Information and Guidance for Degree Committees

The constitution and remit of Degree Committees is described in the Statutes and Ordinances, here: [Statutes and Ordinances of the University of Cambridge, 2023 edition](#)

Appointing supervisors

Taught postgraduate degrees

Every student on a postgraduate programme of study must be allocated a principal supervisor by the appropriate Degree Committee. Guidance on eligibility can be found [here](#). Degree Committees should complete a [Notification of New Postgraduate Supervisor Details Form](#) for submission to Student Registry after appointing an individual as a supervisor for the first time. Student Registry will then attach the students to the supervisor within CamSIS.

Please note that in order for Student Registry to set up a supervisor on CamSIS we need to be provided with the individual's CRSid; a CRSid is generated when Raven access is first granted. If the newly appointed supervisor does not already have a CRSid, please complete and submit the UIS on-line Raven Application form: https://help.uis.cam.ac.uk/service/accounts-passwords/it-staff/raven/raven-faqs/raven-request

Degree Committees should maintain CamSIS records to accurately reflect students' supervisors and advisers. A guide to managing Supervisors on CamSIS can be found [here](#).

Students should only have one *active* Principal Supervisor at a time and the allocation of a new supervisor **must** include inactivation of the previous principal supervisor. Failure to inactivate a supervisor will cause problems for progress reporting through PFRS and supervisor approval of change in student status applications.

Postgraduate research degrees

Degree Committees are responsible for appointing eligible supervisors and advisers, and for maintaining the student record. Guidance can be found on the [Postgraduate Research Office SharePoint](#).

Data and records management and retention

Information about data retention, GDPR, and the management of student records is available from the [Information Compliance Office](#).

Setting up/modifying programmes

- [Setting up a new **taught** postgraduate course](#)
- [Changing, withdrawing or suspending an existing **taught** postgraduate course](#)
- [Setting up a new postgraduate research course or changing, withdrawing, or suspending an existing postgraduate research course](#)

Further information

- Taught postgraduate degrees – [Degree Committee Moodle](#). If you require access to the site, please email emma.rixon@admin.cam.ac.uk.
- Postgraduate research degrees - [Postgraduate Research Office SharePoint](#).