



University  
of Glasgow

# Engagement Form Guidance for Students



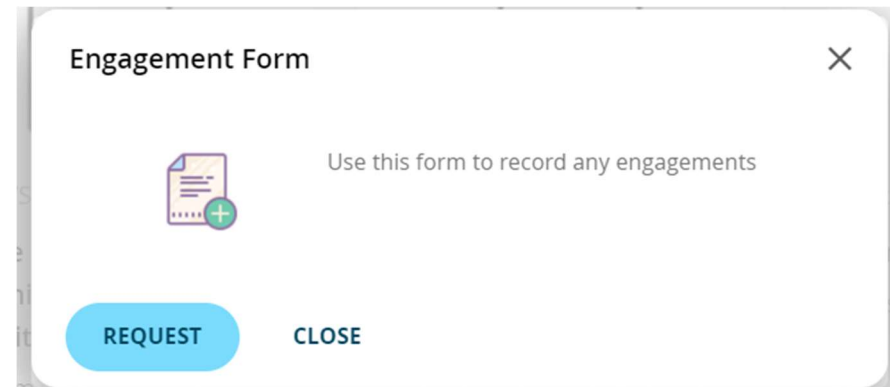
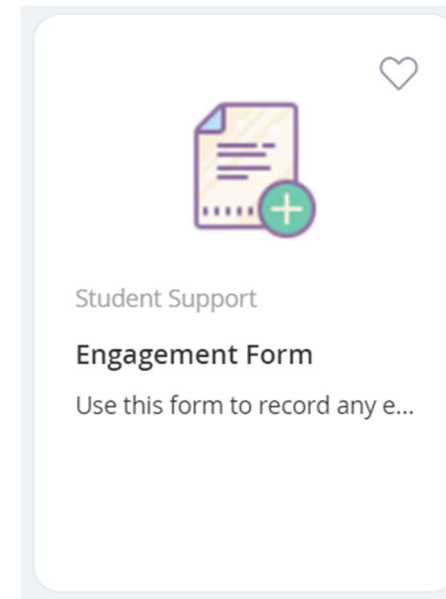
The Engagement Form must be used by PGR or PGT students to submit evidence of meeting with a supervisor.

To access the form, you must first log into the UofG Helpdesk, and subsequently either search for 'Engagement Form' or use the service catalogue to navigate to the form which is located under Student Support > Student Records.

You should then click on the tile, and select 'Request' to create a blank form for completion.

Before completing the form, you will need the following information:

- Supervisor's email address
- Date of supervision meeting
- Time of supervision meeting
- Contact method
- A summary of the meeting



Once requested, you will be taken to a new blank form to complete.



## Engagement Form

Use this form to record any engagements

The following information will be pre-populated for you:

- Student ID
- Student name
- Cost centre
- College
- Career
- Plan code
- Plan description
- Routing Team

Please check these details for accuracy before continuing with the form.

PersonType

Student

*DEBUG ONLY - Change to Student to view Student version*

Student \*

gm226m

Student's Name

Grant Muirhead

CostCentre

92201000

College

n/a

Career

WORLD CHANGING GLASGOW TRANSFORMATION

Plan Code

B702-2123

If your plan code is blank, please use [this form](#) to let us know.

Plan desc

Certificate HE In Foundation Nursing

Routing team

Information Services Ivanti Support Team

Next, you should scroll down the form to allow you to complete the details of the engagement you wish to submit.

Firstly, you will need to enter the details of the supervising member of staff who conducted the meeting and will be able to validate your engagement.

To do this, begin typing their email address in the 'Supervisor' field and you will be able to select them from the dropdown list. Their name and job title will then automatically populate once selected.

At this point if you wish to add a secondary supervisor, or other member of staff who can validate your engagement, then you can do so by ticking the 'Add a 2<sup>nd</sup> supervisor' check box and completing their details as above.

Supervisor \*

Start typing your supervisor's email address in the box above; relevant results will appear once at least 3 letters have been entered.

Supervisor Name

Supervisor Job Title

Add a 2nd Supervisor?

Scrolling down the form, you will now be able to complete the details of the supervision meeting.

You should begin by using the date picker to choose the date of the event, and the dropdown menu to select the time.

Next, select the engagement type, and contact method using the dropdown boxes.

Finally, you should record a summary of any discussion you had, including actions for your supervisor to review. If you run out of space in this box then using the 'Need more room?' check box will create a secondary text box to continue with your summary if needed.

Once all the required fields have been completed, you will be able to click on 'Review & Submit' to complete the form and submit this to your supervising member of staff for approval.

#### Meeting Details

Date / Time of Meeting \*

Engagement Type \*

Contact Method \*

Issues & Actions \*

Characters remaining

2000

Need more room?

Review & Submit

Cancel