

Academic Division

**Student Registry Bulletin**

February 2016

This bulletin focusses on:

1. Examinations and Assessment
2. Graduate Funding Consultation
3. Graduate students: permission to work away from Cambridge
4. NEW Postgraduate Loans Scheme

**1. Examinations and Assessment****Summary of Key Information****Contacts:** Jenny Green, Jessica Barrick, Craig Belcher, Karen Morris**Queries:** e-mail [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)**Examination period:**

- Early examination period runs from Thursday 7 April to Friday 13 May
- Main examination period commences Monday 16 May and ends on Friday 10 June

**Deadlines:**

<b>Friday 12 February 2016:</b>	applications for examination adjustments
<b>Friday 11 March 2016:</b>	corrections to Tripos entries to Student Registry
<b>Friday 11 March 2016:</b>	queries relating to draft timetable to Student Registry
<b>Friday 18 March 2016:</b>	submission of stationery needs for early exam period
<b>Friday 01 April 2016:</b>	submission of stationery needs for main exam period
<b>Friday 08 April 2016:</b>	examination papers requiring proof to Reprographics
<b>w/c 18 April 2016:</b>	publication of final examination timetable
<b>Friday 22 April 2016:</b>	examination papers, camera-ready format, to Reprographics

**Web Information:****Exam information for students:**[www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/index.html](http://www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/index.html)**Exam information for examiners:**[www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html](http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html)

### 1.1. Easter Term Examination Period & Timetables

Dates for your diary

The **Early Easter Term Examination Timetable** is live: [www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable](http://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable).

We shall email departments, w/c 8 February, seeking their input into the **draft Main Easter Term Examination Timetable**. This input is required by **11 March**.

We strongly **advise against** sharing the draft timetable with students, as it is subject to (and liable to) change.

Students will be able to view the **final published timetable** during the w/c 18 April 2016.

### 1.2. Examination arrangements

New contact & dates for your diary

We are pleased to introduce the newest member of the Student Registry, Karen Morris, who has joined us from Manchester University. Karen takes over responsibility for the Applications Committee and Exam Arrangements alongside other related tasks.

Information regarding exam arrangements, including the deadlines for 2016 is available at: [www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements)

The SR (on behalf of the Board of Examinations) must receive all applications for examination adjustments by Friday 12 February 2016 and all supporting documentation has to be received by Friday 11 March 2016.

**Contact:** Karen Morris

**Queries:** email [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk)

### 1.3. Deadline for corrections

Date for your diary

Please submit all changes to enrolments, via a correction, by **Friday 11 March 2016**.

Email your corrections to [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk) or attach a completed '[Examination Entry Correction Form](#)'

### 1.4. Blind Grade Number allocation timetables

For information

Blind Grade numbers are the anonymous candidate numbers that students need to use when completing their examinations. We shall allocate the blind grade numbers to students as follows:

- from **w/c 7 March** for those with examinations in **Early examination period**
- from **w/c 14 March** for those with examinations in **Main examination period**

## 1.5. Examination Stationery

## Improvement & dates for your diary

In **February and March** we will ask Departments to complete an excel file detailing examination stationery requirements for the Easter term examinations, and such items as script delivery and contact details. We shall pre-populate as much as possible and so we ask you to check for accuracy and add:

- any special stationery requirements e.g. specialised graph paper, formulae booklets;
- where known, which examiners are attending for the first 20 minutes; and
- where to send answer scripts after the exams.

We will ask you to complete this by:

- **18 March** for the **Early examination period**; and
- **1 April** for the **Main examination period**

It is important that we receive such detail by the deadline to ensure that we have what you require, on site, for the examinations.

Please e-mail any queries to [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)

## 1.6. Question papers & Reprographics

## Guidance & Dates for your diary

To remind: [Guidance notes for the production of examination question papers](#) is available at together with a [Specimen Question Paper](#) The Board of Examinations is monitoring adherence to this guidance.

You must **explicitly articulate reading time** in the rubric of each examination paper and should be in addition to the total length of the paper. Following some confusion of reading time in previous years, the General Board's Education Committee determined that students are **not** permitted to write during this reading time

If you are **adding date and time to your question paper**, use the information in the draft timetable, unless you raise a query.

You must **submit question papers** to reprographics for printing by:

- **Friday 08 April 2016** – if you require a **proof**; or
- **Friday 22 April 2016** – if you are submitting **camera-ready copy**

Please **make an appointment** with Reprographics to view a proof copy of a question paper – it is not possible to arrive unannounced. Details on how to contact reprographics, along with a link to their location can be found here - <http://www.em.admin.cam.ac.uk/operating-estate/facilities-management/reprographics>

### 1.7. List of candidates

For information

**Before the start of Easter Term**, Departments and Colleges will receive, via email, the final list of candidates for Tripos examinations in the 'Main period'.

**Alternatively**, Departments and Colleges are able (on demand) to run lists of candidates enrolled into examinations via CamSIS; guidance is available at [www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges)

### 1.8. Grade Rosters

Training dates

Departments and Faculties now use the Grade Roster facility in CamSIS to upload directly the results and marks awarded to students.

To offer you continued support, there will be **demonstrations of the process** in the Mill Lane Lecture Rooms, 8 Mill Lane at 11.30am on **Tuesday 22 March** and 11.30am on **Monday 4 April**.

These demonstrations are for colleagues who will be uploading classes and marks for the first time as well as for colleagues who wish to have a refresher. To book a place, email your preferred date to [grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk).

### 1.9. Class Lists

Advanced notice

We shall contact Faculties and Departments later in the Lent term to confirm the publish dates for all Class Lists. The Student Registry will then make the timetable available on our web pages.

### 1.10. Examination Guides (Colleges)

2016-17 versions

The following Guides, for 2016-17 are available at: [www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges)

- The Guide to In-College Exams
- The Guide to Exam Arrangements

## 2. Graduate Funding

Consultation

Colleagues in Schools and Colleges are invited to participate in a consultation about graduate funding. The aim of the consultation is to capture views on how as a collegiate University we might enhance the experience of graduate applicants and students by offering a more coordinated approach to funding. It will also seek views on a proposal to merge the two University funding competitions. The consultation is via an online questionnaire, accessible from:

[http://cambridge.az1.qualtrics.com/SE/?SID=SV\\_5bBgRfM3spjbSWV](http://cambridge.az1.qualtrics.com/SE/?SID=SV_5bBgRfM3spjbSWV)

**The consultation closes at 5pm on 31 March 2016**

We encourage all interested parties to submit their views via the online questionnaire.

**Contact:** Kerri Gardiner (Head of Graduate Student Administration)

**Queries:** email [kerri.gardiner@admin.cam.ac.uk](mailto:kerri.gardiner@admin.cam.ac.uk)

### 3 Graduate students: permission to work away from Cambridge

For information

We have reviewed procedures relating to students who need to apply for permission to work away from Cambridge for reasons relating to their studies (including fieldwork). Currently, students must apply to work away prior to applying for University insurance. This process will change so that students will apply for insurance prior to submitting an application for permission to work away. The advantage to this change is that students who wish to take short trips (for example to attend conferences) will be able to apply for insurance without having to apply to work away. Students will be required to confirm that they have appropriate insurance cover as part of the application to work away. There are two exceptions to the insurance requirement: (i) students who are working away from Cambridge but who are remaining in the UK; and (ii) students who are returning home to work on their thesis (either writing up or making required corrections).

Also, students will no longer be required to upload a copy of the risk assessment for their period of working away, but will instead be asked to confirm that an approved risk assessment is in place as part of the application process.

**This change will take place on 1 February 2016.**

**Contact:** Kerri Gardiner (Head of Graduate Student Administration)

**Queries:** email [kerri.gardiner@admin.cam.ac.uk](mailto:kerri.gardiner@admin.cam.ac.uk)

### 3.2 Loan scheme for Masters Students

For information

BIS recently announced the establishment of a loans scheme for Masters Students.

The scheme will provide loans of up to £10,000 that will be paid directly to the borrower. Eligibility for the loans will be restricted to students resident in England and students from the EU (for whom there is no residency requirement in the UK).

The Student Loan Company have published a policy guide, but their publicity for students will follow in March/April 2016. Policy guide: <http://www.practitioners.slc.co.uk/policy-information/postgraduate-loans-201617.aspx>

The main features, as known, are:

#### Student

- Up to £10,000 per course (so part not full funding for a course) paid to the student (to be used as the student decides)
- English resident student and EU students (for whom no residency requirements in UK)
- Scottish, Welsh and Northern Irish students may be excluded though at least 2 of these regions are considering their own loans schemes
- Non Means Tested
- Paid in 3 instalments : Month 1, 4 and 7 of the course
- Repayment will be 6% of income over £21,000 from 2019, to run concurrently with UG loan repayments
- **ALL MASTERS** courses are eligible (not just Taught masters as initially suggested) including MRES and MBA, part time courses (as long as at least 50% fte in year 1 and on average)

- Upper age limit of **60** (not 30 as initially suggested)
- Can apply from June/July 2016; will be earlier in future years
- If student terminates early and does not inform SLC before receiving another payment, this will be clawed back immediately
- Can apply retrospectively up to 9 months into the Masters course
- ELQ are not eligible (this includes integrated or International Masters qualifications)
- Integrated Masters (UG) courses not affected – these are still covered by UG funding
- Can have a ‘Career Development Loan’ in addition (max another £10,000)
- There is no announcement about the introduction of PhD loans
- Students eligible for this loan scheme will not be eligible for the Cambridge Bursary Scheme (which is aimed at students undertaking their first full-time undergraduate degree)

**Based on our current knowledge of the scheme the initial agreement is as follows, although this might change, as the detail becomes known:**

#### **University’s responsibilities**

- Enter all eligible Masters courses on the Course Management System (CMS) in March/April
- Inform internal colleagues (Careers Office, Colleges, Departments, Graduate Admissions Office) and make promotional material available – SLC to publish March/April 2016

#### **College responsibilities**

- ‘Confirm Registration’ of students at start of MT (up to 1 month before start of course) on Student Information System (SIS) currently used by Colleges for UG students. There is no further termly check as there is for UGs.
- Proactively monitor attendance and inform SLC of ‘Change of Circumstance’ on SIS in a timely manner; changes include suspension, change of course, withdrawal

**Contact:** Sally-Ann Gannon (Head of Fees and Funding, Student Registry)

**Queries:** email [sally-ann.gannon@admin.cam.ac.uk](mailto:sally-ann.gannon@admin.cam.ac.uk)