



UNIVERSITY OF  
CAMBRIDGE

# STAFF HANDBOOK FOR DEPARTMENTS, DEGREE COMMITTEES AND COLLEGES

A GUIDE TO GRADUATE ADMISSIONS

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## Introduction

The Graduate Admissions Office (GAO) is responsible for administering applications for graduate programmes at the University of Cambridge (excluding the MBA, EMBA, MST, MFIN and PGCE), and acts on behalf of the Board of Graduate Studies (BGS).

We use a web-based application process and applications are made online via the Applicant Portal. Help and guidance on the application process can be found via the following link:

<https://www.graduate.study.cam.ac.uk/how-do-i-apply>

The standard online application fee is £60.

The Graduate Admissions Office processes applications from initial application, to conditional offer, to confirmed admission, and the key office responsibilities are as follows:

1. **Initial Application** – GAO manages the Applicant Portal and maintains an [online course directory](#) which provides relevant information to applicants.
2. **Conditional Offer** - Once both the Department and Degree Committee have agreed to recommend the applicant for admission, it is GAO's responsibility to make the formal offer, on behalf of BGS, setting the appropriate conditions to ensure that the applicant meets the minimum requirements of the University (as determined by BGS) before admission, including any additional conditions required by the Department/Degree Committee.
3. **Meeting Offer Conditions and Confirming Admission** - GAO processes all documentation received to meet the conditions of the offer (known internally as Spot Post), and confirms the applicant's admission once all conditions have been met. They also produce the Confirmation of Acceptance for Studies (CAS) if the applicant requires a Tier 4 visa in order to study in the UK

Other GAO responsibilities include:

- Issuing guidance on international qualification equivalencies
- Co-ordinating applications for disabled applicants with the [Disability Resource Centre \(DRC\)](#)
- Provision of admissions statistics for management information
- Liaising with Departments, Colleges and central bodies on funding
- Providing training graduate admissions administration to those who require it
- Establishing fee status for applicants (including complex cases)
- Liaising with CamSIS to improve admissions technology and procedures

In the admissions round for 2018-19, the GAO has processed over 22,000 applications. Of these, over 6,500 have been made a conditional offer and over 3,500 have been confirmed and matriculated onto their course.

A guide to the student journey for Graduate Admissions can be found [here](#).

**Staff of the Graduate Admissions Team**

Please contact your School contact with general enquiries. If your enquiry falls under any of the specialisms (in italics) then please contact the specialist.

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### Deadlines to observe

Throughout the year there are several deadlines that Departments must observe in order for the GAO to be able to process offers of admission, confirmations and CAS statements in a timely manner.

Term	Applicant Deadline for Submitting an Application	Degree Committee Deadline for Recording a Decision on CamSIS (i.e. offer of admission or rejection)	Applicant Deadline for Meeting Offer Conditions
<b>Michaelmas</b>	30 June (unless the Department has specified otherwise in which case the deadline will be stated in the <a href="#">course directory</a> )	31 July	31 July
<b>Lent</b>	4 October	4 November	1 December
<b>Easter</b>	14 January	21 February	17 March

It is important to note that we would expect an **academic decision** on an application to be made **within 8 weeks of receipt of the complete application** or by the deadlines indicated above (whichever is earlier).

Recommendations for offers received after the latest date indicated above will not be considered unless there are exceptional circumstances that have been approved in advance by the Head of Graduate Admissions.

For further information on relevant deadlines please see the [Graduate Admissions Information for Staff](#) web pages.

### Communications sent out to applicants by GAO

The GAO sends out communications by email to applicants at various stages of the admissions process. Please see the table below for a summary of these communications.

Communication	Description	Timeline/Frequency of sending
<b>Incomplete materials – withdrawal of application warning</b>	Notifies the applicant that they have not provided all of the mandatory documents for their application to progress to the Department for consideration, and that if they do not do so their application will be withdrawn	If all relevant documents have not yet been provided
<b>Incomplete documents – withdrawal</b>	Following the communication above, notifies the applicant that their application has been withdrawn as the mandatory documents have still not been uploaded and the applicant is still not under consideration by the Department	If all relevant documents have not been uploaded within 10 days of the course deadline

<b>Rejection</b>	Communicates to the applicant the Department/Degree Committees decision to not recommend the applicant for an offer of admission	When the DENY/DEPT row has been added by the Dept./Faculty
<b>Offer</b>	Communicates the formal offer of admission	When the COND offer row has been added on CamSIS by GAO
<b>Self-Service log in details</b>	Provides the applicant with their log in details to access their self-service account and begin to upload their documentation	When the COND offer row has been added on CamSIS by GAO
<b>Confirmation</b>	Communicates the formal confirmation of the offer	When all offer conditions have been met and the MATR confirmation row has been added on CamSIS
<b>Academic condition not met</b>	Notifies the applicant that they have not met the standard required in their academic condition of their conditional offer of admission and confirms the withdrawal of their application as a result	Manually sent by GAO. Report run at least once per week (daily in peak periods)

In addition to the main communications listed above we also have the **D19 communication** which withdraws applicants who have not met their conditions by the start of the term. This is covered in detail later in this document.

Communications are also issued to applicants and referees according to which stage of the reference process they are at (i.e. requesting references, confirming receipt of references).

### Worklist items

The BGS/ICE Worklist, found under Main Menu, and its accompanying notification emails, are used to notify administrators of each stage in the progression of an application from receipt of materials through to confirmation of offer.

Please note that if you have a new member of staff starting, and you have [requested CamSIS access](#) for them from the [CamSIS helpdesk](#), **you will then need to contact the Graduate Admissions Office** to request the relevant worklist set up. We need the CRSid of the staff member, and if possible the CRSid of an existing staff member whose worklist set up we can copy.

Please also note that when a worklist is set up for a new member of staff, only items that trigger the worklist after the set up date will appear on the worklist. The new worklist will not pick up items retrospectively.

To see your current set up go to Main Menu > People Tools > Utilities > CamSIS Utilities > EDM Workflow > EDM Worklist User Setup.

If you want to amend your set up please contact GAO. **If you are receiving worklist items or emails for applicants who are not under your remit, please email [camsishelp@uis.cam.ac.uk](mailto:camsishelp@uis.cam.ac.uk).**

**Default rules for Department administrators:**

Worklist Item Name	Rule ID	Description
Application Received	BGS RULE1	New application with supporting documents
Application Received	BGS RULE2	Continuation application with supporting documents
Transferred App	BGS RULE7	Application has been transferred from another Department/Faculty
Under Consideration	BGS RULE8	Generated when the GDPD/GDU row is added
Deferral Request	BGS RULE10	Applicant has requested deferral please consider
Application Received	BGS RULE13	Reinstated application with supporting documents
Application Received	BGS RULE14	Reinstated continuation application with supporting documents
Acad case Required	BGS RULE17	Applicant does not meet the minimum academic requirement and an academic case is requested by GAO
Acad cond Not Met	BGS RULE21	Academic condition not met, decision from Department/Faculty is required

**Default rules for Degree Committee administrators:**

Worklist Item Name	Rule ID	Description
Under consideration	BGS RULE9	You will receive this notification when you add the GDGD/GDU row to the application
Acad case submitted	BGS RULE18	Academic case has been submitted by the Dept. and requires DC approval
Dept accepted app	BGS RULE25	Application accepted by Department/Faculty. Please consider and either accept or reject.
Acad cond failed - app	BGS RULE46	Academic condition not met – approved by Dept. Decision from DC is required
Dept Aprvd Deferral	BGS RULE79	Department has approved a deferral request. Please accept or reject

**Default rules for College administrators:**

Worklist Item Name	Rule ID	Description
Application received	BGS RULE33	Conditional offer has been made and the application is ready to be considered for membership
Under consideration	BGS RULE34	Generated when the GCLD/GCU row is added
DC Aprvd Deferral	BGS RULE80	Department and DC have approved a deferral request. Please accept or reject

The user can also receive an **email notification** for the default worklist items list above. Please notify Graduate Admissions if required.

Below is a list of additional rules that administrators can choose to receive by email only (these items do not generate notifications in the worklist).

**Optional Rules available EMAIL ONLY:**

<b>Name</b>	<b>Rule ID</b>	<b>Description</b>
Deferral approved	BGS RULE11	Deferral has been accepted by Dept., DC and College and has been approved by GAO
Deferral declines	BGS RULE12	Deferral has been declined by one of Dept., DC or College and applicant has been rejected by GAO
Cond Offer Set	BGS RULE22	Conditional offer has been made to the applicant
App withdrawn	BGS RULE23	Application has been withdrawn
Admissions Confirmed	BGS RULE24	Admission has been confirmed
Dept. rejected app	BGS RULE26	Department/Faculty has rejected application
Lang Assmt Request	BGS RULE27	Language Centre assessment is required
EAP In-sess support	BGS RULE28	Language Centre has recommended a further test on arrival which may lead to in-session support
EAP pre-sess support	BGS RULE29	Language Centre has recommended ADTIS pre-session support
Lang cond stands	BGS RULE30	Language Centre has recommended that the applicant's level of academic English is not to a sufficient standard and the language conditions stands
Lang cond waived	BGS RULE31	After internal assessment the Language Centre has recommended the language condition has been met
Finance cond met	BGS RULE32	Finance condition has been met
DC rejected app	BGS RULE70	Degree Committee has rejected application
Langcondmet - InSessOp	BGS RULE82	Language Centre has recommended that the language condition has been met however they suggest the applicant consider attending in-session classes.

Alternatively, you may wish to run the following CamSIS query, rather than receive emails:  
DEP\_GRD\_ADM\_NOTIFICATIONS

**Please note, worklists are shared by Department, Degree Committee or College staff and if one person removes an item from the worklist it will disappear from other users' worklists.**

**If you would like to check your permissions set-up, please contact the CamSIS Helpdesk.**



### Using CamSIS to process applications

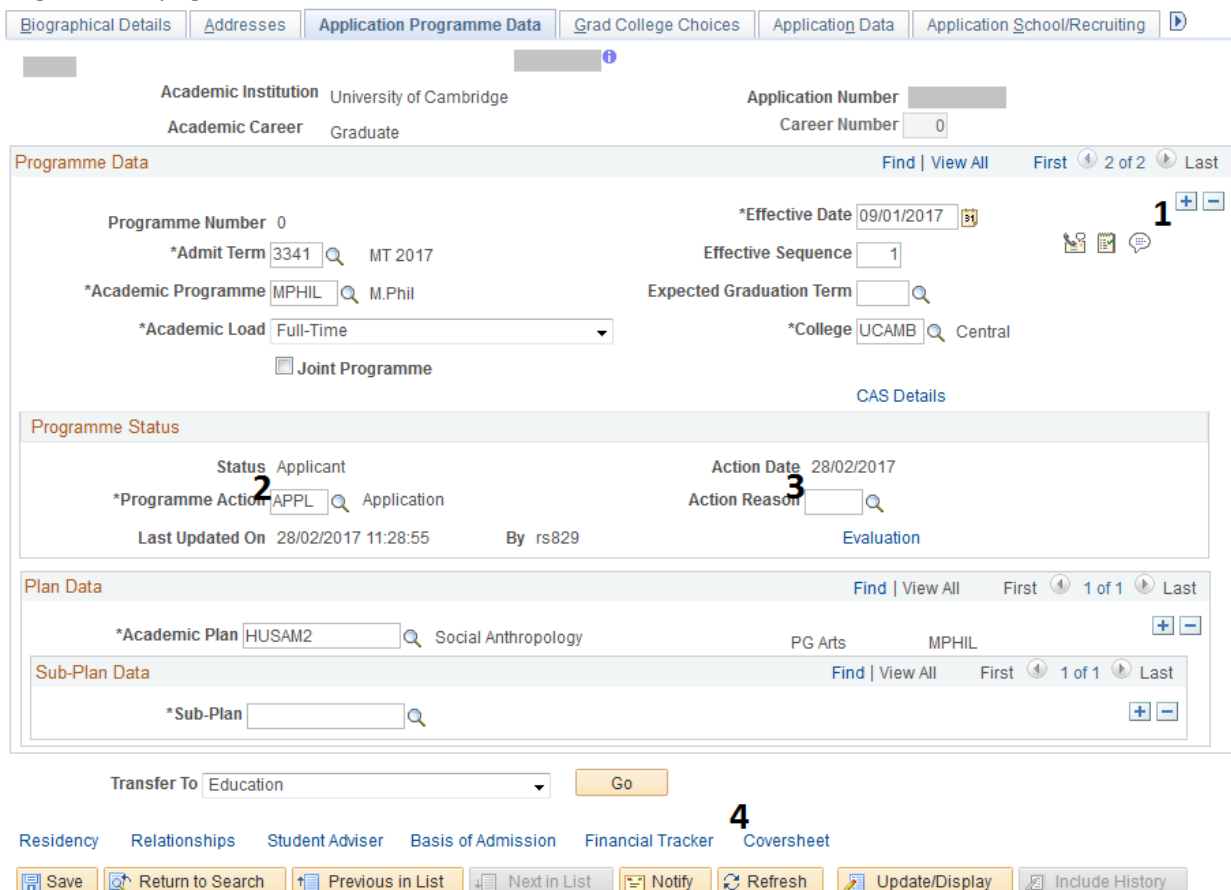
#### Using CamSIS

There are three main areas that graduate administrators will be dealing with regarding an application and the worklists:

- Processing the application - the decision of whether to accept, reject, or recommend to another Department.
- Academic case requests
- Deferral requests.

Below please find the list of actions that you will need to perform in CamSIS in order to progress these applications.

These processes all involve making a change to the application stack via the Maintain Applications page (see below) on CamSIS (Student Admissions>Application Maintenance>Maintain Applications). You can also access this page via the Maintain Applications button on the Admissions tab of the 360 Degree View page.



To make a change to an application on CamSIS is to add a new row to the Programme Data stack:

1. Click on the plus button on the programme data section. Notice that this adds a blank row with today's date in the Effective Date box.
2. Add the appropriate Programme Action
3. Add the appropriate Action Reason.
4. SAVE

**Processing an APPLICATION: Department administrator**

Application scenario	Programme Action	Action Reason	Comments
We have received an application via the worklist – what is the <b>first thing</b> I should I do with it?	GDPD	GDU	<p>This marks the application as ‘Under Consideration’, and generates a new worklist item in the “under consideration” category. You can delete the “Application received” worklist item as this has been dealt with.</p> <p><b>Adding this row also provides an update to the applicant via the Applicant Portal.</b></p>
We have considered this application and we would like to REJECT them	DENY	DEPT	<p>This sends an email notification to the applicant letting them know that their application was unsuccessful. It also amends the status of the application to “cancelled”.</p> <p>You can delete the “Application received” worklist item as this has been dealt with.</p>
We have received an application via the worklist but they are <b>MORE SUITABLE</b> for another Department.	GDPD	GDT	<p><b>You will also need to add a comment (Category GBGS44) in the <u>Application Data</u> tab (not Maintain Applications) stating which department and course code the applicant is more suitable for.</b> Click on the speech bubble at the top right of the page. Add the comment category and type your comment into the box. Please provide the <b>course name and course code</b> where possible. You do not need to add the Department code. <b>Please do not change the course code in CamSIS. The GAO will do this when we are notified of the request.</b></p> <p>This generates a worklist item for the GAO, who will then transfer the application for you.</p>
We have considered this application and we would like to ACCEPT them	GDPD	GDA	<p>When adding this row you will also need to complete the Graduate Application Coversheet (see next page).</p> <p>Adding this row generates a worklist item for your Degree Committee, you may now delete the “under consideration” worklist item, as this has been dealt with.</p> <p>When the Degree Committee row has been added this creates a worklist item for the GAO and we will then add the offer details and officially make the offer to the applicant.</p>
<b>Please note that Departments should processes decisions within 8 weeks of receiving a complete application</b>			

**Processing an APPLICATION: Degree Committee administrator**

Action Required	Programme Action	Action Reason	Comments
I have received a notification via the worklist that the Department have accepted an offer.	GDCD	GDU	<p>This marks the application as 'Under Consideration', and generates a new worklist item in the "under consideration" category. You can delete the "Application received" worklist item as this has been dealt with.</p> <p><b>Adding this row also provides an update to the applicant via the Applicant Portal.</b></p>
We have considered this application and we would like to ACCEPT them	GDCD	GDA	<p>When adding this row you will also need to sign off the Graduate Application Coversheet (see next page).</p> <p>Adding this row generates a worklist item for GAO, you may now delete the "under consideration" worklist item, as this has been dealt with.</p>
We have considered this application and we would like to REJECT them	DENY	DEPT	<p>This sends an email notification to the applicant letting them know that their application was unsuccessful. It also amends the status of the application to "cancelled".</p> <p>You can delete the "Application received" worklist item as this has been dealt with.</p>
<b>Please note that Degree Committees should process decisions within 5 working days of receiving the application</b>			

**Processing an APPLICATION: College administrator**

Action Required	Programme Action	Action Reason	Comments
I have received a notification via the worklist that my College has received a new application	GCLA	GCU	<p>This marks the application as 'Under Consideration', and generates a new worklist item in the "under consideration" category. You can delete the "Application received" worklist item as this has been dealt with.</p> <p>Adding this row also provides an update to the applicant via their self service page.</p>
We have considered this application and we would like to ACCEPT them as a member of our College	GCLD	GCA	Adding this row accepts the applicant as a member of your College.
We have considered this application and we would like to REJECT them	GCLD	GCR	Adding this row rejects the applicant and sends their application either to their next

			College preference or to a randomly allocated College.
Please note that Colleges should processes decisions within 10 working days of receiving the application The offer coversheet			

When accepting an offer the **Department and Degree Committee** will need to complete and sign the CamSIS offer coversheet. You can find the link to the coversheet link just above the save button on the Application Data Tab of the Maintain Applications page

### Graduate Application Coversheet

Applicant Name	██████████	Application Number/USN:	██████████
Department	Dept of Geography	Application Date	03/12/2015
Degree Committee	Earth Sciences and Geography	Term Applied For	MT 2016
Course Description	MPhil in Conservation Leadership	Study Method	Full-Time
		Application Method	Online App

This form should only be completed once the Head of Department, or another authorised person, has approved the recommendation of an offer for the applicant.

If either the mode of study (full or part-time) or course that you wish to offer differ from those shown in the header, please change them in the 'Maintain Applications' page first, and then complete and save this form.

You can edit the form after you have saved it. When you save it, a 'Degree Committee' section will appear at the bottom. This should be completed by the Degree Committee's authorised signatory or a nominee, before the form is submitted to the Graduate Admissions Office.

The section above will already be filled in when you open the coversheet.

Please provide the information requested below. Those fields marked with an asterisk are required. Please suggest a supervisor and subject of research for all PhD and CPGS applicants. Where possible, do this for MPhil applicants, too.

\*Select Start Term

\*Select Degree

\*Select Subject

Enter Subject of Research

Enter Suggested Supervisor

Enter Supervisor USN

Although the applicant will have specified a term and degree course when they applied you may feel they are more suited to a different course in your Department or to start earlier/later. You are free to make a conditional offer for any term/course you wish. **GAO will set the offer based on the information you provide on the coversheet.**

### Supervisors

A principal supervisor should be added to the coversheet. Where a supervisor is not entered we will add a note to the condition offer saying 'your principal supervisor will be confirmed at a later date'.

For taught courses, if a supervisor will not be known until a later date then a suitable academic should be entered as the supervisor for the time being (e.g. the Course Director).

Where an offer holder has more than one supervisor please list them in the suggested supervisor box but make sure you indicate which supervisor will be the principal supervisor.

Please make sure you enter the USN for all supervisors – it can be difficult for us to locate the correct supervisor without the USN number and this can lead to mistakes being made.

Please also make sure you check that the principal supervisors/supervisors are set up with the correct roles on CamSIS otherwise we won't be able to link them to the offer holder. If they are not, please email [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk) at Student Registry to have them set up.

Please enter any specific offer conditions for this applicant. If you leave this section blank, a standard academic condition of a 2:1 honours degree (or equivalent) will be set. If your condition requires that the applicant obtains a specific result (e.g. a certain percentage), we will understand this to be the overall result for the course, unless you state otherwise.

Please do not enter 'as usual' or 'as standard'.

For information on the equivalence of international qualifications, please see the document distributed annually by the Graduate Admissions Office. Contact the office if you do not have a copy.

If you know that a special academic case will be required, please use the document upload feature on the 'Maintain Applications' page to send this to us as soon as possible. Cases should be signed by the Head of Department, or a nominee.

☐ The Applicant meets the University's minimum academic requirement. (If not, please upload a special academic case.)

Academic Conditions:

Other Conditions:

The Department may wish to specify an academic condition for admission. If no condition is listed, the GAO will set the University minimum entry requirement (UK 2:1 or equivalent). For continuing students the default condition is a Pass in the current MPhil. Departments should also list any other conditions above.

Please state whether a DBS check is required and its type if the applicant will have regular unsupervised personal contact with minors and/or vulnerable adults as part of their course or research.

\*DBS:

☐ The applicant is to be charged Staff Fees. (Please complete and upload a Staff Fee Application Form.)

☐ The applicant will be working in a group where shared intellectual property arrangements apply.

☐ There are charges for this course which are additional to those described in the Qualifications Directory. The applicant should be notified of these.

The details are:

These boxes above collect any additional information/offer conditions that may be required.

- DBS – Please confirm whether the applicant will require a standard or enhanced DBS check and write any further information in the 'The details are' box.
- Staff Fees - Please ensure a signed staff fee application form has been uploaded by the applicant AND the Department. The Department form must be stamped and signed.  
(<http://www.graduate.study.cam.ac.uk/finance/fees/staff-fees>)

- IP – tick the box if IP arrangements will apply to the applicant
- Additional costs – Please list any additional costs associated with the course and indicate whether these are mandatory or optional.

Please tick the box below if you do not want the applicant to be referred to the Language Centre for an assessment, if they narrowly fail to meet their language condition.

☐ **The applicant should not be referred to the Cambridge Language Centre for assessment.**

If this applicant's first language is not English, BGS may set the condition that they take an English language test and achieve a particular score. If the applicant marginally fails to achieve the required score their case will be referred to the Cambridge Language Centre for assessment. They might then be expected to attend the pre-sessional English for Academic Purposes course (providing all other conditions are met first). BGS will provide advice on the acceptable scores needed to gain admission to the EAP course.

All applicants must meet the University minimum language entry requirements. Where an applicant narrowly misses these requirements, applicants may be recommended for an assessment with the University Language Centre. Please tick this box **if you do not wish the applicant to have an assessment and instead wish to insist the applicant provides a new language test that meets the minimum requirements.**

\*Head of Departments Signature

Date 04/12/2015

Save

Please sign the coversheet with your name. GAO cannot process an offer unless this is completed. After this is signed by the Department and extra box will appear requiring signing off by a representative of the Degree Committee. **The coversheet must be signed by both Department and Degree Committee administrators before a conditional offer can be processed.**

Save

Please remember to click the button before leaving the page. Offers with unsaved or incomplete coversheets cannot be processed, resulting in delays in processing times.

**Please note** that the coversheet cannot be amended once it has been saved.

Any amendments to the coversheet should be uploaded to the application under 'Correspondence – pre-decision'. Please do not email these to the GAO during the peak offer-making period (February-April) as the email may not be processed before the offer is formalised.

**Processing an ACADEMIC CASE (Departments and Degree Committees):**

BGS requires the Department to provide an academic case of support for all Graduate students who have not met the minimum academic requirement of a UK 2:1 Undergraduate degree (or [overseas equivalent](#)). Please note that a pass in a UK Master's degree **will** meet the BGS minimum.

The academic case will usually be composed by one or more academic members of staff who are involved in the assessment process (e.g. Principal Supervisor, Course Director, interview panel).

There is a recommended format for an academic case of support. This can be found in [Appendix 4](#). The purpose of the document is to show that the applicant can be expected to successfully complete the intended course of studies.

The following areas should **always** be commented on:

- The interview (all applicants requiring academic cases should be interviewed, even if this is not part of the standard assessment for the course)
- The reference documents
- The academic history and results obtained

In addition to this some common areas that may need to be incorporated are:

- Any mitigating circumstances
- Relevant work or research experience
- Performance in particularly relevant modules or research components / thesis

This list is not exhaustive and many other areas can be included depending on the particular case.

**BGS also requires an academic case in support of any applicants who have failed to successfully complete a programme of degree level study** (e.g. when an applicant has withdrawn from or failed a previous degree). Academic cases in these scenarios can be brief and should include information on:

- the reason for previously failing to complete degree level study
- the discussion of this at interview
- a statement confirming that the applicant can be expected to successfully complete the intended course of study at Cambridge.

**The academic case process:**

Scenario	Action required
<b>PRE-OFFER – ACADEMIC CASE</b>	
I have received a request for an academic case pre offer and we still want to give the applicant an offer of admission.	<b>Department:</b> Upload Case onto the applicant's record using the document category 'Academic Case'.
	<b>Degree Committee:</b> Add the GD CD/GSA row to CamSIS. Adding the row above will generate the worklist item for GAO. This will then be considered by the head of GAO and either upheld or rejected.



I have received a request for an academic case pre offer but we do not wish to provide one and instead want to <b>REJECT</b> the applicant.	Either Department or Degree Committee can add DENY/DEPT
<b>POST-OFFER – ACADEMIC CASE</b>	
I have received a request for an academic case where the applicant has not met the University minimum academic condition and we still want the applicant to study on the course.	Department and Degree Committee, please follow the same instructions above as for pre-offer academic case requests.
I have received a request for an academic case where the applicant has not met the University academic condition and we wish to <b>REJECT</b> them now.	Add the WADM/FAIL row.

**Processing an ACADEMIC CONDITION NOT MET:**

Sometimes an offer-holder will provide evidence of their academic qualification which **meets the BGS minimum but does not meet the higher academic condition set by the Department**. In this case, GAO will send the application back to the Department for consideration via a worklist notification. The Department must then decide whether to accept or withdraw the application, as shown below.

<b>POST-OFFER – ACADEMIC CONDITION NOT MET</b>	
The applicant has not met the academic condition set by the Department but we still wish to <b>ACCEPT</b> them.	<b>Department:</b> Add the GDPD/ACA row. <b>Degree Committee:</b> Add the GD CD/ACA row. This will inform GAO that you are happy with their academic achievement and GAO will complete the relevant offer condition.
The applicant has not met the academic condition set by the Department we requested and we wish to <b>REJECT</b> them.	Add the WADM/FAIL to the stack. This will cancel the application. GAO will run a report to pick these up and email them to pass on the information.



## DEFERRALS

The deferral process runs consecutively so the request will first go to the Department, then to the Degree Committee and finally to the College. Once all three parties have approved the request, GAO will complete the deferral process. You can see the reason a deferral has been requested either via 360 or by running the query ALL\_PGDM\_DEFERRAL\_TERM. If you find you do to have DEFR as a programme action please contact the CamSIS helpdesk ([camsishelp@uis.cam.ac.uk](mailto:camsishelp@uis.cam.ac.uk)) for assistance.

### Processing DEFERRALS: Department administrator (NB: These are not the same as the standard acceptance or rejection rows)

Please also check that a 'DATA' row has been added to change the admit term before processing.

Scenario	Programme Action	Action Reason
I have received a request for a deferral and we wish to <b>ACCEPT</b> this request	DEFR	DPA
I have received a request for a deferral but we wish to <b>REJECT</b> this request.	DEFR	DPR

### Processing DEFERRALS: Degree Committee administrator (NB: These are not the same as the standard acceptance or rejection rows)

Scenario	Programme Action	Action Reason
I have received a request for a deferral and we wish to <b>ACCEPT</b> this request	DEFR	DCA
I have received a request for a deferral but we wish to <b>REJECT</b> this request.	DEFR	DCR

### Processing DEFERRALS: College administrator (NB: These are not the same as the standard acceptance or rejection rows)

Scenario	Programme Action	Action Reason
I have received a request for a deferral and we wish to <b>ACCEPT</b> this request	DEFR	CLA
I have received a request for a deferral but we wish to <b>REJECT</b> this request.	DEFR	CLR

Deferrals can only be requested to another term within the same academic year and for courses where the Department allows deferrals. Deadlines for applicants to request deferrals can be found here: <http://www.graduate.study.cam.ac.uk/after-applying/deferring-my-application>

Decision rows should be added with 14 days of receiving the worklist item.

For further guidance on the deferral process, please contact [Soussan Shahriari and Haofei Yu](#).

**CHANGE COURSE FOR OFFER: Department administrator**

This should be used before a conditional offer is made. When changing from one programme to another (e.g. NOTAF to MPHIL) please also change the code in **Academic Programme**.

Action Required	Programme Action	Action Reason
I have received an application via the worklist and we would like to <b>ACCEPT</b> them but for a different course in the same Department.	GDPD	GDC  The Department will need to input the new course code on CamSIS before saving. Please contact GAO for assistance if required.

**Other processes**
**CHANGING COURSE POST-OFFER: Department administrator**

**Please do not** change the course code in CamSIS.

In order to change an applicant's course after an offer has been made, the administrator of the original department should gather email correspondence covering approval from:

- the applicant
- the original department
- the original degree committee
- the College
- the new department (where the applicant is also changing department)
- the new degree committee (where applicable)

Once these have been gathered, please email them to your School contact (please refer to the Contact page) at GAO, who will change the course on CamSIS.

**EARLY COURSE CLOSURE**

If you would like to close a course early, please email [coursedata@admin.cam.ac.uk](mailto:coursedata@admin.cam.ac.uk) in the first instance.

**Please note** that courses cannot be closed immediately; it is recommended that 14 days' notice is given to allow applicant who have already start their application to submit.

**Continuation**

The main point of contact for continuing students is [Wendy Williams](#).

Applicants apply as continuing students if they are currently, or have previously been, registered as a graduate student at Cambridge on a PhD, MPhil, MRes, MSt, MAST, LLM, MCL, MMus, MEd, Graduate Diploma. Previous Cambridge undergraduate students are not classed as continuers.

Although the admission process for continuers is very similar to new admissions, there is a difference at the point of confirmation for students currently studying for a Master's Degree and continuing onto a further graduate course.

As the examination process for the Masters can be a lengthy procedure, it is possible for the relevant Degree Committee to advise the GAO that they are happy that the applicant will meet the academic condition prior to the formal approval of the degree, and before the official result is announced. The GAO can then complete the condition and, if all other conditions have been met, confirm their place and issue the CAS as necessary. This process is particularly helpful for overseas applicants who must apply for a visa and whose degree committee meets late in the year.

### Department/College funding

If you have awarded funding to an applicant, please either upload an internal funding form (a copy of the template for this can be requested from [Clare Impey](#)) or funding letter to the application. Please note that the internal funding form must not be sent to the applicant, nor can it be uploaded by them.

### Termly withdrawal exercise (D19)

Around 6 weeks before the start of term, the GAO send out a notification to all applicants who have **not yet met their offer conditions** alerting them that they must meet their conditions or their offer will be **withdrawn before the start of term**. It also offers the option of applicants withdrawing themselves if they do not intend to study at Cambridge or to defer their term of admission (if possible) if they do not believe that they will be able to fulfil their offer conditions in time.

The GAO has the ability to extend the withdrawal deadline where the applicant is not able to meet the deadline but still intends to come (particularly PhD students who are not necessarily required to attend at the very start of term). Applicants will be instructed in the communication to contact GAO if they still attend to attend and require an extension. Departments can also contact us on behalf of applicants to request this.

Applicants withdrawn in error can be reinstated up until the division of term (if the last date to enrol for their course has not passed - this generally only applies to PhD students who may be admitted up to the division of term), however any applicants who have then not met all the conditions for admission will be withdrawn again and cannot be reinstated.

Term	<i>Warning sent out</i>	<i>Withdrawal (unless requested otherwise)</i>
<b>LT 19</b>	TBC (likely 15 December 2018)	TBC (likely 5 January 2019)
<b>ET 19</b>	TBC (likely 14 March 2019)	TBC (likely 21 March 2019)
<b>MT 19</b>	TBC (likely late August)	TBC (likely mid-September)

The division of term dates are:

Lent: 13 February

Easter: 14 May (if term starts 10 April) / 21 May (if term starts 17 April)

Michaelmas: 9 November

## ATAS

**It is the Department's responsibility to add an ATAS statement on CamSIS before the Department and Degree Committee accept rows are added. The Graduate Admissions Office will not process the offer of acceptance if the ATAS statement is missing.**

All applicants applying for a PhD/Masters level course in a listed science/technology subject **and** who will be studying in the UK on a visa will **also** need an ATAS (Academic Technology Approval Scheme) clearance certificate. Applicants with indefinite leave to remain are exempt as are those who hold a visa (e.g. Tier 1, Tier 2, Ancestry) which was issued before 6 April 2015 and does not expire until after the end of the intended course.

The requirement for ATAS clearance includes visiting students coming to the UK for six months or more. The ATAS application is free and we provide applicants with ATAS application instructions at the point of offer. Successfully obtaining ATAS clearance is one of the offer conditions.

You can check whether a programme requires ATAS clearance [here](#). To upload the ATAS statement, please add a 'Basis of Admission' 'GATAS' in CamSIS with the statement entered into 'Comments'. Basis of admission can be found via the CamSIS main menu (*Main Menu > Student Admissions > Application Maintenance > Maintain Applications > Basis of Admission*) or via the link in 'Maintain Applications' ('Application Programme Data' tab).

N.B. This process should only be used for new applicants and continuers – there is a different process for current students who need further time and these are handled by the [International Student Team](#))

### ATAS statement criteria

**Research programmes:** the statement is normally composed by the supervisor and should be a brief but detailed description of the research to be undertaken.

**Taught programmes:** all the core and elective modules for the programme should be listed.

**The maximum length is 1800 characters (including spaces). Please do not exceed this limit to ensure that the statement can be entered into the ATAS application form. There is no minimum character limit but the FCO website indicates that statements should be at least 5 sentences long.**

For further information on ATAS please see the following web pages:

- **GAO website:** <http://www.graduate.study.cam.ac.uk/international-students/immigration/atas>
- **International Student Team:** <http://www.iso.admin.cam.ac.uk/guidance-staff/atas>
- **Foreign & Commonwealth Office:** <https://www.gov.uk/academic-technology-approval-scheme>

## College Allocator

### A brief explanation of the College Allocator

All Colleges have been assigned to category A, B or C depending on their stated capacity and number of applications received, to assist the fair distributions of applications across the Colleges. Applicants are divided amongst the groups of Colleges according to a fixed ratio (currently 60:30:10). A College in category A is 6 times more likely to receive an application via the College allocator than a College in category C.

An application that is not accepted at by its first or second choice College will be sent on to up to three further Colleges; an Open application will also be sent to up to three Colleges. The final allocation in each case will be to an 'Accept All' College, which ensures that every applicant is offered membership of a College within a reasonable time.

### Updating and amending the College allocator

College administrators are responsible for maintaining and updating the information in the College Characteristics Table on CamSIS. This information is key to the allocator process. Administrators should check this information at regularly to make sure it is correct for that particular time.

**Please note if the information in the College Characteristics Table is incorrect the allocator may not work as expected and your College could miss out on applications.**

### What is the College Characteristics Table?

The College characteristics table controls the routing of applicants to Colleges once they have been made an offer by the Board of Graduate Studies. It allows you to specify broad rules under which applicants will not be sent to you, either as a result of a preference expressed on the application form or through the random College allocator.

### What rules are available?

A number of rules are available to set, but it is important to remember they may not be combined to create more complex rules – e.g. if you wish not to consider any part-time applicants you may not make an exception for a specific course<sup>1</sup>. *An applicant must pass all five of the following rules in order not to be automatically bounced.*

#### 1. Gender

Female-only Colleges will wish to select 'Female', everyone else will select 'Both'.

#### 2. Part-time

Un-ticking this box will automatically bounce part-time applicants.

#### 3. Admit term

This section allows control of the type of applicant allowed on a term by term basis. Four options are available for each term:

##### a. All applications: All incoming applications will be allowed

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<sup>1</sup> If you do wish to make an exception for one student, you will need to inform the Graduate Admissions Office so the application can be manually processed.

- b. **Members only:** Only applicants who have declared membership of your College will be routed through to you, all others will be bounced
- c. **Members and Nominators Only:** Only applicants who have declared membership of your College *or* who specified you as a College choice on their application form will be routed through to you, all others will be bounced
- d. **College full:** All applications will be bounced

If a term is not listed then the default ('All applications') will be applied. Therefore it is not necessary to add a new set of terms each year until you wish to limit your intake.

#### 4. Programme Exclusions

List here any programmes (MPhil, PGCE &c.) from which you wish to receive no applicants from the random College allocator. You will still receive applicants if they have nominated you directly. Please note that admissions for PhDs are made under the code NOTAF.

#### 5. Degree Committee Exclusions

List here any Degree Committees (Architecture and History of Art, Physics and Chemistry etc.) from which you wish to receive no applicants from the random College allocator. You will still receive applicants if they have nominated you directly.

Generally the Degree Committee code may be found by looking at the first two characters of the course code. E.g. for the PhD in Geography (EAGG22), the Degree Committee code is DCEA.

For each Degree Committee you are able to select whether to exclude research, non-research (taught) or both types of applicant.

#### How do I update my Admit Term rules?

Navigate to: Main menu > Set up SACR > Product Related > Recruiting and Admissions > Allocations > College characteristics table.

Select your College either by putting the College code e.g. T, CLH, W etc. into the College field or typing the name of the College into the Description field.

**2. College Characteristics Tbl**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

College:

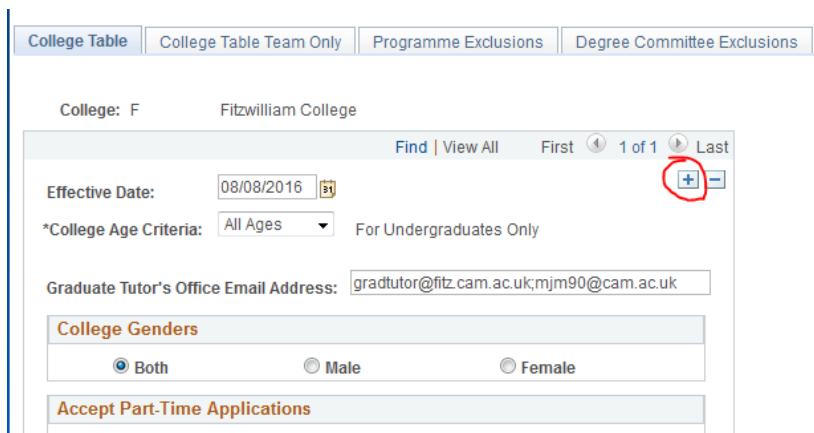
Description:

☐ Include History ☐ Correct History ☐ Case Sensitive

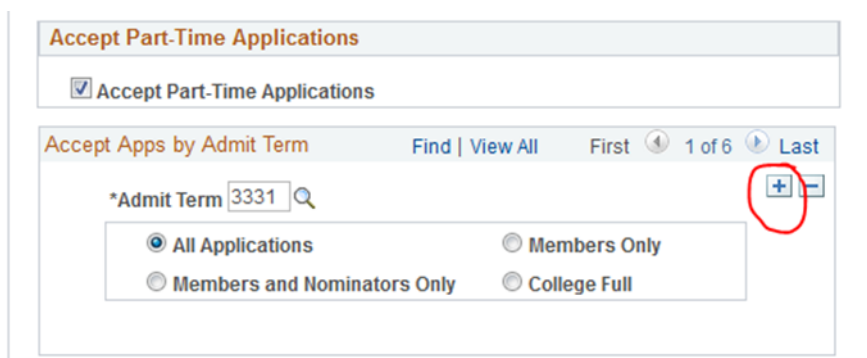
Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Before making any changes add a new effective date by clicking on the plus highlighted below. You should never backdate rules as this will not achieve anything; whilst it is possible to postdate rules we do not recommend it.



You now need to add in the new admit terms and choose your required setting for each on. To do this click on the plus button just below the Accept Apps by Admit Term heading



You should add in three new terms to cover the next academic year. E.g. the three terms might be:

- 3361 (Michaelmas 2018)
- 3366 (Lent 2019)
- 3371 (Easter 2019)

For each of the three terms please choose the applicant type you want to admit (default is all applications). See *Section 3 Admit Term* above for full details.

You may then modify your rules as necessary before clicking save. All new applications routed to you will be processed by the new set of rules from then on.

Later in the year when your admissions focus changes (e.g. when you nearing capacity) you will need to come back to the College Characteristics Table and update the type of applicant you want to admit to suit your plans.

### How do I update other rules?

You can follow the same principal as above (creating a new effective date first). The types of rules you are able to amend are explained at the start of this document.



### College change process (post-offer)

#### Due to funding

Where an applicant has received funding from another College, the administrator of the original College should input the College Override row (GCLD/GCO) to send the applicant to the new College.

#### Due to other reasons

Requests should come through to the GAO in the first instance. These will be passed on to the College Transfer Request Panel for consideration, with any changes being made by the GAO. More information on the process can be found at <https://www.seniortutors.admin.cam.ac.uk/university-guidance-and-procedures/changing-colleges>

Administrators must not change the College themselves. Any cases of this that the GAO find will be revoked and sent through to the Panel for consideration.

### Useful searches

CamSIS Search (Main Menu>CamSIS Search) is a useful tool for keeping tabs on your applications and quickly producing data lists. You can change a number of parameters and show different fields to tailor the search to your needs. You can save searches so they can be run again. CamSIS run CamSIS Search training courses at various times during the year. See their [website](#) for details.

Query viewer (Main Menu>Reporting Tools>Query>Query Viewer) is a library of complex searches that have already been set up to look for specific information.

Here are some useful queries:

ALL\_PG\_D\_ADM\_DEFERRAL\_TERM - The query should be used in conjunction with the 'deferral Request' worklist notifications that you receive, and will include the date that the applicant has requested to defer to and the reason for deferring.

COL\_PG\_D\_AID\_FUNDING\_COURSE – This query, for use by College administrators, provides funding information for applicants by term.

ALL\_PG\_D\_ADM\_USER\_WORKLIST – This query shows items which are in (or have been in) a user's worklist. Option 0 returns items that are on a user's worklist, Option 2 shows items that were in the worklist but have been deleted by the user; Option 4 shows items that were removed by CamSIS due to security changes. The Query is run by CRSid.

### Useful links

<http://www.student-registry.admin.cam.ac.uk/graduate-information-university-staff/graduate-admissions-information-staff> Graduate Admissions information for staff including guidance on data protection, interviews, deadlines, language conditions etc.

[http://www.camsis.cam.ac.uk/cam-only/support\\_and\\_training/](http://www.camsis.cam.ac.uk/cam-only/support_and_training/) - CamSIS training information.



**FAQs**

***We have a new administrator starting in our Department; they will need to be setup with the same worklist items as their predecessor. Who should I contact to have this set up?***

First, you will need to contact the CamSIS helpdesk to have the appropriate CamSIS security settings applied to the new administrators account and to ensure that they have access to the required screens, and the required Departments/courses.

Once this has been set up, please contact [Richard Sellens](#) at Graduate Admissions to set up the access for the worklist. You will need to give him:

- The CRSID of the previous employee
- The CRSID of the new employee
- Whether you would prefer a direct copy of the items in the previous employees worklist or whether there are any specific additions you would prefer and whether these should be notifications via the worklist, via email or both)

***I've received a worklist notification/email for an applicant who isn't under our remit, who should I contact?***

CamSIS and workflow permissions are coordinated by the CamSIS team. Therefore, please email [camsishelp@uis.cam.ac.uk](mailto:camsishelp@uis.cam.ac.uk) to check your permissions setup.

***Our new administrator would benefit from some CamSIS specific training, who would administer this?***

The GAO offers one-to-one and group training for new members of staff or if you simply feel that you need a refresher in a particular aspect of the admissions process. Please contact Richard Sellens to discuss this further.

***We have an international applicant, how do we set the academic entry requirements and conditions?***

The GAO has produced a comprehensive list to help Departments in determining the correct academic condition for international applicants. The International Qualifications list is available via our website at the following link:

<http://www.graduate.study.cam.ac.uk/international-students/international-qualifications>

This is also available in .pdf format. Please contact [Clare Impey](#) for further information.

Please note that this does not apply for continuing students. The GAO is also unable to provide grade equivalencies for Master's level qualifications.

***We have an applicant who cannot meet the academic condition of their offer in time, what do we do?***

If an applicant is unlikely to meet the academic condition of their offer in time, the following FAQ on our website may provide suitable advice:

<http://www.graduate.study.cam.ac.uk/faqs/applicant/i-will-be-unable-meet-my-offer-conditions-31-july-what-do-i-do>

Applicants can meet offer conditions up until the start of term. However this is not advisable as the GAO will not issue a CAS Statement (required for visa applications) until an applicant is confirmed, and many Colleges will not arrange accommodation or other arrangements while an applicant still has outstanding conditions.

If an applicant is unlikely to meet their academic condition in time to obtain a visa or arrive in Cambridge, there are two conditions that the GAO may use:

- If the applicant **has already met the University minimum academic requirement** (2:1 equivalent) with a previous degree the condition can be lowered to submitting evidence of having withdrawn, completed or intermitted that course of study before they commence their study at Cambridge.
- If the applicant **has not met the University minimum academic requirement** we cannot remove the academic condition. If the applicant has a previous degree that narrowly misses the University minimum entry requirement the Department could make an academic case for admission to admit the applicant based on their Bachelor's. If this is the applicant's first degree it is unlikely a case would be approved and the applicant would likely need to withdraw and reapply for the next academic year.

Please note that this does not apply for continuing students.

***We want to let an applicant apply for a certain term but the closing date for applications has already passed. Can they still apply?***

You will need to get permission from the [Head of Graduate Admissions](#) to be able to allow a late application, and this is only approved in exceptional cases, otherwise we would expect applicants to adhere to the deadlines. This ensures that the application process is equitable and transparent.

***We want to make an offer for an applicant but the deadline for making offers has passed. Can we still make the offer?***

Permission to make late offers is only granted in very exceptional cases and will not be granted in situations where the supervisor was unable to make a decision by the deadline. This helps to ensure a fair and transparent application process, allows applicants sufficient time to meet their conditions and acquire a visa, and enables the GAO to effectively plan their work. July and August is an extremely busy time for the GAO meeting conditions of offers, and the team has no capacity to make new offers at this time.

You will need to obtain permission from the [Head of Graduate Admissions](#) to be able to make an exceptional late offer.

***How do we make an offer for a visiting student?***

A small number of students each year come to Cambridge as 'visiting students' for up to one year, to undertake a period of study or supervised research. These are students who do not intend to become candidates for any Cambridge qualification, and are in many cases, are registered students at another institution either in the UK or abroad. Visiting students are not normally be permitted to continue for more than one year without registering for a Cambridge qualification.

Candidates are generally invited directly by a Department or a Faculty, and do not need to be admitted by the Board of Graduate Studies, therefore no application is required through the Applicant Portal. Please note that this means that visiting students will not have College affiliation, unless the Department is able to arrange this.

Some visiting students may want to apply via the Applicant Portal. Some reasons for this may be because the applicant:

- requires College affiliation
- is transferring with a supervisor from another institution and are required to remain registered at their previous institution, but want formal recognition that they are visiting at Cambridge (rather than the informal Department registration).
- is receiving a scholarship as a visiting student (e.g. Commonwealth Scholarship Council (CSC)) and therefore require more formal registration as a visiting student so that the funding can be provided.
- would like a formal transcript at end of their period of visiting study.
- wishes to be a visiting student for more than 3 terms.

When applying via the Applicant Portal, the admissions process is similar to that for all other new graduate applicants.

Interested applicants should apply using the Applicant Portal, choosing the relevant PhD course, but then stating in section A12 that they wish to be considered as a visiting student and for how long. Departments should then change the code to the relevant NTBR code when recommending admission (or putting under consideration). If there is no relevant NTBR code, please contact the Graduate Admissions Office.

Visiting students who apply through the Board of Graduate Studies will have the same financial liability as all other graduate applicants.

Further information can be found here: <http://www.ist.admin.cam.ac.uk/guidance-staff/visiting-students>

**Please note that ERASMUS students should not be processed this way. Please contact the [International Students Team](#) in the first instance if you have any queries about ERASMUS.**

### Appendix 1: The Postgraduate Open Day

The University of Cambridge holds an annual Postgraduate Open Day for prospective applicants and their supporters. This academic year it is being held on Friday 2 November 2018. The day will be split between time to visit Colleges in the morning and Department sessions in the afternoon, with an exhibition hub of stalls at the University Centre, running from 1pm-4.30pm, where Departments, Student Services and Funding Bodies will be represented.

The event is being coordinated by the Student Recruitment team at the Cambridge Admissions Office, who are happy to answer any questions or be of further assistance:

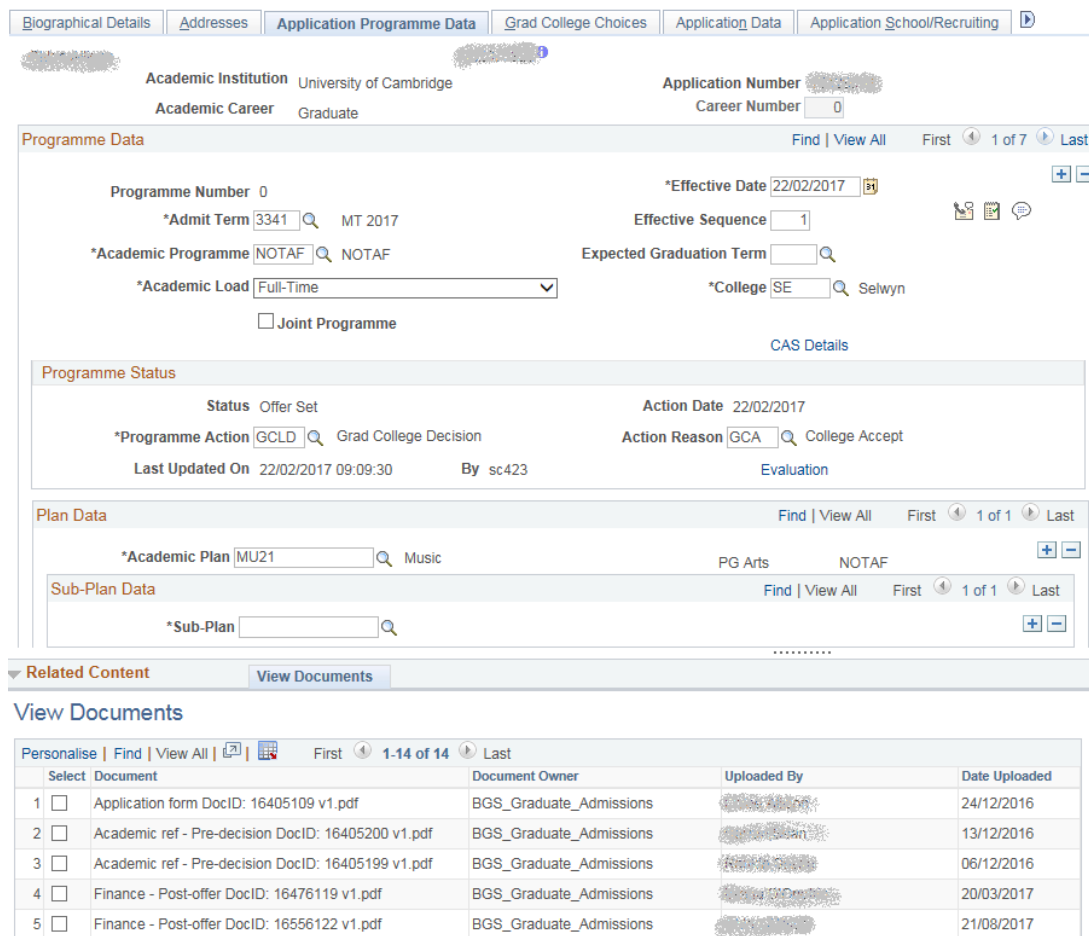
[CAOEvents@admin.cam.ac.uk](mailto:CAOEvents@admin.cam.ac.uk)

(01223 7)65514

### Appendix 2: A visual how-to guide


#### View and upload documents

When viewing an application in Maintain Applications or 360 Degree View, a list of documents will appear at the bottom of the screen.

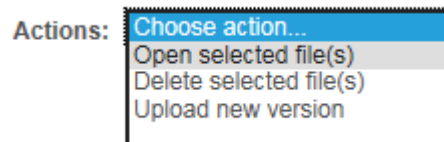



The screenshot shows the 'View Documents' section of the application system. It includes a table of documents with columns for 'Select', 'Document', 'Document Owner', 'Uploaded By', and 'Date Uploaded'. The table lists five documents related to the application, including application forms and academic/finance references.

Select	Document	Document Owner	Uploaded By	Date Uploaded
<input type="checkbox"/>	Application form DocID: 16405109 v1.pdf	BGS_Graduate_Admissions	[Redacted]	24/12/2016
<input type="checkbox"/>	Academic ref - Pre-decision DocID: 16405200 v1.pdf	BGS_Graduate_Admissions	[Redacted]	13/12/2016
<input type="checkbox"/>	Academic ref - Pre-decision DocID: 16405199 v1.pdf	BGS_Graduate_Admissions	[Redacted]	06/12/2016
<input type="checkbox"/>	Finance - Post-offer DocID: 16476119 v1.pdf	BGS_Graduate_Admissions	[Redacted]	20/03/2017
<input type="checkbox"/>	Finance - Post-offer DocID: 16556122 v1.pdf	BGS_Graduate_Admissions	[Redacted]	21/08/2017

If the list of documents isn't showing, right click on the USN (with the  symbol) and select 'View Documents' to bring it up.

To download a document, tick the relevant tick box and select 'Open selected item(s)' under 'Actions'.



**NB:** If the list of downloaded documents are for a different applicant you will need to refresh the list by clicking the  button in the top-right hand corner of the documents list to re-download. This is because the list does not always refresh when moving from one application to another.

To upload a document, click [Upload Document](#). Under 'Select document owner...' select 'BGS\_Graduate\_Admissions' and then under 'Select document type to upload...' select the relevant category.

If you are uploading a document for a post-offer applicant, please be sure to select the relevant 'Post-offer' category as this will generate a notification for the GAO.

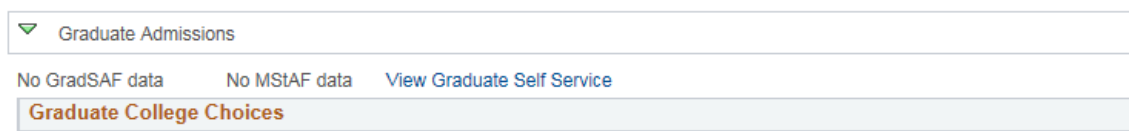
[Add Attachment](#)

Click [Add Attachment](#) and select the relevant document. Please note that the document must be in the .pdf file format and no more than 2MB.

### **View an applicant's self-service account (including offer conditions)**

In 360 Degree View, select the 'Admissions' tab.

Under 'Graduate Admissions (about halfway down the page)' click on [View Graduate Self Service](#).



This will take you through to a mock-up of the applicant's self-service account.

## Graduate Applicant Self Service Home

### Welcome to Graduate Applicant Self Service

Please download the [Guide to using Graduate Applicant Self Service](#) where you will find information about how to use your account.

Here you will be able to track the progress of your application(s), upload supporting documents, and update some contact details. Anything we need to tell you about your application (such as a change of status, materials you need to send us or important messages) will be shown here. Different pages and links will appear or become live as your application progresses.

Please check here regularly and take action promptly when we ask you to.

**First, please upload a digital photograph of yourself.** This is a requirement of your application, but will not be used as part of the selection process. If we already have a digital photograph (eg. because you have previously been a student at the University of Cambridge), you can delete your existing photograph and upload a new one. Click on the 'Photograph' link below and follow the instructions.

Please switch off your popup blocker, or set "camsis.cam.ac.uk" as an exception in your browser.

### Your Details

You can view and update your personal details by using these links:

[Names](#) [Addresses](#) [Phone Numbers](#) [Email Addresses](#) [Photograph](#)

Application Number	Course Description	Start Term	Status	College Membership	View/Amend
	PhD (Probationary) in Music	Michaelmas Term 2017	College Membership Allocated	Accepted at Selwyn College	<a href="#">View/Amend</a>

Click [View/Amend](#) for the relevant application.

1 Application Submitted ✓ 2 Offer Made ✓ 3 Offer Accepted ✓ 4 Confirmed

[Admissions Website](#)

[Help](#)

## Application Post-Offer

We have made you an offer of admission for this course. The links and information below explain what actions you need to take, and provide information about this part of the application process.

Please note, your conditional offer is not official until you have received email confirmation of the offer and its conditions. Please do not accept your offer until you have received the email.

Application Number	Course Description	Start Term	Status	College Membership
	PhD (Probationary) in Music	Michaelmas Term 2017	Applicant Accepted Offer	Accepted at Selwyn College

Status: You have accepted your conditional offer.

### Application Information/Actions

[Print Certificate of Offer](#) [UK Immigration](#)  
[View Offer Conditions/Comments](#)  
[Print Cover Sheets](#) [Withdraw Your Application](#)  
[Tracking Your Finances](#) [Defer Your Application](#)  
[Documentation and Forms](#)

[Return To Homepage](#)

To view the applicant's offer conditions, click [View Offer Conditions/Comments](#). This will bring you to a page with a list of conditions and any messages from the GAO.

**Messages and Warnings**

VC 23/8/17: Please note we have extended the deadline for meeting your offer conditions to 01/10/2017.

Message Dated 09/10/2017

**Your offer conditions - Click on the lefthand arrow(s) to the detail of each condition**

▶ Academic (Completed)

▶ Language (Completed)

▶ Other (Completed)

▼ ATAS (Outstanding)

It has been noted that you may require ATAS clearance in order to make your visa application. You must upload an ATAS certificate via your Self-Service page using the document type 'Immigration'. You can find details on how to apply for your ATAS certificate at the following link: <http://www.graduate.study.cam.ac.uk/international-students/immigration/atas>. When making your ATAS application you must use the exact wording provided in the ATAS Statement of Research on your Self-Service page. You can apply for an ATAS certificate a maximum of 6 months in advance of your course start date. The ATAS team advise allowing at least four weeks (20 working days) to receive your ATAS clearance certificate. For further information about your offer conditions please see section 3.8.1 of the Offer Conditions Booklet.

▶ Passport (Completed)

▶ Visa (Completed)

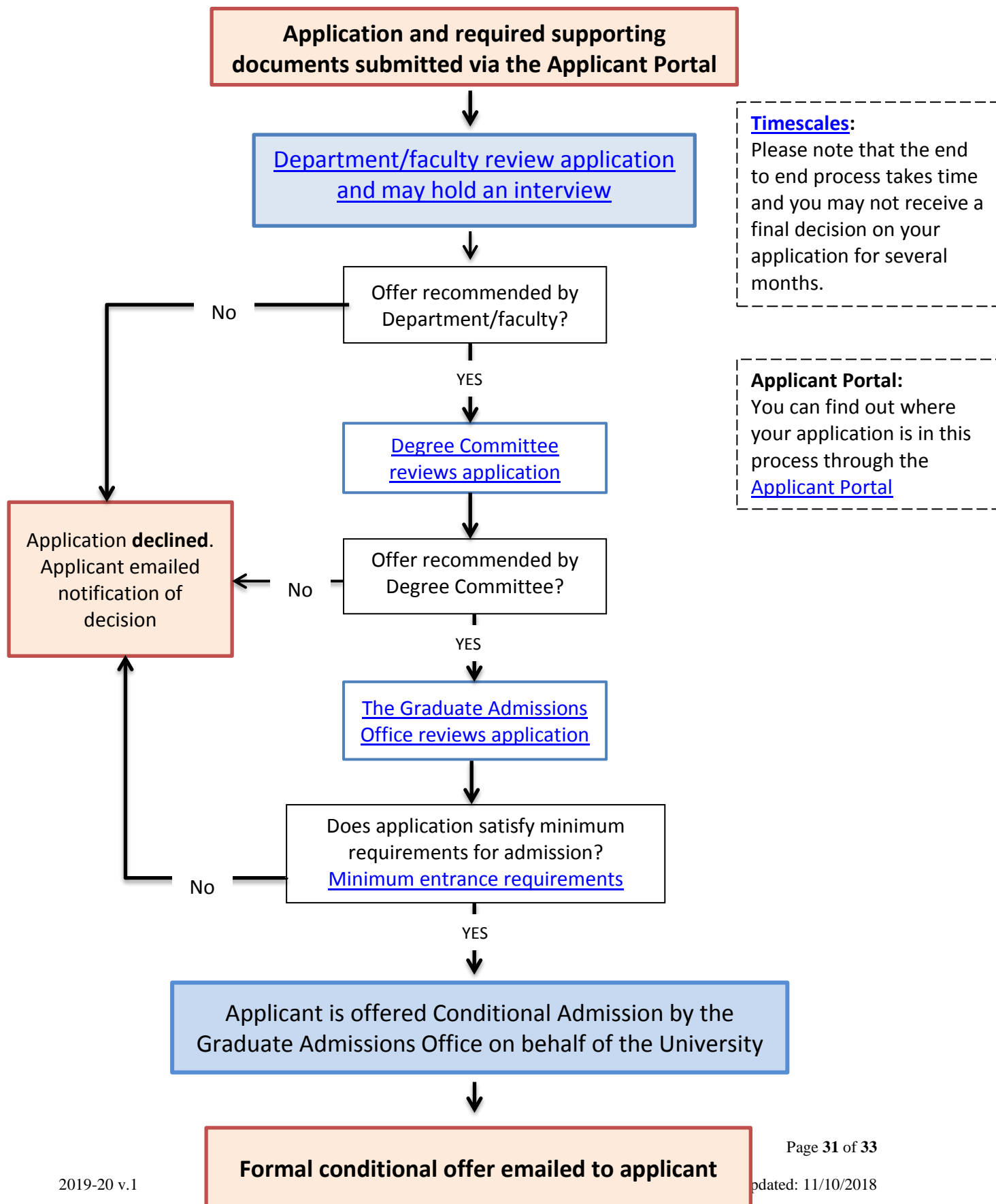
▶ Accept (Completed)

▶ Photograph (Completed)

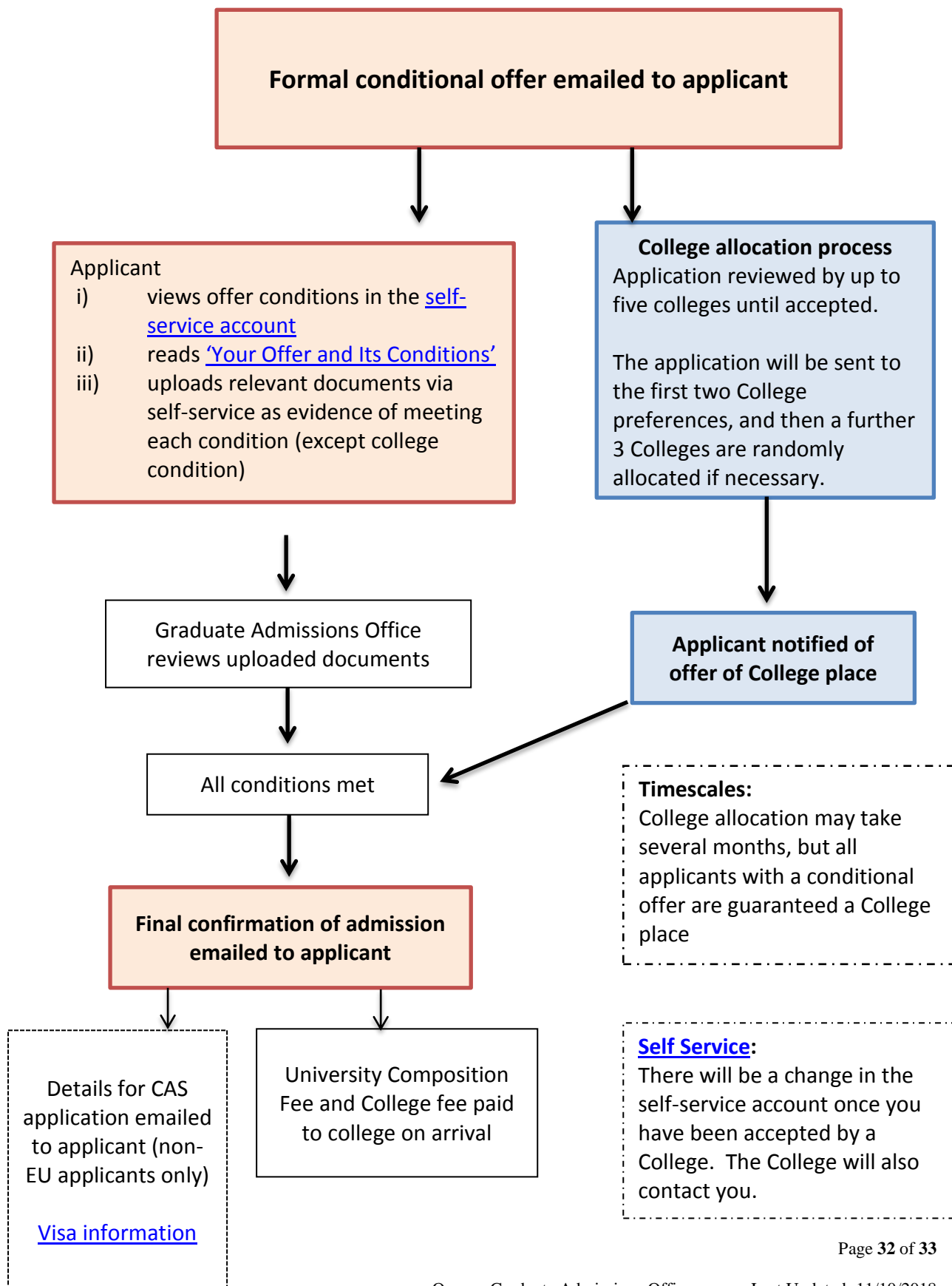
▶ Finance (Completed)

▶ College (Completed)

Appendix 3: The Applicant Journey







## Appendix 4: Academic Case template

**Academic Case**

Applicant name	
Application number	
USN number	

Date of interview:

Type of interview:

- ☐ In person  
☐ Video call  
☐ Telephone

Interviewer(s):

Reason for academic case:

- ☐ Failed to complete previous programme of study  
☐ Does not meet the Board of Graduate Studies (BGS) minimum

Grade obtained (if the applicant does not meet the BGS minimum)	
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Please give your comments on the following areas:

<b>Interview</b>
<b>References</b>
<b>Previous academic record</b>
<b>Relevant work or research experience</b>
<b>Any other rationale behind accepting this applicant (e.g. information which might mitigate the applicant's grades/withdrawal or evidence that the BGS minimum is not appropriate)</b>