

Timeline for Directors of Studies

Date	Action	Contact
August - mid	A-level results published. Assist Admissions Office decide borderline cases, participate in summer pool selections if needed.	Admissions Office
August-September	Obtain lists of students in each year in your subject. Send reading lists (with appropriate advice not to read all) to students. Decide which supervisors needed & contact them.	Tutorial Office Students Email supervisors
September	Inform where & when you wish to see students – new and returning. Email returning students if Tutorial Office prefers. Attend Open Day to meet prospective applicants.	Tutorial Office Email students Admissions Office
October – 2nd week	Greet new students and advise courses, supervisors. Meet continuing students, discuss exam results, decide programme for coming academic year. Deal with specific issues for change of subject students.	
October – mid– to early November	Check exam entries on CamSIS and/or contact students individually. Confirm entries with Tutorial Office	Students Tutorial Office
October - end	Liaise with Admissions Office for interview times in Dec. Contact additional interviewers, as needed (and, if new, arrange for attendance at interview workshops).	Admissions Office
November – mid-late	Look for supervision reports on CamCORS. Approve payments to supervisors using CamCORS. Arrange times for students' end of term meetings. Arrange for marking of section 2 of pre-interview admissions assessments (where used)	CamCORS Email students. Admissions Office
December – first week	Meet students individually to discuss supervision reports, past term, vacation plans (mock exams?).	
December – mid 2 weeks	Admissions interviews and decisions. Arrange for marking of at-interview assessments (where used). Moderation.	Admissions Office
January – 1 st week	Admissions pool – as needed.	Admissions Office
January – early	Arrange times for students' start of term meetings. Confirm mock exams, including location & time	Email students.
January – mid	Mock exams, if any.	
January – mid	Meet students, discuss term plans.	
January – end	Inform Tutorial Office (for Exam Board) of any student with special examination requirements, the earlier the better.	Tutorial Office
February – early	Send subject information (including reading lists) to students offered places for next year.	
February - mid	Students receive Entry Verification Form (EVF) showing exam entries. May need to discuss individual cases if changes needed or requested.	Tutorial Office
March – 1 st week	Look for supervision reports on CamCORS. Approve payments to supervisors using CamCORS. Arrange times for students' end of term meetings.	CamCORS Email students.
March – 2 nd week	Meet students individually to discuss supervision reports, past term, vacation plans (exam preparation strategy).	
March – end	Deadline for changes to students' exam entries.	Tutorial Office
April – mid	Arrange times for students' start of term meetings. Remind students with exams at start of Easter term. Mock exams, if any.	Email students.
April – end	Meet students, discuss term plans.	
June – 1 st week	Look for supervision reports on CamCORS. Approve payments to supervisors using CamCORS. Arrange times for students' end of term meetings.	CamCORS Email students.
June– 2 nd week	Meet students individually to discuss supervision reports & exam results, past year, vacation plans (any compulsory course work?).	
June– last week	Complete reports on subject for any College meetings and attend such meetings as required.	
June-last week/July-first week	Attend Open Day to meet prospective applicants.	Admissions Office

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On-going activities	Meet students individually to discuss supervision reports, past term, vacation plans (exam preparation strategy).	
	Write references for current and past students.	

Last reviewed 11 July 2022