Moodle Guide for Probationary Review - Students

A. Student guide

All potential PhD students in the Faculty of Physics & Chemistry are probationary in the first year. Progression to the second year (and registration for the PhD) will depend on a successful first year review. You can find further information about this process and the relevant deadline on the Degree Committee website at
http://www.dcpc.physsci.cam.ac.uk/graduatestudents/1styear

These instructions will help you to submit your first year probationary report onto Moodle.

1. Save your report as a single .pdf file in the following format (don't forget to add the title and your name on the front page of your report):

    [Your surname]_[Your first name]_Report

2. Download the Declaration & Certificate of Submission Form from
    http://www.dcpc.physsci.cam.ac.uk/graduatestudents/1styear/Probreview/probationreview
    Complete and sign the form. Save as a .pdf file in the following format:

    [Your surname]_[Your first name]_Certificate

3. Log into Moodle using your usual Raven password. The Moodle course you need to access is called 'Degree Committee Student Submissions'. You can access this course by following this link:
   https://www.vle.cam.ac.uk/mod/assign/view.php?id=3348821
    or by selecting on the course title in your 'My Courses' page in Moodle
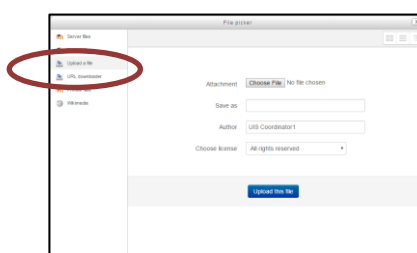

    Degree Committee Student Submissions
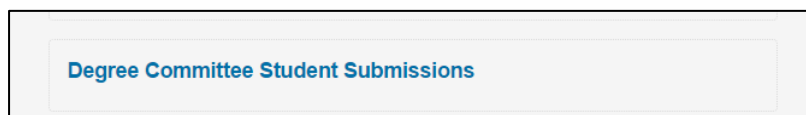
    There is a single link for all students to access this course, but you will only be able to see your area. You will not be able to see any other students' reports.

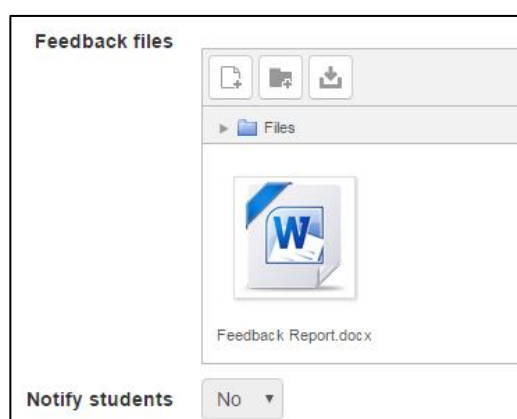4. Click on the '*add submission*' button.

5. Click on the upload file icon
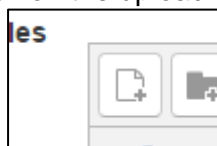
6. Click on '*Upload a file'* on the left menu to access the upload form

7. Click on '*Browse',* navigate to the Report on your computer and select it. Then click '*Upload this file'* to upload the report. Repeat this process to upload your completed Certificate of Submission.

8. Click '*Save changes'*. If you have made a mistake you have the opportunity to upload a replacement file at this stage by clicking '*Edit submission'*.

9. When you have uploaded both files, click the '*submit assignment'* button*.* This will open a window asking you to tick a box to confirm the work is your own. Assuming this is the case, tick the box and click '*continue'.*

10. Your report and certificate have now been submitted to the Degree Committee ready for assessment. You cannot make any further changes to your report.

11. Your report will be made accessible to your assessors by the Degree Committee. Please do not send any files directly to your assessors.

12. If you haven't heard from your assessors regarding your oral within four weeks of your submission date, please contact the Degree Committee office degreecommitteepc@admin.cam.ac.uk

13. Following your assessment the Degree Committee will make the assessors' reports available to your supervisor, you and your department. We will send an e-mail detailing how the reports can be accessed through Moodle.