

This bulletin focusses on:

1. University Transcripts - content and format changes from 3 September 2015
2. Source of Fee and SSAR file upload in CamSIS – changes from 3 September 2015
3. Cambridge Bursary Scheme – training on changes, September 2015

1. University Transcripts

For information

Background

In Michaelmas Term 2012, a working group was established at the request of Senior Tutors' Committee and General Board Education Committee to review the University transcript. The terms of reference were to

- i. Review the procedures by which students may obtain copies of their transcript ;
- ii. Review the content and format of the transcript;
- iii. Integrate the mark entry project with any transcript development so that full benefit may be achieved from both

The General Board's Education Committee received the working group recommendations in March 2013 and subsequently, the Student Registry worked with the CamSIS team to deliver changes to the content and format of the transcript.

With regard to the other terms of reference,

- The mark entry work is almost complete; in the examination period 2015, every department and faculty, bar one, loaded their Tripos classes and marks directly into CamSIS. The final faculty will upload in the examination period 2016;
- The procedure by which students may obtain copies of their transcript requires further review, which we anticipate will occur in 2015/16.

Changes

Following a period of development and testing with CamSIS, those content and format changes will be in the next CamSIS release on 3 September 2015.

The changes are intended to make the information clearer to students and third parties and are as follows:

- For those students on an undergraduate career who have a plan change and have examination results for that new subject, the transcript will display all the main fields of study, not just the final year.



- For enrolment data where no marks are available, the text 'no recorded marks' has been removed and replaced with a '*'. The descriptor of the * is under the Academic Record title and indicates '(*) denotes no marks recorded for this unit'. This descriptor appears whether or not marks are available.
- Grade distributions have been removed. This is because it is hard for third parties to understand and is impossible to maintain given appeals etc.
- All references to CULP courses, a student may have taken have been removed.
- Where a student has withdrawn from their course, a transcript will not be produced. The rules for this are;
 - If they have been dismissed, disqualified or had their degree revoked
 - If they have a 'DISC' row on their student programme / plan dated=<60 days from the admit term
- If a student has several programmes of study and one is listed as discontinued, then the transcript will not return any data for the discontinued programme.
- Some changes in terminology as follows;
 - USN has been replaced with 'University Student Number'
 - Degrees conferred has changed to Degrees Awarded
 - Matriculation term and date has been removed
 - Date format has been standardised across the transcript to appear as DD MONTH YYYY
 - Programme has been spelt consistently across the transcript.
- Functionality added to enable further year abroad information to be displayed on the transcript for those students on the Erasmus. The International Student Team will manage and input this information. Further roll out of this functionality for students who have a year abroad but are not Erasmus is expected in the next academic year.

Transcripts: Summary of Key Information

Content and format changes only in this release

Go-live date 3 September 2015

Contact: Jenny Green (Head of Records and Examinations)

Queries: e-mail recordsandexams@admin.cam.ac.uk

2. Source of Fee and SSAR import to CamSIS

For information

Background

In 2015, CamSIS launched a project to improve the reporting of Source of Fee (SOF) data to HESA. Student Registry worked with the Student Statistics Team and CamSIS on this project.

The aims were

1. To remove the University's own intermediary 3 digit SOF code so that we can work with the HESA 2 digit SOF code directly (cutting out the middle man as it were)
2. To simplify the process of uploading SSAR files (received from SLC as a prediction of fee payments) which in turn populates SOF directly for Undergraduates
3. Review the way SLC fee (predicted) payment information is drawn from the SSAR file into the CamSIS student account to resolve problems caused for fee bill accuracy

Changes

Following a period of development and testing with CamSIS, those changes will be in the next CamSIS release on 3 September 2015.

The changes are intended to make Source of Fee data more accurate and make the process for deriving/entering this data more straightforward.

For information, the changes are as follows:

- The 3 digit SOF code has been removed for records going forward. Colleges will be asked to work directly with the HESA 2 digit code (we will provide a list)
- A new process for uploading SSAR files, which is simpler than the previous process
- A new and more complex process for manually amending SLC (predicted) payment information on the CamSIS student account in order to maintain accuracy for fee billing (an unavoidable consequence of adopting the new simpler process for uploading SSAR files above)

The impact on Colleges will be:

1. Colleges will use a different but similar set of SOF codes from October 2015 (the HESA set to be provided)
2. Colleges will use a different process for uploading SSAR files – this is simpler
3. Discussions will take place with those few Colleges who use SLC (predicted) fee payment information from CamSIS student account to explore better alternatives such that the import of this data into CamSIS might be switched off.

A presentation of the above will be given at the Fees and Funding Forum, Thursday 3 September 2-4pm at Sidney Sussex College. A manual will follow on CamTools. If you have not yet booked your place, please contact studentfees@admin.cam.ac.uk

Source of Fee and SSAR file upload: Summary of Key Information

Go-live date 3 September 2015

Contact: Sally-Ann Gannon (Head of Fees and Funding)

Queries: e-mail studentfees@admin.cam.ac.uk

3. Cambridge Bursary Scheme changes

For information

Background

In 2015, the Isaac Newton Trust passed over responsibility to the Student Registry, on behalf of the University, for overall co-ordination of the Cambridge Bursary Scheme (CBS). A review of the scheme was conducted under the direction of the CBS Sub Group of the Undergraduate Admissions Committee. A decision was taken in July to adopt the Student Loan Company's (SLC) bursary service for the assessment and payment of bursaries to students from October 2015.

The benefits are expected to be:

1. A simpler application process for students – they only have to apply once to SLC for both loans/grants and the Cambridge bursary
2. A reduced administrative burden on Colleges and the University as assessment is carried out by the SLC and Colleges do not need to notify another funding body (i.e. INT) of changes in student circumstance
3. Improved compliance with the law and good practice as SLC is a government owned, not for profit company, who perform this function for most other Universities already (including Oxford)

Changes

1. The Isaac Newton Trust is no longer involved with the Cambridge Bursary scheme
2. The Student Registry, together with the Colleges and the SLC will administer the scheme
3. Students will be assessed for their bursary by the SLC
4. SLC will pay students directly for their bursary
5. Colleges will approve bursaries in the HEBSS system and send award letters to students



Full training on all of the above (including the HEBSS system) will be provided by the SLC and Student Registry on the following dates:

Wednesday 2 September 2-4.30, Titan Room 1, New Museums site

Thursday 3 September 10-12.30 Titan Room 1, New Museums site

Invitations for training were issued by e-mail to the relevant contacts and through the CBS CamTools site. However, if you have not yet booked your place and think you may need to attend, please contact cambridge.bursary@admin.cam.ac.uk

An updated handbook for Colleges will follow.

Cambridge Bursary Scheme: Summary of Key Information

Changes to take effect from September 2015

Contact: Sally-Ann Gannon (Head of Fees and Funding)

Queries: e-mail cambridge.bursary@admin.cam.ac.uk