STAFF HANDBOOK
FOR DEPARTMENTS,
DEGREE COMMITTEES
AND COLLEGES

A GUIDE TO GRADUATE ADMISSIONS
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.

Jane Wilkinson  Head of Graduate Admissions (*Complaints and appeals, Projects*)
01223 (3)38386  jane.wilkinson@admin.cam.ac.uk

Tracy Davnall  Deputy Head of Graduate Admissions (*Fee Status, Financial Tracker, Academic cases*)
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(until 19th October)
School Contact for Humanities & Social Sciences
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Clare Impey  Graduate Admissions Administrator (*Disability, Part-Time Students, International Qualifications, Scholarships, College changes*)
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Grace Dickinson  Student Recruitment Co-ordinator (Postgraduate Open Day)
(based at Cambridge Admissions Office)  CAOEvents@admin.cam.ac.uk
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.

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

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.

<table>
<thead>
<tr>
<th>Communication</th>
<th>Description</th>
<th>Timeline/Frequency of sending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete materials – withdrawal of application warning</td>
<td>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</td>
<td>If all relevant documents have not yet been provided</td>
</tr>
<tr>
<td>Incomplete documents – withdrawal</td>
<td>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</td>
<td>If all relevant documents have not been uploaded within 10 days of the course deadline</td>
</tr>
</tbody>
</table>
Rejection | 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
---|---|---
Offer | Communicates the formal offer of admission | When the COND offer row has been added on CamSIS by GAO
Self-Service log in details | 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
Confirmation | Communicates the formal confirmation of the offer | When all offer conditions have been met and the MATR confirmation row has been added on CamSIS
Academic condition not met | 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 camsis@uis.cam.ac.uk.
Default rules for Department administrators:

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

Default rules for Degree Committee administrators:

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

Default rules for College administrators:

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

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:

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

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

<table>
<thead>
<tr>
<th>Application scenario</th>
<th>Programme Action</th>
<th>Action Reason</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have received an application via the worklist – what is the <strong>first thing</strong> I should I do with it?</td>
<td>GDPD</td>
<td>GDU</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Adding this row also provides an update to the applicant via the Applicant Portal.</td>
</tr>
<tr>
<td>We have considered this application and we would like to REJECT them</td>
<td>DENY</td>
<td>DEPT</td>
<td>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”.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>You can delete the “Application received” worklist item as this has been dealt with.</td>
</tr>
<tr>
<td>We have received an application via the worklist but they are <strong>MORE SUITABLE</strong> for another Department.</td>
<td>GDPD</td>
<td>GDT</td>
<td>You will also need to add a comment (Category GBGS44) in the Application Data tab (not Maintain Applications) stating which department and course code the applicant is more suitable for. 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 course name and course code where possible. You do not need to add the Department code. Please do not change the course code in CamSIS. The GAO will do this when we are notified of the request.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This generates a worklist item for the GAO, who will then transfer the application for you.</td>
</tr>
<tr>
<td>We have considered this application and we would like to ACCEPT them</td>
<td>GDPD</td>
<td>GDA</td>
<td>When adding this row you will also need to complete the Graduate Application Coversheet (see next page).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Please note that Departments should processes decisions within 8 weeks of receiving a complete application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Processing an APPLICATION: Degree Committee administrator

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Programme Action</th>
<th>Action Reason</th>
<th>Comments</th>
</tr>
</thead>
</table>
| I have received a notification via the worklist that the Department have accepted an offer. | GDCD             | GDU           | 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.  
Adding this row also provides an update to the applicant via the Applicant Portal. |
| We have considered this application and we would like to ACCEPT them             | GDCD             | GDA           | When adding this row you will also need to sign off the Graduate Application Coversheet (see next page).  
Adding this row generates a worklist item for GAO, you may now delete the “under consideration” worklist item, as this has been dealt with. |
| We have considered this application and we would like to REJECT them             | DENY             | DEPT          | 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”.  
You can delete the “Application received” worklist item as this has been dealt with. |

Please note that Degree Committees should processes decisions within 5 working days of receiving the application.

### Processing an APPLICATION: College administrator

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Programme Action</th>
<th>Action Reason</th>
<th>Comments</th>
</tr>
</thead>
</table>
| I have received a notification via the worklist that my College has received a new application | GCLA             | GCU           | 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.  
Adding this row also provides an update to the applicant via their self service page. |
| We have considered this application and we would like to ACCEPT them             | 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 |

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A Guide to Graduate Admissions
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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

Department

Degree Committee

Course Description

Application Number/USN:

Application Date

Term Applied For

Study Method

Application Method

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.

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 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.

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.)

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.

*DBS: [Not Required]

- 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.

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 Department Signature  __________________________ Date 04/12/2015

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.

Please remember to click the Save 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:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-OFFER – ACADEMIC CASE</strong></td>
<td></td>
</tr>
</tbody>
</table>
| I have received a request for an academic case pre offer and we still want to give the applicant an offer of admission. | **Department**: Upload Case onto the applicant’s record using the document category ‘Academic Case’.

**Degree Committee**: Add the GDCD/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 **REJECT** the applicant.

<table>
<thead>
<tr>
<th>POST-OFFER – ACADEMIC CASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Department and Degree Committee, please follow the same instructions above as for pre-offer academic case requests.</td>
</tr>
</tbody>
</table>

I have received a request for an academic case where the applicant has not met the University academic condition and we wish to **REJECT** them now.

<table>
<thead>
<tr>
<th>POST-OFFER – ACADEMIC CONDITION NOT MET</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant has not met the academic condition set by the Department but we still wish to <strong>ACCEPT</strong> them.</td>
</tr>
<tr>
<td><strong>Department</strong>: Add the GDPD/ACA row. <strong>Degree Committee</strong>: Add the GDCD/ACA row. This will inform GAO that you are happy with their academic achievement and GAO will complete the relevant offer condition.</td>
</tr>
</tbody>
</table>

The applicant has not met the academic condition set by the Department we requested and we wish to **REJECT** them.

<table>
<thead>
<tr>
<th>POST-OFFER – ACADEMIC CONDITION NOT MET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add the WADM/FAIL row.</td>
</tr>
</tbody>
</table>

**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.

The applicant has not met the academic condition set by the Department we requested and we wish to **REJECT** them.

<table>
<thead>
<tr>
<th>POST-OFFER – ACADEMIC CONDITION NOT MET</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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_PGD_ADM_DEFERRAL_TERM. If you find you do to have DEFR as a programme action please contact the CamSIS helpdesk (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.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Programme Action</th>
<th>Action Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have received a request for a deferral and we wish to ACCEPT this request</td>
<td>DEFR</td>
<td>DPA</td>
</tr>
<tr>
<td>I have received a request for a deferral but we wish to REJECT this request.</td>
<td>DEFR</td>
<td>DPR</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Programme Action</th>
<th>Action Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have received a request for a deferral and we wish to ACCEPT this request</td>
<td>DEFR</td>
<td>DCA</td>
</tr>
<tr>
<td>I have received a request for a deferral but we wish to REJECT this request.</td>
<td>DEFR</td>
<td>DCR</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Programme Action</th>
<th>Action Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have received a request for a deferral and we wish to ACCEPT this request</td>
<td>DEFR</td>
<td>CLA</td>
</tr>
<tr>
<td>I have received a request for a deferral but we wish to REJECT this request.</td>
<td>DEFR</td>
<td>CLR</td>
</tr>
</tbody>
</table>

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](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.

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

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 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.

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

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
A Guide to Graduate Admissions

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\(^1\). 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

\(^1\) 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.

<table>
<thead>
<tr>
<th>2. College Characteristics Tbl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
<tr>
<td>Search Criteria</td>
</tr>
<tr>
<td>College: begins with [ ] Description: begins with [ ]</td>
</tr>
<tr>
<td>Include History [ ] Correct History [ ] Case Sensitive [ ] Limit the number of results to (up to 300): 300</td>
</tr>
<tr>
<td>Search [ ] Clear [ ] Basic Search [ ] Save Search Criteria</td>
</tr>
</tbody>
</table>

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 one. 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 be can 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_PGDADM_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_PGD_AID_FUNDING_COURSE – This query, for use by College administrators, provides funding information for applicants by term.

ALL_PGDADM_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/ - 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 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:
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](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
(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.
If the list of documents isn’t showing, right click on the USN (with the symbol) and select ‘View Documents’ to bring it up.

The download a document, tick the relevant tick box and select ‘Open selected item(s)’ under ‘Actions’.

**NB:** If the list or 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 a re-download. This is because the list does not always refresh when moving from one application to another.

The 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 upload 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.

Click 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.
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 "camsn.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

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Course Description</th>
<th>Start Term</th>
<th>Status</th>
<th>College Membership</th>
<th>View/Amend</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD (Probationary) in Music</td>
<td>Michaelmas Term 2017</td>
<td>Accepted at Selwyn College</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click View/Amend for the relevant application.

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.

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Course Description</th>
<th>Start Term</th>
<th>Status</th>
<th>College Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD (Probationary) in Music</td>
<td>Michaelmas Term 2017</td>
<td>Applicant Accepted Offer</td>
<td>Accepted at Selwyn College</td>
<td></td>
</tr>
</tbody>
</table>

Status: You have accepted your conditional offer.

Application Information/Actions

Print Certificate of Offer UK Immigration
View Offer Conditions/Comments Withdraw Your Application
Print Cover Sheets Defe Your Application
Transferring Your Finances
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.

<table>
<thead>
<tr>
<th>Messages and Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC 233617: Please note we have extended the deadline for meeting your offer conditions to 01/10/2017.</td>
</tr>
<tr>
<td>Message Dated: 09/10/2017</td>
</tr>
</tbody>
</table>

Your offer conditions - Click on the left hand 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://wwwgraduate.study.cam.ac.uk/internationalstudents/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 3 months in advance of your course start date. The ATAS team advise allowing at least four weeks (26 working days) to receive your ATAS clearance certificate. For further information about your offer conditions please see section 3.6.1 of the Offer Conditions Booklet.
- Passport (Completed)
- Visa (Completed)
- Accept (Completed)
- Photograph (Completed)
- Finance (Completed)
- College (Completed)
Appendix 3: The Applicant Journey

Application and required supporting documents submitted via the Applicant Portal

Department/faculty review application and may hold an interview

Offer recommended by Department/faculty?

YES

Degree Committee reviews application

Offer recommended by Degree Committee?

YES

The Graduate Admissions Office reviews application

Does application satisfy minimum requirements for admission? Minimum entrance requirements

YES

Applicant is offered Conditional Admission by the Graduate Admissions Office on behalf of the University

Formal conditional offer emailed to applicant

Timescales: Please note that the end to end process takes time and you may not receive a final decision on your application for several months.

Applicant Portal: You can find out where your application is in this process through the Applicant Portal

Application declined. Applicant emailed notification of decision

No

No
A Guide to Graduate Admissions

Formal conditional offer emailed to applicant

Applicant
i) views offer conditions in the self-service account
ii) reads ‘Your Offer and Its Conditions’
iii) uploads relevant documents via self-service as evidence of meeting each condition (except college condition)

College allocation process
Application reviewed by up to five colleges until accepted.

The application will be sent to the first two College preferences, and then a further 3 Colleges are randomly allocated if necessary.

Graduate Admissions Office
reviews uploaded documents

All conditions met

Final confirmation of admission emailed to applicant

Details for CAS application emailed to applicant (non-EU applicants only)

Visa information

University Composition Fee and College fee paid to college on arrival

Timescales:
College allocation may take several months, but all applicants with a conditional offer are guaranteed a College place

Self Service:
There will be a change in the self-service account once you have been accepted by a College. The College will also contact you.
### Academic Case

<table>
<thead>
<tr>
<th>Applicant name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application number</td>
<td></td>
</tr>
<tr>
<td>USN number</td>
<td></td>
</tr>
</tbody>
</table>

**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)

Please give your comments on the following areas:

| Interview |  |
| References |  |
| Previous academic record |  |
| Relevant work or research experience |  |

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)