



University
of Glasgow

MyCampus Support,
Development & Infrastructure

MyCampus User Guide

PGR Annual Review - Students

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1. PGR Annual Review – Process Overview

PGR – Annual Progress Review

All PGR students complete an Annual Progress Review. The process allows students and supervisors to plan training needs and milestones for the year.

Why has the Process Changed?

A new PGR Annual Review process has been developed to reduce workload, enable automatic tracking and to centralise all review data into MyCampus.

The New Process

Stage	User	Action	Status Changes To
Stage 1	Administrator	Generates PGR Review Form and sends to student	Pending Student Assessment
Stage 2	Student	Completes Section B of form - Student Assessment	Pending Supervisor Assessment
Stage 3	Supervisor	Reviews Section B and completes Section C of form - Supervisor Assessment	Pending Student Confirmation
Stage 4	Administrator	Administrator adds Review Panel Members at any point before Student completes Stage 5	
Stage 5	Student	Reviews Section A of form and confirms data is correct Reviews Section C of form and confirms reviewed	Pending Panel Review
Stage 6	Convenor	Adds the outcome to Section D of the form - Review Panel	Pending Agree Conduct
Stage 7	Student	Reviews outcome in Section A of the form and acknowledges receipt of outcome	Pending Outcome Processing
Stage 8	Administrator	Reviews full form and submits to complete APR process	Complete

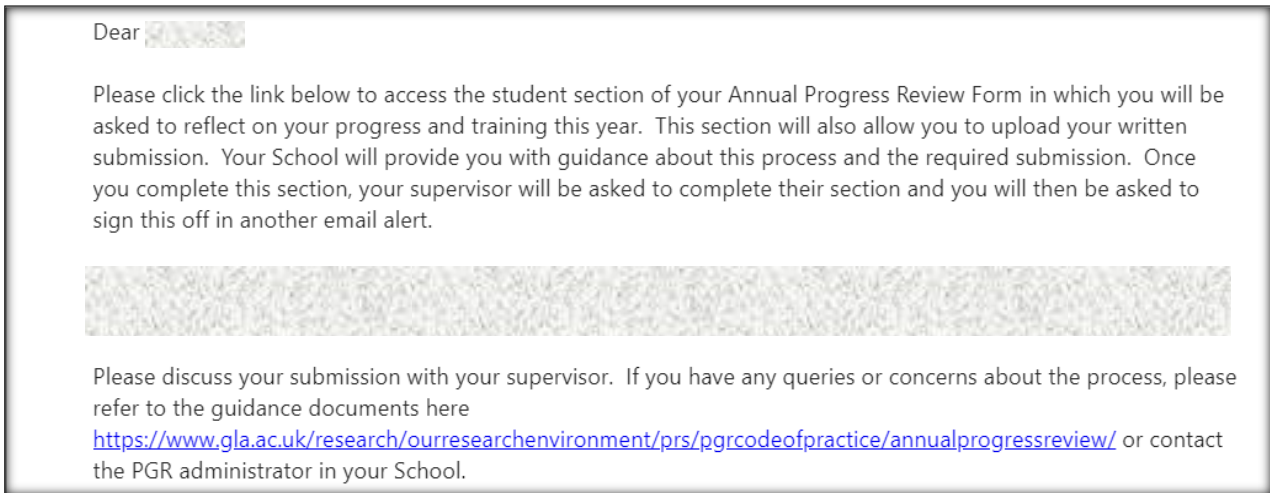
Who is this Guide For?

This user guide is for **PGR Students**. It details the steps required for **Stages 2, 5 and 7** detailed in the above table.

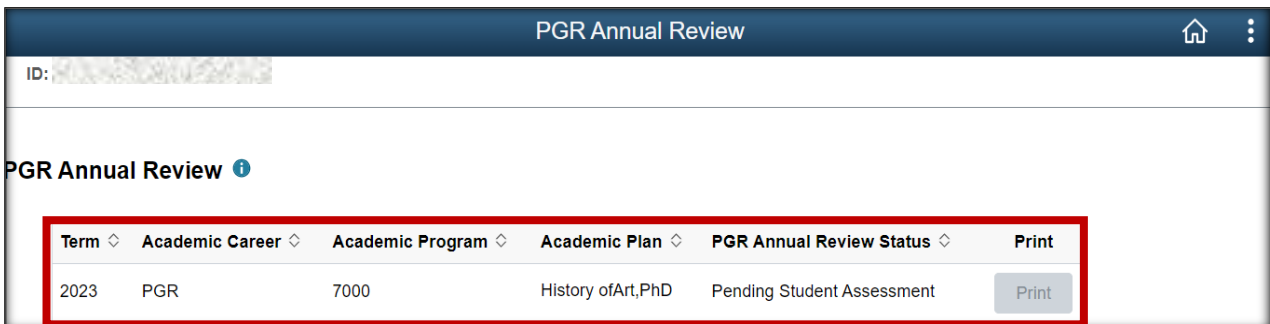
2. Accessing Your APR Form

Email Notification

When your Annual Progress Review form is available for you to complete, you will receive an email notification similar to that illustrated below. Follow the link in the body of the email and you will be taken to a page where you can login with your usual University GUID and password.



You will be taken to a list of your PGR Annual Review forms. The form status will be 'Pending Student Assessment'. Click on the row to access the form.



Student Homepage

The Annual Progress Review form can also be accessed through your Student Homepage. In the Academics tile, click the PGR Annual Review link.



If no form is listed, your Graduate School has not yet sent the form.

3. Review Form

The form opens on Section B: Student Assessment. This is the section students must complete. You can also review your student record information in Section A. Use the navigation buttons to move between the available Sections.

This screenshot shows the 'Section B: Student Assessment' interface. At the top left, the section title is highlighted with a red box. To the right, there are three navigation buttons: 'Section A: Review Details' (highlighted with a red box), 'Contact School', 'Save Draft', and 'Confirm and Submit'. Below the navigation buttons, the student's record information is displayed in a table-like format:

Term	2023		
Empl ID	[Redacted]		
Institution	GLSGW	University of Glasgow	
Career	PGR	Postgraduate Research	Career Nbr 0
School	10100000	School of Culture and Creative Arts	
Acad Prog	7000	Doctor of Philosophy(Arts)	
Acad Plan	V400-7000	History ofArt,PhD	

Section A – Review Details and Change Thesis Title

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 is incorrect, contact your Graduate School to have this rectified **before completing the form**, as another form will need to be generated.

The Thesis Title, located in the Thesis Information subsection, is the only field in Section A that can be updated. If required, change the title and click Save.

This screenshot shows the 'Section A: Review Details' interface. At the top left, the section title is highlighted with a red box. To the right, there are three navigation buttons: 'Section B: Student Assessment', 'Contact Student Supervisor', and 'Save' (highlighted with a red box). Below the navigation buttons, the student's record information is displayed in a table-like format:

Term	2023		
Empl ID	[Redacted]		
Institution	GLSGW	University of Glasgow	
Career	PGR	Postgraduate Research	Career Nbr 0
School	10100000	School of Culture and Creative Arts	
Acad Prog	7000	Doctor of Philosophy(Arts)	
Acad Plan	V400-7000	History ofArt,PhD	

Below the student record information, there are two expandable sections:

- ▶ Research Information
- ▼ Thesis Information

The 'Thesis Information' section is expanded and highlighted with a red box. It contains the following information:

- Submission Deadline: 08/01/2028
- Thesis Title (254 characters): This is the Student's Thesis Title

At the bottom right of the text input field, it says '220 characters remaining'.

4. Complete Section B – Student Assessment

Section B – Student Assessment

In Section B of the form click the arrow next to Student Assessment to expand the subsection.

Enter the requested Student Assessment information. Clicking the blue information icons will reveal guidance on what detail is required.

The screenshot shows the 'Student Assessment' section of a form. At the top, the title 'Student Assessment' is highlighted with a red box. Below it, question 1 asks for a brief description of submitted work, with a text input field. Question 2 asks about the frequency of formal discussions with the primary supervisor, with radio button options: 'Once a month', 'Every 6 weeks', 'Twice a month' (selected), 'Once a week', and 'Less often'. Question 3 asks about discussions with secondary supervisors, with radio button options: 'Less often', 'Twice a month', 'Once a month', 'Every 6 weeks' (selected), and 'Once a week'. A blue information icon (i) is highlighted with a red box next to question 2.

Section B - Training Needs Analysis and Training Log

In Section B of the form click the arrow next to Training Needs Analysis and Training Log to expand the content.

Expand the two subsections to add details of any training taken, planned or required.

The screenshot shows the 'Training Needs Analysis and Training Log' section. The title is highlighted with a red box. The text provides guidance on reviewing training needs, identifying areas for development, and discussing them with supervisors. It also mentions that skills can be gained through training or practical experience. A note asks if the user has questions about completing the form. Below this, two subsections are listed: 'Compulsory Course Completion' and 'Training Log', both highlighted with red boxes.

Compulsory Course Completion

- Expand the Compulsory Course Completion section.
- Enter the completion date for any workshops you have taken.
- Add any workshops taken in addition to the compulsory list in the section labelled 'Other'.

Workshop	Date Completed
Research Integrity	<input type="text"/>
Equality and Diversity	<input type="text"/>
Information Security	<input type="text"/>
Data Management (MVLS, COSE, COSS only)	<input type="text"/>
GDPR (MVLS, COSS only)	<input type="text"/>
Setting Off (ARTS only)	<input type="text"/>

Other (e.g. you may be required to undertake research methods or health and safety training)

Workshop	Date Completed
<input type="text"/>	<input type="text"/>

Training Log

- Expand the Training Log section.
- Enter any additional training taken and your training and development plans for the year ahead.
- If you are a year 2+ student you will be able to review your previous training logs.
- You must save any changes made to the training log subsection before navigating using the Prev/Next options.

Workshop/Event/Activity	RDF Domain	Date Attending	Credits (COSE only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Credits (COSE only)

Training and development plans for the year ahead.

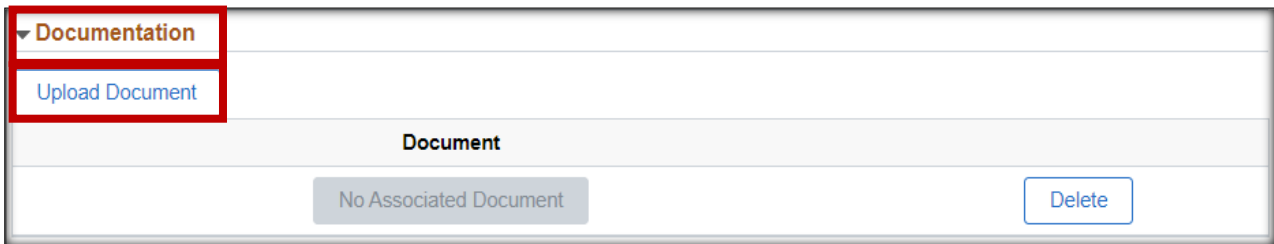
Please note that in the first year of the new online process there will be no previous data, as no online form has previously been completed.

Section B - Documentation

Click the arrow next to Documentation to expand the subsection. Before submitting your assessment, you can upload and delete documents here. After submission you can no longer delete the documents but can still upload if required.

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

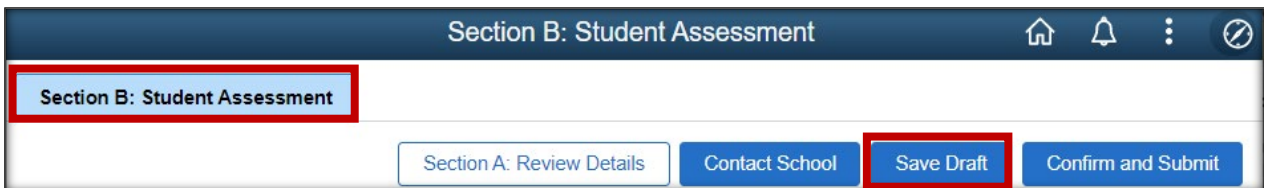
- Click 'Upload Document' to attach documents supporting your Student Assessment submission.
- Click 'Save Draft' at the top of the section to save the document to your assessment.



Save Draft

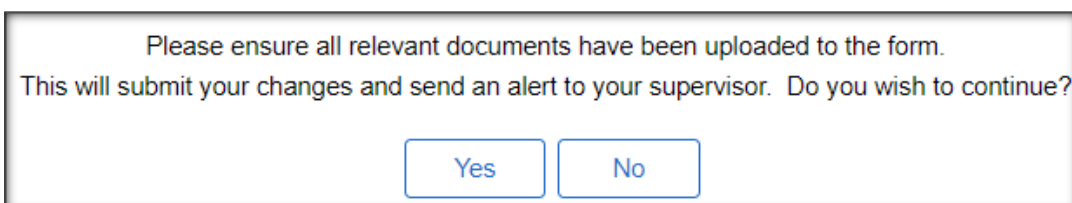
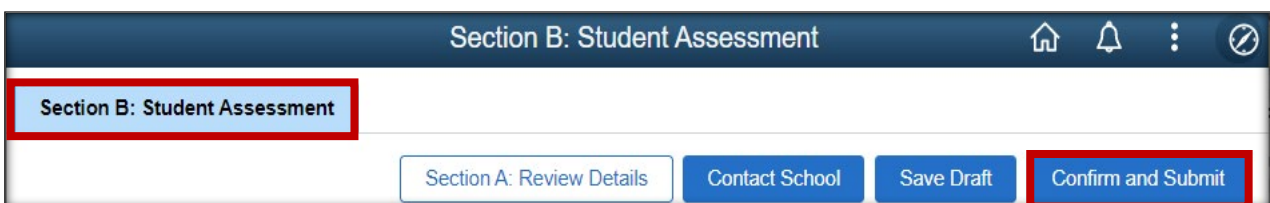
The Save Draft button can be used to save progress, allowing the student to complete the form at a later time.

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

Clicking Confirm and Submit generates a prompt to ensure the student is ready to proceed with the submission action. If Confirm and Submit is clicked in error, when Save Draft should have been selected, this prevents the form from being submitted to the PGR Supervisor prematurely.

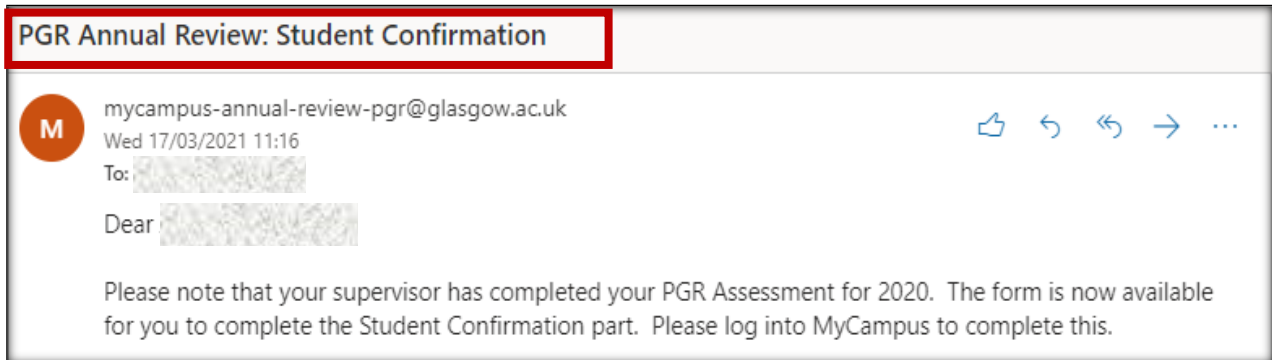


5. Review Supervisor Assessment

When Section B has been submitted the Primary and Secondary PGR Supervisors will be automatically notified. A Supervisor will access the form to review the information and complete Section C: Supervisor Assessment.

Notification

When the PGR Supervisor has completed and submitted their assessment, the Student will receive an email notification similar to that illustrated below.



Review Form

- Login into your Student Homepage to access the PGR Annual Review form.
- The form will open at Section B where a new Student Confirmation subsection is now available.
- Use the navigation buttons to review Sections A and C

The screenshot displays the "Section B: Student Assessment" form. At the top, there are navigation tabs for "Section A: Review Details" and "Section C: Supervisor Assmnt", along with buttons for "Contact School", "Save", and "Confirm and Submit". The form contains a table of student details:

Term	2020			
Empl ID	[Redacted]			
Institution	GLSGW	University of Glasgow		
Career	PGR	Postgraduate Research	Career Nbr	0
School	40300000	School of Interdisciplinary Studies		
Acad Prog	7308	Doctor of Philosophy (Dumfris)		
Acad Plan	L432-7308	PhD Health and Social Policy		

Below the table, there are expandable sections: "Student Assessment", "Training Needs Analysis and Training Log", and "Documentation". The "Student Confirmation" section is expanded and contains two statements with radio buttons:

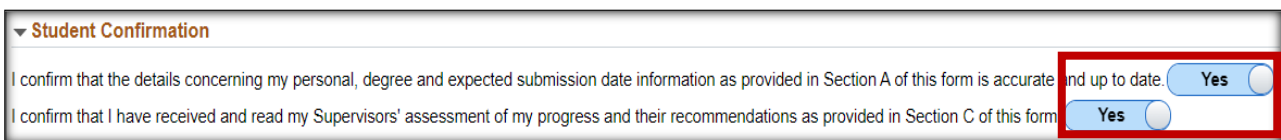
- confirm that the details concerning my personal, degree and expected submission date information as provided in Section A of this form is accurate and up to date. No
- confirm that I have received and read my Supervisors' assessment of my progress and their recommendations as provided in Section C of this form. No

Section A – Review Details

- Navigate to Section A and check that all details are accurate and up to date. If there are any issues, please contact your Graduate School.
- When you are satisfied that all details are correct, navigate to Section B and set the first confirmation toggle to 'Yes'.
- Click 'Save'.

Section C – Supervisor Assessment

- Navigate to Section C and review the Supervisor Assessment. If you have any queries regarding the content of the Assessment, please contact your PGR Supervisor.
- When you are satisfied with the Supervisor's Assessment and Recommendations, navigate to Section B and set the second confirmation toggle to 'Yes'.
- Click 'Save'.



▼ Student Confirmation

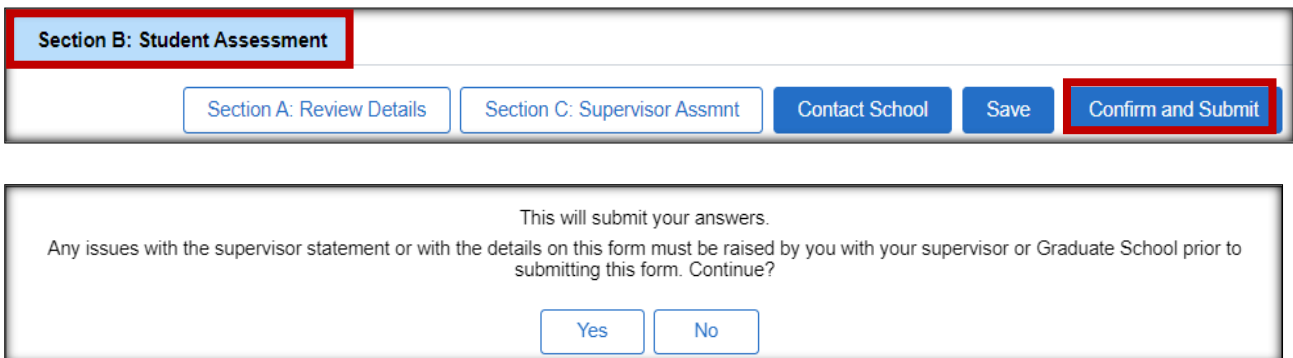
I confirm that the details concerning my personal, degree and expected submission date information as provided in Section A of this form is accurate and up to date. Yes

I confirm that I have received and read my Supervisors' assessment of my progress and their recommendations as provided in Section C of this form. Yes

Section B - Submit Confirmation of Review

With both confirmation statements set to 'Yes', the form can be submitted.

Clicking 'Confirm and Submit' generates a prompt to ensure the student is ready to proceed with the submission action. If 'Confirm and Submit' is clicked in error, this stops the form being submitted prematurely.



Section B: Student Assessment

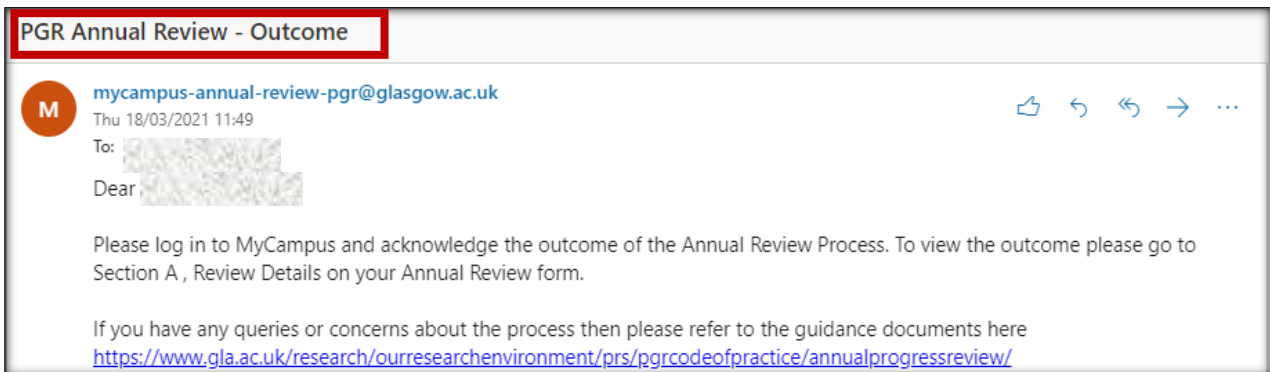
Section A: Review Details Section C: Supervisor Assmnt Contact School Save **Confirm and Submit**

This will submit your answers.
Any issues with the supervisor statement or with the details on this form must be raised by you with your supervisor or Graduate School prior to submitting this form. Continue?

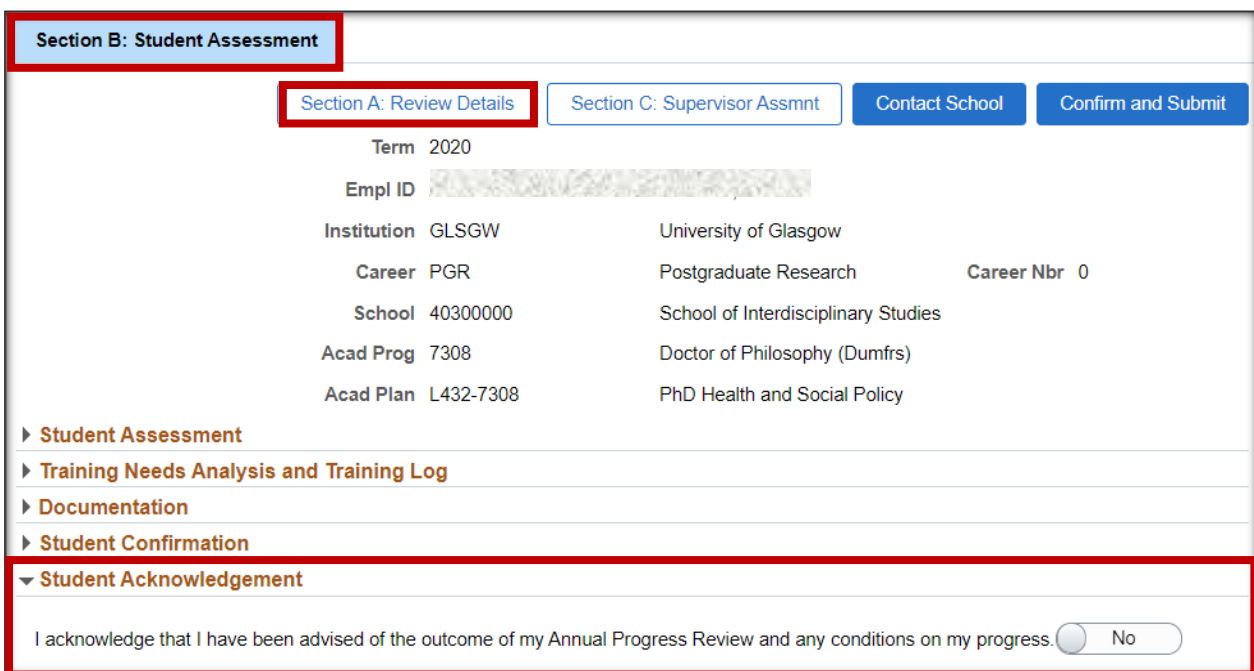
The form will now be at the Panel Review stage. Convenors will have access to review all sections of the form. After the Review Meeting has been held the Convenor will update the form with the outcome detail.

6. Review Outcome

After the Review Meeting has taken place, the Convenor will add and submit the Review Outcome. The form will be ready for the final student check. The student will again receive an email notification similar to that illustrated below.



- Log in into your Student Homepage to access the PGR Annual Review form.
- The form will open at Section B where a new Student Acknowledgement subsection is now available.
- Navigate to Section A, where the Review Outcome is located.



Section A – Review Panel

- In Section A expand the Review Panel subsection and review the Outcome and any text added to the Summary and Comments fields.
- If you have any issue with the detail in the Review Panel section, please contact your PGR Supervisor.

Section A: Review Details

▼ Review Details

Date Creation	03/17/2021	Student Confirmation Date	03/18/2021
Date Sent to Student	03/17/2021	Panel Submission Date	03/18/2021
Student Assessment Submission Date	03/17/2021	Student Agree Conduct Date	
Supervisor Assessment Submission Date	03/17/2021	Outcome Process Date	
PGR Annual Review Status	Pending Agree Conduct		
Annual Review Complete	No		

▼ Review Panel

Review Panel Members

Reviewer ID	Name		
[Redacted]	[Redacted]	+	-

Date of Review Meeting
03/17/2021

Please provide summary of the meeting here, including any feedback for the students and supervisors.

test

Outcome
E Minor Issues: The student should be permitted to register for the next session subject to minor conditions.

Comments
Conditions to be met: test

Section B - Submit Acknowledgement of Outcome

- When you have reviewed the outcome detail, return to Section B and set the Student Acknowledgement toggle to 'Yes'.

▼ Student Acknowledgement

I acknowledge that I have been advised of the outcome of my Annual Progress Review and any conditions on my progress Yes

- Click 'Confirm and Submit'.

Section B: Student Assessment

Section A: Review Details Section C: Supervisor Assmnt Contact School **Confirm and Submit**

After Process Completion

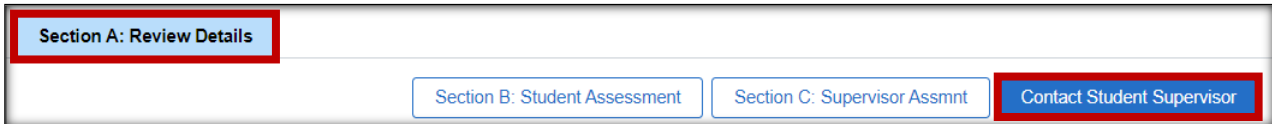
The student will retain access to the Annual Progress Review form, in read only format, via the Student Homepage. The form Review Status will be 'Pending Outcome Processing' until the PGR Administrator processes the review outcome. Once this has been actioned the Review Status will be 'Complete'.

7. Helpful Features

Contact Supervisor and Contact School

Section A – Contact Supervisor

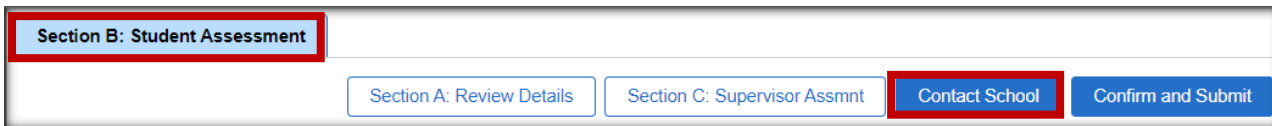
The Contact Student Supervisor button allows you to quickly send an email to the PGR Principal and Secondary Supervisors. The Supervisor email addresses will be prepopulated in the To field. You can add further recipients, compose your message, and send the email.



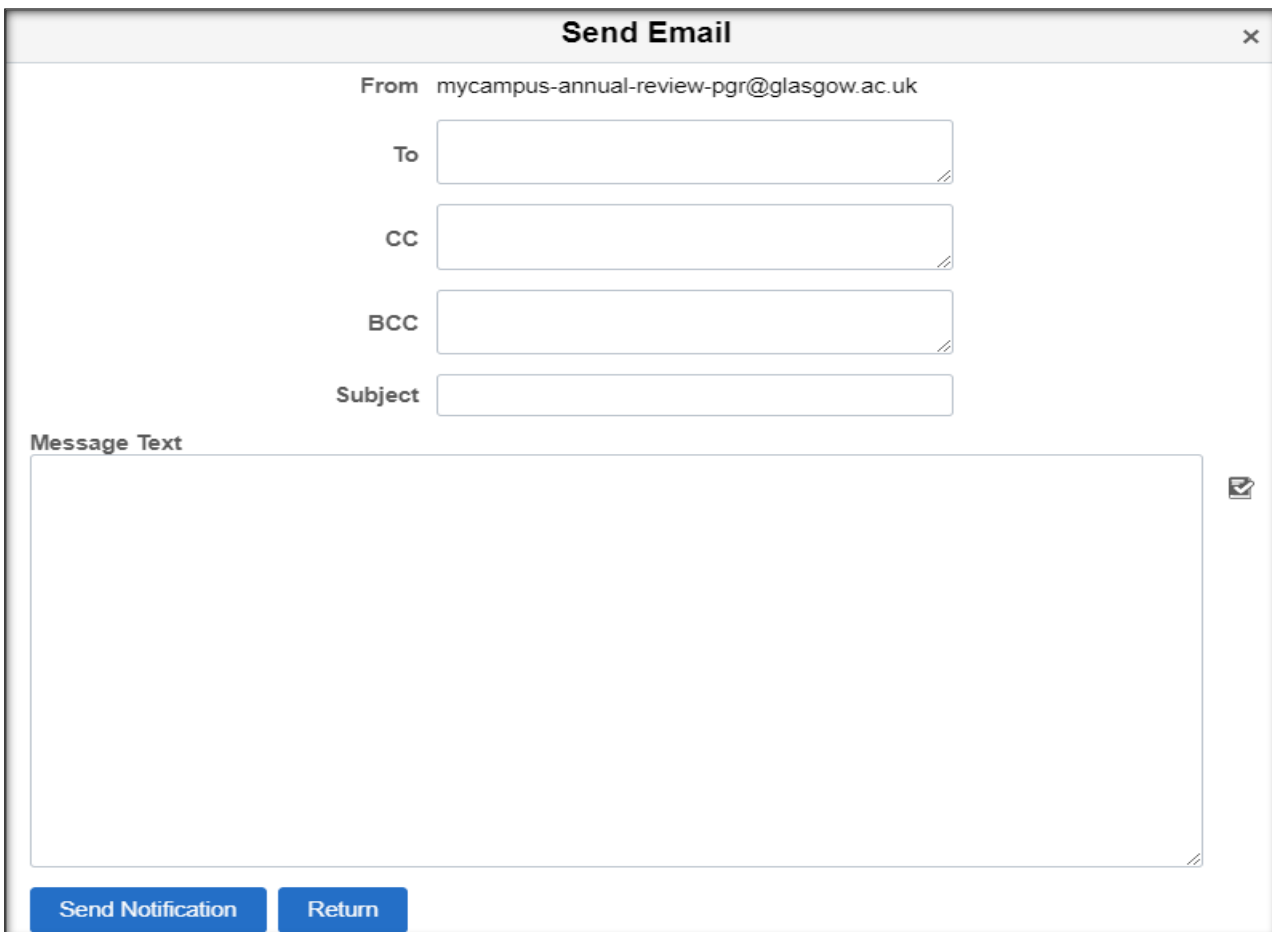
The screenshot shows a horizontal navigation bar with four buttons. The first button, 'Section A: Review Details', is highlighted with a red border. The last button, 'Contact Student Supervisor', is also highlighted with a red border. The other two buttons, 'Section B: Student Assessment' and 'Section C: Supervisor Assmnt', are not highlighted.

Section B – Contact School

The Contact School button allows you to quickly send an email to your School office. If the School has not assigned an email address for School notifications, the To field will be blank and you must enter an address manually. You can add further recipients, compose your message, and send the email. Please ensure you include your name, Student Number and email address.



The screenshot shows a horizontal navigation bar with four buttons. The first button, 'Section B: Student Assessment', is highlighted with a red border. The third button, 'Contact School', is also highlighted with a red border. The other two buttons, 'Section A: Review Details' and 'Confirm and Submit', are not highlighted.



The screenshot shows a 'Send Email' dialog box. The 'From' field is pre-filled with 'mycampus-annual-review-pgr@glasgow.ac.uk'. Below it are four empty text input fields for 'To', 'CC', 'BCC', and 'Subject'. Below these fields is a large text area labeled 'Message Text'. At the bottom of the dialog are two buttons: 'Send Notification' and 'Return'.

8. Troubleshooting

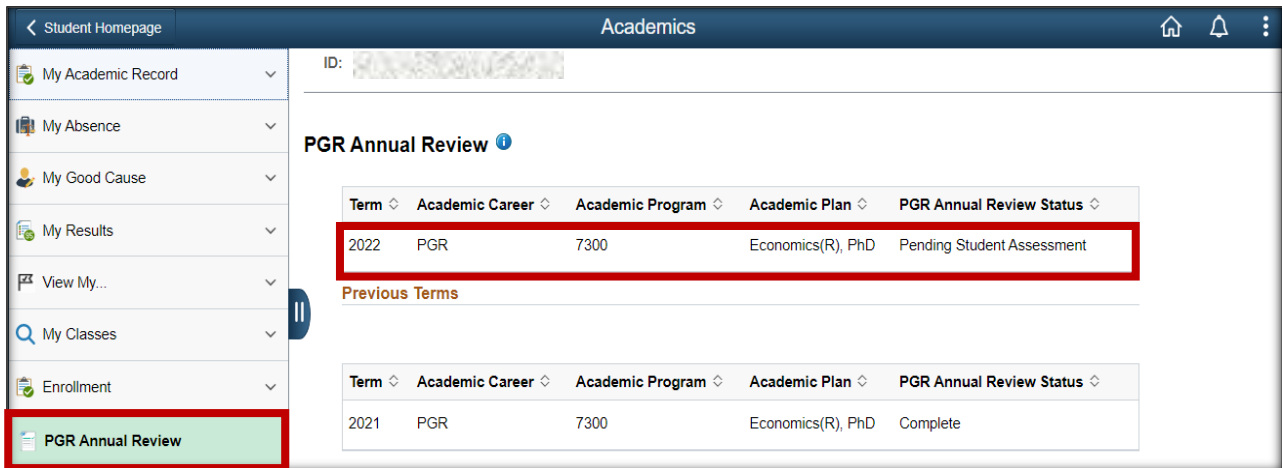
No Email with Link to APR Form

Scenario

A student cannot locate the notification email containing the link to access the form.

Resolution

Login to your Student Homepage and click the Academics tile. If the form has been generated the form will be listed. Click on the row to access the form.



The screenshot shows the Student Homepage Academics section. The left sidebar contains navigation options: My Academic Record, My Absence, My Good Cause, My Results, View My..., My Classes, Enrollment, and PGR Annual Review (highlighted with a red box). The main content area displays the PGR Annual Review table. The table has columns: Term, Academic Career, Academic Program, Academic Plan, and PGR Annual Review Status. The first row (2022) is highlighted with a red box and shows 'Pending Student Assessment'. Below it is a section for 'Previous Terms' with a table showing the 2021 row as 'Complete'.

Term	Academic Career	Academic Program	Academic Plan	PGR Annual Review Status
2022	PGR	7300	Economics(R), PhD	Pending Student Assessment

Previous Terms

Term	Academic Career	Academic Program	Academic Plan	PGR Annual Review Status
2021	PGR	7300	Economics(R), PhD	Complete

If there is no form listed your Graduate School has not yet sent the form. The PGR Administrator generates and sends the APR forms. If it is your understanding that the form should be available, contact your Graduate School.

Changing Information after Submission

Once you have submitted your Student Assessment you will be unable to make changes to Section B or change your Thesis Title in Section A.

You will be able to upload further documents in Section B if required.

If you have submitted the form prematurely, please contact your Graduate School.

A. Appendix: Process Flow

