

This bulletin focusses on:

- Examinations;
- Lecture Room Bookings;
- Graduate Student Funding;
- Web development;
- Organisation of the Student Registry

1. Examinations

1.1. List of candidates

For information

Before the start of Easter Term, colleges and departments will receive the final list of candidates for tripos examinations in the 'main period' (18 May – 12 June).

Departments and colleges might be familiar with the functionality to run lists of candidates enrolled into examinations on demand via CamSIS; guidance is available here:

www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/RunningListsofCandidates.pdf

Contact: Jessica Barrick, jb848@admin.cam.ac.uk

1.2. Verification and corrections

For information & action

Students are currently verifying their tripos enrolment through CamSIS. The system triggers any request for corrections. The Student Registry must **receive corrections before Friday 13 March 2015**.

Send corrections by email to recordsandexams@admin.cam.ac.uk or attach a completed 'Examination Entry Correction Form' (found under Examinations Overview - www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/#dates)

1.3. Timetable

For information & action

Departments have received the draft timetable for the Easter term examinations, and must **raise queries by Friday 13 March 2015** via recordsandexams@admin.cam.ac.uk.

Since the draft timetable is subject to (and liable to) change, we do not advise sharing this with students. Students will see the final timetable when published w/c 20 April 2015.

1.4. Question papers

For information & action

Please note the following:

- The deadlines for departments to submit question papers to reprographics for printing are:
 - Tuesday 07 April 2015 - for those requiring a proof
 - Friday 17 April 2015 - for those submitting camera-ready copy
- Please make an appointment with Reprographics to view a proof copy of a question paper – it is not possible to arrive unannounced
- If an examination has formal reading time, that amount of reading time should be explicitly articulated in the rubric of each examination paper and should be in addition to the total length of the paper proper. Following some confusion of reading time last year, the General Board's Education Committee determined that students are not permitted to write during this reading time
- If you are adding date and time to your question paper, use the information in the draft timetable, unless you raise a query
- Guidance notes for question papers and a specimen paper is available at www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html. The Board of Examinations is monitoring adherence to these guidelines.

1.5. Exam operation details

For information & action

Departments have received an excel file requesting detail for the Easter term examinations (e.g. script delivery details, contact details). In a change to previous years, this has been pre-populated as much as possible and you are asked to check for accuracy and add:

- any special stationery requirements e.g. specialised graph paper, formulae booklets;
- where known, which examiners are attending for the first 20 minutes; and
- where to send answer scripts after the exams

It is important that we receive such detail by the given deadline so that we can ensure that we have what you require, on site, for the examinations. If you have any problems completing the form, or queries, please e-mail recordsandexams@admin.cam.ac.uk.

1.6. Script collection

For information

Examiners are welcome to collect scripts from the examination site and should liaise with the Supervisor on the day.

1.7. Grade Rosters

For information

Departments are aware that by the end of 2014/15, you should use CamSIS to upload tripods marks and classes into CamSIS. To facilitate the transition, there will be demonstrations of the functionality on the 18th and 25th March at 11.00am in the Mill Lane Lecture Rooms.

These demonstrations are for those departments who will be loading classes and marks into CamSIS for the first time this year, and any departments who would like a refresher.

Email grade.rosters@admin.cam.ac.uk to book your place.

1.8. Class Lists

For information

We will contact departments in April to confirm the planned submission date of the Class List to the Student Registry.

Find further details on Class List submission here -

www.admin.cam.ac.uk/students/studentregistry/staff/exams/class/information/index.html

Examinations: Summary of Key Information

Contact: Jenny Green (Head of Records and Examinations)

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

Deadlines:

Friday 13 March 2015	corrections to tripos entries to Student Registry
Friday 13 March 2015	queries relating to draft timetable to Student Registry
Tuesday 07 April 2015	examination papers requiring proof to Reprographics
Friday 17 April 2015	examination papers, camera-ready format, to Reprographics
w/c 20 April 2015	publication of final examination timetable and production of examination confirmation forms

Web Information:

Exam information for students:

www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/index.html

Exam information for examiners:

www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html

2. Lecture room bookings

For information

The annual request to departments, asking for their desired rooms for lectures in 2015/16 is scheduled to be sent out in May, with a return date of 3 July 2015.

Our role in this process is limited to matching lecture room requests to centrally bookable rooms (attempting to allocate space based on best / nearest geographical fit alongside most efficient use of space), confirming bookings in centrally bookable space and assisting in negotiations between departments when clashes for requests for space arise. Whilst we attempt to honour all requests, experience shows this is often not possible when demand outweighs supply, and with continued building work across the estate. Therefore, we hope you will work with us to find solutions and to manage expectations.

A list of centrally bookable rooms and their capacity is available here: www.admin.cam.ac.uk/cam-only/offices/em/estate/buildings_information/centrally_bookable_lecture_theatres.html This list does not include other lecture space available around the university, usually within faculties/departments, and such rooms are not bookable by the Student Registry. If you wish to use such space, you should liaise directly with the faculty/department.

3. Graduate Student Funding

For information and action

3.1 Vice Chancellors Awards

For action by managers of graduate funding

A letter from Prof Graham Virgo providing a formal update was sent to Graduate contacts in Departments/Colleges/Schools on 5 February. Two points to highlight are:

- (i) the extension of the offer of full funding to EU students
- (ii) the request to Departments and Colleges to prioritise VC students for their own sources of funding. It is likely that funding packages will have to be assembled for EU students (e.g. Fees from a Research Council grant and maintenance from another source).

The list of VC students was made available in early March via CamTools:

- CamTools/Graduate Tutors Secretaries Forum – for Colleges
- CamTools /Funding Information – for Departments and Schools (to sign up, contact Hugo.Hocknell@admin.cam.ac.uk)

The Student Registry will report on the extent to which existing funding within collegiate Cambridge is directed to the VC students when the scheme is reviewed after its first year.

3.2 Newton College Masters Awards

For information (Colleges)

We have now had a response from every College to the invitation for this scheme. In total, 25 Colleges have offered funding to partner fund studentships (an increase from 18 last year). We are hoping to offer 64 studentships to UK MPhil students, subject to the availability of suitable candidates and candidates being willing to move College. Awards will be funded 50:50 by the Newton Trust and Colleges. Based on last years' experience, we might expect 50% of candidates (approximately 30 students) to need to change College. Student Registry will be in touch with Graduate Tutors to arrange these transfers and to propose suitable candidates from early March. We would appreciate your earliest response to allow us to send offers to students.

4. Web development

For information

The SR has 626 web pages. Most of these are student facing, but students are unlikely to seek information from an office website. Therefore, in collaboration with Educational and Student Policy, we are migrating the student facing pages into Current Students (soon to be Cambridge students), off the University's home page (as indicated below).



This means that all the student-facing pages of both offices will be in one place and in one design and over time, we will seek to improve content. UIS will support us to establish redirects.

Consequently, the SR web pages will become the staff facing pages. We are currently migrating these into the Drupal style and launch at the same time as Cambridge students. After migration, we will gradually improve the content of this site.

The timeframe for this is not fixed, and so this provides advanced warning. If these changes would create any difficulties for you, please contact Catherine Fage (Catherine.fage@admin.cam.ac.uk)

5. Organisation of the Student Registry

Based on your feedback, and drawing on extensive review of the work of the Student Registry (i.e. what service we provide, when, how and to whom) we have updated our organisation structure. Our roles remain unchanged, which is providing collegiate staff administrative support involving for example, student records, fees, examinations and assessment, loans and some graduate funding.

Whilst our work is student centred, we recognise that most is done alongside or for staff across the collegiate University and for external bodies (e.g. research councils, North American government departments).

The following map shows the breadth of work undertaken and the specialist leads that are your first point of contact for the work stream. We then have a dedicated team of administrative staff who ensure delivery of the work. We hope this provides clearer insight into the breadth of work and staff whom you can contact.

The updated web site will contain this information.

Contact: Catherine Fage, catherine.fage@admin.cam.ac.uk

Compliance <i>Selina Day</i>	Exams & Assessment <i>Jessica Barrick</i>	Fees <i>Ausra Gudeliauskaite</i>	Finance transactions <i>Liz Heselwood</i>	Front of office <i>Charlotte Pearton</i>	Funding <i>Sally-Ann Gannon</i>	Graduates <i>Sarah Pickard</i>	Loans <i>Jane Armitage</i>	Records <i>Beverley Watts</i>
HESA data checks	Enrolment	Fees calculation	Examiner payments	Visitors, queries, daily orders	CHES	PhD Submission	US	Record creation
DBS, research passports	MPhil & Dip exams	Source of Fees	Exam casual staff payments	Congregations	CISS	PhD Approval	Canadian	Student Registration
Student surveys	Exam prep	Configuration	Student Ops budget/ordering	General Admission	AHRC	MPhil queries	Indian	Fee queries
DLHE	Exam arrangements	Fee bill reporting	Planning Round	Transcripts	ESRC	Grad Apps	UK Graduate	Records management
Student elections	Exam timetable	Combined graduate fee project	Student budgeting/finance transaction	Lecture room bookings	General Research Council	BGS	Veteran Affair Benefits	Grad supervision reporting (CGSRS)
QA Management	Exam end procedures	Fees & Funding Forum		Matriculation	Other scholarships	GS, DC Forum	Western Union	UTF forum
Data Sharing Meeting	Class lists	SLC, NHS Bursaries			Bursaries	Grad reporting / tracking		
	Grade rosters				Graduate admissions review			
	Course catalogue							
	Board of Examinations							
	Applications Committee							