



MyCampus User Guide

PGR Annual Review - Supervisors

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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
Stage 1	Administrator	Generates PGR Review Form and sends to student
Stage 2	Student	Completes Section B of form - Student Assessment
Stage 3	Supervisor	Reviews Section B and completes Section C of form - Supervisor Assessment
Stage 4	Student	Reviews Section A of form and confirms data is correct Reviews Section C of form and confirms reviewed
Stage 5	Administrator	Panel Review stage – Administrator adds Review Panel Member(s) and Review Meeting Date
Stage 6	Convenor	Adds the outcome to Section D of the form - Review Panel
Stage 7	Student	Reviews outcome in Section A of the form and acknowledges receipt of outcome
Stage 8	Administrator	Reviews full form and submits to complete APR process

Who is this Guide For?

This user guide is for **PGR Supervisors**. It details the steps required for **Stage 3** detailed in the above table.

2. Accessing the APR Forms

Email Notification

When a student has completed the Student Assessment section of the APR form and submitted the form, an automatic email is sent to notify that student's PGR Principal and Secondary Supervisors.

The email will include a link which will take the PGR Supervisors directly to the form.

MyCampus Advisor Centre

PGR Supervisors will also be able to access the PGR Annual Review forms via the My Advisees list in their Advisor Centre.

Navigation: Main Menu > Self Service > Advisor Centre > My Advisees

Notify	Photo	Name	ID	Plan	Academic Standing	Service Indicators	Academic Level	View Student Summary	View Student Details	Advisor Role	PGR Annual Review
1			2186177	Chemistry(R),PhD		WPA	06	View Student Summary	View Student Details	PGR Second Supervisor	Complete Assessment
2			2538354	Theoretical Physics.BSc		R09	01	View Student Summary	View Student Details	Adviser of Studies (UG)	
3			2567263	Physics.BSc		R09	01	View Student Summary	View Student Details	Adviser of Studies (UG)	

If you do not have access to a form but think you should, please contact the PGR Administrator who will be able to check the status of the form for you.

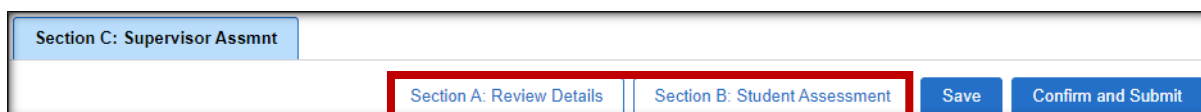
3. Review APR Form

The form will open at Section C: Supervisor Assessment. This is the only section the Supervisor completes.

Supervisors also have read only access to the other sections of the form for review.

Once Section C has been completed and Confirm and Submit clicked, Supervisors will retain read only access to the form until the end of year (31st Dec).

- Navigate through the form using the Section buttons.



Section A – Review Details

Section A contains read only information pulled from MyCampus. Changes to the student record cannot be made here. If required changed can be made within the usual MyCampus pages.

- Use the arrows to expand each section.

Section A: Review Details	Section B: Student Assessment	Section C: Supervisor Assmnt
Term	2020	
Empl ID	2186177	
Institution	GLSGW	University of Glasgow
Career	PGR	Postgraduate Research
School	30100000	School of Chemistry
Acad Prog	7201	Doctor of Philosophy(SE)
Acad Plan	F100-7201	Chemistry(R),PhD
Career Nbr	0	

- ▶ Research Information
- ▶ Thesis Information
- ▶ Supervisor Details
- ▶ Review Details

Section B – Student Assessment

Section B contains the review information supplied by the Student. Supervisors will have read only access.

Section B: Student Assessment	Section A: Review Details	Section C: Supervisor Assmnt
Term	2020	
Empl ID	2186177	
Institution	GLSGW	University of Glasgow
Career	PGR	Postgraduate Research
School	30100000	School of Chemistry
Acad Prog	7201	Doctor of Philosophy(SE)
Acad Plan	F100-7201	Chemistry(R),PhD
Career Nbr	0	

- ▶ Student Assessment
- ▶ Training Needs Analysis and Training Log
- ▶ Documentation

4. Complete Section C: Supervisor Assessment

Section C – Supervisor Assessment

When you have finished reviewing the form you are ready to complete the Supervisor Assessment.

- Click the Supervisor Assessment arrow to expand the section
- Complete the 10 revealed fields to complete your assessment
- Click Save to save your progress as you complete the form. This allows you to leave the form and return later to complete.
- Click Confirm and Submit to complete your assessment.

Section C: Supervisor Assmnt				
Section A: Review Details		Section B: Student Assessment	Save	Confirm and Submit
Term	2020			
Empl ID	2186177			
Institution	GLSGW	University of Glasgow		
Career	PGR	Postgraduate Research	Career Nbr	0
School	30100000	School of Chemistry		
Acad Prog	7201	Doctor of Philosophy(SE)		
Acad Plan	F100-7201	Chemistry(R),PhD		
▶ Supervisor Assessment				

Confirm and Submit

Clicking Confirm and Submit generates a prompt, checking if the user is sure they want to perform the submission action. If Confirm and Submit is clicked accidentally when Save should have been selected, this prevents the form from being submitted to the student for review prematurely.

This will submit your changes.
It will send an alert to the student asking them to complete the Student Confirmation part. Do you wish to continue?

Yes No

After Submission

Section C is now read only. The Review Status is: Pending Student Confirmation.

The student will receive an email, asking them to review the form and confirm reading the Supervisor Assessment.

The form will now go through the following stages:

- Stage 4: Student Confirms all information is correct and they have read Section C**
When completed the Review Status changes to Pending Panel Review
- Stage 5: Administrator Enters Review Panel Information**
This will give Convenors access to the form. The Review Status remains Pending Panel Review
- Stage 6: Convenor completes the outcome in Section D**
When completed the Review Status changes to Pending Outcome Processing
- Stage 7: Student reviews and acknowledges outcome**
When completed the Review Status changes to Pending Outcome Processing
- Stage 8: Administrator Reviews Form and Completes APR Process**
When completed the Review Status changes to Complete.

Supervisors can access the read only APR form throughout the process and until the end of year (31st Dec).

If you need to make any changes after the form has been submitted, contact the PGR Administrator. Any change made may have to be reviewed and confirmed again by the student.

A. Appendix: Process Flow

