Guide for Administrators

October 2024

Version 1.1

Document Revisions

Date	Version Number	Document Changes
Nov 2023	0.1	Initial Draft
Jan 2024	1.0	First Release
Oct 2024	1.1	Updates made since first release

Table of Contents

1 Introduction

1.1 Scope and Purpose

This guide has been written for administrators, which covers Tutorial Officers, Finance Officers and Senior Tutors. Not all sections will be available to all of these Roles.

1.2 Useful Links

CamCORS can be accessed at https://apps.casc.cam.ac.uk/ors.

New Supervisors must apply for an account at https://apps.casc.cam.ac.uk/supervisor-application.

Contact the CamCORS helpdesk help@camcors.cam.ac.uk for support.

1.3 Document Conventions

In this document capitalised words usually refer to CamCORS terms. For example, 'Students at your College' refers to people with the CamCORS Role Student, not all students at your College.

Menu options or Home page buttons are referred to using *Lookup > Payment rates* or *Home > Report Search*.

Links and button names are shown in single quotes eg 'View'.

1.4 Glossary of Terms

Here are some terms that will be useful when reading this guide. A more comprehensive glossary is given in Appendix A.

Activity

An activity that a Non-supervision Report can be written for eg Study Skills.

Category

A category for which a General Claim can be made eg Invigilation.

Claim

Any Supervision Report, Non-supervision Report, or General Claim created in CamCORS.

Claimant

A person who is making a claim for payment from your College. They require the Supervisor Role.

Claim State

A Report or Claim transitions through several distinct states in CamCORS. The Claim States are:

- Draft

- Returned

- Submitted

- Approved

- Refused

- Exported

Claim Type

The Claim Types are:

- Supervision Report

- Non-supervision Report

- General Claim

Course

A Course consists of Tripos Parts and Papers. Course Directors and Course Co-ordinators can see Supervision Reports based on their Courses.

General Claim

Work that is not related directly to a Student. For example, invigilation, marking, etc.

Payment Option

The way in which a Supervisor elects, or is allowed, to be paid. For example, Direct payment or Via payroll.

Report

A Report provides feedback on a Student to their College. It also provides the information required to pay the Supervisor. There are two types of Report, Supervision and Non-supervision.

Supervision Report

Report on a Student given classes for Tripos-related teaching.

Non-supervision Report

Report on a Student given classes for skills-related teaching.

Role

A User always acts under a specific Role and Institution. The Role and Institution determine what they can do and for which Students.

2 User Accounts and Roles

2.1 Raven

A User must have a Raven account to login to CamCORS.

Raven accounts are provided by UIS. Contact your College IT office or UIS for help with Raven.

2.2 Role Access Control

Access to CamCORS for Raven-authenticated Users is managed using a separate application called Role Access Control (RAC). A User must have a RAC record and at least one Role. They can have multiple Roles at multiple Colleges.

RAC records are either assigned automatically by the CamCORS application (eg the Student Role) or by the CamCORS helpdesk (eg the Tutorial Officer Role).

2.3 College Roles

Menu items for each College Role are shown in Appendix B. This may be useful if you need to provide support to other College Users.

Tutorial Officer (TO)

> Usually a member of the Tutorial Office. They can view all Reports and Claims for their College. They manage the set up for the College. Role is assigned by the CamCORS helpdesk.

Finance Officer (FO)

> Usually a member of the Finance Office. They can download payment data. Role is assigned by the CamCORS helpdesk.

Senior Tutor (ST)

> The College's Senior Tutor. They can view all Reports and Claims for their College. Role is assigned by the CamCORS helpdesk.

Director of Studies (DOS)

> Responsible for a Student's supervisions. They can approve their Students' Reports for payment and Release Reports to their Students. Role is assigned to people with the Student Advisor (DoS) role in CamSIS by the CamCORS application.

Tutor (TUT)

Pastoral responsibility for a Student. They c view their Students' Reports. Role is assigned to people with the Student Advisor (Tutor) role in CamSIS by the CamCORS application.

Course Co-ordinator (CC)

Responsible for Students of their College who are taking the Courses they have been assigned. Role is assigned by the CamCORS helpdesk.

Student (STU)

Undergraduate or Postgraduate at the College who can receive supervisions. Role is assigned by the CamCORS application based on CamSIS data.

2.4   Non-College Roles

Supervisor (SUP)

Anyone who needs to create Reports or make a claim for payment needs to have the Supervisor Role. The User must register for the Role each year. They may be automatically approved for the Role or need to be approved by a Tutorial Officer. Role is assigned by the CamCORS application.

Supervisor – former (SUPF)

Supervisor whose registration has expired. Role is assigned by the CamCORS application.

Course Director (CD)

A person working in a Department or Faculty who has a limited view of all Reports for the Courses they have been assigned. Role is assigned by the CamCORS helpdesk.

System Administrator (SA)

CamCORS helpdesk. User can enter and update inter-collegiate Payment Rates and set up new General Claim Categories, for example. Role is assigned by the CamCORS helpdesk.

3 System overview

CamCORS (Cambridge Colleges' Online Reporting of Supervisions) is a web-based application developed, maintained, and supported by CASC, on behalf of the Senior Tutors' Committee. CASC is part of OIS, which is a company wholly owned by all the Colleges.

CamCORS is an online system for providing feedback to Students and Colleges on Students' supervisions, both Tripos and non-Tripos related, and for claiming payment for this work. It can also be used to claim for payment for other academic related work such as setting and marking of exams.

3.1 Users

Supervisors and other claimants must register as Supervisors on CamCORS to create Reports and Claims.

Students and their advisors (Directors of Studies and Tutors) are derived from CamSIS data.

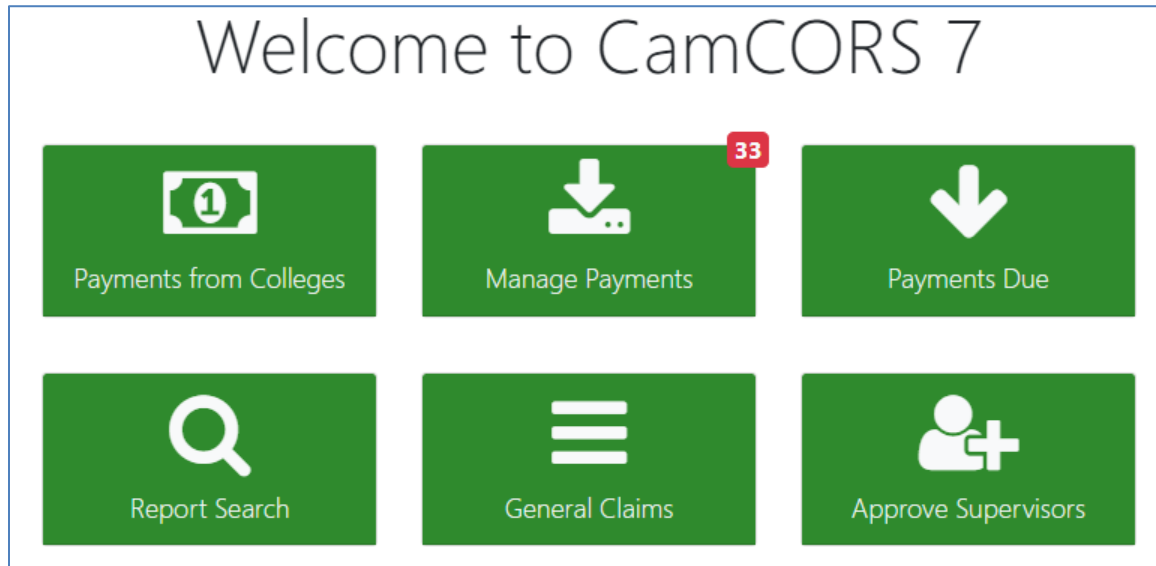Other Roles, such as Senior Tutor and Tutorial Officer, must be assigned in CamCORS.

3.2 Home Page

Quick links to commonly used menu items are shown on the Home page, which is displayed on login or by clicking on the *Home* menu.

Some of the tiles on the Home page show a number in a red badge, indicating there is data waiting to be processed.

Tutorial Officer
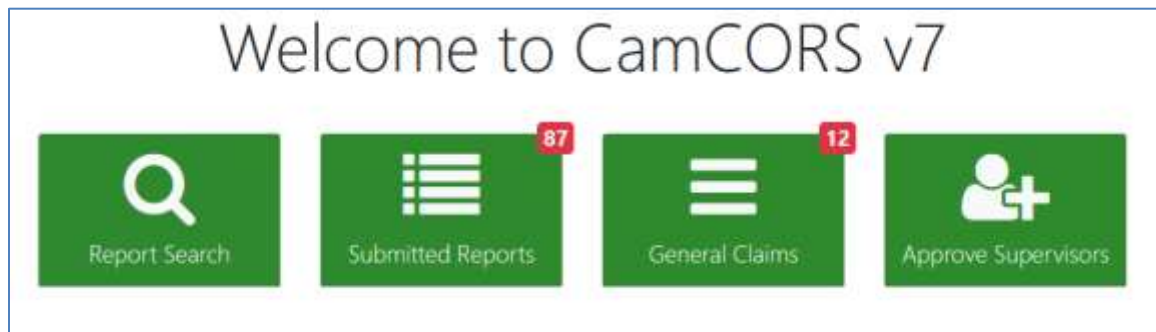
Finance Officer

Senior Tutor
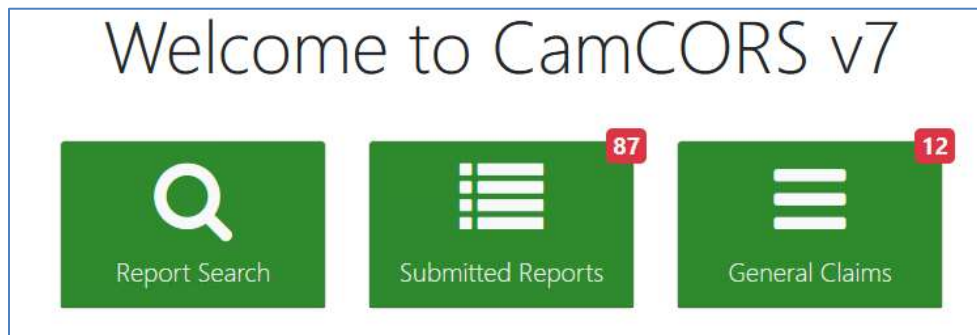
3.3   Data Retention

The Data Retention period has been set by the Project Board. Data is deleted if it relates to an Academic Year 10 years older than the current Academic Year. For example, if the current Academic Year is 2023-2024 then the oldest Reports in CamCORS will be for Academic Year 2013-2014.

> Note: Data for Student Files should be downloaded within the Data Retention period if you need to keep it for longer.

3.4   Reports

Reports provide feedback to Students and Colleges on a Student's supervision (Tripos related) and non-supervision (skills) classes.

3.5   Claims

Claims for payment are made either by creating Reports or General Claims.

3.6   Payments

Payments are not made in CamCORS; however, Claims are shown as Exported when they have been downloaded to be processed in a College's external payment system.

4   Report Search

The Report Search page can be accessed from:

- Home > Report Search
- Supervision Reports > Search
- Non-supervision Reports > Search

All College Roles have access to the Report Search page but the search options available to them may differ slightly and the Reports to which they have access varies.

- Tutorial Officer – all Reports for Students at this College
- Finance Officer – all Reports for Students at this College (no feedback information)
- Senior Tutor – all Reports for Students at this College
- Director of Studies – all Reports for their dosees at this College
- Tutor – all Reports for their tutees at this College
- Course Co-ordinator – all Supervision Reports for their Courses at this College

The page has multiple functions:

- Quick Search
- Advanced filter
- Photos
- View
- PDFs
- CSVs
- Sending Email
- View Report   – User can Approve, Refuse, Release, comment, etc

4.1   Quick Search

Standard search fields available should cover most searches needed.

All, or a subset, of the Reports returned by the search can be selected (ticked) for some of the functions such as PDF, CSV and Email.

Any Report can be viewed.

4.2 Advanced Search

Clicking on the 'Advanced filter' button gives you a side panel with more filter options.

4.3 Photos

Clicking on 'Photos' opens a new tab showing photographs of all the Students for each selected record in the search results. You can filter again on the Gallery page.

The photographs are pulled from the University Photograph database. If no photograph is found, or the photograph interface is temporarily unavailable, then a default silhouette image is shown.

4.4   View

Clicking on 'View will open all selected Reports in a read only view in a new browser tab.

4.5   PDFs

Clicking on 'PDF' gives two options:

- Multiple PDFs – will download a zip folder containing a PDF for each selected Report
- Single PDF – will download a single PDF containing all selected Reports

The Report detail shown will depend upon the State of the Report. Only a stub view of Draft Reports is shown.

4.6   CSVs

Clicking on 'CSV' will open a dialog which allows you to select the fields you want to include in a CSV file. The downloaded file will contain data for the selected records in the search results.

4.7   Sending Email

Clicking on 'Email' will open a dialog which allows you to select the recipients of the email, enter the subject and compose a message.
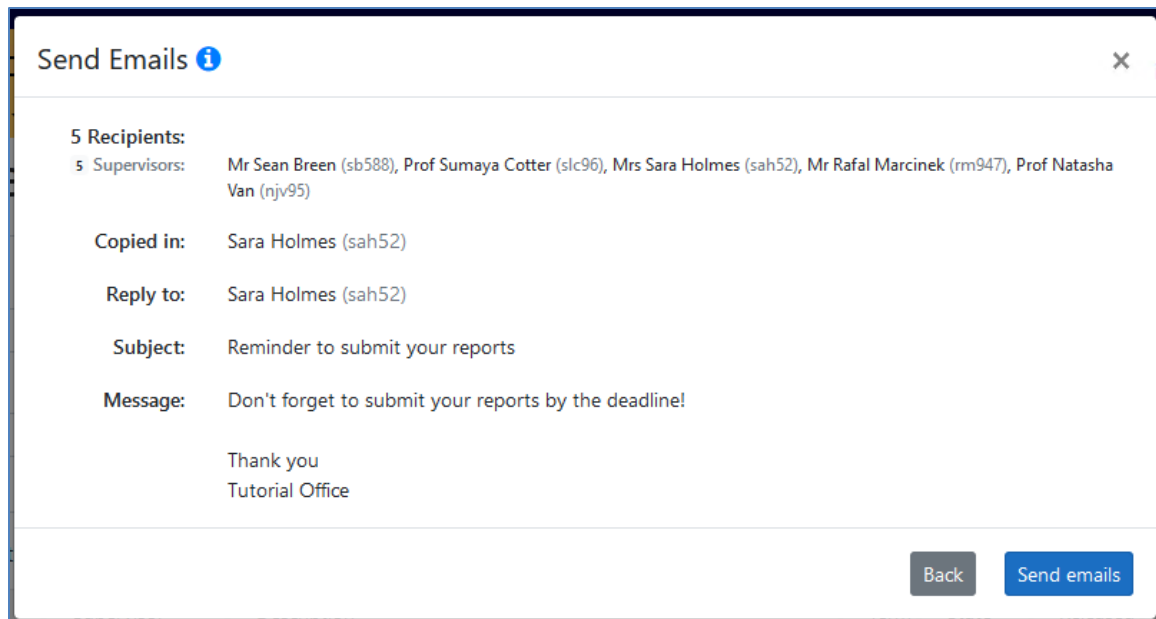
Clicking on 'Preview' shows you who the recipients of the email will be and a preview of its contents. The recipients are based on the selected records in the search results.

The recipients are always BCC'd and the sender is always sent a copy.

Click on 'Send emails' to send the email.

4.8   View Report

What can be seen on a Report when clicking on the eye icon , and which actions can be carried out, depends upon the user's Role and the report's Status.

For example, a Tutorial Officer can see all the detail of a Submitted Report but only the stub of a Draft Report. A Tutorial Officer can undo the Status of an Approved Report but cannot change the Status of an Exported Report. A Finance Officer cannot see any feedback information.

5 Processing Reports

Reports can be processed by the Student's DoS, a Tutorial Officer, or the Senior Tutor.

Submitted Reports can be seen by going to:

- *Home > Submitted Reports*,
- *Supervision Reports > Approve*, or
- *Non-supervision Reports > Approve*.

Click on the view button to see the details and make a decision.

You can scroll through all the Claims using the 'Previous' and 'Next' buttons.

Submitted Reports can be:

- Approved – Report able to be Exported for payment.
- Refused – Report will not be paid.
- Returned – Supervisor able to edit and re-submit the Report.

If a mistake was made you can 'Undo' Approved and Refused Reports. This will return the Report to the Submitted State.

5.1   Commenting on Reports

Comments can be added to the Report which can be seen by the Supervisor, the Student, or both. Comments for the Supervisor may be used when the Report is Returned.

5.2   Releasing Reports

Reports can be Released or Unreleased individually, by clicking on the Released tick box on the Report, or a batch of Reports can be Released or Unreleased by selecting the Reports on the page and clicking on 'Release' or 'Unrelease'.

6   Payments

Payments are not made from CamCORS however claim data is generated in CamCORS and can be exported to separate payment systems, the most commonly used being CASC's PPS.

6.1   Manage Payment Data

On *Payments > Manage Payment Data* you can see how many Claims are Approved but not yet Exported. Clicking on 'Download approved claims' will download a file for each Claim Type in the dataset and mark all the Claims as Exported. The downloaded files will be in the correct format for upload to PPS.

You can also download Claims that have already been Exported by entering the Exported date range you want to download. Clicking on 'Download exported claims' will download a file for each Claim Type in the dataset.

6.2   Payments made to your College

If a Supervisor makes a Claim from another College with the Payment Option 'payroll' at your College, then the other College will remit payment to your College. It is useful for you to see what payments are expected and which have been exported.

6.2.1   Download

On *Payments > Payments > Payments from Colleges > Download Payments* you can download files of payments expected which can be uploaded to PPS or otherwise processed. Clicking on 'View claims' gives you a preview of 10 claims for each Claim Type.

6.2.2   View

On *Payments > Payments from Colleges > View Payments* you can select Claims Submitted within a specified date range. You can then filter on the paying College, Supervisor, Term and Claim State. This may be useful when answering queries from Supervisors on your payroll.

7   Emails sent by CamCORS

7.1   Event emails

Email notifications are sent when triggered by events in the system such as a supervisor applying to register, a report submitted with academic concern etc. Most notification emails are sent overnight. A full list of email notifications is given in Appendix C.

7.2   Notification settings

The Tutorial Officer, Senior Tutor and DoS Roles can turn off some of the notifications they receive.

Notification emails for these Roles are sent to:

Tutorial Officer	*supervisions@[college].cam.ac.uk*
Senior Tutor	*senior.tutor@[college].cam.ac.uk*
Director of Studies	*<crsid>@cam.ac.uk*

To manage notification settings:

1. Go to Settings > Email Notifications
2. Click on 'Edit' to turn notifications on and off

Note: Turning off notifications for a Tutorial Officer turns off notifications for ALL Tutorial Officers at your College.

8   Reporting

8.1   Supervisions Reported

Supervision Reports > Supervisions Reported shows you all the Students for whom you have responsibility, and lists all their Supervision Reports for the period selected.

The data can be output as a PDF or a CSV file.

Michaelmas 2021
ACT1: Archaeology Tripos, Part I
Vambe, Alan (aiv93)

Claim ID	Paper/Topic	Supervisor	Report State
1519532	A3: Introduction to the cultures of Egypt and Mesopotamia	Merriman, Laura (lrm946)	Approved
1520539	A1: World Archaeology. Evolution. origins of agriculture	Ashok, J (ja94)	Approved
1746673	M1: Babylonian language	Ramaswamy-Shehabuddeen, Keong (krm99)	Approved

ACT3BA: Archaeology Tripos, Part IIB (Biological Anthropology)
Geiger-Hammond, Jacob (jig918)

Claim ID	Paper/Topic	Supervisor	Report State
1410138	B15: Human Sociality: evolutionary perspectives on cooperation. culture and cognition	Awusi, Maria (mha917)	Approved
1744259	B18 Supervision 2	Dudaud, Tongtong (tsd919)	Approved

AE00YAAR: Asian and Middle Eastern Studies candidates away on a year abroad studying Arabic
Sambidge, Elizabeth (es9158)

No reports found

8.2   Student Supervisors

Management > Student Supervisors shows you all Supervisors who are a student at your College. The report will check how many hours a Supervisor has done against the limit per term entered on the page.

If a Supervisor has done more than the limit entered the warning icon will be shown.

Student Supervisors

Supervisor	Academic Post	Has Visa	Michaelmas Hours	Lent Hours	Easter Hours
Ahmed, Jane (jea912)	Postgraduate Student	Visa	✔	✔	✔
Amery, Lahari (lna91)	Postgraduate Student		✔	✔	✔
Antony, Ciaran (cza91)	Postgraduate Student		✔	✔	✔
Barrett, Stephen (sab96)	Postgraduate Student		✔	✔	✔
Barrett, Stuart (sb9358)	Postgraduate Student		✔	✔	✔
Beddy, Iain (ieb96)	Postgraduate Student	Visa	✔	✔	✔

8.3   Supervisor Hours

Management > Supervisor Hours shows you hours for the selected Academic Year for Supervisors who have:

- Taught your students, or
- Belong to your College.

The data can be filtered on Term, Academic Post, Claim Type and Claim State.

Three sets of hours are given:

- Hours for College
  - Teaching for Students of your College, using any payment option
- Hours for other Colleges via payroll
  - Teaching for Students from other colleges, paid via your payroll
- All other hours for other Colleges
  - Teaching for Students from other colleges, using any other payment option
  - These hours may be withheld from you if the Supervisor has chosen not to share them

The data can be output as a CSV file.

8.4   Supervisor Training

Management > Supervisor Training shows you any Supervisor who has created a Report for a Student at your College in the current Academic Year along with their training status.

The default filter is Untrained Postgraduate Students, but you can filter on any Academic Post.

The data can be output as a CSV file which includes the email addresses.

8.5   Supervision Costs by DoS

Hours and Costs of Supervisions are available in *Management > Supervision Costs by DoS*. Figures are given for each Student, and Totals and Averages are given for each Director of Studies, for the selected Academic Year.

The data can be output as a CSV file.

8.6   Supervision Costs By Tripos Part

Hours and Costs of Supervisions are available in *Management > Supervision Costs by Tripos Part*. Figures are given for each Student, and Totals and Averages are given for each Tripos Part, for the selected Academic Year.

The data can be output as a CSV file.

Supervision Costs ⓘ
by Tripos Part for Academic Year 2021 - 2022

Select

Academic Year: Tripos Part:

2021 - 2022 ⌄   Any ⌄   CSV

ACT1: Archaeology Tripos, Part I

Student	Hours	Cost
Vambe, Alan (aiv93)	22.50	£351.94
Totals	22.50	£351.94
Averages	22.50	£351.94

ACT3BA: Archaeology Tripos, Part IIB (Biological Anthropology)

Student	Hours	Cost
Geiger-Hammond, Jacob (jig918)	6.00	£78.89
Totals	6.00	£78.89
Averages	6.00	£78.89

AET0: Asian and Middle Eastern Studies Tripos, Part IA

Student	Hours	Cost
Hendriks, Louise (lh9363)	39.50	£409.92
Totals	39.50	£409.92
Averages	39.50	£409.92

9 Supervision Statistics

Standard statistical reports have been provided for Tutorial Officers, Senior Tutors, Course Directors and System Administrators. Statistics can be produced for any previous Academic Year and are based on Exported Supervision Reports only.

System Administrators and Course Directors can see statistics for all Colleges without anonymisation of Colleges. Tutorial Officers and Senior Tutors can choose to see statistics for their College only or for all Colleges, however other College data will be anonymised.

All reports have the option to group by Term, Subject and Tripos Part, and any combination of these.

The reports can be output as CSV files. These files will contain 'raw' data ie durations as minutes and amounts as pence.

If there is a report that you think is missing, or you want an ad hoc report, contact the CamCORS helpdesk.

9.1 Student Hours

Total hours of teaching that Students received and average number of hours per Student.

Term	Total Hours	Students	Hours per Student
Easter	4,252.92	396	10.73
Lent	7,401.82	422	17.53
Michaelmas	7,010.03	406	17.25

9.2 Supervisor Hours

Total hours of teaching that Supervisors gave and average number of hours per Student.

Select

Academic Year: `2020 - 2021` Report: `Supervisor Hours`

Include other Colleges ☐   Include Term ☑   Include Subject ☐   Include Tripos Part ☐   [Go] [CSV]

Supervisor Hours 2020

Term		Total Hours	Students	Hours per Student
Easter		1,894.00	396	4.77
Lent		3,269.87	422	7.73
Michaelmas		2,991.82	406	7.37

9.3 Supervision Costs

Total cost of teaching and average cost per Student.

Select

Academic Year: `2020 - 2021` Report: `Supervision Costs`

Include other Colleges ☐   Include Term ☑   Include Subject ☐   Include Tripos Part ☐   [Go] [CSV]

Supervision Costs 2020

Term		Total Cost	Students	Cost per Student
Easter		£69,643	396	£176
Lent		£121,801	422	£289
Michaelmas		£112,841	406	£278

9.4   Academic Posts

Total hours of teaching that Supervisors gave and average number of hours per Student, by Academic Post.

Select

Academic Year: Report:

2020 - 2021 ∨   Academic Posts ∨

Include other Colleges ☐   Include Term ☐   Include Subject ☐   Include Tripos Part ☐   Go   CSV

Supervisor Hours by Academic Post 2020

College	Academic Post	Total Hours	Students	Hours per Student
Christ's College	University Professor	1,073.52	228	4.70
Christ's College	University Associate Professor	537.60	118	4.55
Christ's College	University Assistant Professor	673.42	157	4.28
Christ's College	Other University employee	849.83	198	4.28
Christ's College	College Teaching Officer	826.45	171	4.82
Christ's College	College Research Fellow	220.37	59	3.73
Christ's College	Other College Fellow	1,682.82	216	7.78
Christ's College	Postgraduate Student	1,609.15	285	5.63
Christ's College	Other	682.53	151	4.52

9.5   Group Sizes

Total hours of teaching that Students received and average number of hours per Student, by Group Size.

Select

Academic Year: Report:

2020 - 2021 ∨   Group Sizes ∨

Include other Colleges ☐   Include Term ☐   Include Subject ☐   Include Tripos Part ☐   Go   CSV

Student Hours by Group Size 2020

College	Group Size	Total Hours	Students	Hours per Student
Christ's College	1	2,370.05	274	8.63
Christ's College	2	6,287.65	314	20.02
Christ's College	3	5,305.70	306	17.33
Christ's College	4	2,020.37	204	9.90
Christ's College	5	522.18	141	3.70

9.6   Include other Colleges

Show data for all colleges, other college will be anonymised by giving them a randomly assigned number.

Student Hours 2020

College	Total Hours	Students	Hours per Student
Christ's College	18,664.77	434	43.00
College 00	7,535.88	185	40.73
College 01	21,932.73	521	42.08
College 02	19,861.50	512	38.82
College 03	27,069.25	626	43.23
College 04	17,608.88	445	39.57
College 05	15,523.13	388	40.00
College 06	15,406.70	378	40.75
College 07	6,887.97	177	38.90
College 08	17,472.05	407	42.92
College 09	24,354.87	615	39.60
College 10	25,184.28	588	42.82

9.7   Include Term

Data broken down by Term.

Student Hours 2020

Term	Total Hours	Students	Hours per Student
Easter	4,252.92	396	10.73
Lent	7,401.82	422	17.53
Michaelmas	7,010.03	406	17.25

9.8   Include Subject

Data broken down by Subject.

9.9   Include Tripos Part

Data broken down by Tripos Part.

10 General Claims

10.1 Categories and Sub-Categories

Supervisors can make General Claims from your College if it is allowed in *Settings > College Preferences*. The Categories that can be claimed for are restricted to those agreed by OIS. The allowed Categories can be seen in *General Claims > Categories*.

General Claim Categories ⓘ

Category	Subcategory	Code	In use
Admissions interviews	Admissions Interviewing Rate 1	AIR1	Yes
Admissions interviews	Admissions Interviewing Rate 2	AIR2	Yes
Exam work other than marking or invigilating	General Mock Exam Work	GMXW	Yes
Exam work other than marking or invigilating	Mock Exam Setting	MEXS	Yes
Invigilation	Invigilation Rate 1	INR1	Yes
Invigilation	Invigilation Rate 2	INR2	Yes
Invigilation	Invigilation Rate 3	INR3	Yes
Marking	Assessment Marking Rate 1	MAR1	Yes
Marking	Assessment Marking Rate 2	MAR2	Yes
Marking	Assessment Marking Rate 3	MAR3	Yes
Marking	Essay marking	MESS	Yes
Marking	Mock Exam Marking	MEXM	Yes
Outreach	Outreach Rate 1	OUT1	Yes

If your College wants to use a new Category or Subcategory contact the CamCORS helpdesk.

10.2 Configure Categories

In *General Claims > Configure Categories* a Tutorial Officer or Finance Officer must configure the Categories that they want to allow every Academic Year. Configuration defines the rate of payment and maximum claim amounts and hours.

To configure a Category for use at your College you must set the following parameters.

- Rate type
    - Fixed: the Claim amount will be calculated from the hours and rate
    - Advisory: the Claim amount will be calculated from the hours and rate, but can be modified by the Supervisor
    - None: the Claim amount must be entered by the Supervisor
- Hourly rate
- Maximum hours
- Maximum amount

It is possible to copy all the Categories that are in use at your College from one Academic Year to the next with updated rates for the new year.

10.3 Processing General Claims

Tutorial Officers, Finance Officers and Senior Tutors can Approve General Claims. To see all Submitted General Claims go to *Home > General Claims* or *General Claims > Approve*.

Click on the view button to see the details and make a decision.

You can scroll through all the Claims using the 'Previous' and 'Next' buttons.

Submitted Claims can be:

- Approved – Claim able to be Exported for payment.
- Refused – Claim will not be paid.
- Returned – Claimant able to edit and re-submit the Claim.

If a mistake was made you can 'Undo' Approved and Refused Claims. This will return the Claim to the Submitted State.

11 College Users

All College Users, except Students, can be seen in *Users > College Users*.

11.1 Administrators

Administrator Roles managed by the College are:

- Tutorial Officers
- Finance Officers
- Senior Tutors

11.2 Student Advisors

Student Advisor Roles are:

- Directors of Studies
- Tutors

Directors of Studies and Tutors are created from CamSIS data. If their data is incorrect then

1. Check the data is correct in CamSIS.
2. If CamSIS not correct, correct it, wait til next day for CamCORS to be updated.
3. If CamSIS correct but CamCORS not then contact the CamCORS helpdesk.

It would be best if you make all changes in CamSIS, however, if you really want to make a change in CamCORS but not CamSIS then contact the CamCORS helpdesk to add a temporary advisor.

11.3 Students

Students are created from CamSIS data. If their data is incorrect then

1. Check the data is correct in CamSIS.
2. If CamSIS not correct, correct it, wait til next day for CamCORS to be updated.
3. If CamSIS correct but CamCORS not then contact the CamCORS helpdesk.

The page shows Students' - advisors, tripos parts, current year group, away/visitor, year course completed.

11.4 Course Co-ordinators

A Course consists of Tripos Parts and Papers. Course Directors and Course Co-ordinators can see Supervision Reports based on their Courses.

11.4.1 Courses

Courses are a set of Tripos Parts and Papers. They can be seen in Settings > Courses. If a Tripos Part is added then all Reports relating to that Tripos Part can be seen. If Papers are added then only Reports relating to those Papers can be seen.

If you require a new Course to be defined, contact the CamCORS helpdesk.

11.4.2 Course Co-ordinators

To add a Course Co-ordinator to a Course go to *Settings > Courses* and click on Add person. You can also look up Course Co-ordinators in *Users > Course Co-ordinators*.

A person needs to be set up with the Role Course Co-ordinator by the CamCORS helpdesk.

12 Supervisors

12.1 Applying for a Supervisor account

Claimants must register for a CamCORS Supervisor account every year. The majority of claimants will be automatically approved but if they are linked to a College, as they are on the payroll or a student for example, then they will require approval by their College.

12.2 Processing Supervisor applications

A Tutorial Officer and a Finance Officer can approve or deny applications for a Supervisor account. The checks that should be carried out (visa restrictions, worker agreements in place, etc) are out of the scope of this document and are the responsibility of the College. The applicant will be emailed the decision.
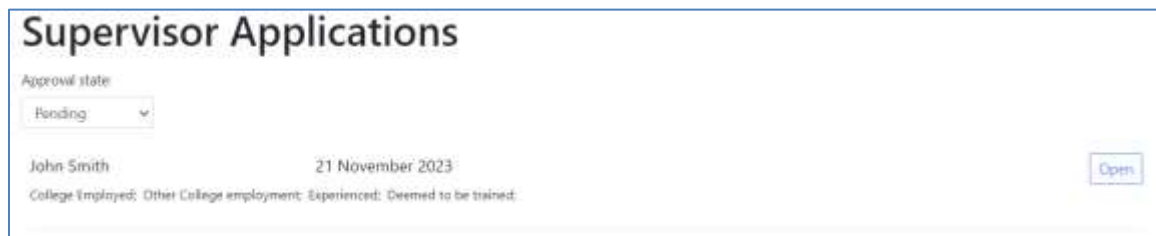
If a decision is not made by the College within 21 days then the application becomes Void. If the applicant needs a decision to be made by your College, and the application becomes Void, they will need to apply again.

You can set an application as 'in hand' while you are carrying out the necessary checks or contracts are put in place. This allows other Officers at your College to see that the application is being dealt with. It also prevents the application from becoming Void.

Decisions cannot be undone. The applicant would need to apply again.

To process applications:

1. Go to Home > Approve Supervisors or Users > Approve Supervisors.
2. If there are any pending applications click on 'Open' to view the details.
3. Mark as 'in hand' if you need to carry out checks.
4. Click on 'Approve' or 'Deny' when you have done all the necessary checks.

Supervisor approval   ✕

John Smith jds14

jds14@cam.ac.uk

Submitted
21 November 2023

Application

The Applicant has made the following declaration in their application. These should be confirmed before the application is approved.

Right to Work	Employment	Academic post
Can legally work in UK	College Employed	Other College employment

Visa required	College Teaching Duty	Training
Does not require a Visa	Not contracted to teach	Deemed to be trained

	Expected to undertake work for	Experience
	Various colleges	Over 5 years

Approval

Permitted payment options

- ☑ Direct Payment
- ☑ Via College Payroll
- ☐ Via Faculty or Department – no charge
- ☑ Gratis – no charge
- ☐ Special Arrangement

Previous   Deny   Approve   Next

Supervisor Applications

Approval state:

Pending ⌄

John Smith	21 November 2023	Approved	Open
College Employed; Other College employment; Experienced; Deemed to be trained;			

Supervisor Applications

Approval state:

Pending ⌄

John Smith	21 November 2023	Denied	Open
College Employed; Other College employment; Experienced; Deemed to be trained;			

Supervisor Applications

Approval state:

Decided ⌄

John Smith	21 November 2023	Void	26 November 2023	Open
College Employed; Other College employment; Experienced; Deemed to be trained;		unknown, unknown (unkwn000)		

12.3 College Supervisors

Users > College Supervisors shows all Supervisors who are students at your College or are employed by your College. You can see when their accounts expire, what payment options they can use, and details of their application.

12.4 Evidence of teaching

Supervisors who no longer have access to CamCORS may contact a College to ask for evidence of the teaching they have carried out for the College. This can be provided by the report available from Management > Teaching evidence. You will need the Supervisor's CRSid.

13 Settings

13.1 College Preferences

In *Settings > College Preferences* there are some college-wide parameters that can be configured by a Tutorial Officer.

Supervisors can create General Claims

> Allow Supervisors to make General Claims from your College. If this is set to 'Yes' there must be General Claim Categories configured for the Academic Year.
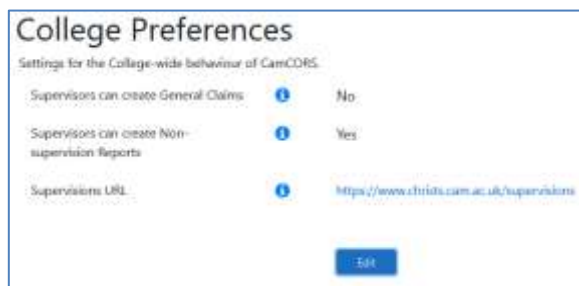
Supervisors can create Non-supervision Reports

> Allow Supervisors to create Non-supervision Reports for Students at your College.

Supervisions URL

> You can set up a webpage on your College website with college specific information for Supervisors who are claiming payment from your College. The webpage could give information about your deadlines for submission and approval, payment date runs, contact information, etc. It is up to you to keep this webpage up-to-date.

> A link to the webpage will be included on all Reports for your College. It will also be shown in CamCORS on *Lookup > College Information*, which is available to most Roles.

13.2 Courses

Courses can be seen in *Settings > Courses*. Courses are groups of Tripos Parts and Papers. If a User has the Course Co-ordinator Role, and is assigned to a Course, they can see all

Supervision Reports relating to the Tripos Parts and Papers for that Course. A Course Co-ordinator can be given access to any number of Courses.

If a Course has a Tripos Part then the Course Co-ordinator can see all Supervision Reports related to that Tripos Part, including Supervision Reports without a Paper.

If a Course has a Paper then the Course Co-ordinator can see all Supervision Reports related to that Paper.

For example:

- To see 1st years doing French and Spanish, assign
  - MLT0 French, and
  - MLT0 Spanish
- To see 1st and 2nd years doing German, assign
  - MLT0 German, and
  - MLT1 German

Tutorial Officers can add and remove Course Co-ordinators. Click on the 'View' button and then on 'Add person'. You will need to know the CRSid of the Course Co-ordinator you want to add.

If you want to set up new Courses, or make changes to existing Courses, contact the CamCORS helpdesk.

Computer Science Course

If a Tripos Part is shown then the Course Co-ordinators will be able to see all Supervision Reports for that Tripos Part, including Reports where a Paper has not been specified.

[Back]

Co-ordinators

[Add person]

Name	
Marcinek, Rafal (rm947)	🗑
Holmes, Sara (sah52)	🗑

Tripos Parts

Code	Description	In use
CST0	Computer Science Tripos, Part IA	True
CST1	Computer Science Tripos, Part IB	True
CST2	Computer Science Tripos, Part II	True
CST3	Computer Science Tripos, Part III	True

Papers

No Papers found!

You can also see what Courses an existing Course Co-ordinator has access to in *Users > Course Co-ordinators.*

Course Co-ordinators

Click on a View button to view the Course details, and add and remove College Course Co-ordinators. A College Course Co-ordinator also needs to have the College Course Co-ordinator Role. Contact help@camcors.cam.ac.uk to add this.

Go to Settings > Courses to add a College Course Co-ordinator to a Course that isn't shown here.

Name	Course		
Breen, Sean (sb588)	English		View
Holmes, Sara (sah52)	Computer Science		View
Holmes, Sara (sah52)	Mathematics		View
Marcinek, Rafal (rm947)	Computer Science		View
McKean, Iain (im554)	Mathematics		View

13.3 Email notifications

Automatic email notifications are sent overnight, to the Roles shown, for the following events.

Event	Tutorial Officer	Senior Tutor	DoS
Student Reports Submitted	Yes	Yes	Yes
Academic Concern Raised in Student Report	Yes	Yes	Yes
Untrained Supervisor Undertaking Supervisions	Yes	Yes	Yes
Claim Self-Approved by Supervisor	Yes	Yes	No
General Claims Submitted	Yes	Yes	No
Supervisor Application Required Attention	Yes	Yes	No

The email notifications are sent by default but you can turn them off and on in *Settings > Email Notifications*.

Note, however, that while DoS notifications are sent to the individual DoS, Tutorial Officer and Senior Tutor notifications are sent to *supervisions@[college].cam.ac.uk* and *senior.tutor@[college].cam.ac.uk* respectively.

14 Lookup

14.1 Claim States

The Claim States used in CamCORS and their description are listed on *Lookup > Claim States*.

14.2 College information

All college email contacts and webpage links for CamCORS are listed on *Lookup > College Information*.

To update the link for your own College go to *Settings > College Preferences* and update the *Supervisions URL*. The contact email address is always *supervisions@[college].cam.ac.uk* and this email address must be handled by your College.

College Information

College	Email	Webpage
Christ's College	supervisions@christs.cam.ac.uk	https://www.christs.cam.ac.uk/supervisions
Churchill College	supervisions@chu.cam.ac.uk	
Clare College	supervisions@clare.cam.ac.uk	
Clare Hall	supervisions@clarehall.cam.ac.uk	
Corpus Christi College	supervisions@corpus.cam.ac.uk	
Darwin College	supervisions@dar.cam.ac.uk	
Downing College	supervisions@dow.cam.ac.uk	
Emmanuel College	supervisions@emma.cam.ac.uk	
Fitzwilliam College	supervisions@fitz.cam.ac.uk	
Girton College	supervisions@girton.cam.ac.uk	

14.3 Guides

Links to a webpage with this guide and other user documentation.

14.4 Look up CRSids

Links to the UIS Lookup where you can find the CRSids for anyone in the University.

14.5 Non-supervision activities

Activities for which Non-supervision Reports can be created are shown in *Lookup > Non-supervision Activities*. These Activities have been set by the Senior Tutors' Committee. Colleges can decide if they want to allow claims for these in CamCORS by updating *Supervisors can create Non-supervision Reports* in *Settings > College Preferences*.

Non-supervision Activities ⓘ

Code	Description	PPS code	In use
E	English Language Skills	ENGLISH_LANGUAGE_SKILLS	Yes
F	Foreign Language Skills (non-Tripos)	FOREIGN_LANGUAGE_SKILLS	Yes
G	Study Skills	STUDY_SKILLS	Yes

14.6 Tripos parts and papers

Tripos Parts and Papers for which Supervision Reports can be created are shown in *Lookup > Tripos Parts*. These are updated daily from CamSIS. If you think any are missing or incorrect contact the CamCORS helpdesk.

Tripos Parts

If any Tripos Parts are missing contact help@camcors.cam.ac.uk

Select

In use	Subject:	Career:
yes ∨	Any ∨	Any ∨

Code	Description	Subject	Career	In use	
AAT1	Archaeological and Anthropological Tripos, Part I	Archaeology and Anthropology	Undergraduate	Yes	Papers
AAT2AR	Archaeological and Anthropological Tripos, Part IIA: Archaeology	Archaeology and Anthropology	Undergraduate	Yes	Papers
AAT2BA	Archaeological and Anthropological Tripos Part IIA: Biological Anthropology	Archaeology and Anthropology	Undergraduate	Yes	Papers
AAT2SA	Archaeological and Anthropological Tripos Part IIA: Social Anthropology	Archaeology and Anthropology	Undergraduate	Yes	Papers
AAT3	Archaeological and Anthropological Tripos, Part IIB	Archaeology and Anthropology	Undergraduate	Yes	Papers
AAT3AR	Archaeological and Anthropological Tripos Part IIB: Archaeology	Archaeology and Anthropology	Undergraduate	Yes	Papers
AAT3BA	Archaeological and Anthropological Tripos, Part IIB: Biological Anthropology	Archaeology and Anthropology	Undergraduate	Yes	Papers

Papers

If any Papers are missing contact help@camcors.cam.ac.uk

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AAT1: Archaeological and Anthropological Tripos, Part I

Code	Description	In use
1	The development of human society	Yes
1A	Principles and history of archaeology	Yes
1B	World prehistory	Yes
2	Humans in biological perspective	Yes
2A	The origins of the first civilizations	Yes
2B	The prehistory of Europe from the Neolithic to the end of the Iron Age	Yes
3	Human societies: the comparative perspective	Yes
4A	Being human: an interdisciplinary approach	Yes
4B	Modern societies (Politics, Psychology, and Sociology Tripos, Part I Paper 2)	Yes
4C	Analysis of politics I (Politics, Psychology, and Sociology Tripos, Part I Paper 1)	Yes
4D	Introduction to psychology (Politics, Psychology, and Sociology Tripos, Part I Paper 3)	Yes
5	Introduction to the cultures of Egypt and Mesopotamia	Yes
6	Akkadian language I	Yes
7	Egyptian language I	Yes
NFH	Taking the examination 'Not for Honours' or by special leave	Yes

14.7 Payment rates

The Intercollegiate Re-charge Rates are shown in *Lookup > Payment Rates*. Rates are held for every Academic Year and are updated by the CamCORS helpdesk. Colleges may apply uplifts for some categories of Supervisor in their payment system.

Payment Rates ⓘ

Academic Year:
2022 - 2023 ▾

Michaelmas 2022

Group Size	Rate per hour	Rate per student/hour
1	£32.59	£32.59
2	£38.50	£19.25
3	£44.43	£14.81
4	£47.04	£11.76
5	£47.05	£9.41
>5	£47.06	

Lent 2023

Group Size	Rate per hour	Rate per student/hour
1	£33.22	£33.22
2	£39.26	£19.63
3	£45.30	£15.10
4	£47.96	£11.99
5	£47.95	£9.59
>5	£47.96	

Easter 2023

Group Size	Rate per hour	Rate per student/hour
1	£33.22	£33.22
2	£39.26	£19.63
3	£45.30	£15.10
4	£47.96	£11.99
5	£47.95	£9.59
>5	£47.96	

15 Appendix A – Glossary

15.1 University of Cambridge terminology

Academic Year

The University's [Academic Year](#) commences on 1st October and finishes on 30th September each year.

Cambridge Terms

The Academic Year is divided into three terms, with a Long Vacation over the summer: Michaelmas Term (October – December), Lent Term (January – March), Easter Term (April – June).

CamSIS

[The Cambridge Student Information System](#) is the University's comprehensive system for handling student information, records and transactions. It is the official repository of a Student's record from admissions to graduation, used by staff, Students and alumni to manage and extract student data.

Card Office

[The UCAM Card](#) (or University card) is a contactless identity and access card issued to University staff and Students, produced by the Card Office. Photos of Students are retrieved from the University Card system to add to CamCORS student records.

CASC

Software development part of OIS.

Class

A grade of honours, as in First Class, Second Class, Third Class. Unlike most undergraduate degrees, Cambridge Students receive a Class for each year of their B.A. (undergraduate degree).

College

As well as being members of the University and an academic faculty/department, undergraduates also belong to a College. There are 31 semi-autonomous constituent Colleges, communities of students, academics and staff. [29 Colleges admit undergraduates](#) to the University, they each provide undergraduates with accommodation and pastoral support, and organise elements of their Students' tuition in the form of Supervisions.

College Office

Each College has a College or Tutorial Office which is typically responsible for supporting Students throughout their academic life, by administrating admissions, Student records, examinations, and graduation.

Collegiate University

The University and Colleges are independent institutes, when referring to them collectively the phrase 'collegiate University' is used.

CRSid

The Common Registration Scheme identifier is a unique username for University staff, Students, and affiliates. The CRSid is used as the local-part of University e-mail addresses (the part before the '@' symbol) and when accessing online resources.

Director of Studies (DoS)

Supervisions are typically organised by Directors of Studies, appointed by Colleges, who are responsible for the oversight of Students' academic work in a particular subject within a College.

EAMC

The Examination Access and Mitigation Committee considers applications for Students to disregard terms; receive dissertation and coursework extensions; accept illegal combinations of papers; remit fees; and intermit from Triposes. These applications typically require evidence, which can include Supervision Reports.

Faculties and Departments

The University has six Schools, which constitute administrative groupings of Faculties and other institutions. University Faculties organise teaching and research into individual subjects or groups of subjects, their work is normally organised into sub-divisions called Departments.

H01 Code

A unique identification code for every Tripos.

H03 Code

A unique identification code for each Paper, and other explanatory texts for exam enrolment. If a Paper is 'borrowed' by Students enrolled in another Tripos, it will have a separate H03 Code for that Tripos.

Intercollegiate Re-charge Rate

Colleges set their own payment rates for Supervisions, however when a Supervisor teaches Students from a different College there is an agreed rate at which one College will

reimburse the other for that work. [The intercollegiate re-charge rate](#) is set for each Academic Year by the Colleges.

Jackdaw

[Jackdaw](#) is the University Information Services' administrative database. Jackdaw holds consolidated Actor administration records for staff and Students in the University, it receives daily feeds from CamSIS, the Card Office, and periodically feeds into a variety of services/systems.

OIS

Office of Intercollegiate Services…

Paper

A Paper is an individual module, unit or topic on an undergraduate course. Students usually take a number of papers each year (some are compulsory and some can be chosen from several options).

Part

Each Tripos is divided into one or more Parts, an undergraduate must complete a number of Parts in one or more Triposes to qualify for the B.A. degree. Most Triposes are divided into two Parts, and as Triposes are typically three years in length one Part will be divided over two years, e.g. Part IA, Part IB, and Part II. Some Triposes, e.g. the Mathematical Tripos, have three Parts, of which the third is additional to the requirements of a BA and is more or less the equivalent of a postgraduate certificate of research.

PPS

PPS is CASC's Payment Preparation System which is used to process claims exported from CamCORS and generate payments.

Raven

Raven is the University's [central web authentication service](#), utilising CRSid's for user identities. Raven accounts are created as a matter of routine for Students and University staff but can otherwise be created by the University Information Services.

Semester Student

A CamSIS attribute for a Student from overseas who is studying a degree elsewhere but taught partially by the University.

Senior Tutor

Each College has a Senior Tutor, an officer with wide-ranging responsibilities within the College across both educational and pastoral matters. They typically maintain close contact

with Directors of Studies and Tutors with an overview of the Supervision system, and awareness of College teaching in different Triposes.

STC

Senior Tutors' Committee, ultimately responsible for CamCORS.

STEC

Senior Tutors' Education Committee, a sub-committee of the STC.

Supervision

A Supervision consists of small group teaching led by a Supervisor, someone learned in the subject being studied, to explore the curriculum in greater depth and/or breadth. Compared to University teaching, which is organised by Faculties and Departments and provided to all Students studying a course regardless of College membership, supervisions are typically organised by Colleges for their own Students.

Supervisor

Supervisions are held by Supervisors, academics such as PhD students, post-doctoral researchers, and contracted teaching staff appointed by Colleges or the University. Supervisors are not necessarily a member of the same College that the Students they supervise belong to, they can also be unaffiliated with any College or sometimes external even to the University. For these reasons, a Supervisors can be on a College's Payroll, be paid by a University Faculty or Department or essentially be self-employed.

Student

Supervisions are primarily provided for Triposes, however they are also given to those studying some postgraduate courses such as taught Masters courses, Clinical Medicine, or Clinical Veterinary Medicine. University of Cambridge Students who receive Supervisions can therefore be undergraduates or postgraduates. All Students are a member of a College, a Student cannot be affiliated with multiple Colleges but can transfer between Colleges during their studies.

Tripos

Cambridge undergraduate courses are assessed through examinations in broad subject areas formally called [Triposes](), e.g. the Historical Tripos. For this document, 'Tripos' will also refer to non-undergraduate courses which also use Supervisions, and therefore utilise CamCORS (see paragraph **Error! Reference source not found.** for examples of such c ourses).

Tutor

A Tutor is a Tutorial Officer who is responsible for providing 'pastoral support' to Students. Tutors may be approached for advice in addressing questions about financial, health, family or other personal issues that may be affecting their Students' ability to pursue their studies effectively.

UIS

The [University Information Services](#) provide a range of IT services for all Actors at the University.

University

[The University of Cambridge](#) is a collegiate research university, with over 150 academic departments, faculties and other institutions organised into six Schools. For undergraduates the University determines course content; organises lectures, seminars, practicals and projects; sets and marks examinations; and awards degrees.

University Lookup

[University Lookup](#) is a database containing information about every person and every University institution known to University Information Services, together with a small number of University-related institutions. It functions as the primary online telephone and email directory for the University.

USN

The Unique Student Number is a 9-digit number allocated to each Student when they become a member of the University, used to identify individual Students.

15.2 CamCORS terminology

Activity

An activity that a Non-supervision Report can be written for.

Actor

An Actor is any person who accesses CamCORS, due to them receiving, giving, arranging, or reviewing Supervisions or Non-supervision activities.

Claim

Any Supervision Report, Non-supervision Report, or General Claim created in CamCORS. Ultimately, Claims are exported by Finance Officers to pay Supervisors for their work.

Claim State

A Report or Claim transitions through several distinct states in CamCORS, from its creation to processing for payment or rejection.

Claim Type

Supervision Report, Non-supervision Report or General Claim.

Claimant

A person that drafts and submits a claim, via CamCORS, for some work undertaken. A Supervisor (see paragraph 0) will be a Claimant but a Claimant does not have to be a Supervisor – they could be claiming for some work other than a Supervision (see paragraph 0).

Course

The Tripos Parts and Papers that a Course Director can view.

General Claim

In Version 6 this was called General non-supervision activity. Work which is not related directly to a Student or Students, e.g. invigilating a mock exam. A College chooses which categories of General Claim can be submitted by an Actor and its details (e.g. hourly rate, maximum amount, maximum hourly rate).

Payment Option

The way in which a Supervisor elects, or is allowed to be, paid. (In v6, this is known as Payment Method.)

Postgraduate

Students in CamSIS with a Career of 'Postgraduate'. For the purposes of Supervisor Registration and management reporting Clinical Medics and Vets will be regarded as Postgraduates.

Report

A Report provides detailed feedback to the Student, is viewed by the Student's Director of Studies and Tutor to monitor their progress, and provides statistical information to the College. There are two types of Report:

Non-supervision Report

In Version 6 was called Per-student non-supervision activity. A Supervisor creates a Report for an activity where they have performed work other than a Supervision which applies to individual Students. These activities are restricted to 'Study Skills', 'English Language Skills', and 'Foreign Language Skills'.

Supervision Report

In Version 6 was called a Report. Supervisors create Reports for all the Students they supervise on a termly basis, for Tripos-related teaching.

Role

Actors of CamCORS are given access and editing rights based on their need to use the system, from set permissions provided to specific Roles. Role names are meant merely as a reminder of their capabilities. An Actor may have multiple Roles, across multiple Colleges.

An Actor will be logged into CamCORS with a single Role. If an Actor is a DoS and also a Tutor then they will have two roles – DoS and Tutor. They will only be able to act under one of those roles at any time.

Student Hours

The number of hours of teaching given to a Student.

Supervisor Category

The most senior academic post held by a Supervisor, self-certified by the Supervisor.

Supervisor Hours

The number of hours of teaching given by a Supervisor to one or more Students. This will be different to Student Hours if there is more than one Student in a Supervision. For example, if there are two Supervision Reports, each for two hours in a class of two Students, this represents four Student Hours and 2 Supervisor Hours.

Undergraduate

Students in CamSIS with a Career of 'Undergraduate'. For the purposes of Supervisor Registration and management reporting Clinical Medics and Vets will be regarded as Postgraduates.

16 Appendix B – Role Menus

Menu	Menu item	TO	FO	ST	DOS	TUT	CC
Supervision Reports / Reports	Search	Y	Y	Y	Y	Y	Y
	Approve	Y		Y	Y		
	Create				Y		Y
	Import				Y		Y
	Supervisions Reported	Y		Y	Y	Y	Y
Non-supervision Reports	Search	Y		Y	Y	Y	
	Approve	Y		Y	Y		
General Claims	Approve	Y	Y	Y			
	Categories	Y	Y				
	Configure Categories	Y	Y				
Payments	Manage Payment Data		Y				
	Payments From Colleges > Download Payments		Y				
	Payments From Colleges > View Payments		Y				
Management	Student Files	Y					
	Student Supervisors	Y	Y	Y			
	Supervisor Hours	Y	Y	Y			
	Supervisor Training	Y		Y			
	Supervision Costs by DoS	Y		Y			
	Supervision Costs by Tripos Part	Y		Y			
	Statistics	Y		Y			
	Teaching evidence	Y					

Users	Approve Supervisors	Y	Y				
	College Supervisors	Y	Y				
	College Users	Y					
	Course Co-ordinators	Y					
	Students	Y		Y			
Settings	College Preferences	Y					
	Courses	Y					
	Email Notifications	Y		Y	Y		
Lookup	Claim States	Y	Y	Y	Y	Y	Y
	College Information	Y	Y	Y	Y		
	Guides	Y	Y	Y			
	Look up CRSids	Y	Y	Y	Y	Y	Y
	Course Permissions						Y
	Non-supervision Activities	Y	Y	Y	Y	Y	
	Tripos Parts	Y		Y	Y	Y	Y
	Payment Rates	Y	Y	Y	Y	Y	Y

17 Appendix C – Event Emails

Emails sent to Senior Tutor and Tutorial Officer are sent to *senior.tutor@[college].cam.ac.uk* and *supervisions@[college].cam.ac.uk* respectively. All others are sent to the individual.

Email Subject	Description	Sent	Recipient
Reports Submitted	Sent when Reports have been Submitted.	Overnight	Dos Senior Tutor
Reports with Academic Concerns	Sent when Reports have been Submitted with the Academic Concerns flagged	Overnight	DoS Senior Tutor

Untrained Supervisor Alert	Sent when Reports have been submitted by an untrained Supervisor	Overnight	DoS Senior Tutor Tutorial Officer
Reports Released	Sent if any Reports have been Released where the Student is the subject	Overnight	Student
New Reports Created	Sent when Reports are Created by another User for the Supervisor	Overnight	Supervisor
Reports Approved by Supervisor	Sent when Reports approved by the Supervisor in their DoS Role	Overnight	Senior Tutor Tutorial Officer
Claims Refused	Sent when Claims by the Supervisor are Refused	Overnight	Supervisor
Claims Returned	Sent when Claims by the Supervisor are Returned	Overnight	Supervisor
General Claims Submitted	Sent when General Claims have been Submitted	Overnight	Senior Tutor Tutorial Officer
Supervisor Requires Approval	Sent when a Supervisor is registering and requires College approval.	Overnight	Tutorial Officer
Supervisor account has been created	Sent when a Supervisor has been registered	Overnight or At time (if auto approved)	Supervisor
Supervisor Application Unsuccessful	Sent when an application has been rejected	At time	Supervisor