Master’s Self-Evaluation Process 2016-17 – Academics

Background

The Master’s Self-Evaluation process will run in Michaelmas Term 2016 for all MPhil students.

The process is designed as a workflow in CamSIS, first asking the MPhil student to complete a form using their self-service functionality to reflect on their progress, plans and outline any difficulties they may be experiencing. Once submitted, an email notification is sent via CamSIS to both the student’s assigned College Graduate Tutor (CGT) and Principal Supervisor (PS) in parallel. Both parties are asked to respond in CamSIS self-service to the student’s form and, where deemed necessary, to arrange to meet with the student to resolve any difficulties.

The process was established to enable the early detection and resolution of any problems or difficulties MPhil students might be facing, and, in the spirit of transparency and mutual cooperation, to facilitate a dialogue between Colleges and Departments regarding the student.

Student participation is voluntary but strongly encouraged in order that they can make their Department and College aware of their progress and raise any issues that might be affecting their studies.

Preparation

Departments and Tutorial Offices are asked to ensure that new CGTs and PSs who are not familiar with the self-evaluation exercise are briefed in advance of the process going live on 14 November 2016. Please display the poster advertising the process to students in a prominent place.

Students who do not have either a CGT or PS allocated in CamSIS by 9 November 2016 will be excluded from the process. Reminders will have been sent to ensure that the numbers of excluded students are kept to the very minimum.

Timescales

On 14 November 2016, the form will go live. All MPhil students will be contacted by email on this date outlining the process and what they need to do in order to complete their self-evaluation form. Students will be asked to submit their form by Sunday 27 November 2016 (2 weeks).

From 14 November 2016, emails will be routed from CamSIS to CGTs and PSs as and when students submit their forms. An alert will also appear in the PS or CGT CamSIS To-Do List when a form is submitted and a response is outstanding.

Academics are asked to respond to submissions within a reasonable timescale, particularly where the student indicates they are in need of help or support.

The form will close on 13 January 2017.
**Master’s Self-Evaluation Technical Guidance – Academics**

To view and respond to a student’s report:

1. You will receive one email for each student for whom you are either a Principal Supervisor or Graduate Tutor. Click the link in the email to review the evaluation form.

   *(The final text of the email will be different to that outlined here):*

   Dear colleague,

   Your student, _________ has submitted a Master’s Self-Evaluation report.

   Please could you respond to the student’s report, making appropriate comments as necessary with your student to discuss their academic progress and pastoral needs.

   This notification has been sent to both the student’s departmental Supervisor and College G

   Please visit the following link to complete your response:

   ![Link](https://camsis.cam.ac.uk/psp/adminsandpat/EMPLOYEE/HRMS/UC_QUESTIONNAIRE_U?Page=UC_STQ_AWE_STA_MST&Action=)

   With thanks for your assistance.

   Yours sincerely,

   Professor Graham Virgo
   Pro-Vice-Chancellor for Education

   This link takes you directly to the student’s evaluation form.

2. Alternatively, when you log in directly to CamSIS for Academics, you will see a message in your To-Do list to indicate that you have one or more evaluations to review. Click the ‘Write response’ link:

3. You can also access outstanding forms via the old Adviser Self Service Home page:
The self-evaluation form has three sections:

1. Comments made by the student
2. Responses by the CGT
3. Responses by the PS

Before you submit your response, you will be able to view all parts of the form, but you will only be able to update your own.

When you have reviewed the student’s comments, please complete your section of the form, and submit it.

The student will be able to see your comments when they have been submitted, as will the other member of academic staff. Certain College and Department administrative staff, and nominated members of the Academic Division will also be able to view them.

4. The full form will be viewable and you will be able to see the student’s report, the other academic’s response (if given) with their CRSid and date of response visible, and you will be able to edit the box which corresponds with your role:
<table>
<thead>
<tr>
<th>5. You are asked to confirm if action is recommended and whether you have seen the student and to comment on the student’s report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is not expected that you will meet with every student to discuss their form but please do make appropriate arrangements if you think a student may need help.</td>
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<table>
<thead>
<tr>
<th>6. You can click the ‘Save for later’ button if you need to go away and come back again. Anything you have entered will be saved for when you return.</th>
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<tbody>
<tr>
<td>Once you click ‘Submit’, the entry box will go grey and you will not be able to edit it again.</td>
</tr>
</tbody>
</table>

If you wish to review the form for a student you have already submitted a response to, you can use the search page:

1. Click the “Main Menu” link, at the upper left of your screen.

2. A new Main Menu link will appear above the university logo.

   Click:
   
   Community > College Folder > Master’s Self-Evaluation View
1. **Is the Master’s Self-Evaluation the same as the Student Barometer Survey which also launched on 14 November 2016?**
   No. The Student Barometer is a student opinion and satisfaction survey which gives students an opportunity to provide general feedback about their experience at Cambridge. The Master’s Self-Evaluation process is designed as a self-reflective exercise with the primary aim of facilitating a personal dialogue between students and their academic Supervisor and Tutor.

2. **Can I save my response part way through and come back to it later?**
   Yes you can. As long as you click ‘Save for later’ at the bottom of the form, any text you have input up to that point will be saved so you can log out and return to the form at a later date. Please note that the form will close on 13 January 2016.

3. **Can I edit my comments after I’ve submitted?**
   No. Once you have submitted your response it will not be editable.

4. **I have received an email asking me to comment on an evaluation form but I don’t think the student is assigned to me – what should I do?**
   Please contact us so we can investigate further.
5. **Is the Master’s Self-Evaluation form mandatory for students?**
   No. It’s not mandatory but we strongly encourage students to complete it.

6. **How quickly am I expected to respond to the student’s report?**
   It is appreciated that this will be just one of many things you have on your to-do list this term. However, we would ask that you try to prioritise reading each student’s report at your earliest opportunity (even if you don’t respond immediately) so that you can identify and resolve any problems quickly.

7. **Who can see the responses to these forms?**
   The form has been set up so that a student, their CGT and PS can all read each other’s responses and it is intended to open up a personal dialogue between these three parties. Departmental Administrators, College Tutorial Staff and certain members of the Academic Division who support the process will also be able to view the responses. The Educational and Student Policy Team do also review the forms anonymously at the end of the process to help to identify response rates, as well as any common trends or themes amongst student’s responses that warrant further consideration or action.

8. **A student submitted their form after 27th November – should I still respond?**
   The form will be open to all parties until 13th January 2017 so whilst we have asked students to submit by 27th November 2016 to allow enough time for PSs and CGTs to respond, there is nothing in the system to prevent students from submitting their form between 28th November 2016 and 12th January 2017. We ask that, where reasonable, you do what you can to respond to the student’s form before it closes; even if the student submits after 27th November 2016.

If you have any questions that are not answered in this document, please contact: [Self-Evaluation@admin.cam.ac.uk](mailto:Self-Evaluation@admin.cam.ac.uk).