MMS Guide: PGR Reviewer Progress Report

Introduction

The PGR Reviewer Progress Report (PR) is to be used annually by the Reviewer of a PGR student. Each student will have a 'RESEARCH' module corresponding to their course of study, and it is in this module that PGR administration can take place. The Reviewer Progress Report can be created and viewed from the Postgraduate Administration tool in on the 'Annual Progress Reports' tab, as shown in Figure 1.

Figure 1: Link to Postgraduate Administration tool and Reviewer Report overview

Figure 2: Staff and Supervision Groups tabs

Setup - Supervision Groups

MMS makes use of a specialist group type, supervision groups, to organize students and their supervision and review teams. Supervision groups can be viewed on the 'Supervision Groups' tab on the RESEARCH module overview (as in Figure 2). Reviewers MUST be added to the supervision group corresponding to their reviewee before they can create a review for that student. Reviewers should be added to supervision groups by the academic unit, and can be added with users with module level roles such as 'Module Coordinator' and 'Module Administrators', as well as unit level roles such as 'Unit Administrator'.

Supervisors and second supervisors will be automatically imported from the Registry database (SITS). To update the supervisor or second supervisor for a student please complete the 'Change of Supervisor Request' form, and email it to researchpg-reg@st-andrews.ac.uk.

Supervision Groups – Manually adding users

To manually add a reviewer, or other staff member, to a supervision group:

- Click module title to access the RESEARCH module overview
- Select the 'Staff' tab
- In the top table select the Reviewer from the 'Name' drop down, the student name from the 'Group' drop down and the correct role from the 'Role' drop down.

- Click the 'Add Staff to Module' button to save.

The user assignment record will now appear in the second table and the staff member will be displayed in the supervision group on the Supervision Groups tab.

Supervision Groups – Bulk adding users

Many RESEARCH modules have a large number of students, and therefore manually adding reviewers to supervision groups can be quite time consuming. MMS has the facility to bulk add staff, such as reviewers, to supervision groups by uploading a CSV file. The CSV file can be uploaded via the 'Upload Roles' section at the bottom of the 'Staff' tab on the RESEARCH module.

The file can be made in any spreadsheet programme, such as Excel, and should have three columns in the following order:

1. Username – this should be the user name of the reviewer that you wish to add to the supervision group. This means that only users who have a username and password may be used as reviewers.
2. Group name – this is the name corresponding to the supervision group that you want to add the reviewer to, and is usually of the format 'First_name Last_name'. This will need to match in spelling and capitalisation to the supervision group, as displayed on the 'Supervision Groups' tab. A download of all the supervision groups can be retrieved by using the 'Download as PDF / XLS' link near the top of the Supervision Groups tab.
3. Role name – the role that the user should have in the supervision group, such as 'Reviewer', again capitalisation is important.

Once the file has been created you can use the 'Save As' feature to save the file as CSV or 'Comma Separated Value'. To upload the file use the 'Browse..' button in the 'Upload Roles' section to select the file. The exact selection process will depend on your browser, however once the file has been selected click the 'Import Staff from CSV' button as shown in Figure 3.

Figure 3: Upload Roles section at bottom of 'Staff' tab, used for bulk upload of staff to supervision groups

If the file is of the correct format, MMS will then display the information in a table for you to check. Each row will have a tick box in the 'Action' column. If there are any issues with any of the rows, then simply uncheck the tick box and MMS will take no further action.

Once the data has been checked clicking the 'Update Roles' button will save the select rows. MMS will then display a page confirming what staff it has assigned to which supervision groups. The updated group assignment will now appear on both the 'Staff' and 'Supervision groups' tabs. Uploading a CSV will not remove users from supervision groups, so multiple files may be uploaded if needed.

Creating a Reviewer Progress Report

Once a reviewer has been added to a supervision group they will be able to create a review for the student corresponding with that supervision group. Reviewer progress reports are created on the 'Annual Progress Reports' tab which can be accessed by clicking the 'Postgraduate Administration' link in the RESEARCH module, as shown in Figure 1. The drop-down list at the top of the page can be used to filter the table if the user has a module or unit level role. Existing reports will appear below the 'Create New' link.

Click on the 'New Review' link in the row associated with the reviewee to generate a new Reviewers progress report. The top section will be automatically populated with details about the student, the supervision and review teams. An example of a Reviewers progress report is given in Figure 4.

Question Guidance

The Reviewer progress report is comprised of eight questions. Questions one through seven are compulsory, as indicated by the pale red border. Once a form has been saved, questions that have been completed will update to have a green border, and questions for which answers are still required will be bordered in bright red. All borders must be green before a form can be submitted.

Figure 4: Example Reviewer Progress Report

Question 1 relates to how often the student was in contact with the supervisory team, please select the answer from the drop-down list provided.

Question 2 asks about the suitability of the supervision, use the radio buttons next to the 'yes' or 'no' options. The text box should be used to provide further information.

Question 3 asks about the ethics approval and if this has been received. To answer select the radio button to the right of the possible options.

- 'Yes, approval received or in progress' should be selected if ethical approval is required and is in hand
- 'Yes, action needed to obtain proper approvals' should be selected if ethical approval is required and action needs to happen to achieve approval.
- 'Unsure, further investigation needed' should be selected if the reviewer is unsure if ethics approval is needed.
- 'No' should be selected if ethics approval is not needed.

Question 4 relates to the likelihood of the student completing within the allocated period of study. Select 'Yes', 'No' or 'Unclear' using the radio boxes to the right of the options. The text box should be used to provide details of the progress so far and to highlight any concerns.

Question 5 should be answered in the text box provided. The answer should cover

  a. if the student and supervisory team have considered the students training needs;
  b. if the student and supervisory team have considered the students career development needs;
  c. if both the training and career development needs are being met, or what actions should be taken to enhance training and career development;
  d. whether or not the reviewer has concerns regarding the balance between research and non-research commitments and how these concerns might be addressed.

Question 6 relates to communications the reviewer has had with the student relating the any issues the student has that are effecting their studies. Either 'Yes' or 'No' should be selected using the radio buttons to the right of the options. If the student has indicated any issues, then the reviewer should note these and along with details of any advice given by the reviewers (e.g. speak to the DoPG, make contact with Student Services, seek out further training or language support, etc).

Question 7 asks the reviewer to classify the student's progress using the St Andrews 4 tier assessment criteria, occasionally referred to as 'traffic lights' or 'review outcome codes', which is comprised of green for 'satisfactory', yellow for 'minor concerns', amber for 'major concerns' and red for 'unsatisfactory'. The reviewers should select the classification by selecting the radio button to the right of the option. The text box should then be used to give reasons for this classification. More information on these can be found in the 'Policy on Progress Reviews for Postgraduate Research Students'.

Question 8 asks about any additional school level requirements and should be answered using the text box provided. This space allows reviewers to report on any School level requirements, such as particular taught components or presentations which the School requires of PGR Students. It may be left blank if there are no such requirements for the School.

The Reviewer progress report may be saved at any stage, using the 'Save' button at the bottom of the report. Once saved the user can navigate away and will be able to access the report again from the 'New Review' column on the 'Annual Progress Reports' tab. A PDF of the report can also be downloaded using the 'Download PDF preview' icon in the top right of the report.

Report submission

Once the report is ready for submission to the DoPG the reviewer should save and check the PDF preview to ensure the accuracy of the review. Once the reviewer is happy to submit the report they should click the 'Submit Review' button (or 'Resubmit Review' button if the review has been returned) at the bottom of the report. This will auto-save the report, change the report status to 'submitted' and ping the DoPG to inform them that the report is ready. The report will only be submitted if all the required fields have been completed, any that are uncompleted will appear highlighted in red.

If the user *does not* have permission to accept the report, the report will be frozen and no further edits can be made. The reviewer can then use the 'Module Overview' icon at the top or bottom of the page to return to the RESEARCH module.

If the user *does* have the permission to accept the report, once the report has been submitted then the majority of the form will be frozen to further edits however the buttons at the bottom of the report will change 'Accept Review' and 'Return to Reviewer'.

Report acceptance or return

Once a Reviewer Progress Report has been submitted, it can still be found in the 'New Review' column on the 'Annual Progress Reports' tab. Any user who can approve the PR, usually the DoPG, will also have received a link via email once the report is ready for approval.

Note: *Only users who have permission to accept a review will be able to accept or return the review and neither the supervisor(s) or the student will be able to view the review until it has been accepted.*

The DoPG should open the report by clicking on the 'Submitted' link. Once the report has been checked, the DoPG can approve the report by clicking the 'Accept Review' button at the bottom of the report. At this point the report will become visible to the student and to the supervision team.

If the user is not happy to approve the report, then the 'Return to Reviewer' button should be clicked. This will generate a new field at the bottom of the report for information for the reviewers. To save this information and to return the report, click the 'Return to Reviewer' button again. This will ping all members of the Review team, asking them to make the necessary changes. The report will then become editable again and can be submitted again at a later date. There is no limit to how often the Reviewers Progress Report can be returned and re-submitted.

Other PGR features

The Postgraduate Administration tool should also be used for submitting Examining Committee Nominations and Leave of Absence/Extension requests.

The normal MMS module tools can also be activated within PRG RESEARCH modules, including the coursework tool and content tool, as with the example in Figure 1. The coursework tool can be used for a range of student submissions including first year reports etc. As with other modules, Urkund can also be activated for plagiarism detection.

Help and Assistance

For technical help and assistance please email the ITS service desk, including 'Reviewer Report' in the subject line, at itservicedesk@st-andrews.ac.uk.

Version	Date	Note
1.0	02 12 2016	Release
1.1	06 02 2017	Updated screenshot
1.2	05 09 2017	Updated 'Report Acceptance' section to include screenshot