

## **Student Registry Bulletin**

**June 2014**

This bulletin focusses on some of the work carried out by the Student Registry Fees and Funding team. This bulletin provides information on the following areas:

- Fees
- Graduate Student Funding
- Loans
- Supervisor payments
- HESA: Student finance
- Update on Student Registry

### **Introducing the Fees and Funding Team**

The team consists of 9 full and part-time staff and carries out activity in a wide range of areas.

- Jane Armitage and Judith Watson administer the US, Canadian and UK Graduate Loan schemes (dealing with around 400 students).
- Hugo Hocknell and Kathy White administer the central graduate funding (CHESS, AHRC, ESRC and various bursaries – around 570 students) and look after the Camfunds database and hardship funds.
- Jackie Cater and Laura Spong (maternity cover for Lin Cheng) process the payments for supervisors, examiners, assessors, invigilators and exam assistants (around 7000 payments each year) as well as the fieldwork fund. Laura also looks after the Student Operations budget.
- Liz Heselwood acts as Deputy Head of the team with specific responsibility for managing the internal and external funding grants held within the team.
- Kerri Gardiner heads up the team for 2014 (as maternity cover for Sally-Ann Gannon) and has overall responsibility for the activities carried out by the team as well as working on other projects such as the fees configuration project (see below).

## **1. Fees**

### **1.1 Fee calculation**

**For information**

The Fees and Funding team is working with University Information Services (UIS) on a fee configuration project, which will enable fees to be calculated accurately and on an individual basis depending on a student's programme and circumstances.

The project is on track for completion in August to allow for the calculation of fees in September.

The project has involved the development of a fees matrix and rationalisation of the existing fees exceptions and waivers (from 800 to 77). The matrix has been thoroughly tested by staff in the Fees and Funding team and will be tested by College finance staff shortly. We anticipate that the matrix will lead to a reduction in the amount of calculation errors and queries and greater confidence in the CamSIS data.

**Contact:** Kevin Black, [StudentFees@admin.cam.ac.uk](mailto:StudentFees@admin.cam.ac.uk)

## 1.2 Graduate Fee For information and school/departmental action

In anticipation of the move to a combined University and College graduate fee (although this is yet to be agreed by all parties) an Implementation Group has been established consisting of staff from PRAO, CamSIS, Student Operations, Legal Services, Finance and the Fees and Funding team to arrange the necessary changes to systems to allow for this change.

Fees and Funding are working with Schools and Departments to capture details of all Research Council (RC) funded students for whom the College allocation of funds will be calculated differently. We have sent Departments details of known RC funded students, and are asked to update the spreadsheet with details of any other current students and any students due to start in MT2014 (once known). This information will be uploaded into CamSIS and used when calculating College funding allocations.

**Contact:** Laura Spong, [graduatefunding@admin.cam.ac.uk](mailto:graduatefunding@admin.cam.ac.uk)

## 2. Graduate Student Funding

### 2.1 CHESS/CISS (CCEIT) For information

The Fees and funding team is involved in the administration of the central funding competitions and administers the scoring and moderation processes, and the award process for UK students (the award process for EU and OS students is carried out by the Cambridge Trusts). The number of scored applications for the competitions submitted by Departments increased in by around 30% in 2014 compared to 2013.

To date, the following awards (full and partial) have been made:

PhD	UK	15
	EU/OS	176
MPhil	UK	See 2.2 College/Newton MPhil pilot scheme
	EU/OS	71

**Contact:** Hugo Hocknell for awards to UK students, [graduatefunding@admin.cam.ac.uk](mailto:graduatefunding@admin.cam.ac.uk)

**Contact:** The Cambridge Trust, for awards to EU and OS students,  
[cambridge.trust@admin.cam.ac.uk](mailto:cambridge.trust@admin.cam.ac.uk)

## 2.2 College/Newton MPhil pilot scheme (2014)

For information

The College/Newton MPhil scheme funds UK Masters students using funds from Colleges, CHESS and the Isaac Newton Trust. 20 Colleges pledged funds this year, which are matched by funds from the Isaac Newton Trust. Additional awards are funded by CHESS and Isaac Newton Trust. We are in the final stages of confirming the awards, and it is anticipated that around 56 students will be funded by the pilot.

The response to the pilot has been generally positive, although with this being the pilot year we have incurred the inevitable teething problems. Colleagues in Schools and Colleges will be asked to provide feedback which will help us to streamline the process for future years.

**Contact:** Hugo Hocknell, [graduatefunding@admin.cam.ac.uk](mailto:graduatefunding@admin.cam.ac.uk)

## 2.3 Funding review

For information

A review of graduate funding has been proposed to the Board of Graduate Studies. It is expected that this will take place over the summer and during Michaelmas Term. The scope of the review is not yet confirmed but is likely to include administration of central and Research Council funding and how we can increase the amount of available funding for graduate students. Schools, Colleges and other stakeholders will be contacted as part of the review.

**Contact:** Kerri Gardiner, [graduatefunding@admin.cam.ac.uk](mailto:graduatefunding@admin.cam.ac.uk)

## 2.4 US Loans

For information

The US Department of Education have recently increased origination fees for federal loans with a first disbursement on or after October 1, 14 and before October 1, 15. They have advised that the necessary changes have now been put in place on the Common Origination Disbursement System, which means that we can make a start processing students' US federal loans for the 2014/15 academic year.

**Contact:** US and Canadian loans, Jane Armitage, [studentloans@admin.cam.ac.uk](mailto:studentloans@admin.cam.ac.uk)

## 3. Supervisor payments

For information

Currently the Fees and funding team administer payments of non-UTO supervisors of graduate students. Following a resolution from the General Board that this activity should be transferred to Schools, plans are being put in place for this to move for MT2014. The Fees and Funding team have collated information on the payments for the last 2 years, which will inform the amount provided to Schools to enable them to make these payments.

Further information will follow, however we ask Schools to continue to forward supervisor claims to the Student Registry until September 2014.

**Contact:** Jackie Cater, [FeeandExpenseClaims@admin.cam.ac.uk](mailto:FeeandExpenseClaims@admin.cam.ac.uk)

#### 4. HESA: Student Finance

#### For information and action

We previously issued information about the new requirement from the Higher Education Statistics Agency (HESA) that the University must return detail of the financial support received by students during the HESA reporting period 01 August 2013 – 31 July 2014.

The CamTools Student Financial Support (HESA) holds this information and guidance on how to collect and return the data to us. You will also use this area to transfer securely the required data.

As a reminder, you can transfer the information from now until Friday 08 August. (Whilst the HESA Student return covers the reporting period 1 August 2013 to 31 July 2014, we offer the August date to allow you to return financial support provided up to and including 31 July 2014.)

You may wish to return the data in one batch or in any number of batches. If the latter, we shall assume each batch contains new information and so we shall record each return as new/additional payments. We request that you email Ausra, each time you upload a file.

**Support contact:** Ausra Gudeliauskaite, [ag440@admin.cam.ac.uk](mailto:ag440@admin.cam.ac.uk), 64980

**Project lead contact:** Catherine Fage, [caf28@admin.cam.ac.uk](mailto:caf28@admin.cam.ac.uk), 32303

#### 5. Student Registry

#### For information and action

Thank you to those who commented on the ambition and current priorities of the Student Registry. Such thoughts are contributing to a review of the Student Registry, and we hope you will see some changes for the start of the next academic year.

One change will be revised web pages. These need changing because:

- We have 626 pages, but in the last year, only 137 were read
- Of the staff facing pages, only 9 were read

We welcome volunteers to test proposed structure of the new staff facing pages.

**Contact:** Catherine Fage, [caf28@admin.cam.ac.uk](mailto:caf28@admin.cam.ac.uk)