



This bulletin is the first, of what I hope will be a series of updates on important information concerning the work of the Student Registry. The items indicate which are for information, and which require your involvement.

This bulletin focusses on:

- New HESA requirements for the student return 2013 – 2014;
- New Examinations web pages and new venue;
- Improving fee data in CamSIS;
- The ambition of the Student Registry

1. HESA: Student Finance

Requires input from across the collegiate University

The requirement: HESA requires us to record and report information related to the financial support provided to undergraduate students starting in the student return 2013-2014. This includes reporting the type of funding provided to the student (across one of four categories) and the total amount (where that amount is over £10.00).

HESA will pass this data to the Office for Fair Access (OFFA), who may measure the data against the University's OFFA Access Agreement.

The four categories are:

- i. Cash: to include cash awards or equivalent, e.g., scholarship payment/hardship grant;
- ii. Near cash: to include vouchers or prepaid cards, for example, a prize book voucher;
- iii. Accommodation discounts: for example if a student is charged less than normal level;
- iv. Other: such as travel grants, grants for fieldwork and book grants.

The Student Registry leads on this project, working with PRAO and Student Information Systems.

The approach: The Student Registry recognises that there is no central record of such support but that Faculties, Departments, Colleges and other offices across the collegiate University hold this data, and in different systems and formats. We also recognise that some financial support might already be distributed.

We appreciate the burden of this work, but need to meet the demands of HESA. Consequently, the Student Registry is currently developing a simple means for you to record and send the information to us in a format that can then be included in the HESA return. We will provide information that is more detailed to you in the New Year.



Contact: Catherine Fage (Head of Student Registry)

2. HESA: Unit of Assessment

For information only

The requirement: HESA requires the University to include the Unit of Assessment (UoA) for all supervisors in the student return 2013-14. The Student Registry leads on this project, working with HR, PRAO and the REF Office to utilise and build on existing data and Student Information Systems (SIS) is providing technical support and solutions.

The approach: The Student Registry will utilise information already returned in the REF and implement HESA's suggestion on how to return any supervisor who was not allocated a REF UoA. Therefore, currently we expect to manage this new requirement from within the Student Registry.

Contact: Catherine Fage (Head of Student Registry)

3. Examination information and arrangements

For information only

New [Examinations](#) web pages: are live. Here you will find links to information about the Rules for guidance of candidates, including plagiarism, special exam arrangements, graduate submission of dissertations and theses for examination, and other information relating to exams at Cambridge.

New examination venue: In response to concerns raised about some central venues (such as excessive external noise in Senate-House and the Guildhall) and the need to find alternative exam space due to closure and refurbishment of the New Museums Site we spent much time exploring alternative venues. After much investigation, the best venue option was the University Sports Centre. We recognise that for some, this venue is away from usual teaching areas but it is a University base, and an increasingly expanding one. We anticipate using the Sports Centre even after the refurbishment of the site (anticipated 2017) because of the additional benefits the venue provides. We are in discussions with Estate Management about the possibility of extending the Citi 4 bus service to weekends. We shall hold open days in 2014 to allow familiarisation with the site and venue, and will communicate these.

Examination space: The availability of suitable space is a recurring item for the Board of Examinations. We are aware that there may be restrictions on other locations in the near future due to University's exciting building plans on New Museum Site and possibly Mill Lane. Consequently, we continue to review and explore alternatives. We shall continue to communicate change.



Examination timetable: work has begun and we will circulate a draft in the Lent term, prior to full publication at the start of the Easter term.

Contact: Jenny Green (Head of Records and Examinations)

4. Improving fee data in CamSIS

For information only

The requirement: to obtain a stable and efficient fees configuration process for the Student Registry to manage which delivers reliable fee outputs to stakeholders and meets internal and external reporting requirements.

The approach: The Student Registry has been working with Student Information Systems (SIS), PRAO, College representatives, the Office of Intercollegiate Services, Finance Division and other University offices to enable better configuration of the data. Since the work relies predominantly on configuration, we expect to manage this from within SIS and the Student Registry.

We shall communicate progress.

Contact: Kerri Gardiner (Acting Head of Fees and Funding, whilst Sally-Ann Gannon takes maternity leave)

5. The ambition of the Student Registry

For information only

On 2nd December 2013, Catherine Fage joined as Head of Student Registry. Whilst maintaining core operations, her ambition is the Student Registry to be recognised as:

- the central point of authority on student administration matters;
- delivering an effective service to students, staff colleagues, and external bodies who require student information; and
- providing a service with which others wish to engage.

Current priorities include reviewing communication (including the web) and supporting staff to deliver their current business improvements plans and improvements in customer service.

We are keen to hear your views on our ambition and what stops us achieving that now and what we need to do to achieve this (in both short and longer term). Therefore, if you wish to share your views, please email Catherine to set up a discussion (caf28@admin.cam.ac.uk).



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