CamSIS User Guide

Online Graduate Student Applications for Supervisors

Last updated: 27/09/2013

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Introduction

A Graduate Student Application is any application that an existing graduate student may make in order to change something about their course of study. Previously, although all Graduate Student Applications were initiated through self-service, students were emailed an application form to print out. They then took this printed copy to, among others, their supervisors for approval. Many students lost track of their forms.

In order to make the system easier to use and help students track their applications, the whole application process will now be done online through CamSIS.

This guide shows the steps taken by a Principal Supervisor to respond to an online Graduate Student Application.

1 Receiving an application

Once the student has made an application, you will receive an email (example below).

Dear Prof Jane Tigywinkle

The following request has been submitted by Guy Roilo. This request requires your approval before the performance document can be finalized.

Submitted Request
USN: 102300176
Student Name: Jeremy Fisher
Course: Applied Biological Anthro
Campus: St Edmund's College

Application for: Extending your registration date Request Date: 2013-09-10

Please visit the following URL for detailed information about the request:

Please do not reply to this email.

2 Navigate to the Approve/Deny

2.1 From the email

Click on the link in the email you received and you will be taken to the CamSIS login page.

After logging in, you'll see the Approve/Deny page.

Now follow the instructions in the 'Enter a Decision with Comments' section.

2.2 Directly

If you are already logged in to CamSIS, you can find the Approve/Deny page under worklist on your Main Menu page

Click search – the newest application will be at the top of the list.
Click on the Link to get to the Approve/Deny page

Now follow the instructions in the ‘Enter a Decision with Comments’ section.

3 Enter a decision with comments

1. The application will appear, with the relevant section for you to fill in already expanded.

2. You may expand the other sections but, as you are the first person to see the application, there will not be any information recorded there.

3. Indicate your decision by clicking the Approved or Denied radio button.

4. Add a comment in the text box.
5. Click the Submit button. Please bear in mind that the student will be able to see your comment as soon as you have submitted your decision.

6. (If you wish, you may click the Save for Later button to keep what you’ve entered so far without submitting, similar to saving a draft copy of an email before sending.)

7. The application request will disappear from your worklist, and be sent to the next person or people in the chain.

4. **Review (Search for…) existing Applications**

Once an item disappears from your worklist, you can still track its progress or view it once it has been completed.

Navigate to…

Main Menu > Records and Enrolment > GSSC Approval Status

and search for the student.

You will see a read-only copy of the Approval page, the same as you filled in earlier when you entered a decision.

If you click the Monitor tab, you’ll see a diagram of the approval stages which will indicate the stage through the process that the application has reached.