

CGSRS for Faculty/Department Representatives

1. Log in to CamSIS <http://www.camsis.cam.ac.uk/cam-only/index.shtml> using your User-id and Raven password. Please see the Board's website for information on Raven <http://www.admin.cam.ac.uk/offices/gradstud/staff/supervisors/cgsrs/login/index.html>
2. Click Records and Enrolment on the menu, then Graduate Supervision Reports and Graduate Supervision Enquiry.
3. Some reps have more than one CGSRS role and each role controls which reports they are allowed to see. For example a College CGSRS rep is only permitted to see reports on students in their College but if they are also a CGSRS Department/Faculty rep, they will be permitted to see reports on students in their Department as well. A CGSRS rep with more than one role will have a green Expand to Select Role bar at the top of their Graduate Supervision Enquiry screen which allows them to change roles according to which reports they wish to see. CGSRS reps with more than one role, change roles by clicking the + sign on the bar and selecting one or other of the roles according to which reports you wish to see. For example, clicking a College role allows a rep to only see reports on students in their College, clicking a Department/Faculty role allow them to only see reports on students in their Department.
4. To search for report records in Enquiry, click the yellow Clear Criteria button to remove any previous searches you may have made. Click the down arrow next to the Seen by Department box in the Report Status section and select Not Seen by Department, click the yellow search button and your search results will be listed at the bottom of the page. If you wish to exclude previous students from your search, click the Current Student? button, if you wish to include students who have submitted and are under examination in your search, click the Include Students Under Examination button.

CGSRS reports pass through several stages before they can be read by a student. Faculty/Department CGSRS reps will not be able to read and action/comment on reports at all of these stages. Your search results may include reports at any of the following Report Status stages.

Report Status 1

No report has been written on the student for a particular term (reports may have been written on the student in other terms). If no report has been written for a particular term, there will be no edit report button available (for action/commenting on the report) and no preview report option available (for reading/printing the report).

Report Status 2

A report is in draft form; the student's Supervisor has started to write a report but has not submitted it to the CGSRS database. As these reports are in draft form, there will be no edit report button available (for action/commenting on the report) and no preview report button available (for reading/printing the report). Department/Faculty CGSRS reps will not be able to read or action/comment on any reports at Report Status 2.

Report Status 3

A student's Supervisor has submitted a report to the CGSRS database and the report is waiting to be processed by the student's Faculty/Department. There will be an edit report option (for action/commenting on the report) and a preview report option (for reading/printing the report) available to the Department/Faculty for these reports. Department/Faculty CGSRS reps will be able to read and action reports at Report Status 3.

Report Status 4

A student's Supervisor has submitted a report to the CGSRS database, the report has been processed by the student's Faculty/Department and is waiting to be processed by the Degree Committee for the student's Faculty. There will be a preview report option (for reading/printing the report) available to the Department/Faculty for these reports but no edit report option for reports at Report Status 4.

Report Status 5

A student's Supervisor has submitted a report to the CGSRS database, the report has been processed by the student's Faculty/Department, and the Degree Committee for the student's Faculty and is waiting to be processed by the Board of Graduate Studies. There will be a preview report option (for reading/printing the report) available to the Department/Faculty for these reports but no edit report option for reports at Report Status 5.

Report Status 6

A student's Supervisor has submitted a report to the CGSRS database, the report has been processed by the student's Faculty/Department, the Degree Committee for the student's Faculty and the Board of Graduate Studies. The report is complete and can be seen by the student concerned. There will be a preview report option (for reading/printing the report) available to the Department/Faculty for these reports but no edit report option for reports at Report Status 6

5. Once you have your search results, you can read or print (but not action) a report by clicking the green preview button next to the relevant search result and the report will open in a new window for you to read and/or print.
6. To action a non-registration report, click the green edit report button next to the relevant search result and the report will open for you to read and action. When you have read the report, scroll down until you reach the Department/Faculty section of the report. Click the Report Seen by Department? button, add any comments you may wish to make in the Comments; box, click the green Submit Report to D/C button and click OK. Please note that once you have submitted the report to the database, you will not be able to make any changes to that report. Click the green Return to Previous Page button to return to your search results.
7. Registration reports are indicated in your search results by a tick in the Registration box. If the Department/Faculty is ready to recommend a student's registration, click the green edit report button next to the relevant search result and the report will open. When you have read the report, scroll down to the Department/Faculty section of the report and click the Report Seen by Department button. To approve registration, click the down arrow next to the Decision box and select the Approved for Registration option. Selecting the Approved for Registration option will automatically produce Decision; Qualification; and Admit Term boxes containing the Supervisor's recommendations. The Department/Faculty can amend any of these recommendations by clicking the down arrow at the end of the boxes and selecting other options or by changing the approved Research Subject. Add any comments you may wish to make in the Comments; box, click the green Submit Report to D/C button then click OK. Please note that once you have submitted the report to the database, you will not be able to make any changes to that report. Click the green Return to Previous Page button to return to your search results.
8. To view an individual student's report record in Enquiry, click the yellow Clear Criteria button to remove any previous searches you may have made. You have the option of searching by student USN, CRSID, or name. To search by student name, in the Students section, add the surname in the Student Last Name: box and click the yellow Search button. Please note that your search results may include terms for which there are draft reports (Report Status 2) or terms where no reports have been written (Report status 1).
9. You can refine your searches by including other criteria in your search e.g. you may wish to include a particular term and/or year in your search criteria by clicking the down arrow next to Term/Year in the Report Data section and selecting the Term/Year of your choice before clicking the yellow search button.

If you experience difficulty in using CGSRS please email the helpline: csrs.help@admin.cam.ac.uk