



Campus Solutions Research Student Management

**Version: 3.5
July 2022**

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Preface

In October 2021, the Campus Solutions Applicant Release involved amendments to the Campus Solutions, Application & Admissions functionality. These amendments along with later releases will affect areas of the Campus Solutions, Student Records functionality.

The following videos provide further information on the impacts of these amendments within the Student Records area of Campus Solutions:

[Impact on Student Records](#)

This short slide presentation provides a general overview of the impacts on Student Records for the October 2021 CS Applicant release.

[Introduction to Common Attribute Framework \(CAF\)](#)

Major amendments to the Academic Program/Academic Plan table are detailed in this short video.

[Introduction to Navigation Collections](#)

The introduction of the new navigation collections is detailed in this short video.

In April 2022, there were visual changes to the homepages and navigational functionality in the system, detailed below:

[Visual Changes to Campus Solutions](#)

Help/Support:

CS Records Helpdesk

cs.records@manchester.ac.uk

<https://www.staffnet.manchester.ac.uk/student-records/operational-support/>

eProg Support

[Help and support information for graduate education \(manchester.ac.uk\)](#)

IT Service Desk

In cases where the student's record on Campus Solutions is correct but the access is wrong, the IT Service Desk can be contacted to resolve this issue: **0161 306 5544**.



Do not change the expected end date of a student on the advice of IT Services. If in doubt, please contact cs.records@manchester.ac.uk for assistance.

Access to Facilities

For details on how a status of a student in CS affects their access to university facilities, please refer to [Student's Access to University Facilities](#) Training Guide.

Introduction

This training guide has been created in collaboration with the Research Degrees and Researcher Development (RDRD) Team. It focuses on the administrative processes of a Postgraduate Research (PGDR) student's record within the Campus Solutions student system for integration with eProg.

If you have any questions or are unsure about any processes, please contact the [CS Records Helpdesk](#).

General student records maintenance processes (e.g., Programme Changes, Withdrawals etc...) are detailed in the [Student Records Maintenance Training Guide](#).

eProg Training Materials:

[eProg for Administrators 1: Overview and Set up for Progression](#)

[eProg for Administrators 2: Reporting](#)

Postgraduate Research - Student Records Maintenance

Recording/Updating a Student's Supervisor/Advisor

The Student Supervisor page is where you MUST record details of staff members responsible for supervising research students, either as a single staff member or as part of a team.

Navigate to: **Menu > Records and Enrolment > Research Students > Students Supervisor**

1. Enter a student ID ensuring that 'Include History' is selected and select Search to locate a record.

Student Supervisor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Within the **Student Advisor** tab, the **Effective Date** will automatically default to today's date; amend this date as appropriate.
3. If you are updating a supervisor's details, insert a new row of data. The **Effective Date** will automatically default to today's date; amend this date as appropriate.

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Student Advisor HESA RAE 2008

Student Advisor

*Academic Institution: UMANC The University of Manchester

*Effective Date: 25/07/2014 Amend 'Effective Date' to date of Program/Plan Change

4. Select the **Advisor Role** of 'PGR/PGT Main Supervisor'
5. Enter/Select the appropriate value to complete the students' **Academic Career, Academic Program, Academic Plan, Academic Advisor** and **% of Supervision** fields.

Student Advisor HESA RAE 2008

Student Advisor

*Academic Institution: UMANC The University of Manchester

*Effective Date: 25/07/2014 Amend 'Effective Date' to date of Program/Plan Change

*Advisor Role: PGR/PGT Main Supervisor

*Advisor Number: 1

*Academic Career: [Search]

*Academic Program: [Search]

Academic Plan: [Search]

Academic Advisor: [Search]

Committee: [Search]

% of Supervision: []

Advised by Committee Must Approve Enrollment
 Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

Repeat steps for additional Advisor Roles, by adding a new row.



Percentage of Supervision MUST total 100%.



External/Industrial Supervisor - In this field, as per HESA's guidance for Collaborative Provision (COLPROV), where there is an arrangement that falls under COLPROV we need to record the % split i.e.: the proportion of external supervision (whether from another HEI - home or overseas, or from Industry). Collaborative arrangements only need to be returned to HESA (Higher Education Statistics Agency) when there is a formal agreement and an exchange of funds in recognition of the supervisory effort that takes place. The student may be returned split either according to the agreed division of responsibility, or in proportion to the number of supervisors. In all other cases where external supervision does not fall under COLPROV, the % split can be recorded as 0%.



In addition to any impacts a programme/plan change has on Supervisor details, staff should also consider Advisor details (ignoring the % of Supervision field, as this will not apply), any changes to Registration Details, Course Unit Enrolments (where applicable) and CAS Tier 4 UKVI reporting (where/if appropriate). Please contact the [CS Records Helpdesk](#) if you require any assistance.

6. Should you wish to record more than one supervisor/advisor for the student (i.e., a main supervisor and a co-supervisor), insert a new row of data and as above complete the appropriate Advisor Role, Career, Programme, Plan, Advisor and % of Supervision fields. Ensuring that the percentage of supervision totals 100%.

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7. To record additional/different supervisor/advisor records, repeat above steps.

 Ignore '**Percentage of Supervision**' field for non-supervisor role types.

8. Select **Save**.

 As Supervisors/Advisors are recorded against a student's programme/plan of study, any programme/plan changes must also be recorded in this area of the system to ensure that any supervisor details are attached to a student's NEW programme/plan of study. Refer to Programme/Plan Changes section for further details.

Thesis Management

Thesis management is managed via the 'Examination Summary' section of eProg. However, there is also some core thesis management information that must also be managed in Campus Solutions.

-  'Thesis Management' information MUST be recorded and maintained in Campus Solutions, for integration with eProg.

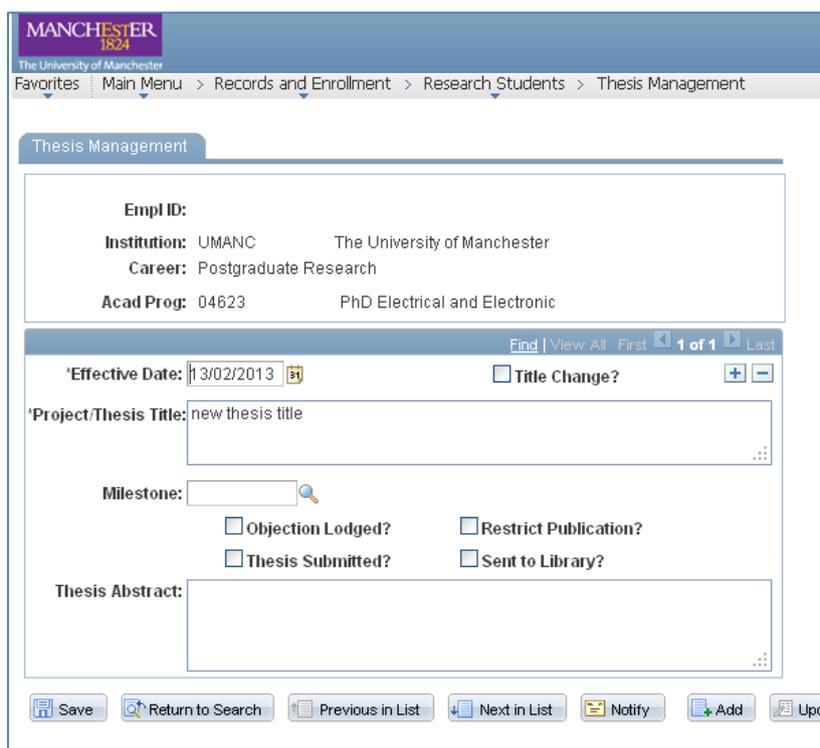
In Campus Solutions, the Thesis Management page is where you will enter and maintain a student's thesis information.

Changes have been made to the Thesis Management page of Campus Solutions.

Navigate to: **Menu > Records and Enrollment > Research Students > Thesis Management**

The thesis title for research students is usually collected during the admissions process. This means that the thesis title is usually stored in the admissions component of Campus Solutions. Previously, when an applicant was matriculated into student records, staff had to copy the title from the admissions component into the student records component of CS manually.

A change has now been made so that a thesis title recorded in the admissions component automatically copies into the Thesis Management component upon matriculation.



-  Please note that the thesis title information in the thesis management page in CS is pulled through to eProg and displayed on a student's eProg profile page up until the point at which the student submits their 'Notice of Submission' form in eProg.

Once this form has been submitted in eProg, any new thesis title information entered in the Notice of Submission Form will overwrite the thesis title information on the student's eProg profile page. The information in the notice of submission form is not copied back to the thesis management page in CS

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and therefore, from the point of notice of submission onwards, eProg becomes the definitive source for thesis title information.

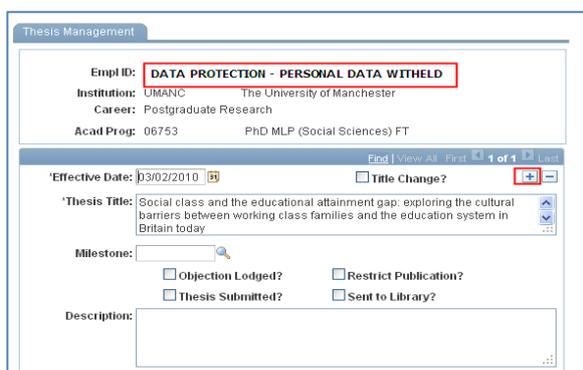
There will also be a discrepancy if the student enters an amended thesis title into eScholar when they submit their thesis.

-  A second change has been made to the Thesis Management page. The field 'Description' has now been changed to 'Thesis Abstract.' This field can be used to record the abstract if needed.

Viewing a Thesis Title

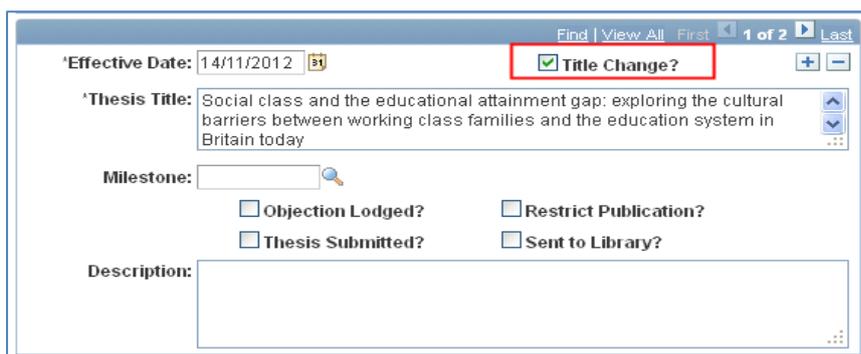
Navigate to: **Menu > Records and Enrolment > Research Students > Thesis Management**

1. Enter a student ID to locate a student record.
2. To record a change of thesis title, insert a new row of data.



The screenshot shows the 'Thesis Management' form. At the top, there is a section for student details: 'Empl ID: DATA PROTECTION - PERSONAL DATA WITHHELD', 'Institution: UMANC The University of Manchester', 'Career: Postgraduate Research', and 'Acad Prog: 06753 PhD MLP (Social Sciences) FT'. Below this is a table with one row. The 'Effective Date' is '13/02/2010'. The 'Thesis Title' is 'Social class and the educational attainment gap: exploring the cultural barriers between working class families and the education system in Britain today'. There are checkboxes for 'Title Change?' (unchecked), 'Objection Lodged?', 'Restrict Publication?', 'Thesis Submitted?', and 'Sent to Library?'. A 'Description' field is at the bottom.

3. The **Effective Date** will automatically default to today's date, amend, as necessary. Select **Title Change** and proceed to amend the existing **Thesis Title**.



The screenshot shows the 'Thesis Management' form with the 'Effective Date' changed to '14/11/2012'. The 'Title Change?' checkbox is now checked. The 'Thesis Title' remains the same. The other checkboxes and the 'Description' field are also visible.

4. Select **Save** to complete the title change.

-  If the thesis title is incorrect, you should correct the existing data row, to ensure the correct title is recorded. You need to ensure that the 'correct history' box is selected to correct the existing data and save.
-  Failure to change a thesis title in CS can cause issues with transcripts etc.

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-  You do not maintain Thesis Title in Candidature Management as this is only for the admissions solution - once a student has been matriculated and term activated you do not use this component at all.

Programme/Plan Changes

Guidance on how to record a Programme/Plan Change in the Student System can be found within the [Student Records Maintenance](#) Training Guide.

The following guidance refers to additional CS processes relating to a programme change often overlooked and picked up by the SR: Data Quality app in Power BI "Missing PGR Supervisor" report.

Updating Supervisors/Advisor Details Following a Programme Change

As Supervisor details are recorded against a student's programme/plan of study, any programme/plan changes must also be recorded in this area of the system to ensure that any supervisor/advisor details are updated and attached to a student's NEW programme/plan of study.

See [Recording/Updating a Student Supervisor/Advisor](#) for full instructions.

CAS/Visa Implications

The University must inform the UKVI of any programme/plan changes, whether the student continues to study, interrupts, discontinues or is withdrawn.

Schools must ensure that all changes are recorded promptly in CS as this trigger the report to the UKVI, which must be completed by the Student Immigration Team within 10 working days. If you have questions about the reporting process, please contact visa@manchester.ac.uk

Students are also required to inform the UKVI of any changes to their programme of study as a condition of their Tier 4 student visa. Students should be advised to contact visa@manchester.ac.uk for information on their responsibilities under Tier 4 requirements.

Recording Fieldwork for PGDR students

-  A student may take Fieldwork in the UK or overseas. As a University we have external reporting obligations to HESA and UKVI for Tier 4 students. ANY type of Fieldwork should be recorded for ANY PGDR student in the manner described below as soon as it is agreed to ensure that details of the Fieldwork are captured and reported where appropriate.

1. Administrators should apply the '**Fieldwork**' action reason in Campus Solutions when a PGDR student is permitted to take Fieldwork as part of their programme.
2. This action reason will allow administrators and Central Teams for compliance to identify any students who are undergoing a period of Fieldwork, but it will not change the status of these students in CS or any other PGDR related systems.
3. The **student's expected end date on the registration details screen should not be adjusted** during or after the Fieldwork has taken place.
4. When adding Fieldwork to a PGDR student record you must also add a return from Fieldwork row at the same time, even if the effective date of the return is future dated. This future dated return date can always be updated if this date changes.

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5. When adding Fieldwork, you must **always** add a record in External Study.

Navigate to: **Menu > Records and Enrolment > Career and Program Information > Student Program/Plan**

You need to enter the student ID or name if ID is not known and select search.

6. Insert a new effective dated row.



The effective date to be used should be the exact date that the student is officially commencing the Fieldwork. This date will most commonly be added around the time the student is going on Fieldwork; however, this date can be retrospective or future dated. For Tier 4 students it is important that this date is added at the time the student is going on Fieldwork as the change in study location must be reported to UKVI within 10 working days.

7. Populate the following fields correctly:

The screenshot shows a form for a student record. The following fields are highlighted with red boxes:

- *Effective Date: 01/11/2016
- *Program Action: DATA (Data Change)
- Action Reason: FLDW (Fieldwork)

Other visible fields include:

- Status: Active in Program
- Effective Sequence: 1
- Action Date: 27/10/2016
- Joint Prog Appr: []
- *Academic Institution: UMANC (The University of Manchester)
- *Academic Program: 08296 (PhD Medicine 4yr (PHHSR))
- *Admit Term: 1161 (16/17 Year)
- Requirement Term: 1161 (16/17 Year)
- Expected Grad Term: []
- Last Updated On: 27/10/2016 09:31:45
- By: mdsishm3
- Admissions: [] From Application, Application Nbr: 01024742, Application Program Nbr: 0
- *Campus: MAIN (Main)
- *Academic Load: Full-Time
- Links: [HESA Instance](#), [CAS Details](#)

8. Select **Save**.

At the same time as adding the Fieldwork row you **MUST** also add the return from Fieldwork row selecting the appropriate effective date.

Navigate to: **Menu > Records and Enrolment > Career and Program Information > Student Program/Plan**

You need to enter the student ID or name if ID is not known and select search.

9. Insert a new effective dated row.



The effective date to be used should be the exact date that the student officially resumes studies/returns from Fieldwork.

10. Complete the following fields:

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Academic Career: Postgraduate Research Career Requirement Term Student Career Nbr: 0

Find | view 1 First 1-15 of 15 Last

Status: Active in Program Registration Details + -

*Effective Date: 30/09/2017

*Program Action: DATA Data Change

Action Reason: RFLD Return from Fieldwork

*Academic Institution: UMANC The University of Manchester

*Academic Program: 08296 PhD Medicine 4yr (PHHSR)

*Admit Term: 1161 16/17 Year

Requirement Term: 1161 16/17 Year

Expected Grad Term: []

Last Updated On: 27/10/2016 09:31:45

By: mdsishm3

Effective Sequence: 1

Action Date: 27/10/2016

Joint Prog Appr:

Admissions

From Application

Application Nbr: 01024742

Application Program Nbr: 0

*Campus: MAIN Main

*Academic Load: Full-Time

[HESA Instance](#)

[CAS Details](#)

11. Select Save.



The Fieldwork and Return from Fieldwork action reasons do not integrate to eProg. You MUST now record the Fieldwork details in the External Study page.

Navigate to: **Menu > Records and Enrolment > Student External Study > Student External Study**

You need to enter the student ID or name if ID is not known and select search.

12. Complete the following fields:

External Study Find | View All First 1 of 1 Last

Academic Career: Postgraduate Research

Academic Institution: The University of Manchester

Academic Program: PhD Medicine 4yr (PHHSR)

Term: 16/17 Year

External Study Number: 1

*Reporting Session: Full Year

External Org ID: []

*Country: UGA Uganda County: []

*Type: Study

*Erasmus: No Group/Individual: Individual

Study Agreement: []

Start Date: 01/11/2016

End Date: 30/09/2017 Coordinator: []

*Compulsory: No Contact Number: 111 111 111 111

*Credit Bearing: No

Details

Working at Uganda Cancer Institute - Dr Jackson



The start date and end date fields in External Study screen MUST be the same dates as the Fieldwork and Return from Fieldwork rows in Student Program Plan screen.

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Recording an Internship or placement for PGDR Students

This process should be done in conjunction with recording the internship/placement details in Student Program / Plan and External Study page.

There are four scenarios whereby a PGDR student may undertake an internship/work placement:



An 'Internship' is something that happens when a PGDR student interrupts their study. A 'Placement' is something that happens as a mandatory and integral part of a student's PGDR programme. It is therefore not possible to have an internship during programme, or a placement on an interruption.

| Type | Details | Interruption permitted? | Prog action | Action reason | 'Student expected end date' extended? | Stipend paid during period of internship? |
|---|--|---|-------------|---------------|--|--|
| Intern (work experience without stipend) | Internship is requested by the student and is NOT integral to the PGDR programme | Yes | LOA | WORK | Yes, student expected end date should be extended by the same duration as the internship | No |
| Intern (work experience with stipend) | Internship is requested by the student and is NOT integral to the PGDR programme | Yes | LOA | WORS | Yes, student expected end date should be extended by the same duration as the internship | Yes – Inform Student Funding Team (funding@manchester.ac.uk) to ensure stipend continues during Leave of Absence |
| Placement (with stipend) | Placement completed within the PGDR programme | No, the placement must be completed within the standard period of the programme | DATA | INTS | No | Yes |
| Placement (without stipend) | Placement completed within the PGDR programme | No, the placement must be completed within the standard period of the programme | DATA | INTW | No | No – Payments must be rescheduled on Campus Solutions by the Administrator If required, for guidance on this process contact funding@manchester.ac.uk . |

Use the same process to record the placement as in the [Fieldwork](#) section of this guide using a program action 'data change' and the appropriate action reason. The following two action reasons are available in the student system, to record students who take placements:

- **WORK** placement without stipend.
This action reason should be applied when the student begins their work placement.
- **WORS** placement with stipend
This action reason should be applied when the student begins their work placement.
When this action reason is applied the Student Funding Team funding@manchester.ac.uk MUST be informed to ensure that the stipend continues during Leave of Absence.

Use the same process to record the internship as in the [Leave of Absence](#) section of this guide using a program action 'LOA' and the appropriate action reason. The following three action reasons are available in the student system, to record students who take internships:

- **INTS** Internship with Stipend.
This action reason should be applied when the student begins their internship.
- **INTW** Internship without Stipend.
This action reason should be applied when the student begins their internship.

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- **INTR** Return from Internship.
This action reason should be applied at the same time that INTS or INTW are applied with the expected/correct return date used as the effective date, (this will help you track your students). In all cases, **INTR** should be applied, and the return date must be entered by the time the student returns from their internship.



For all INTS and INTW internships, the student is expected to undertake the internship as part of their programme and therefore the 'Expected End Date of Student' should NOT be changed. These internships are not classed as interruptions.

Navigate to: **Menu > Records and Enrolment > Student External Study**

Within the **Add a New Value** tab:

The screenshot shows the 'Student External Study' form with the 'Add a New Value' tab selected. The form contains several search fields: 'Empl ID:', 'Academic Career:', 'Academic Institution:' (with 'UMANC' entered), 'Academic Program:', and 'Term:'. An 'Add' button is located below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

1. Enter the ID of the student you wish to create a record for and select **Add**.
You will be presented with the following screen:

The screenshot shows the 'External Study' form with the following details filled in:
Academic Career: Continuing Ed & Prof Devel
Academic Institution: The University of Manchester
Academic Program: Manchester Access Programme
Term: CEPD 14/15
External Study Number: 1
Reporting Session: [dropdown]
External Org ID: [search]
Country: [search] County: [text]
Type: [dropdown]
Erasmus: No
Group/Individual: [dropdown]
Study Agreement: [search]
Start Date: [calendar] [calendar]
End Date: [calendar] [calendar] Coordinator: [search]
Compulsory: No
Credit Bearing: Yes
Contact Number: [text]
Details: [text area]
Buttons at the bottom: Save, Notify, Add, Update/Display.

2. Complete the fields as appropriate.
The Co-ordinator can be anyone responsible for the management of the placement.

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Recording an Overseas Institutional Visit or Programme Exchange for PGDR Students

This process should be done in conjunction with recording the internship details in Student Program / Plan and External Study page.

Use the same process to record the Internship as in the [Fieldwork](#) section of this guide with the appropriate program action/action reason. The following action reasons are available in the student system to record students who participate in overseas institutional visits or programme exchanges.

- **INVS** Overseas Institutional Visit with stipend
- **INVW** Overseas Institutional Visit without stipend

INVS & INVW should be applied when the student begins their Overseas Institutional Visit.

- **RINV** Return from Overseas Institutional Visit

RINV should be applied at the same time that **INVS & INVW** are used (when using the programme action DATA) with the expected/correct return date used as the effective date.

- **EXCS** Programme Exchange with Stipend
- **EXCW Programme** Exchange without Stipend

EXCS & EXCW should be applied when the student begins their Programme Exchange.

- **REXC** Return from Programme Exchange should be applied at the same time that **EXCS & EXCW** are used (when using the programme action DATA) with the expected/correct return date used as the effective date.

The student is expected to undertake this activity as part of their programme and therefore the 'Expected End Date of Student' should NOT be changed. **These visits/exchanges are not classed as interruptions.**

When using these programme actions in conjunction with the LOA programme action the expected/correct return date should be entered, and the 'Expected End Date of Student' SHOULD be extended for the duration of the visit or exchange.

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There are eight scenarios whereby a PGDR student may undertake an overseas institutional visit OR programme exchange:

| Type | Details | Interruption permitted? | Prog Action | Action Reason | 'Student expected end date' extended? | Stipend paid during period of institutional visit/exchange? | Return Prog Action | Return Action Reason |
|---|--|--|-------------|---------------|---|--|--------------------|----------------------|
| PGDR Student on overseas institutional visit | Visit is requested by the student and is NOT integral to the PGDR programme | Yes | LEAV | INVW | Yes, student expected end date should be extended by the same duration as the visit | No | RLOA | n/a |
| PGDR Student on overseas institutional visit (with stipend) | Visit is requested by the student and is NOT integral to the PGDR programme | Yes | LEAV | INVS | Yes, student expected end date should be extended by the same duration as the visit | Yes - Inform Student Funding Team (funding@manchester.ac.uk) to ensure payments continue during Leave of absence | RLOA | n/a |
| PGDR Student on overseas institutional visit | Visit completed within the PGDR programme | No, the visit must be completed within the standard period of the programme | DATA | INVW | No | No - Payments must be manually rescheduled in Assign Awards to a Student to remove stipend during visit | DATA | RINV |
| PGDR Student on overseas institutional visit (with stipend) | Visit completed within the PGDR programme | No, the visit must be completed within the standard period of the programme | DATA | INVS | No | Yes | DATA | RINV |
| PGDR Student on programme exchange | Exchange is requested by the student and is NOT integral to the PGDR programme | Yes | LEAV | EXCW | Yes, student expected end date should be extended by the same duration as the exchange period | No | RLOA | n/a |
| PGDR Student on programme exchange (with stipend) | Exchange is requested by the student and is NOT integral to the PGDR programme | Yes | LEAV | EXCS | Yes, student expected end date should be extended by the same duration as the exchange period | Yes - Inform Student Funding Team (funding@manchester.ac.uk) to ensure payments continue during Leave of absence | RLOA | n/a |
| PGDR Student on programme exchange | Exchange completed within the PGDR programme | No, the exchange must be completed within the standard period of the programme | DATA | EXCW | No | No - Payments must be manually rescheduled in Assign Awards to a Student to remove stipend during exchange | DATA | REXC |
| PGDR Student on programme exchange (with stipend) | Exchange completed within the PGDR programme | No, the exchange must be completed within the standard period of the programme | DATA | EXCS | No | Yes | DATA | REXC |

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

PGDR Deferrals

ALL PGDR records that defer must be rolled back into admissions (i.e., whereas previously, deferrals within the same admit term were excluded from this).

Contact rollbacks@manchester.ac.uk to request the rollback.

Leave of Absence/Interruptions

Guidance on how to record a period of absence in the Student System can be found in the [Student Records Maintenance Training Guide](#).

- 'Interruption' and 'Return from Interruption' is recorded in Campus Solutions under the Student Program/Plan screen, using the Program Action of LEAV (Leave of Absence) / RLOA (Return from Leave of Absence) respectively – the following categories (Action Reasons) for interruption are available:
 - ETHI Ethical
 - HLTH Health Reasons
 - INTR Interrupt
 - JURY Jury Service
 - MAAD Maternity / Adoption*
 - MATY Maternity/Paternity Leave*
 - NCST Not Currently Studying
 - PERS Personal
 - STDY Study Environment
 - STLV Study leave
 - UNFO Unforeseeable Events
 - WORK Work placement
 - WORS Work placement with Stipend

* Students who interrupt for these reasons are eligible for continued council tax exemption – therefore it is important that these action reasons are used, so that the Student Services Centre can still issue an exemption form.

Information on fees payments during an interruption can be found on-line:
<http://documents.manchester.ac.uk/protected/display.aspx?DocID=16368>

All PGDR students are required to register on an annual basis in line with their annual registration date.

If the end of year review has not been completed for the following reasons, PGDR students will still be required to re-register:

- i. if their end of year review is delayed due to a previous period of interruption
- ii. if the end of year review is delayed through no fault of their own
- iii. if remedial work is required as identified in their progress review

If the student has been granted a period of interruption the fees team will apply a Positive Service Indicator (PSI) to the student's record so by the end of the student's programme the full amount of tuition fee is collected.

Further information on how to manage scenarios where the registration period of a student no-longer falls into the standard academic timeline can be found in the [fees policy](#).

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

i When applying an interruption, the eProg record **should not** be amended to account for the interruption period. The data entered into Campus Solutions will update the eProg progression record for a student. If a student has changed from full time to part time study, a part-time pathway needs to be created in eProg so the system can update the student to the correct pathway.

i **Funding Implications** – if the student is in receipt of funding administered by School/Faculty in the University of Manchester, the award length and amount may need to be updated because of changes to the record when an interruption is applied (this could also apply to extensions, change of mode of attendance, early submission, discontinuation, or withdrawal). Schools must check the terms and condition of the award and make the changes in the 'Assign Awards to a Student' screen accordingly (Financial Aid > Awards > Award Processing > Assign Awards to a Student). This may include increasing or reducing the amount of the award for the current academic and/or subsequent academic years, changing the disbursement plan or changing the period of award payment. Contact the Funding Team (funding@manchester.ac.uk) based in Student Services Centre for further information and/or guidance.

The following guidance refers to common scenarios for PGDR students and how these should be managed in the Student System.

Interrupts During a Year

A student is placed on interruption and returned within a year. They keep the same registration session for this scenario. They will be expected to register for a period equal to the length of their interruption at the end of their programme for which they will pay a pro-rata fee.

- **Example:** Student starts Sep Term 1 and interrupts part way through the 2nd term, 1 Jan – 1 Apr (3 months)

| | Usual route through Programme | With Interruption |
|------------|---------------------------------------|--|
| Sep term 1 | Registers | Registers |
| Sep term 2 | Registers | Registers |
| Jan 1 | | Interrupts |
| Apr 1 | | Returns from interruption |
| Sep term 3 | Registers/starts 3 rd year | Registers |
| Dec | | Starts 3 rd year (3 months late) |
| Sep term 4 | Completes studies | Registers for final 3 months |
| Dec | | Completes 3 months later than the original expected end date |

- 'Interruption' and Expected 'Return from Interruption' is recorded within Student Program/Plan.
- Within the Registration Details screen 'Expected End Date of Student' ONLY is extended by 3 months. 'Expected End Date of Program' remains unchanged.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

- Within the Registration Details screen, 'Session' and 'Expected Next Registration Date' remain unchanged.
- Student registers again in Sep term 3 and pays fees as normal.

To finish the programme the student will have a final 3 months to register for. Schools should contact the Tuition Fees Team (tuitionfees@manchester.ac.uk) to arrange that no fee is charged for this registration, *providing that no refund was given for the 3 months that the student interrupted.*



Further information on how to manage scenarios where the registration period of a student no-longer falls into the standard academic timeline can be found in the [fees policy](#) and the [changes to degrees](#) pages.

Interrupts Crossing Terms

These are cases where the student misses their registration session (period) because they are on an authorised period of interruption.

In this scenario, the student registers on their return and that month becomes their new session.

If a student requires Submission Pending during the term that they have returned from interruption in (i.e., they are finishing their registration period first then moving onto Submission Pending in the same term), a Submission Pending row will need to be added to the program stack and the form of study should be changed to Sub Pending when appropriate.

- **Example:** Student starts in Sep and interrupts from 1 Aug – 1 Nov, (3 months)

| | Usual route through Programme | With Interruption |
|------------|---------------------------------------|---|
| Sep term 1 | Registers | Registers |
| 1 Aug | | Interrupts, (missing last month of term 1) |
| Sep term 2 | Registers/Starts 2 nd year | |
| 1 Nov | | Student returns from interruption, (having missed first 2 months of second term) Registers with 'Session' changed to November. |
| Dec | | Starts 2 nd year, (after catching up the 1 month missed at the end of term 1) |
| Sep term 3 | Registers/starts 3 rd year | |
| Nov | | Registers |
| Dec | | Starts 3 rd year |
| Sep term 4 | Completes | |

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

| | | |
|-----|--|---|
| Nov | | Registers for final month of 3 rd year, (no fee) |
|-----|--|---|

- Interruption and 'Return from Interruption' recorded in the Student Program/Plan.
- Registers again in Nov with 'Session' changed to November and stays with Nov registration for remainder of the programme.
- Within the Registration Details screen the 'Expected End Date of Student' ONLY extended by 3 months. 'Expected End Date of Program' remains unchanged.
- Within the Registration Details screen, the 'Session' is changed to November and the 'Expected Next Registration Date' is changed to 1st November.

Adding an additional interruption when a student wants to extend their interruption period

You must enter a new interruption period each time an application is approved. This includes extensions to existing interruptions.

Extending the deadline for existing interruptions causes issues for UKVI reporting. It is essential Administrators add a new interruption row and return from interruption row each time an interruption is granted / approved, or an extension to an existing interruption period is granted approved, example below.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

The screenshot displays a web-based interface for student management. At the top, there are navigation tabs: Student Program, Student Plan, Student Sub-Plan, Student Attributes, Student Degrees, Hesa Plan 1, Hesa Plan 2, and Hesa Prog 1. Below these, the 'Academic Career' is set to 'Postgraduate Research' and 'Career Requirement Term' is selected. The 'Student Career Nbr' is 0. The interface shows four student records, each with a status, effective date, program action, action reason, academic institution, academic program, admit term, requirement term, expected grad term, last updated on, and by. The first record is 'Active in Program' with an effective date of 01/09/2018. The second and fourth records are 'Leave of Absence' with effective dates of 01/09/2017 and 01/09/2016 respectively. The third record is 'Active in Program' with an effective date of 01/09/2017. Each record also includes 'Registration Details' and 'Admissions' sections.

Progression

As all PGDR students are required to re-register for their next year of study on an annual basis in line with their annual registration date if the student has taken a period of interruption their progression in eProg will be 'out of sync' with their registration date. This is acceptable and PGDR administrators should refer to the [fees policy](#) when they need to manage a student record when the registration period of a student no-longer falls into the standard academic timeline.

A student can register for 12 months then if they fail to progress and need to be withdrawn, they may receive a pro-rata refund. Should they progress, no further action is needed.

 Updates should be processed in the student system. Do not manually edit the eProg record.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Interrupts Entering Sub Pending Period

A student enters submission pending after a period of interruption during their final year.

They will register as usual 12 months after their last registration, (or when they return from interruption).

When the allowed time for this programme is completed their form of study and programme stack are changed to sub-pending.

They **do not** register again as they are within 12 months of their last registration. However, the Fees Team should be contacted for the Submission Pending Charges to be calculated – tuitionfees@manchester.ac.uk

- **Example:** Student registers for their final year in Sep. Interrupts from 1 Jan - 1 April, (3 months). Will then still be on their final year during Sep – Dec and then enter Submission Pending.

| | Usual route through Programme | With Interruption |
|------------|-------------------------------|--|
| Sep term 1 | Registers | Registers |
| 1 Jan | | Interrupts |
| 1 Apr | | Returns from interrupt |
| Sep term 2 | Registers / Enters SUB2 | Registers, (no fee as catching up the 3 months of interrupt) |
| Dec | | Enters SUB2, (3 months late) pays SUB2 fee |

- 'Interruption' and 'Return from Interruption' is recorded in Student Program/Plan
- Within the Registration Details screen 'Expected End Date of Student' ONLY is amended to reflect 3 months interruption. 'Expected End Date of Program' remains unchanged.
- Within the Registration Details screens 'Session' and 'Expected Next Registration Date' remain unchanged.
- Student registers as normal in Sep but with no fees to pay.
- In December student enters sub-pending 2.
- New row in Student Program/Plan stack recorded, to indicate the date that the student started sub-pending, (Action/Action Reason = **DATA/SUBP**).
- 'Form of Study' field in Term Activation screen is changed to '**SubPndg2**'. This will trigger the full writing up fee to be calculated.
- The student would need to register again in the following September for the last 3 months of sub-pending 2, where necessary.

Schools must inform SSC Tuition Fees Team by email (tuitionfees@manchester.ac.uk) to amend the student to zero fees in their last normal registration, (as they did not use 3 months of fees whilst they were interrupting), and for the last 3 months register for Sub2, (as this was paid for in previous year when they only used 9 months of sub-pending).



In accordance with University's access to facilities policy, all PGDR students will have full access to facilities whilst on a period of interruption.

Stipends during Interruptions

During an interruption period, it is possible (in certain circumstances) for students to continue receiving stipend payments (e.g., maternity). This can be arranged on a case-by-case basis and any adjustments made manually by contacting the Student Funding & Financial Support Team (funding@manchester.ac.uk).

Recording External Study for Student on Interruption

For students who are on interruption and off Campus, Administrators who know where the students are must record this in the External Study screen. You must record the Leave of Absence (Interruption) and Return from Leave of Absence (Return from Interruption) rows in Student Program Plan screen:

The screenshot displays the 'Student Program/Plan' screen with two rows of data. The top row is 'Active in Program' and the bottom row is 'Leave of Absence'. Both rows share the same institutional details: Academic Institution (UMANC - The University of Manchester), Academic Program (03055 - PhD History), Admit Term (1171 - 17/18 Year), Requirement Term (1171 - 17/18 Year), and Last Updated On (22/08/2017 18:02:25) by BATCHINT.

| Row | Status | Effective Date | Program Action | Action Reason | Effective Sequence | Action Date | Joint Prog Appr | Campus | Academic Load |
|-----|-------------------|----------------|----------------|------------------------------|--------------------|-------------|--------------------------|--------|---------------|
| 1 | Active in Program | 01/01/2019 | RLOA | Return from Leave of Absense | 1 | 23/01/2018 | <input type="checkbox"/> | MAIN | Part-Time |
| 2 | Leave of Absence | 01/01/2018 | LEAV | Interrupt | 1 | 23/01/2018 | <input type="checkbox"/> | MAIN | Part-Time |

Additional details for both rows include: Admissions (From Application Application Nbr: 01247440, Application Program Nbr: 0), HESA Instance, and CAS Details.

If the Student is off campus and the Administrator knows where they are, this must be recorded in External Study screen:

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

External Study

External Study Find | View All | First | 1 of 1 | Last

Academic Career: Postgraduate Research

Academic Institution: The University of Manchester
Academic Program: PhD Computer Science (Conacyt)
Term: 17/18 Year

External Study Number 1 + -

*Reporting Session Full Year

External Org ID: E20129 American International Group

*Country: USA United States County

*Type: Unpaid Wrk

*Erasmus: No Group/Individual Individual

Study Agreement: SCHOOL School Agreement

Start Date: 01/01/2018

End Date: 01/01/2019 Coordinator: 10050109 Teresa Ham

*Compulsory: No

*Credit Bearing: No Contact Number: 07745699458

Details

Save Notify Add Update/Display

The term must reflect the period of interruption in Student Program/Plan.

When an External Study record is populated, you must always have a matching Interruption and return row or fieldwork and return from fieldwork row in Student Program/Plan.

Student Groups

Student Groups functionality in Campus Solutions is a way of recording a group of students who share a characteristic but are on differing programmes and plans and cannot be reported on without manual intervention. Example characteristics that this may apply to are fee bands, funding bodies, scholarships, and programme schemes. Whilst the Student Attribute is currently used to group together non-programme/plan-based cohorts this must be attached to individual student records (via the **Student Attributes** tab in **Student Programme/Plan**). In contrast students can be uploaded to student groups in bulk as well as on an individual basis. Membership of the group can be viewed within Campus Solutions, as well as via reporting in Discoverer. Students can be made active and inactive within the group using effectively dated rows. In addition, students can be members of multiple groups, something not possible with attributes. For example, a PGDR student may be funded by a BBSRC DTP and be attached to a corresponding group but also be a recipient of the President's Doctoral Scholar Award and be attached concurrently to this group also.

The creation of new student groups is administered by the Student Systems and Business Support Team. Any future PGDR groups must be submitted to and approved by the [Graduate Administrators Group](#). Any queries on Student Group functionality should be addressed to the [Student Systems and Business Support Team](#).

Individually add a student to a student group

Navigate to: **Menu > Records and Enrollment > Career and Program Information > Student Groups**

Enter the ID of the student.

The screenshot shows the 'Student Groups' search page. At the top, there is a navigation breadcrumb: 'Main Menu > Records and Enrollment > Career and Program Information > Student Groups'. Below this, the page title 'Student Groups' is displayed. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Underneath, a section titled 'Search Criteria' contains several search fields: 'ID:' with a dropdown set to 'begins with' and a text box containing '7992069'; 'Campus ID:' with a dropdown set to 'begins with' and an empty text box; 'National ID:' with a dropdown set to 'begins with' and an empty text box; 'Last Name:' with a dropdown set to 'begins with' and an empty text box; and 'First Name:' with a dropdown set to 'begins with' and an empty text box. Below these fields are three checkboxes: 'Include History' (checked), 'Correct History' (checked), and 'Case Sensitive' (unchecked). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Students may already be assigned a student group by the SSC for the purposes of fee administration. These will be hidden to most administrators outside the SSC. If it is visible, it can be ignored and will not cause conflict with adding a new group to the record. Simply add a row using the + sign.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

The screenshot shows the 'Student Groups' management interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Groups'. The main heading is 'Student Groups'. Below this, there is a search bar with '7992069' entered. The search results show a record for 'Student Billing Group' at 'The University of Manchester'. The record details include: '*Academic Institution: UMANC The University of Manchester', '*Student Group: 1161 Student Billing Group', '*Effective Date: 20/09/2016', and '*Status: Active'. A comment box contains the text 'Created by Application Engine: UMPRC035'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. A red circle highlights the '+' button next to the record name.

A new student group can be selected from the **Student Group** look-up. If you do not have access to the Student Group, you are administering you will need to contact CS.Access@manchester.ac.uk to get the group added to your access. An appropriate effective date should be set. This will be the start date of the student or the date when their membership of this group began. You can also add a comment if you so wish.

The screenshot shows the 'Student Groups' management interface with a new record. The search results show a record for 'China Scholarship Council' at 'The University of Manchester'. The record details include: '*Academic Institution: UMANC The University of Manchester', '*Student Group: CSC China Scholarship Council', '*Effective Date: 11/09/2016', and '*Status: Active'. A comment box is empty. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. Red circles highlight the search results for 'CSC' and 'China Scholarship Council', and the effective date field.

Select **Save** to save the record.

The individual student has now been added to the group and will subsequently appear in reports that include this group as a selected item.

Remove a student from a student group

Circumstances may dictate that a student should be removed from a student group. For example, their sponsorship arrangements may change. This is very simply done. A new row **within the group** should be added. Be careful to do this within the group rather than adding a new group row.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

*Academic Institution: UMANC The University of Manchester

*Student Group: CSC China Scholarship Council

Find | View 1 First 1 of 1 Last

*Effective Date: 11/09/2016 *Status: Active

Comments

Last Update Date/Time: 09/01/2017 16:18:05 Updated By: mwwssmm2 Type: Manual

Save Return to Search Notif Update/Display Include History Correct History

Enter the effective date for the student's non-participation in this student group and save the record. The student's association with this group will discontinue and they will not appear in reports.

*Academic Institution: UMANC The University of Manchester

*Student Group: CSC China Scholarship Council

Find | View 1 First 1-2 of 2 Last

*Effective Date: 10/01/2017 *Status: Inactive

Comments

Last Update Date/Time: 09/01/2017 16:18:05 Updated By: mwwssmm2 Type: Manual

*Effective Date: 11/09/2016 *Status: Active

Comments

Last Update Date/Time: 09/01/2017 16:18:05 Updated By: mwwssmm2 Type: Manual

If circumstances change and the student needs to re-join the group, then a new effectively dated row should be added above the Inactive row. Enter an appropriate effective date and change the status to **Active**. The student will be reinstated to the group and will feature again in reports.

Attaching students to more than one student group

It may be necessary, should student group functionality be adopted further, for a student to be attached to more than one group. For example, a student may have funding/sponsorship and be a member of the attendant group but may also be a recipient of the President's Doctoral Scholar Award (PDS) and have a requirement to be recorded in the PDS group. It is a straightforward process to add an additional group or indeed add both groups at the same time.

Add a row at **group level**.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

The screenshot shows the 'Look Up Student Group' dialog box in the Research Student Management system. The dialog box is open, displaying search criteria and a list of search results. The search criteria are: Academic Institution: UMANC, Student Group: begins with, and Description: begins with. The search results list includes: Student Group, Description, #161, Student Billing Group, BBSR, BBSRC DTP, CSC, China Scholarship Council, HIG, High Consumables, LOW, Low Consumables, MED, Medium Consumables, PDS, President's Doctoral Scholar, SING, Singapore A*STAR, TEST, Test Group, and VISI, Visiting Student. A yellow starburst cursor is pointing to the 'PDS' entry in the search results list. The background shows two student records with fields for Academic Institution, Student Group, Effective Date, Status, and Comments.

An appropriate effective date should be entered (this can be the same as any existing student group effective date if membership is concurrent). The record can then be saved, and the task is complete.

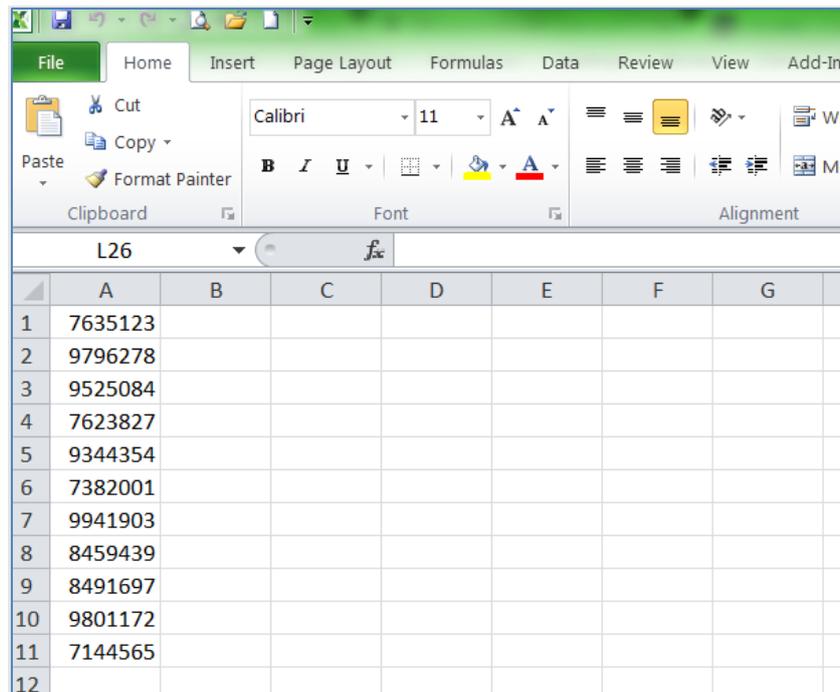
The screenshot shows two student records in the Research Student Management system. The first record has the following details: Academic Institution: UMANC, Student Group: CSC, Effective Date: 11/09/2016, Status: Active. The second record has the following details: Academic Institution: UMANC, Student Group: PDS, Effective Date: 11/09/2016, Status: Active. The effective date field for the second record is highlighted with a red circle. The background shows the same search criteria and search results as the previous screenshot.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Attaching multiple students to a student group using the batch upload function

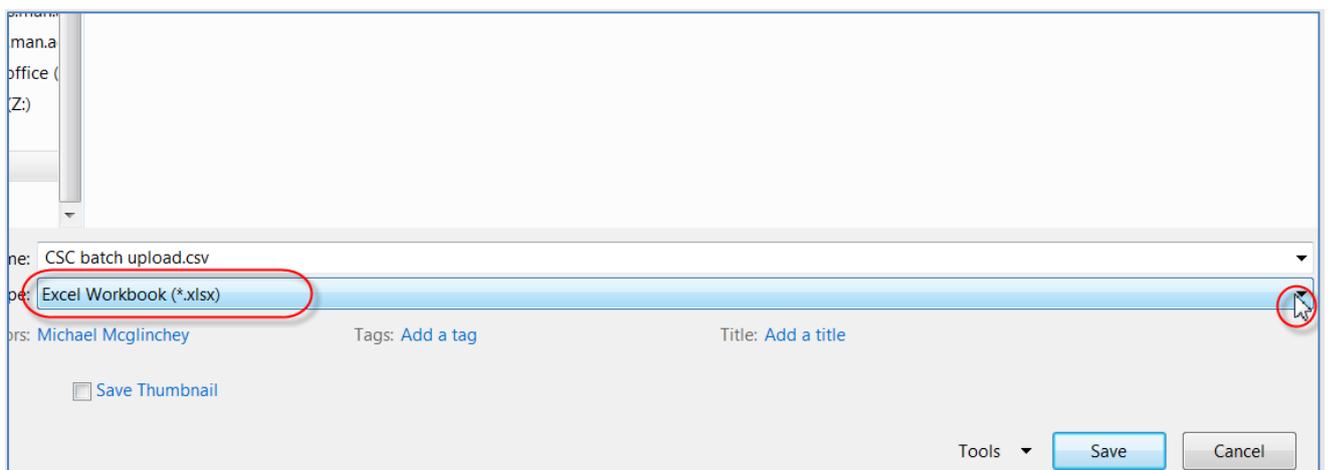
One of the major advantages of using student groups is the ability to bulk attach students to a particular group, saving the time and effort required to attach them individually. This is advantageous at the start of year when new intakes need to be grouped appropriately.

First create a simple file in Excel of all the student ID numbers you wish to upload to a group. No headers are required, and the file will look like this example:

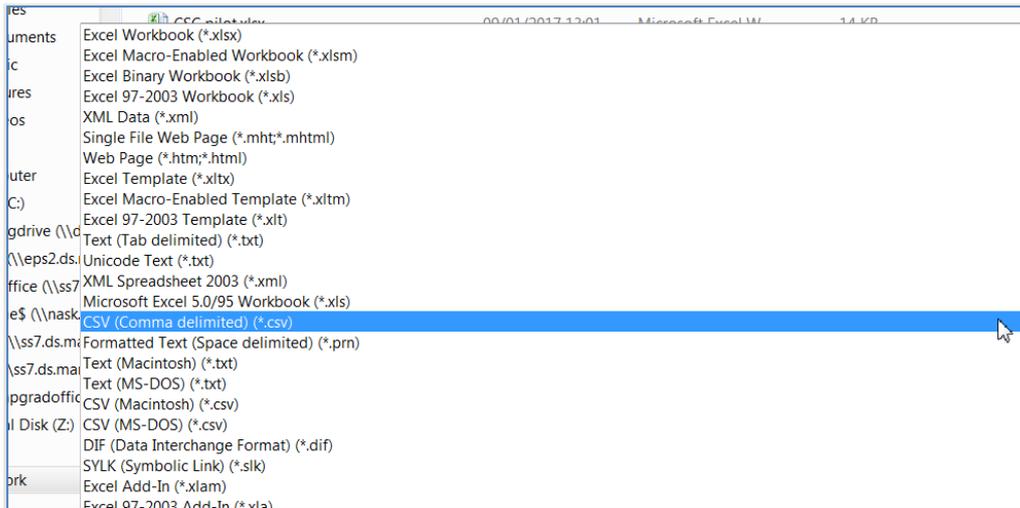


| | A | B | C | D | E | F | G |
|----|---------|---|---|---|---|---|---|
| 1 | 7635123 | | | | | | |
| 2 | 9796278 | | | | | | |
| 3 | 9525084 | | | | | | |
| 4 | 7623827 | | | | | | |
| 5 | 9344354 | | | | | | |
| 6 | 7382001 | | | | | | |
| 7 | 9941903 | | | | | | |
| 8 | 8459439 | | | | | | |
| 9 | 8491697 | | | | | | |
| 10 | 9801172 | | | | | | |
| 11 | 7144565 | | | | | | |
| 12 | | | | | | | |

Name and save the file, remembering to convert the file type to CSV (Comma Delimited) for Campus Solutions to be able to process it. Select the CSC (Comma Delimited) file format from the drop-down list:



RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE



Navigate to: **Menu > Records and Enrollment > Career and Program Information > Process Student Groups**

A **Run Control ID (RCI)** is required to perform the process.

A screenshot of the 'Process Student Groups' search interface. The breadcrumb navigation shows 'Main Menu > Records and Enrollment > Career and Program Information > Process Student Groups'. The page title is 'Process Student Groups'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' section with a dropdown menu. The search criteria is set to 'Run Control ID begins with' followed by an empty text input field. There is a checkbox for 'Case Sensitive' which is unchecked. At the bottom, there are 'Search' and 'Advanced Search' buttons.

If you have previously created a RCI (for example to use the **Registration Status Report** or create **Exam Grids**) you can use it for this process. Pressing **Search** will bring back a list of RCIs attached to your Campus Solutions account. If you do not have any RCIs then create one using **Add a New Value**. Give your RCI an appropriate name.

A screenshot of the 'Process Student Groups' 'Add a New Value' form. The breadcrumb navigation shows 'The University of Manchester > Favorites > Main Menu > Records and Enrollment > Career and Program Information > Process Student Groups'. The page title is 'Process Student Groups'. Below the title, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is active. Below these is a 'Run Control ID' field with the text 'student_group_upload' and a clear button (X). At the bottom, there is an 'Add' button. Below the 'Add' button, there are links for 'Find an Existing Value' and 'Add a New Value'.

Pressing **Add** will then take you into the batch upload processing screen. In the **Population Selection**, select **External File** from the drop-down list.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Process Student Groups

Run Control ID: student_group_upload [Report Manager](#) [Process Monitor](#)

Population Selection

Population Selection

Selection Tool:

Query Name:

Student Group Data

*Academic Institution: The University of Manchester Update Tuition Calc Required

*Student Group:

*Effective Date:

*Effective Status:

Comment:

Student Override

Student Override

This will result in the **Upload** option appearing. Select **Upload** to browse for your CSV file containing the student IDs that you wish to upload to a student group.

Process Student Groups

Run Control ID: student_group_upload [Report Manager](#) [Process Monitor](#)

Population Selection

Population Selection

Selection Tool:

Attached File:

File Mapping:

Student Group Data

*Academic Institution: The University of Manchester Update

*Student Group:

*Effective Date:

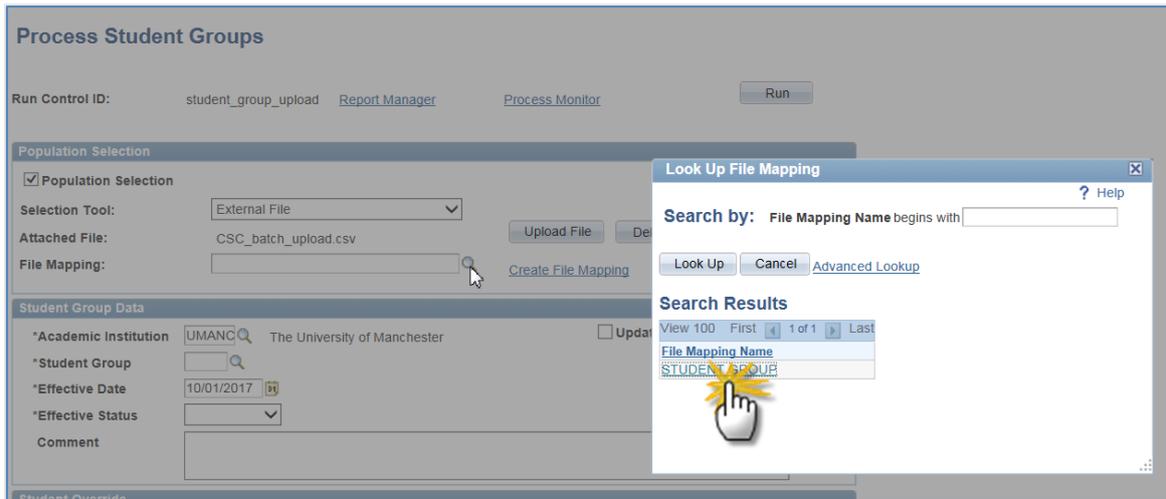
*Effective Status:

Comment:

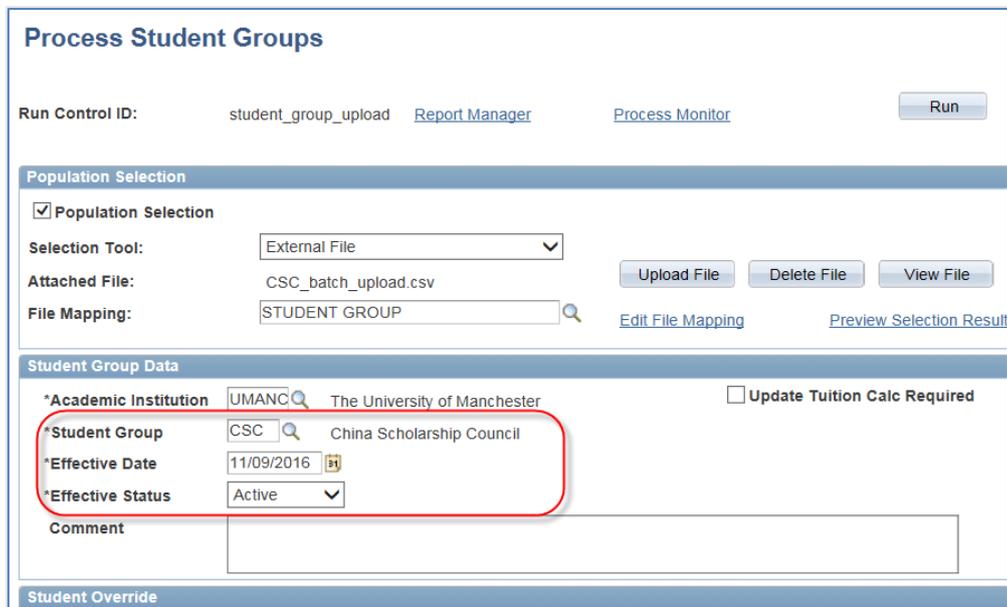
File Attachment

The name of the file will appear next to the Attached File heading. The next step is to select **STUDENT GROUP** in the **File Mapping** look-up.

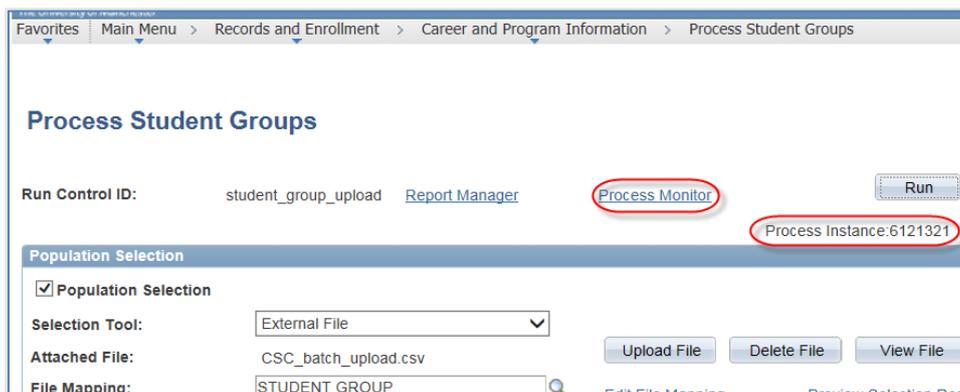
RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE



Select an appropriate effective date for membership in the same way that you would set one in the individual student group page and set the **Effective Status** as **Active**.

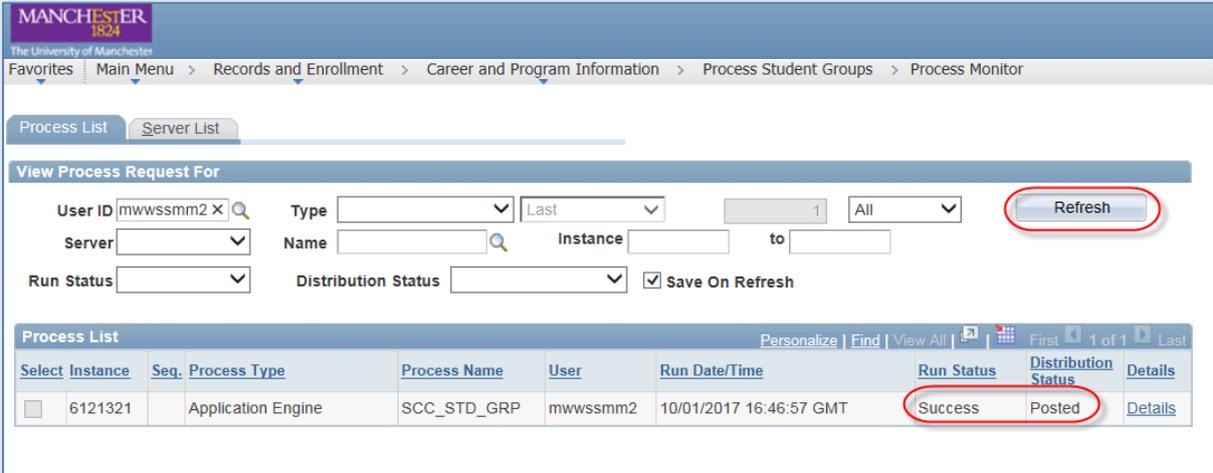


Save this page and select **Run**. You will be asked to confirm your request in the **Process Scheduler Request**. Select OK here will start the process running. Each process has a unique **Process Instance** number which will appear at the top of the screen. You can track the progress of the upload by selecting the **Process Monitor** hyperlink.



RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Select **Refresh** to refresh the status of the process will update until completion. Once complete the **Run Status** and **Distribution Status** will show respectively as Success and Posted.



The screenshot shows the 'Process Monitor' interface. At the top, there are navigation tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: 'User ID' (mwwssmm2 X), 'Type', 'Last', '1', 'All', 'Refresh' (circled in red), 'Server', 'Name', 'Instance', 'to', 'Run Status', 'Distribution Status', and a 'Save On Refresh' checkbox. Below the filters is a table with the following data:

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|----------|-------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 6121321 | | Application Engine | SCC_STD_GRP | mwwssmm2 | 10/01/2017 16:46:57 GMT | Success | Posted | Details |

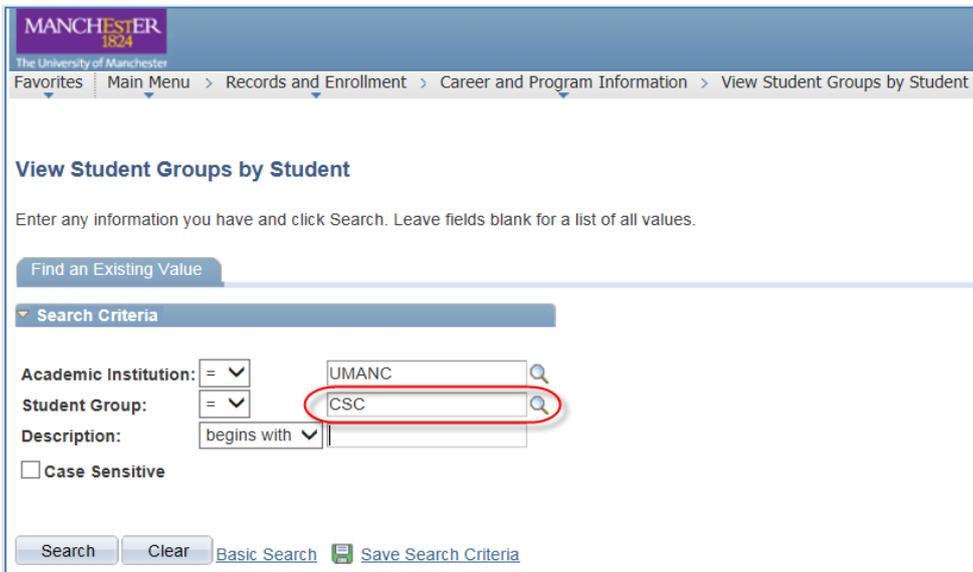
The system has now attached the student IDs in your CSV file to the selected student group. You can validate this by looking at individual records:

Navigate to: **Menu > Records and Enrollment > Career and Program Information > Student Groups**

Alternatively, you can view all members of a student group in the **View Student Groups by Student** screen:

Navigate to: **Menu > Records and Enrollment > Career and Program Information > View Student Groups by Student**

Enter the student group required (or select from the look-up table via the magnifying glass icon) and search.



The screenshot shows the 'View Student Groups by Student' search interface. It includes a search bar and a 'Search Criteria' section with the following fields:

- Academic Institution: = ▼ UMANC (circled in red)
- Student Group: = ▼ CSC (circled in red)
- Description: begins with ▼
- Case Sensitive

Buttons at the bottom include 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Selecting Most Current Active will return all students active in the group. Range Selection can be left as is.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

View Student Groups by Student

Academic Institution: UMANC The University of Manchester **Effective Date:** 01/01/2010

Student Group: CSC China Scholarship Council **Effective Status:** Active

Select Effective Dates: Most Current Active **Get Results**

Range Selection: No Range Selection

[Personalize](#) | [Find](#) | [View All](#) | | | First 1 of 1 Last

| Name | ID | Effective Date | Effective Status | Comment | Details |
|------|----|----------------|------------------|---------|-------------------------|
| | | | | | Details |

Return to Search Notify

Pressing **Get Results** will present a list of students that you have attached.

View Student Groups by Student

Academic Institution: UMANC The University of Manchester **Effective Date:** 01/01/2010

Student Group: CSC China Scholarship Council **Effective Status:** Active

Select Effective Dates: Most Current Active **Get Results**

Range Selection: No Range Selection

[Personalize](#) | [Find](#) | [View All](#) | | | First 1-12 of 12 Last

| Name | ID | Effective Date | Effective Status | Comment | Details |
|-------------------------------|---------|----------------|------------------|---------|-------------------------|
| Ullrich, Lisa Marie, Austria | 7144565 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie | 7382001 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 7623827 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 7635123 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 7992069 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 8459439 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 8491697 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 9344354 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 9525084 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 9796278 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 9801172 | 11/09/2016 | Active | | Details |
| Ullrich, Lisa Marie, Williams | 9941903 | 11/09/2016 | Active | | Details |

Return to Search Notify

Extensions to Programme

In some circumstances, a student may have been granted permission for an extension to their programme before they submit their thesis (**EXTF** or **EXTN**) or an extension to the submission pending period (**EXTS**).

There are two different extensions to programme available, one with fees, (**EXTF**), and the other without, (**EXTN**). In all cases, any request for an extension must be submitted for consideration at the relevant Faculty/School committee and have gained approval before an extension is applied in Campus Solutions.

-  If further subsequent extension(s) are granted, YOU MUST add an appropriate new extension row with a new effective date for each granted period.

University policy on extensions to programme or extensions to the submission pending period can be found within the [Change of Circumstances Policy for Postgraduate Research Students](#)

Extension to PGDR programme with fee (EXTF)

-  To be used Pre-Submission Pending.

Navigate to: **Menu > Records and Enrollment > Career and Program Information > Student Program/Plan.**

1. Enter the ID number of the student. Within the 'Student Program' tab insert a new row of data.
2. The 'effective date' will default into today's date, this should be amended to the actual date the student enters this stage of their programme of study.
3. The programme action DATA, action reason EXTF is applied to the programme row.
4. Select the Registration Details hyperlink on the Student Programme/Plan page. This takes you to the Registration Details screen.
5. Insert a new row of data and change the 'Expected End Date of Student' ONLY to the new end date by adding the agreed extension period. **The 'Expected End Date of Program' remains unchanged.**

-  To ensure the student can register as normal, the student will need to be term activated for the following term of 12 months, *regardless of the period of extension*. This will not impact the extension period applied to the Student Program/Plan page; it ensures that the student remains active in the system.

-  They will retain a form of study of 'enrolment,' and you will need to contact the SSC to have the fees calculated for a period of less than 12 months.

-  The appropriate pro-rata fees for the extension period must be administered through the Student Services Centre (SSC) Tuition Fees Office.

-  If further subsequent extension(s) are granted, YOU MUST add an appropriate new extension row with a new effective date for each granted period.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Extension to PGDR programme with no fee (EXTN)

-  To be used Pre-Submission Pending.

In this scenario there is no fee applied for the student extension, the above points are followed with the following exceptions:

- The action reason of DATA/EXTN is applied to the programme stack
- The Form of Study must be changed to 'ExtNoFee'

-  *The Programme Action and Action Reason of **DATA/EXTN** should only be used in exceedingly rare cases and only for PGDR students with mitigating circumstances covering reasons why a student can be granted an extension are detailed in the Policy on [Circumstances Leading to Postgraduate changes to Research Study](#)*

It should always be associated with a change in form of study to 'ExtNoFee'.

-  **If further subsequent extension(s) are granted, YOU MUST add an appropriate new extension row with a new effective date for each granted period.**

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Please see the Student Record bulletin in 2020 for additional Extension action reasons introduced due to the impacts of Covid-19 (detailed below)

PGR Records – Extensions – New Action Reasons (COVID-19)

In order to accurately record extension to programme requests in Campus Solutions that have mitigating circumstances relating to the COVID-19 pandemic, the following PGR actions reasons have been set up in Campus Solutions and are effective to use immediately.

EXCF – Extension due to COVID-19 (with fee)

EXCN – Extension due to COVID-19 (no fee)

Any approved extensions to a programme relating to COVID-19 should be recorded using the new action reasons.

The Change of Circumstances policy and local extension request forms will be updated shortly with the following mitigating circumstances relating to COVID-19:

- a) Redeployment to work on COVID-19 related research or other COVID-19 related activity
- b) Critical research activities have had to be postponed or have suffered a major delay, alternative activities have not been available and the impact cannot be mitigated.
- c) Additional COVID-19 related caring responsibilities
- d) Illness related to COVID-19 (including mental health issues)
- e) Extended lack of supervision/guidance due to COVID-19 related activity
- f) Specific impact resulting from remote working as a result of a disability or any other protected characteristics
- g) Any other considerations that can be specifically attributed to COVID-19 and evidenced in the case

Any extensions to Submission Pending should continue to be managed in the same way and recorded as EXTS in Campus Solutions

Any queries relating to this process should be directed to the appropriate Faculty PGR team:

FBMH - doctoralacademy@manchester.ac.uk

HUMS - humanities-pgr@manchester.ac.uk

FSE – EPSGradEd@manchester.ac.uk

Recording Student Appeals/Complaints

Academic Appeals Procedure:

<https://www.staffnet.manchester.ac.uk/tlso/academic-appeals-complaints-and-misconduct/academic-appeals-procedure/>

Progress on Hold/Resume Process

The Progress on hold/Resume action reasons can only be applied to students in instances from 1st August 2015.

To record a 'hold' action reason against a PGDR student, follow the steps below:

1. School administrators should apply the '**progress on hold**' action reason in CS when a PGDR student has lodged a formal appeal or complaint at Faculty level, and this prevents them from continuing to progress through their program. This may be their progress in program or following a final examination recommendation.
2. 'Progress on hold' should NOT be applied to Discontinued (DISC) or Administratively Withdrawn (WADM) status students.
3. This action reason will allow administrators to identify any students who are undergoing a formal appeal or complaint, but it will not change the status of these students in CS or any other PGDR related systems.
4. The **student's expected end date on the registration details screen should not be adjusted** during 'progress on hold.'



Temporary registration - If the student's appeal or complaint spans a registration period it *may* be appropriate to apply temporary registration for the student until the appeal / complaint is resolved. Any queries about registration should be directed to the Faculty Graduate Office in the first instance.

To add a Progress on Hold, navigate to: **Menu > Records and Enrolment > Career and Program Information > Student Program / Plan:**

1. You need to enter the student ID or name if ID is not known and select search.
2. Add a new effective dated row.



The effective date to be used should be the exact date that the student officially submitted a formal appeal or complaint. This date can be retrospective.

3. Complete the following fields:

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Student record management system interface showing student details and registration information. The interface includes fields for Status, Effective Date, Program Action, Action Reason, Academic Institution, Academic Program, Admit Term, Requirement Term, Expected Grad Term, Last Updated On, and By. It also features a Registration Details section with Effective Sequence, Action Date, and Joint Prog Appr. An Admissions section is visible with From Application, Application Nbr, and Application Program Nbr. The interface includes a toolbar with buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, Include History, and Correct History. A breadcrumb trail is shown at the bottom.

4. Select **Save**.

When a PGDR student returns to study, you must record a 'Resume' action reason against their record. Follow the steps below to apply a 'Resume' action reason:

1. Once the student's appeal/complaint case has been resolved, the student's record should be updated. If the student is to continue their program, the action reason 'progress resumed' should be applied.
2. Where the outcome of the complaint or appeal is to grant an interruption or extension to the program this should be recorded in line with Research Student Management guidance. Full details on how to record interruptions can be found in the [Interruption](#) Section within this Research Student Management Guide. Full details on how to record extensions can be found in the [Extensions](#) Section within this Research Student Management Guide.

Unable to Progress

If the student is unable to progress, the appropriate update to the record should be made (e.g.: withdrawal, change of programme, discontinue, etc).

Informal Appeals

Where the student's progress is not impacted, the student should continue to be managed as normal and the 'progress on hold' action reason should **not** be applied.

This action reason **should not** be used for informal appeal and complaint cases managed at school level or in cases where the student has been withdrawn or discontinued and subsequently lodges an appeal against this decision.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Navigate to: **Menu > Records and Enrolment > Career and Program Information > Student Program / Plan**

1. You need to enter the student ID or name if ID is not known and select search.
2. Add a new effective dated row.

 The effective date to be used should be the exact date that the student officially resumes studies following the lodged appeal or complaint.

3. Complete the following fields:

| Academic Career: | Postgraduate Research | Career Requirement Term | Student Career Nbr: 0 |
|---|--|--|---|
| Find View 1 First 1-3 of 3 Last | | | |
| Status: | Active in Program | Registration Details  | |
| *Effective Date: | 10/03/2016  | Effective Sequence: | 2 |
| *Program Action: | DATA  Data Change | Action Date: | 10/03/2016 |
| Action Reason: | PRSD  Resumed *PGR ONLY* | Joint Prog Appr: | <input type="checkbox"/> |
| *Academic Institution: | UMANC  The University of Manchester | Admissions | |
| *Academic Program: | 06633  PhD Chemistry (48 month) | <input type="checkbox"/> From Application | Application Nbr: 00966358 |
| *Admit Term: | 1151  15/16 Year | Application Program Nbr: | 0 |
| Requirement Term: | 1151  15/16 Year | *Campus: | MAIN  Main |
| Expected Grad Term: | <input type="text"/>  | *Academic Load: | Full-Time  |
| Last Updated On: | 10/03/2016 15:18:14 | HESA Instance | |
| By: | mtmsssf2 | CAS Details | |
| + - | | | |
| Status: | Active in Program | + - | |
| *Effective Date: | 10/03/2016  | Effective Sequence: | 1 |
| *Program Action: | DATA  Data Change | Action Date: | 10/03/2016 |
| Action Reason: | PRHD  Hold *PGR ONLY* | Joint Prog Appr: | <input type="checkbox"/> |

4. Select **Save**.

 The Progress on hold/Resume action reasons do not integrate to eProg.

Research Student Action Reasons

Table of Action Reasons

The table below contains common actions reasons usually associated with research students, *(it is not exhaustive)*. The table shows:

- Which situations/action reasons require a research student to register
- Whether or not there is a fee due

-  If a PGDR student is in submission pending, (SUBP), they still need to register on the anniversary of their last registration.
-  If a PGDR student is on an extension, ([EXTN](#) - Extension to Program no Fees, [EXTS](#) - Extension to Submission Date, [EXTF](#) - Extension to PGDR Program with Fee), they still need to register on the anniversary of their last registration.
-  PGDR students with the following action reasons do not currently need to register: AWRE (Awaiting Results), Aii (Award with minor corrections 4-12 weeks), Bi, Bii, Biii (Resubmission within 6 - 12 Months), Ci, Cii, Ciii (Referred, Lower Qualification), SUBM (Submitted, Awaiting Viva), RSUB (Resubmission of Thesis).
-  If a student is 'not currently studying,' (NCST), or 'interrupted,' (LEAV), they do not need to register but they will need to on their return to study if period of absence has been their last registration session.

| Programme Situation | Registration Required | Fee | Notes on Use |
|--|--|---|--|
| Active in programme | Yes | Yes | - Student is undertaking their programme normally within Expected End Date of Student. |
| Leave of Absence (LEAV) | No | No fee, (student can request a refund for months on interruption or hold over until the end of the programme) | - Register on return only if past registration date. - Expected End Date of Student must be extended. - Interruptions should not normally be longer than 12 months. • Interruptions are normally only allowed during the normal registered time on the programme, (not from sub-pending onwards). |
| Late Submission (DATA/LSUB) Only for students who started their current postgraduate research programme before 1 st September 2012 | Yes (Still within the registration portion of a student life cycle) | No Central SSC charge, student may be charged a fee by School/Faculty. | - In cases where a student applies before their 'expected end date of student' for permission to submit late and permission is granted - Expected End Date of Student should NOT be extended. |
| Extension to PGDR programme with fee (EXTF). | Yes | Pro rata fee due | - To be used pre-sub-pending - Expected End date is extended. - The length of extension should not normally exceed 12 months. Any further extensions beyond 12 months will only be permitted under the most exceptional circumstances. |

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

| | | | |
|---|-----|------------------|---|
| Extension to programme no fee, (EXTN). | Yes | No fee | <ul style="list-style-type: none"> - To be used pre-sub-pending - Expected End date is extended. - The length of extension should not normally exceed 12 months. Any further extensions beyond 12 months will only be permitted under the most exceptional circumstances. |
| Submission Pending (SUBP) | Yes | Specific fee due | <ul style="list-style-type: none"> - This is only allowed for 3 or 3.5 year research degrees, not 4-year degrees as they do not have a submission pending period. - It extends the Expected End Date by up to 12 months for students on programmes of up to 3-year length. - It extends the Expected End Date by up to 6 months for students on programmes of 3.5-year length. |
| Extension to submission pending date, (EXTS). | Yes | No fee | <ul style="list-style-type: none"> - To be used to extend the sub-pending period. There is no fee for this status. - Extend Expected End Date - The length of extension should not normally exceed 12 months. |
| Submitted awaiting viva (SUBM) | No | No fee | <ul style="list-style-type: none"> - To be used when the student has submitted their thesis. - Does not extend Expected End Date - This period can take up to 3 months. |
| Progress on Hold PGDR ONLY (PRHD) | No | No fee | <ul style="list-style-type: none"> - Progression on Hold Action Reason is applied in Campus Solutions when a student lodges a formal appeal or complaint AND is unable to progress. - Action Reason is used to allow Administrators to identify students undergoing an appeal that are unable to progress. - It will not change the status in Campus Solutions or any other PGDR Systems. - Student Expected End Date in Registration Details should not be adjusted during Progress on Hold. - Once the student appeal or complaint process has been resolved the student record should be updated in one of the following ways: <ul style="list-style-type: none"> - If student continues the programme then the Action Reason of Programme Resumed should be applied. - Where the outcome of the appeal or complaint is to grant interruption or extension to the programme, this should be recorded in line with Research Student Management Guidance. - If the student is unable to progress then the appropriate update should be made i.e., Withdrawal, Discontinue etc. <p>However, if the student appeal or complaint spans a registration period it may be appropriate to add Temporary Registration until the appeal or complaint is resolved.</p> <p>Contact your Graduate Faculty Office for further information.</p> |
| Resumed after Hold (PGDR ONLY) PRSD | Yes | Yes | <ul style="list-style-type: none"> - The Action Reason 'Resumed after Hold' should be applied once a PGDR student returns to study. - See Progress on Hold/Resume Process. |

Submission Pending

The maximum allowed period for submission pending is 12 months (irrespective of whether they were full-time or part-time), the period approved will be dependent on the length of the original programme for which the student was registered.

| Registered Period of Programme | Maximum allowable Submission Pending Period |
|---|--|
| One year full-time and no more than two years part-time (e.g., Master of Philosophy (MPhil), Master of Enterprise (MEnt) and Master of Science (MSc) by Research) | 12 months |
| Two years full-time and no more than four years part-time (e.g., Doctor of Medicine (MD)) | 12 months |
| Three-year doctoral degree programmes | 12 months |
| Three-and-a-half-year doctoral degree programmes | 6 months |
| Four-year doctoral degree programmes | Submission pending not permitted |

The Change of Circumstances [Policy for Postgraduate Research Students](#) contains information relating to the submission pending period.

See details on the [submission pending fee](#);

-  Please note the Submission Pending fee is currently suspended for all PGDR students who commenced study prior to the September 2022 intake.

When a student goes into the status of 'Submission Pending,' this MUST be recorded in the Student System.

All submission pending students must be Term Activated and registered on the system for their writing up year. This is a compulsory requirement of the university.

-  Remember to check the Registration Details screen so that the correct end date of the student is recorded. This includes those students that are permitted a submission pending period less than 12 months.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Recording a Submission Pending (SUBP)

Navigate To: **Menu > Records and Enrolment > Student Term Information > Term Activate a Student.**

1. Enter the Student ID number to locate your student and select **Search**.

Term Activate a Student
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. On the **Term Activation** tab, you will see the activation from the previous academic year. Insert a row to activate the student for this current academic year.

Term Activation Enrollment Limit Student Session Terms In Residence Term Control Dates

DATA PROTECTION - PERSONAL DETAILS WITHHELD

Academic Career: Postgraduate Research

| | | | | | |
|-------------------------------|------------------------------------|---------------------|-------------------------------------|--|--|
| 'Academic Institution: | UMANC The University of Manchester | | | | |
| 'Term: | 1111 11/12 Year Semester | Activation Date: | 14/09/2011 | | |
| Student Career Nbr: | 0 PhD MLP (Social Sciences) FT | | | | |
| Override All Academic Levels: | <input type="checkbox"/> | Academic Year: | 2011 | | |
| Override Projected Level: | <input type="checkbox"/> | Load Determination: | Manual | | |
| Academic Level - Projected: | Not Set | 'Form of Study: | Enrollment | | |
| Academic Level - Term Start: | Not Set | Academic Load: | N No Units | | |
| Academic Level - Term End: | Not Set | 'Billing Career: | PGDR | | |
| Level Determination: | Default | Eligible To Enroll: | <input checked="" type="checkbox"/> | | |
| Year of Student on Programme | 3 | | | | |

Go to: Calculate Tuition

Save Return to Search Notify

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates

3. Within the new row, the **'Form of Study'** must be set to **'SubPndg2'**.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

- i** If the student is granted an extension **prior** to Submission Pending with no fee this is logged on the system as a **Form of Study** within the Term Activation screen of '**ExtNoFee**' (Extension, No Fee). Note however, that this is granted in exceptional circumstances only and must be approved by the Postgraduate Research Degree Committee.

See **Extension to PGDR programme with no fee (EXTN)**.

- i** If the student is granted an extension **prior** to Submission Pending with fee this is logged on the system as a **Form of Study** within the Term Activation screen of '**Enrollment**.' See **Extension to PGDR programme with fee (EXTF)**.

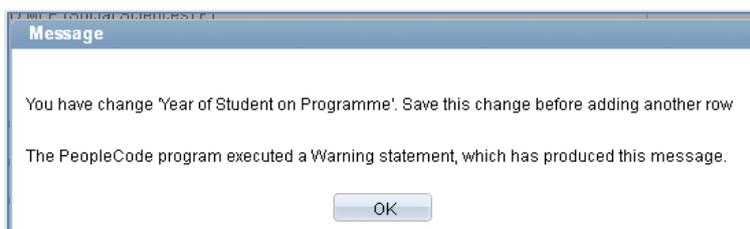
- i** It is important to update the effective date of the Submission Pending (SUBP) row when adding Submission Pending to a record. For **September** registered students, the effective date of the SUBP row should be **1st October**. The effective date must be the actual date that the student enters into the Submission Pending period. A September registered student has an end date of **30th September** and so the SUBP row must be **1st October**.

- i** Recording an earlier effective date may affect stipend disbursement.

- Select **Save** to confirm changes. You will notice that the **Year of Student on Programme** will automatically increment. For a period of submission pending however, this field **MUST** be left blank.
- Go into the field and **delete the current value**, then select **Save**. You will see an error message appear on screen about 'saving changes.'

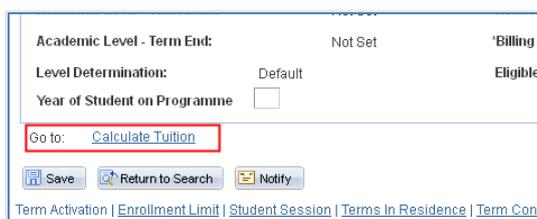
- Select **OK** on the error message and select **Save**. This time the save should be successful.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

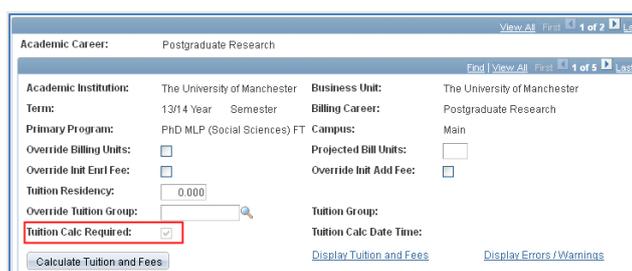


7. Tuition fees will be recalculated in an overnight job managed by the SSC.

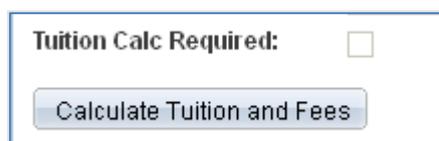
- i** If Schools would like the fees to be corrected immediately, they will now need to re-calculate the tuition fees for the student. At the bottom left of the page, select the **Calculate Tuition** hyperlink.



8. You will be diverted to the Tuition Calculation page where you will see that the **Tuition Calc Required** tick-box is selected. To process this, select the **Calculate Tuition and Fees** hyperlink.



9. Once completed, you should see that the Tuition Calc Required option is no longer selected. Select **Save** to confirm.



- i** **Stipends should not be paid during Submission Pending**

This guidance refers to funded postgraduate research students receiving a stipend or bursary award funded or administered by the University of Manchester (including UK Research Council (RCUK)).

When students have completed their prescribed programme period, the University cannot disburse any further stipend/bursary payments. Automatic payments will cease when a student submits their thesis or when they progress to submission pending, whichever is sooner. This is regardless of whether funding is identified and available to support stipend payments into the submission pending period. If a student submits their thesis before the end of the prescribed programme period, they will only continue to receive stipend payments up to the end of the financial quarter from the date they submit their thesis, in line with RCUK terms and conditions.

If a student is expecting payments for research work undertaken during the submission pending period, or work of any kind from the University of Manchester which falls outside of their programme of study then payments will be made via the HR payroll system and will be subject to tax and national insurance deductions.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

In summary:

- No payments will be made automatically to research postgraduate students in 'submission pending' and beyond.
- Exceptionally, payments may be made only in instances where a payment was due legitimately during the student's period of registration but for reasons that were unknown at the time was not / could not be paid.
- Requests for payment on an exceptional basis will require authorisation by a designated Faculty approver prior to submission to the Student Funding Team in the Student Services Centre for processing.

Further information can be found in the [Guidance on payments to students in or beyond submission pending](#)

Extension to PGDR submission pending period (EXTS)

 To be used to extend the Submission Pending period.

In this scenario a student is given an extension to their submission pending period, the above points are followed with the following exception:

- The action reason of DATA/EXTS is applied to the programme stack.
- Student is Term Activated for this period and the form of study is set to 'SubPndg2'.
- **There should be no fee for this status – it is important that you email tuitionfees@manchester.ac.uk and request that they set the fee to zero.**
- The expected end date of student should be extended by the appropriate period.
- The student still needs to register on the anniversary of their last registration.
- The length of extension should not normally exceed 12 months.

 **If further subsequent extension(s) are granted, YOU MUST add an appropriate new extension row with a new effective date for each granted period.**

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

Late Submission (DATA/LSUB)

IMPORTANT - late submission is only applicable to students who started their current Postgraduate Research programme before **1st September 2012**. For further guidance on how a student can apply to submit their thesis late, please see the [Policy on Circumstances Leading to Changes to Postgraduate Research Study](#).

-  To be used Post Submission Pending. In cases where a student applies before their 'expected end date of student' for permission to submit late and permission is granted.

Navigate to: **Menu > Records and Enrollment > Career and Program Information > Student Program/Plan.**

1. Enter the ID number of the student. Within the 'Student Program' tab insert a new row of data.
2. The effective date will default into today's date, this should be amended to the actual date the student enters this stage of their programme of study.
3. The programme action DATA, action reason LSUB is applied to the programme row.

-  The Expected End Date of Student **should NOT change** because of this action being applied to a student record.

-  In cases where a student has exceptional circumstances and has been granted an extension to programme or extension to SubP, this should be recorded in the normal way, via EXTF, EXTN, or EXTS and the expected end date of student should be extended by the appropriate period.

-  If a student does not apply for permission to submit late before they reach their 'expected end date of student' and/or has an application to submit late rejected, the student should be withdrawn from the programme once they have exceeded their expected end date of student.

-  If at a later date, late submission is subsequently permitted, the student should then be re-admitted within Student Prog/Plan to reactive their record and the above process followed.

-  There should not be any cases whereby we have **dormant** students in the system. All students who exceed their 'expected end date of student' should either be recorded as late submitters (if permission has been granted) or withdrawn entirely from the programme with an action reason appropriate to their circumstances.

Submission of PGDR Thesis

Early Submission

If a student wishes to submit a thesis more than 3 months before the end of their PhD degree (or 6 months part time) they can apply for early submission.

Details on early submission can be found in the PhD degree regulations in section 10d:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/>

The status for a student with permission to submit early is not updated in Campus Solutions but the Notice of Submission form in eProg should be initiated so the student can complete the form. Contact your [eProg Faculty Lead](#) for further guidance. You will need to contact the Fees Team as the fees for the student will need to be re-calculated and SSC will need to arrange payment.

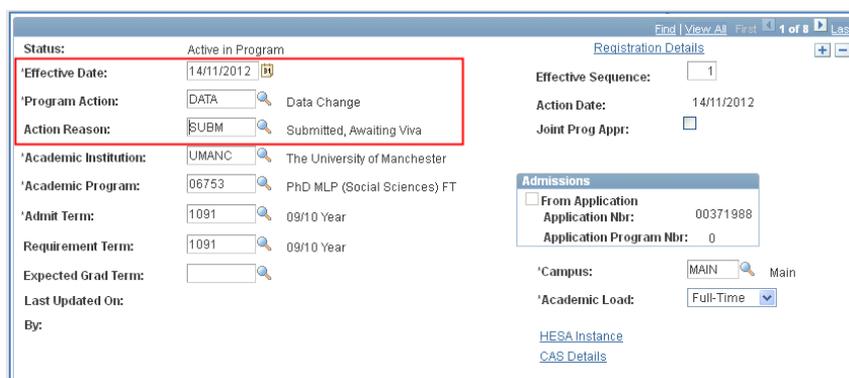
Recording a Submission of PGDR Thesis (DATA/SUBM)

 The eScholar window is opened automatically when the notice of submission supervisor's task is completed in eProg. The eScholar window then automatically closes 3 days before the students expected end date.

It is a mandatory HESA requirement that a PhD student's thesis submission is recorded in the Student System against the actual date on which this is done (NB: the date of electronic submission is recorded automatically in eScholar). To do this, a Program Action/Action Reason code must be logged on the **Student Program/Plan** page.

Navigate to: **Menu > Records and Enrolment > Career and Program Information > Student Program/Plan.**

1. Enter your student ID to locate your student.
2. In the **Student Program** tab, insert a new row of data.
3. The **Effective Date** will default in as today's date. Overwrite/back-date this as appropriate, to **reflect the actual date of submission** of the student's thesis.
4. Record a **Program Action** of 'DATA' (Data Change) and an **Action Reason** of 'SUBM' (Submitted, Awaiting Viva).
5. Select **Save**.



The screenshot displays the 'Registration Details' form in the Student System. A red box highlights the 'Effective Date', 'Program Action', and 'Action Reason' fields. The 'Effective Date' is set to 14/11/2012. The 'Program Action' is 'DATA' (Data Change) and the 'Action Reason' is 'SUBM' (Submitted, Awaiting Viva). Other fields include 'Academic Institution' (UMANC - The University of Manchester), 'Academic Program' (06753 - PhD MLP (Social Sciences) FT), 'Admit Term' (1091 - 09/10 Year), 'Requirement Term' (1091 - 09/10 Year), 'Expected Grad Term', 'Last Updated On', and 'By'. The 'Admissions' section shows 'From Application', 'Application Nbr: 00371988', and 'Application Program Nbr: 0'. The 'Campus' is 'MAIN' and the 'Academic Load' is 'Full-Time'.

Post-Submission (First Submission of PGDR Thesis)

From the 2014/15 term a NEW Program Action of 'PGDR' (PGDR Examination) and associated Action Reasons have been created to allow administrators to record the progress of PGDR student following the submission of their thesis.

-  'PGDR' Program Action and Action Reasons MUST be recorded against all students completed in Campus Solutions on or after the 1st of August 2014.
-  PGDR Examination Program Action/Action Reasons are in-line with the [Examination of Doctoral Degrees Policy](#).
-  Updating an award status in Campus Solutions does not integrate through into eProg or vice versa. The appropriate award recommendation should be entered directly into eProg.

To apply any of the scenarios/statuses detailed below:

Navigate to: **Menu > Records and Enrolment > Career and Program Information > Student Program/Plan.**

1. Enter your student ID to locate your student.
2. On the **Student Program** tab, insert a new row of data. (The **Effective Date** will default in as today's date, amend, as necessary.)
3. Enter the required Program Action, Action Reason combination, and **Save**.

-  Note that some of these scenarios require you to then **carry out actions in other pages** (such as Registration Details etc.). Please ensure you make these changes. Contact the [CS Records Helpdesk](#) if you are unsure.

(Ai) 'COMP' Completion

- **Program Action = COMP** (Completion of Program), **Action Reason = A1XX** (Ai Award).

-  Please refer to the IT Services [Student Records Maintenance Training Guide](#) for instructions on how to process a manual completion.

(Aii) 'A204' Award with minor corrections within 4 weeks

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = A204** (Aii Award Minor Corrections within 4 weeks).
- This should be applied to any student record whereas a result of a viva a student is given 4 weeks to make corrections to their thesis.
- The 'Effective Date' of this will show when this status was applied and thus enable calculation of the end of the 4-week period.
- The 'Expected End Date of Student' in **Registration Details** remains unchanged.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

- If it is close to the planned graduation for that student please contact the graduation team to ensure they are captured in the graduation process.

The SSC will run a report to identify all Completed, Submitted, Re-submitted awaiting viva, and Minor corrections awards statuses from Campus Solutions up until the end of September (for December Graduation) and the end of April (for July Graduation). Students who do not have a result by the graduation deadline (provided each year by the SSC) will be removed from the graduation list but they will then be picked up for the next graduation period. PGDR administrators should contact the graduation team if they have any late completers to ensure they are captured in the graduation process.

(Aii) 'A212' Award with minor corrections within 12 weeks

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = A212** (Aii Award Minor Corrections within 12 weeks).
- This should be applied to any student record whereas a result of a viva a student is given 12 weeks to make corrections to their thesis.
- The 'Effective Date' of this will show when this status was applied and thus enable calculation of the end of the 12-week period.
- The 'Expected End Date of Student' in **Registration Details** remains unchanged.
- If it is close to the planned graduation for that student please contact the graduation team to ensure they are captured in the graduation process.

The SSC will run a report to identify all Completed, Submitted, Re-submitted awaiting viva, and Minor corrections awards statuses from Campus Solutions up until the end of September (for December Graduation) and the end of April (for July Graduation). Students who do not have a result by the graduation deadline (provided each year by the SSC) will be removed from the graduation list but they will then be picked up for the next graduation period. PGDR administrators should contact the graduation team if they have any late completers to ensure they are captured in the graduation process.

- Following this, a student will be passed (no further re-examination is undertaken).
- At this point the student will have a completion row added to their record.

 Please refer to the [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.

- It will not be necessary for the student to re-register for this brief period of extra time, spent only on editing the thesis.
- No fee will need to be triggered by this situation and therefore you do not need to consult the SSC regarding this process.

(B) 'BM04' Research Masters Resubmission within 4 Months

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = BM04** (Research Masters Resubmission within 4 Months).
- This should be attached to students following their examination should they be given 4 months to resubmit.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

(Bi) 'B106' Resubmission within 6 Months without oral

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = B106** (Resubmission within 6 Months without oral).
- This should be attached to students following their examination should they be given 6 months to resubmit.

(Bii) 'B206' Resubmission within 6 Months with oral

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = B206** (Resubmission within 6 Months with oral).
- This should be attached to students following their examination should they be given 6 months to resubmit.

(Bi) 'B112' Resubmission within 12 Months without oral

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = B112** (Resubmission within 12 Months without oral).
- This should be attached to students following their examination should they be given 12 months to resubmit.

(Bii) 'B212' Resubmission within 12 Months with oral

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = B212** (Resubmission within 12 Months with oral).
- This should be attached to students following their examination should they be given 12 months to resubmit.

(Biii) 'B312' Resubmission within 12 Months with oral

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = B312** (Resubmission within 12 Months with oral).
- This should be attached to students following their examination should they be given 12 months to resubmit.

(C) 'CXXX' Reject MPhil

[Examination of Doctoral Degrees Policy](#)

- **Program Action = WADM** (Administrative Withdrawal), **Action Reason = CXXX** (Reject MPhil, First Submission).
- This should be attached to students following their examination should they be rejected outright for the award of MPhil.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

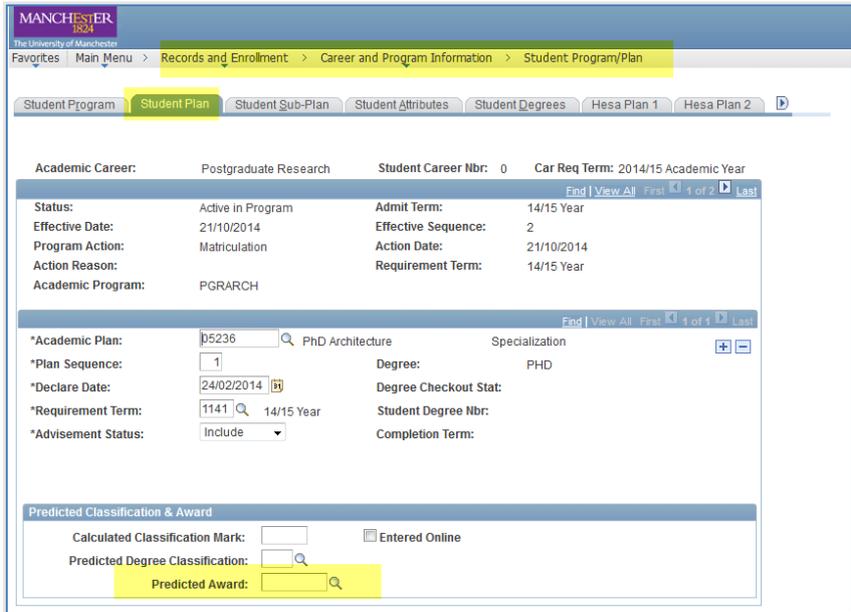
(Ci) 'C1XX' Referred to a Lower Qualification

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = C1XX** (Reject but award MPhil).

 Please refer to the [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.

 Ensure that the lesser award of MPhil is selected in the 'Predictive Award' field within the 'Academic Plan' tab within Student Program/Plan.



The screenshot shows the 'Student Plan' tab in the University of Manchester system. The 'Academic Career' is 'Postgraduate Research' with 'Student Career Nbr: 0' and 'Car Req Term: 2014/15 Academic Year'. The 'Status' is 'Active in Program' with 'Admit Term: 14/15 Year'. The 'Effective Date' is '21/10/2014' and 'Effective Sequence' is '2'. The 'Program Action' is 'Matriculation' with 'Action Date: 21/10/2014'. The 'Action Reason' is 'PGRARCH' and 'Requirement Term' is '14/15 Year'. The 'Academic Program' is 'PGRARCH'. The 'Predicted Classification & Award' section shows 'Calculated Classification Mark' and 'Entered Online' checkboxes, 'Predicted Degree Classification' field, and 'Predicted Award' field.

(Cii) 'C204' Reject but award MPhil with minor corrections within 4 weeks

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = C204** (Reject but award MPhil with Minor Corrections within 4 weeks).
- This should be applied to any student record whereas a result of a viva a student is given 4 weeks to make corrections to their thesis.
- The Effective Date of this will show when this status was applied and thus enable calculation of the end of the 4-week period.
- The 'Expected End Date of Student' in the **Registration Details** remains unchanged.
- If it is close to the planned graduation for that student please contact the graduation team to ensure they are captured in the graduation process.

The SSC will run a report to identify all Completed, Submitted, Re-submitted awaiting viva, and Minor corrections awards statuses from Campus Solutions up until the end of September (for December Graduation) and the end of April (for July Graduation). Students who do not have a result by the graduation deadline (provided each year by the SSC) will be removed from the graduation list but they will then be picked up for the next graduation period. PGDR administrators should contact the graduation team if they have any late completers to ensure they are captured in the graduation process.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

- Following this, a student will be passed (no further re-examination is undertaken).
 - At this point the student will need to be 'Completed' within the system.
- i** Please refer to the IT Services [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.
- i** Ensure that the lesser award of MPhil is selected in the 'Predictive Award' field within the 'Academic Plan' tab within Student Program/Plan.

The screenshot shows the 'Student Plan' tab in the system. The 'Academic Career' is 'Postgraduate Research' with 'Student Career Nbr: 0' and 'Car Req Term: 2014/15 Academic Year'. The 'Status' is 'Active in Program' with an 'Admit Term' of '14/15 Year'. The 'Effective Date' is '21/10/2014' and the 'Effective Sequence' is '2'. The 'Program Action' is 'Matriculation' with an 'Action Date' of '21/10/2014'. The 'Action Reason' is 'Requirement Term' with a value of '14/15 Year'. The 'Academic Program' is 'PGRARCH'. Below this, the 'Academic Plan' section shows '*Academic Plan: 05236' (PhD Architecture Specialization), '*Plan Sequence: 1', '*Declare Date: 24/02/2014', '*Requirement Term: 1141' (14/15 Year), and '*Advisement Status: Include'. The 'Predicted Classification & Award' section has fields for 'Calculated Classification Mark', 'Predicted Degree Classification', and 'Predicted Award'.

- i** *If the lower award qualification is not detailed within the list of available options, please contact your School/Faculty QA Officer who will be able to rectify this matter.*
- It will not be necessary for the student to re-register for this brief period of extra time, spent only on editing the thesis.

(Cii) 'C212' Reject but award MPhil with minor corrections within 12 weeks

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = C212** (Reject but award MPhil with Minor Corrections within 12 weeks).
- This should be applied to any student record whereas a result of a viva a student is given 12 weeks to make corrections to their thesis.
- The Effective Date of this will show when this status was applied and thus enable calculation of the end of the 12-week period.
- The 'Expected End Date of Student' in the **Registration Details** remains unchanged.
- If it is close to the planned graduation for that student please contact the graduation team to ensure they are captured in the graduation process.

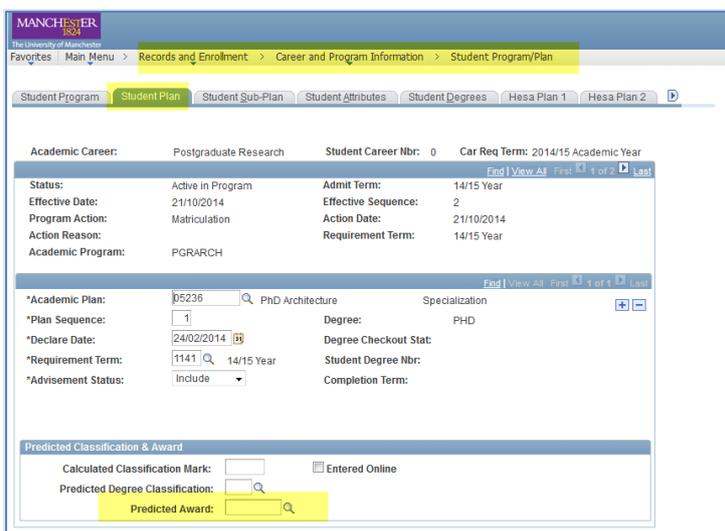
RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

The SSC will run a report to identify all Completed, Submitted, Re-submitted awaiting viva, and Minor corrections awards statuses from Campus Solutions up until the end of September (for December Graduation) and the end of April (for July Graduation). Students who do not have a result by the graduation deadline (provided each year by the SSC) will be removed from the graduation list but they will then be picked up for the next graduation period. PGDR administrators should contact the graduation team if they have any late completers to ensure they are captured in the graduation process.

- Following this, a student will be passed (no further re-examination is undertaken).
- At this point the student will need to be 'Completed' within the system.

 Please refer to the IT Services [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.

 Ensure that the lesser award of MPhil is selected in the 'Predictive Award' field within the 'Academic Plan' tab within Student Program/Plan.



 *If the lower award qualification is not detailed within the list of available options, please contact your School/Faculty QA Officer who will be able to rectify this matter.*

- It will not be necessary for the student to re-register for this brief period of extra time, spent only on editing the thesis.

(Ciii) 'C306' Referred to a Lower Qualification with 6 Months to Re-submit

[Examination of Doctoral Degrees Policy](#)

- **Program Action = PGDR** (PGDR Examination), **Action Reason = C306** (Reject but resubmit within 6 months for MPhil).
- This should be attached to students following their examination should they be given 6 months to resubmit.

 Please refer to the [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

- i** Ensure that the lesser award of MPhil is selected in the 'Predictive Award' field within the 'Academic Plan' tab within Student Program/Plan.

The screenshot shows the 'Student Program/Plan' interface for a Postgraduate Research student. The 'Academic Plan' tab is active, displaying details for a PHD Architecture specialization. The 'Predictive Award' field is highlighted in yellow. The 'Predicted Classification & Award' section includes fields for 'Calculated Classification Mark', 'Predicted Degree Classification', and 'Predicted Award'.

| | | | | | |
|-------------------|-----------------------|---------------------|------------|---------------|-----------------------|
| Academic Career: | Postgraduate Research | Student Career Nbr: | 0 | Car Req Term: | 2014/15 Academic Year |
| Status: | Active in Program | Admit Term: | 14/15 Year | | |
| Effective Date: | 21/10/2014 | Effective Sequence: | 2 | | |
| Program Action: | Matriculation | Action Date: | 21/10/2014 | | |
| Action Reason: | | Requirement Term: | 14/15 Year | | |
| Academic Program: | PGRARCH | | | | |

*Academic Plan: p5236 PHD Architecture Specialization
*Plan Sequence: 1 Degree: PHD
*Declare Date: 24/02/2014 Degree Checkout Stat:
*Requirement Term: 1141 14/15 Year Student Degree Nbr:
*Advisement Status: Include Completion Term:

Predicted Classification & Award
Calculated Classification Mark: Entered Online
Predicted Degree Classification:
Predicted Award:

- i** If the lower award qualification is not detailed within the list of available options, please contact your School/Faculty QA Officer who will be able to rectify this matter.

(Civ) 'C4XX' Reject

[Examination of Doctoral Degrees Policy](#)

- **Program Action = WADM** (Administrative Withdrawal), **Action Reason = C4XX** (Reject).
- This should be attached to students following their examination should they be rejected from study.

Submission of PGDR Thesis

Recording a Submission of PGDR Thesis (DATA/RSUB)

Navigate to: **Menu > Records and Enrolment > Career and Program Information > Student Program/Plan.**

1. Enter your student ID to locate your student.
2. On the **Student Program** tab, insert a new row of data. (The **Effective Date** will default in as today's date, amend as necessary to record the date of resubmission.)
3. Enter the Program Action **DATA** and Action Reason **RSUB** (Resubmission of Thesis)
4. Select **Save**.

-  The length of time between resubmission and receiving the result depends on the original recommendation and whether a viva is required from the resubmitted thesis. Policy is at: <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.866097>
-  If viva required, see section 5 of the [Resubmission and Re-examination of Postgraduate Research Degrees Policy](#).
-  For details of timeframes for recommendations resulting from the examination of resubmitted theses' see section 7 of the [Resubmission and Re-examination of Postgraduate Research Degrees Policy](#).

Post-Submission (Resubmission of PGDR Thesis)

From 2014/15 academic term, a Program Action of 'PGDR' (PGDR Examination) and associated Action Reasons have been created to allow administrators to record the progress of PGDR student following the submission of their thesis.

-  These 'PGDR' Program Action and Action Reasons MUST be recorded against all students completed in Campus Solutions on or after the 1st of August 2014.
-  These PGDR Examination Program Action/Action Reasons are in-line with the [Examination of Doctoral Degrees Policy](#).

To apply any of the scenarios/statuses detailed below:

Navigate to: **Menu > Records and Enrolment > Career and Program Information > Student Program/Plan.**

1. Enter your student ID to locate your student.
2. On the **Student Program** tab, insert a new row of data. (The **Effective Date** will default in as today's date, amend, as necessary.)
3. Enter the required Program Action, Action Reason combination
4. Select **Save**.

-  Note that some of these scenarios require you to then **carry out actions in other pages** (such as Registration Details etc.)

(Ai) 'COMP' Completion

- **Program Action = COMP** (Completion of Program), **Action Reason = RA1X** (Ai Award Resubmission).

If the thesis title has changed (as recorded in Notice of Submission (NOS) in eProg) schools should ensure that all thesis title is copied to the Campus Solutions Thesis Title field as the point of Completion.

-  For information relating to viewing and updating Thesis Management/Thesis Title please refer to [Viewing a Thesis Title](#).
-  Please refer to the [Student Records Maintenance Training Guide](#) for instructions on how to process a manual completion.

(Aii) 'RA24' Award with minor corrections within 4 weeks

- **Program Action = PGDR** (PGDR Examination), **Action Reason = RA24** (Aii Award Minor Corrections within 4 weeks).
- This should be applied to any student record whereas a result of a viva a student is given 4 weeks to make corrections to their thesis.
- The 'Effective Date' of this will show when this status was applied and thus enable calculation of the end of the 4-week period.
- The 'Expected End Date of Student' in **Registration Details** remains unchanged.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

- If it is close to the planned graduation for that student please contact the graduation team to ensure they are captured in the graduation process.

The SSC will run a report to identify all Completed, Submitted, Re-submitted awaiting viva, and Minor corrections awards statuses from Campus Solutions up until the end of September (for December Graduation) and the end of April (for July Graduation). Students who do not have a result by the graduation deadline (provided each year by the SSC) will be removed from the graduation list but they will then be picked up for the next graduation period. PGDR administrators should contact the graduation team if they have any late completers to ensure they are captured in the graduation process.

(Aii) 'RA2B' Award with minor corrections within 12 weeks

- **Program Action = PGDR** (PGDR Examination), **Action Reason = RA2B** (Aii Award Minor Corrections within 12 weeks).
- This should be applied to any student record whereas a result of a viva a student is given 12 weeks to make corrections to their thesis.
- The 'Effective Date' of this will show when this status was applied and thus enable calculation of the end of the 12-week period.
- The 'Expected End Date of Student' in **Registration Details** remains unchanged.
- If it is close to the planned graduation for that student please contact the graduation team to ensure they are captured in the graduation process.

The SSC will run a report to identify all Completed, Submitted, Re-submitted awaiting viva, and Minor corrections awards statuses from Campus Solutions up until the end of September (for December Graduation) and the end of April (for July Graduation). Students who do not have a result by the graduation deadline (provided each year by the SSC) will be removed from the graduation list but they will then be picked up for the next graduation period. PGDR administrators should contact the graduation team if they have any late completers to ensure they are captured in the graduation process.

- Following this, a student will be passed (no further re-examination is undertaken).
- At this point the student will have a completion row added to their record.

 Please refer to the [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.

- It will not be necessary for the student to re-register for this brief period of extra time, spent only on editing the thesis.
- No fee will need to be triggered by this situation and therefore you do not need to consult the SSC regarding this process.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

(C) 'RCXX' Reject MPhil

[Examination of Doctoral Degrees Policy](#)

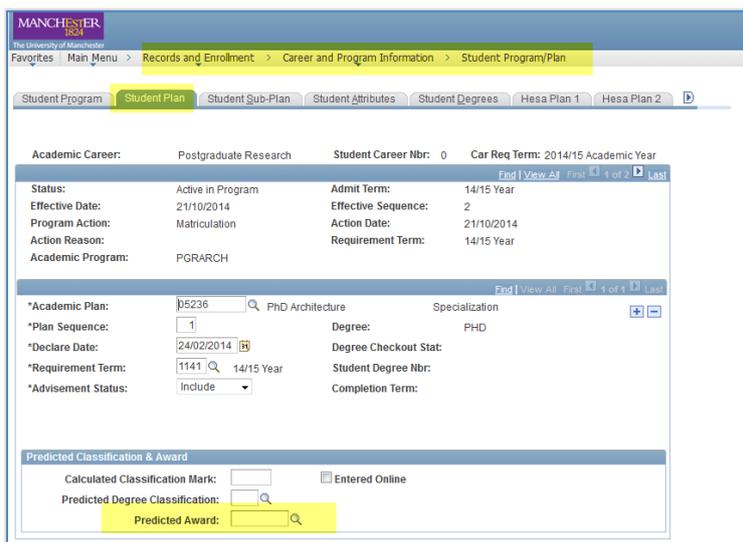
- **Program Action = WADM** (Administrative Withdrawal), **Action Reason = RCXX** (Reject MPhil, Resubmission).
- This should be attached to students following their examination should they be rejected for the award of MPhil.

(Ci) 'RC1X' Referred to a Lower Qualification

- **Program Action = PGDR** (PGDR Examination), **Action Reason = RC1X** (Reject but award MPhil).

 Please refer to the [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.

 Ensure that the lesser award of MPhil is selected in the 'Predictive Award' field within the 'Academic Plan' tab within Student Program/Plan.



(Cii) 'RC24' Reject but award MPhil with minor corrections within 4 weeks

- **Program Action = PGDR** (PGDR Examination), **Action Reason = RC24** (Reject but award MPhil with Minor Corrections within 4 weeks).
- This should be applied to any student record whereas a result of a viva a student is given 4 weeks to make corrections to their thesis.
- The Effective Date of this will show when this status was applied and thus enable calculation of the end of the 4-week period.
- The 'Expected End Date of Student' in the **Registration Details** remains unchanged.
- If it is close to the planned graduation for that student please contact the graduation team to ensure they are captured in the graduation process.

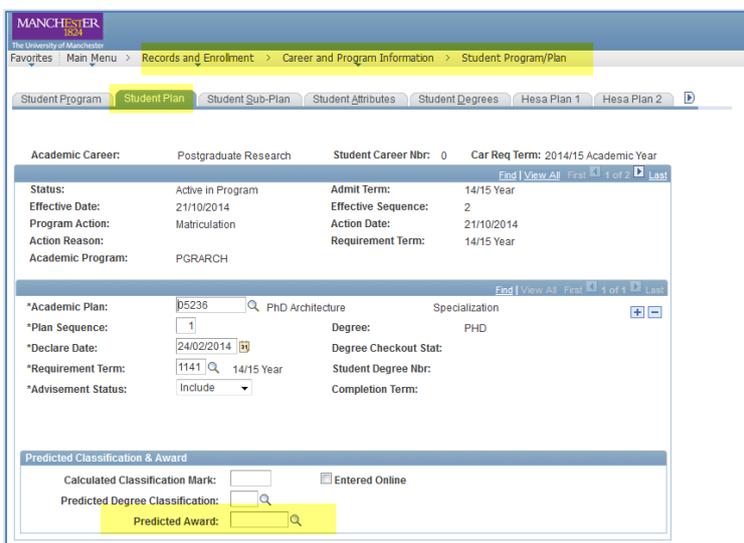
RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

The SSC will run a report to identify all Completed, Submitted, Re-submitted awaiting viva, and Minor corrections awards statuses from Campus Solutions up until the end of September (for December Graduation) and the end of April (for July Graduation). Students who do not have a result by the graduation deadline (provided each year by the SSC) will be removed from the graduation list but they will then be picked up for the next graduation period. PGDR administrators should contact the graduation team if they have any late completers to ensure they are captured in the graduation process.

- Following this, a student will be passed (no further re-examination is undertaken).
- At this point the student will need to be 'Completed' within the system.

 Please refer to the IT Services [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.

 Ensure that the lesser award of MPhil is selected in the 'Predictive Award' field within the 'Academic Plan' tab within Student Program/Plan.



The screenshot shows the 'Student Program/Plan' interface for a Postgraduate Research student. The 'Academic Plan' section is expanded, showing details for plan ID 05236, sequence 1, and a requirement term of 14/15 Year. The 'Predicted Classification & Award' section is highlighted, showing fields for Calculated Classification Mark, Predicted Degree Classification, and Predicted Award.

 *If the lower award qualification is not detailed within the list of available options, please contact your School/Faculty QA Officer who will be able to rectify this matter.*

- It will not be necessary for the student to re-register for this brief period of extra time, spent only on editing the thesis.

(Cii) 'RC2B' Reject but award MPhil with minor corrections within 12 weeks

- **Program Action = PGDR** (PGDR Examination), **Action Reason = RC2B** (Reject but award MPhil with Minor Corrections within 12 weeks).
- This should be applied to any student record whereas a result of a viva a student is given 12 weeks to make corrections to their thesis.
- The Effective Date of this will show when this status was applied and thus enable calculation of the end of the 12-week period.
- The 'Expected End Date of Student' in the **Registration Details** remains unchanged.

RESEARCH STUDENT MANAGEMENT TRAINING RESOURCE

- If it is close to the planned graduation for that student please contact the graduation team to ensure they are captured in the graduation process.

The SSC will run a report to identify all Completed, Submitted, Re-submitted awaiting viva, and Minor corrections award statuses from Campus Solutions up until the end of September (for December Graduation) and the end of April (for July Graduation). Students who do not have a result by the graduation deadline (provided each year by the SSC) will be removed from the graduation list but they will then be picked up for the next graduation period. PGDR administrators should contact the graduation team if they have any late completers to ensure they are captured in the graduation process.

- Following this, a student will be passed (no further re-examination is undertaken).
- At this point the student will need to be 'Completed' within the system.

i Please refer to the IT Services [Student Records Maintenance Training Guide](#) for instructions on how to process a student completion.

i Ensure that the lesser award of MPhil is selected in the 'Predictive Award' field within the 'Academic Plan' tab within Student Program/Plan.

The screenshot shows the 'Student Program/Plan' interface. The 'Academic Plan' tab is active, displaying the following details:

| | | | | | |
|-------------------|-----------------------|---------------------|------------|---------------|-----------------------|
| Academic Career: | Postgraduate Research | Student Career Nbr: | 0 | Car Req Term: | 2014/15 Academic Year |
| Status: | Active in Program | Admit Term: | 14/15 Year | | |
| Effective Date: | 21/10/2014 | Effective Sequence: | 2 | | |
| Program Action: | Matriculation | Action Date: | 21/10/2014 | | |
| Action Reason: | | Requirement Term: | 14/15 Year | | |
| Academic Program: | PGRARCH | | | | |

The 'Academic Plan' section shows:

| | | | |
|---------------------|------------|-----------------------|---------------------|
| *Academic Plan: | 05236 | PhD Architecture | Specialization |
| *Plan Sequence: | 1 | Degree: | PHD |
| *Declare Date: | 24/02/2014 | Degree Checkout Stat: | |
| *Requirement Term: | 1141 | 14/15 Year | Student Degree Nbr: |
| *Advisement Status: | Include | Completion Term: | |

The 'Predicted Classification & Award' section shows:

| | | |
|----------------------------------|--|---|
| Calculated Classification Mark: | | <input type="checkbox"/> Entered Online |
| Predicted Degree Classification: | | |
| Predicted Award: | | |

i *If the lower award qualification is not detailed within the list of available options, please contact your School/Faculty QA Officer who will be able to rectify this matter.*

- It will not be necessary for the student to re-register for this brief period of extra time, spent only on editing the thesis.

(Civ) 'RC4X' Reject

[Examination of Doctoral Degrees Policy](#)

- **Program Action = WADM** (Administrative Withdrawal), **Action Reason = RC4X** (Reject).
- This should be attached to students following their resubmission examination should they be rejected from study.

PGDR Award date

Completion dates should record the date the award was ratified by the Chair of the PGDR Committee.

This date is not recorded on Campus Solutions until the final electronic copy of the thesis has been submitted via eScholar.

Managing Interdisciplinary Programmes

'Interdisciplinary programme' refers to programmes of study where students register in more than one School at the University of Manchester or at University of Manchester and another institution.

Examples of interdisciplinary programmes are Centres for Doctoral Training (CDT's), Doctoral Training Centres (DTC's) and Doctoral Training Partnerships (DTP's).

Guidance on setting up and managing records for interdisciplinary programmes can be found on the Graduate Education pages at [Guidance for PGDR Administrators](#).

PGDR Power BI Reporting

Power BI has several apps/reports available. The main two relating to PGR only are SR: PGR & eProg (PGR Reporting and eProg) and SR: Sub & Comp Rates (PGR Submission and Completion Rates). The latter has an introductory page which explains which students are included/excluded as it should only be doctoral students. There is also some other general information in SR: Student Records and other apps and a full list of these is available at <https://www.staffnet.manchester.ac.uk/student-records/reporting/>.

Access to Power BI apps is granted via the normal route of completing an Ivanti request form from the ITS Support Portal and selecting "Power BI request" and requesting access to the "Student Records" reporting area. Should you require any assistance, please contact: datateam@manchester.ac.uk