



University
of Glasgow

MyCampus Support,
Development & Infrastructure

MyCampus User Guide

MVLS PGR Initial Progress Review

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Contents

Introduction.....	3
Document Purpose	3
The Initial Review Process in 6 Stages	3
Accessing the Initial Progress Review Form	4
Direct Link: Review Panel Notification Email.....	4
MyCampus: PGR Initial Review (Panel)	4
Review Initial Progress Review Form	5
Review Details	5
Student Self-Assessment	6
Supervisor Reports	7
Student Statement	8
Complete the Review Panel Recommendation	9
Save Draft & Confirm and Submit	9
Recommendation Fields.....	9
Submit Recommendation.....	10

Introduction

Document Purpose

This user guide is for **PGR Review Panel Members**. It details the steps required for **Stage 4**: the completion and submission of the Review Panel's recommendation following a student's Initial Progress Review.

The PGR Administrator adds all Panel Members to the individual Initial Review forms.

Panel Members do not have access to the form until the student and supervisors have all submitted their sections of the report. On submission from the Secondary Supervisor, the form status changes to 'Pending Review Panel Submission'. This triggers an email notification to the Panel Members listed on the form, informing them it is ready for their input.

The Initial Review Process in 6 Stages

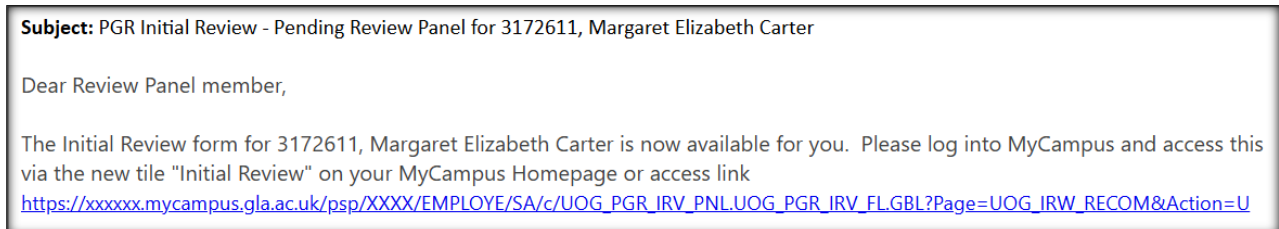
Stage	User	Actions	Form Status
1	Administrator	Complete Initial School Level Setup Generate Forms Send Forms to Students	Pending Student Assessment
2	Student	Complete & Submit Self-Assessment	Pending Supervisor Assessment
3.1	Principal Supervisor	Complete & Submit PGPS Report	Pending Supervisor Assessment
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: Review Panel Notification Email

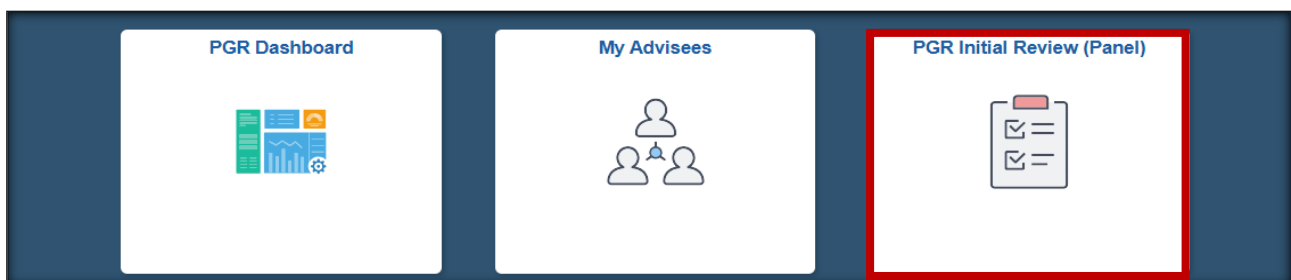
When the Supervisors have both submitted their reports, the form becomes read only for them and a notification email is automatically sent to all Panel Members listed on the form.

Click the link in the email to go directly to the form.



MyCampus: PGR Initial Review (Panel)

If there is any issue with the notification email, Panel Members can access their Initial Review forms using the PGR Initial Review (Panel) tile on their MyCampus Homepage.



Forms waiting for a recommendation will be listed with review status 'Pending Review Panel Submission'. Click 'Select' to open a form.

PGR Initial Review (Panel)					
1 row					
Student ID ↑↓	Name ↑↓	Academic Term ↑↓	Academic Plan ↑↓	Review Status ↑↓	Select
1 3172611	Margaret Elizabeth Carter	2024	Veterinary Epidemiology,PhD	Pending Review Panel Submssn	Select

The form will open on the Recommendation page. All other sections of the review form are read only.

Recommendation					
Review Details	Student Self Assessment	Supervisor Report	Supervisor Report	Recommendation	Student Statement
				Save Draft	Confirm and Submit

Review Initial Progress Review Form

Review Details

This page contains student record data pulled from MyCampus and also the form progression record. While open for editing by Panel Members, the status will be 'Pending Review Panel Submission'.

Once the Review Panel and Convenor have completed their sections, students and supervisors view their recommendations on this page.

Review Details					
Review Details	Student Self Assessment	Supervisor Report	Supervisor Report	Recommendation	Student Statement
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					
> Thesis Information					
> Supervisor Details					
v Review Details					
Date Creation 23/11/2025		Convenor Confirmation Date			
Date Sent to Student 23/11/2025		Panel Submission Date			
Student Assessment Submission Date 25/11/2025		Student Statement Date			
Supervisor Assessment Submission Date 25/11/2025		Completion			
PGR Initial Review Status Pending Review Panel Submssn					

Student Self-Assessment

This page contains the student's self- assessment responses and any attached supporting documentation.

Documentation can be viewed but not added or deleted.

Student Self Assessment

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

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 give 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

Supervisor Reports

Both Principal and Secondary reports are available to review. The pages contain identical questions, and both have a document upload facility for the supervisor to attach any relevant documentation.

Any attachments on this page can be viewed by Panel Members but not added or deleted.

Review Details	Student Self Assessment	Supervisor Report	Supervisor Report	Recommendation	Student Statement
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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

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. Yes

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 assess

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. Yes

Documentation

Upload Document

Document

test_attachment.pdf

Delete

Student Statement

This page contains confirmation from the student that all mandatory actions have been taken.

The student does not have access to complete this page until the Review Panel submits their recommendation.

Student Statement

Review Details

Student Self Assessment

Supervisor Report

Supervisor Report

Recommendation

Student Statement

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

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.

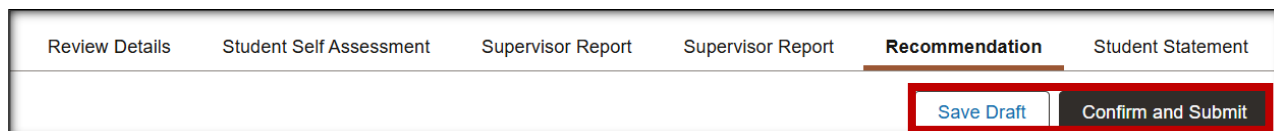
8. Have you read the Code of Practice? This is compulsory. Please read the Code of Practice before submitting this Statement and confirm that this has been completed.

Complete the Review Panel Recommendation

Save Draft & Confirm and Submit

Use 'Save Draft' to save progress, allowing you to return and complete at a later time.

Clicking 'Confirm and Submit' finalises the recommendation and makes the page read only. The form status will change to 'Pending Student Confirmation', and a notification email is triggered for the student, asking them to review the form. If you submit prematurely, contact the PGR Administrator, who can reopen your page for editing.



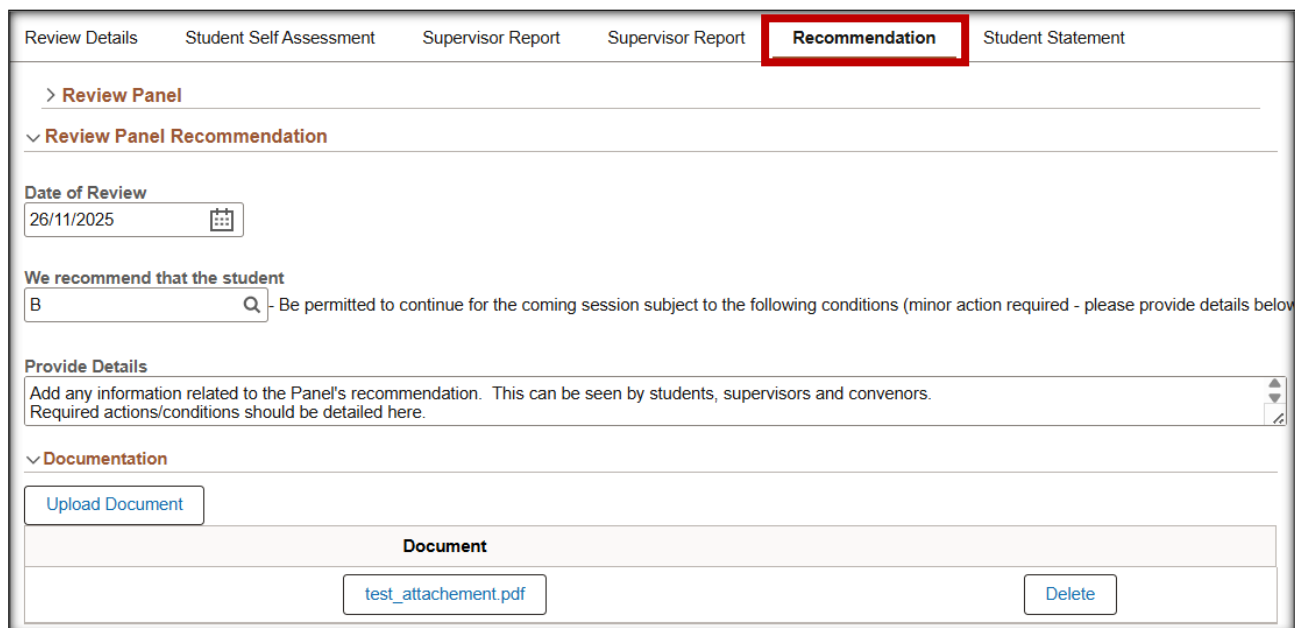
Recommendation Fields

On the Recommendation page, expand the Review Panel Recommendation subsection and complete the recommendation fields.

- Select the date of review
- Select the Panel's recommendation from the available options

A	Be permitted to continue - no further action required
B	Be permitted to continue subject to conditions - minor action required
C	NOT be permitted to continue unless substantial action is taken
D	Be excluded from further study

- Add information relating to the decision, including any required actions/conditions. Students, Supervisors and Convenors can see this.
- If required, add any supporting documentation using the upload feature.



Submit Recommendation




- Click 'Confirm and Submit' and then click 'OK' to close the saved message.

Recommendation

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

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

- The 'Save Draft' and 'Confirm and Submit' buttons will disappear and the fields will now be read only.
- Any attached documents can still be viewed but not added or deleted.
- The Review Status is 'Pending Student Statement', and a notification has been sent to the student asking them to complete.

PGR Initial Review (Panel)					
					1 row
					  
Student ID ↑↓	Name ↑↓	Academic Term ↑↓	Academic Plan ↑↓	Review Status ↑↓	Select
1 3172611	Margaret Elizabeth Carter	2024	Veterinary Epidemiology, PhD	Pending Student Statement	Select

REVIEW PANEL PROCESS COMPLETE