Application for Medical School Performance Evaluation (MSPE)

for: Graduating class 2018 onwards

Student Records Office, Office of the Registrar Aga Khan University, P.O. Box 3500, Stadium Road Karachi 74800, Pakistan Tel. (92-21) 34865532 & 34865449 E-mail: student.records@aku.edu,

Instructions:

The MSPE is a summary letter of evaluation, not a letter of recommendation. Information presented in the MSPE will be standardized, clear, and concise and presented in such a way that allows information to be easily located within the document for the reader.

<u>Content:</u> The MSPE will contain six sections: Identifying Information (Programme information), Noteworthy Characteristics*, Academic History, Academic Progress, Summary, and Medical School Information.

*Noteworthy characteristics:

Student is required to provide a maximum of three Noteworthy characteristics highlighting the most salient noteworthy attributes of herself/ himself. It should be presented as a bulleted list specific to events, not generalized (SMART*). Each attribute should be described in 2 sentences or less. Information about any significant challenges or hardships encountered by the student during medical school may be included. The identification of the noteworthy characteristics can be done by each student in consultation with a designated mentor or advisor. (Please review AAMC – MSPE example)

Please note:

- Request for MSPE letter will be processed within **Eight** weeks. No out of turn request will be accepted.
- Request will not be processed if the information provided is incomplete.
- Financial clearance is required. Without clearance from finance, request will not be processed.
- Draft letter will be shared with students; no changes other than those of factual nature will be accepted. Name of Student Student ID Class of Date of Convocation Date of Admission Date of Graduation Contact Number Current E-mail: *Specific, Measurable, Attainable, Realistic, Timebound **Clearance from Finance Department** Official seal from Name of Official: Finance Department Date:

I have read and understood the contents of this Application for MSPE letter and agree with the same.

Name of Requester S	gnature of the Requester	Date:
Delivery Receipt (For Office of the Registrar)		
Received the requested documents ordered		
	Receiver's Name	Signature and Date