Dear MPhil Students,

**Self-Evaluation Form - Please submit by 26 November 2017**

In order for the Collegiate University to support you in your studies, we would like you to let us know how you are getting on by completing a self-evaluation form. You can access the form by following the link to the self-service section in CamSIS provided at the bottom of this email.

We are asking you to participate in this exercise so that we can see how you are progressing and, if necessary, provide advice and support to help you with your studies.

You can tell us anything you would like to; how you feel you are getting on, any good news about your progress or to ask for advice if you have a concern or worry. You are not required to say anything that you do not feel comfortable disclosing. Completing the form is not mandatory but we do strongly encourage you to submit it so we know how you are getting on. We can also resolve any difficulties you may be experiencing quickly. Please ensure that you have submitted your form by 26 November 2017. We will send a quick reminder before this deadline.

You can work on your report, save it and return to it before submitting. However, once you have submitted it, no further editing will be possible. On submission, your report will be made available to your Supervisor and your College Graduate Tutor for them to add any comments and confirm that they have read your report.

Please bear in mind that all comments will be visible to you, your Supervisor and your College Graduate Tutor. However, your report will not be seen by your examiners or form any part of your formal academic assessment; it is intended only to support you with your studies. The questionnaire will be open to your Graduate Tutor and Departmental Supervisor to respond until 12 January 2018.

If you have concerns but do not wish to submit the form, your Faculty or Department will be keen to help you resolve any issues quickly so do seek support at your earliest opportunity. Equally, your College Tutorial Office will be able to offer guidance if you are having difficulties within your College that you do not wish to disclose in the form.

Thank you for taking the time to complete your self-evaluation form – it helps us to help you!

To complete the form, please log in to CamSIS Self Service:
http://www.camsis.cam.ac.uk/cam-only/index.shtml

**Technical guidance and frequently asked questions are provided in the attached.**

With best wishes

Professor Graham Virgo
Pro-Vice Chancellor for Education