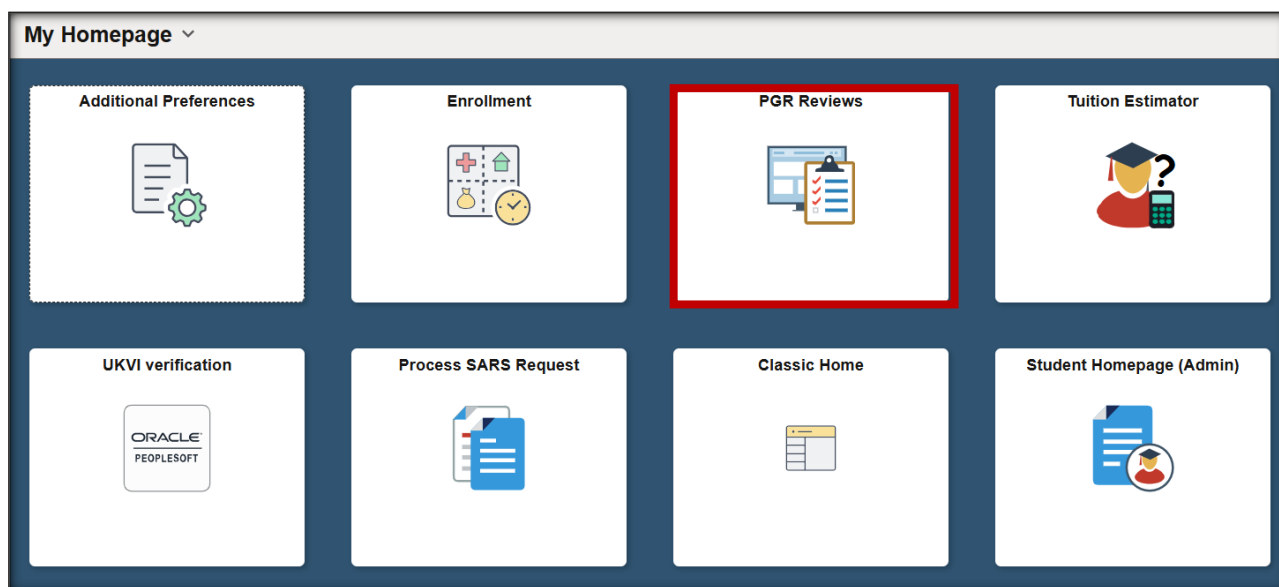
Before generating any review forms, ensure you have completed the required initial setup tasks, outlined in the Admin Setup guide.

## Create Initial PGR Reviews

### Annual Reviews Dashboard

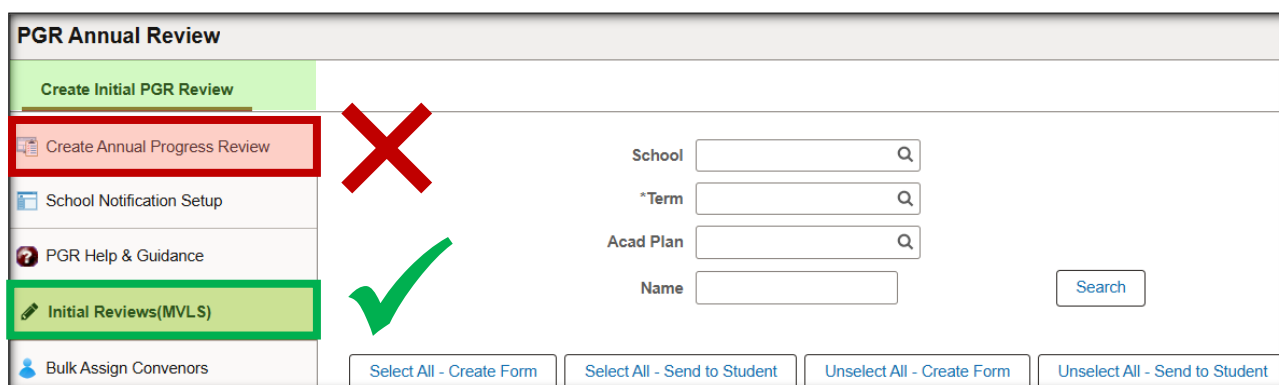
All administration pages required for both Annual and Initial PGR Reviews are located within the PGR Reviews dashboard.

PGR Administrators can access this dashboard via the **PGR Reviews** tile on their MyCampus homepage.



### Create Initial PGR Review - Page Navigation

The dashboard opens on the first page listed in the side menu: Create ANNUAL Progress Review. This page is very similar to Initial Review. Before searching for forms, ensure you have navigated to Create INITIAL PGR Review, by clicking on **Initial Review (MVLS)** in the side menu. The title of the active page can be seen above the menu.



You will be taken to the **Create Initial PGR Review** page, where you generate and send the student PGR review forms. You can access the forms throughout all stages of the process to review and perform any required administrative actions.

## Student Record Validation – Plan Changes

Before generating review forms, it is important to ensure all required plan changes have been actioned and the Research Summary and Supervisor records reflect the active plan.

The form is linked to the Research Summary. If the Research Summary is not updated with the student's current plan, the form will be linked to the wrong code and can only be corrected by MSDI updating the database tables.

Where the Student Supervisor page has not been updated after a plan change, PGR Administrators can correct the student's supervisor record to give the Supervisors access.

## Using the Search Filters

CRITERIA	REQUIRED?	GUIDANCE
SCHOOL	YES	Academic Organisation associated with Student's Academic Plan Example: 20100000, 20200000, 20300000
TERM	YES	The term for which you are creating or viewing Initial Review forms. This will be the cohorts admit term.
ACAD PLAN	NO	Used to limit the returned list of students by Plan. Wildcards cannot be used. Enter the full Plan code or leave blank.
NAME	NO	Search by forename or surname but not both. Does not recognize spaces but % wildcard can be used.

School and Term are compulsory search fields. You will only have access to Schools you have permission to view. This is controlled by your Academic Organisation security in MyCampus.

You can search by forename or surname but not both. The search field does not recognise spaces. If you want to search for a student with multiple names set as forename or surname, you must use the % wildcard.

**Example:** "Mary Lou" will not return anything. The % wildcard must be used: "Mary%Lou".  
"M%" will return rows for students whose forename OR surname begin with M.

Create Initial PGR Review

School

20300000

School Biodiv, OneHlth, VetMed

\*Term

2024

Academic Year 2024-25

Acad Plan

D301-7101

Veterinary Epidemiology,PhD

Name

M%

Search

Select All - Create Form

Select All - Send to Student

Unselect All - Create Form

Unselect All - Send to Student

Send Notification

Process

Student Id	First Name	Last Name	Student Status	Plan	Plan Description	Ignore	Year of Study	Thesis Submitted	Sent To Student	Form Created	Review Status
1 3172611	Margaret	Carter	Active	D301-7101	Veterinary Epidemiology,PhD	<input type="checkbox"/>	1	N	N	N	
2 3172616	Wanda	Maximoff	Active	D301-7101	Veterinary Epidemiology,PhD	<input type="checkbox"/>	1	N	N	N	

## Process Selection Controls

The selection controls within the list of students control which students are included when the Process runs.

- Create Form** Select to include students in the form generation process.  
When ready, click the Process button to run.  
A form can only be generated once, after which the Create Form control will be off and disabled. Students do not have access to the form until it has been sent.
- Send To Student** This option is disabled until the student's review form has been generated.  
Select to include students in the send process.  
When ready, click the Process button to run.  
The students will be sent an email notification containing a link to their form.
- Ignore** Select to disable the Create Form and Send to Student options.  
The student cannot be selected for processing until the control is changed to off.
- Select/Unselect All** These controls can be used to change the Create Form and Send to Student controls for all students in the list. Any student set to Ignore will be excluded from the action.

The screenshot shows a table of students with columns: Student Id, First Name, Last Name, Student Status, Plan, Plan Description, Ignore, Year of Study, Thesis Submitted, Sent To Student, Form Created, Review Status, Outcome, Create Form, and Send to Student. The 'Ignore' column has checkboxes for each student. The 'Create Form' and 'Send to Student' columns have checkboxes. A red box highlights the 'Select All - Create Form', 'Select All - Send to Student', 'Unselect All - Create Form', and 'Unselect All - Send to Student' buttons. Another red box highlights the 'Send Notification' and 'Process' buttons.

Student Id	First Name	Last Name	Student Status	Plan	Plan Description	Ignore	Year of Study	Thesis Submitted	Sent To Student	Form Created	Review Status	Outcome	Create Form	Send to Student
1 3172611	Margaret	Carter	Active	D301-7101	Veterinary Epidemiology, Ph	<input type="checkbox"/>	1	N	N	N			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 3172612	Peter	Parker	Active	D301-7101	Veterinary Epidemiology, Ph	<input checked="" type="checkbox"/>	1	N	N	N			<input type="checkbox"/>	<input type="checkbox"/>
3 3172613	Scott	Lang	Active	D301-7101	Veterinary Epidemiology, Ph	<input type="checkbox"/>	1	N	N	N			<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Generate Review Forms

- Set the Create Form control to ON for all students you wish to generate a form for.
- Click 'Process'.

If there are students in the list to be omitted, use the Ignore control. Set those students to Ignore and then use the Select All option.

The screenshot shows the same table as above, but with the 'Select All - Create Form' button highlighted by a red box.

### Student List After Process

- Form Created has changed to 'Y'.
- Review Status has changed to 'Form Created'.
- The Create Form process control is disabled and Send to Student enabled.
- The Student ID is now a link for Administrator access to the Initial Review form.

The screenshot shows the same table as above, but with the 'Form Created' and 'Review Status' columns updated. The 'Form Created' column now shows 'Y' for the first student, and the 'Review Status' column shows 'Form Created'. The 'Create Form' and 'Send to Student' columns are now disabled (greyed out). The 'Student Id' column is now a link for the first student.

Student Id	First Name	Last Name	Ignore	Year of Study	Thesis Submitted	Sent To Student	Form Created	Review Status	Outcome	Create Form	Send to Student
<a href="#">1 3172611</a>	Margaret	Carter	<input type="checkbox"/>	1	N	N	Y	Form Created		<input type="checkbox"/>	<input type="checkbox"/>
2 3172612	Peter	Parker	<input checked="" type="checkbox"/>	1	N	N	N			<input type="checkbox"/>	<input type="checkbox"/>

## Send Forms to Students

- Set the Send to Student control to ON for all students who are to complete a review.
- Click 'Process'.

If there are students in the list to be omitted, use the Ignore control. Set those students to Ignore and then use the Select All option.

Select All - Create Form	Select All - Send to Student	Unselect All - Create Form	Unselect All - Send to Student	Send Notification
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The students will receive an email asking them to complete the form and containing a direct link to the form. Students can also access the form via the Academics tile in their Student Homepage.

### Student List After Process

- Sent to Student has changed to 'Y'.
- Review Status has changed to 'Pending Student Assessment'.
- The Send to Student process control is now disabled.

Student Id	First Name	Last Name	Ignore	Year of Study	Thesis Submitted	Sent To Student	Form Created	Review Status	Outcome	Create Form	Send to Student
3172611	Margaret	Carter	<input type="checkbox"/>	1	N	Y	Y	Pending Student Assessment		<input type="checkbox"/>	<input type="checkbox"/>
3172612	Peter	Parker	<input checked="" type="checkbox"/>	1	N	N	N			<input type="checkbox"/>	<input type="checkbox"/>
3172613	Scott	Lang	<input type="checkbox"/>	1	N	Y	Y	Pending Student Assessment		<input type="checkbox"/>	<input type="checkbox"/>

## The Initial Review Form

When a review form has been generated, the Student ID becomes a link providing access to that form. Administrators have access to the form throughout the process. They must add the Review Panel Members to the form and can also manually change the form status and manage attached documentation.

Student Id	First Name	Last Name	Student Status	Plan	Plan Description	Ignore	Year of Study	Thesis Submitted	Sent To Student	Form Created
1 3172611	Margaret	Carter	Active	D301-7101	Veterinary Epidemiology,PhD	<input type="checkbox"/>	1	N	Y	Y

## Review Details

### Student Record Validation

The form opens on the Review Details page. This area contains read only student record data pulled from MyCampus. Use the arrows to expand each subsection. If any information is incorrect the student record should be updated using the PGR Dashboard to access the relevant MyCampus page.

It is particularly important that the Plan and Supervisor details are correct. This validation should have been completed in advance of the form generation.

**Review Details**

Review Details

Student Self Assessment

Recommendation

Student Statement

Contact Student

Contact Student Supervisor

Save

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

Research Information

Mode of Study

Full-Time

Start of Study

01/10/2024

End of Study

01/10/2027

Year of Student

1

Year of Program

1

Thesis Information

Submission Deadline

01/10/2027

Thesis Title (254 characters)

Security and Defence Risks: Human Enhancement Technologies

196 characters remaining

Thesis Title Changed

Supervisor Details

Advisor Role	Academic Advisor	Name	Percentage Split
PGR Principal Supervisor	3172617	Odenson,Thor	75
PGR Second Supervisor	3172616	Maximoff,Wanda Django	25



## Amending the Review Status

In the Review Details subsection, the form progression dates are automatically recorded. There will be a date for each stage the form has progressed through.

Administrators can change the Review Status to return the form to an earlier stage. Once submitted the form moves to the next stage and becomes read only for prior users. If a user requests access to make a change after form submission, change the status using the dropdown menu on this page.

The screenshot shows the 'Review Details' section of a form. At the top, there are two tabs: '> Supervisor Details' and '✓ Review Details'. The 'Review Details' tab is active. Below the tabs, there are several date fields: 'Date Creation' (23/11/2025), 'Convenor Confirmation Date', 'Date Sent to Student' (23/11/2025), 'Panel Submission Date', 'Student Assessment Submission Date', 'Student Statement Date', 'Supervisor Assessment Submission Date', and 'Completion'. Below these dates, there is a dropdown menu for 'PGR Initial Review Status' with the current selection 'Pending Student Assessment'. Below the dropdown, there are two toggle switches: 'Principal Supervisor Completed' (which is currently off) and 'Initial Review Complete' (which is currently off).

## Contact Student and Contact Supervisor

The Contact Student and Contact Student Supervisor buttons allow you to quickly send an email if required.

The screenshot shows the bottom of the 'Review Details' form. There are four tabs: 'Review Details', 'Student Self Assessment', 'Recommendation', and 'Student Statement'. The 'Review Details' tab is active. Below the tabs, there are two buttons: 'Contact Student' and 'Contact Student Supervisor'. Both buttons are highlighted with a red box. To the right of these buttons is a 'Save' button.

For a student email the recipient address will auto-populate with the student's UoG email, for a supervisor email it will populate with the staff email address for all the student's current PGR Supervisors.

The subject will also be populated but can be amended if required.

You can spell check the message by clicking the icon on the right of the message text.

The screenshot shows the 'Send Email' form. At the top, there is a 'From' field with the value 'mycampus-initial-review-pgr@glasgow.ac.uk'. Below this are three fields for 'To', 'CC', and 'BCC'. The 'To' field contains the email addresses 'thor.odenson@glasgow.ac.uk;wanda.maximoff@glasgow.ac.uk'. The 'CC' field contains the email address 'bruce.banner@glasgow.ac.uk'. The 'BCC' field is empty. Below these fields is a 'Subject' field with the value '3172611: Carter,Margaret Elizabeth'. Below the subject field is a 'Message Text' field with the text 'The student's Initial Review has been waiting for the Supervisor Reports for several weeks. Can this please be completed so it can move along in the process? Many thanks Pepper Potts PGR Administrator'. To the right of the message text field is a spell check icon (a document with a magnifying glass). Below the message text field are two buttons: 'Send Notification' and 'Return'.

## Student Self-Assessment

The student does not have access to their form until the Administrator runs the Send to Student process. The process will change the form status to 'Pending Student Assessment' opening it for them to complete.

Only the student can update their self-assessment responses. If a student submits their form in error or requests access to make a change, the Administrator can change the status back to 'Pending Student Assessment' on the Review Details page, restoring editable access to the student.

### Upload and View Documents

You have read only access to the content added by the student but can assist them by uploading or deleting supporting documentation if required.

There is a 5MB individual file size limit. To reduce file size, it is recommended you upload files in PDF format.

**Student Self Assessment**

Review Details

**Student Self Assessment**

Recommendation

Student Statement

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

Career Nbr 0

School of Biodiversity, One Health & VeterinaryMed

Doctor of Philosophy(MVLS)

Veterinary Epidemiology,PhD

**Student Self Assessment**

Documentation

Upload Document

Document

No Associated Document

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).

## Recommendation

This page is where PGR Administrators add the Review Panel Members and where the Panel and Convenor recommendations can be found.

Additionally, Administrators can view, add and delete attached documentation within the Review Panel Recommendation section.

### Add Review Panel Members

The Administrator must add the Review Panel Members to the form before the Supervisors complete their reports. When the final Supervisor submits, the form status changes to 'Pending Review Panel Submission', triggering an email notification to the Panel Member listed on the form, giving them access to complete the Panel Recommendation.

It is advised you complete this task when you generate the forms to ensure the staff members are added in time. If you are unable to add someone due to an issue with their MyCampus record and the form has already been sent to the student, there is a risk that the student and supervisor stages could be completed quickly, before the Panel Member issue has been resolved.

- Enter the Panel Member using their MyCampus EmplID or by name using the search function.
- If more than one Panel Member should be added, use the plus symbol to add more rows.
- Click Save

The screenshot shows the 'Recommendation' tab selected in the top navigation bar. Below the navigation bar, there is a 'Save' button in the top right corner. The main content area displays student details: Term 2024, Empl ID 3172611, Institution GLSGW, Career PGR, School 20300000, Acad Prog 7101, and Acad Plan D301-7101. To the right of these details, the student's name 'Carter, Margaret Elizabeth' is listed, followed by 'University of Glasgow', 'Postgraduate Research', 'Career Nbr 0', 'School of Biodiversity, One Health & VeterinaryMed', 'Doctor of Philosophy(MVLS)', and 'Veterinary Epidemiology, PhD'. Below this information, the 'Review Panel' section is expanded, showing a table of 'Review Panel Members'. The table has two columns: 'Reviewer ID ↑↓' and 'Name ↑↓'. One member is listed: '3172413' with the name 'Janeway, Kathryn Margaret'. To the right of the table are '+' and '-' buttons for adding or removing members. At the bottom of the form, there are two expandable sections: '> Review Panel Recommendation' and '> Final Recommendation (For PGR Convenors)'.

Reviewer ID ↑↓	Name ↑↓
3172413	Janeway, Kathryn Margaret

## Student Statement

This page contains confirmation from the student that all mandatory actions have been taken. It only becomes visible to the student after the Review Panel submit their recommendation and the status changes to 'Pending Student Statement'.

**Student Statement**

Review Details

Student Self Assessment

Recommendation

**Student Statement**

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

Career Nbr 0

**Student Statement**

1. I confirm that I have met with my supervisors to receive feedback on the content of this Progress Report.

2. I confirm that I have received and read my Supervisor's feedback on the assessment of my progress and their recommendations.

3. I confirm that I have read the feedback given by the Review Panel.

4. I confirm that the details concerning my personal, degree and submission date information is accurate and up to date.

5. I have completed a Training Needs Assessment with my Supervisor.

6. I have updated my Researcher Development Log.

7. I have noted my Thesis Submission Date and understand that extensions beyond this date are granted only under exceptional circumstances.

8. Have you read the Code of Practice? This is compulsory. Please read the Code of Practice before submitting this Statement and confirm that this has been completed.

## Supervisor Reports

The Supervisor Report pages are hidden until the Secondary Supervisor submits and the status changes to 'Pending Review Panel Submission'. Administrators can then view the responses and any attached documentation.

Review Details

Student Self Assessment

**Supervisor Report**

Supervisor Report

Recommendation

Student Statement

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. Yes

Documentation

Upload Document

Document

test\_attachment.pdf

Delete