Degree Committee Approvals Guide
Student Registry
July 2021

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Background

This procedure allows Degree Committees (DCs) to approve candidates for selected degrees under certain criteria.

Students must have started one of the following degree courses after Michaelmas Term 2010:

- MPhil
- MRes
- MSt
- MEd (from 2014)
- CPGS
- Postgraduate Diploma
Important information

We recommend that you run the whole process for one Academic Plan at a time. Doing this will prevent data for approval letters coming out in one big file which may be difficult to separate in the different types of letter, especially if there are different Academic Programmes mixed up (e.g. MPhil and CPGS).

If you’ve not run this process since February 2018 (when the new Academic Structure was introduced), please re-do Section 2: Part 1.

- One aspect of the Academic Structure simplification project was to consolidate similar Academic Careers- this resulted in the number of Careers decreasing from nine to five
- The remaining Careers are: PGRD, UGRD, CNED, AWRD, and OTHR
- The GRAD career no longer exists- it has been incorporated into the PGRD career.

Section 2: Part 1 contains the steps where you set up the Run Control ID on the Faculty Students page; prior to February 2018 the Academic Career in this section would have been GRAD. As the GRAD Career no longer exists, any Run Control IDs that look for the GRAD Career will no longer work.

The Academic Career of the Run Control ID that you use on the Faculty Students page must now read as PGRD (not GRAD).

Please note that all Run Control IDs must be unique- a change in upper case letters to lower doesn’t count; you can’t use the same order of words in the title more than once.

The importance of the Expected Graduation Term (EXGT)

For the majority of students, their Expected Graduation Term (EXGT) will be Easter Term.

If you know that the EXGT of a cohort is Easter Term but the date of the Degree Committee meeting at which the cohort will be presented falls in Michaelmas Term (i.e. the meeting is held on 01/10/XX or later), please let Student Registry (RecordsandExams@admin.cam.ac.uk) know. We will need to update the EXGT of the cohort before you carry out the approval process. The same is true of any individual student being presented out of sync from their cohort.

The EXGT and the term in which the date of the DC meeting falls should match.
Please can you advise Student Registry (RecordsandExams@admin.cam.ac.uk) of all:

- Students who did not submit on the same day as the rest of the cohort
  - We need to be advised of the student’s new submission date, and what Degree Committee meeting (after their revised submission date) they will likely be presented at
  - Once the new submission date has passed, we need to be told whether they submitted as expected so that we can add a GEXM (Under Exam) row to their record

- Students who have not submitted because they are in the process of applying for or have been granted an Exam Allowance

This information is required to ensure that the student’s record correctly reflects their current status. If the record is not correct it’s likely that the approval process will not run as expected.

If a student has been ‘Faculty Not Approved’ (FNAP’d) in the past and has subsequently been approved by the Faculty, it is not possible to add a FAPP (Faculty Approved) row using the process in this document.

Please send the following information in an e-mail to the Student Registry (RecordsandExams@admin.cam.ac.uk) and request that we add the FAPP row on behalf of the DC:

- Student’s full name
- USN or CRSid
- Full title of course of study (ie. MPhil in ……)
- Date of the meeting at which the student was approved
Section 1: Overview of DC Approvals

This document should be used for the following programmes: MPhil; MRes; MSt; MEd; CPGS; Postgraduate Diploma

If you have never run the approvals process before:

- Set-up the Approval Table on the Faculty Students page
- Create new letter values for each type of letter you will need on the Letter Generation page
- Set up letter templates

For every time that you run the approvals process:

After the Degree Committee meeting:

- Set the Expected Graduation Term (EXGT), and date of the Degree Committee meeting
  - Remembering that the EXGT and the term in which the DC meeting takes place should match (if the two don’t match, Student Registry will first need to update the records accordingly)
- Run the process to populate the Approval Table
- Approve/ non-approve students
  - Taking care not to approve any students who have requested, or who you know will be requesting, an Allowance, or any students who have only been conditionally approved
- Produce the data files for your approval/non-approval letters (this can’t be done before the Degree Committee meeting)
- Merge the data with your letter templates
- Check merged letters and then save them
- Send the letters to the students
- If you usually input your marks and overall results onto CamSIS, please do so using the Grade Roster page.
  - If you need any guidance on how to use the Grade Roster page or have any questions with regard to the Grade Roster, please e-mail Grade.Rosters@admin.cam.ac.uk

Finally:

- Enter an End Date for the link between the student and any Supervisor/ Advisor (the document giving guidance on how to do this can be downloaded from the Student Registry: Postgraduate Supervision website found in the guide to managing supervisors downloadable from here)
- When you have populated the Grade Roster, please send confirmation of this to both Grade.Rosters@admin.cam.ac.uk and RecordsandExams@admin.cam.ac.uk
  - Please include a list of the approved/ non-approved students

Please ensure that:

- The students are listed in alphabetically by surname
- The list includes the USN of each student
- It is clear which students have been approved and which have not
  - For those students who have not been approved, please include information about their status, e.g. they have had an extension and their new submission date is.....; the student has applied for an exam allowance...
Section 2: If you have never done the approvals process before, complete the steps of this section first

If you have done the approvals process before and have followed the steps below in the past, move on to Section 3

1. Set up the Approval Table

You will need to add a process only once, next time it will be there ready for you.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to: Main menu&gt; Records and Enrolment&gt; Career and Programme Information&gt; Postgraduate Record Processing&gt; Faculty Students</td>
</tr>
</tbody>
</table>
| 2.   | • Select the **Add a New Value** tab  
 **NB**. You will only need to add a new value the first time you run this process  
 • **Run Control ID**: Create a new run control ID, eg: DC_Approvals  
   o Note 1: Each Run Control ID title must be unique, ie. you mustn’t have two with the title DC_Approvals, even if they are for different Academic Careers  
   o Note 2: If you have access for more than one DC, please include the DC initials so that you can tell them apart when you use them  
   o Note 3: Run Control IDs shouldn’t have any spaces between words; words can be separated by using an underscore, eg. Degree_Committee  
 • **Academic Institution**: (should be auto-populated with UCAMB)  
 • **Academic Career**: PGRD  
 • Click Add |
3. On the resultant page:
   - Enter your Academic Organisation (click on the magnifying glass to access the look-up function)
   - Click Save

The process is now ready for you whenever you need it

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### 2. Add new letter value

*You will need to add a process only once for each type of letter you send; next time it will be there ready for you.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to: Main Menu&gt; Community&gt; Communications&gt; Letter Generation</td>
</tr>
</tbody>
</table>
| 2.   | - Select the ‘Add a New Value’ tab  
       - In the Run Control ID field, enter a name for your run control, eg. APPROVAL_LETTERS  
       - Click Add |
3. 
- Click on the magnifying glass icon to the right of the Letter Code field to access the Look Up function.
- From the Look Up list, select the letter you wish to use.
  - The Look Up list will disappear and the letter code should now show in the Letter Code field.

4. Complete the ‘Name and Address Usage’ section as follows:
   - **Address**: Mailing then Home
   - **Addr Name**: Primary Full
   - **Salutation**: Primary Full
Select the ‘Date/ Merge Parameters’ tab, and complete the ‘Communication Date Range Selection’ as follows:

- From Date: 01/10/2010
- To Date: 31/12/2999

Click Save

Repeat this process to add another letter value for the non-approvals.
3. Set-up Template Letters

Degree Committees only need to set-up their mail merge letters once. If you are new in post, the steps below may have been done in the past and so won’t need to be done again but, if not:

You will need to create a mail merge letter for each of the letter types that you use.

There are different results letters: the one you need for each student will depend on that student’s results. The letters are:

<table>
<thead>
<tr>
<th>Result/ description</th>
<th>Letter/ data file name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Masters (including those with Distinction)</td>
<td>MPhil+and+MRes+MSt approval+letter</td>
</tr>
<tr>
<td>Approval of CPGS only– not continuing to PhD</td>
<td>CPGS only not continuing onto PhD approval letter.doc</td>
</tr>
<tr>
<td>Approval of CPGS continue to PhD- full-time student</td>
<td>CPGS+full-time+approval+letter.doc</td>
</tr>
<tr>
<td>Approval of CPGS continuing to PhD– part-time student</td>
<td>CPGS+part-time+approval+letter</td>
</tr>
<tr>
<td>Approval of Diploma</td>
<td>Diploma approval letter.doc</td>
</tr>
<tr>
<td>Approval of 2nd MPhil or MRes (template includes the Certificate)</td>
<td>2nd MPhil or MRes approval letter template</td>
</tr>
<tr>
<td>Non-approval letter</td>
<td>non approval letter template 201718</td>
</tr>
</tbody>
</table>

The result letters are all saved in the ‘Guidance, Forms and Templates’ section of the Degree Committees Moodle site

If you find that you don’t have access to the Moodle site, please request access by sending your details (including CRSid) to the Student Registry’s Postgraduate Lead, Emma Rixon (Emma.Rixon@admin.cam.ac.uk)

Download and save the letters that you will use to your computer/ network. Make sure that they are saved securely.
4. Customise the letter

- Open the letter
- Customise the draft letter to suit your own house requirements and style
- You can alter the recipients of the letters, but a copy must be sent to the student’s College
- Save

5. Content of the letter

Unless instructed to do so by the Postgraduate Committee, Degree Committees must not change the wording of these letters.

Periodically the non-approval letter will be updated, to reflect changes in the Statutes and Ordinances: Student Registry will send new wording to be inserted into your templates.
Section 3: DC Approval Instructions

This document should be used for the following programmes: MPhil; MRes; MSt; MEd; CPGS; Postgraduate Diploma

Do not do this in advance of your Degree Committee Meeting

Section 3, Part 3 (Choosing students to approve): The steps in this part of the procedure are incredibly important. If you do not do Part 3 correctly the result will be a delay in the updating of your students’ records.

Regarding the duration of Easter Term: Please remember that Easter Term for PGRD programmes that fall under the GRAD group (ie. prior to the introduction of the new Academic Structure they were GRADs) run until 30th September.

1. Set Expected Graduation Term, & Approval Date

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Navigate to:</strong> Main Menu&gt; Set Up SACR&gt; Product Related&gt; Postgraduate Student Records&gt; Faculty Programme Quals</td>
</tr>
<tr>
<td></td>
<td>- <strong>Academic Institution:</strong> UCAMB</td>
</tr>
<tr>
<td></td>
<td>- <strong>Academic Organisation:</strong> {your Acad Org code}</td>
</tr>
<tr>
<td></td>
<td>- Click on the magnifying glass icon to access the Look Up function if you don’t know the code, and search by Description, eg. Biology, if need be (change the drop-down from ‘begins with’ to ‘contains’). Select the code to populate the field.</td>
</tr>
<tr>
<td></td>
<td>Click on <strong>Search</strong></td>
</tr>
</tbody>
</table>

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2. Complete the fields as follows (click on the magnifying glass to access the Look Up function if required):

- **Expected Grad Term**: The code for the students' *Expected Graduation Term*.
- **Approval Date**: The date of the DC meeting in which the students were approved.

**NB.** You will need to do this step every time.

The values you have just saved will be used in the rest of this process.

*Remembering that the majority of students will have Easter Term (which ends on 30th September) as their Expected Graduation Term. If the Approval Date doesn’t fall in Easter Term, the records may first need updating to ensure that the Expected Graduation Term and the term in which the Approval Date falls match.*
2. Populating your Approval Table with students

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Note regarding Conditional Approvals:**  
There is no official Conditionally Approved result for the programmes covered by this process, so there is no option to record this outcome on CamSIS.  
If your Degree Committee does use conditional approval, please do not put students’ results on CamSIS until they have met their conditions for approval.  
When you are ready to give final approval to a student the date of the Faculty Approval should be the date that final approval for the degree is given **not** the date of conditional approval. |
| 2.   | **Navigate to:** Main Menu > Records and Enrolment > Career and Programme Information > Postgraduate Record Processing > Faculty Students  
- Click **Search**  
Users associated with only one DC will go straight to the next page; users associated with more than one DC will need to select the appropriate DC from a list |
| 3.   | Your Academic Org. should already show in the respective field; the Expected Graduation Term and Approval Date fields should show the information that you entered in Part 1: Step 2  
**NB.** Check that the Academic Career reads as **PGRD**; if it reads as **GRAD**, you will need to create a new Run Control ID, with PGRD showing as the Academic Career, by clicking on the ‘Add a New Value’ tab on the Faculty Students front page.  
If more than one Run Control ID is showing, choose the one with the unique title and the Academic Career PGRD.  
- Click on **Run** |
4. On the next page:
   - Ensure that the box to the left of your report is ticked
   - Click **Ok** (this will return you to the Faculty Students page)

Your report is now being generated- it may take some time to run!

5. To track your report’s process, click on the Process Monitor hyperlink

6. Click the ‘Refresh’ button until Success shows in the Run Status column and Posted shows in the Distribution Status column:

7. If this does not happen and you see “No Success” or an error message, please send the details, including screenshots, to recordsandexams@admin.cam.ac.uk. We’ll investigate the situation and be in touch as soon as possible.
3. Choosing students to approve

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Navigate to:</strong> Main Menu&gt; Records and Enrolment&gt; Career and Programme Information&gt; Postgraduate Record Processing&gt; Students Eligible</td>
</tr>
<tr>
<td>2.</td>
<td>Complete the Students Eligible fields as follows:</td>
</tr>
<tr>
<td></td>
<td>• <em>Academic Institution</em>: UCAMB</td>
</tr>
<tr>
<td></td>
<td>• <em>Academic Career</em>: PGRD</td>
</tr>
<tr>
<td></td>
<td>• <em>Academic Organisation</em>: {Your Acad. Org. code}</td>
</tr>
<tr>
<td></td>
<td>• <em>Academic Programme</em>: {the Programme you want to approve students for, eg. MPhil}</td>
</tr>
<tr>
<td></td>
<td>• <em>Expected Graduation Term</em>: {the students’ Expected Graduation Term as it appears on their records}</td>
</tr>
<tr>
<td></td>
<td>• Leave the <em>Academic Plan</em> field blank</td>
</tr>
<tr>
<td></td>
<td>• Click <em>Search</em></td>
</tr>
<tr>
<td>3.</td>
<td>The result of the search will show all available Academic Plans under the specified Programme associated with your DC:</td>
</tr>
</tbody>
</table>
4. If, when you open this screen, all of the tick boxes are greyed out, even though they are empty, please check the date you set for your Degree Committee meeting (as entered in Section 3, Part 2: Step 2); if the year has accidentally been set to one before your students started their course, CamSIS will not allow the students to be approved.

5. • Click **View All** (to show more than the first 10 students listed)
  o The list will show:
    ▪ All currently active students on the Academic Programme/ Plan selected
    ▪ Students who are confirmed to start the selected Academic Programme/ Plan in the coming academic year

6. **For every student who was presented at the DC meeting** (the approval date as entered in Section 3, Part 2: Step 2):

  ▪ To **Approve** a student: Click the box to the left of the student’s name in the **Yes** column- a tick should now show there
- To mark a student as **Not Approved**: Click the box to the left of the student’s name in the **No** column- a tick should now show there

For example:

![Student Approval Table]

**DO NOT:**
- Click the **Select All** button (this sits at the bottom of the list of students)

![Select All Button]

- Tick any student who was not presented at this DC meeting- including failed students who are awaiting the outcome of an Examinations Allowance from the EAMC or Postgraduate Committee
- Tick any student who is conditionally approved

**7. When all Approvals/ Non-Approvals have been ticked:**
- Click on **Save**
- Click on **Submit**
  - Once submitted, ticked records will show as greyed out
- Click on **Return to Search** to return to the list of Academic Plans
8. This process will need to be repeated separately for students on every Academic Programme/Plan that was represented at the DC approval meeting.

9. • If you accidentally approve/ fail a student, please send all of the details to the Student Registry (recordsandexams@admin.cam.ac.uk)

• If you click ‘Submit’ and the selected student rows subsequently go red, please speak to the CamSIS Approver within your DC as there may be an issue with your access; the CamSIS HelpDesk may also be able to give guidance
### 4. Extracting the data from CamSIS

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Navigate to:</strong> Main Menu &gt; Community &gt; Communications &gt; <strong>Letter Generation</strong></td>
</tr>
</tbody>
</table>
| 2.   | • Click **Search**  
|      | • Select the Run Control Id for the data you are generating  
|      |   (set-up the first time you followed this procedure or for the first time in Section 2, Part 2 (Add new letter value)) |
| 3.   | The parameters have already been set-up, so just click **Run** |
| 4.   | • Make sure that the ‘Letters Data Extract’ box is ticked  
|      | • Click **Ok** (this will return you to the main Letter Generation page) |
5. To track the progress of the report, click on the Process Monitor hyperlink.

6. Click the 'Refresh' button until Success shows in the Run Status column and Posted shows in the Distribution Status column (NB/ this report may take longer to run than the one run in Section 3, Part 2):

If this does not happen and you see “No Success” or an error message, please send the details to recordsandexams@admin.cam.ac.uk. We’ll investigate the situation and be in touch as soon as possible.

7. Click on the Details hyperlink.

8. Click on the View Log/ Trace hyperlink.
9. Look for the file called “CCLTRXXX.CSV” (where XXX is the same code as your letter— in this case “MS1”)— it tends to be the biggest file in the list
   - This is the mail merge data file
     - Right-click the file name
       (It is very important to right-click, otherwise it will open and some versions of Excel will be unable to cope with the size of the file and delete some data)

   - Click Save Target As

     - Navigate to the folder location where the data is to be saved
     - Click on the arrow to the right of ‘Save as type’ and click on ‘All Files’
- In the ‘File name’ field, name the file: {course code} approval data.csv (it’s very important to include the .csv or the file will not save in the right format for the mail merge)

- Save

10. If you have any non-approvals, repeat the steps of Part 4 (Extracting the data from CamSIS) to extract the data for these.

5. Merging your letters- Word 2007

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open the appropriate result letter</td>
</tr>
</tbody>
</table>
| 2.   | On the toolbar, click Tools  
|      | Click Letters and Mailings  
|      | Click Mail Merge |
| 3.   | To attach the data file: |
- On the right of the screen, there is a Mail Merge window; at the bottom of the Mail Merge window, there is a step-by-step Mail Merge wizard.

- Click **Next: Starting document** - Word will now ask you to find the data source.

- Navigate to the folder in which you saved the data file in Part 5, Step 9:
  - Select the data file
  - Click **Open**

- Word will now show you a list of people in the data file
  - If you want to, you can sort the list at this point.
Click Ok

Continue clicking through the wizard- Next: Preview your latter, Complete the Merge

Check that the contents and layout of the letter are correct

Save for your records

Print

6. Merging your letters- Word 2010

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open the appropriate result letter</td>
</tr>
<tr>
<td>2.</td>
<td>You will be asked in you want to run a SQL command</td>
</tr>
</tbody>
</table>
26

- **Click Yes**

- You will then be told that Word can't find the data source:

- **Click on** **Find Data Source…**

- **Navigate to the folder in which you saved the data file in Part 5, Step 9:**
  - Select the data file
  - **Click Open**

- **On the Toolbar, click on the:**
  - **Mailings** tab
  - **Finish & Merge**
  - **Edit Individual Documents**
At this point you can choose to look at all of the letters or look at any sub-set, as appropriate
  o Click Ok

Check that the contents and layout of the letter are correct
Save for your records
Print

7. Things to remember

Do:

✓ Let Student Registry know the dates of your Degree Committee meetings
✓ After the Degree Committee meeting, enter marks and overall results on to CamSIS using the Grade Roster page. If you have any questions please e-mail Grade.Rosters@admin.cam.ac.uk
✓ Close the link between student and supervisor after adding Faculty Approvals to CamSIS
✓ Send your list of approved/ non-approved students to both Grade.Rosters@admin.cam.ac.uk and RecordsandExams@admin.cam.ac.uk, confirming that you have populated the Grade Roster, as soon as possible after the Degree Committee meeting
✓ For those who were conditionally approved and have now met all requirements for their degree, use the date that all conditions were met as the date of final approval (rather than the date of conditional approval).

Do not:
× Release the results until after the Degree Committee meeting
× Approve a student if they have been given conditional approval
× If you know that a Fail/ borderline student will be requesting an Allowance, do not put them through the Committee until you have received the Allowance from the EAMC or Postgraduate Committee
× Alter the content of the letters- the Postgraduate Committee will inform you if changes are required and will provide you with the information needed
× Approve students who were admitted prior to MT 2010 using this process

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