

Maintaining Supervisors and Advisers in CamSIS: A Guide for Degree Committees

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Introduction

A student can have multiple advisers, in a number of different roles, allocated to them but every student on a postgraduate doctoral programme of study must have a Principal Supervisor (PS); doctoral students must also have an adviser allocated to them.

The following pages give Degree Committees (DCs) guidance on how to attach these supervisors and advisers to students in CamSIS.

The record in CamSIS must be maintained to accurately reflect each student's supervisor and adviser. Ensuring that these relationships are up to date allows the following:

- Termly supervision reports to be written
- Ability to comment on students' Self-evaluation reports
- Student change of circumstance applications (e.g. for intermission, leave to work away) to be approved by the supervisor
- Appropriate students to be registered for the PhD or EdD degree

Students should only have one *active* Principal Supervisor at a time and any change to a supervisor must also include the inactivation of the previous principal supervisor. Failure to inactivate a supervisor will cause problems for all of the processes listed above.

Note: Throughout this guide, reference to supervisor also includes advisers

Useful information

Start Date of Supervisor Roles

It is important that the Start Date of any supervisor's role is the first day of the term in which the individual is first linked to the student; if the role Start Date is after the first day of a term, CamSIS will not allow the supervisor to view the student for that term or write a report for that term.

For example, if a PS starts supervising a student on 10/10/19, their Start Date for the role should be back-dated to 01/10/19 (the first day of Michaelmas Term '19) to enable them to view the student and submit a supervision report for them in Michaelmas Term (MT) '19. If the Start Date isn't back-dated, the first supervision report the PS will be able to submit will be for LT '20.

Employed by an English HEP or Cambridge College

If a student's PS is not employed by an English HEP (Higher Education Provider) or Cambridge College, the student must also be assigned a co-supervisor who is. This is to meet quality assurance requirements and confirm the accountability of supervisors. It also has a financial implication in that the university will not receive government funding for the student if they do not have a supervisor who is employed by an English HEP or Cambridge College.

Maintaining roles and student-affiliations on CamSIS

Pre-matriculation (pre-MATR): If an applicant has not met all of their conditions and are still at admissions stage, you will need to liaise with the Graduate Admissions Office (GAO) to amend any supervisor/ adviser roles attached to the applicant.

Post-MATR (ie. applicant is now a current student):

For current students, there are two pages that can be used to update student supervisor roles:

- **Maintain Student Advisers**– this page focuses on the student. It advises all of the User Roles that have been assigned to the student for a particular course of study. An overview of how this page works can be found in [Appendix A](#)
- **User Role Maintenance**– this page focuses on the supervisor/ adviser. It lists the roles that they have been assigned in which Department(s)/ Faculty(s); it also lists all of the students that they are affiliated with and in what role. An overview of how this page works can be found in [Appendix B](#)

Either page can be used to maintain the link between a student and a supervisor/ adviser.

Types of User Role for supervisors

For University administrative purposes, the recognised User Roles for supervisors are listed below.

Principal Supervisor (BGS)– This is a student's main supervisor; a student should only have one active Principal Supervisor at any given time. Principal Supervisors are able to write/ edit termly reports on CamSIS.

Cambridge Supervisor (formerly 'Ref-Eligible Supervisor')– A student only needs a Cambridge Supervisor assigned to them if the Principal Supervisor is not employed by an English HEP or Cambridge College. Cambridge Supervisors are not currently able to write/ edit termly reports on CamSIS.

Other Supervisor (CamGRAD Upd)– A co-supervisor who is able to write/ edit termly reports on CamSIS.

Graduate Adviser- This is the Adviser listed in the 'Code of Practice for research students'. The Adviser can't currently view, edit, or write reports.

There are a number of other User Roles that are only used by colleges and departments; any queries regarding the use of these should be directed to the CamSIS Helpdesk

Managing links between Supervisors and their students

1. Adding a link between one supervisor and multiple students

The process listed below should be used when you want to allocate a number of students to the same supervisor.

Steps	Action
1.	<p>Navigate to: Main Menu> PeopleTools> Security> User Profiles> User Role Maintenance</p> <ul style="list-style-type: none"> • Enter at least one of the key identifiers (USN, CRSid, or Last Name) for the supervisor/ adviser that you wish to allocate the students to • Click 'Search' <p>If you are new to the User Role Maintenance page, please refer to Appendix B for an overview.</p>
2.	<p>CRSids and USNs are unique to each person- if you search by USN or CRSid you should be taken straight to that person's User Role Maintenance page.</p> <p>If you search by Last Name only, you may be presented with a number of Search results to pick from- take care to pick the right person.</p> <p>If your Search returns no results or if the User Role Maintenance page shows no User Roles, it suggests that the individual has not been set up as supervisor yet. To request that someone is set up as a supervisor:</p> <ul style="list-style-type: none"> • Go to the Student Registry Graduate Supervision page • Download a copy of the 'Notification of New Graduate Supervisor Details Form' • Complete the form and return it to the Student Registry at recordsandexams@admin.cam.ac.uk • Once Registry have confirmed to you that the individual has been set up, you can continue with the steps below
3.	<p>Looking at the Student Responsibilities section:</p> <ul style="list-style-type: none"> • If the individual doesn't have any students attached to them <ul style="list-style-type: none"> ○ Click on the 'Add New Student' button • If the individual has one or more students listed <ul style="list-style-type: none"> ○ Click on the plus '+' icon at the end of any of the rows <p>Remember that the Current/ Future/ Past filters can be ticked or unticked to change the lists of students you see in this section– just click on the 'Refresh List' button if you make any changes to the filters</p>

<p>4.</p>	<p>A new row will be added to the list:</p> <ul style="list-style-type: none"> • In the User Role column, use the drop-down option menu to select the appropriate User Role <ul style="list-style-type: none"> ○ If you select the Principal Supervisor role, please click on the box in the Primary column- a tick should appear in the box <ul style="list-style-type: none"> ▪ Without this tick, the PS will not be able to write termly supervision reports ▪ The tick isn't required for any other User Role <p>Please remember that a student should only have one active PS at any given time. If a student has a change of PS, the currently active PS should have an End Date added to the User Role and the Primary tick removed- see Section 3; the new PS should then be attached and the Primary tick added against their User Role.</p>
<p>5.</p>	<p>To attach the student to the User Role you just entered:</p> <ul style="list-style-type: none"> • Enter the student's USN in the Student USN field- the CRSid and Name fields will auto-populate <p>If you don't know the student's USN, click on the magnifying glass icon to the right of the field- this will open the Lookup function</p> <ul style="list-style-type: none"> ○ The Lookup will allow you to search for the student by CRSid or Name <ul style="list-style-type: none"> ▪ When you've found the right student, click on their details to select
<p>6.</p>	<p>In the Career column:</p> <ul style="list-style-type: none"> • Using the drop-down option menu, select the appropriate Career
<p>7.</p>	<p>Looking at the Career Nbr, Programme, and Plan columns:</p> <ul style="list-style-type: none"> • Check that Programme and Plan read as you expect: <ul style="list-style-type: none"> ○ ie. if you are attaching a student who you know has the Programme 'NOTAF' and they are currently on the Plan for NOTAF in Engineering, check that those details show in the respective column • If the details are not right, click on the magnifying glass icon to the right of the Career Nbr field to access the Lookup function <ul style="list-style-type: none"> ○ If a student is on their first Programme/ Plan (course) within this Career, the Career Nbr associated with the course will be 0 ○ If a student is on their second or subsequent Programme/ Plan (course) within this Career, the Career Nbr associated with the course will be 1 or higher <ul style="list-style-type: none"> ▪ The Lookup function will list all of the student's Career Nbrs within this Career- click on the appropriate Career Nbr to correctly populate the Programme and Plan columns

<p>8.</p>	<p>The Start Date of a supervisor/ adviser User Role MUST be the first day of a term. The Start Date of terms, for the purpose of User Roles, are:</p> <ul style="list-style-type: none"> • 1st October for Michaelmas Term (MT) • 5th January for Lent Term (LT) • 17th April (10th April in a Leap Year) for Easter Term (ET) <p>If the Start Date is after the first day of term, the supervisor will not be able to write a termly report for that term.</p> <p>Discretion will be needed in regard to the Start Date if a student changes supervisor part-way through a term:</p> <ul style="list-style-type: none"> • You could back-date the Start Date if the change was made relatively early in the term and the individual was supervising the student for the majority of the term, so should be the one to submit a report for the given term • You could forward-date the Start Date (to the start of the next term) if it's relatively late in the current term and the student's previous supervisor is expected to write the current term's report <p>Remember that if you are attaching a student to a new supervisor you may need to close the link to the previous supervisor- Section 3 gives guidance on this. You need to take in to consideration the End Date of the previous supervisor's role, as well as what the new supervisor's Start Date should be- they shouldn't be active at the same time.</p> <p>Also take care that the Start Date of the supervisor/ adviser's attachment to the student isn't prior to their Role Start Date- you can see the Role Start Date at the top of the page, in the User Roles section</p> <p>ie. If an individual has a Principal Supervisor role at Biology that has a Role Start Date of 01/10/18, they can't be allocated as a PS to a student wef 17/04/18 because that date is prior to when they were first set up as a PS.</p>
<p>9.</p>	<p>Click on the 'Save' button at the bottom of the page to save this supervisor/ adviser to student set-up.</p> <p>NB/. Alternatively, if you have multiple students to attach to this supervisor/ adviser, you could save your entries periodically, or add them all and then save.</p>
<p>10.</p>	<p>Repeat the above steps as necessary for any more students that you need to attach to this supervisor/ adviser</p>

2. Attach one student to one or more supervisor(s)/ adviser(s)

The process listed below should be used when you are attaching several supervisors/ advisers to one student.

It can also be used when maintaining the link between one student and one supervisor/ adviser.

Steps	Action
1.	<p>Navigate to: Main Menu> Records and Enrolment> Student Background Information> Maintain Student Advisers</p> <ul style="list-style-type: none"> • Enter at least one of the key identifiers (USN, CRSid, or Name) for the student that you wish to add User Roles to • Click 'Search' <p>If you are new to the Maintain Student Advisers page, please refer to Appendix A for an overview.</p>
2.	<p>CRSids and USNs are unique to each person- if you search for a student using their USN or CRSid you should be taken straight to their Maintain Student Advisers page</p> <ul style="list-style-type: none"> • The exception to this is if the student has more than one course of study within an Academic Career, eg. if a student has completed a MPhil and is now studying for a NOTAF, they will have PGRD row for the MPhil and a second PGRD row for the NOTAF. • Take care to select the row corresponding to the course of study (Academic Programme) that you wish to amend for the student. <p>If you search by Name only, you may be presented with a number of Search results to pick from- take care to pick the right student.</p>
3.	<p>Once on the student's page, double-check that the right details show at the top of the page, ie. check that the name is as you expect, the Programme and Plan is right etc</p>
4.	<p>Tick all of the Filters- Current, Future, and Past- and click on the 'Refresh List' button</p> <ul style="list-style-type: none"> • If the student has never been attached to a supervisor/ adviser, the Academic Advisers section will remain blank • If the student only has Current advisers, the list in the Academic Advisers section won't change • If the student has had any supervisors/ advisers allocated to them in the past or have supervisors/ advisers with a Start Date in the future, the list in the Academic Advisers section will now have a larger number of rows <p>Having all of the Filters ticked will give you a better overview of the student's supervisor/ adviser history.</p>

5.	<p>To attach a new supervisor/ adviser to the student, look at the Academic Advisers section:</p> <ul style="list-style-type: none"> • If the student doesn't have any supervisors/ advisers attached to them <ul style="list-style-type: none"> ○ Click on the 'Add New Adviser' button • If the student has one or more supervisors/ advisers listed <ul style="list-style-type: none"> ○ Click on the plus '+' icon at the end of any of the rows
6.	<p>A new row will be added to the list:</p> <ul style="list-style-type: none"> • In the User Role column, use the drop-down option menu to select the appropriate User Role <ul style="list-style-type: none"> ○ If you select the Principal Supervisor role, please click on the box in the Primary column- a tick should appear in the box <ul style="list-style-type: none"> ▪ Without this tick, the PS will not be able to write termly supervision reports ▪ The tick isn't required for any other User Role <p>Please remember that a student should only have one active PS at any given time. If a student has a change of PS, the currently active PS should have an End Date added to the User Role and the Primary tick removed- see Section 3</p>
7.	<p>In the Adviser column:</p> <ul style="list-style-type: none"> • If you know the supervisor/ adviser's USN, enter it in the blank field <ul style="list-style-type: none"> ○ The Name and CRSid fields should auto-populate • If you don't know the supervisor/ adviser's USN, click on the magnifying glass icon to access the Lookup function <ul style="list-style-type: none"> ○ The Lookup function will allow you to search for the supervisor/ adviser by CRSid or Name <ul style="list-style-type: none"> ▪ Click on their name to populate the Adviser fields of the Academic Advisers section ○ If the person you are searching for doesn't appear in the Lookup function, it is likely that they've not been set-up as a supervisor/ adviser. Step 2 of Section 1 gives guidance on how to request the necessary set-up <ul style="list-style-type: none"> ▪ Proceed with the steps below once the Registry has confirmed set-up

<p>8.</p>	<p>In the Start Date column:</p> <p>The Start Date of a supervisor/ adviser User Role MUST be the first day of a term. The Start Date of terms, for the purpose of User Roles, are:</p> <ul style="list-style-type: none"> • 1st October for Michaelmas Term (MT) • 5th January for Lent Term (LT) • 17th April (10th April in a Leap Year) for Easter Term (ET) <p>If the Start Date is after the first day of term, the supervisor will not be able to write a termly report for that term.</p> <p>Discretion will be needed in regard to the Start Date if a student changes supervisor part-way through a term:</p> <ul style="list-style-type: none"> • You could back-date the Start Date if the change was made relatively early in the term and the individual was supervising the student for the majority of the term, so should be the one to submit a report for the given term • You could forward-date the Start Date (to the start of the next term) if it's relatively late in the current term and the student's previous supervisor is expected to write the current term's report <p>Remember that if you are attaching a student to a new supervisor you may need to close the link to the previous supervisor- Section 3 gives guidance on this. You need to take into consideration the End Date of the previous supervisor's role, as well as what the new supervisor's Start Date should be- they shouldn't be active at the same time.</p> <p>If an error message appears when you enter a Start Date it may be that the supervisor/ adviser wasn't active in the role on that date. You can check and amend the Start Date of the User Role by looking at the supervisor/ adviser's set up in the User Roles section of the User Role Maintenance page.</p> <p>ie. If an individual has a Principal Supervisor role at Biology that has a Role Start Date of 01/10/18, they can't be allocated as a PS to a student wef 17/04/18 because that date is prior to when they were first set up as a PS.</p>
<p>9.</p>	<p>Click on the 'Save' button at the bottom of the page to save this supervisor/ adviser to student set-up.</p>
<p>10.</p>	<p>Repeat the above steps as necessary for any more supervisors/ advisers that you need to attach to this student.</p>

3. Closing a link between a student and a supervisor/ adviser

When a student is attached to a new supervisor/ adviser, the link to the previous supervisor/ adviser needs to be closed.

If there is a change in Principal Supervisor (PS), the Primary tick will also need to be removed from the old PS and added to the new PS.

Steps	Action
1.	<p>Navigate to: Main Menu> Records and Enrolment> Student Background Information> Maintain Student Advisers</p> <ul style="list-style-type: none"> • Enter at least one of the key identifiers (USN, CRSid, or Name) for the student that you wish to update User Roles for • Click 'Search' <p>If you are new to the Maintain Student Advisers page, please refer to Appendix A for an overview.</p>
2.	<p>CRSids and USNs are unique to each person- if you search for a student using their USN or CRSid you should be taken straight to their Maintain Student Advisers page</p> <ul style="list-style-type: none"> • The exception to this is if the student has more than one course of study within an Academic Career, eg. if a student has completed a MPhil and is now studying for a NOTAF, they will have PGRD row for the MPhil and a second PGRD row for the NOTAF. • Take care to select the row corresponding to the course of study (Academic Programme) that you wish to amend for the student. <p>If you search by Name only, you may be presented with a number of Search results to pick from- take care to pick the right student.</p>
3.	<p>Once on the student's page, double-check that the right details show at the top of the page, ie. check that the name is as you expect, the Programme and Plan is right etc</p>
4.	<p>Tick all of the Filters- Current, Future, and Past- and click on the 'Refresh List' button</p> <ul style="list-style-type: none"> • If the student has never been attached to a supervisor/ adviser, the Academic Advisers section will remain blank • If the student only has Current advisers, the list in the Academic Advisers section won't change • If the student has had any supervisors/ advisers allocated to them in the past or have supervisors/ advisers with a Start Date in the future, the list in the Academic Advisers section will now have a larger number of rows <p>Having all of the Filters ticked will give you a better overview of the student's supervisor/ adviser history.</p>

<p>5.</p>	<p>To close the link between a student and a supervisor/ adviser:</p> <ul style="list-style-type: none"> • Look at the Academic Advisers section of the page and find the User Role row that you wish to close the link for • Enter a date in the End Date field <p>If you are closing a link to attach a new one, please bear in mind that the Start Date of the new attachment must be the first day of term:</p> <ul style="list-style-type: none"> • 1st October for Michaelmas Term (MT) • 5th January for Lent Term (LT) • 17th April (10th April in a Leap Year) for Easter Term (ET) <p>This should be taken into consideration when entering an End Date- the End Date of the old link should be before the Start Date of the new link without leaving a gap between the two dates.</p>
<p>6.</p>	<p>If you are closing the link between PS and student (in order to add a new one):</p> <ul style="list-style-type: none"> • As well as entering an End Date, please also remove the tick in the Primary column <ul style="list-style-type: none"> ○ The tick should then be added to the new PS-student attachment <p>Only the active PS should have a tick showing in the Primary column.</p>
<p>7.</p>	<p>Click on the 'Save' button at the bottom of the page to save the changes that you've made.</p>

4. When a supervisor/ adviser is attached to a student in error

The procedure below should only be used if a supervisor/ adviser has been linked to a student in error. We delete the whole attachment, rather than close it, because the student should never have been linked with the given supervisor/ adviser.

If your intention is to record the fact that a student's link to a particular supervisor/ adviser has come to an end, please use the [Section 3](#) procedure instead.

Steps	Action
1.	<p>Navigate to: Main Menu> Records and Enrolment> Student Background Information> Maintain Student Advisers</p> <ul style="list-style-type: none"> • Enter at least one of the key identifiers (USN, CRSid, or Name) for the student that you wish to add User Roles to • Click 'Search' <p>If you are new to the Maintain Student Advisers page, please refer to Appendix A for an overview.</p>
2.	<p>CRSids and USNs are unique to each person- if you search for a student using their USN or CRSid you should be taken straight to their Maintain Student Advisers page</p> <ul style="list-style-type: none"> • The exception to this is if the student has more than one course of study within an Academic Career, eg. if a student has completed a MPhil and is now studying for a NOTAF, they will have PGRD row for the MPhil and a second PGRD row for the NOTAF. • Take care to select the row corresponding to the course of study (Academic Programme) that you wish to amend for the student. <p>If you search by Name only, you may be presented with a number of Search results to pick from- take care to pick the right student.</p>
3.	<p>To delete a student-supervisor/ adviser link made in error:</p> <ul style="list-style-type: none"> • Look at the Academic Advisers section of the page and find the User Role row that you wish to remove/ delete • Click on the minus '-' icon at the end of that row • A message box will appear asking that you confirm that you wish to delete the row <ul style="list-style-type: none"> ○ Click 'Ok' to confirm the deletion • A second message box will appear asking you again to confirm the action <ul style="list-style-type: none"> ○ Click 'Ok' to delete the row <ul style="list-style-type: none"> ▪ The row will no longer show <p>If you, at this point, realise that the wrong row, for example, has been removed- don't click Save. Click on the 'Return to Search' button and when the message box appears asking "Do you want to save your changes?" click on 'No'. Go back on to the student's Maintain Student Advisers page and the row will still show (as the deletion wasn't saved).</p>
4.	<p>When you are happy that the right row has been removed, click on the 'Save' button at the bottom of the page to save the changes that you've made.</p>

Contacts for further assistance

Supervisor is not available on look up	Contact the Student Registry recordsandexams@admin.cam.ac.uk or ext (7)66302
I can't view the pages in CamSIS	Contact the CamSIS service desk camsishelp@uis.cam.ac.uk or ext (7)64999
I can't view a student in CamSIS	Contact the CamSIS service desk camsishelp@uis.cam.ac.uk or ext (7)64999
I don't know which page to use	Contact the Student Registry recordsandexams@admin.cam.ac.uk or ext (7)66302

Appendix A- Overview of the Maintain Student Advisers page

This page is found at: [Main Menu](#)> [Records and Enrolment](#)> [Student Background Information](#)> [Maintain Student Advisers](#)

Favourites ▾ Main Menu ▾ > Records and Enrolment ▾ > Student Background Information ▾ > Maintain Student Advisers [?](#)

 UNIVERSITY OF CAMBRIDGE

Student Advisers



USN	<input type="text"/>	<input type="text"/>	College	HH	Hughes Hall
CRSid	<input type="text"/>		Admit Term	3281	Michaelmas Term 2014
Career	GRAD	0 Graduate	Grad Term	3311	Easter Term 2016
Programme	MPHIL	Master of Philosophy			
Plan	EDM2	Education (Thematic route)			
Acad Org	EF	Fac of Education			

Student details

Current Future Past **Filter**

Note: Rows should not be deleted from this table. Rather, add the date on which the Adviser concluded their role.

Academic Advisers Find  First 1-3 of 3 Last

*Role	Primary	Adviser Details	*Adviser	Name	CRSid	*Start Date	End Date	
1 College Graduate Tutor	<input type="checkbox"/>	<input type="button" value="View"/>	17 <input type="text"/>	Dr <input type="text"/>	<input type="text"/>	05/10/2014		<input type="button" value="+"/> <input type="button" value="-"/>
2 College Tutor	<input type="checkbox"/>	<input type="button" value="View"/>	17 <input type="text"/>	Dr <input type="text"/>	<input type="text"/>	01/10/2014		<input type="button" value="+"/> <input type="button" value="-"/>
3 Principal Supervisor (BGS)	<input checked="" type="checkbox"/>	<input type="button" value="View"/>	30 <input type="text"/>	Dr <input type="text"/>	<input type="text"/>	01/10/2014 <input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Advisers for this student

The page has three sections:

- **Student details**– This is for information only; you can't edit these details here. If there are any errors in this section, please contact the Student Registry.
- **Filter**– The default for this section is 'Current'; only the student's current Academic Advisers will show in the bottom section of the page. They will have a User Role Start Date in the past but no End Date, for the role, entered
 - If you wish to only view Advisers that were assigned to the student in the past, un-tick the 'Current' box, tick the 'Past' box and 'Refresh List'- you will now only see the Advisers with an End Date for the User Role
 - If you wish to only view Advisers that have a User Role Start Date in the future, un-tick the 'Current' box, tick the 'Future' box and 'Refresh List'- you will now only see the Advisers with a Start Date in the future
 - To view all Advisers ever assigned to the student, tick all three options (Current, Future, and Past) and click 'Refresh List'
- **Academic Advisers**– The User Roles attached to the student are listed in this section; you can change whether you are viewing Current/ Past/ Future/ All by using the tick boxes in the Filter section. You will be able to amend supervisor roles here but you will not be able to edit College advisers- only colleges can do this.

- In the **Adviser Details** column of this section you will see a '**View**' button against each of the Advisers. This button is a quick-link to the **User Role Maintenance** page (see [Appendix B](#) for further information) where you can view all of the Adviser's roles across all of the Departments/ Faculties/ Colleges that they are affiliated with; it also lists all of the students that they are linked with and in what role.

Appendix B- Overview of the User Role Maintenance page

This page is found at: [Main Menu](#)> [People Tools](#)> [Security](#)> [User Profiles](#)> [User Role Maintenance](#)

The screenshot displays the 'User Role Maintenance' interface. At the top, it shows the user's details: USN 300577107, Name Gunn, Oliver, and CRSid 10287. Below this is the 'User Roles' section, which includes a filter for 'Current', 'Future', and 'Past' roles, and a dropdown for 'Acad Org'. The 'User Roles' table lists various roles such as 'Other Supervisor (CamGRAD Upd)', 'Cambridge Supervisor', 'Graduate Advisor', 'FoE Registrant Advisor', 'FoE Registration Assessor', 'Principal Supervisor (BGS)', and 'Director of Studies'. The 'Student Responsibilities' section below it has a similar filter and a table listing responsibilities for 'Principal Supervisor (BGS)' roles, including student details like USN, CRSid, Name, and Start Date.

*User Role	Students	*College / Department	Description	*Role Start Date	Role End Date
Other Supervisor (CamGRAD Upd)		EF	Fac of Education	01/10/2011	
Cambridge Supervisor		EF	Fac of Education	01/10/2017	
Graduate Advisor	1	EF	Fac of Education	01/10/2017	
Other Supervisor (CamGRAD Inq)		EF	Fac of Education	01/10/2017	
FoE Registrant Advisor	2	EF	Fac of Education	02/11/2017	
FoE Registration Assessor	2	EF	Fac of Education	02/11/2017	
Principal Supervisor (BGS)	28	EF	Fac of Education	02/11/2017	
Director of Studies	7	Q	Queens' College	21/08/2018	
Principal Supervisor (BGS)		EF	Fac of Education	01/10/2017	02/10/2017

*User Role	Primary	Student Details	*Student USN	CRSid	Name	*Career	Career Mbr	Programme	Plan	College	*Start Date	End Date
Principal Supervisor (BGS)	<input type="checkbox"/>	View	304272204	jc2105	Bullock,Manraj	Postgrad	0	MPHIL	Education (Taught Route)	NH	15/01/2019	
Principal Supervisor (BGS)	<input type="checkbox"/>	View	304254093	csj24	Ellis,Emma	Postgrad	0	MPHIL	Education (Taught Route)	SID	15/01/2019	
Principal Supervisor (BGS)	<input type="checkbox"/>	View	304372963	rp310	Hampton,Rida	Postgrad	0	MPHIL	Education (Taught Route)	DAR	15/01/2019	

The page gives the key identifiers of the individual that you have searched for (specifically USN, Name, and CRSid), and then has two main sections; each section can be broken down into a filter section and a list section:

1. User Roles

- **User Roles Filter**– This section allows you to filter the information that you see in the User Role section for the named individual.
 - As a default, the filter will be set to show 'Current', 'Future', and 'Past' roles for all Acad Orgs (Academic Organisations), and all User Roles.
 - You can amend the filter as required (by ticking or un-ticking the respective box(es)) to view just the Current roles, or the Current and Past roles etc, and then clicking the 'Refresh List' button.
 - If you are responsible for maintaining User Roles for more than one Acad Org, you can use the drop-down menu to filter the User Role list by one particular Acad Org and then clicking the 'Refresh List' button.
 - If you are interested in only viewing a particular User Role for an individual (eg. Principal Supervisor), you can filter the list by selecting the Role from the drop-down list and clicking on the 'Refresh List' button.

- **User Role**– a list of the roles that the adviser/ supervisor is approved to undertake. You can amend the list using the filters as mentioned above.
 - Although you can see all the roles that an individual has, you can only edit the roles associated with your own organisation.
 - Roles associated with other Acad Orgs are read-only- you won't be able to amend the Role Start Date, there won't be a Role End Date field, and there won't be a minus '-' icon at the end of the row.
 - The **Students** column shows the total number of students assigned to the individual in a given User Role at the Acad Org listed in the **Description** column.

2. Student Responsibilities

- **Student Responsibilities Filter**- These filters control the list of students viewable in the lower User Role section.

The default for this section is 'Current'; only those that have a current/ active link to the supervisor/ adviser will show in the lower User Role section. Each row will have a User Role Start Date in the past but no End Date, for the role, entered.

- If you wish to only view students that were assigned to the supervisor/ adviser in the past, un-tick the 'Current' box, tick the 'Past' box and 'Refresh List'- you will now only see the students with an End Date for the User Role
- If you wish to only view students that have a User Role Start Date in the future (ie. it's August and you want to view who students starting in the upcoming Michaelmas Term are assigned to), un-tick the 'Current' box, tick the 'Future' box and 'Refresh List'- you will now only see the students with a Start Date in the future.
- To view all students ever assigned to the supervisor/ adviser, tick all three options (Current, Future, and Past) and click 'Refresh List'

There is also the option to filter the User Role section by Acad Org (if you are associated with more than one Acad Org), or by the User Role (eg. Principal Supervisor) by selecting the appropriate option from the drop-down menu- again, clicking the 'Refresh List' button will refresh the list shown in the User Role section.

- **Student Responsibilities User Role**- This section shows the students linked to the supervisor/ adviser at your Acad Org(s); you will not be able to see students associated with the supervisor/ adviser based in Acad Org(s) that you are not affiliated with.

- In this section you can add and close student- supervisor/ adviser links

The '**View**' button that shows to the left of the '**Student USN**' column is a quick-link to the student's **Maintain Student Advisers** page (see [Appendix A](#) for further information).