UNIVERSITY OF CAMBRIDGE
Academic Division

Student Registry Bulletin	**April 2016**

This bulletin focusses on:

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1. Examinations and assessment

1.1. Examination timetable	**For information**

The **Examination Timetable for the Easter term** is now available online:
www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable.

1.2. Examination Office	**Dates and contact details**

New for this year, the Examination Office will be located at 12 Mill Lane. The office will:

- be a first point of contact for all aspects of the administration of examinations;
- coordinate delivery of examination stationery to exam venues;
- arrange for the collections and subsequent distribution of examination question papers;
- distribute the completed examination scripts to examiners.

The Examination Office will be open as follows

Monday 18th April – Friday 6th May **Includes** Bank Holiday Monday 2 May **closed** Saturdays.	12.30pm – 5.00pm
Monday 16th May – Friday 10th June **Includes** Saturdays and Bank Holiday Monday 30 May.	7.30am - 6.30pm

Contacts: Jessica Barrick, Craig Belcher, Karen Morris

Examination Office telephone: (3) 34488 or (7) 64995

Queries: e-mail recordsandexams@admin.cam.ac.uk

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2. Degree Ceremonies in the Easter term 2016	**Diary dates**

In the Easter term, degree ceremonies occur on the following dates:

- Saturday 23 April 2016
- Saturday 14 May 2016
- Wednesday 22 June – Saturday 25 June 2016 (General Admission to Degrees) and
- Friday 15 and Saturday 16 July 2016

Following a review of the length of the day of the July congregation 2015, the Colleges Committee agreed (in October 2015) that from 2016 there should be an additional congregation and that colleges should be split across those two dates in order of seniority. The model adopted was for a Friday/Saturday similar to General Admission.

Information has been circulated to colleges regarding which day they have been allocated to, but if you require further information please email student.registry@admin.cam.ac.uk

Contact: Nicolas Watkins-Wright

Queries: email student.registry@admin.cam.ac.uk

3. Lecture Room Bookings for 2016/17	**For information**

The annual request to departments, asking for their desired rooms for lectures in 2016/17 is scheduled to be sent out in May, with a return date of 1 July 2016. As with last year, you will be asked to complete an excel file with your requirements.

Our role in this process is limited to

- matching lecture room requests to centrally bookable rooms (attempting to allocate space based on best / nearest geographical fit alongside most efficient use of space);
- confirming bookings in centrally bookable space; and
- assisting in negotiations between departments when clashes for requests for space arise.

Whilst we attempt to honour all requests, experience shows this is often not possible when demand outweighs supply, and with continued building work across the estate. Therefore, we hope you will work with us to find solutions and to manage expectations.

We will circulate a list of centrally bookable rooms and their capacity with the request. This list will not include other lecture space available around the university, usually within faculties/departments, and such rooms are not bookable by the Student Registry. If you wish to use such space, you should liaise directly with the faculty/department.

Contact: Harper Staples

Queries: email studentregistryroombookings@admin.cam.ac.uk

4. **Student Gender Markers**	**For information**

Gender is a self-reported characteristic, with the options being Female, Male and Other. If you notice that the gender recorded on CamSIS is not as you would expect, please either contact the student in question or the Student Registry to check the accuracy of the data before making any changes to the record.

Colleges should ensure that any procedures for assisting transitioning students include the need to correct the gender recorded on CamCORS.

Full guidance is available: www.seniortutors.admin.cam.ac.uk/files/gender_reassignment_staff.pdf

Contact: Beverley Watts

Queries: Beverley.watts@admin.cam.ac.uk

5. **CamFUNDS update for 2017**	**For information**

CamFunds is the University's funding search tool for students (both current and applicants). It is perhaps most helpful to graduate applicants and many Departments and Colleges direct their students there when they receive general queries about 'funding available at Cambridge'.

(http://webservices.admin.cam.ac.uk/camfunds/gfinder.jsp?status=new&reset=reset)

However, it is only as good as the information it holds and we rely on 'fund holders' across the collegiate University to enter and update their entries each year: the main update happens in June/July but entries can be amended at any time.

The system is now old and has become slow and cumbersome for staff users; the user experience is also not as good as it should be. Therefore, the Student Registry has launched a project with the University Information Services to upgrade the system for use in the next round. We hope that this will bring exciting benefits to both staff and student users.

We will be contacting all existing staff users to enter their award details afresh in June – this is important as we will be introducing some new 'mandatory' fields (but you can still refer to the data you entered in the old system).

If you are not already a user, and would like to enter your award details (e.g. scholarship, bursary, fieldwork funds, hardship funds), please contact us to be added to our mailing list at the e-mail above.

Contact: Suzy Stoodley

Queries: Graduate.funding@admin.cam.ac.uk

6. Graduate Funding Consultation	**For information**

The consultation on graduate funding closed on 31st March 2016. Over 130 responses were received, giving valuable feedback which will be used to inform decisions on funding graduate students in the future. Thank you to those who contributed.

Contact: Kerri Gardiner

Queries: kerri.gardiner@admin.cam.ac.uk

7. Graduate Admissions Project update	**For information**

The Graduate Admissions Project (GAP) was initiated in May 2015 with the aim of improving the Graduate Admissions application process, from application to offer of admission. Almost a year later, plenty of progress has been made; an improved Referee Portal has been created and is now in use, whilst an Admin Portal to help manage reference requests was released last month to both GAO and ICE.

With the completion of the above, the project has now moved onto Phase 2: the development of a new online application form. The form, due to be released in August 2016 in time for Michaelmas 2017 entry, will replace the current online application form which has been deemed outdated and inflexible.

The next stage of the project is user testing both the current application form and the new application form's usability with undergraduate and postgraduate students. Any student who takes part in the usability testing will receive a £20 Amazon voucher. If you have any students in mind, whom you believe will be willing to give up an hour on any of the following dates in exchange for an Amazon voucher, please contact Liam Boote:

- 4th, 5th, 18th and 19th May
- 13th and 14th July

For more information on progress to date and to keep up to date with the progress of the project,

- visit the project's website for more information on progress to date:
  www.gap.admin.cam.ac.uk/
- subscribe to updates via https://lists.cam.ac.uk/mailman/listinfo/ucam-gap-interested

Contact: Liam Boote, Business Ambassador, GAP

Queries: liam.boote@admin.cam.ac.uk

8. Changes to Policy on the use of Turnitin	For information

The University has recently agreed a change to the policy on the use of Turnitin text-matching software, which will take effect as of 1 October 2016. From this date, Faculties and Departments will no longer be required to obtain the explicit consent of their students to submit their assessed work to this software.

This change will affect both new and returning students, so Faculties and Departments are asked to consider their current usage, and ensure that it is made clear to students in handbooks and induction material that text-matching software may be used. It is hoped that this change will result in less administration and easier access to the software. Access can be made either directly through a Turnitin account, or via a Moodle interface which will scan all submitted work.

Further details have been sent to all Faculty Boards, with information about how to access the software from October.

Contact: Melissa Rielly

Queries: melissa.rielly@admin.cam.ac.uk

9. Changes to Master of Philosophy regulations	For information

Following the changes to the MPhil regulations into MPhil by dissertation and MPhil by Advanced Study, further guidance will be sent to Degree Committees and Faculty Boards from the Educational and Student policy (ESP) team before the division of term relating to guidance documents and forms that may be affected by the regulation change.

Contact: Holly Tilbrook

Queries: holly.tilbrook@admin.cam.ac.uk