Graduate Supervision Reporting (GSR) in eVision: Changes for departments and colleges Michaelmas term 2018

Education IT Programme

Details in this document are correct at the time of production (updated 10 December 2018)

Contents

1   Introduction

On 15 October 2018, the [Graduate Supervision System (GSS)](#) **will be replaced with** [Graduate Supervision Reporting (GSR)](#)**. This document provides an overview of the changes, and details about access and support.**

The replacement of GSS with GSR is required because the vendor is withdrawing support for GSS. This provides an opportunity to improve our systems in this area. The introduction of a new system also provides the opportunity to implement some adjustments to the reporting process, which were approved by the Education Committee in Trinity term 2016, following a consultation exercise across the collegiate University. In addition, the Training Needs Analysis forms (TNAs) for research students will be made available within GSR.

2   Benefits

The expected benefits of using GSR include:
- Reduce risk of critical failure, downtime and time spent resolving issues and problems
- Improvements to management reporting
- Increase coverage of reporting on skills training by student and supervisors
- Improvements to the way the system is managed and administrated
- Access for students to GSR through the Student Self Service (which students already use to register for the new academic year, enter for examinations, view their results, and more)
- Improvements for users with disabilities including compliance with accessibility guidelines
- Reduction in cost/time necessary to integrate with current/future systems

3   Involving our users

The GSR project has kept users closely involved throughout the project, including meeting regularly with the GSR User Group and sub groups, which include representatives from across the divisions and colleges, including students and Course Directors/DGSs. In addition, all GSS users were invited to complete a survey on training needs for using GSR. Users have also been involved in testing GSR.

4   Pilot feedback, and improvements

In advance of the launch of GSR, a pilot was run during the Long Vacation 2018, with 19 courses across three divisions and the Department for Continuing Education as well as six colleges. Feedback from participants has been positive, though a number of suggested improvements will be made before GSR is rolled out for use on all graduate courses in Michaelmas term.

5   Changes

The introduction of GSR in eVision will bring some changes to existing processes and ways of working for departments and colleges. The following changes all take effect from Michaelmas term 2018.

> The replacement of GSS with GSR is not just 'like-for-like'; GSR will incorporate a number improvements to graduate student reporting, which will affect the way the system operates. In addition, the Training Needs Analysis forms for research students will be made available within GSR.

➤ Changes for students, departments and colleges

Changes to reporting windows:

a.   A new, additional Long Vacation (summer) reporting window will be introduced. This will be mandatory for graduate research degrees, and optional for graduate taught degrees (as defined by departments).

b.   In exceptional circumstances, permission can be sought via the relevant division/Department for Continuing Education for modular graduate taught programmes to use alternative reporting periods, as long as the overall University reporting policy requirements are maintained.

c.   The student reporting window will open one week later, in 7th week, and will be extended to three weeks. The supervisor reporting window will also open one week later in 10th week, and be shortened to four weeks to encourage timely feedback.

d.   There will be a closed period of one week, for maintenance and management of data in GSR

Training Needs Analysis (TNA) forms:

e.   TNA forms for research students will be available within GSR. Every division has their own set of questions, and users will view the TNA when they are completing their supervision reports.

Flagging of concerns:

f.   GSR will include more nuanced flagging of concerns about academic progress (minor, major and severe). The following definitions of the concern levels have been agreed with Education Policy Support:

Minor concerns	Satisfactory progress is being made, but minor issues have been identified where further action may be required to keep progress on track
Major concerns	One or more factors are significantly affecting progress, and further action is required now to keep progress on track
Severe concerns	Progress is being seriously affected by one or more factors, and a meeting with the DGS should be held as soon as possible to discuss further action to get progress back on track

Changes to notifications:

g.   Users will no longer be able to opt out of receiving all automated email notifications. They will be able to change preferences for when they receive notifications, but they will always receive notifications when a report window opens, and reminder emails.

➤ Changes for departments

Roles:

a. Departments will be able to permit other academic colleagues with oversight of graduate taught students to submit a report in addition to the supervisor.

   i.   Most of the roles available in GSR are already available in GSS, but a new Course Director role will be available. This will have the same functional role in GSR as the Director of Graduate Studies (DGS) role, but it will be visible to the student and other contributors as 'Course-Director', not DGS.

   ii. A new supervisor type, 'Tutor', will be available. This may be useful, for example, for language teachers who may want to report on their students.

   iii. A new role, 'milestone assessor', will initially be used by MPLS. This role will allow users to view preparing for transfer and confirmation forms, but they will not be able to see any supervision reports.

b. The process for setting up an external supervisor has **not** changed, a virtual access card form will continue to be required, as it is currently for GSS. However, steps are being taken to address the unreliable data feed, which has previously led to issues with some external supervisors' access to GSS.

Dashboard and concerns:

c. Dashboard for supervisors and Course Directors/DGSs will show:

   i.   Reports for the current reporting window, any concerns that have been flagged, and export report lists.

   ii. Course Directors/DGSs can include an additional comment to a report where a concern has been raised.

Editing reports:

d. Supervisors will be able to report early when a student submits.

e. Course Directors/DGSs will be able to add additional comments to a report where concerns have been raised by any contributor.

f. Course Directors/DGSs must submit to show that their review is complete, but their GSR edit report screen defaults to no concerns and comments are not mandatory so once they have read a report, they can save and submit without entering anything.

➤ Changes for colleges

Roles:

a. College advisors and students will be independently able to confirm how many times they have met during the term. The college advisor role was a 'read-only' role in GSS.

Dashboard:

b. Dashboard for college advisors will show reports for the current reporting window, any concerns that have been flagged, and export report lists.

Notifications:

c. Improved email notification functionality will be provided for colleges:

i.   College advisors will receive the same notifications as supervisors and Course Directors/DGSs

ii.   College administrators will be able to send ad-hoc email reminders

Example email for a college advisor:

Subject: Graduate Supervision System: Student has submitted with concerns

This email is to inform you that student Ann Student has completed a self-assessment report and has identified that they have concerns about their progress.

To access your reports please log on to eVision using your University Single Sign-On (SSO). Select Supervision Reporting menu and then Supervision Reporting Dashboard. There you will see all the reports for the current reporting period organised into separate tabs based on report status and concerns raised. You can use the "Search" box within each tab to search for specific reports within the current reporting window. User guides can be accessed here student systems guides.

Kind Regards,

6   Accessing GSR in eVision

Administrative and academic staff will access GSR in eVision, which is Oxford's main student records system. Students will access GSR via Student Self Service, which is provided via eVision. Staff and students will be able to access eVision using their University Single Sign On, from any internet connection. Both eVision and Student Self Service are supported by the Student Systems Support Centre.

You can access eVision via the login button on the Student Systems website.

eVision home screen

> ➤ Further information
> - The *Accessing and Navigating eVision Quick Reference Guide* is available from the eVision training documentation web page.
>
> - Frequently Asked Questions about access and logging in are on the Student Systems eVision and SITS:Vision FAQs web page.

7 How access to GSR is assigned

Access to GSR is assigned as follows:

	Access	When
Students (Student Self Service)	Personal details / contacts, Training Needs Analysis form Self-assessment report	15 October (must be enrolled) When student reporting window opens
Supervisors (in eVision)	Personal preferences, dashboard, students' details Edit the supervision report, view TNA	15 October, or when relationship with student is added by graduate studies contact After student submits report, or when supervisor reporting window opens
College advisors (in eVision)	Personal preferences, dashboard, students' details Edit supervision report (add number of meetings with student), view TNA	15 October, or when relationship with student is added by college administrative staff When student reporting window opens, advice is to wait until later (to view maximum number of contributions per student)
Course Director/DGS (in eVision)	Personal preferences, dashboard, students' details Edit supervision report, view TNA	15 October, or when relationship with student is added by GSR super user When student reporting window opens, advice is to wait until student and supervisor have reported
Subject administrators (in eVision)	View Course Director/DGS dashboard, run role assignment report Send reminders, etc	15 October, or when GSR super user grants access When reporting period is open
College administrators (in eVision)	Personal preferences Send reminders, etc	15 October, or when college Information Custodian grants access When reporting period is open

8   Operational and management reporting

Course Directors/DGSs, subject administrators, and college administrators will be able to run a number of operational and management reports, including:
- People, by role who have not submitted reports
- Submitted and unsubmitted report rates by role

Subject administrators will have access to additional reports, including a report showing role assignment by a variety of selection criteria, so that they can check existing data set up.

Subject administrators will also have access to the supervisor payments report, which may be used to see how much should have been paid to internal and external supervisors, and how much would have been paid if supervisors hadn't opted out of receiving payments for their supervision reports. Internal supervisors will be paid via payroll (a monthly automated task will facilitate the payroll file). External supervisors will be paid via payment requests, as per GSS: subject administrators continue to run this report and distribute it to finance officers to process. This will be done on a monthly basis. This report will be available before the end of Michaelmas reporting period.

Reports will be available for the end of Michaelmas term reporting period, with some being available earlier. An email will be sent to subject administrators and other relevant staff when the reports are available in GSR. The email will include a link to a reporting manual, also available later this term.

9   Timetable

The timetable below aims to give you an overview of activity in and outside of eVision.

Date	Activity / event
15 October	- GSR rolled out to all graduate courses - Depending on their role, GSR users can see their personal/student details, dashboards, etc
19 November	- Courses with **standard** reporting windows: - Students start using GSR to submit reports - College advisors can view supervision reports, and Course Directors/DGSs can edit, but advised to wait - Supervisors can view reports after student submits, or after supervisor reporting window opens *In exceptional circumstances, permission can be sought via the relevant division/OUDCE for modular PGT programmes to use alternative reporting periods, as long as the overall University reporting policy requirements are maintained*
	Courses with **standard** reporting windows: GSR closes for supervisor reporting, after being kept open one extra week, to avoid closing during Christmas week

10 Guidance for using GSR

Each GSR user is sent automated email notifications at key points in the process, with details of how to log in to GSR at the start of their reporting window, a web link to guidance, and details of who to contact with any queries.

In addition, guidance will be available in various formats from 15 October, when GSR is rolled out for use on all graduate courses:
- Academic and administrative staff will have access to on-screen guidance within GSR, as well as Quick Reference Guides
- Students will have access to on-screen guidance within GSR

11 Support contact details

Questions about GSR/eVision support:
Student Systems Support Centre
E: student.systems@admin.ox.ac.uk
T: 01865 (2)84848

Questions about local set up:
Please contact your GSR super user

12 Appendices

a. Purpose of reporting in GSR

The following text is included in the GSR automated email notifications that students receive at the start of each of their reporting windows, and in local communications, such as course handbooks.

"It is strongly recommended to complete a self-assessment report every reporting period [in MPLS, this text states that self-assesement reporting is mandatory]. If you have any difficulty completing this you must speak to your supervisor or Director of Graduate Studies.

Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:
- Review and comment on your academic progress during the current reporting period
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required (within the self-assessment report for taught programmes, and via the Training Needs Analysis (TNA) in GSR for research programmes)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

Students and supervisors are reminded that having a positive student-supervisor relationship is an important factor in student success. Research suggests that one of the strongest predictors of postgraduate completion is having expectations met within the student-supervisor relationship."

b. How reporting works in GSR

Each term, **students** use GSR to complete a self-assessment report on their academic progress, and raise any concerns or issues regarding their academic progress. PGT students are also asked to identify skills developed and training undertaken or required, whereas PGR students can submit completed Divisional Training Needs Analysis forms in GSR. PGR students will also be asked to complete a report during the Long Vacation (summer), and depending on their programme of study PGT students may also be asked to report.

Reporting is strongly recommended for students, except for MPLS courses, where it is mandatory for students to report.

Supervisors then use GSR to review their students' self-assessment reports, assess skills and training needs, and report on their students' academic progress. If a student submits a report before their deadline, their supervisor can submit early. At the same time as completing their reports, supervisors can opt in or out of receiving payment if they wish, except in the Long Vacation when no payment is made. Note that in this respect, GSR is simply the mechanism through which payment is triggered - payments are for provision of supervision, not reporting *per se*, and supervision reporting is a regulatory requirement.

Course Directors and Directors of Graduate Studies can view all reports and submit comments at any point during the process, but they have their own designated window after students and supervisors have reported. **College advisors** can also view all reports related to their students, and are asked to record the number of meetings with their student, but cannot submit written comments. It is recommended that college advisors wait until the Course Director/DGS reporting window is open before they start to review their students' reports.

Students, their supervisors, Course Directors and DGSs can all view each others' reports and comments, can flag a concern about the students' academic progress, and mark their concern as resolved (details are in the 'Changes' section of this document). DGSs can also submit an overall comment on concerns raised.

Each of these cycles of reporting is called a 'reporting period'.

c. Schedule of reporting

Within each reporting period, students, supervisors, Course Directors/DGSs, and college advisors each have their own reporting window. If a student submits a report before their deadline, their supervisor can submit early. Although a Course Director/DGS can report at any point during a reporting period, they have their own designated window after students and supervisors have reported. It is recommended that college advisors wait until the Course Director/DGS reporting window is open before they start to review their students' reports.

The schedule of reporting is as follows:

	Michaelmas							Hilary														Trinity									Long Vac													Michaelmas						
	6	7	8	9	#	#	-2	-1	0	1	2	3	4	5	6	7	8	9	#	#	-2	-1	0	1	2	3	4	5	6	7	8	9	#	#	#	#	#	#	#	#	#	#	-2	-1	0	1	2	3	4	5	6
	Nov		Dec			Jan			Feb				Mar				Apr			May				Jun				Jul				Aug				Sep				Oct				Nov		

	Michaelmas term reporting	Hilary term reporting	Trinity term reporting	Long Vac PGR/Optional PGT reporting
Student	3 wks	3 wks	3 wks	3 wks
Supervisor	4 wks	4 wks	4 wks	4 wks
DGS	6 wks	6 wks	4 wks	4 wks
College advisor	13 wks	13 wks	11 wks	11 wks

(Each reporting period is preceded by a Closed period.)

KEY

- Student reporting window
- Supervisor can report if student has submitted report / Main supervisor reporting window
- DGS can view/comment as required / Main DGS reporting window
- College advisor can record number of meetings with student
- Closed period

Note that:
- The fourth reporting window in the Long Vacation (summer) is optional at the PGT course level (defined by departments), but mandatory for all PGR courses.
- In exceptional circumstances, permission can be sought via the relevant division/OUDCE for modular PGT programmes to use alternative reporting periods, as long as the overall University reporting policy requirements are maintained.