

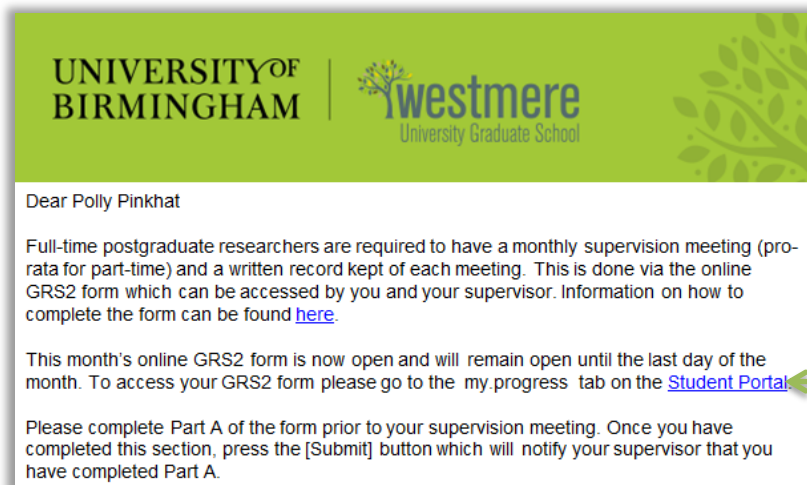
Online GRS2 Supervision meeting form – Step by step guide

An online version of the monthly supervision record form (GRS2) has been developed and will be compulsory for use from the beginning of the 2018/19 academic year.

- This is a step by step guide for PGRs and supervisors to using the online GRS2.
- To supplement the step by step user guide and to provide answers to questions that may arise when using the online GRS2 form, a list of questions and answers for postgraduate researchers and supervisors has been drawn up and are available via the monthly supervision page.

<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/monthly-supervision.aspx>.

PGRs – accessing GRS2 forms



PGR - you should receive an email at the start of each month informing you that your online GRS2 form for that month is open and providing a link for you to access the form in the **my.progress** tab of the Student Portal – www.my.bham.ac.uk

1. Having clicked on the link in the Progress tab to the online GRS2 form, the **GRS2 Monthly Supervision Records** form page should display in your default browser.

GRS2 Monthly Supervision Records

A list of all your (1905818) GRS2 forms is displayed below. Use the buttons to view your GRS2 forms from previous months and to update the form for the current month.
The current GRS2 form will always be at the top of the list. Forms from previous months, both completed and incomplete, are now closed and can be viewed but not amended.
The current GRS2 form is for **March 2018**

GRS2 - View Forms for Selected PGR

ID Number	PGR Name	Lead Supervisor Name	Co-Supervisor Name	Academic Year	GRS2 Form Month and Year	Percentage of Form Completed	Actions
1905818	Raymond Bear	Mrs Evans - 60%	Mrs Phillips - 40%	2017/18	March 2018	0%	<input type="button" value="View Form"/>
1905818	Raymond Bear	Mrs Evans - 60%	Mrs Phillips - 40%	2017/18	February 2018	100%	<input type="button" value="View Form"/>

You can view the progress on this month's form in the **Percentage of Form Completed** column:

- ✓ completion of Part A (PGR) = 25% complete
- ✓ completion of Part B (Supervisor) = 50% complete
- ✓ completion of Part C (Supervisor) = 75%
- ✓ completion of Part C (PGR) = 100%

2. Access the current open form by pressing the button.

3. View historical closed forms by pressing the button for that specific form.

Part A: to be completed by the PGR

Part A: To be completed by the PGR prior to the supervision meeting

Progress since last monthly report, plus possible future work (if appropriate) and areas you would like to discuss:

This is a test


3996 / 4000 characters remaining

SAVE

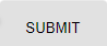
SUBMIT

1. Go to **Part A: To be completed by the PGR** prior to the supervision meeting.

Enter details of **Progress since last monthly report (if appropriate) / areas you would like to discuss** (*minimum 5 characters / maximum 4000 characters*).

You may  text and return later to complete and submit this part of the form – a message reminding to you submit the form later will be generated:

Form Completion Information
Your comments have been saved and will be retained for when you return to complete this part of the GRS2 form. Don't forget to press the Submit button once this section of the form is complete.

2. Once you are sure that **Part A** is complete, press the  button to save this section of the form – this will:

- ✓ close **Part A** of the current open form for editing;
- ✓ generate a confirmation message within the form;
- ✓ send an automated email to your Lead Supervisor confirming completion of **Part A**.

Part A: To be completed by the PGR prior to the supervision meeting

Progress since last monthly report (if appropriate) / areas you would like to discuss:

Chapter 1 (Introduction) - completely rewritten
Chapter 2 - rewrite in progress (approx 50% completed)

Step Information

Thank you for completing this section of the GRS2 form. We will notify you when Part C: Sign Off - PGR is ready to complete.

UNIVERSITY OF BIRMINGHAM | **westmere**
University Graduate School

Dear Professor Belinda Bluehat

Polly Pinkhat has completed and submitted Part A of this month's GRS2 form to you.

To access the GRS2 please go to www.my.bham.ac.uk

You should now complete Parts B and C of the form at or immediately after the supervision meeting.

Parts B and C of the form must be completed to give sufficient time for your PGR to review your comments and for the GRS2 form for this month to be fully completed and submitted by the end of the last day of this month.

Please do not reply to this automated email. If you have any problems accessing the GRS2 form, please contact IT Help Desk.

For further information see online [FAQs](#).

NB: If you have not completed Part A for the current month, you will receive an email:

- ❖ two weeks after the beginning of the month
- ❖ 5 days prior to the end of the month
- ❖ 2 days prior to the end of the month reminding you to do so.

Supervisor – accessing GRS2 forms for your Supervisees

Supervisor – to access GRS2 forms for your PGRs, go to the **my.teaching** tab of the Staff Portal www.my.bham.ac.uk



You may view forms for the current month and for previous months for your PGRs.

1. Having clicked on the link in the email for the current month for a specific, your **GRS2 Monthly Supervision Reports** form page should display in your default browser – you can then:

- ✓ control the number of supervisees displayed;
- ✓ search for a specific PGR by ID number or name;
- ✓ view relevant data for each PGR, including registration statuses, start dates and the completion percentage of the current GRS2 form.

GRS2 - View PGR forms for Mrs Wwpkrl Mehbgejqj Nrnwmxowa

Show 10 entries Search:

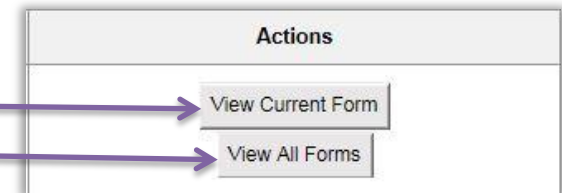
ID Number	PGR Name	Lead Supervisor Name	Co-Supervisor Name	PGR Status	PGR Start Date	Percentage Completion for Current Month	Actions
1496818	Cejgaf, Zohsrtg Zxrayje	Mrs Nrnwmxowa / 55%	Mrs Fvrzen / 45%	Normally Registered (NR)	30/09/2013	0%	View Current Form View All Forms
1496818	Cejgaf, Zohsrtg Zxrayje	Mrs Nrnwmxowa / 55%	Mrs Fvrzen / 45%	Normally Registered (NR)	07/09/2015	0%	View Current Form View All Forms

All your supervisees should be displayed in the **GRS2 – View PGRs** table.

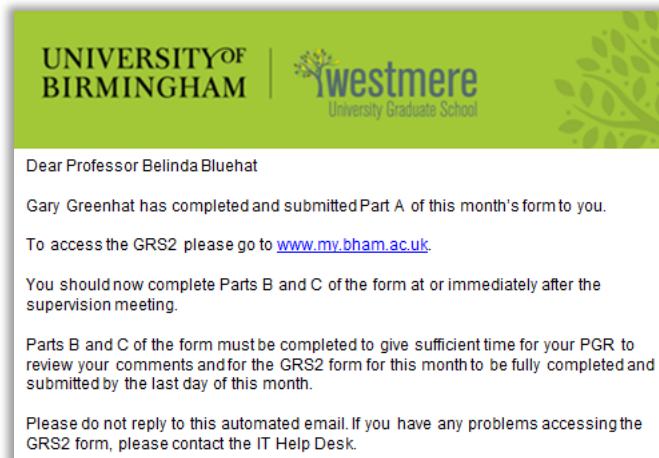
2. Access the current open form for a specific PGR by pressing the

[View Current Form](#) button

OR access all forms for a specific PGR by pressing the [View All Forms](#) - the **GRS2 – View Forms For Selected PGR** table will display.



You will receive an email when your PGR has completed Part A.



3. You can return to the table listing all of your supervisees by pressing the **Return to list of PGRs** button

You can view the progress on this month's form in the **Percentage of Form Completed** column:

- ✓ completion of Part A (PGR) = 25% complete
- ✓ completion of Part B (Supervisor) = 50% complete
- ✓ completion of Part C (Supervisor) = 75%
- ✓ completion of Part C (PGR) = 100%

In the **GRS2 – View Forms for Selected PGR** table:

4. Access the current open form by pressing the **View Form** button.
5. View historical closed forms by pressing the **View Form** button for that specific form.

If the number of PGRs listed on your online **PGR Monthly Supervision Record – GRS2** page makes it difficult to navigate, you can search by Student ID or Student Name.

GRS2 Monthly Supervision Records

A list of all the GRS2 forms for 1905818 is displayed below. Use the buttons to view GRS2 forms for previous months and to update the form for the current month.
 The current GRS2 form will always be at the top of the list. Forms from previous months, both completed and incomplete, are now closed and can be viewed but not amended.
 The current GRS2 form is for **March 2018**

Navigation

[Return to list of PGRs](#)

GRS2 - View Forms for Selected PGR

ID Number	PGR Name	Lead Supervisor Name	Co-Supervisor Name	Academic Year	GRS2 Form Month and Year	Percentage of Form Completed	Actions
1905818	Raymond Bear	Mrs Evans - 60%	Mrs Phillips - 40%	2017/18	March 2018	25%	View Form
1905818	Raymond Bear	Mrs Evans - 60%	Mrs Phillips - 40%	2017/18	February 2018	100%	View Form

Show entries

Search:

ID Number	PGR Name	Lead Supervisor Name	Co-Supervisor Name	PGR Status	PGR Start Date	Actions
1963525	Raincoat, Rhona	Mrs Phillips / 80%	Mr Phillips / 10% Mrs Evans / 10%	Normally Registered (NR)	25/04/2018	View Current Form View All Forms

Supervisor – recording where expected contact has not occurred

You can return to the table listing all of your supervisees by pressing the  button

OR return to the table listing all GRS2 forms for this specific student by pressing the  button

The top section of the GRS2 form provides details of the selected PGR



GRS2 Monthly Supervision Records

Form details for the selected month are displayed below. For more information on completing the GRS2 form, view the [step-by-step user guide \(opens in a new browser window.\)](#)



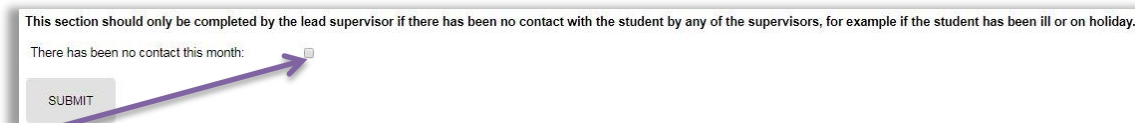
Monthly Supervision Record - GRS2 - March 2018

GRS2 Form Month and Year:	March 2018
PGR's Name:	Raymond Bear
ID Number:	1905818
Programme:	PhD Integ St Pty Sci Health FT
Mode Of Study (FT/PT):	Full-time
Registration Status:	NR
End Of Minimum Period Of Study:	25/09/2021
End Of Maximum Period Of Study:	24/09/2022
Lead Supervisor:	Mrs Evans - 60%
Co Supervisor:	Mrs Phillips - 40%

1. If you or the co-supervisors have not had any contact with the PGR this month, you should:


- tick the **There has been no contact this month** checkbox;
- enter **Reason for no contact** (*minimum 5 characters / maximum 4000 characters*). (*N.B. The PGR will be able to view these comments*).


For further information see online [FAQs](#).



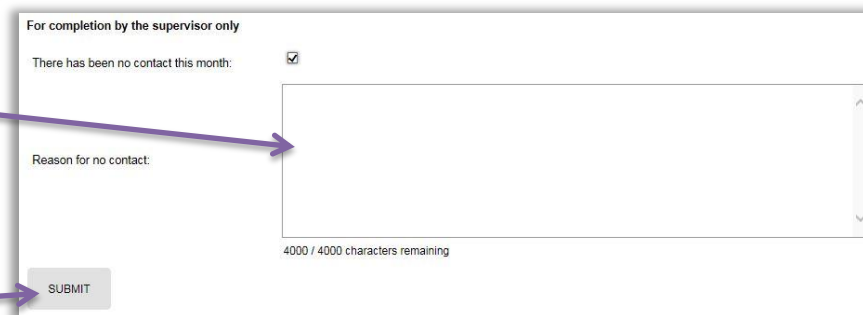
This section should only be completed by the lead supervisor if there has been no contact with the student by any of the supervisors, for example if the student has been ill or on holiday.

There has been no contact this month:



2. Press the  button once the form is complete.
✓ A confirmation email will then be sent to the Supervisor.


The form for the current month is now closed and further updates to the form are not possible.




For completion by the supervisor only

There has been no contact this month:

Reason for no contact:



4000 / 4000 characters remaining



Do not use this function for part-time PGRs where the checkbox in the previous month's form indicating that no contact is expected in the following month has been ticked – see next section for further information

Part B – to be completed by the Supervisor

1. Go to **Part B: To be completed by the supervisor during or immediately after the meeting.**

2. Enter a **Summary of discussions, outcomes and future work** (*minimum 5 characters / maximum 4000 characters*).

Part B: To be completed by the supervisor during or immediately after the meeting

Comments on discussion at the supervisory meeting, outcomes and future work:
Entering a comment for all contact types is mandatory.

If necessary, this text without submitting, to be completed and submitted later.

3. Select a radio button to express your **Overall rating of PGR's progress to date** - if you selected the **There are some areas giving cause for concern** radio button, enter a short summary of concerns and outline the steps the PGR should take to reach a satisfactory level of progress. (The PGR will be able to see these comments).

Overall rating of PGR's progress to date (tick one)

At least satisfactory There are some areas giving cause for concern

Please select one option

4. Select a radio button to confirm whether or not you envisage any **Changes to project / area of research**

Changes to project / area of research

Do you envisage any changes to the project/area of research

No Yes

Changes to project / area of research

Do you envisage any changes to the project/area of research

No Yes

If yes, please discuss this with the School PGR Lead as Ethical approval and new ATAS (*) clearance (for international PGRs) may be required.

(*ATAS clearance is required for all non EEA PGRs who are researching certain subject areas. PGRs requiring a visa to study and whose research is ATAS attracting MUST NOT undertake any research that is not included in the statement used for their current ATAS approval.)

If **Yes**, does this impact existing ATAS clearance? Will ATAS clearance be required going forward?

5. Select the appropriate date from the date picker (*a date cannot be entered manually, and only dates within the current month will be available to select*).

Date Of Supervision Meeting

A meeting date should only be entered when a supervision meeting has taken place.

Please enter a valid date

Confirmation of type of contact - Tick the first of these that applies:

PGR - Supervision contact (face-to-face)

PGR - Supervision contact (telephone/video conference)

Select a radio button to provide **Confirmation of type of contact**

OR select an option from this list where there has been no supervision meeting, but there is appropriate alternative academic contact which may be recorded.

If there has been no supervision meeting but one of the following types of contact has taken place, please select the first type of contact that applies:

PGR - Submission of major corrections

PGR - Progress Review Panel

PGR - Submission of draft thesis chapters

PGR - Thesis submitted

PGR - Supervision contact (email)

PGR - Viva

PGR - Progress Review

PGR - Awaiting outcome of corrected thesis

PGR - Submission of minor corrections

PGR - Awaiting viva

Not Applicable

For part-time students for whom no supervision contact is expected next month, tick the checkbox – the form will remain open, but scheduled reminder emails will be suppressed.

For further information see online [FAQs](#).

6. Press the button once the form is complete.

The below check box should only be ticked if the PGR is part time and is not due a supervision meeting in the following month.

PGR is part time, no supervision meeting due next month

Are sure you want to submit? Tick in the failsafe message.

Message from webpage

Once submitted, you will not be able to edit this section again.

Are you sure you would like to submit this form now?

You may text and return later to complete and submit this part of the form – a message reminding to you submit the form later will be generated, or press the button once the form is complete.

On submission, where there are multiple errors for correction, they will generate in order starting with the first error.

Supervisor – signing off the completed form

1. In **Part C: Sign Off – Supervisor**, select a radio button to confirm whether **This form contains an accurate summary of the supervision meeting**



Part C: Sign Off - Supervisor

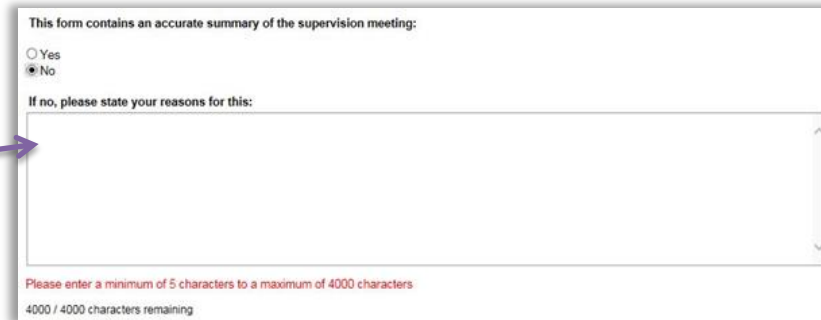
This form contains an accurate summary of the supervision meeting:

Yes
 No

NB: If you have not completed Part C at the same time as Part B for the current month, you will receive an email:

- ❖ 5 days prior to the end of the month
- ❖ 2 days prior to the end of the month reminding you to submit Part C.

2. If **No**, enter your **reasons for this** (minimum 5 characters / maximum 4000 characters)




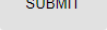
This form contains an accurate summary of the supervision meeting:

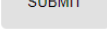
Yes
 No

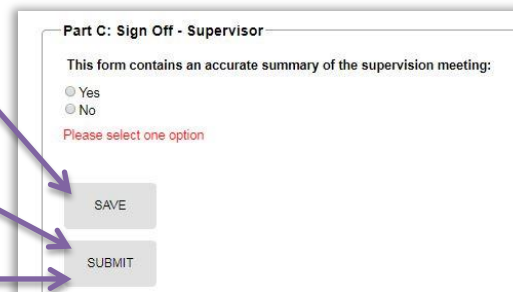
If no, please state your reasons for this:

Please enter a minimum of 5 characters to a maximum of 4000 characters
4000 / 4000 characters remaining

You may  text and return later to complete and submit this part of the form – a message reminding you submit the form later will be generated

or press the  button once the form is complete

3. If **Yes**, press the  button once the form is complete





Part C: Sign Off - Supervisor

This form contains an accurate summary of the supervision meeting:

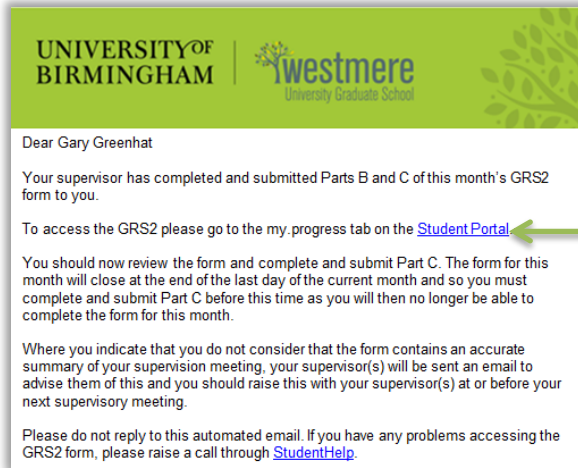
Yes
 No

Please select one option

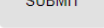
The name (in lieu of signature) of the logged-in Supervisor and the sign-off date will be automatically generated on submission.

PGRs – signing off and closing the completed form



The PGR will receive an automated email confirming submission of Part B and Part C by the Supervisor, so **Part C: Sign Off – PGR** may be completed.

Select a radio button to confirm whether **This form contains an accurate summary of the supervision meeting**

1. If **Yes**, press the  button once the form is complete

If **No**, enter your **reasons for this** (*minimum 5 characters / maximum 4000 characters*)

then press the  button once the form is complete.

The name (in lieu of signature) of the logged-in PGR and the sign-off date will be automatically generated on submission

NB: If you have not completed Part C for the current month, you will receive an email:

- ❖ *5 days prior to the end of the month*
- ❖ *2 days prior to the end of the month*

reminding you to submit Part C.

Once Part C sign-off has been submitted by the PGR:

- ✓ A confirmation email will then be sent to the Supervisor and PGR.



- ✓ The current open contact point in BIRMS Attendance Monitoring will be automatically updated on submission of Part B.
*If Part B has not been completed by the end of the month, it will close incomplete and the contact point **will not** be updated.*
- ✓ The form will be closed for editing, but may be viewed via the portal by both Supervisors and the PGR.