



Items that appear in your BGS work-list:

Department/Faculty User Worklist Items

Worklist Item Name	RuleID	Description	Comments
Application received	BGS RULE01	New application	Worklist item is generated when the applicant uploads the GRADSAF plus documents identified as mandatory.
Application received	BGS RULE02	Continuation application	
Resub application	BGS RULE06	Applicant requested resubmission	
Transferred app	BGS RULE07	Application has been transferred from another Department/Faculty	
Under consideration	BGS RULE08	Record decision	
Deferral request	BGS RULE10	Applicant has requested deferral	
Application received	BGS RULE13	Reinstated application	
Application received	BGS RULE14	Reinstated continuation application	
Acad case required	BGS RULE17	Academic case is requested by BGS	
Acad cond not met	BGS RULE21	Academic condition not met, decision from Department/Faculty is required	

NB Department/Faculty users may also choose to receive email notifications for these worklist items

Degree Committee User Worklist Items

Worklist Item Name	Rule ID	Description	Comments
Under consideration	BGS RULE09	Record decision	
Acad case submitted	BGS RULE18	Academic case approval request	
Deferral request	BGS RULE19	Applicant requested deferral	
Dept accepted app	BGS RULE25	Application accepted by Department/Faculty	
Acad cond failed	BGS RULE46	Academic condition not met – approved by Dept	

NB Degree Committee users may also choose to receive email notifications for these worklist items

College User Worklist Items

Worklist Item Name	RuleID	Description	Comments
Deferral request	BGS RULE20	Applicant requested deferral	
Application received	BGS RULE33	Conditional offer made	
Under consideration	BGS RULE34	Record decision	

NB College users may also choose to receive email notifications for these worklist items

All users may also choose to receive email notifications for the following:

Your institution may wish to setup a generic email account to receive these email notifications

Notification	RuleID	Notification description
Resub notification	BGS RULE05	Applicant has requested resubmission (colleges only)
Deferral approved	BGS RULE11	Deferral is approved by BGS
Deferral declined	BGS RULE12	Deferral is declined by BGS
Cond offer set	BGS RULE22	Conditional offer has been made
App withdrawn	BGS RULE23	Application has been withdrawn
Admission confirmed	BGS RULE24	Admission has been confirmed
Dept rejected app	BGS RULE26	Department/Faculty has rejected application
Lang assmt request	BGS RULE27	Language Centre assessment is required
EAP in-sesh support	BGS RULE28	Language Centre has recommended EAP in-sessional
EAP pre-sesh support	BGS RULE29	Language Centre has recommended EAP pre-sessional
Lang cond stands	BGS RULE30	Language Centre has recommended that language condition stands
Lang cond met	BGS RULE31	Language Centre has recommended that the language condition is met
Finance cond met	BGS RULE32	Finance condition has been met
DC rejected app	BGS RULE70	Degree committee has rejected application

You can also opt to view the above notifications via the query DEP_GRD_ADM_NOTIFICATIONS (rather than via email)

or use CamSIS search to view these worklist items and notifications

You can use CamSIS search and the "transfer to BGS worklist" option to view and filter worklist items

Blank Page

Progression of the Graduate Application

Who?	What?	How?	What happens next?
Applicant	makes an application	by completing an Online Application Form	Overnight CamSIS sends an email to applicant with login details to Graduate Applicant Self Service and an email to referee with the login details to Electronic References System
AND			
Referee	supplies references	by uploading documents via Electronic References system	
AND			
Applicant	supplies supporting documents	by uploading documents via self service	CamSIS sends: Application Received (BGS RULE 1 or 2) worklist item to Department/Faculty user when all the mandatory documents have been uploaded.
↓			
Dept/ Faculty	records under consideration action	by entering GDPD/GDU program action/reasons	Applicant can see that their application is under consideration via self service Under consideration (BGS RULE8) worklist item to Dept/Faculty user
↓			
Department/ Faculty	records decision	by entering program action/reasons: GDPD/GDA for accept	CamSIS sends: Dept Accepted App (BGS RULE 25) worklist item to Degree Committee user
		Or DENY/DEPT for reject	Applicant can see rejection decision via self-service and will receive an email Dept Rejected App (BGS RULE 26) email notification
		Or GDPD/GDT for more suitable	More Suitable (BGS RULE 36) worklist item to BGS
↓			
Degree Comm	records under consideration action	by entering program action/reason GDCD/GDU	Applicant can see that their application is under consideration via self service Under consideration (BGS RULE9) worklist item to Degree Committee user
↓			
Degree Comm	records decision	by entering program action/reason: GDCD/GDA to accept	CamSIS sends: Conditional Offer Received (BGS RULE 43) worklist item to BGS
		Or GDCD/GDT for more suitable	More Suitable (BGS RULE 36) worklist item to BGS
		Or GDCD/GDR & DENY to reject	DC rejected app (BGS RULE 70) email notification to Department Applicant can see rejection decision via self service and will receive an email
↓			
BGS	make conditional offer for accepted applications	by entering program action/reason: COND to make conditional offer	Applicant can see that the offer was made via self service CamSIS sends: Cond Offer Set (BGS RULE 22) email notification
		GCLA/GCS to send application to College	Scholarship App (BGS RULE 57) worklist item or email to Trusts Application Received (BGS RULE 33) worklist item to College
↓			
College	records under consideration action	by entering program action/reason GCLA/GCU	Applicant can see that their application is under consideration via self service Under consideration (BGS RULE34) worklist item to Dept/Faculty user
↓			
College	records decision	by entering program action/reason: GCLD/GCR to reject	CamSIS sends: Application Received (BGS RULE 33) worklist item to next College
		GCLD/GCA to accept	College Offer Condition is completed, applicant can see this via self service
↓			
Applicant	submits final documentation and accepts the conditional offer	by uploading documents and recording acceptance via self service	BGS will review all the supporting documents
↓			
BGS	confirms admission	by entering program action: MATR	Applicant can see that they have been admitted via self service CamSIS sends: Admission Confirmed (BGS RULE 24) email notification Admission Confirmed (BGS RULE 58) worklist item or email to Trusts

More Suitable Department/Faculty Request

Who?	What?	How?	What happens next?
Department/ Faculty	records more suitable recommendation	by entering program action/reasons: GDPD/GDT & comment ADMA GBGS44 with new department details	CamSIS sends: More Suitable (BGS RULE 36) worklist item to BGS
↓			
BGS	enters more suitable Department/Faculty	by entering program action/reasons: GDPA/GDS and entering new Academic Plan	CamSIS sends: Transferred App (BGS RULE 7) worklist item to new Department/Faculty From this point the application follows the standard application progression steps

Reinstating an Application

Who?	What?	How?	What happens next?
BGS	reinstate an application	by entering program action/reason: REC�/REIN	CamSIS sends: Application Received (BGS RULE 13) worklist item to Department/Faculty or Application Received (BGS RULE 14) worklist item to Department/Faculty
↓			
Department/ Faculty	records under consideration action	by entering GDPD/GDU program action/reasons	Applicant can see that their application is under consideration via self service From this point the application follows the standard application progression steps

Resubmission Requested via BGS

Who?	What?	How?	What happens next?
BGS	records resubmission request	by entering program action/reason: REC�/RSBN and GDAA/RSUB	CamSIS sends: Resub notification (BGS RULE 5) email notification to College Resub application (BGS RULE 6) worklist item to Department/Faculty Resub notification (BGS RULE 61) worklist item or email to Trusts
↓			
Department/F aculty	records under consideration action	by entering GDPD/GDU program action/reasons	Applicant can see that their application is under consideration via self service From this point the application follows the standard application progression steps

Academic Case requested by BGS (pre-offer)

Who?	What?	How?	What happens next?
BGS	requests academic case	by entering program action/reasons: GDA/SCR Add comment GBGS55 giving reasons.	CamSIS sends: Acad Case Required (BGS RULE 17) worklist item to Department/Faculty Reasons for requesting case found in comment GBGS55
↓			
Department/ Faculty	submits academic case	by uploading academic case document Or DENY/DEPT to reject	CamSIS sends: Acad Case Submitted (BGS RULE 18) worklist item to Degree Committee Applicant can see rejection decision via self service and will receive an email
↓			
Degree Committee	Records decision	by entering program action/reasons: GDCD/GSA to accept Or GDCD/GDR & DENY to reject	CamSIS sends: Academic Case (BGS RULE 44) worklist item to Head of Graduate Admissions DC rejected app (BGS RULE 70) email notification to Department Applicant can see rejection decision via self service and will receive an email
↓			
BGS	approves the academic case	by entering program action/reasons: GDAD/SCA to accept Or DENY/APRJ to reject	CamSIS sends: Acad Case Approved (BGS RULE 48) worklist item to offer making BGS staff Applicant can see rejection decision via self service and will receive an email

Academic Case provided by Department (pre-offer)

Who?	What?	How?	What happens next?
Department/ Faculty	submits academic case	by uploading academic case document	CamSIS sends: Acad Case Submitted (BGS RULE 18) worklist item to Degree Committee
↓			
Degree Committee	Records decision	by entering program action/reasons: GDCD/GSA to accept Or GDCD/GDR & DENY to reject	CamSIS sends: Academic Case (BGS RULE 44) worklist item to BGS DC rejected app (BGS RULE 70) email notification to Department Applicant can see rejection decision via self service and will receive an email
↓			
BGS	approves the academic case	by entering program action/reasons: GDAD/SCA to accept Or DENY/APRJ to reject	CamSIS sends: Acad Case Approved (BGS RULE 48) worklist item to offer making BGS staff Applicant can see rejection decision via self service and will receive an email

Post Offer: Uni academic condition not met (Academic Case requested by BGS)

Who?	What?	How?	What happens next?
BGS	requests academic case	by entering program action/reasons: GDA/SCR & Add comment GBGS55	CamSIS sends: Acad Case Required (BGS RULE 17) worklist item to Department/Faculty
↓			
Department/ Faculty	submits academic case	by uploading academic case document Or WADM/FAIL to reject	CamSIS sends: Acad Case Submitted (BGS RULE 18) worklist item to Degree Committee App withdrawn (BGS RULE 23) email notification Applicant can see academic condition not met via self service and will receive an email
↓			
Degree Committee	Records decision	by entering program action/reasons: GDCD/GSA to accept Or WADM/FAIL to reject	CamSIS sends: Academic Case (BGS RULE 44) worklist item to BGS App withdrawn (BGS RULE 23) email notification Applicant can see academic condition not met via self service and will receive an email
↓			
BGS	approves the academic case	by entering program action/reasons: GDAD/SCA to accept Or WADM/FAIL to reject	CamSIS sends: Acad Case Approved (BGS RULE 48) worklist item to offer making BGS staff App withdrawn (BGS RULE 23) email notification Applicant can see academic condition not met via self service and will receive an email

Post Offer: Dept/faculty academic condition not met (Departmental approval required – no Academic Case required)

Who?	What?	How?	What happens next?
BGS	records academic condition not met	by entering program action/reasons: GDA/CAN	CamSIS sends: Acad Cond Not Met (BGS RULE 21) worklist item to Department/Faculty
↓			
Department/ Faculty	approves academic case not required	by entering program action/reason: GDPD/ACA to accept Or WADM/FAIL to reject	CamSIS sends: Acad Cond Failed-App (BGS RULE 46) worklist item to D/C App withdrawn (BGS RULE 23) email notification Applicant can see academic condition not met via self service and will receive an email
↓			
Degree Committee	approves academic case not required	by entering program action/reasons: GDCD/ACA to accept Or WADM/FAIL to reject	CamSIS sends: Acad Cond Failed-App (BGS RULE 47) worklist item to BGS DC rejected app (BGS RULE 23) email notification Applicant can see academic condition not met via self service and will receive an email

Deferral Requested via self service

Who?	What?	How?	What happens next?
Applicant	requests deferral	via self service	For deferral via self service CamSIS adds DEFR/SELF program action/reason CamSIS sends: Deferral Request (BGS RULE 10) worklist item to Department/Faculty Deferral Request (BGS RULE 19) worklist item to Degree Committee Deferral Request (BGS RULE 20) worklist item to College Dept/DC/College run query to view reasons for deferral.
↓			
Department/F aculty	makes deferral decision	by entering program action/reasons: DEFR/DPA to accept DEFR/DPR to reject	CamSIS sends: Deferral – Dept Acc (BGS RULE 37) worklist item to BGS Deferral – Dept Rej (BGS RULE 40) worklist item to BGS
+			
Degree Committee	makes deferral decision	by entering program action/reasons: DEFR/DCA to accept DEFR/DCR to reject	CamSIS sends: Deferral – DC Acc (BGS RULE 38) worklist item to BGS Deferral – DC Rej (BGS RULE 41) worklist item to BGS
+			
College	makes deferral decision	by entering program action/reasons: DEFR/CLA to accept DEFR/CLR to reject	CamSIS sends: Deferral – Coll Acc (BGS RULE 39) worklist item to BGS Deferral – Coll Rej (BGS RULE 42) worklist item to BGS
↓			
BGS BGS	change the admission start enter deferral decision	by entering new admit term by entering program action/reason: DEFR/GDA to accept WADM/GDD for deferral declined	Applicant is notified via email about the decision for both acceptance and rejection CamSIS sends: Deferral Approved (BGS RULE 11) email notification Deferral Approved (BGS RULE 59) worklist item or email to Trusts Deferral Declined (BGS RULE 12) email notification Deferral Declined (BGS RULE 60) worklist item or email to Trusts

Deferral Requested directly with BGS

Who?	What?	How?	What happens next?
BGS	records deferral request	by entering program action/reasons: DEFR/GDR	For deferral via self service CamSIS adds DEFR/SELF program action/reason CamSIS sends: Deferral Request (BGS RULE 10) worklist item to Department/Faculty Deferral Request (BGS RULE 19) worklist item to Degree Committee Deferral Request (BGS RULE 20) worklist item to College
↓			
Department/F aculty	makes deferral decision	by entering program action/reasons: DEFR/DPA to accept DEFR/DPR to reject	CamSIS sends: Deferral – Dept Acc (BGS RULE 37) worklist item to BGS Deferral – Dept Rej (BGS RULE 40) worklist item to BGS From this point deferral request follows the standard deferral request process described above

Applicant Withdraws an Application via self service

Who?	What?	How?	What happens next?
Applicant	withdraws an application	via self service	CamSIS adds WADM program action and then sends: App withdrawn (BGS RULE 23) email notification App withdrawn (BGS RULE 68) worklist item or email to Trusts

Applicant Withdraws an Application by contacting BGS directly

Who?	What?	How?	What happens next?
BGS	withdraws an application	by entering program action WAPP	CamSIS sends: App withdrawn (BGS RULE 23) email notification App withdrawn (BGS RULE 68) worklist item or email to Trusts

Financial Condition Notification

Who?	What?	How?	What happens next?
BGS	enters completion of the financial condition	by setting GAUFUF checklist item status to Completed	CamSIS sends: Finance Cond Met (BGS RULE 32) email notification

Language Centre assessment required

Who?	What?	How?	What happens next?
Language Centre	records that assessment is required	by entering Comment Category:	CamSIS sends:
		LCAR99	Lang assmt requested (BGS RULE 27) email notification
		LCIS99	EAP in-sesh support (BGS RULE 28) email notification
		LCIS99	EAP pre-sesh support (BGS RULE 29) email notification
		LCRF99	Lang cond stands (BGS RULE 30) email notification
LCWV99	Lang cond met (BGS RULE 31) email notification		