

CGSRS for Graduate Supervisors

1. Log in to CamSIS <http://www.camsis.cam.ac.uk/cam-only/index.shtml> with your User-id and Raven password. Please see the Board's website for information on Raven <http://www.camgrad.cam.ac.uk/supervisors/login.html>
2. Click the My Students tab in your CamSIS self-service pages, and then click the supervision reporting tab. The Create Graduate Supervision Reports section will indicate any reports (including draft reports) you may have to write for the current term. You can write reports by clicking on the write reports tab or search for reports by clicking on the search reports tab.
3. A Supervisor is only permitted to see reports on the students under their supervision unless a Supervisor has more than one CGSRS role. For example, a graduate Supervisor who is also a CGSRS representative for a College will be able to access reports on students under their supervision when logged in under their Supervisor role and reports on students in the College when logged in under their College representative role. Supervisors with more than one role will not be able to access reports on students under their supervision and reports on students in their College at the same time. Supervisors with more than one CGSRS role will have a green Expand to Select Role bar at the top of their Graduate Supervision Enquiry screen and change from one CGSRS role to another by clicking a + sign on the bar and selecting the role they require.
4. To write a report, go to the Create Graduate Supervision Reports section and click the yellow Write Reports button.
5. If the student concerned is doing a topic within the subject remit of the ESRC, rather than another UK Research Council, click the check-box next to the Economic and Research Council (ESRC) Subject Area box.
6. In the Student Reports section of the report, click the down arrows at the end of the Industry Rating and Progress Ratings boxes and select from the available options. The text of your report is written in the Supervisor Comments section of the report.
7. Once your report is complete and you are ready to make it available for viewing, click the green Submit to Dept/Faculty button. If you are not ready to make your report available for viewing but wish to edit it at a later date, click the green Save Report as Draft button. Please note that your report can not be seen by the student's Dept/Faculty if you have saved it in draft form, your report can only be seen once you submit it. Click the green Return to Previous Page button to return to your search results.
8. If you are completing the report of a probationary Ph.D. student and wish to recommend that student's formal registration, click the Do you wish to recommend that this student be registered? button and this will create the student's registration report. Click the down arrows at the end of the Decision box and select the Approve Registration option and the Supervisor Registration section of the registration report will be pre-populated with information from the student's CamSIS record. Write your recommendation on the student's subject of research in the Research Subject box, write your report in the Supervisor Comments section of the report then submit or save your report for editing as above. Please note that only one registration report should be submitted per student.
9. To search for reports, click the My Students tab, the supervision reporting tab then the search reports tab. Click the yellow Clear Criteria button to remove any previous searches you may have made. If you only want current graduate students to be included in your search, click the Current Student button. If you want to include graduate students who are under examination, click the Include Students Under Examination button. Click the yellow search button and your search results will be listed at the bottom of the page. Searches can be varied by including one or more of the available search criteria, e.g. student name, academic programme, report status (see below for further information). Click the yellow Clear Criteria button to remove your previous search criteria before starting any new search.

10. To read or print (but not action) a report, click 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. 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).
11. To action a report, click the green edit report button next to the relevant search result and the report will open for you to action as above. Click the green Return to Previous Page button to return to your search results. Reports pass through several stages before they are complete and can be read by a student and your search results may include reports at any of the following Report Status stages.

Report Status 1

No report has been written on a student for a particular term (reports may have been written on this student for 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; a student's Supervisor has started to write a report but has not submitted it to the CGSRS database. The author of the report can read/edit a report at this stage but CGSRS representatives at the Department, Degree Committee and the Board of Graduate Studies can not read or action reports at Report Status 2.

Report Status 3

A student's Supervisor has submitted a report to the CGSRS database and it is waiting to be processed by the student's Faculty/Department. The author of the report can not edit a report at this stage. CGSRS representatives at the Degree Committee can not read or action reports at Report Status 3. CGSRS representatives at the Board of Graduate Studies will not read or action reports at Report Status 4.

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. The author of the report can not edit a report at this stage. CGSRS Faculty/Department representatives can not edit a report at this stage. CGSRS representatives at the Board of Graduate Studies will not read or action 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. The report is waiting to be processed by the Board of Graduate Studies. The report's author, the CGSRS Faculty/Department representative and the CGSRS Degree Committee representative can not edit a report at this stage.

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 by the Board of Graduate Studies. The report is complete and can be seen by the student concerned.

If you have any difficulty using CGSRS your Degree Committee CGSRS representative may be able to help, or alternatively email the CGSRS helpdesk directly
csrs.help@admin.cam.ac.uk

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