Maintaining Supervisors and Advisers in CamSIS
– A Guide for Degree Committees

Contents

Introduction .......................... Page 1
Useful information .................. Page 2
Adding a link between one supervisor and multiple students .......................... Page 3
Adding one student to several supervisors .................................................. Page 4
Ending a link between a student and a supervisor ...................................... Page 5
Deleting a link between a student and a supervisor added in error ............... Page 6
Contacts for further assistance ................................................................. Page 6
Appendix A - Overview of the Maintain Student Advisers page .................. Page 7
Appendix B - Overview of the User Role Maintenance page ...................... Page 8

Introduction

Every student on a graduate programme of study must have a principal supervisor and adviser allocated to them. The following instructions show degree committees how to attach these supervisors and advisers to students in CamSIS.

The record in CamSIS must be maintained to accurately reflect each student’s supervisor and adviser. Ensuring that these relationships are up to date allows the following;

- Graduate supervision reports (CGSRS) to be written;
- Student applications (e.g. for intermission, leave to work away) to be approved by the supervisor;
- Appropriate students to be registered for the PhD degree;
- Masters students to take part in the Masters self-evaluation survey.

Students should only have one active Principal Supervisor at a time and any change to a supervisor must also include inactivation of a previous principal supervisor. Failure to inactivate a supervisor will cause problems for all of the processes listed above.

Note: Throughout this guide, reference to supervisor also includes advisers.
Useful information

It is important that supervisors are linked to a student for a date no later than the first day of the term in which they become the student's supervisor: if they are added for a later date, CGSRS will not allow them to view the student for that term or write their reports.

If the Principal Supervisor is not employed by an English HEP or Cambridge College, the student should have a co-supervisor who is or the university will not receive government funding for the student.

There are two pages which may be used to update student supervisors:

- Maintain Student Advisers – this page shows all of the advisers for a student. An overview of how this page works can be found in Appendix A
- User Role Maintenance – this page shows all of the students for a supervisor. An overview of how this page works can be found in Appendix B

You can use either page to link a student and a supervisor.

You can only maintain supervisor information once a student has met all of their conditions and their record has moved from being an applicant to a student. If you need to make changes to a supervisor/student relationship whilst still an applicant, you should contact the graduate admissions office.

For the Board of Graduate Studies administrative purposes, the recognised types of supervisors are listed below. There are a number of others that are college and department specific and any queries on using these should be directed to the CamSIS helpdesk

There are five types of supervisor available for use with graduate students.

Principal Supervisor (BGS) – the main supervisor, each student should have only one active Principal Supervisor at any given time. Able to write/edit reports on CGSRS.

Other Supervisor (CamGRAD Upd) – a co-supervisor who is able to write/edit reports on CGSRS

Other Supervisor (CamGRAD Inq) – a co-supervisor who is able to view reports on CGSRS

Cambridge Supervisor (formerly ‘Ref-Eligible Supervisor’) – only required if the Principal Supervisor is not employed by an English HEP or Cambridge College. Able to write/edit reports on CGSRS.

Now available - Graduate Adviser. This is the adviser listed in the code of practice and is now available.
Managing links between Supervisors and their students

Adding a link between one supervisor and multiple students

The process listed below should be used when you are adding a link between several students to the same supervisor.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Navigate to:  
Main Menu > PeopleTools > Security > User Profiles > User Role Maintenance |
| 2    | Search for the adviser whose details you'd like to edit.  
If the supervisor is not on the list, s/he has not been set up on CamSIS as a supervisor. Please complete a Notification of a New Graduate Supervisor Details form, which is available on the Graduate Supervision page of the Student Registry Website and return it to recordsandexams@admin.cam.ac.uk  
Once it has been confirmed that the supervisor has been created, you can continue. |
| 3    | In the Student Responsibilities section  
• If the adviser doesn't yet have any students listed, click the 'Add New Student' button.  
• If the adviser already has one or more students listed, click the PLUS icon at the end of any row. |
| 4    | Choose the appropriate advisor role from the Role drop-down. |
| 5    | For Principal Supervisors, ensure that there is a tick the Primary column, this means that the supervisor will be able to write CGSRS report, but please remember, a student may only have one active principal supervisor at a time |
| 6    | Either  
• type in the student’s USN when known or  
• click the Student USN prompt and choose the student from the list. (You can filter the list in the search pop-up by using the student's USN, CRSID, First and Last names.) |
| 7    | In the Career drop-down, choose the appropriate value. |
| 8    | If the student only has one Programme and Plan in that Career, the Programme and Plan will be filled in automatically, otherwise use the lookup to choose the correct values. |
9 Insert a start date. Note: this date
• must be set at the first day of the term the supervisor is taking on the student (1 October, 5 January or 10 April). If the date is set later than the first day of term, the supervisor will not be able to write a CGSRS report for that term.
• cannot be earlier than the Role Start Date in the User Roles section

10 Repeat as necessary for additional students.

11 Click the Save button.

Adding one student to multiple supervisors
The process listed below should be used when you are creating links between one student and several supervisors. This page should also be used when maintaining links between one student to one supervisor.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Navigate to:  
Main Menu > Records and Enrolment > Student Background Information  
> Maintain a Student’s Advisers |
| 2    | Search for the student whose details you’d like to edit.  
Note: the search page will contain one row for each of the Academic Careers that the student has had or currently has. Choose the relevant row. |
| 3    | In the Academic Advisers section:  
If the student doesn't yet have any advisers listed, click the ‘Add New Adviser’ button.  
If the student already has one or more advisers listed, click the PLUS icon at the end of any row. |
| 4    | Choose one of the adviser's roles from the Role drop-down.  
Remember – students should only have one active Principal Supervisor at a time. |
| 5    | For Principal Supervisors, ensure that there is a tick the Primary column, this means that the supervisor will be able to write CGSRS report, but please remember, a student may only have one active principal supervisor at a time |
| 6    | Click the Adviser prompt. |
Choose the adviser from the list. You can filter the list in the search pop-up by using the adviser's USN, CRSID, First and Last names.

If the supervisor is not on the list, s/he has not been set up on CamSIS as a supervisor. Please complete a Notification of a New Graduate Supervisor Details form, which is available on the Graduate Supervision page of the Student Registry Website and return it to recordsandexams@admin.cam.ac.uk.

Once it has been confirmed that the supervisor has been created, you can continue.

Choose a Start Date.

Note this date

- **must be set at the first day of the term** the supervisor is taking on the student (1 October, 5 January or 10 April). If the date is set later than the first day of term, the supervisor will not be able to write a CGSRS report for that term.

- **cannot be earlier than the Role Start Date in the User Roles section on the Supervisor's User Role Maintenance page**

Click the Save button.

### Ending a link between a student and a supervisor

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to: <strong>Main Menu &gt; Records and Enrolment &gt; Student Background Information &gt; Maintain a Student’s Advisers</strong></td>
</tr>
<tr>
<td>2</td>
<td>Search for the student whose details you’d like to edit. Note: the search page will contain one row for each of the Academic Careers that the student has had or currently has. Choose the relevant row.</td>
</tr>
<tr>
<td>3</td>
<td>In the Academic Advisers section, find the relevant supervisor and enter an end date.</td>
</tr>
<tr>
<td>4</td>
<td>Click the Save button.</td>
</tr>
</tbody>
</table>
Deleting a link between a student and a supervisor added in error
Use this only if the student has been assigned the supervisor in error.

If your intention is to record the fact that the student's link to that supervisor has come to an end, use the Ending a link between a student and a supervisor procedure instead.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Navigate to:  
       | Main Menu > Records and Enrolment > Student Background Information > Maintain a Student’s Advisers |
| 2    | Search for the student whose details you’d like to edit.  
       | Note: the search page will contain one row for each of the Academic Careers that the student has had or currently has. Choose the relevant row. |
| 3    | In the Academic Advisers section, find the relevant supervisor and click the MINUS icon at the end of the row. |
| 4    | Click the Save button. |

Contacts for further assistance

<table>
<thead>
<tr>
<th></th>
<th>Contact the Student Registry <a href="mailto:recordsandexams@admin.cam.ac.uk">recordsandexams@admin.cam.ac.uk</a> or ext 66302</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor is not available on look up</td>
<td>Contact the CamSIS service desk <a href="mailto:camsishelp@admin.cam.ac.uk">camsishelp@admin.cam.ac.uk</a> or ext 64999</td>
</tr>
<tr>
<td>I can’t view the pages in CamSIS</td>
<td>Contact the CamSIS service desk <a href="mailto:camsishelp@admin.cam.ac.uk">camsishelp@admin.cam.ac.uk</a> or ext 64999</td>
</tr>
<tr>
<td>I can’t view a student in CamSIS</td>
<td>Contact the CamSIS service desk <a href="mailto:camsishelp@admin.cam.ac.uk">camsishelp@admin.cam.ac.uk</a> or ext 64999</td>
</tr>
<tr>
<td>I don’t know which page to use</td>
<td>Contact the Student Registry <a href="mailto:recordsandexams@admin.cam.ac.uk">recordsandexams@admin.cam.ac.uk</a> or ext 66302</td>
</tr>
</tbody>
</table>
Appendix A - Overview of the Maintain Student Advisers page

This page is found at Main Menu > Records and Enrolment > Student Background Information > Maintain Student Advisers

The page has three sections:

- **Student details** – this is for information only, you cannot edit these details here. If there are errors in this section, please contact the Student Registry.

- **Filter** – any or all of current, future or past advisers/supervisors may be selected, then click on Refresh List

- **Advisers** – All advisers/supervisors are listed but you will not be able to edit College advisers

The 'View' button in the list is a quick way of opening the page showing the details of the adviser – the User Role Maintenance page.
Appendix B - Overview of the User Role Maintenance page

This page is found at Main Menu > People Tools > Security > User

The page has four sections:

- **User Roles Filter** – shows all roles, both in your organisation and in others within the University. Any or all of current, future or past roles may be selected.

  If you are responsible for more than one organisation, you can also filter on Acad Org.

  If you are only interested in one role, for example Principal Supervisor, you can filter on Role.

  Click on Refresh List to display the filtered list.

- **User Roles** – a list of the roles the adviser/supervisor is able to undertake.

  Although you can see all the roles that a person has, you can only edit the roles from your own organisation. (Roles for this person in other organisations are read-only, and would have a grey minus button at the end of the row.)

  The Students column shows the total number of students, both in your own organisation and in others, linked to the adviser in that role.

- **Student Filter** – any or all of current, future or past students may be selected.
Acad Org will allow you to filter on the student’s College
Role will allow you to filter on the adviser/supervisor’s Role
Click on Refresh List to display the filtered list.

- **Adviser/supervisor’s students** - this shows the students linked to this adviser but only at your own organisation.

The 'View' button in the list is a quick way of opening the Maintain Student Advisers page.