

**Post-decision phase to On Placement phase**

MyPlacement: Application Management

This guide is intended for members of staff that serve as Academic Exchange Advisors and School Administrators.

This document covers Application Management through MyPlacement, focusing on **Reviewing Applications**.

***Post-decision phase to On Placement phase:***

* Once a student’s application has been approved by an Administrator[[1]](#footnote-1) (and they have Committed to the program, if applicable) then they will often be required to provide additional information – this could include firm course choices (as opposed to tentative course choices), for example, or details of their supervisor at a work placement – again, this information will normally be provided by the student through a [questionnaire](https://tdsupport.force.com/support/articles/General/Managing-Questionnaires?popup=true&retURL=%2Fsupport%2Fapex%2FPublic_Article_Search%3Fkeyword%3Dprocess%2Belements) and may be required to be checked by an Administrator (depending on individual School/Faculty processes)[[2]](#footnote-2)
* If the student has a program-generated *itinerary* then this should be updated according to their specific placement plans. If the student has no itinerary then this should also be added now. You can find out more about [itineraries](https://tdsupport.force.com/support/articles/General/Itinerary-records?popup=false&navBack=H4sIAAAAAAAAAIuuVipWslLyzssvz0lNSU_1yM9NVdJRygaKFSSmp4ZkluSA-KVAvn5xaUFBflGJfnxppn42TIM-kIOi2744NbEoOcO2oCg_vSgxVzuzJDMvtSixqFKpNhYAAMRZXm4AAAA) in the Terra Dotta Knowledge Base – itineraries have three compulsory elements; location, start date and end date:



It is crucial that a student’s itinerary is accurate according to their specific plans and not generic; itineraries are used for Emergency Management (by the IPO) and to calculate Erasmus+ grant funding (for European study and work placements only).

* You can run a *Stock Report* to find students’ applications without itineraries or with incomplete itineraries. [Stock Report](https://tdsupport.force.com/support/articles/General/Stock-Report-for-Itineraries?popup=false&navBack=H4sIAAAAAAAAAIuuVipWslLyzssvz0lNSU_1yM9NVdJRygaKFSSmp4ZkluSA-KVAvn5xaUFBflGJfnxppn42TIM-kIOi2744NbEoOcM2syQzL7UosahSuygVpE2pNhYAV-SKtG0AAAA)s are Manchester-specific reports:



It is recommended that Administrators run the Itineraries Stock Report on a monthly basis to ensure data quality.

* Once a student’s itinerary start date is reached, they move to the *On Placement* phase – there are certain University-wide requirements which are released to students once their placement begins (e.g. [Monitoring and Wellbeing management](https://xorg.manchester.ac.uk/sites/sra/IPO/_layouts/WordViewer.aspx?id=/sites/sra/IPO/IPODocuments/Guidance%20on%20Monitoring%20the%20Attendance%20and%20Wellbeing%20of%20Undergraduate%20Students%20Abroad.docx&Source=https%3A%2F%2Fxorg%2Emanchester%2Eac%2Euk%2Fsites%2Fsra%2FIPO%2FPages%2FOutbound-Students%2Easpx&DefaultItemOpen=1)); there may be additional School/Faculty requirements also – if there are, use *Application Elements* to meet these requirements
* Throughout students’ placements you are likely to need to keep in regular contact with them; MyPlacement can help you to achieve this through [Announcements](https://tdsupport.force.com/support/articles/General/Managing-announcements?popup=false&navBack=H4sIAAAAAAAAAIuuVipWslLyzssvz0lNSU_1yM9NVdJRygaKFSSmp4ZkluSA-KVAvn5xaUFBflGJfnxppn42TIM-kIOi2744NbEoOcM2MS8vvzQvOTU3Na9EqTYWABP978hpAAAA), [Batch Emails](https://tdsupport.force.com/support/articles/General/How-do-I-send-batch-emails-to-a-group-of-applicants?popup=false&navBack=H4sIAAAAAAAAAIuuVipWslLyzssvz0lNSU_1yM9NVdJRygaKFSSmp4ZkluSA-KVAvn5xaUFBflGJfnxppn42TIM-kIOi2744NbEoOcM2KbEkOUM7NTcxM0epNhYArVlwRWgAAAA) and [Individual Emails](https://tdsupport.force.com/support/articles/General/Application-Management?popup=false&navBack=H4sIAAAAAAAAAIuuVipWslLyzssvz0lNSU_1yM9NVdJRygaKFSSmp4ZkluSA-KVAvn5xaUFBflGJfnxppn42TIM-kIOi2744NbEoOcM2MSU3My-zuKQosSSzLFW7LDO1XKk2FgAt8cFtcAAAAA)
* If certain application elements should only be visible to students after a certain date, you should configure this in the individual element (see [Managing Application Materials](https://tdsupport.force.com/support/articles/General/Managing-Application-Materials?popup=false&navBack=H4sIAAAAAAAAAIuuVipWslLyzssvz0lNSU_1yM9NVdJRygaKFSSmp4ZkluSA-KVAvn5xaUFBflGJfnxppn42TIM-kIOi2744NbEoOcM2JTUnsyy1qFI7JbEkVak2FgDYXds8agAAAA) – the principles are the same for Questionnaires and Learning Content)
* If certain elements are required to be completed by a specific date, you can set [Due Dates](https://tdsupport.force.com/support/articles/General/Managing-Application-Cycles?popup=false&navBack=H4sIAAAAAAAAAIuuVipWslLyzssvz0lNSU_1yM9NVdJRygaKFSSmp4ZkluSA-KVAvn5xaUFBflGJfnxppn42TIM-kIOi2744NbEoOcM2pTRVOyWxJFU7saAgJzM5sSQzP087uTIZaF5tLADNJGQxdwAAAA) in the relevant Application Cycle

1. Please see MyPlacement guide *‘*[*Reviewing & Managing Applications: Processing applications non-IPO managed programs*](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=36468)*’* [↑](#footnote-ref-1)
2. Please see MyPlacement guide *‘*[*Reviewing & Managing Applications: Common application review tasks non-IPO managed programs’*](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=36467) [↑](#footnote-ref-2)