University of Glasgow | MyCampus Support, Development & Infrastructure

MyCampus User Guide
PGR Annual Review - Students

Document Control	
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Contents

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)
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 Students**. It details the steps required for **Stages 2, 4** 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.
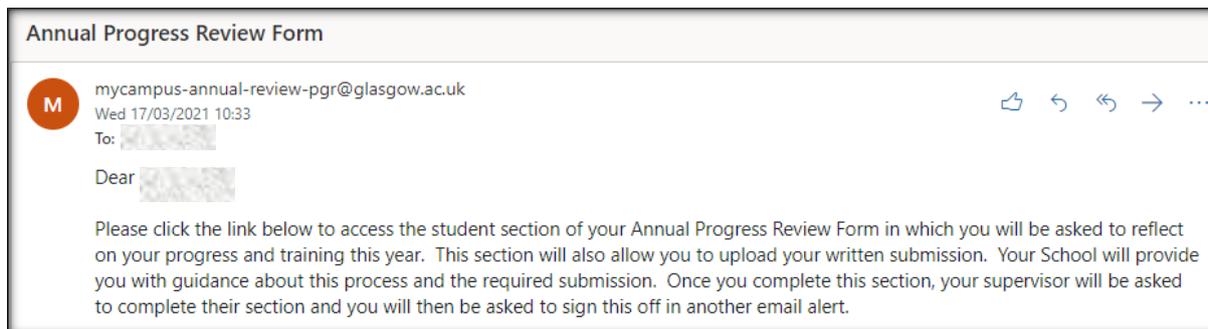
You will be taken to a list of your PGR Annual Review forms. The form status will be 'Pending Student Assessment'. Click on the row to access the form.

Student Centre

The Annual Progress Review form can also be accessed through your Student Centre. In the Academics menu, click the PGR Annual Review link.
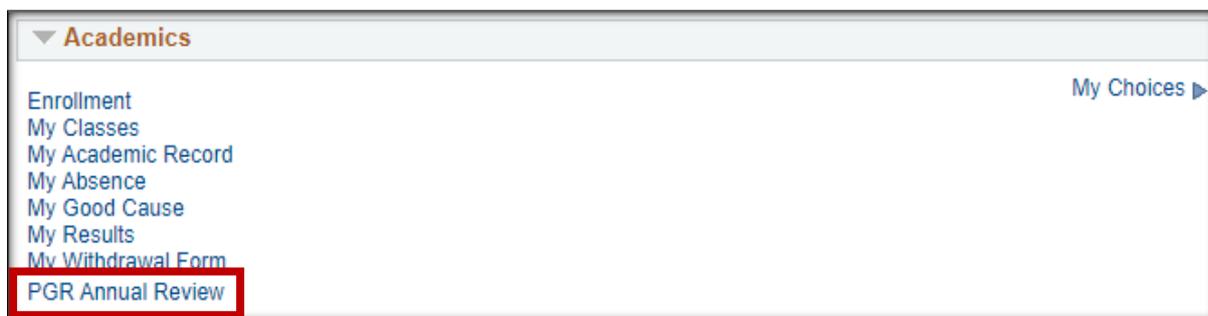
If no form is listed, your Graduate School has not yet sent the form.

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.

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.

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.

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.

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'.

Compulsory Course Completion	
Workshop ◇	**Date Completed** ◇
Research Integrity	📅
Equality and Diversity	📅
Information Security	📅
Data Management (MVLS, COSE, COSS only)	📅
GDPR (MVLS, COSS only)	📅
Setting Off (ARTS only)	📅

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

Workshop ◇	**Date Completed** ◇	
	📅	＋ －

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.*

▼ Training Log			
Prev	Year 1	Next	ⓘ

Training Undertaken

Workshop/Event/Activity ◇	**RDF Domain** ◇	**Date Attending** ◇	**Credits (MVLS and COSE only)** ◇	
	⌄	📅		＋ －
Total Credits (MVLS and COSE)				

Training and development plans for the year ahead.

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* Please note that in the first year of the new online process (2020/21), 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.
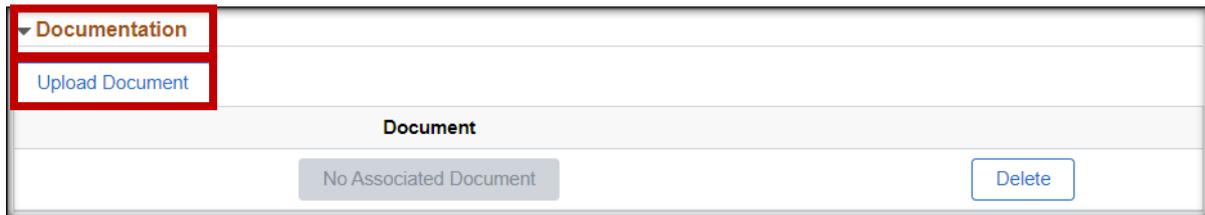
Save Draft

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.
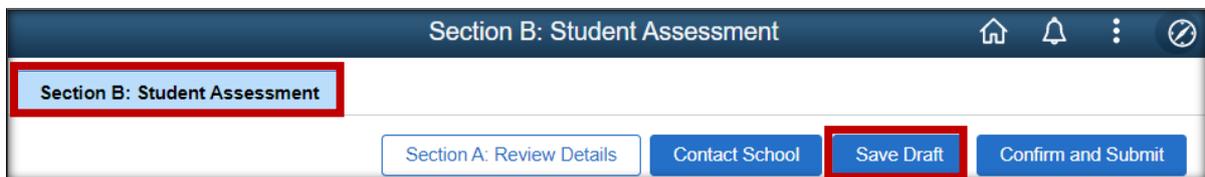
Confirm and Submit

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.
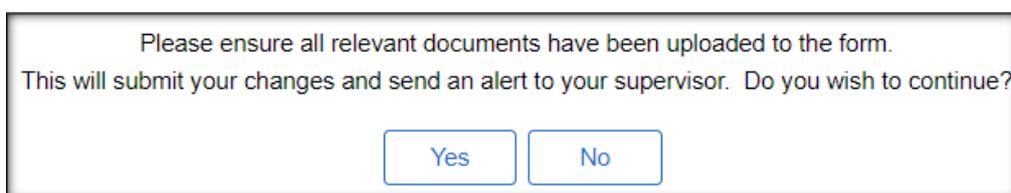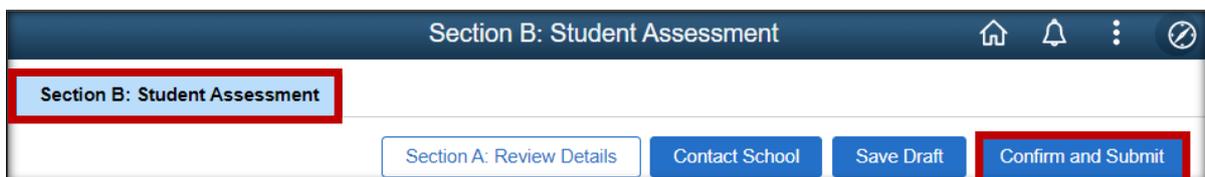
5. Review Supervisor Assessment

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 Section C – Supervisor Assessment, the Student will receive an email notification similar to that illustrated below.
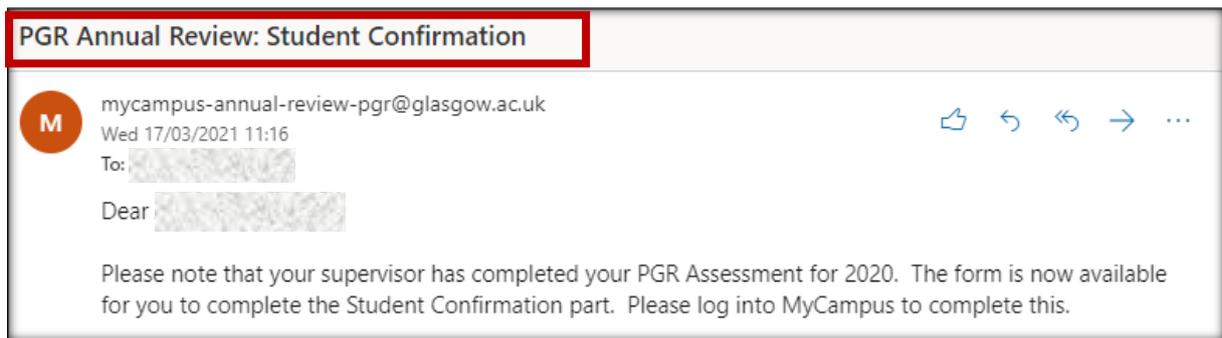
Review Form

- Login into your MyCampus Student Centre 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

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

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 prevents the form from being submitted prematurely.

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.

5. 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.
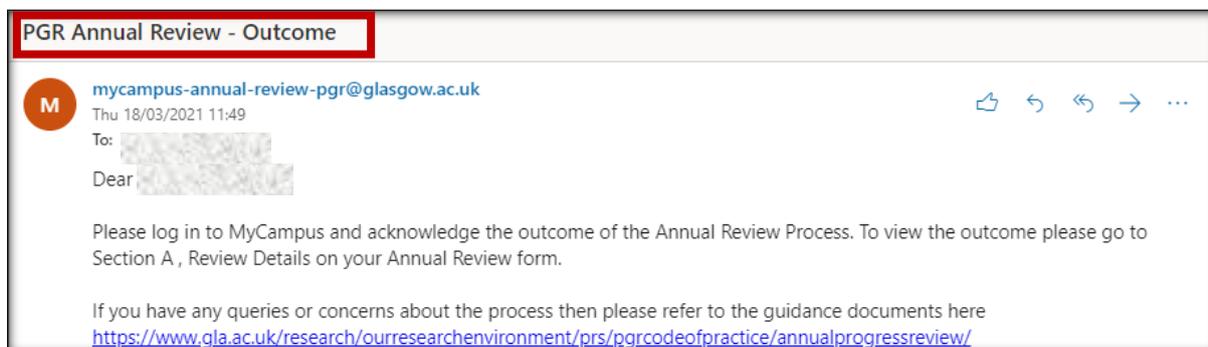
- Login into your MyCampus Student Centre to access the PGR Annual Review form.
- The form will open at Section B where a new Student Acknowledgement subsection is now available.
- Navigate to Section A, where the Review Outcome is located.
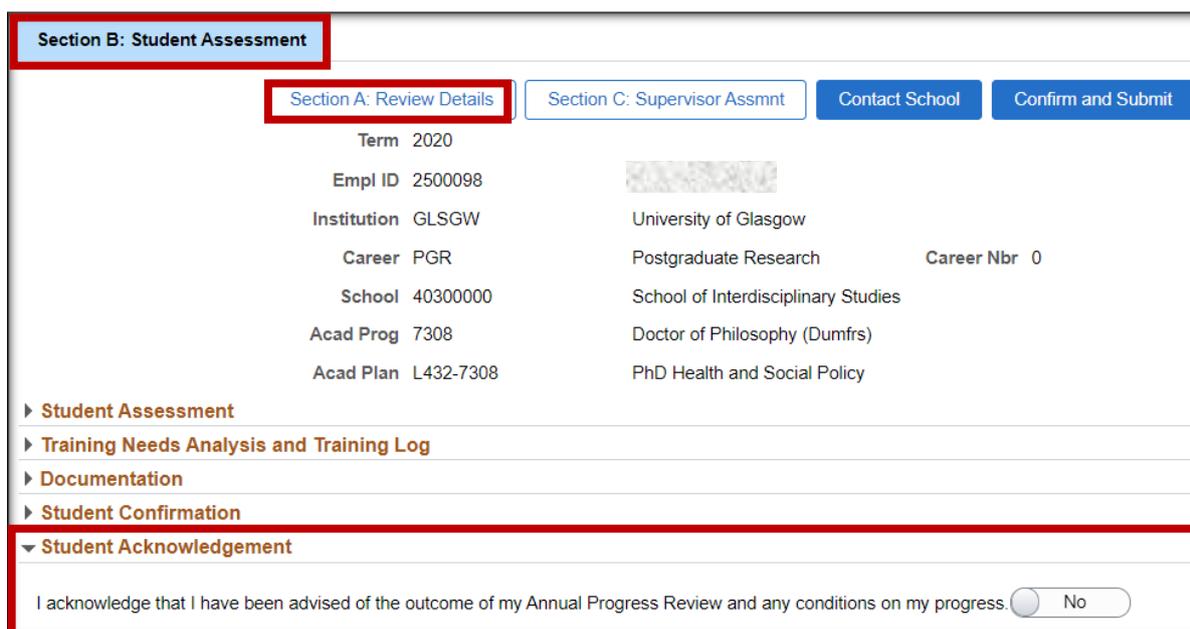
Section A – Review Panel

- 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 B - Submit Acknowledgement of Outcome

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

▪ With the Acknowledgement statement set to 'Yes', the form can be submitted.
▪ Click Confirm and Submit.

After Process Completion

The student will retain access to the Annual Progress Review form, in read only format, via the Student Centre. 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'.

6. 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.

Section A: Review Details			
	Section B: Student Assessment	Section C: Supervisor Assmnt	Contact Student Supervisor
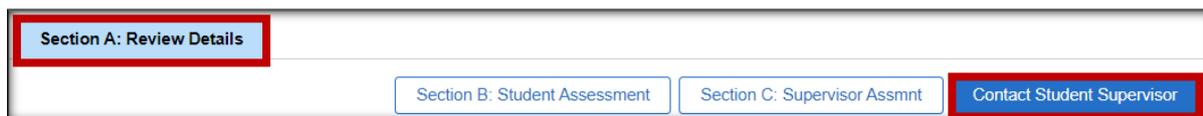
Section B – Contact School

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.
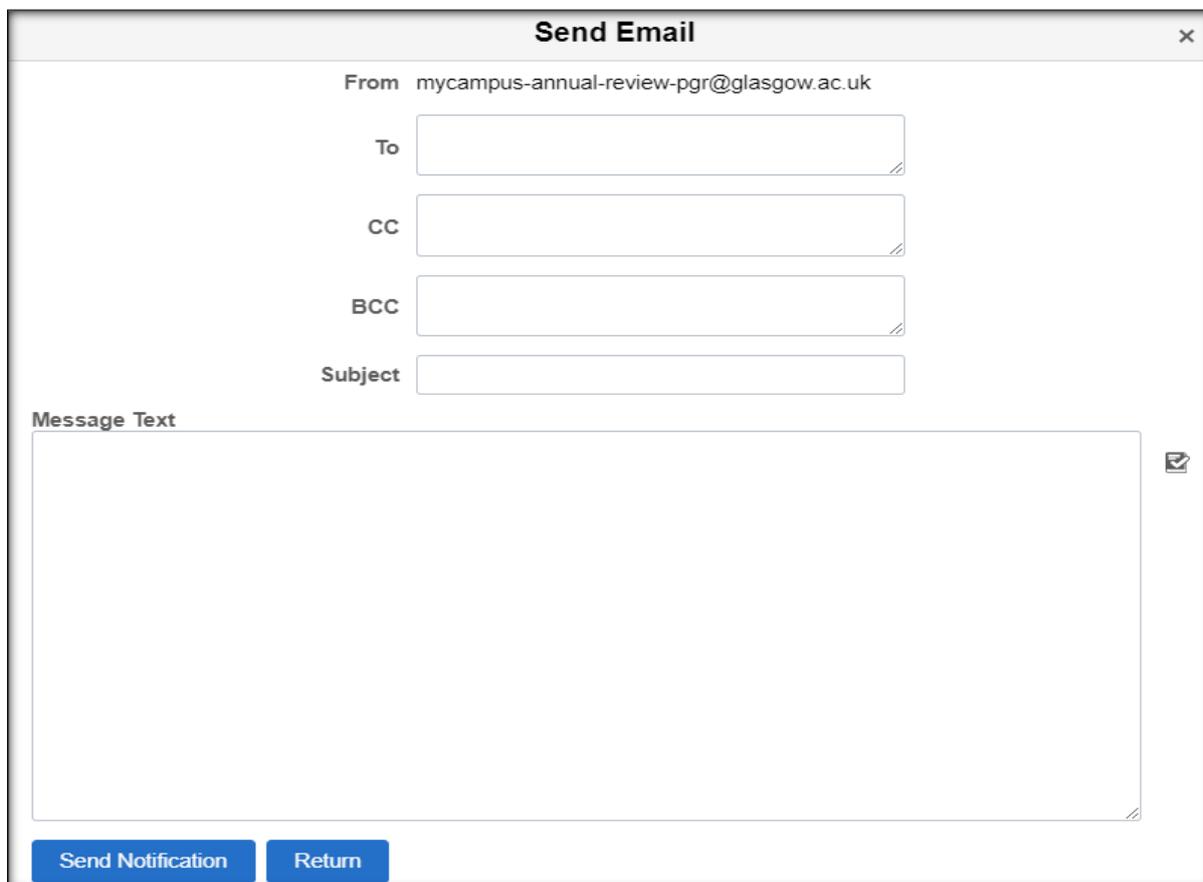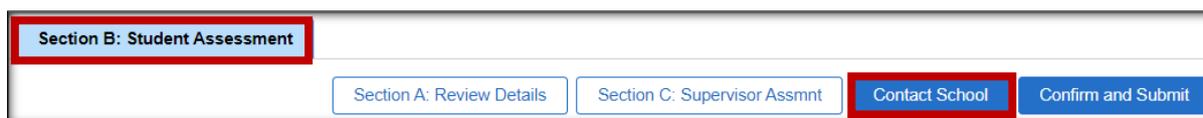
Section B: Student Assessment				
	Section A: Review Details	Section C: Supervisor Assmnt	Contact School	Confirm and Submit

Send Email

From	mycampus-annual-review-pgr@glasgow.ac.uk
To	
CC	
BCC	
Subject	

Message Text

Send Notification   Return

7. 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 Centre. If the form has been generated there will be a PGR Annual Review link. Use this link to access the form.
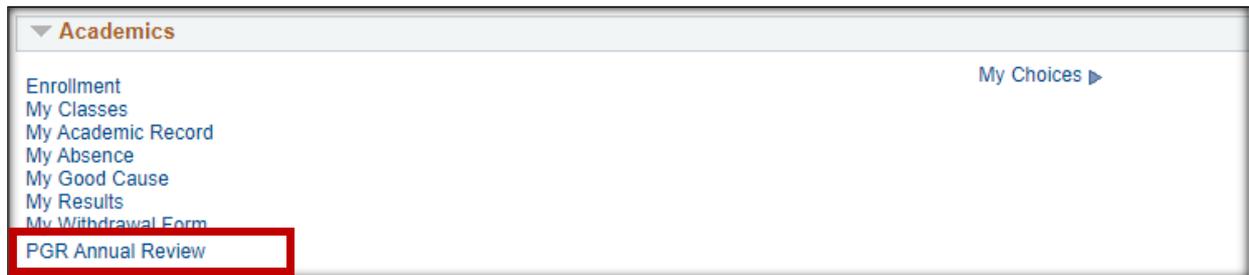
If there is no form listed your Graduate School has not yet sent the form. The PGR Administrator generates and sends the APR forms. If it is your understanding that the form should be available, contact your Graduate School.

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

Annual Review PGR – To be Process