



# MyCampus User Guide

## Managing Research Students

| Document Control  |                                                      |
|-------------------|------------------------------------------------------|
| Title:            | Managing Research Students – PGR Administrator Guide |
| Version:          | 1                                                    |
| Owner:            | MSDI Student Records                                 |
| Author:           | Ewa Wilson                                           |
| Publication Date: | Dec 2023                                             |

This document provides guidance on the various MyCampus pages and processes used by PGR Administrators, to manage students on the PGR career.

## Contents

---

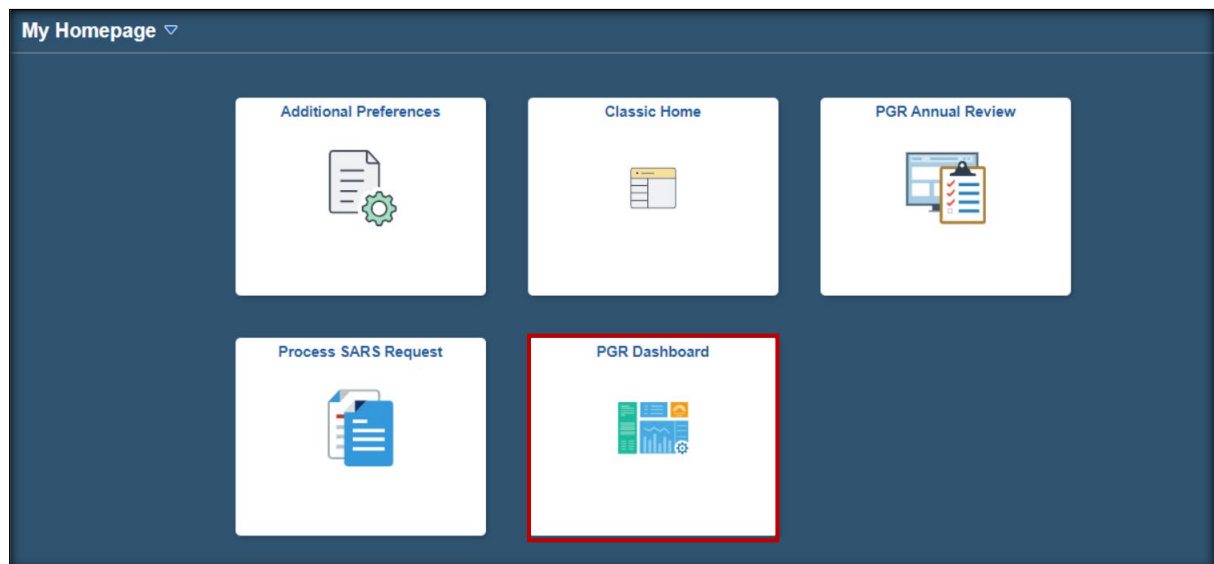
|                                                         |           |
|---------------------------------------------------------|-----------|
| <b>1. PGR Administrator Dashboard .....</b>             | <b>3</b>  |
| PGR Dashboard Field Definitions .....                   | 4         |
| <b>2. Research Summary Page.....</b>                    | <b>5</b>  |
| Updating the Research Summary .....                     | 5         |
| Amend Start Date.....                                   | 5         |
| Amend End Date .....                                    | 6         |
| Milestones.....                                         | 7         |
| Thesis Title .....                                      | 7         |
| Funder Information.....                                 | 8         |
| <b>3. Managing PGR Supervisors .....</b>                | <b>9</b>  |
| Adding/Updating the Student Supervisors .....           | 9         |
| Supervisor Workload Split.....                          | 9         |
| Troubleshooting Supervisor Issues .....                 | 11        |
| <b>4. Program/Plan Page Updates .....</b>               | <b>12</b> |
| Thesis Pending .....                                    | 12        |
| Leave of Absence .....                                  | 13        |
| Leave of Absence Across Terms.....                      | 13        |
| Program/Plan Change .....                               | 14        |
| <b>5. Processing Milestones .....</b>                   | <b>15</b> |
| Updating Milestones.....                                | 15        |
| Adding Additional Milestones.....                       | 16        |
| <b>6. PGR Student Progression .....</b>                 | <b>17</b> |
| Annual Progress Reviews .....                           | 17        |
| Updating the Annual Review Milestone Manually .....     | 17        |
| Academic Standing.....                                  | 17        |
| <b>A. Appendix: Milestone Definitions .....</b>         | <b>18</b> |
| <b>B. Appendix: PGR Tuition Fees.....</b>               | <b>19</b> |
| <b>C. Research Summary Date Field Definitions .....</b> | <b>20</b> |

## 1. PGR Administrator Dashboard

The PGR Dashboard is a new feature introduced in November 2023, built to improve the experience of managing PGR students for Administrators.

### Navigation

Access the PGR Dashboard by clicking the new tile in your MyCampus homepage.

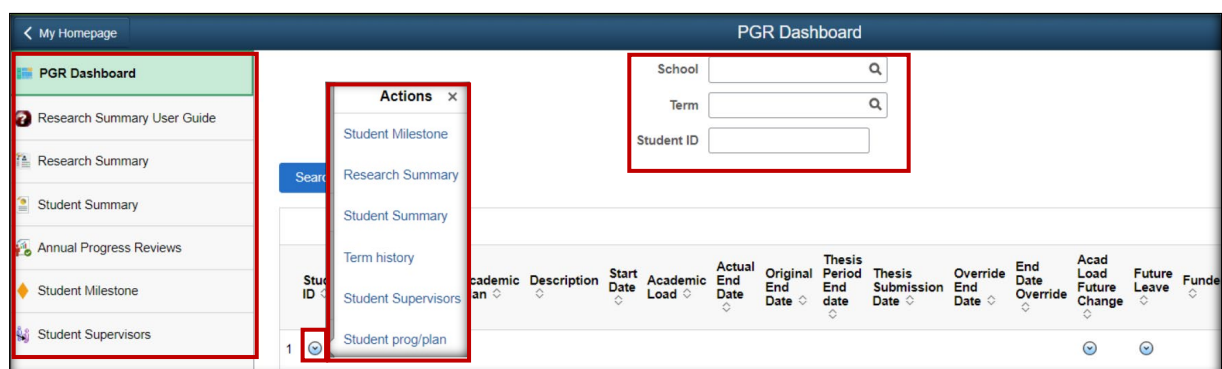


### Content

The dashboard will list all PGR students for the School and Term you select, or just one student if you also use the Student ID search field. If you do not see any results, your academic organisation security may need to be updated.

The list includes quick links to the student's MyCampus pages, via the arrow next to their Student ID.

The left side of the page contains a menu for you to easily access the main PGR pages within MyCampus.



## PGR Dashboard Field Definitions

| PGR List Field             | Definition                                                                                                                                                                                                 |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student ID                 | Student EmplID                                                                                                                                                                                             |
| Name                       | Student Name                                                                                                                                                                                               |
| Student Career Nbr         | PGR Career Number                                                                                                                                                                                          |
| Academic Plan              | Academic Plan                                                                                                                                                                                              |
| Description                | Academic Plan Description                                                                                                                                                                                  |
| Start Date                 | Student's Start of Study Date                                                                                                                                                                              |
| Academic Load              | Current Academic Load (full-time, part-time, thesis pending)                                                                                                                                               |
| Actual End Date            | The student's calculated actual end date. This will update based on changes made in a student's prog/plan page or if overridden.                                                                           |
| Original End Date          | The very first end date calculated on this career for the student.                                                                                                                                         |
| Thesis Submission End date | The calculated expected Submission date. It is based on the students Program/Plan information and the length of Prog or Plan. It does not change when the override is used or when extensions are applied. |
| Thesis Submission Date     | Date THESIS-S milestone is completed.                                                                                                                                                                      |
| Override End Date          | The calculated actual end date if the override has been applied.                                                                                                                                           |
| End Date Override          | Indicating if the end date override is applied.                                                                                                                                                            |
| Acad Load Future Change    | 'Y' if there is a change to the academic load on the prog/plan page that is effective dated after the current date.                                                                                        |
| Future Leave               | 'Y' if there is a leave of absence on the prog/plan page that is effective dated after the current date.                                                                                                   |
| Funder                     | Name of funder – selected on Research Summary                                                                                                                                                              |
| Funding Duration           | Duration of funding – set on Research Summary                                                                                                                                                              |
| Duration Type              | Days or months – unit of duration set on Research Summary                                                                                                                                                  |
| Extension Reason           | Reason for end date override – set on Research Summary                                                                                                                                                     |
| Extension Start Date       | Start of extension period                                                                                                                                                                                  |
| Extension End Date         | End of extension period                                                                                                                                                                                    |

## 2. Research Summary Page

### Information

The Research Summary page shows details of the PGR student's programme, thesis, deadlines and milestone progression. The start and end date for the student are also set on this page.

Most records will be generated by a daily process. A Research Summary must be manually added by MSDI or Registry when the student has been quick admitted or if the student has a prior PGR career.

PGR Administrators can view and update the Research Summary page when required. For example, to change the Thesis Title.

### Updating the Research Summary

#### Navigation

Navigate via the PGR Dashboard or using the main menu: Records and Enrolment > Research Students > Research Summary

Enter the student EmplID under Find an Existing Value. If the student has multiple PGR careers there will be more than one result. Open the correct career record.

#### Amend Start Date

**Note:** The start date must be greater than or equal to the student's matriculation date. If they matriculated after their start date, the end date calculates using the matriculation date. This can only be corrected by Registry Student Records or MSDI.

#### Steps

- Click '+' to add a new effective dated row.
- Edit the Start Date by typing over the existing date or use the look up calendar to select the date.
- Click 'ReCalc'.
- Use the Process Monitor link to check the status of the process. Hit refresh periodically, until the status displays as 'Success/Posted', before moving onto the next step.
- Close the Process Monitor page and return to the Research Summary page.
- Click 'Reload Page' to display the revised end date.

The screenshot displays the 'Research Summary' page for a PGR student. The top navigation bar includes tabs for 'PGR Student Info', 'PGR Thesis', 'UoG Ethic Dtl', and 'UoG Split Site'. The student's details are listed: ID: [redacted], Academic: GLSGW, Institution: University of Glasgow, Career: PGR, Postgraduate Research, Student Career Nbr: 0. The 'Research Information' section shows the Effective Date as 14/11/2023, Effective Sequence as 0, \*Program as 7201 (Doctor of Philosophy(SE)), and \*Plan as G500A-7201 (Computing Science(R), PhD (42)). The 'Significant Dates' section highlights the \*Start Date as 01/10/2021. A red box encloses the \*Start Date field, the 'ReCalc' button, and the 'Process Monitor' link. Another red box highlights the 'Reload Page' button in the top right corner.

## Amend End Date

The student's end of study date will change for a variety of reasons. For example:

- Their academic load changes (full-time, part-time, thesis pending).
- They have a leave of absence.
- They have been granted an extension.
- They are a visiting PGR student who have varying end dates.

The Submission Date process runs every night. When a change is made to the Program/Plan page, this process will update the Actual End Date on the Research Summary page. If the update needs to be applied immediately, a manual update can be made on the Research Summary page by adding a new effective dated row and clicking 'ReCalc'.

If an extension is to be applied or if the length of study is different from the set academic load length for the student's plan, then the End Date Override should be used.

**Note:** When the override is applied to a record no future changes to the Program/Plan page will cause the End Date to be updated. The date will be what you manually entered until the override is removed.

## Override End Date Steps

- Click '+' to add a new effective dated row.
- Click 'Override Actual End Dt' so it's checked ON. The Reason for Extension dropdown will appear.
- Update the Required End Date field with the date which should represent the Actual End Date
- Select the Reason for Extension from the dropdown list.
- Click 'ReCalc'
- Use the Process Monitor link to check the status of the process. Hit refresh periodically, until the status displays as 'Success/Posted', before moving onto the next step.
- Return to the Research Summary page and click 'Reload Page' to display the revised end date.

The screenshot shows the 'Research Summary' page for a student. The 'Significant Dates' section is highlighted with a red box. It contains the following fields and options:

- Effective Date:** 14/12/2023
- Effective Sequence:** 0
- \*Program:** 7201 (Doctor of Philosophy(SE))
- \*Plan:** G500A-7201 (Computing Science(R), PhD (42))
- \*Start Date:** 01/10/2021
- ReCalc** (button)
- Process Monitor** (button)
- Override Actual End Dt:** ☒ (checkbox)
- Required End Date:** 29/06/2026
- Add Days:** 365
- Reason for Extension** (dropdown menu):
  - Bereavement of close relation
  - Delay to research work
  - Dramatic Change in circumstances
  - Medical
- Calculated Exp Sub. Da:** 29/06/2025

## Milestones

The Research Summary contains a view of the milestones, but they are not updated here. See the [Processing Milestones](#) section in this document for guidance.

## Thesis Title

- Click '+' to add a new effective dated row.
- Navigate to the PGR Thesis tab and amend the Thesis Title.
- Click 'Save' at the bottom of the page.

This screenshot shows the 'PGR Student Info' tab selected. The interface includes a top navigation bar with tabs: 'PGR Student Info' (highlighted with a red box), 'PGR Thesis', 'UoG Ethic Dtl', and 'UoG Split Site'. Below the tabs, there are fields for 'ID:', 'Institution: GLSGW University of Glasgow', 'Career: PGR Postgraduate Research', and 'Career Nbr: 0'. A 'Reload Page' button is visible. The 'Research Information' section shows 'Effective Date: 15/11/2023' and 'Effective Sequence: 0'. A red box highlights a '+' button next to the sequence number, indicating where to click to add a new row.

This screenshot shows the 'PGR Thesis' tab selected. The top navigation bar has 'PGR Thesis' highlighted with a red box. The 'Research Information' section displays 'Effective Date: 15/11/2023', 'Effective Sequence: 0', 'Program: 7000 Doctor of Philosophy(Arts)', and 'Plan: V800-7000 Theology&Religious Studies,PhD'. Below this, the 'Thesis Information' section is visible, with a red box highlighting the 'Thesis' field containing the text 'Change the title here - This will update the title on the UoG website (overnight)'. This is the field where the thesis title should be amended.

## Funder Information

The Funder Information section was newly added to the Research Summary page in Nov 2023. Here the PGR Administrator can add details of funding that has been granted for the student's research.

### Steps

- Click + to add a new effective dated row.
- Use the Funder look-up to select the source of the funding.
- Use the Funder Category look-up to select the type of funding.
- Use the Duration Type and Funding Duration fields to specify the funding length of time.
- If required, you can add additional rows to specify multiple funding sources.
- Click Save at the bottom of the page to commit the changes.

**PGR Student Info** | PGR Thesis | UoG Ethic Dtl | UoG Split Site

ID: [Redacted] Institution: GLSGW University of Glasgow Career: PGR Postgraduate Research Career Nbr: 0 Reload Page

**Research Information** Find | View All First 1 of 8 Last

Effective Date: 14/11/2023 Effective Sequence: 0

\*Program: 7201 Doctor of Philosophy(SE)

\*Plan: G500A-7201 Computing Science(R),PhD (42)

**Significant Dates**

\*Start Date: 01/10/2021 ReCalc Process Monitor

Override Actual End Dt: [X] Required End Date: 26/06/2026 Add Days: 362

Reason for Extension: Personal circumstances

**Look Up Funder**

Funder: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

| Funder     | Description                          |
|------------|--------------------------------------|
| CHARITY    | Charity                              |
| EPSRC      | EPSRC                                |
| ESRC       | Economic and Social Research Council |
| EU         | EU                                   |
| EU COMM    | EU Commission                        |
| GOVERNMENT | Government                           |
| INDUSTRY   | Industry                             |
| OVERSEAS   | Other Overseas                       |
| RES COUN   | Research Council                     |
| UK GOVT    | UK Government                        |
| UKRI       | UKRI                                 |
| UNI FUNDS  | University Funds                     |

**Look Up Funder Category**

Funder Category: begins with

Look Up Clear Cancel

**Search Results**

| Funder Category | Description |
|-----------------|-------------|
| EXTERNAL        | External    |
| GRANT           | Grant       |
| INTERNAL        | Internal    |
| MEDICAL         | Medical     |
| SCHOLARSHI      | Scholarship |
| SELF FUND       | Self Funded |

**Funder Information** Personalize Find 1-2 of 2 Last

|   | Funder     | Funder Category | Duration Type | Funding Duration |
|---|------------|-----------------|---------------|------------------|
| 1 | GOVERNMENT | EXTERNAL        | Months        | 12               |
| 2 | INDUSTRY   | GRANT           | Days          | 548              |

### 3. Managing PGR Supervisors

---

#### Information

All PGR students must have their supervisor(s) correctly assigned to them in MyCampus. The supervisor table record for each student must have the correct effective date so that supervisor workload is correctly recorded, and it must have the correct Academic Plan code assigned.

This means that the Supervisor table must be updated whenever a PGR student has a Plan change applied to their record.

If the supervisors are not correctly attached to the student, they will not appear on or have access to the student's Annual Performance Review form and will not receive any automated email notifications in relation to that student.

#### Navigation:

Navigate via the PGR Dashboard or using the main menu: Records and Enrolment > Research Students > Student Supervisors

#### Adding/Updating the Student Supervisors

Add new top effective row if there are changes to be made. Effective date from when the change is to take effect. This date must be greater than the prior row.

Use 'Correct History' for historical errors, or to insert missed effective rows.

If the student has the same supervisors throughout their academic career, you enter this data once from when they started. You don't add them each term, only when there is a change in plan or supervisor.

#### Supervisor Workload Split

All PGR students must have a PGR Principal Supervisor. Some will also have a PGR Second Supervisor and some will have a combination of multiple Principal and/or Second Supervisors. As many Supervisors as are required can be added to the supervisor table record and the workload percentage split is added for each supervisor. This percentage split must always add up to 100%.

Occasionally a PGR student will be active on more than one PGR career. In this circumstance the supervisors for both careers must still be recorded on the same effective dated row. The career that is 'Term Active' (normally the new career), should have the 100% workload split between its supervisors. For the other career, which will be active on the program/plan table but not the term activation table, the percentage split is moved to the Advisor Percentage field. An example of this is illustrated on the following page.

## Steps

- Search for the student by entering their EmplID in the ID field on the Find an Existing Value tab.
- For a new record you with no prior supervisor history you will not need to add a new row. Ensure the effective date is equal to or less than the student's start date.
- For a change to the record add a new effective dated row by clicking the + in the Student Details section at the top of the page. Set the effective date to the date the new record should take effect.
- When you add a new effective row two things might happen. 1) The data copies from the prior row for you to then update, or 2) The new row is created but some of the prior data does not copy forward and so it all needs to be completed again.
- Add each supervisor record using the + in the Student Academic Details section.
- Select the correct role and add the PGR career, Academic Program and Academic Plan detail. It is important to add the Plan, so the record is linked to the students APR record.
- Add the Advisor by entering their EmplID or using the lookup to search by name.
- Add the percentage split of the supervisors. This must add up to 100%.
- If a student has 2 active records, use the Advisor Percentage field for the plan that is NOT term active. Check the active career number at Records and Enrolment > Student Term Information > Term Activate a student.
- Click Save at the bottom of the page to commit the changes.

### Example – Adding the Supervisor Record for a Student with a Prior Active PGR Career

**Student Details**

\*Academic Institution: GLSGW University of Glasgow

\*Effective Date: 01/11/2023

**Student Academic Details**

\*Advisor Role: PGR Principal Supervisor \*Advisor Number: 1

\*Academic Career: PGR Postgraduate Research

\*Academic Program: 1502 PG Visiting Researcher(SE)

Academic Plan: F100-1502 Chemistry,PVR

Academic Sub-Plan:

Academic Advisor: [lookup]

Advisor Percentage: 100.0

Committee: [lookup]

Percentage Split: 0

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Where there are multiple active PGR careers, enter the non-term active plan supervisors like this. This is a rare occurrence.

\*Advisor Role: PGR Principal Supervisor \*Advisor Number: 2

\*Academic Career: PGR Postgraduate Research

\*Academic Program: 7201 Doctor of Philosophy(SE)

Academic Plan: F100-7201 Chemistry(R),PhD

Academic Sub-Plan:

Academic Advisor: [lookup]

Advisor Percentage:

Committee: [lookup]

Percentage Split: 95

Always enter the term active plan supervisors like this.

\*Advisor Role: PGR Second Supervisor \*Advisor Number: 3

\*Academic Career: PGR Postgraduate Research

\*Academic Program: 7201 Doctor of Philosophy(SE)

Academic Plan: F100-7201 Chemistry(R),PhD

Academic Sub-Plan:

Academic Advisor: [lookup]

Advisor Percentage:

Committee: [lookup]

Percentage Split: 5

## Troubleshooting Supervisor Issues

### ***Supervisor is Not Found***

For a supervisor to be available for selection they must have a current active record in the Instructor/Advisor table. PGR Administrators do not have access to this page.

First check the effective date on your supervisor record is correct. For a change you must add a new row with the date of the change. If you use correct history, you are overwriting a prior record and will be removing the historical workload record for the previous supervisor. If the new supervisor was not active at that prior date, they will not show up in your search.

If the date is correct but they are still missing, raise a helpdesk call for MSDI. The staff member may be caught in the search/match suspension process, which prevents duplicate records being created in the system.

### ***Supervisor is External***

External supervisors can be allocated to PGR Students. Those supervisors will not have any access to MyCampus. To add an external supervisor, raise a helpdesk call for MSDI including the following:

- Full name and date of birth
- Business address and business email address
- Owning school's academic organisation code
- HESA REF Unit of Assessment (<https://www.hesa.ac.uk/collection/c21051/a/uaa2021>)  
The Unit of Assessment (UOA) to which the student's supervisor was returned in the 2021 Research Excellence Framework. The first two numbers are the UOA assigned to the student's supervisor in the 2021 REF. The final letter denotes the multiple submission the supervisor was associated with or 'Z' where a multiple submission was not made.  
Further Information: [UoG REF Site](#) / [REF 2029 Site](#)

### ***Historical Record is Wrong***

If there is an error in effective dates, staff load distribution, missing plan code, wrong EmplID added as supervisor etc, then use Correct History to correct the record. Ensure you are not overwriting correct historical data so that supervisor workloads are preserved. The supervisor workload appears on staff PDR forms based on what is on this page.

Student Advisor

Student Details

\*Academic Institution GLSGW University of Glasgow

\*Effective Date 04/07/2022

Student Academic Details

\*Advisor Role PGR Principal Supervisor \*Advisor Number 1

\*Academic Career PGR Postgraduate Research

\*Academic Program 1502 PG Visiting Researcher(SE)

Academic Plan F100-1502 Chemistry,PVR

Academic Sub-Plan

Academic Advisor

Advisor Percentage

Committee

Percentage Split: 100

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

## 4. Program/Plan Page Updates

### Navigation

Navigate via the student name quick links on the PGR Dashboard, or using the main menu: Records and Enrolment > Career and Program Information > Student Program/Plan

### Thesis Pending

The thesis pending period is allocated time for a student to write up and complete their thesis, usually one year after a student's supervised research ends.

- Click + to add a new row.
- Update the Effective Date to record the actual date on which the student will transfer to 'Thesis Pending' load.
- Select 'DATA' in the Program Action field and 'LOAD' in the Program Reason field.
- Select 'Thesis Pending' from the academic load drop-down.
- Click Save at the bottom of the page to commit the change.

The Submission Date process runs every night. The process will see there is change to the record and update the Actual End Date on the "Research Summary" page.

If the update needs to be applied immediately, a manual update can be made on the Research Summary page by adding a new effective dated row and clicking 'ReCalc'.

The Actual End Date field will calculate to the effective date of the academic load change plus the length of the thesis pending period for the student's plan.

The screenshot displays the 'Student Program' page in the MyCampus system. The page is divided into several sections. At the top, there are tabs for 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'UOG Student Degrees'. Below these, there are links for 'Academic Career', 'Postgraduate Research', 'Career Requirement Term', and 'Student Career Nbr 0'. The main section is titled 'Student Details' and contains various fields for student information. A red box highlights the 'Effective Date' (05/07/2023), 'Program Action' (DATA), and 'Action Reason' (LOAD) fields. Another red box highlights the 'Academic Load' dropdown menu, which is set to 'Thesis Pending'. The page also includes a 'Save' button and a 'Return to Search' button.

## Leave of Absence

### Record Start of Leave

- Select the Student Program tab.
- Click '+' to add a new row.
- Update the effective date with the start date of the leave of absence.
- Select LEAV in the Program Action field.
- Select the appropriate reason code in the Program Reason field.
- Click Save at the bottom of the page to commit the change.

### Record End of Leave

- Select the Student Program tab.
- Click '+' to add a new row.
- Update the effective date with the date on which the student returns.
- Select 'RLOA' in the Program Action field and 'LOAE' in the Program Reason field.
- Click Save at the bottom of the page to commit the change.

The screenshot displays the 'Student Program' tab in a web application. It shows two rows of leave of absence records. The first row is for 'Active in Program' with an effective date of 11/01/2021, program action 'RLOA', and action reason 'LOAE'. The second row is for 'Leave of Absence' with an effective date of 01/08/2020, program action 'LEAV', and action reason 'OTHR'. Both rows are for the University of Glasgow, Doctor of Philosophy(Arts) program, and admit term 2019. The interface includes tabs for Student Program, Student Plan, Student Sub-Plan, Student Attributes, and UOG Student Degrees. It also shows fields for Academic Career, Postgraduate Research, Career Requirement Term, and Student Career Nbr. The bottom of the page has a 'HESA Instance' and 'CAS Details' link.

The Submission Date process runs every night. The process will see there is change to the record and update the Actual End Date on the Research Summary page.

If the end date needs to be applied immediately, a manual update can be made on the Research Summary page by adding a new effective dated row and clicking 'ReCalc'.

## Leave of Absence Across Terms

Where a leave of absence goes across 2 terms (over the end of July and into August), multiple leave of absence records must be added, with the first LOA ending on 31/07 and the next starting on 01/08.

## Program/Plan Change

### Steps

- On the Student Program tab click + to add a new row (do not overwrite the previous record).
- Amend the Effective Date. In most cases, a Plan change is backdated to the start of the term to which the change should apply. This is always 1<sup>st</sup> August.
- Select Program Action PRGC, for a program and plan change or PLNC, if only the plan is changing.
- Select Action Reason ACAD (SR Academic Preference).
- Enter the correct program code in the Academic Program field.
- If the Admit term has disappeared, re-enter it. It should not have changed.
- Enter the Requirement Term. For PGR students this is normally the same as the Admit term.

Student Program | Student Plan | Student Sub-Plan | Student Attributes | UOG Student Degrees

Academic Career: Undergraduate | Career Requirement Term | Student Career Nbr 0

Status: Active in Program

\*Effective Date 01/08/2018

\*Program Action PRGC Program Change

\*Action Reason ACAD SR Academic Preference

\*Academic Institution GLSGW University of Glasgow

\*Academic Program 2034 MA - languages

\*Admit Term 2014 2014-15

Requirement Term 2016 2016-17

Effective Sequence 1

Action Date 12/07/2018

Joint Prog Appr:

Admissions

☒ From Application

Application Nbr 00140099

Application Program Nbr 0

\*Campus MAIN Main

- Select the Student Plan tab. There is no need to add a new row as you have already added one.
- Use the Academic Plan look-up or type in the correct Plan code.
- Click Save at the bottom of the page to commit the change.

Student Program | Student Plan | Student Sub-Plan | Student Attributes | UOG Student Degrees

Academic Career: Undergraduate | Student Career Nbr 0 | Car Req Term: Academic Year 2014-15

Status: Active in Program

Admit Term: 2014-15

Effective Date 01/08/2018

Effective Sequence 1

Program Action: Program Change

Action Date 12/07/2018

Action Reason: SR Academic Preference

Requirement Term: 2016-17

Academic Program: MA - langu

\*Academic Plan RR13-2034 French/Italian, MA

UG Combined Honours

The Submission Date process runs every night. The process will see there is change to the record and update the Actual End Date on the Research Summary page.

If the end date update needs to be applied immediately, a manual update can be made on the Research Summary page by adding a new effective dated row and clicking 'ReCalc'.

**IMPORTANT:** You must [update the student's supervisor record](#), so the supervisors are attached to the new plan. If you do not do this, the Supervisors will be missing from the student's APR form.

## 5. Processing Milestones

### Information

Milestones are automatically generated when the Research Summary is created. If the student changes Plan, new milestones will be generated for that Plan on a new effective dated row.

If milestones are missing for a student, raise a helpdesk call for Registry Student Records.

Milestones can be viewed on the Research Summary page but are updated on the Student Milestone page. Progress Review milestones are automatically updated when the student's APR form is finalised by the PGR Administrator. If required, they can also be updated on the Student Milestone page.

### Navigation

Navigate via the PGR Dashboard or using the main menu: Records and Enrolment > Research Students > Student Milestone

### Updating Milestones

- Search for the student by EmplID or name.
- Ensure the 'Correct History' button is greyed out, indicating it is on.

All active milestones will be listed. If the student has had a Plan change during this academic career there may be inactive milestones listed first. Use the 'View All' option or the scroll arrows to navigate to the active milestone you want to update.

Student Milestones

Academic Institution University of Glasgow Academic Career Postgraduate Research  
Academic Program Doctor of Philosophy(SE)

Find | View All | First | 1 of 2 | Last

\*Effective Date 16/08/2022

Milestone Detail

Find | View All | First | 1 of 15 | Last

\*Milestone ANNL-REVV1 \*Milestone Nbr 10

Milestone Level

Milestone Complete Completed

- Scroll down to the Attempts section. Attempts allowed indicates how many times the student can submit work to successfully complete the milestone.
- If the milestone has one, Grading Scheme will normally be 'PGR'.
- Select the Grading Basis, if the milestone has one.
- Select the Grade, if there is one.
- Select 'Completed' from the dropdown.
- Enter the Date Attempted. For example, the date the completed work was received.
- Click 'Save' at the bottom of the page to commit the change.

Attempts Allowed 3

Attempts

Personalize | Find | First | 1 of 1 | Last

Grade Information Enrollment Details

| Attempt Nbr | Grading Scheme | Grading Basis | Grade Input | *Milestone Complete | How Attempted | Date Attempted |
|-------------|----------------|---------------|-------------|---------------------|---------------|----------------|
| 1           | PGR            | INS           | S           | Completed           |               | 12/10/2021     |

See [Milestone Definitions](#) for more information.

## Adding Additional Milestones

### Information

Milestones are automatically generated based on the Plan Type. Occasionally you may be required to add an additional milestone that is not included as standard for the plan. For example, VIVA resubmission milestones.

If a student has no milestones at all, please raise a helpdesk call for Registry Student Records.

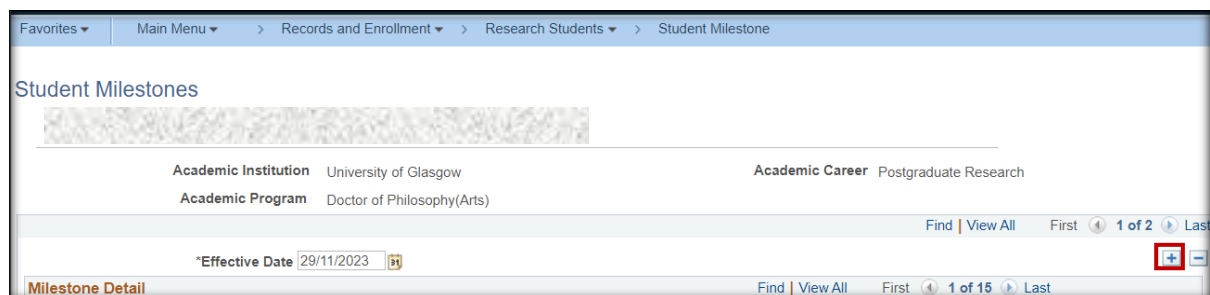
For all [milestone definitions](#) please see [Appendix A](#).

### Navigation

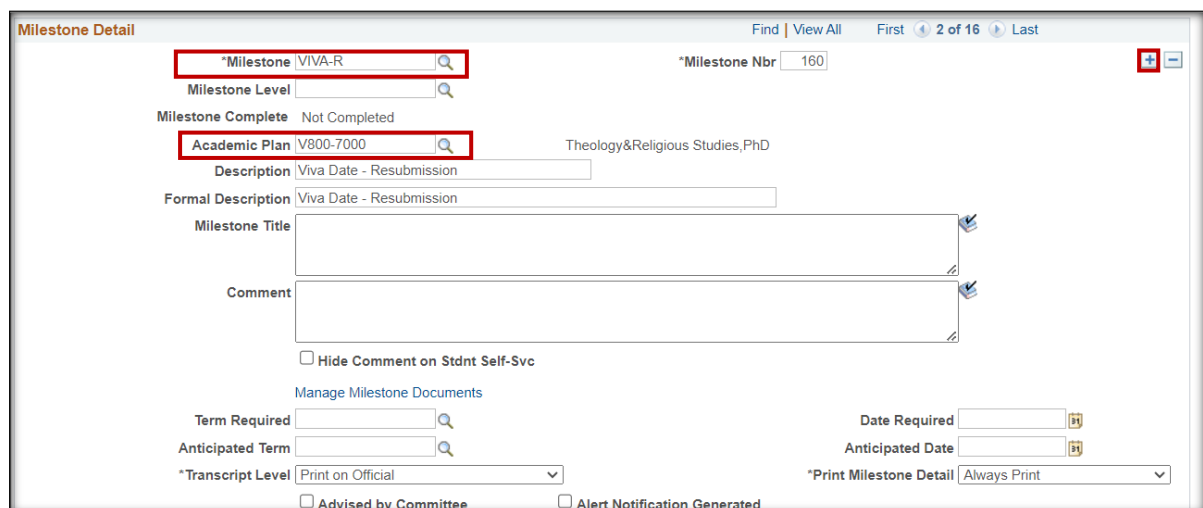
Navigate via the PGR Dashboard or using the main menu: Records and Enrolment > Research Students > Student Milestone

### Steps

- Add a new effective dated row. The current milestones will copy forward to the new row.
- Click + in the Milestone Detail section to add a new milestone.
- Select the required milestone by clicking the magnifying glass look up icon in the Milestone field.
- Enter the student's Academic Plan.
- Click 'Save' at the bottom of the page to commit the change.



The screenshot shows the 'Student Milestones' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Records and Enrolment > Research Students > Student Milestone. Below this, the page title 'Student Milestones' is displayed. A table shows the current milestone with the following details: Academic Institution: University of Glasgow, Academic Career: Postgraduate Research, Academic Program: Doctor of Philosophy(Arts), and Effective Date: 29/11/2023. At the bottom right of the table, there is a red box containing a '+' icon, which is used to add a new milestone.



The screenshot shows the 'Milestone Detail' page. The form contains the following fields: \*Milestone (VIVA-R), Milestone Level, Milestone Complete (Not Completed), Academic Plan (V800-7000), Description (Viva Date - Resubmission), Formal Description (Viva Date - Resubmission), Milestone Title, Comment, and a checkbox for 'Hide Comment on Stdnt Self-Svc'. There are also fields for 'Term Required', 'Anticipated Term', 'Date Required', and 'Anticipated Date'. At the bottom, there are checkboxes for 'Advised by Committee' and 'Alert Notification Generated', and a dropdown for '\*Print Milestone Detail' (Always Print).

## 6. PGR Student Progression

### Annual Progress Reviews

PGR Student Annual Progress Reviews are documented and tracked online via the MyCampus APR System.

User Guides and Videos can be viewed on the [PGR Annual Progress Review webpage](#).

The final step in the APR process is to process the outcome. This will update the student's APR milestone.

| APR Outcome | Definition                                                          | Review Milestone Grade Input        |
|-------------|---------------------------------------------------------------------|-------------------------------------|
| A           | Student Progress Approved                                           | CON - continue current registration |
| B           | Student Progress Approved – 1 year added to End Date                | CON - continue current registration |
| C           | Student Progress Approved - Academic Load changed to Thesis Pending | THS - continue thesis only          |
| D           | Student Progress Approved – submit as planned                       | CON - continue current registration |
| E           | Progress subject to addressing minor issues                         | PRC - progress with conditions      |
| F           | Progress only if substantial issues are addressed                   | PRC - progress with conditions      |

### Updating the Annual Review Milestone Manually

The Annual Review milestone can also be completed manually just like any other milestone. Follow the guidance on [page 15](#) of this document if required.

### Academic Standing

The progression process, run by MSDI at the beginning of the new term, will update the student's Academic Standing Action code based on the ANNL\_REVW milestone grade.

The term activation process will then activate students based on their Academic Standing code.

| ANNL-REVW Grade | Definition                     | Acad Standing | Definition                                                               |
|-----------------|--------------------------------|---------------|--------------------------------------------------------------------------|
| CON             | Continue current registration  | PRGS          | Progress                                                                 |
| THS             | Continue Thesis only           | PCHM          | Progress & changes to Thesis Pending                                     |
| PRC             | Progress with conditions       | N/A           | If student fulfills conditions, school can update milestone to progress. |
| COM             | Report Completed               | N/A           |                                                                          |
| PWA             | Progress without Annual Review | PRGS          | Progress                                                                 |
| TRF             | Transfer to PhD Masters        | TRFM          | Progress – Plan change required                                          |
| WTD             | Candidate to Withdraw          | N/A           |                                                                          |

## A. Appendix: Milestone Definitions

| Milestone                                                                        | Definition                                             | Grade Basis | Grade Input                                                           | Description                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------|--------------------------------------------------------|-------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ANNL-REVV1<br>ANNL-REVV2<br>ANNL-REVV3<br>ANNL-REVV4<br>ANNL-REVV5<br>ANNL-REVV6 | Annual Progress Review Year 1-6                        | APR         | A - CON<br>B - CON<br>C - THS<br>D - CON<br>E - PRC<br>F - PRC<br>PWA | Continue current registration<br>Continue – add 1-year to end date<br>Continue as Thesis Pending<br>Continue and submit<br>Minor issues – progress with review<br>Major issues – progress with review<br>Progress without Annual Review                               |
| INT-SUBMIT                                                                       | Intention to Submit Form                               | INS         | E<br>ESD<br>NTF<br>S                                                  | Extension of time<br>Expected Submission Date<br>Notified of Intention Submit<br>Submitted Form (recommended)                                                                                                                                                         |
| THESIS-S                                                                         | Thesis Softbound copy received                         | N/A         |                                                                       | Date only required                                                                                                                                                                                                                                                    |
| VIVA                                                                             | Viva Date                                              | ORL         | SAT<br>SVR<br>NVR                                                     | Sat Viva<br>Sat Viva (Resubmission)<br>No Viva Required                                                                                                                                                                                                               |
| VIVA-OUTC                                                                        | Viva Outcome                                           | TPH         | A<br>B<br>C<br>D<br>D2<br>E<br>F                                      | PhD Award Unconditionally<br>PhD Award Minor Corrections < 1mth<br>PhD Award Minor Corrections > 1mth<br>Thesis Unacceptable, Resubmit < 12 mths<br>Thesis Unacceptable, Resubmit < 24 mths<br>Unacceptable, Revise & Resubmit for Masters<br>No Degree to be Awarded |
| THESIS-H                                                                         | Thesis Hardbound copy received                         | N/A         |                                                                       | Date only required                                                                                                                                                                                                                                                    |
| AD-FORM                                                                          | Access Declaration Form Rcd                            | ADF         | EMB<br>NEM<br>EMC                                                     | Form Received (with Embargo)<br>Form Received (No Embargo)<br>Form Received (Embargo and CD)                                                                                                                                                                          |
| E-THESIS                                                                         | E-Thesis Library Confirmation                          | N/A         |                                                                       | Date only required                                                                                                                                                                                                                                                    |
| AWARD                                                                            | Award Letter Date                                      | N/A         |                                                                       | Date only required                                                                                                                                                                                                                                                    |
| VIVA_COR_E                                                                       | Viva Outcome Correction ExpDt                          | IDC         | EXP<br>EXT                                                            | Expected Date – Don't Extend Card<br>Expected Date – Extend Card                                                                                                                                                                                                      |
| VIVA-OUT-M                                                                       | Viva Outcome<br>Masters by Research                    | TMR         | A<br>B<br>C<br>D<br>D2<br>F                                           | Masters by Research Awarded<br>Awd, Minor corrections<br>Award Masters, changes of subs<br>Thesis Unacceptable, Resub 12<br>Thesis Unacceptable, Resub 24<br>No degree to be Awarded                                                                                  |
| VIVA-R                                                                           | Viva Resubmission Date                                 | ORL         | SAT<br>SVR<br>NVR                                                     | Sat Viva<br>Sat Viva (Resubmission)<br>No Viva Required                                                                                                                                                                                                               |
| VIVA-R-OUTC                                                                      | Viva Resubmission Outcome                              | TPH         | A<br>B<br>C<br>D<br>E<br>F                                            | PhD Award Unconditionally<br>PhD Award Minor Corrections < 1mth<br>PhD Award Minor Corrections > 1mth<br>Thesis Unacceptable, Resubmit < 12 mths<br>Unacceptable, Revise & Resubmit for Masters<br>No Degree to be Awarded                                            |
| VIVA-R-O-M                                                                       | Viva Resubmission Outcome<br>Masters by Research       | TMR         | A<br>B<br>C<br>D<br>D2<br>F                                           | Masters by Research Awarded<br>Awd, Minor corrections<br>Award Masters, changes of subs<br>Thesis Unacceptable, Resub 12<br>Thesis Unacceptable, Resub 24<br>No degree to be Awarded                                                                                  |
| VIVA-R-SUB                                                                       | Softbound copies of the<br>resubmitted Thesis received | N/A         |                                                                       | Date only required                                                                                                                                                                                                                                                    |
| VIVAR_EXPC                                                                       | Viva Resubmission Cor. ExpDte                          | IDC         | EXP<br>EXT                                                            | Expected Date – Don't Extend Card<br>Expected Date – Extend Card                                                                                                                                                                                                      |

## **B. Appendix: PGR Tuition Fees**

---

### **Introduction**

This document describes the how tuition fees are calculated for PGR students.

The My Campus Student Financials module uses the Start Date and Actual End Date from the student's Research Summary to determine their tuition.

### **PGR Tuition Period**

The Tuition Period for each new Term will be from 01 Oct to 30 Sept.

For example: a PGR student with a Start date 01-Oct-2023 would be charged tuition for Term 2023 based on the student being present as of 01/10/2023 to 30/09/2024. The process checks the student's status (e.g. AC – Active in Program, any Load changes) each month.

### **Fee Calculation**

PGR fees are calculated on the duration of their programme (a charge per month). Therefore, a student starting mid-year will only be charged for the number of months remaining in that academic year.

Due to the difference between the academic year (which starts 1 August) and the Research Council year, for fee purposes (which starts on 1 October) students who start in August or September effectively have a 13- or 14-month first year (their last year on a typical 3-year programme would then be 10 or 11 months, accordingly).

Where a student's start date occurs mid-month fees will be calculated as follows:

Start Date between 1st and 14th of the month – fees for whole month charged  
Start Date between 15th and end of month – no fee charged for that month (balanced at end of the programme when the charge would be for a full month even when they finish part-way through).

Tuition Fees are automatically calculated by MyCampus based on defined triggers (e.g. the student being Term Activated for the next Term) or can be manually triggered via the "Tuition Calculation" pushbutton.

Navigation: Student Financials > Tuition and Fees > Tuition Calculation

If the student's program/plan stack changes (load change etc) – then tuition will be re-calculated as from the effective date posted.

Financial Aid follows the term pattern. You can apply Financial Aid between 01/08 and 31/07 per Term.

It was agreed at the Research SUG meetings that the first Stipend payment to students should be disbursed at the end of the month prior to the PGR student Start Date. Most PGR student will start 01/10 – meaning the first payment will be made to the student on 30/09.

## **C. Appendix: Research Summary Date Field Definitions**

---

### **Actual End Date**

The student's calculated actual end date. This will update based on changes made in a student's prog/plan page or if overridden.

This date mirrors the Process Calculated Exp Sub Date unless you use the Required End Date override.

### **Calculated Exp Sub Date**

This is the process calculated expected Submission date. It is based on the students Program/Plan information and the length of Prog or Plan. It does not change when the override is used or when extensions are applied.

### **Required End Date (Override)**

Required End date will only work when the Override Actual End Dt checkbox is ticked ON. Please be careful when using this checkbox. Only use this override button for students that will never go to Thesis Pending Load or an exception to the process.

When adding a new row and ticking this box, the Required End Date field is active for you to enter a Required End Date. When you ReCalc, the process makes the Actual End Date match the date you enter in the Required End Date field. This also means any current/future program actions will be ignored and you will have to manually maintain the Actual End Date from that day forward.

You will always see the system processed date via the Calculated Exp Sub Date field however if you decide you then want to use the Process Calculated date instead of the override, you must add a new row and untick the box and ReCalc, to bring the process back into play.

### **Add Days - read only**

This field will show you how many days you want to add/subtract. For information only

### **Days Left - read only**

This field will appear next to Actual End Date if the student goes over their approved time.

### **Converted Submission Date - submission date from legacy system**

This is no longer used as no current students have come from the legacy system.