

Undergraduate supervisions

This document provides guidance for undergraduate supervisors, including a general summary of expectations and what to do when students miss sessions or give other causes for concern.

Supervisors are expected to submit termly reports on their supervisees. This is done through the [CamCORS](#) system, which also manages payment.

Training

Postgraduate students who supervise are required to be trained. Details of expectations are set out in [this guidance document](#).

Training is available on Moodle:

- [An Introduction to Undergraduate Supervision](#)
- [CamCORS](#)

Initial Payment for new supervisors

The intercollegiate University recognises that supervisors require preparation at the outset to take on the role of supervising undergraduates. This will include a mixture of required online and face-to-face training, typically provided by CCTL, as well as other orientation exercises at their personal discretion. From Michaelmas Term 2023, all new supervisors will receive a payment in recognition of those tasks.

The payment for 2023/24 is £100.

New supervisors do not need to apply for this payment: eligible supervisors are identified by the date they were given access to CamCORS and must submit at least one approved supervision report to qualify for the payment. Eligibility will be checked, and payments made, after the end of each term. Payments will be sent directly to new supervisors or to their Colleges, according to their payment information on CamCORS.

Intercollegiate re-charge rates for supervisions

The following are the 2022-23 rates used between Colleges when their employed staff or Fellows offer their supervision services for other Colleges. These intercollegiate rates may be used by Colleges to set their own payment rates for supervisions, but Colleges set their payment rates independently. Supervisors are advised to check with individual Colleges the precise rates of payment that will apply to them.

Per supervision:

- 1 pupil £33.22 (Lent & Easter)
- 2 pupils £39.26 (Lent & Easter)
- 3 pupils £45.30 (Lent & Easter)
- 4 or more pupils £47.98 (Lent & Easter)

Supervision norms

Faculties and Departments, in consultation with Directors of Studies groups, provide '[supervision norms](#)' which are intended to guide Directors of Studies on the number of supervisions a standard student might expect to receive for each year of study. The actual number of supervisions a given student receives may well vary according to paper choices and, in particular, to their individual academic needs.

An explanation of the supervision system

This document provides a detailed explanation of the undergraduate supervision system, for non-student members within the collegiate University.