

Graduate Supervision Reporting – changes for students who previously used GSS

The Graduate Supervision System (GSS) is being replaced this term by Graduate Supervision Reporting (GSR) in Student Self Service, and the changes that you will see in GSR are listed below.

Latest news

GSR is now available in Student Self Service, and replaces the Graduate Supervision System (GSS). Michaelmas term 2018 supervision reporting will begin in mid-November, and automated email notifications will include everything that you need to get started in GSR. Details are on the [Student Self Service](#) web page.

Updated 15 October 2018

Changes to what you can do in GSR

- Research students will be able to complete the Divisional Training Needs Analysis (TNA) form within GSR.
- If you flag a concern related to your academic progress, you will have a choice between three levels: minor, major, or severe (details are in the **flagging of concerns section** below).
- Students on MPLS courses will have the option to upload a Preparing for Transfer or Confirmation form or complete the web-based version within GSR, which will be submitted with the self-assessment report, unless the tick box to exclude it is used.

Changes to your automated email notifications

- All GSR automated email notifications will include dates of reporting windows (not term week numbers) to ensure clarity.

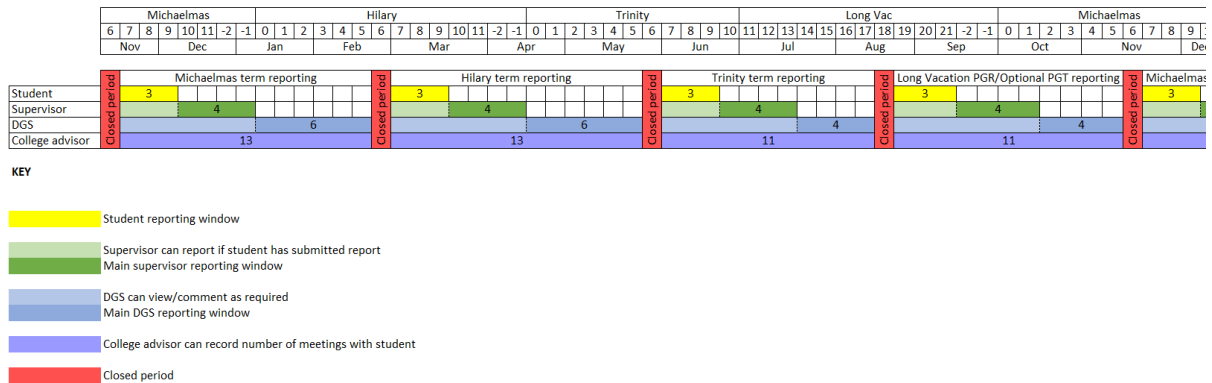
Access

- Graduate taught students: in addition to your general supervisor, other academic staff with oversight of your work may submit a report (e.g. graduate taught thesis/dissertation supervisors and class teachers).
- Research students: if you have a secondary supervisor (sometimes referred to as a Department Advisor), they may be given read-only access to your reports.
- Your Course Director / DGS will be able to add additional comments to a report if a concern has been flagged.
- Your college advisor will be able to record how many times they have met with you.

Changes to the reporting schedule

- Your reporting window will open one week later than it did in GSS, and it will be extended so that it is open for three weeks. The supervisor reporting window will also open one week later, and has been shortened to four weeks to encourage timely feedback.

- A fourth reporting window in the Long Vacation (summer) is being introduced for all research students. Some graduate taught courses will also use the Long Vacation reporting period, and your department will let you know if this will affect you.
- A small number of programmes may use alternative reporting periods, and your department will let you know if this affects you.
- If you wish to view dates of the next **standard** reporting windows, you can do so by logging into GSR in [Student Self Service](#). Dates are based on the following timeline:



Flagging of concerns

Guidance on the more nuanced flagging of concerns about academic progress is as follows:

Student concerns should relate directly to academic progress. If students are dissatisfied with any other aspects of provision e.g. their supervisory relationship or their working environment, they should raise these with the Director of Graduate Studies (or equivalent) in the first instance, and pursue them through the department’s complaints procedure if necessary.

Supervisors should discuss any concerns about academic progress with the student before flagging a concern in GSR.

Directors of Graduate Studies should review all flagged concerns and take action as appropriate. A severe concern should result in a meeting with the Director of Graduate Studies without delay. Directors of Graduate Studies should briefly note any action being taken to resolve the matter.

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 Director of Graduate Studies should be held as soon as possible to discuss further action to get progress back on track.

Further guidance and support

- The Student Self Service Manual is on the [Student Self Service](#) web page
- [Student Systems Support Centre](#) will support you in your use of GSR