Master’s Self-Evaluation Process 2017-18 – Administrators

Background

The Master’s Self-Evaluation process will run in Michaelmas Term 2017 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 an MPhil student 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 Supervisors and Graduate Tutors who are not familiar with the self-evaluation exercise are briefed in advance of the process going live on 13 November 2016. Please display the poster advertising the process to students in a prominent place.

Students who do not have either a Graduate Tutor or Principal Supervisor allocated in CamSIS by 8 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 13 November 2017, 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 26 November 2017 (2 weeks).

From 13 November 2017, emails will be routed from CamSIS to PSs and CGTs as and when students submit their form. An alert will also appear in their CamSIS For Academics 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 2018.
Master’s Self-Evaluation Technical Guidance – Administrators

To view the submissions and responses for MPhil students in your organisation (College, Department or Faculty), follow these steps in CamSIS:

From the main menu,
Click:
Community
College Folder
Master’s Self-Evaluation Admin

The self-evaluation search screen will appear.

If you click “Search” without entering any criteria you will see a list of all your students who have submitted an evaluation.

Alternatively, you can search by first name, or any of the other criteria for which you know a value.

If the search only returns one result, you will be shown the evaluation form. If it returns more than one, you will see a list of forms. Click the link that corresponds to the student whose form you wish to view.
The form consists of three sections:

- Student’s self-evaluation
- College Tutor’s responses
- Department Supervisor’s responses.

You will be able to see all three sections.

You can only view a form after the student has submitted it, but you might see it before the academic staff have completed their sections. If that is the case, either one or both of the academic sections will be blank.

The student and the staff who completed the responses will also be able to see all three sections.
Master’s Self-Evaluation Frequently Asked Questions – Administrators

1. Is it possible to reassign a CGT or PS after the process has gone live but before the student has submitted their form?
   Yes, you can. You do this the usual way via the Maintain Adviser screen in CamSIS. As long as the student has not submitted the form and the start date of the CGT or PS predates the submission of the student’s form, the workflow should redirect to the newly assigned member of staff.

2. Is it possible to reassign a CGT or PS to respond to the student’s form after the process has gone live and after the student has submitted their form?
   Yes, if the student has submitted their form then the workflow in CamSIS will already have been triggered so, for the purposes of the Master’s Self Evaluation, we will need to reassign the Adviser in the CamSIS workflow for you. Once we have done this, the new CGT or Principal Supervisor will receive an email asking them to respond to the student’s submissions but the student’s form will not appear in their To-Do list in CamSIS. It will however show in the old Adviser Self Service page as below:

   ![Adviser Self Service Home](image)

   Please note that whilst we will have reassigned the questionnaire, you will also need to change the CGT or PS via the Maintain Adviser screen in CamSIS if a change is necessary beyond the MSE process.

3. Can we add students to the process if they have been missed in the original population?
   Yes, we can. If you are aware of any MPhil students who were admitted in Michaelmas 2017 and have been missed, please contact us so we can investigate. If necessary, we can add students retrospectively to the process.

4. What happens if the student has more than one College Graduate Tutor or Principal Supervisor assigned?
   Once the student has submitted their form, an email will be sent in parallel by CamSIS to all College Graduate Tutors and Principal Supervisors assigned to that student. However, only one Graduate Tutor and one Supervisor will have the facility to respond to the form, so the first of each to submit will be recorded. All assigned College Graduate Tutors and Principal Supervisors should be able to view the completed form by following the instructions in the Technical Guide for Academics. (Please note that having more than one Principal Supervisor assigned for the same student causes problems in other areas of CamSIS – please seek advice from the Student Registry if this applies).
5. **Which email address of the College Graduate Tutor or Principal Supervisor is used to notify them that the student has submitted the form?**

   The workflow operation in CamSIS uses an email address which is generated automatically when the supervisor’s record is set up and this is maintained in a screen within the People Tools section of CamSIS which is only accessible to a very limited number of people. If there is a problem with a CGT or PS receiving notifications when a student has submitted the form, please let us know so we can investigate. If necessary, we can get the email address updated. Even if the Adviser has not received the email, they should still be able to see that a form is awaiting a response in their To-Do List in CamSIS.

6. **What happens if the student doesn’t have a CGT or PS?**

   We have been running reports and chasing the assignment of a CGT or PS for all MPhil students who started in Michaelmas 2017. If the student does not have a CGT or PS, we will remove them from the process before it goes live.

7. **When the CGT or PS accesses a student’s form and views the Master’s Self-Evaluation Monitor tab, there is a red box and “Denied” against one or both of the Advisers – what does this mean?**

   ![Image](image_url)

   Do not worry! The workflow uses functionality that was created to allow students to request leave to work away via CamSIS which means this tab is necessary but is not actually used. When either the College Graduate Tutor or Principal Supervisor ticks the radio button in the form to say ‘yes’, ‘Action recommended (or further help needed)’ or ‘I have seen the student to discuss this self-evaluation’, the box will show as red and ‘Denied’. It doesn’t mean that anything has actually been denied; it just serves to indicate that further action has been required.

---

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