

# Guide for Supervisors

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## Document Revisions

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## 1 Introduction

### 1.1 Scope and Purpose

This guide has been written for Supervisors and Supervisors (former). Not all sections will be available to a Supervisor (former).

### 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](mailto:help@camcors.cam.ac.uk) for support.

### 1.3 Document Conventions

In this document capitalised words usually refer to CamCORS terms. For example, 'A page showing 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 e.g. '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 e.g. Study Skills.

#### *Category*

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

#### *Subcategory*

#### *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 the UIS Service Desk [servicedesk@uis.cam.ac.uk](mailto:servicedesk@uis.cam.ac.uk) for help with Raven.

### 2.2 Supervisor 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.

## 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

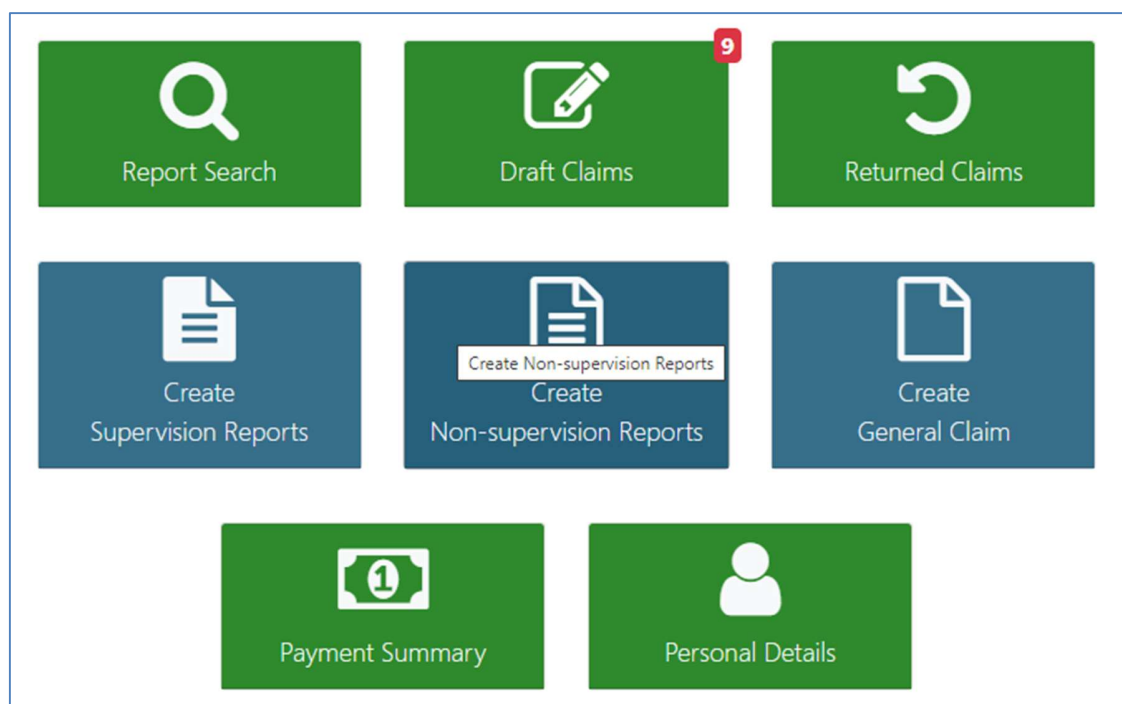
Quick links to commonly used menu items are shown on the Home page, which is displayed on login or by clicking on the [Home](#) menu.

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

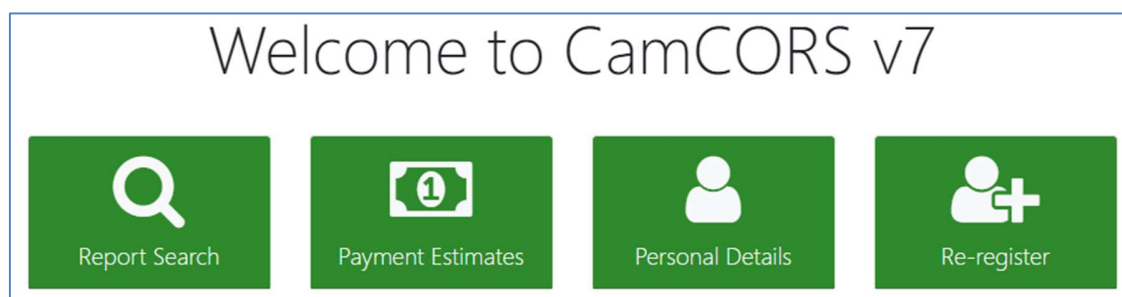
#### *Supervisor*



# Welcome to CamCORS v7



*Supervisor (former)*



### 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 now. For example, if the current Academic Year is 2023-2024 then the oldest Reports in CamCORS will be for Academic Year 2013-2014.

### 3.4 Reports

Reports provide feedback to Students and Colleges on a Student's supervision (trips 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 Creating Supervision Reports

Supervision Reports can be created in three different ways. After Reports have been created they can be edited as described in [Editing Reports](#).

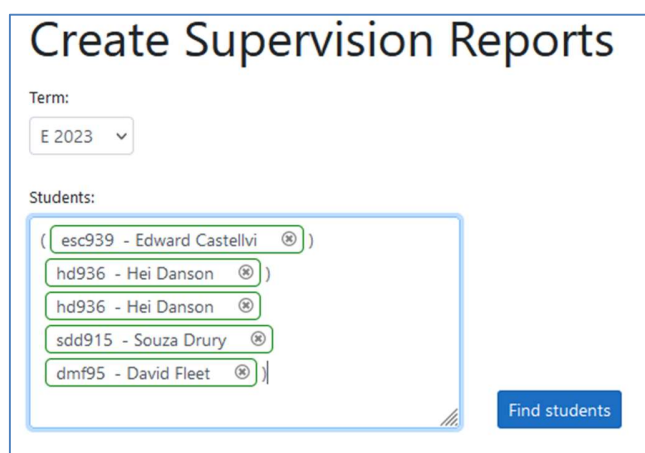
### 4.1 Reports created for you

Sometimes a Director of Studies, for example, will create Supervision Reports for you. If this happens you will receive an email notifying you that Reports have been created. To edit these Reports go to Home > Draft Claims or Supervision Reports > Drafts. They will be listed near the top of the page in a section called 'Created for you'.

You can click on 'accept' for each Report, or select them all and click on the 'Accept' button. You can also delete them if you will no longer be carrying out these supervisions.

### 4.2 Create

Go to [Home > Create Supervision Reports](#) or [Supervision Reports > Create](#). Select the Term and enter the Students' CRSids in the text box, then click on 'Find students'.



Populate the Tripos Part and Paper or Topic fields for each Student found.

Tripes Part:  
Unset

Student	College	Tripes Part	Paper	Topic
Castellvi, Edward (esc939)	St Edmund's	MAT0	Unspecified	
Danson, Hei (hd936)	Homerton	MAT0	Unspecified	
Drury, Souza (sdd915)	Peterhouse	MAT0	Unspecified	
Fleet, David (dmf95)	Christ's	MAT1	Unspecified	

Set Paper/Topic: Unspecified Set Set all Topics to... Set

Create reports

Tripes Part:  
Any

Student	College	Tripes Part	Paper	Topic
Castellvi, Edward (esc939)	St Edmund's	MAT0	6: Paper 6 Physics (NSTO Subje	
Danson, Hei (hd936)	Homerton	MAT0	6: Paper 6 Physics (NSTO Subje	
Drury, Souza (sdd915)	Peterhouse	MAT0	6: Paper 6 Physics (NSTO Subje	
Fleet, David (dmf95)	Christ's	MAT1	Unspecified	Maths for Physics

Set Paper/Topic: Unspecified Set Set all Topics to... Set

Create reports

Click on 'Create reports' to create the Reports and go to the Draft Claims page to edit them.

## Draft Claims ?

Search

Academic Year: Any Term: Any Claim Type: Any Claim IDs: ?

Search on Student, College, Tripes Part, Paper, Topic, Activity or Category

Go Reset

Accept Edit Bulk Edit Submit Delete

9 Claims (0 selected)

### Draft

<input type="checkbox"/>	Claim ID	Type	Term	College	Student	Hours	Description	Warnings <span>?</span>
<input type="checkbox"/>	3095309	Supervision	E 2024	Downing	Ajjedidun, Alice (aa9110)	0h 00m	NST1 BMB: Biochemistry and Molecular Biology - test	<span>✓</span> <span>✗</span>
<input type="checkbox"/>	3095305	Supervision	E 2024	Fitzwilliam	Lewis, Anthony (aal925)	0h 00m	MAMA - Trigonometry	<span>✓</span> <span>✗</span>
<input type="checkbox"/>	3095307	Supervision	E 2024	Homerton	Richardson, Alejandro (aar923)	0h 00m	MAMA - Trigonometry	<span>✓</span> <span>✗</span>
<input type="checkbox"/>	3095310	Supervision	E 2024	Jesus	Alford, Andrew (aa9214)	0h 00m	NST1 BIO: Biology of Disease	<span>✓</span> <span>✗</span>
<input type="checkbox"/>	3095308	Supervision	E 2024	Newnham	Abspoel, Andrew (aa9159)	0h 00m	NST1 BIO: Biology of Disease	<span>✓</span> <span>✗</span>

### 4.3 Report Search

If you have taught the Student or Students before you can tick their Reports on the Report Search page and click on 'Create reports'. You will be taken to the Create Supervision Reports page with the Students box pre-populated. Check you have the correct Term

selected then click on 'Find students'. Populate the Tripos Part and Paper or Topic fields for each Report (as in Create) then click on 'Create reports'.

## 5 Creating Non-supervision Reports

To create a Non-supervision Report go to [Home > Create Non-supervision Reports](#) or [Non-supervision Reports > Create](#). Select the Activity and Term, enter the CRSids of the Students, and click 'Find students'.

There will be an initial check to pick out what could be CRSids in the text box (ie text in form abc123) and to check that these are possible Students. Only paste CRSids into the text box, delete extraneous text.

Students will be found if:

- Their College allows Non-supervision Reports to be created, and
- They have a Student record in CamCORS for the Term selected, and
- You have not already created a Report for the Student for the Activity and Term selected.

If you cannot create a Report for one of your students contact their College.

Any Reports that can be created will be listed. Click on 'Create reports' to create them and go to the Draft Claims page to edit the Reports.

Non-supervision Reports can be created for the following students		
Student	College	
Brazier, Jessica (jb9185)	Christ's	
Fleet, David (dmf95)	Christ's	
Judd, Louisa (lsj93)	Christ's	
<a href="#">Create reports</a>		

## 6 Editing Reports

Immediately after creating new Reports you will be thrown to the Draft Claims page and the filter will show the Reports you just created.

If you go to [Home > Draft Claims](#), [Supervision Reports > Drafts](#) or [Non-supervision Reports > Drafts](#) you will see all your Draft Claims and can filter to show the claims you want to edit.

**Draft Claims** ⓘ

Search

Academic Year:  Term:  Claim Type:  Claim IDs: ⓘ

1 Claims (0 selected)

**Draft**


<input type="checkbox"/>	Claim ID	Type	Term	College	Student	Hours	Description	Warnings ⓘ
<input type="checkbox"/>	3095370	Non Supervision	E 2024	Christ's	Abdalla, Ruo (rla91)	0h 00m	Study Skills	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

You can either

- click on the 'edit' icon on a row to open the Report in a popup window, or
  - tick rows and click on the 'Edit' button to open the Reports in separate browser tabs, or
  - tick rows and click on Bulk Edit to edit the following data in the Reports in a new browser tab:
    - Group sizes & hours
    - Assessments
- If you open Reports in a popup window you will be able to scroll backwards and forwards through the Reports. If you open Reports in separate browser tabs you will be able to switch between the tabs or even move them into separate browser windows.

## 6.1 Supervision Reports

Claim detail



**Abspoel, Andrew (aa9159)**  
Newnham, Easter 2024  
**NST1: Natural Sciences Tripos, Part IB**  
BIO: Biology of Disease [edit](#)

**Draft**  
ID 3095308  
Email DoS Tutor College  
Supervised by Holmes, Sara (sah52)

Industry: Not specified ▾
Progress: Not specified ▾
Interest: Not specified ▾
Est. Work: Not specified ▾

☐ Academic Concern [i](#)

Group Size: 1
Duration: 0h 0min [i](#)
Total: 0h 00m
Estimate: £0.00 [i](#)

Of the sessions claimed for,  
0 sessions were missed [i](#)  
0 sessions are yet to be taught [i](#)

Enter feedback for the Student and College  
0 / 4000

Payment option: Direct Payment ▾
Supervisor College: None ▾
Created: 08 Jul 2024

Previous

Save Submit Next

### Assessments

Select your assessment of each of the following categories:

- Industry
- Progress
- Interest
- Est. Work

#### 6.1.1 Academic Concern

This box should be ticked if you want to highlight to the College that you have concerns about the Student's academic work. Your concerns should be noted in the Feedback section along with recommended actions. Do not use this tick box if you have any other types of concerns or need to raise concerns with the College more urgently. In these cases contact the DoS, Tutor, or College directly.

#### 6.1.2 Groups and Hours

Select a Group Size and enter Hours and Minutes to the nearest 5 minutes. The minimum total supervision time is 15 minutes, and the maximum is 30 hours. You can enter as many groups as you need.

### 6.1.3 Missed hours

If the Student missed any of the Total hours of supervisions, enter the number of hours they missed in the 'hours were missed' box.

### 6.1.4 Hours yet to be taught

If any of the Total hours of supervisions have not yet been given (as they are scheduled for after the deadline for submitting reports for the Term), enter the number of hours to come in the 'hours are yet to be taught' box.

### 6.1.5 Feedback

You must enter some feedback for the Student and College.

### 6.1.6 Payment

Your default payment option will be used when a Report is created. If you have more than one payment option in CamCORS you can change this.

## 6.2 Non-supervision Reports

Claim detail

**Abdalla, Ruo (rla91)**  
Christ's, Easter 2024  
Study Skills

**Draft**  
ID 3095370  
Email DoS Tutor College  
Supervised by Holmes, Sara (sah52)

Group Size: 1    Duration: 0h 00m    Total: £0.00    Estimate: £0.00

Enter feedback for the Student and College

Payment option: Direct Payment    Supervisor College: None

Created: 18 Jul 2024

Previous    Save    Submit    Next

### 6.2.1 Groups and Hours

Select a Group Size and enter Hours and Minutes to the nearest 15 minutes. Click on the green plus icon to add the hours to the Report. You can enter as many groups as you need.

### 6.2.2 Feedback

You must enter some feedback for the Student and College.

### 6.2.3 Payment

Your default payment option will be used when a Report is created. If you have more than one payment option in CamCORS you can change this.

## 7 Submitting Reports

On [Home > Draft Claims](#), [Supervision Reports > Drafts](#) and [Non-supervision Reports > Drafts](#) select the Reports you want to Submit and click the 'Submit' button. A popup will show all the selected Reports grouped by:

- Reports that can be Submitted
- Reports that can be Submitted, but there are warnings about data that is missing or should be checked
- Reports that cannot be Submitted due to errors, and there may also be warnings too

To go ahead and Submit the Reports that can be submitted click on the 'Submit' button. If you want to make any changes based on the errors and warnings shown click on 'Cancel'.

Once Reports have been Submitted you cannot change them. If you do need to make changes contact the College or Colleges and ask them to Return the Reports to you. If Reports are Returned you will receive an email notification and you will see the Reports on the Draft Claims page in the section headed 'Returned'.

## 8 General Claims

### 8.1 Create General Claims

To create a General Claim go to [Home > Create General Claim](#) or [General Claims > Create](#). Select the Term, College and Category you are claiming for.



### Create General Claim

Term:  
E 2024

College:

Category:

Sub Category:

Next

### Create General Claim

Term:  
E 2024

College:  
Pembroke College

Category:  
Marking

Sub Category:  
Mock Exam Marking

Fixed rate - £10.18 per hour

Next

If the College or Category you need is not available then contact the College, otherwise click on 'Next'.

### Create General Claim

Term:  
E 2024

College:  
Pembroke College

Category:  
Marking

Sub Category:  
Mock Exam Marking

Fixed rate - £10.18 per hour

Activity Date:  
15/05/2024

Requested By:  
Dr James Smith

Work Undertaken:  
Marking Nat Sci exams

Duration:  
5h 30min  
Max. 50 hours

Amount (£):  
55.99

Payment Method:  
Direct Payment

Supervisor College:  
None

Cancel Save Submit

Complete the details of the Claim. You should include as much information as is necessary for the College to be able to Approve payment. In most case you should Submit your Claim immediately, but if necessary you can Save it to complete and Submit later.

Note: If the Category has a Fixed rate the Amount will be calculated for you. If the Category has an Advisory rate the Amount will be calculated but can be changed. If the Category doesn't have a rate you will be able to enter the Amount.

## 8.2 Edit General Claims

If you save a General Claim without Submitting it, or if it has been Returned to you, you will be able to edit it in [Home > Draft Claims](#) or [General Claims > Drafts](#).

## 8.3 View General Claims

You can see the Status of any General Claims that you have Submitted on the [General Claims > View](#) page.

# 9 Report Search

The Report Search page can be accessed from:

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

The page has multiple functions:

- Quick Search
- Advanced filter
- Clone reports
- Photos
- View
- PDF
- CSV
- Email

- View Report – edit, Submit, etc



## 9.1 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.

## Report Search

Search

Academic Year:  Term:  Report Type:

Tripos part:  Student:  Student College:

Report State: ☒ Draft ☒ Submitted ☒ Approved ☒ Refused ☒ Returned

Claim IDs:

☒ Include reports **exported** to an external payment system

Search on Student, College, Tripos Part, Paper, Topic or Activity

Max reports:

78 out of 78 Reports (78 selected) Results for: 2023 - 2024, Draft, Submitted, Approved, Refused, Returned, Inc. Exported

<input checked="" type="checkbox"/>	Student	College	Description	Term	State	<input checked="" type="checkbox"/> Type
-------------------------------------	---------	---------	-------------	------	-------	--

## 9.2 Advanced Search

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

Advanced filters ✕

Filter

Reset

People

▼

Course

▼

Assessment

▼

Lifecycle

▼

People

▼

reset section

Student College:

Any▼

Student CRSid:

Unspecified...

Course

▼

reset section

Paper:

Please select TriposPart▼

Topic:

Unspecified...

Activity:

Any▼

Assessment

▼

reset section

Grade:

Any▼

☐ Academic concern

Lifecycle

▼

reset section

ID:

Unspecified...

Released:

Any▼

☐ Not accepted

Date submitted:

dd/mm/yyyy📅

Date approved:

dd/mm/yyyy📅

Date refused:

dd/mm/yyyy📅

Date exported:

dd/mm/yyyy📅

## 9.3 Clone reports

The Clone reports button allows you to create new Reports for the same Student, Tripos Part and Paper. On the next screen you must select the Term and can change the Paper or Topic before creating the Reports.

## Clone Reports

Term:

To set values globally:  
1. Filter by Tripos Part  
2. Set Paper and/or Topic

Filter Tripos Part:  Set Paper/Topic:

Student	College	Tripos Part	Paper	Topic
Smith, John (js2526)	Pembroke	MAT1	<input type="text" value="1: Paper 1"/>	<input type="text"/>

## 9.4 View




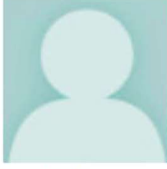
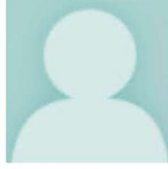

Clicking on 'View' will open all selected Reports in a read only view in a new browser tab.

## 9.5 Photos

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

## Student Gallery

Filter:

 Alexander, Kui ka947 Christ's	 Alford, Anne aa9410 Christ's	 Atapattu, Renaud ra980 Christ's
 Bauer, David db983 Christ's	 Baverbrant, John Sixian jhb923 Christ's	 Brazier, Jessica jb9185 Christ's

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.

## 9.6 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

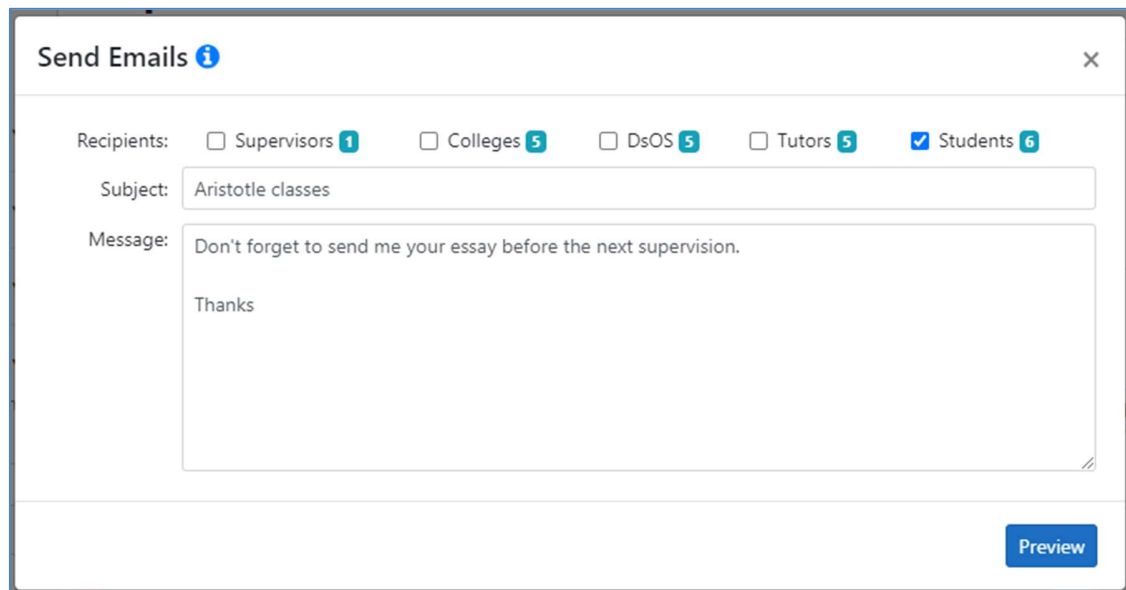
## 9.7 Sending Email

Clicking on 'Email' will open a dialog which allows you to select the recipients of the email, enter the subject and compose a message.

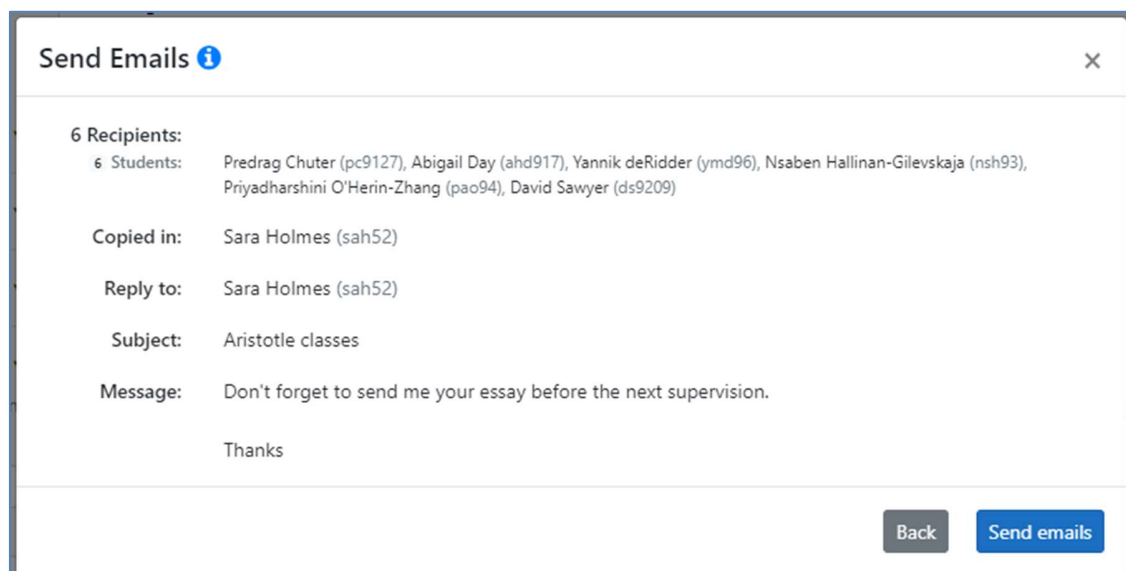
Clicking on 'Preview' shows you who the recipients of the email will be and a preview of its contents. The recipients are based on the selected records in the search results.

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

Click on 'Send emails' to send the email.



The 'Send Emails' dialog box features a title bar with an information icon and a close button. Below the title bar, there are checkboxes for selecting recipients: Supervisors (1), Colleges (5), DsOS (5), Tutors (5), and Students (6). The 'Students' checkbox is checked. Below the recipient selection, there is a 'Subject' field containing 'Aristotle classes' and a 'Message' text area containing 'Don't forget to send me your essay before the next supervision.' and 'Thanks'. A 'Preview' button is located at the bottom right of the dialog.



The 'Send Emails' dialog box shows the preview of the email. It displays the following information: 6 Recipients: 6 Students: Predrag Chuter (pc9127), Abigail Day (ahd917), Yannik deRidder (ymd96), Nsaben Hallinan-Gilevskaja (nsh93), Priyadharshini O'Herin-Zhang (pao94), David Sawyer (ds9209). Copied in: Sara Holmes (sah52). Reply to: Sara Holmes (sah52). Subject: Aristotle classes. Message: Don't forget to send me your essay before the next supervision. Thanks. At the bottom right, there are 'Back' and 'Send emails' buttons.

## 9.8 View Report

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

For example, a Supervisor can edit and Submit a Draft Report. A Supervisor (former) can only view Reports.

## 10 Personal Details

### 10.1 Contact Details

The information shown in your Contact Details is retrieved from the University Lookup. You can edit your Title here, and select your preferred email address, but all other information needs to be changed or added in Lookup.

There are buttons on the page to retrieve the latest information (Get my details) or to go to Lookup to make changes (Go there).

### 10.2 Tax Details

Colleges may need to provide information to HMRC for which they need your NI number (or date of birth) and your home address.

### 10.3 Bank Details

You are asked to enter your UK bank account IBAN. This can be found on any bank statement. It won't be possible to pay you by BACS without this.

### 10.4 Experience

Your post and training received are collected for reporting purposes to ensure that students are receiving appropriate teaching. If your post changes you can reapply (see [Supervisor Registration](#)).

### 10.5 Payment Preferences

All the Payment Options available to you are shown here. You should select your preferred Payment Option as this will be used as the default whenever you create a new Claim.

If you don't have the Payment Option you need then you may need to reapply (see [Supervisor Registration](#)).

### 10.6 Registration Details

This shows when your registration was approved and when it expires. You can reapply at any time if your circumstances have changed or if your registration is close to expiry. You must reapply if it has expired.

## 11 Payment Estimates

Payments are not made from CamCORS so it is unable to show you when payments are made. Claim data is marked as Exported when it is transferred to a College's payment system and this is shown by the Claim Status in CamCORS.

[my CamCORS > Payment Estimates](#) shows you hours and amounts for claims for which you have requested reimbursement. It does not include Claims that have been Refused or for which you have said you do not require payment. Claims are grouped by paying College, Payment Option and Report State, with totals for hours and amounts.

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

If a College has set up a webpage with information about deadlines and payment dates there will be a link to it on this page, as well as in [Lookup > College Information](#).

## 12 Payment Summary

[Home > Payment Summary](#) or [my CamCORS > Payment Summary](#) gives a breakdown of your claims by College and Claim State. It shows both amounts and hours.

Payment Summary

Select

Academic Year:

2023 - 2024

Term:

Any

Claim Type:

Supervision

Breakdown by:

College

No charge:

☐ Include claims with Gratis & Via Faculty or Department payment options

Payments

Formatted

Raw

College	Draft/Returned	Submitted	Approved	Exported	Refused	Total
Christ's	£0.00	£327.70	£0.00	£0.00	£0.00	£327.70
Churchill	£0.00	£128.13	£0.00	£0.00	£0.00	£128.13
Homerton	£0.00	£107.16	£0.00	£0.00	£0.00	£107.16
Hughes Hall	£705.14	£71.44	£0.00	£0.00	£0.00	£776.58
Lucy Cavendish	£0.00	£56.69	£0.00	£0.00	£0.00	£56.69
Magdalene	£0.00	£35.72	£0.00	£0.00	£0.00	£35.72
Murray Edwards	£0.00	£250.04	£0.00	£0.00	£0.00	£250.04
Newnham	£0.00	£71.44	£0.00	£0.00	£0.00	£71.44
Pembroke	£603.10	£214.32	£321.48	£0.00	£0.00	£1,138.90
Sidney Sussex	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
St Catharine's	£0.00	£77.66	£0.00	£0.00	£0.00	£77.66
St John's	£303.40	£368.63	£218.22	£0.00	£0.00	£890.25
Total	£1,611.64	£1,708.93	£539.70	£0.00	£0.00	£3,860.27



Supervisor Hours						
College	Draft/Returned	Submitted	Approved	Exported	Refused	Total
Christ's	0h 00m	9h 00m	0h 00m	0h 00m	0h 00m	9h 00m
Churchill	0h 00m	3h 30m	0h 00m	0h 00m	0h 00m	3h 30m
Homerton	0h 00m	3h 00m	0h 00m	0h 00m	0h 00m	3h 00m
Hughes Hall	18h 00m	2h 00m	0h 00m	0h 00m	0h 00m	20h 00m
Lucy Cavendish	0h 00m	1h 30m	0h 00m	0h 00m	0h 00m	1h 30m
Magdalene	0h 00m	1h 00m	0h 00m	0h 00m	0h 00m	1h 00m
Murray Edwards	0h 00m	7h 00m	0h 00m	0h 00m	0h 00m	7h 00m
Newnham	0h 00m	2h 00m	0h 00m	0h 00m	0h 00m	2h 00m
Pembroke	14h 53m	6h 00m	9h 00m	0h 00m	0h 00m	29h 53m
Sidney Sussex	0h 00m	0h 00m	0h 00m	0h 00m	0h 00m	0h 00m
St Catharine's	0h 00m	2h 00m	0h 00m	0h 00m	0h 00m	2h 00m
St John's	7h 20m	9h 20m	5h 30m	0h 00m	0h 00m	22h 10m
Total	40h 13m	46h 20m	14h 30m	0h 00m	0h 00m	101h 03m

## 13 Teaching Report

*my CamCORS > Teaching* shows a summary of all your teaching. Teaching is grouped by Academic Year and Tripos Part and shows the number of Students and the Hours that you have taught each Paper or Topic.

The data can be output as a PDF which includes an explanation of Supervisions at Cambridge.

## 14 Supervisor Registration

### 14.1 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 you are linked to a College, as you are on the payroll or a student for example, then you will require approval by your College.

Go to <https://apps.casc.cam.ac.uk/supervisor-application> to start a new application.

### 14.2 Supervisor application process

You will be asked to confirm you have read information about expectations relating to providing supervisions and then you will be asked a series of questions relating to your employment. Depending on your answers your application will either be automatically denied or approved, or it will be sent to one or more of the Colleges for approval.

The College can approve or deny applications for a Supervisor account. The College must carry out checks to ensure that visa restrictions are met, work agreements or contracts are in place, etc. The applicant will be emailed the decision.

Decisions cannot be undone. If you are refused, or haven't been given the necessary Payment Options, you would need to apply again.

If a decision is not made by the College within 4 days then the application becomes Void. In this case you would need to apply again.

## 15 Emails sent by CamCORS

Email notifications will be sent to you overnight when the following events occur:

- Supervision Reports have been Created on your behalf
- Claims you Submitted have been Refused
- Claims you Submitted have been Returned

Emails will be sent to the email address selected on the Contact Details tab of the Personal Details page .

## 16 Lookup

### 16.1 Claim States

The Claim States used in CamCORS and their description are listed on [Lookup > Claim States](#).

### 16.2 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	<a href="mailto:supervisions@christs.cam.ac.uk">supervisions@christs.cam.ac.uk</a>	<a href="https://www.christs.cam.ac.uk/supervisions">https://www.christs.cam.ac.uk/supervisions</a>
Churchill College	<a href="mailto:supervisions@chu.cam.ac.uk">supervisions@chu.cam.ac.uk</a>	
Clare College	<a href="mailto:supervisions@clare.cam.ac.uk">supervisions@clare.cam.ac.uk</a>	
Clare Hall	<a href="mailto:supervisions@clarehall.cam.ac.uk">supervisions@clarehall.cam.ac.uk</a>	
Corpus Christi College	<a href="mailto:supervisions@corpus.cam.ac.uk">supervisions@corpus.cam.ac.uk</a>	
Darwin College	<a href="mailto:supervisions@dar.cam.ac.uk">supervisions@dar.cam.ac.uk</a>	
Downing College	<a href="mailto:supervisions@dow.cam.ac.uk">supervisions@dow.cam.ac.uk</a>	
Emmanuel College	<a href="mailto:supervisions@emma.cam.ac.uk">supervisions@emma.cam.ac.uk</a>	
Fitzwilliam College	<a href="mailto:supervisions@fitz.cam.ac.uk">supervisions@fitz.cam.ac.uk</a>	
Girton College	<a href="mailto:supervisions@girton.cam.ac.uk">supervisions@girton.cam.ac.uk</a>	

### 16.3 Guides

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

## 16.4 Look up CRSids

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

## 16.5 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 <span>?</span>		
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	£47.98	
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	£47.98	

## 16.6 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 <a href="mailto:help@camcors.cam.ac.uk">help@camcors.cam.ac.uk</a>					
Select					
In use:	Subject:	Career:			
<input type="text" value="yes"/>	<input type="text" value="Any"/>	<input type="text" value="Any"/>			
Code	Description	Subject	Career	In use	
AAT1	Archaeological and Anthropological Tripos, Part I	Archaeology and Anthropology	Undergraduate	Yes	<a href="#">Papers</a>
AAT2AR	Archaeological and Anthropological Tripos, Part IIA: Archaeology	Archaeology and Anthropology	Undergraduate	Yes	<a href="#">Papers</a>
AAT2BA	Archaeological and Anthropological Tripos Part IIA: Biological Anthropology	Archaeology and Anthropology	Undergraduate	Yes	<a href="#">Papers</a>
AAT2SA	Archaeological and Anthropological Tripos Part IIA: Social Anthropology	Archaeology and Anthropology	Undergraduate	Yes	<a href="#">Papers</a>
AAT3	Archaeological and Anthropological Tripos, Part IIB	Archaeology and Anthropology	Undergraduate	Yes	<a href="#">Papers</a>
AAT3AR	Archaeological and Anthropological Tripos Part IIB: Archaeology	Archaeology and Anthropology	Undergraduate	Yes	<a href="#">Papers</a>
AAT3BA	Archaeological and Anthropological Tripos, Part IIB: Biological Anthropology	Archaeology and Anthropology	Undergraduate	Yes	<a href="#">Papers</a>
AAT3SA	Archaeological and Anthropological Tripos, Part IIB: Social Anthropology	Archaeology and Anthropology	Undergraduate	Yes	<a href="#">Papers</a>

Papers		
If any Papers are missing contact <a href="mailto:help@camcors.cam.ac.uk">help@camcors.cam.ac.uk</a>		
<a href="#">Back</a>		
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

## 17 Appendix A – Glossary

### 17.1 University of Cambridge terminology

#### *Academic Year*

The University's [Academic Year](#) commences on 1<sup>st</sup> October and finishes on 30<sup>th</sup> 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 administering 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 courses).

### *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.

## **17.2 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.

## 18 Appendix B – Role Menus

Menu	Menu item	SUP	SUPF
Supervision Reports	Create	Y	
	Drafts	Y	
	Search	Y	Y
Non-supervision Reports	Create	Y	
	Drafts	Y	
	Search	Y	Y
General Claims	Create	Y	
	Drafts	Y	
	View	Y	Y
my CamCORS	Personal Details	Y	Y
	Payment Estimates	Y	Y
	Payment Summary	Y	Y
	Teaching	Y	Y
Lookup	Claim States	Y	Y
	College Information	Y	Y
	Look up CRSids	Y	Y
	Payment Rates	Y	Y
	Tripods Parts	Y	Y

## 19 Appendix C – Event Emails

Emails will be sent to the email address selected on the Contact Details tab on the Personal Details page .

Email Subject	Description	Sent	Recipient
New Reports Created	Sent when Reports are Created by another User for the Supervisor	Overnight	Supervisor
Claims Refused	Sent when Claims by the Supervisor are Refused	Overnight	Supervisor
Claims Returned	Sent when Claims by the Supervisor are Returned	Overnight	Supervisor
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