



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 Students**. It details the steps required to complete **Stages 2 and 5** of the Initial Progress Review: Student Self-Assessment and Student Statement.

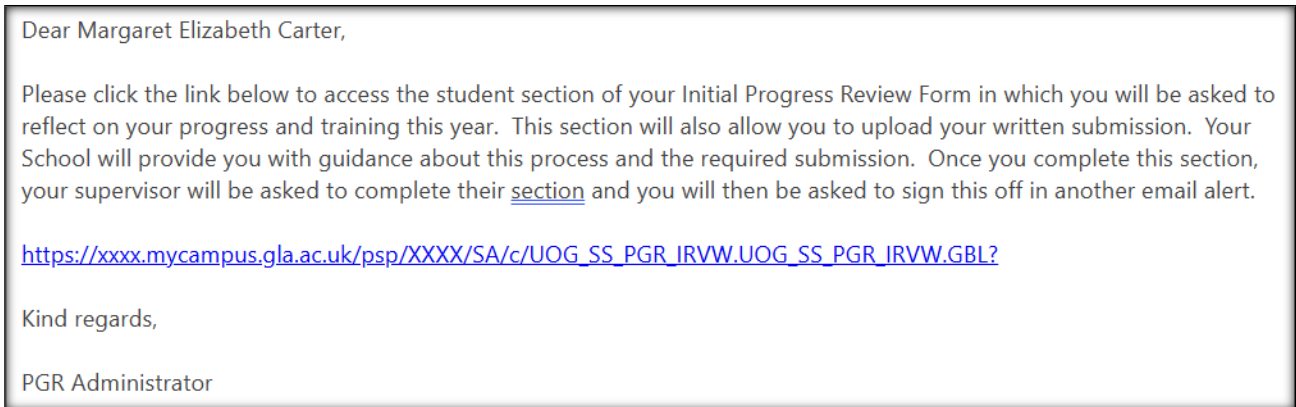
### The Initial Review Process in 6 Stages

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 Panel Review
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 PGR Initial Progress Review

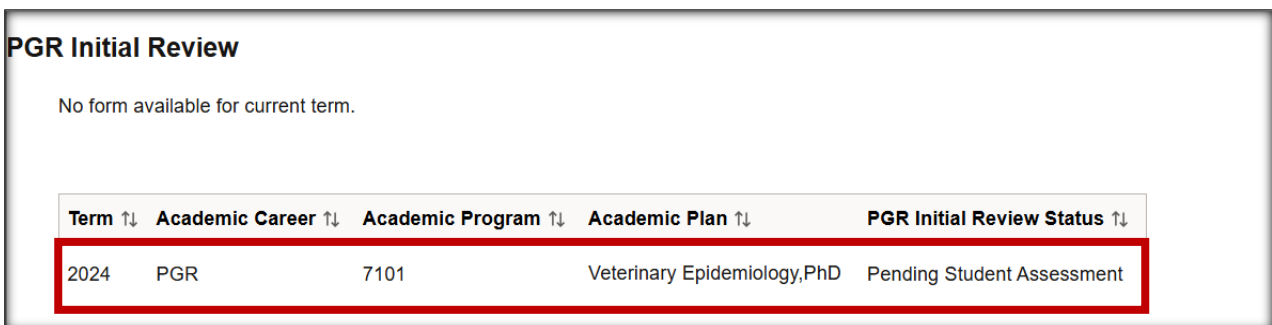
## Notification Email

When the PGR Administrator has generated and sent the review form, a notification email is automatically sent to the student. Use the link within the email to access the Student Self-Assessment.

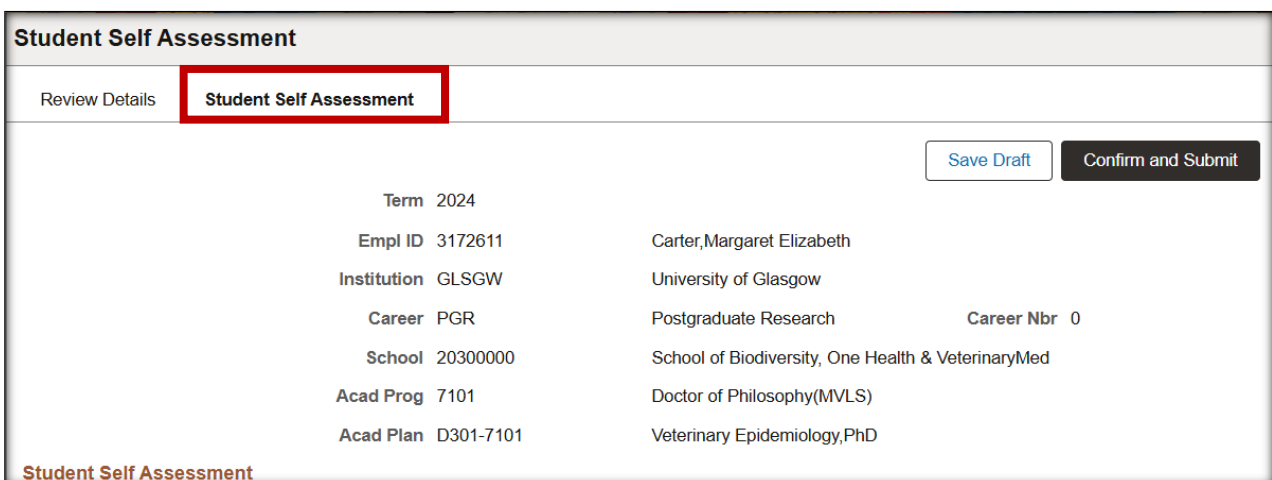


You will be taken to the PGR Initial Review page where your form should be listed with the status 'Pending Student Assessment'.

- Click on the row to access the form.



The form will open on the Student Self-Assessment page. If it does not open, ensure you have disabled pop-up blockers for the site in your internet browser.



## Review Details

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### Contact Student Supervisor

Students can quickly compose and send an email to their supervisors using the Contact Student Supervisor button, located at the top of the Review Details page.

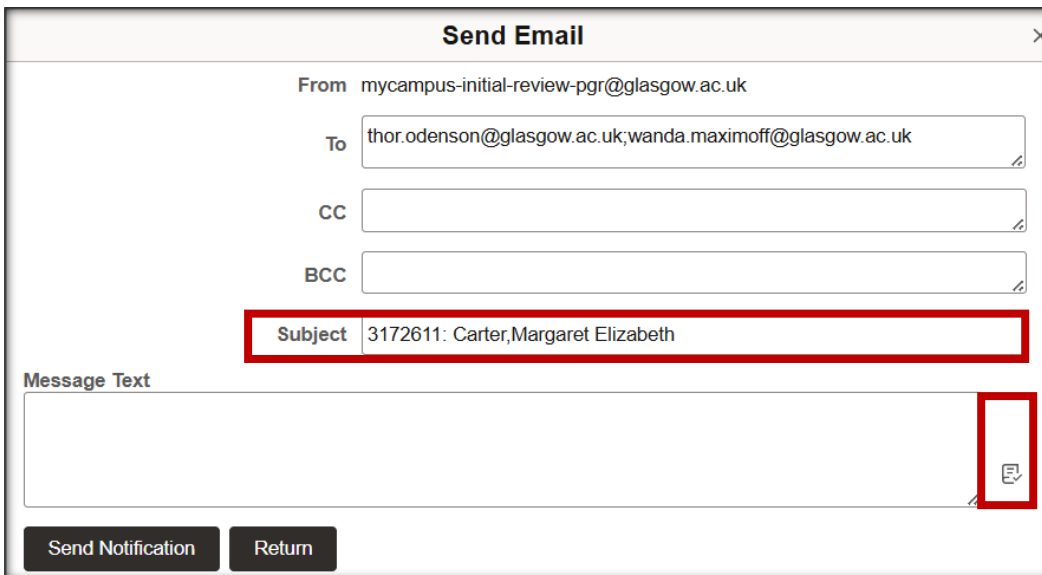


The screenshot shows a navigation bar with a tab labeled "Review Details" and the text "Student Self Assessment". On the right side of the bar, there is a button labeled "Contact Student Supervisor" and a "Save" button.

The recipient address will auto-populate the staff email addresses of the student's current PGR Supervisors.

The subject will populate with the student ID and name.

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



The "Send Email" dialog box is shown with the following fields:

- From:** mycampus-initial-review-pgr@glasgow.ac.uk
- To:** thor.odenson@glasgow.ac.uk;wanda.maximoff@glasgow.ac.uk
- CC:** (empty)
- BCC:** (empty)
- Subject:** 3172611: Carter,Margaret Elizabeth

The "Message Text" area is empty. A spell check icon (a document with a checkmark) is located on the right side of the message text area. At the bottom of the dialog, there are two buttons: "Send Notification" and "Return".

## Student Record Validation

This area contains read only student record information. Use the arrows to expand each section. If any information is incorrect, contact your Graduate School.

If the Plan or listed Supervisors are incorrect, contact your Graduate School to have this rectified **before completing the form**, as another form will need to be generated.

Review Details		Student Self Assessment	
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	
<b>Research Information</b>			
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
<b>Thesis Information</b>			
Submission Deadline	01/10/2027		
Thesis Title (254 characters)	<input type="text" value="Security and Defence Risks: Human Enhancement Technologies"/>		
	196 characters remaining		
Thesis Title Changed			
<b>Supervisor Details</b>			
Advisor Role	Academic Advisor	Name	Percentage Split
PGR Principal Supervisor	3172617	Odenson,Thor	75
PGR Second Supervisor	3172616	Maximoff,Wanda Django	25

## Review Details and Outcome

In the Review Details subsection, the form status and progression dates can be viewed. When the Review Panel and Convenor submit their recommendations, you can view the detail on this page.

> Supervisor Details	
<b>Review Details</b>	
Date Creation	23/11/2025
Date Sent to Student	23/11/2025
Student Assessment Submission Date	
Supervisor Assessment Submission Date	
PGR Initial Review Status	Pending Student Assessment
Principal Supervisor Completed	
Initial Review Complete	No
<b>Review Panel</b>	
<b>Review Panel Recommendation</b>	
<b>Final Recommendation (For PGR Convenors)</b>	

# Student Self-Assessment

## Save Draft & Confirm and Submit

Save Draft is used to save progress, allowing the student to complete the form or make changes at a later time. Students are advised to save progress during form completion, ensuring entered data is retained if access to the form is lost for any reason.

Confirm and Submit is used to save and submit the final draft. The fields will change to read only, the status to 'Pending Supervisor Assessment', and a notification email is sent to the Principal Supervisor.

If you submit prematurely or are asked to make a change after submission, contact your School. The PGR Administrator can set the form back to 'Pending Student Assessment', reopening it for you to edit.

The screenshot shows the top portion of the 'Student Self Assessment' form. It includes a header with the title 'Student Self Assessment' and two tabs: 'Review Details' and 'Student Self Assessment'. At the bottom right of this section, there are two buttons: 'Save Draft' and 'Confirm and Submit', both highlighted with a red border.

## Attach Supporting Documentation

Before submitting the assessment, upload any supporting documentation. After submission you can view the documents but no longer add or delete.

There is a 5MB individual file size limit. To reduce file size, it is recommended you upload files in PDF format. If your file is larger than 5MB it must be split into multiple files to upload.

- Click 'Upload Document' to attach documents supporting your Student Assessment submission.
- Click 'Save Draft' at the top of the section to save the documents.
- Once submitted the documents will be available to view by PGR staff with access to the form.

This screenshot shows the main body of the 'Student Self Assessment' form. It features a table of student details and a 'Documentation' section. The 'Save Draft' button is highlighted with a red border. The documentation section includes an 'Upload Document' button and a table of uploaded documents.

Student Self Assessment			
Review Details		Student Self Assessment	
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 Self Assessment**

Documentation

Upload Document

Document
test_attachement.pdf

Delete Document

## Complete Assessment Questions

Add your responses to the self-assessment questions. Use Save Draft periodically to ensure your answers are retained if you lose connection or navigate away from the page.

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).
2. Please provide a paragraph, giving an assessment of your progress in relation to your research and general development in the most recent session.
3. Please describe the Training Needs assessment you did with your supervisor and your plan to implement it.
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.
5. How often do you discuss your project with your Supervisor? (Face to face)
6. How often do you discuss your project with your Supervisor? (Email)
7. How often do you discuss your project with your Supervisor? (Telephone)
8. How satisfied are you with this arrangement?
9. How do you find these meetings?
10. Do you receive adequate feedback on written work (e.g. Literature Review)?
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.)
14. Are there any training or development opportunities not currently provided that you would find useful? If so, please specify.
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 (mvlis-gradschool@glasgow.ac.uk).
16. Please confirm expected thesis submission date. Please note that an extension is granted only under extreme circumstances.
17. PhD Students only: Is your studentship funded by a Research Council or by the Wellcome Trust?

## Confirm and Submit

- When satisfied the student assessment is complete and any documentation attached, click 'Confirm and Submit'.
- Click 'OK' on the saved message to close.

The screenshot shows the 'Student Self Assessment' form with a success message: 'Your changes have been saved successfully.' Below the message is an 'OK' button. To the right of the message are two buttons: 'Save Draft' and 'Confirm and Submit', with the latter highlighted in red.

- The Student Self-Assessment will now be read only. If you need to amend anything after submission, please contact your School.
- Uploaded documentation can still be viewed but not added or deleted.

The screenshot shows the 'Student Self Assessment' form with the following details:

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	

Below the details is a section for 'Student Self Assessment' with a 'Documentation' tab. Under 'Documentation', there is an 'Upload Document' button and a table of documents:

Document	
test_attachement.pdf	Delete Document

The form status on the Review Details tab is now 'Pending Supervisor Assessment' and an email notification has been sent to the Primary Supervisor, informing them the review is ready for their attention.

The screenshot shows the 'Review Details' tab with the following information:

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	
<b>PGR Initial Review Status</b>	<b>Pending Supervisor Assessment</b>		

# PGR Supervisor Reports

When both the Principal and Secondary Supervisor have submitted their reports, the form status changes to 'Pending Review Panel Submission'. The student does not receive an automated notification of this progression step, but if checking the form status in the Academics tile, will see the status has changed.

At this point in the process, no action is required from the student but the Supervisor Reports and any documentation they have attached, will be available to view.

The name and role of the supervisor is located beneath the student record detail on each report page.

Term ↑↓	Academic Career ↑↓	Academic Program ↑↓	Academic Plan ↑↓	PGR Initial Review Status ↑↓
2024	PGR	7101	Veterinary Epidemiology,PhD	Pending Review Panel Submssn

Review Details
Student Self Assessment
Supervisor Report
Supervisor Report

**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.
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.)
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
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.)

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

▼ **Documentation**

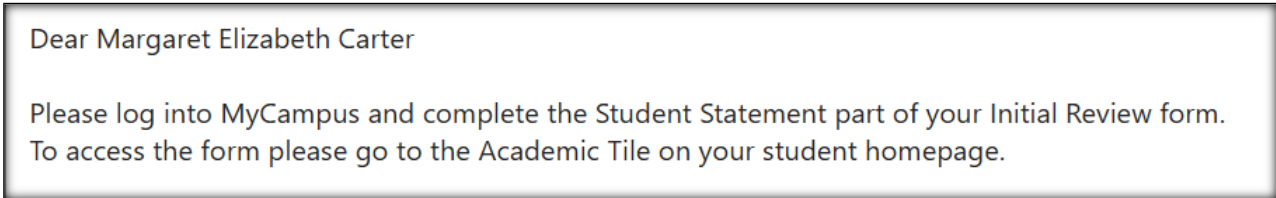
Upload Document

Document
<span style="border: 1px solid gray; padding: 2px 5px; margin-right: 10px;">test_attachment.pdf</span> <span style="background-color: #ccc; padding: 2px 5px;">Delete</span>

# Complete the Student Statement

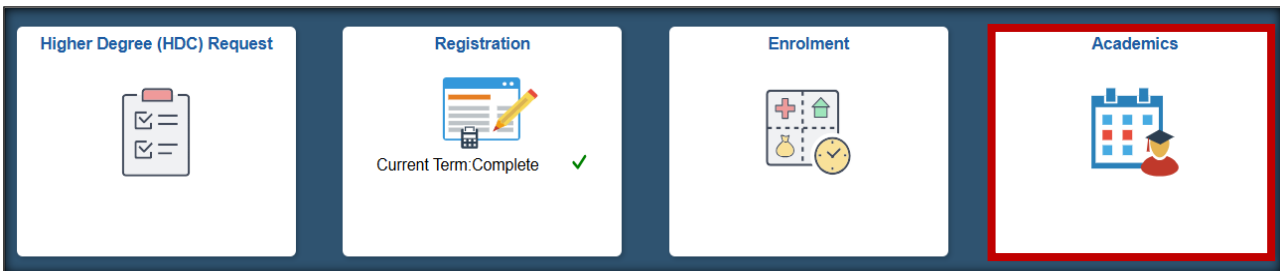
## Student Statement Email Notification

When the Review Panel submit their recommendation, the status changes to 'Pending Student Statement'. A notification email is generated to the student, asking them to access the Initial Review form and complete the Student Statement.

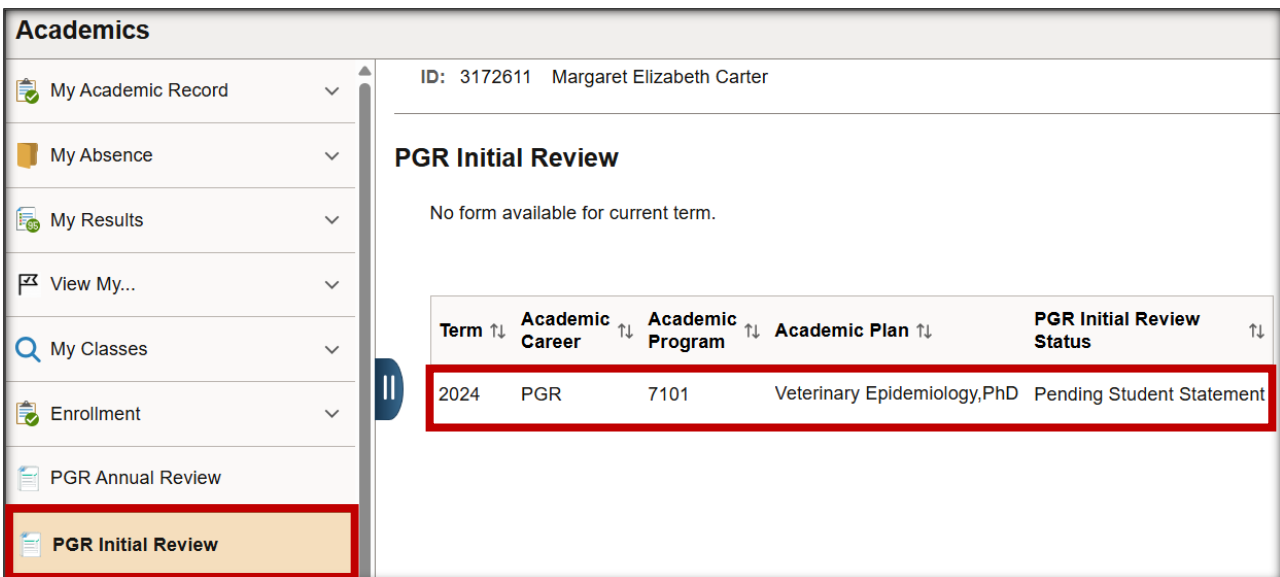


## Access the Initial Review Form

- Login to the Student Homepage
- Click the Academics tile.



- Select 'PGR Initial Review' from the menu.
- The Review Status will be 'Pending Student Statement'. Click on the row to open the form.



## Review Panel Recommendation

The form will open on the Student Statement page. To view the recommendation, navigate to Review Details.

- Expand the Review Details subsection.
- Expand the Review Panel Recommendation subsection to view the content.

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

> Review Panel

▼ 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 details below).

**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 the Student Statement

When you have reviewed the Supervisor Reports and Panel Recommendation, and have concluded any related discussions or actions, you are ready to complete the Student Statement.

- Access the Initial Review form and tick to indicate you have completed all the listed required actions.
- When complete, click 'Confirm and Submit'.

Review Details Student Self Assessment Supervisor Report Supervisor Report **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

**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.

**STUDENT PROCESS COMPLETE:** Review Status is 'Pending Convenor Confirmation'.

# Final Convenor Recommendation

## Access the Completed Review

When the PGR Convenor submits the final recommendation, the form status will be 'Complete'. The student retains read only access to their form. Access the form using the homepage Academics tile.

The screenshot shows the 'Academics' page for a student with ID 3172611, Margaret Elizabeth Carter. The 'PGR Initial Review' section indicates 'No form available for current term.' Below this is a table with the following data:

Term	Academic Career	Academic Program	Academic Plan	PGR Initial Review Status
2024	PGR	7101	Veterinary Epidemiology, PhD	Complete

The 'Complete' status in the table is highlighted with a red box. The left sidebar contains various navigation options, with 'PGR Initial Review' selected at the bottom.

## View the Final Recommendation

- In the Review Details page expand the Review Details subsection.
- Expand the Final Recommendation subsection to view the detail.

The screenshot shows the 'Review Details' page with the 'Review Details' tab selected. The page contains the following sections:

- > 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

## INITIAL PROGRESS REVIEW PROCESS COMPLETE