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1. Introduction

- 1.1 This document is intended as a guide to reviewing and signing off course data information in the Graduate Admissions Course Database (GAOBase) for the academic year 2018-19.
- 1.2 Relevant information collected via GAOBase will be published in the online graduate prospectus (www.graduate.study.cam.ac.uk/courses) on 1 August 2017 ready for the opening of the admissions round on 1 September 2017. The information provided will also be used to validate admissions information held in the Applicant Portal and CamSIS for admission in 2018-19. This enables applicants to apply online by the relevant deadline, and provide the correct supporting documentation. The University has a legal obligation, monitored by the Competition and Marketing Authority (CMA), to ensure that information provided to potential students is accurate and sufficiently detailed.
- 1.3 **No changes may be made to advertised course information after the date of publication (ie 1 August 2017).** If it is necessary, in very exceptional circumstances, to make changes, the department will be responsible for notifying applicants and the Graduate Admissions Office (GAO).
- 1.4 Course data must be provided through these templates, and approved by Educational and Student Policy (ESP) by the deadline. **Course information that has not been signed off by all parties will not be published in the prospectus, and the courses will not be made available for online applications.**
- Examples of good practice include:
- MPhil entry: <http://www.graduate.study.cam.ac.uk/courses/directory/egegmpmne>
- PhD entry: <http://www.graduate.study.cam.ac.uk/courses/directory/aharpdahc>
- 1.5 The information collected in these templates must correspond with information published on the departmental websites and elsewhere.

Important Changes to GAObase for 2018/19:

Continuers: BGS have agreed that application requirements should be the same for new applicants and applicants who have previously been admitted to a graduate course. Therefore there is no longer a separate section for supporting documents required from continuers.

Course Specific Questions: The new Applicant Portal allows questions to be included in the application form that are course-specific, removing the need for some additional supporting documents. The facility for course specific questions is new to the Applicant Portal. Any supporting documents required can be requested as a course specific question.

Deadlines per term: The new Applicant Portal allows the course opening and closing deadlines to be set per term (something not previously possible). Please review the deadlines section carefully.

Information used for the Applicant Portal: Information that is used to feed the Applicant Portal as well as/instead of the online graduate prospectus will be clearly indicated.

We have also added a one-page style guide at the end of this document.

2. Log In

Please log in, review and sign off your graduate courses in the course database (GAObase) using the following link: <https://gaobase.admin.cam.ac.uk/review/>

You will log in using your Raven ID. If you are not able to log in, or wish to add additional/alternative reviewers, please send your request with the relevant CRS ID to coursedata@admin.cam.ac.uk.

- **Navigate to the Review Tab in the top blue banner (please ignore ALL other tabs). Select your department.**
- The “**Course List**” in the left hand menu will show you courses in this department. Click on the course you wish to review by clicking on the course links. Once you have clicked on a course, follow the instructions below.
- Navigate to “**Reviewers**” to see who is responsible for signing off the course information in the Department, Degree Committee and School. If you wish to add additional/alternative reviewers, please send your request with the relevant CRSID to coursedata@admin.cam.ac.uk
- Navigate to “**Information**” to provide a link to the relevant department website, provide a brief description about the department; update the Head of Department, and key Research Areas; and staff/student numbers.

The remainder of this guide relates to the individual sections on the course data templates.

3. Using the Online Course Data Templates

- Use the **left hand menu** to view/edit each of the sections of course data: Information, Description, Open Days, Teaching, Assessment, Admission, Dates, Documents, and Testimonials.
- “**Preview course**” will show you what the information you have provided will look like when published in the online prospectus.
- **Comments** for the next reviewer (School, ESP, or GAO) may be added in the comments box on the right hand side. These will not be published in the prospectus.
- Save any edits using the blue “save data and continue” button in the top right hand of the screen, underneath the comments box.
- Any fields with the padlock icon are not editable without permission from ESP or GAO. If any of these fields are incorrect please contact coursedata@admin.cam.ac.uk

4. Overview

- **Link to the Course in Statutes & Ordinances:** For short courses you can view the relevant entry in the Statutes and Ordinances to check that this matches the information your GAObase entry. If any changes are proposed to the S&O for a course, then the department should communicate these directly to their ESP Liaison Officer. **The course will not be published until changes have been approved.**
- **Signatures:** Once you have reviewed/updated all the sections in the course you can sign off the course by completing the relevant “signature” box.
- **Reviewers:** This tells you who the reviewers are in the department, Degree Committee and School.

5. Information

5.1 Course Director and Course Director email

This is the name and contact details of the academic responsible for the information advertised about the courses. **This information will not be published in the Graduate Prospectus** but will be the point of contact for the advertised data and the content/delivery of the actual course. **This is a required field.**

5.2 School

This is the School to which the department co-ordinating the receipt of applications belongs. **This information will not be published in the prospectus**, but it is used for administrative co-ordination.

5.3 Degree Committee

This is the Degree Committee to which the department co-ordinating the receipt of applications belongs. **This information will not be published in the prospectus**, but it is used for administrative co-ordination.

- 5.4 **Course name – this is the name of the course as it will appear in the prospectus.** Please ensure the name is correct and written in full (eg MPhil in Nuclear Energy, PhD in Architecture **NOT** Nuclear Energy MPhil, Architecture PhD). **This will be published in the Prospectus and Applicant Portal.**
- 5.5 **Final Qualification**
This is the qualification that the applicant will leave with after completing the course (eg Master of Philosophy or Doctor of Philosophy)
- 5.6 **In the first instance (if applicable)**
This section is only relevant (and will only appear) if the course is a 1+3 eg MRes plus PhD, the qualification in the first instance is the MRes, and the final qualification (as above) is the PhD.
- 5.7 **CamSIS Code**
This is the course code for use in CamSIS. Note that applicants cannot use this course code to search for a particular course when making an online application (they can only search by the GRADSAF name – as below).
- 5.8 **GRADSAF name – this is the name of the course as listed in the GRADSAF.** This is mostly the same as the course name above, however due to word length restrictions, and MRes conventions, they sometimes differ. This is a padlocked field: if it is incorrect please contact coursedata@admin.cam.ac.uk
- 5.9 **FHEQ Level**
This is the “Framework for Higher Education Qualification” level. Should you need to change this field please contact ESP
- 5.10 **Course Owner - This will not be published in the prospectus (unless requested)**
This is the “owning” department, ie the department who co-ordinates/receives the applications. The course may be taken in many departments (as listed below) but there is only one course owner.
- 5.11 **Departments**
This is the name of the department, or UPI, that the course should be offered in. Note that some courses are offered by more than one department (eg BBSRC DTP). The course owner should provide the list of departments that the course should be advertised in.
- 5.12 **Accreditation**
If courses (eg the LLM, MPhil Architecture) have professional accreditations, please list these here.
- 5.13 **Collaborative Partner Institutions**
If this course is offered in collaboration with other Universities or institutions (eg partnership DTC programs) please let us know who these are here. This information will be used for the creation of the program specification. **This information will be published in the “Overview” tab of the prospectus entry.**
- 5.14 **Full time length**
This is the approved length of the course. **This cannot be amended without approval from the ESP team.**
- 5.15 **Part-time length**
This is the approved part-time length of the course. **This cannot be amended without approval from the ESP team.**

- 5.16 **JACS codes& PGR/PGT classification - This will be published in the prospectus only where ATAS is required.**
These are the JACS codes assigned to the course. The PGR/PGT is the HESA definition, and this is used to advertise to students *only* when an ATAS certificate is required for the course. PGT/PGR defines the “JACS code type” required when making an ATAS application. **This section cannot be amended without approval from the ESP team.**
- 5.17 **Course Costs**
The University Composition Fees and maintenance rates have not yet been approved for entry in 2018/19. Costs are provided for 2017/18 entry and will be edited when the new fees and maintenance rates have been confirmed (in April 2017).
- 5.18 **Additional costs**
Any additional costs that all students on this course might expect to be liable for **must** be included here (eg field trip costs).
- 5.19 **Additional cost notes**
Please add a brief description of what the additional costs are for. You can also include in the description any costs that may apply to specific applicants, depending on the options they take.
- 5.20 **Departmental Email Address**
This information will be published in the prospectus, and is to enable applicants to contact the department directly with course specific queries. Please ensure the email address listed is relevant to graduate enquiries.
- 5.21 **Website**
This is the link to the departmental web pages advertising the course. The contents on the department web page must be consistent with the information contained in GAOBase, and **the link should be the direct link to the specific course information (not the home page for the department).**

Departments are asked to ensure that the content of the department pages will be checked to be consistent with the information on this collected in this form, and correct for 2018/19 entry, by August 2017.

6. Description

6.1 Abstract

This is a brief paragraph on the course, **to be displayed on the department listing of the prospectus pages**, and is intended as a leader/summary to attract applicants to the course listing. It may be the first paragraph of the educational aims, if that is appropriate, but if the two fields are the same then the abstract should be edited down to a suitable length.

6.2 Educational Aims

This is optional for PhDs. For Masters level courses, you can choose to copy this from your Programme Specification. This section should be a brief summary of course aims and content. This should include whether the course is intended to be preparation for further research, will include research skills training, or is primarily a professional Master’s course. Further guidance and examples are available here: <http://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/learning-aims-and-outcomes>

If this section is not completed, ESP will copy it from your 2016-17 Programme Specification.

6.3 Learning Outcomes

This is optional for PhDs. For Masters level courses, you can choose to copy this from your Programme Specification. The aim of this section is to demonstrate what your students are expected to achieve through the course and the knowledge and skills they will acquire. For further guidance please see: <http://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/learning-aims-and-outcomes>

If this is not completed, ESP will copy it from the 2016-17 Programme Specification.

6.4 Subjects

This enables applicants to search for courses in the prospectus by subject area rather than simply course name. Subject tags should be no more than one or two words, and should be comma separated. There is no limit to the number of tags a course may have.

6.5 Taught / Research balance

This information is to provide applicants with a guide to the general delivery of their prospective course and is used to help applicants search for the type of course they are interested in. There are five options to choose from in the drop down menu:

- Equal taught/research
- Entirely Research
- Predominantly Research
- Entirely Taught
- Predominantly Taught

6.6 Continuing

For short courses (eg MPhil), please provide a description of the expected standard that would enable continuation to the PhD. If the course is a PhD, please describe the expected standard for continuing from the appropriate MPhil. This field is designed to give students information about available routes to continue on to a PhD. For example, the typical entrance requirements or application process. It helps to clarify if there is a natural route for progression and the standards that students must attain to be considered for continuation.

You may leave this blank if it's not relevant.

6.7 Placements

Include information about any work placements required as part of the course. **You may leave this blank if it's not relevant.**

6.8 Funding

Please list any departmental funding available for the course (this can be Research Council funding eg AHRC or for either the course, or fieldwork etc). This should refer to funding specific for this course, not general University funding opportunities. **You may leave this blank if it's not relevant.**

7. Open Days

7.1 Open Days

Please give information on any Open Days run by the Schools, faculties, departments or study centres involved in the teaching of this course, which a potential applicant may benefit from attending. Include dates, locations, and links to booking instructions.

If a sufficient number of courses are populated with this information, we plan to develop an Open Day finder page on the Graduate Admissions website.

8. Teaching

This section includes information on supervision and feedback, which must be provided for all courses including PhD's.

8.1 Description

Description of how the course is delivered – this should give students an indication of the style of teaching and supervision a typical student will receive. At least the broad structure should be provided.

For example – “The course is centred around taught courses in four core areas. In addition, students take six elective courses, a research skills module and a research project. Students will also be expected to participate in the department’s weekly seminar programme.” Or: “The course is exclusively by research. The project and supervisor are determined during the application process. The student should expect to receive one to one supervision at least x times a month”.

8.2 Supervision – this is a compulsory field for all courses

Please include the approximate number and/or range of supervision hours per year/per term or per week. For research courses (PhD or MPhil by research only), you may use the following sentence:

“The University of Cambridge publishes an annual Code of Practice which sets out the University’s expectations regarding supervision.

<http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code>”

8.3 Seminars & Classes – add if relevant

Please include the approximate no. and/or range of seminar/classes hours per year/per term or per week

8.4 Lectures – add if relevant

Please include the approximate no. and/or range of lecture hours that a typical student should expect to receive per year/per term or per week.

8.5 Practicals – add if relevant

Please include approximate no. and/or range of practical hours that a typical student should expect to receive *per year/per term or per week*.

8.6 Small Group Teaching – add if relevant

Please include approximate no. and/or range of small group teaching hours that a typical student should expect to receive per year/per term or per week (using the drop down box on the right).

8.7 Journal Clubs – add if relevant

Please include approximate no. of Journal Club hours that a typical student should expect to receive per year/per term or per week.

8.8 Literature Reviews – add details if relevant

8.9 Posters and Presentations – add details if relevant

If there are any poster and presentation events, please state here when these are (in 1st or 2nd year, how frequently etc.)

8.10 Feedback – this is a compulsory field for all courses

Description of the formative feedback students should expect on their work during the course eg expectations for submission of work to be marked, supervision on dissertations, termly online reports (Cambridge Graduate Supervision Reporting System (CGSRS) – **Please do not refer just to the acronym CGSRS, as applicants will not know what this means.** For research courses (PhD or MPhil by dissertation only), you may refer to the code of practice (as section 8.2).

9. Assessment

This section includes information on Thesis length, which must be provided for PhDs and MPhils by Dissertation.

9.1 Thesis – this information must be provided for PhDs and MPhils by Dissertation.

This is a free text box. Please provide word length and whether an oral is compulsory. If the course is an MPhil that does not require a thesis please enter “**not required**”.

9.2 Essays, Projects & Written papers

This is a free text box. Please provide details on the number and type of essays/projects/written papers required.

9.3 Written examination

This is a free text box, please provide details of any written examination required.

9.4 Practical Assessment (eg presentations)

This is a free text box, please provide details of any practical assessment required.

9.5 Other

If the course will be assessed by a method not listed above, please provide details here.

10. Admission

10.1 Interview – this information is not published in the prospectus

This field indicates the department status regarding interviewing applicants prior to recommending an offer of admission, as approved by the Board of Graduate Studies. Further information on the interview policy can be found on the Student Registry website: <http://www.admin.cam.ac.uk/students/studentregistry/staff/grad/EDM/index.html#2a>

10.2 Expected Academic Standard

Minimum academic requirement for admission, you may choose from the drop down options, and add further notes in the comments box below. For international applicants, a guide will be provided in the prospectus for the approximate international equivalencies of these academic standards.

10.3 Notes

Any further information on the expected academic standard for admission (eg the undergraduate degree must be in a related subject).

10.4 Language Requirement

Courses currently have the following minimum language conditions:

| | IELTS | TOEFL paper | TOEFL internet (ibt) | CPE | CAE |
|--------------------|--------------------------------------|---------------------|-------------------------|--------------------------|------------------------------------|
| Science (higher) | 7.5, 7 in each element | 630 with 5.5 in TWE | 107, 25 in each element | A or B only | A, plus language centre assessment |
| Geography | 7, 7 in each element | 600 with 5 in TWE | 100, 25 in each element | A or B only | A, plus language centre assessment |
| Science | 7, 7 in each element but reading 6.5 | As above | As above | A or B only | A, plus language centre assessment |
| BGS minimum | As above | As above | As above | A or B only | A, plus language centre assessment |
| Classics | 7.5, 7 in each element | 637, 6 in TWE | 110, 25 in each element | A or B only | A, plus language centre assessment |
| Arts | As above | 637, 5.5 in TWE | As above | Varies (*see link below) | Varies (*see link below) |

If you wish to review the existing minimum language requirement for your course please email coursedata@admin.cam.ac.uk

10.5 Application Notes

Any further notes on the application process can also be included here (eg CVs must first be submitted to the department or interviews will be held during x period). You may leave this section blank if there are no further application notes. **Any content about the selection process that may have been previously been added here should be moved to the next field.**

10.6 Selection Process

This is a free text field. Please state here if applications are considered together after the closing date (gathered field) with approximate dates of when decisions will be made for each round. Alternatively, if applications are considered as they are received (rolling admissions), then state that instead and provide an indication of how long it will take for the applicant to receive a decision.

eg: "If you have applied before 2 December you will receive a decision on your application in February." Or: "applicants should expect to hear whether or not they have been successful within six weeks of submitting their completed application and required supporting documents".

You could also include here any information that might be useful for the applicant regarding interviews, eg expected dates, or how they will be conducted (in person, by telephone, or video call etc).

11. Dates – changes for 2018/19

11.1 Applications Open

This is a fixed field. All applications open 13 months before the start of the proposed admitting term.

11.2 Application deadline

This is defaulted to three months before the start of the term, which is the latest date an applicant may apply. **If there is an earlier application deadline, please choose from the selection available for Michaelmas term. The relevant deadline dates will be automatically applied for the Lent and Easter terms.**

11.3 Course Start date

This is the first day of term unless the course has a pre-sessional with an earlier start date. If the course has a pre-sessional with an earlier start date, please note this date as the Course Start Date.

Term dates may now be selected from a drop-down menu. We strongly encourage departments to use these term dates as Course Start Dates. If there is a specific reason for wanting a course to start on a different date, please email coursedata@admin.cam.ac.uk to request a specific date be added to the options in GAOBase.

<http://www.cam.ac.uk/about-the-university/term-dates-and-calendars>

11.4 Last Date to enrol

The last date to enrol is the last day the applicant may turn up to start the course, and is an important part of creating the applicants CAS. It may not be any later than the division of term. **This information will not be published in the prospectus.**

11.5 Funding Deadlines

The default deadlines are the deadlines for the University funding competitions that are co-ordinated by the Cambridge Trusts, Gates, and the Student Registry (Fees and Funding Team).

The dates listed are the deadline for the application form only, and **all applicants are given 14 days from the submission of the application form to submit their supporting documents. Funding deadline dates for 2018/19 entry are currently provisional.**

12. Course specific questions and supporting documents –new for 2018/19

The new Applicant Portal allows questions to be included in the application form that are course specific, removing the need for some additional supporting documents. The facility for course specific questions is new to GAOBase and the Applicant Portal for 2018-19 entry. **Any documents formerly required as supporting documents must now be requested as a course specific question in the 'Questions' section of GAOBase.**

This function replaces the 'Supporting Documents' function. You may choose your supporting documents/additional questions from a list of question groups; if you require a question not on the list, please contact Graduate Admissions at coursedata@admin.cam.ac.uk to request that it be added to GAOBase.

All applicants will now be required to supply supporting documentation with their application. Most of these documents are now required to be supplied before the application is submitted,

to enable departments to look at the whole picture of an application. Exceptions to this include references, transcripts and language requirement documents, which may be submitted later.

12.1 Course specific questions that require setting up:

In most cases, the supporting documents will already have been added for your course and will appear in the 'Questions' section. However, supporting documents that are requested by multiple courses across multiple departments may not have been set up for your course; these include:

- CV
- Sample of work
- Research proposal

You may also wish to add new questions to the Applicant Portal for your course. If you require a question that is not available from the drop-down in the 'Questions' section of GAObase, please contact coursedata@admin.cam.ac.uk to request that it be made available whilst providing appropriate detail.

Questions have been set up in alphabetical order; to help you find questions created on behalf of your department, each question has the department it was created for as its prefix (e.g. 'Classics – attainments'). In instances where a question has been created on behalf of multiple departments, it will have the prefix 'Core' (e.g. 'Core – sample of work').

For 2018/19, the question 'Reasons for applying/statement of interest' will no longer appear as default in the Applicant Portal. If you would like applicants to be asked a variant of this question, you must add it in the 'Questions' section of GAObase where its variants can be found in the drop-down under the following names:

- Core – statement of interest (maximum number of characters)
- Core – reasons for applying (maximum number of characters)

12.2 Course specific questions not needing to be set up

The following core supporting documents **will not** need to be set up as course specific questions as they will automatically be incorporated within the Applicant Portal:

- Evidence of competence in English
- References (academic or personal)
- Transcripts

12.3 Providing help text

For each set of additional questions that have been set up, whether as a standard question or a question requiring a document to be uploaded, you can provide help text that will appear in the Applicant Portal to assist the applicant.

This is not required for all questions, but is advised.

To provide help text, click 'Edit' once you have saved your question from the drop-down and add your text to the 'Help Text Override' text box.

12.4 Show question in Course Directory

If you have added a question, whether as an upload (supporting document) or not, that requires the applicant to have put in prior thought, you may wish to show it within the Course Directory. To do this, please contact coursedata@admin.cam.ac.uk, so that it can appear in the 'How to apply' section of its entry in the Course Directory.

Once this has been configured by GAO, you will be able to amend the text that appears in the Course Directory within the 'Questions' section by clicking 'Edit' on the question and providing information in the text box titled 'Web Text Override'. If this box is already available in the 'Edit' section, this question will already have been configured to appear in the Course Directory; however, you will still need to provide additional text in the 'Web Text Override' text box.

12.5 Edit the wording of the question

If you are not happy with the way in which the question you have selected is asked, please provide the correct text to coursedata@admin.cam.ac.uk.

Please note that any questions in the drop-down that start with 'Core' are shared with other departments, in which case text amends may not be possible.

12.6 Ordering your questions

To order the questions that have been added to the 'Questions' section of GAObase in a way that would make sense to the applicant, provide a number in the 'Order:' text box at the top of each entry in that section. The lower the number, the higher it will appear in the 'Course specific question' section of the Applicant Portal (i.e. 1 will appear at the top).

For additional support, please contact coursedata@admin.cam.ac.uk.

13. Testimonials

If you would like to add a testimonial from a previous student about the course, you may do that here. You can add up to three student testimonials.

Name – name of student

Date – approximate date the student was studying

14. Signing off the course

Once you have finished reviewing all the sections, have saved your changes, and have provided information for the required fields. Please return to the **Overview page** and sign off the course on behalf of your section. This will generate an automatic notification to the next reviewer (eg Degree Committee, School, ESP, GAO) to review and sign off the course. Courses that are not signed off by all parties **will not be published in the prospectus and applicants will not be able to apply for admission.**

No changes may be made to advertised course information after publication (ie 1 August 2017). All parties signing off should ensure that the information to be published is consistent with all the information that students will receive (eg handbooks, websites, induction), for courses starting in October 2018.

15. Style Guide

Whilst it can be hard to provide an exact model for graduate level courses which, in their nature, can be very specific to an individual's needs, we urge institutions to provide as much information as possible about what students will normally expect. Please feel free to use qualifiers, for example, ranges, or what a 'typical' student might expect, especially when it comes to supervision arrangements and feedback where it is extremely helpful to give clear indications of how and when students can expect contact with a member of staff.

The lists of dos and don'ts on the next page are aimed at improving consistency across all the courses in the online prospectus.

Use an active rather than a passive voice (eg “Students start their research projects in the second term” rather than “Research projects are started by students in the second term.”)

Use the present tense when describing core features of a course (eg “The taught part of the course is split into four modules”.) Even if a course is new, or substantially revised for next year, the prospectus must be unambiguous about what is being offered, in order to comply with consumer protection regulations.

Use the future tense for work students will do, choices they will make, learning outcomes, and assessment (eg “Students will prepare a dissertation proposal essay in the Lent Term.”)

When describing the admissions process or anything else applicants should do or comply with before they potentially receive an offer, use the term “applicants” (eg “Applicants should apply for the XYZ Scholarship directly via the ABC Foundation’s website.”)

Preface sentences containing information that changes year-on-year a phrase that sets the context (eg “Applications for the 2018/19 academic year will be considered in two rounds, the deadlines for these are 8 February 2018 or 29 March 2018....”)

If using several links to other related webpages, find a single page on the destination website which links to and explains all the subsidiary pages that an applicant might need. This will reduce clutter and minimise maintenance when updating URLs.

Keep paragraphs short. Consider using bullet point lists. When doing so, end each bullet point with a full stop if a complete sentence was used to introduce the list, but not if each follows on from the text that preceded the list (which should end with a colon).

Follow the University’s rules for abbreviations.

- Degree titles take the following form: PhD, MPhil, MLitt, MAST
- Do not use full stops in these common abbreviations: eg, am, pm, op, no, cf, ie, ed, etc or after Mr, Mrs, Prof or Dr
- **Spell out acronyms in full at least once**

Do not repeat the name of the course in every field. When displayed on the website, everything will be underneath a heading that is the full title of the course, so it is cumbersome to begin each paragraph with “For the MPhil in...” It also creates work in the future, if a course is renamed, or a new course is cloned from the record of the existing one.

Do not copy and paste an entire page from your departmental website, or other marketing material, into a single field in GAObase. We have set up separate fields for things like thesis, exams and supervision so that the essentials are covered, and displayed in a consistent layout across the website.

Do not include information that is already on the website (eg deadlines for University-wide scholarships) or is obvious (eg “applications are not accepted at other times of the year”). Think about whether a fact is superfluous to applicants (eg if a scholarship’s opening date has already passed they only need to know the closing date.)

Avoid adding multiple links to the same URL unless it is very important (and then only do it a maximum of twice per course.)

Avoid cross-referencing other headings, either the ones for each field which will be displayed automatically on the website, or your own ones you have added inside one of the fields. Such cross-references can easily be rendered meaningless by future changes, such as those suggested by people later in the review process.

Do not capitalise words unnecessarily just because they are deemed important internally. Only use an uppercase first letter if the noun is specific (eg “The University of Cambridge comprises a number of faculties. One of these is the Faculty of Education”.) Capital letters are used for job titles such as Director of Studies. Degree titles use initial capitals, eg BA Honours in History. Single Honours, Joint Honours, etc also use initial capitals. Initial capitals are also used for term names.

