

Academic Division

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1. Office of Student Conduct, Complaints & Appeals (OSCCA)

1.1. Response to consultation on student discipline procedures

A consultation on proposed revisions to the disciplinary process relating to students of the University, conducted by the Review Committee on Student Discipline, occurred between 7 May and 22 June 2018. The consultation put forward proposals relative to revised rules of behaviour, the process by which the rules would be investigated and considered, and the principles to which any revised process should adhere.

The original consultation papers and a response to the consultation are available here:

<https://www.studentcomplaints.admin.cam.ac.uk/consultation>.

A Notice regarding this was also published in the Reporter. A further consultation is likely to take place at the very beginning of 2019.

Contact: Sarah d'Ambrumenil
Telephone: (7) 65440
Queries: sed52@admin.cam.ac.uk

1.2. Volunteers urgently required to consider student appeals, complaints and discipline

The University's Council and General Board appoints panels of members of Regent House to consider student complaints, allegations of student misconduct and appeals of University body decisions. Through the usual pattern of retirement or promotion, there are currently a number of vacancies for the following roles:

- Complaint Officer
- Examination Review Officer
- Reviewer
- Member of the Discipline Committee

Role holders need to be members of Regent House, with some experience of decision-making (at University or College level), decision-makers associated with examination procedures will have previous (or current) experience as an Examiner. Full training will be offered prior to starting the role and administrative and procedural support is provided throughout each process by OSCCA. There is no minimum number of cases or time that role holders need to commit to – cases are only allocated where role holders have capacity and appropriate experience. If you have questions or are interested in being put forward for nomination, please contact Sarah d'Ambrumenil (Head of the Office of Student Conduct, Complaints & Appeals).

Contact: Sarah d'Ambrumenil
Telephone: (7) 65440
Queries: sed52@admin.cam.ac.uk

2. When to refer

Just a reminder about the 'When to refer' document circulated earlier this year. It is a guide for Faculties and Departments to helping undergraduate and postgraduate students access the right pastoral support at the right time. The most recent version is available here:

https://www.educationalpolicy.admin.cam.ac.uk/files/when_to_refer_2017_final.pdf

Contact: Mary Howe
Telephone: (7) 64855
Queries: mary.howe@admin.cam.ac.uk

3. Student Surveys: Student Barometer 2018

The Student Barometer Survey opened on Monday 12 November 2018 and closes on Friday 14 December 2018.

Follow-up survey: students on 1-year long courses will receive follow up questions in Lent, to capture their experience at a later stage about their course.

Promotion: Students will receive personalised links and Faculties/Departments and Colleges are asked to encourage all eligible students to complete the survey.

Eligible students: all research and taught postgraduate students, as well as non-final year undergraduates. The following students ***are not eligible*** as they will be invited to complete the National Student Survey:

- 3rd year students enrolled on the following programmes: Architecture, Anglo-Saxon, Norse and Celtic, Computer Science, Economics, Education, English, Geography, History of Art, HSPS, History, Land Economy, Linguistics, Law, Mathematics, Manufacturing Engineering, Management Studies, Music, PBS, Philosophy, Theology for Ministry, Theological and Religious Studies.
- 4th year students enrolled on the following programmes: Asian and Middle Eastern Studies, Chemical Engineering, Classics, Engineering, and Modern and Medieval Languages.
- 2nd year affiliated students.
- NST students completing their Part II.
- Medics and Vets in year 6 for the Final MB and year 4 for the Graduate Medical course.

Dissemination of results: results for the main survey are expected in February 2018.

Contact: Marianna Kaimaki

Queries: Marianna.Kaimaki@admin.cam.ac.uk

4. Student Funding - Postgraduate Funding Competition

The Postgraduate Funding Competition, to select the best applicants for funding, has now begun for 2019 entry candidates. The US round 1 competition is currently in progress. The round 2 competition funding deadlines, for applicants to be considered are 5 December 2018 or 3 January 2019 (dependant on course). **Departments must submit all nominations via TOAST by midday on Thursday 7 February** for them to be considered by Gates, Cambridge Trust, AHRC, ESRC, and other funding bodies. Awards will be announced from early March and reported though the graduate funding Moodle site, weekly. Full information about the Competition can be found [here](#) and on the Moodle site.

A **training course** for department graduate administrators will be held on Tuesday 6 November at 10.30 in the Gates room, University Centre.

For access to the Moodle site or TOAST system or to attend the training session please email as below.

Contact: Jessica Barrick

Telephone: (7) 64850

Queries: fundingnominations@admin.cam.ac.uk

5. Examination Operations

5.1. Examination timetables

The examination timetables for the Michaelmas term 2018 and the Lent term 2019 are now available online and the examination timetables for the rest of the academic year will be published:

- February, for examinations in the 'Early' period (April and May);
- week commencing 1 April, for examinations in the 'Main' period (May and June)

Further information: www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable

Contact: Craig Belcher

Telephone: (3) 31201

Queries: craig.belcher@admin.cam.ac.uk

5.2. Examination enrolments and key dates

Tripes and Prelim enrolments

The examination enrolment and approval period has passed.

MPhil enrolments

Course administrators are able to enter enrolment information for MPhil examinations.

In Lent term, certain MPhil courses add further enrolment data into CamSIS after liaison with the Registry.

The dates for enrolments are as follows:

Date	Task
1 October – 2 November	Tripes and Prelim Enrolment Window
29 October – 23 November	MPhil enrolments for Lent and Easter term modules
29 October – 21 December	MPhil enrolments for Easter term modules
Start of September	Michaelmas Term Examination timetables published

Contact: Craig Belcher
Telephone: (3) 31201
Queries: craig.belcher@admin.cam.ac.uk

5.3. Faith provision for examinations

The University recognises that timetabled examinations may clash with religious observance. As a result, the University aims to minimise these clashes but this cannot always be guaranteed and it might be possible to make alternative arrangements.

Students must submit a completed self-declaration form (by deadlines given via the link below) to identify possible days or dates which might clash with University Examinations.

Please find further information regarding faith-provision in University exams [here](#).

6. Examinations Policy and Guidance

6.1. Secretary's Annual Report

The Secretary to the Board of Examinations presented her annual report to the Board's final meeting on 26 September 2018. (NB reference to change in committees in 4.1) The statistical highlights for 2017-18 were:

- the University scheduled 2,320 examinations, compared to 2,306 in 2016-17 and 66,701 candidatures sat examinations over the year, compared to 66,679 in 2016-17;
- examinations ran every month, except in August with the majority of examinations (1,889, 81.5%) taking place in May and June when 54,125 candidatures (81%) sat examinations; 4,832 candidatures sat examinations on Tuesday 6 June, the busiest day of the main period;
- 1,491 candidates (11.4%) received examination arrangements in the Easter term, compared to 1,396 (10.6%) in 2016-17 and there was a 26% increase in examination adjustments for reasons of mental health/depression, balanced against a 10% **reduction** in reasons for anxiety;
- Twenty-three alternative modes of assessment approved, an increase from 2016-17 (19).

The Report is available [here](#). Faculties, Departments, and Colleges would have some interest in the overall picture, and further interest in reviewing the detail that relates to specific Papers, Tripos, and Colleges.

Contact: Catherine Fage
Email: catherine.fage@admin.cam.ac.uk

6.2. Examination Guide

A transparent, comprehensive, and singular guide to undergraduate examinations for all staff who have a role in those examinations as well as for undergraduate students who wish to understand examinations at Cambridge is available for the academic year 2018-19.

Staff can access the online version here: <https://www.student-registry.admin.cam.ac.uk/policy-guides>

Students can access the same version from the student facing pages, here:

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information>

Contact: Catherine Fage
Email: catherine.fage@admin.cam.ac.uk

7. Examination Access and Mitigation

7.1. Examination Access and Mitigation Committee

The Examination Access and Mitigation Committee (EAMC) came into force from 1 October 2018, replacing the Standing Committee on Applications (commonly known as the Applications Committee) and some of the business of the Board of Examinations. Both of those Committees have been disbanded. The new EAMC reports to the newly formed Examination and Assessment Committee.

The purpose of the EAMC is to consider the cases of students relating to applications for;

- a) Examination access arrangements (including alternative modes of assessment);
- b) Dissertation and Coursework extensions;
- c) Disregarding terms;
- d) Examination allowances;
- e) Consideration of non-standard combinations of papers;
- f) Remission of University Composition fees.

Full guidance on what the Committee can consider, is available in the notes for guidance found [here](#).

7.2. Examination Access Arrangements Project

New functionality is being developed to improve the submission, security, and tracking of requests for exam access arrangements within CamSIS. The project is being overseen by a Project Board comprising of representatives from Colleges, Disability Resource Centre and the Student Registry, as well as a user group which included six College Tutorial Office representatives. The new functionality will be introduced in December and will support: College application submission; application processing and approval; the handling of supporting medical evidence; and provision for student requests relating to food, seating and medication.

The aim is to streamline and simplify the application process for Colleges as well as improve the approval and notification processes. These improvements will allow quicker resolution of queries and allow Colleges to track applications through the process.

College Tutorial Offices have received further information via the EAMC bulletin circulated in October, and will be contacted this term with further information on training.

7.3. Examination Access Arrangements

Colleges make requests on behalf of students who require adjustments to the standard examination conditions for reasons of disability. Applications are made using CamSIS and the application is then considered by the EAMC.

Full details on the policy can be found [here](#) and a guide to support the specific process can be found [here](#).

The **deadline for making applications for examination arrangements** is 13th February 2019 with the deadline for the receipt of supporting evidence being 15th March 2019.

Colleges are reminded of the dates for applying between the existing CamSIS process, and the switch to the new functionality. These dates were circulated to Colleges on 19 October. In case of query, please contact exam.arrangements@admin.cam.ac.uk.

Where standard examination arrangements do not adequately address the specific, substantial disadvantage experienced by a disabled student, Colleges should refer to the [Code of Practice on reasonable adjustments for disabled students](#) and the guide which can be found [here](#). For information regarding Alternative Modes of Assessment. All initial enquiries and applications should be made to exam.arrangements@admin.cam.ac.uk.

We encourage Colleges to submit applications as soon as possible as they can take several weeks or months to conclude. At the very latest, the **deadline for making an AMA application** for academic year 2018 - 19 is 30th November 2018 (end of Full Michaelmas term).

Contact for AMA: Annabel Curd
Telephone: (3) 32308
Email: exam.arrangements@admin.cam.ac.uk

8. Matters relating to graduate students

8.1. Electronic thesis submission

Doctoral students must now submit an electronic copy of their thesis as well as their final hardbound copy. The electronic version is uploaded into the University's repository. Students can choose the appropriate level of access to their thesis. The Office of Scholarly Communication and Student Registry have developed guidance for students on the different levels of access – these are available [here](#).

Contact: Kerri Gardiner
Email: recordsandexams@admin.cam.ac.uk

8.2. Postgraduate Feedback and Reporting System

A new Postgraduate Feedback and Reporting System, which has been developed in line with recommendations from the General Board's Education Committee, with oversight provided by a Project Board consisting of representatives from the academic, administrative, College and student communities, will replace the current system used for graduate supervision reports (CGSRS) this term.

The key aspects of this work include:

- Improved system functionality will make termly reports simpler to complete;

- Removal of the lengthy chain of approval process so that, once submitted, all reports will be immediately available to students, Faculties, Departments, Degree Committees and Colleges, making feedback much timelier;
- Reports will be available to complete from the Division of term until the start of the next term. Should problems arise, supervisors will be able to submit an ad hoc report outside these periods (this functionality will be available shortly);
- Supervisors will receive email reminders when a report is due and when another stakeholder comments on the report and will have a to-do list on their CamSIS homepage
- Degree Committees will be able to easily identify and report on overdue reports

Building on the success of the Master's Self-Evaluation questionnaire, the system will enable more students to submit self-evaluation reports at the division of term. Students able to submit reports include doctoral students as well as those registered for the MLitt, MSc, MPhil, MRes, MEd, and MMus degrees, and the CPGS.

From 30 October 2018, the responsibility for updating the student system following a student's first year registration assessment will move to Faculties or Departments (where applicable) and Degree Committees. Supervisors should continue to submit a report and make a recommendation to the Degree Committee, as per the Code of Practice, but they will no longer be responsible for recording the outcome on CamSIS. Some Degree Committees will need to create their own processes for considering supervisors' input.

Contact: Kerri Gardiner

Email: recordsandexams@admin.cam.ac.uk

8.3. Eligibility to supervise doctoral students

The Board of Graduate Studies has developed guidance on eligibility to act as a principal supervisor for doctoral students. Details of the guidance can be found [here](#).

Contact: Kerri Gardiner

Email: recordsandexams@admin.cam.ac.uk

9. Student Immigration - Part-time study on a Tier 4 student visa

Following a change in the Immigration Rules, students admitted from Lent Term 2019 and accepted for a part-time research programme can be sponsored by the University for a Tier 4 student visa. The Tier 4 application requirements are the same as for full-time studies but the part-time visa is more restrictive as students will not be able to work in the UK or bring dependant family members. The part-time Tier 4 visa enables a student to be mainly based outside the UK and to come to Cambridge for short or extended visits, in accordance with the arrangements agreed with their Department or Faculty and approved by the Board of Graduate Studies. Applications from students who intend to be based in the UK will also be considered but the reasons for wishing to study part-time will be reviewed alongside the visa restrictions and the arrangements approved by the Board of Graduate Studies in consultation with the International Student Office. Further information is outlined at www.internationalstudents.cam.ac.uk/immigration/tier-4-part-time

A current student who wishes to change from full-time to part-time study can also be supported on a part-time Tier 4 visa, following approval of an application to change mode of study. Prior to making this application, students should take the visa restrictions outlined above into consideration and also be aware that they will need to obtain a part-time Tier 4 visa from outside the UK before they can begin their studies on a part-time basis.