



University
of Glasgow

MyCampus Support,
Development & Infrastructure

MyCampus User Guide

PGR Annual Review - Convenors

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Contents

1. PGR Annual Review – Process Overview	3
PGR – Annual Progress Review	3
Why has the process changed?	3
The New Process	3
Who is this Guide For?	3
2. Accessing the APR Forms	4
MyCampus	4
3. Review APR Form	5
Section A – Review Details	5
Section B – Student Assessment	6
Section C – Supervisor Assessment	6
4. Complete Section D: Review Panel Outcome	7
Section D: Review Panel	7
Outcome Options	8
What Happens Next	8
A. Appendix: Process Flow	9

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 Convenors**. It details the steps required for **Stage 6** detailed in the above table.

2. Accessing the APR Forms

MyCampus

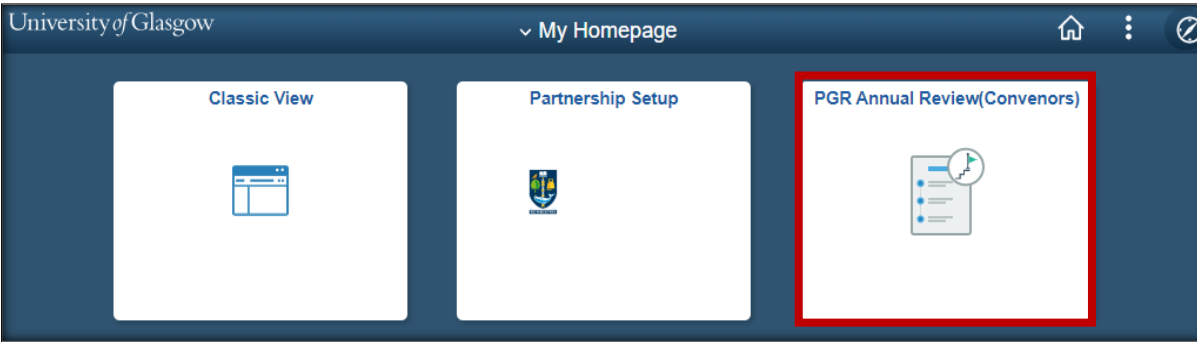
Convenors access the PGR Annual Review forms through MyCampus.

The PGR Administrator adds the Convenors to the Annual Progress Review form. Convenors who have been added as a Review Panel Member in Section D of a form, will see a PGR Annual Review (Convenors) tile on their MyCampus homepage.

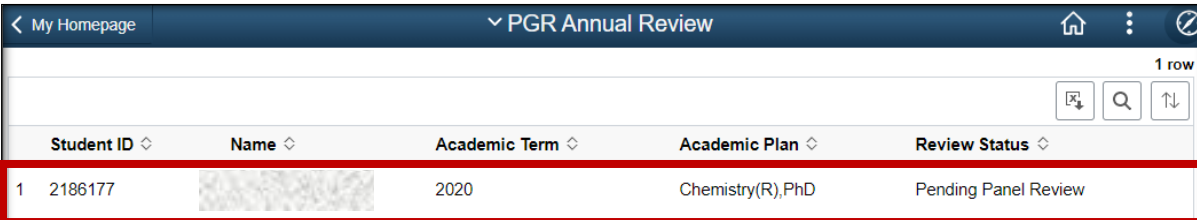
A Convenor will only have access to a form after it has passed the first 5 Stages in the process. When a student confirms they have reviewed the Supervisor Assessment section, the form is set to Review Status: 'Pending Review Panel'.

At this stage it is ready for a Convenor to add and submit the outcome of the review meeting.

- Login to MyCampus
- Click the PGR Annual Review tile. This will take you to a list of all forms that are available to you.
- Click on a student listed to access their form.



The screenshot shows the MyCampus homepage with three tiles: 'Classic View', 'Partnership Setup', and 'PGR Annual Review(Convenors)'. The 'PGR Annual Review(Convenors)' tile is highlighted with a red border.



The screenshot shows the 'PGR Annual Review' page with a table of review forms. The table has the following columns: Student ID, Name, Academic Term, Academic Plan, and Review Status. The first row is highlighted with a red border.

Student ID	Name	Academic Term	Academic Plan	Review Status
1 2186177		2020	Chemistry(R),PhD	Pending Panel Review

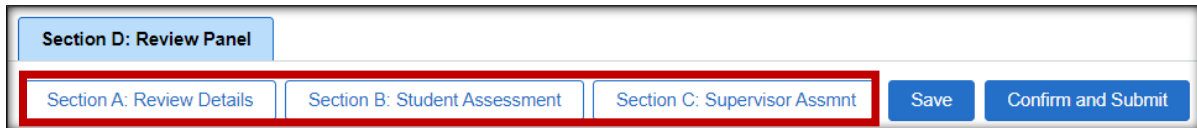
If you do not have access to a form but think you should, please contact the PGR Administrator who will be able to check the status of the form for you.

3. Review APR Form

The form will open at Section D: Review Panel. This is where the Convenor adds a summary of the meeting, the outcome, and any additional comments.

The Convenor also has read only access to the other sections of the form for review.

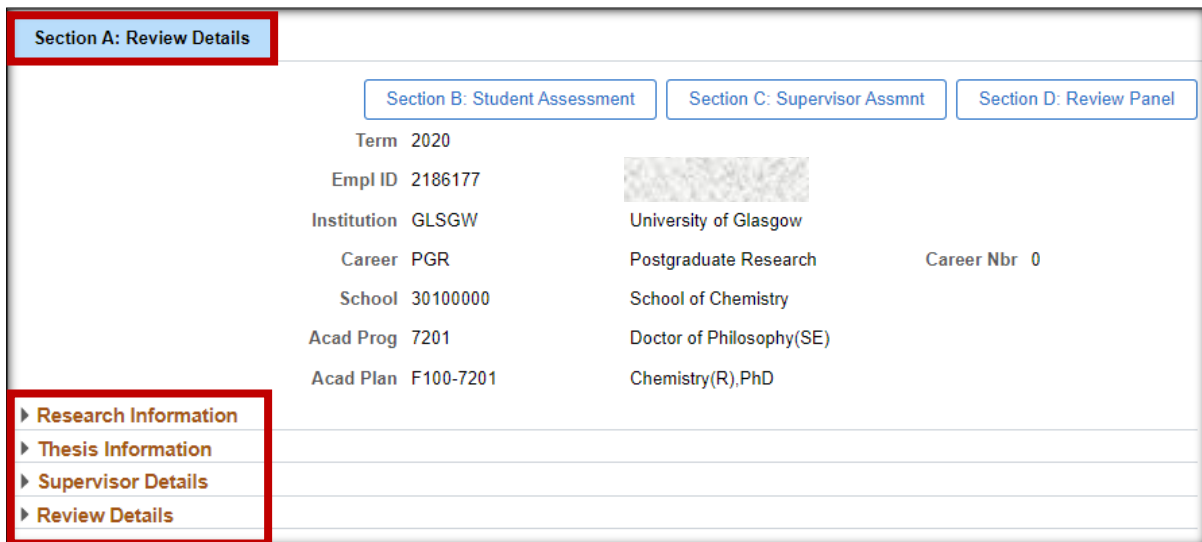
- Navigate through the form using the Section buttons.



Section A – Review Details

Section A contains read only student information, pulled from MyCampus.

- Use the arrows to expand each subsection.



Section B – Student Assessment

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

Section B: Student Assessment

Section A: Review Details Section C: Supervisor Assmnt Section D: Review Panel

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

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

Section C – Supervisor Assessment

Section C contains the review information supplied by the Supervisor. Convenors will have read only access.

Section C: Supervisor Assmnt

Section A: Review Details Section B: Student Assessment Section D: Review Panel

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

4. Complete Section D: Review Panel Outcome

Section D: Review Panel

When you have finished reviewing the form you are ready to enter and submit the review meeting summary and outcome. If required, you can also change the date of the Review Meeting.

- Enter the meeting summary and any feedback
- Enter the outcome, choosing from the options available
- Add any additional comments
- You can use the spell check feature to check the page
- To save progress and complete the form at a later time, use the Save option
- When you are ready to submit the outcome details to the student for review, Click Confirm and Submit

Section D: Review Panel

Section A: Review Details | Section B: Student Assessment | Section C: Supervisor Assmnt | **Save** | **Confirm and Submit**

Term 2020
Empl ID 9903719
Institution GLSGW University of Glasgow
Career PGR Postgraduate Research Career Nbr 0
School 40400000 School of Law
Acad Prog 7305 Master of Laws(R)
Acad Plan M300-7305 Law,LLM(R)

▼ Review Panel

Review Panel Members

Reviewer ID	Name
1003807	[Redacted]



Date of Review Meeting
03/22/2021

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

Outcome

Comments

Outcome Options

PGR Annual Review Outcome 	Description 
A	Student Progress Approved.
B	Student Progress Approved with continued FT/PT registration.
C	Student Progress Approved - Thesis Pending.
D	Student Progress Approved - submit as planned.
E	Student Progress Approved subject to addressing minor issues.
F	Student progress only if substantial issues are addressed and/or further review.

What Happens Next

When the outcome has been submitted the student will receive an email, asking them to review the outcome and submit the final form.

The PGR Administrator will then be able to perform the final outcome processing which will update the student's annual review milestone in MyCampus.

The student record will be updated as per the table below

Outcome	ANNL REVW Milestone Grade Input	Additional MyCampus Update
A	CON - continue current registration	
B	CON - continue current registration	1 Year added to End Date
C	THS - continue thesis only	Academic Load changed to Thesis Pending
D	CON - continue current registration	
E	PRC - progress with conditions	
F	PRC - progress with conditions	

Once the Administrator has processed the outcome, the Convenor will no longer have any access to the form.

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

A. Appendix: Process Flow

