



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 Initial Progress Review Convenors**. It details the steps required for **Stage 6**: the completion and submission of the final review recommendation. This is the final stage in the Initial Progress Review process.

Convenors do not have access to the form until all other contributors have completed their sections. When the student submits the completed Student Statement, the form status changes to 'Pending Convenor Confirmation'. This triggers an email notification to the school's Initial Review Convenors, informing them it is ready for their review and final recommendation.

### The Initial Review Process in 6 Stages

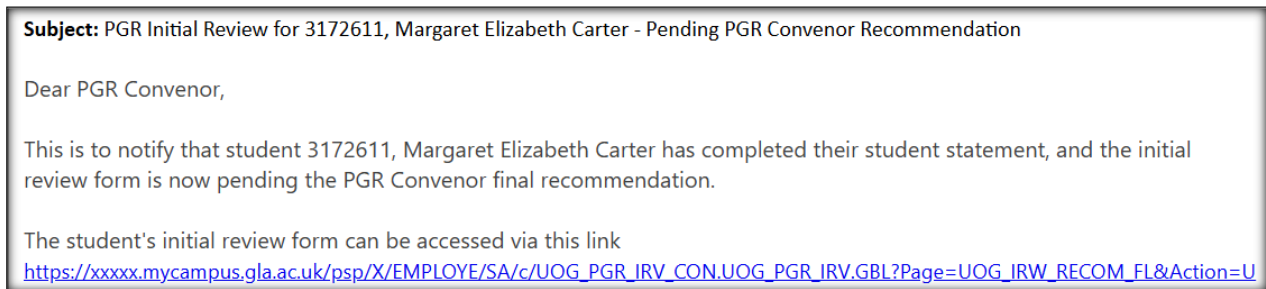
Stage	User	Actions	Form Status
1	Administrator	Complete Initial School Level Setup Generate Forms Send Forms to Students	Pending Student Assessment
2	Student	Complete & Submit Self-Assessment	Pending Supervisor Assessment
3.1	Principal Supervisor	Complete & Submit PGPS Report	Pending Supervisor Assessment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

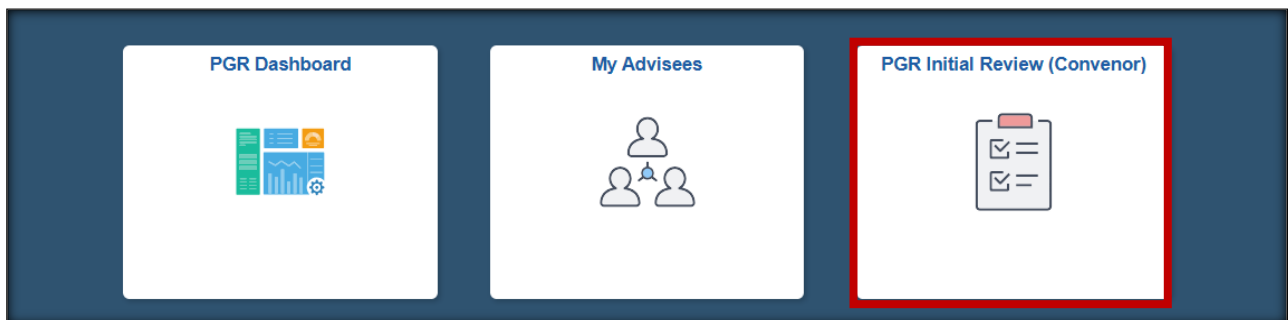
When the student submits the Student Statement a notification email is sent to the School Convenor.

- Use the link in the email to go directly to the form.

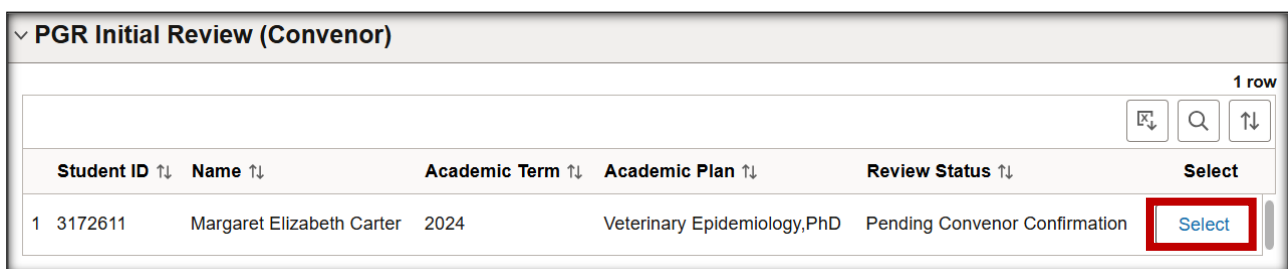


### MyCampus: PGR Initial Review (Convenor) Tile

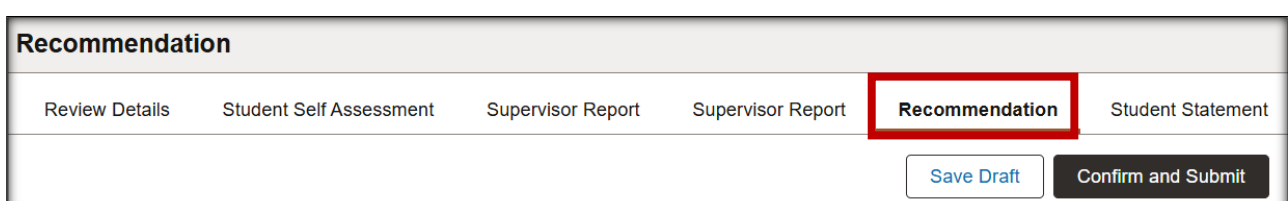
If there is an issue with the notification email, Convenors can access their review forms via the PGR Initial Review (Convenors) tile on their MyCampus Homepage.



- Click 'Select' to open the form.



- The form will open on the Recommendation page, where the Convenor adds their recommendation.



## Review Initial Progress Review Form

The contribution from other users can be reviewed by clicking on the section names at the top of the page.

### Review Details

This page contains student record data pulled from MyCampus, and the form progression record. While open for editing by Convenors, the status will be 'Pending Convenor Confirmation'.

When the Convenor submits their recommendation, the status will be 'Complete'. The form will disappear from the Convenor's MyCampus list but will be available to other users in read only format.

<b>Review Details</b>	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

▼ Review Details

Date Creation	23/11/2025	Convenor Confirmation Date	
Date Sent to Student	23/11/2025	Panel Submission Date	26/11/2025
Student Assessment Submission Date	25/11/2025	Student Statement Date	26/11/2025
Supervisor Assessment Submission Date	25/11/2025	Completion	
PGR Initial Review Status	Pending Convenor Confirmation		
Principal Supervisor Completed	Yes		
Secondary Supervisor Completed	Yes		
Initial Review Complete	No		

## 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 Convenors but not added or deleted.

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

**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

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## Student Statement

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

Review Details	Student Self Assessment	Supervisor Report	Supervisor Report	Recommendation	<b>Student Statement</b>
----------------	-------------------------	-------------------	-------------------	----------------	--------------------------

Term	2024		
Empl ID	3172611	Carter,Margaret Elizabeth	
Institution	GLSGW	University of Glasgow	
Career	PGR	Postgraduate Research	Career Nbr 0
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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. ☒

## Review Panel Recommendation

On the Recommendation page, expand Review Panel Recommendation to view their recommendation and any related documentation.

This page is also where the Convenor adds the final recommendation.

Review Details	Student Self Assessment	Supervisor Report	Supervisor Report	<b>Recommendation</b>	Student Statement
----------------	-------------------------	-------------------	-------------------	-----------------------	-------------------

  
**Review Panel**  
**Review Panel Members**

Reviewer ID ↑↓	Name ↑↓
3172614	Rogers,Steven Grant

  
**Review Panel Recommendation**  
**Date of Review**  
26/11/2025  
**We recommend that the student**  
B - Be permitted to continue for the coming session subject to the following conditions (minor action required - please provide de  
**Provide Details**  
Add any information related to the Panel's recommendation. This can be seen by students, supervisors and convenors.  
Required actions/conditions should be detailed here.  
**Documentation**  
Upload Document  

Document
test_attachement.pdf

  
Delete

## Complete and Submit Final Recommendation

### Recommendation Fields

On the Recommendation page, expand the Final Recommendation subsection and complete the review.

- Select the date of review
- Select the recommendation from the available options

<b>A</b>	I recommend the student be permitted to continue for the remaining session.
<b>B</b>	I recommend the student be permitted to continue subject to conditions - minor action
<b>C</b>	I DO NOT recommend the student be permitted to continue unless substantial action is taken

- Add information relating to the decision, including any required actions/conditions.
- Use 'Safe Draft' to save without submitting the form, allowing you to complete at a later time.

Review Details

Student Self Assessment

Supervisor Report

Supervisor Report

**Recommendation**

Student Statement

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

> Review Panel

> Review Panel Recommendation

Final Recommendation (For PGR Convenors)

Recommendation

A

I recommend that the student be permitted to continue for the remaining session.

Provide details (or enter N/A if not applicable)

Add any information related to the recommendation. This can be seen by students, supervisors and convenors. Required actions/conditions should be detailed here.

Please provide any additional information to that provided by the Review Panel if the recommendation differs (or enter N/A if not applicable).

N/A

## Submit Final Recommendation

- Use 'Save Draft' to save without submitting the form, allowing you to complete at a later time.
- When satisfied the recommendation is ready to complete, click 'Confirm and Submit'

Review Details	Student Self Assessment	Supervisor Report	Supervisor Report	<b>Recommendation</b>	Student Statement
					<a href="#">Save Draft</a> <a href="#">Confirm and Submit</a>

- Click 'OK' on the completion message.

<b>Review Details</b>	Student Self Assessment	Supervisor Report	Supervisor Report	Recommendation	Student Statement
Your changes have been saved successfully. The Initial Review is now complete for the student.					
<a href="#">OK</a>					

- All fields withing the form will now be read only, and the Review Status is 'Complete'.

<b>Review Details</b>	Student Self Assessment	Supervisor Report	Supervisor Report	Recommendation	Student Statement
> Research Information					
> Thesis Information					
> Supervisor Details					
v Review Details					
Date Creation		23/11/2025	Convenor Confirmation Date		26/11/2025
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Supervisor Assessment Submission Date		25/11/2025	Completion		26/11/2025
PGR Initial Review Status		Complete			
Principal Supervisor Completed		Yes			
Secondary Supervisor Completed		Yes			
Initial Review Complete		Yes			

## CONVENOR PROCESS COMPLETE

## PGR INITIAL REVIEW FORM PROCESS COMPLETE