

Campus Solutions
Student System Office – User Guide

Readmit and Rescinded/Surrendered Awards

Student System Office
The University of Manchester
email: cs.records@manchester.ac.uk

Version: 1.0

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Introduction

This User Guide focuses specifically on the Campus Solutions procedures required to readmit a student to a programme of study after discontinuing/withdrawing and to rescind/surrender a lesser award to continue towards a higher award, following approval by internal School/Faculty processes.

This guidance looks at the Campus Solutions process alone and does not document School/Faculty procedures.

University Documentation

Ordinances and Regulations: Degree of Master, Postgraduate Diploma and Postgraduate Certificate for students registered from September 2010 to August 2012:


<http://documents.manchester.ac.uk/Display.aspx?DocID=7327>


Postgraduate Taught Degree Regulations for students registered from September 2012:

<http://documents.manchester.ac.uk/display.aspx?DocID=13148>

Ordinances and Regulations: Degree of Doctor of Philosophy (PhD) May 2012:

<http://documents.manchester.ac.uk/display.aspx?DocID=13074>

 There is currently no institutional level documentation referencing rescinded/surrendered award for Undergraduate Students or readmit policies. Schools should contact their Faculty Officer, the TLSO Office and The SSO Operational Support Team for assistance with each individual case.

 Completing a re-admit or rescinded award process against a Tier 4 student's record could have visa implications. Please contact the International Advice Team for full details/advice:

Tel: x55000 Option 1 (option number may change during registration periods)

Email: iat@manchester.ac.uk

Rescind/Surrender an Award

The following process is for students who rescind/surrender an award after having been completed on an academic programme in Campus Solutions either to continue for a higher degree award or to amend an award classification due to an appeal:

Postgraduate Taught - Extracts from Sep-10 Regulations:

(Page 4/5) *'...for a Postgraduate Diploma, students will normally be required to complete the programme no more than four academic years after initial registration, or for a Degree of Master, no more than five academic years after initial registration.'*
(Masters).... *'Students will normally be required to complete the programme no more than five academic years after initial registration'.*

(Page 8) *'Students exiting with a Postgraduate Diploma or Postgraduate Certificate will be permitted to rescind this award and upgrade to a Masters (or Postgraduate Diploma) by successfully completing the appropriate research (or further taught) component of the programme providing the following conditions are met:
The rescinding occurs within five years of the original registration to the programme...'*

Postgraduate Taught - Extract from Sep-12 Regulations:



No maximum time frames have currently been stated, but the following paragraph regarding rescinding is included:

'Students exiting with a Postgraduate Diploma (or Postgraduate Certificate) may be permitted to rescind this award and 'upgrade' to a Masters (or Postgraduate Diploma) by successfully completing the appropriate further component of the programme providing the following conditions are met:

- *The rescinding occurs within five years of the student's initial registration, subject to the programme still being available...'*

Postgraduate Research:

PGDR Administrators to contact Faculty/Graduate Office for advice.

Processing a Rescinded Award in Campus Solutions

- 1) Student **MUST** surrender their lesser degree certificate to owning School/Faculty Office.
- 2) School/Faculty **MUST** notify the Graduation Team (certificates@manchester.ac.uk).
- 3) Navigate to 'Degree' tab within Student Degree **records & enrolment>graduation>student degrees**
- 4) Delete the correct award being rescinded by clicking on the minus button.

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Home | Worklist | MultiChannel

Records and Enrollment > Graduation > Student Degrees

Data Language

Degree | Degree Honors | Degree Plan | Degree Sub-Plan

Student details withheld for data protection purposes

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

+ -

'Degree Nbr: 01

'Degree: LLB Bachelor of Laws with Honours

'Institution: UMANC The University of Manchester

Primary Career: UGRD Undergraduate

'Completion Term: 1121 12/13 Year

'Confer Date: 01/07/2013

'Degree Status: Awarded

Degree Status Date: 27/06/2013

Degree GPA: 68.200

Honors Prefix

Prefix: Suffix: 1 First Class

Rank/Size

Class Rank: Of

Save Return to Search Notify Refresh


☒ Expert Entry

Degree | Degree Honors | Degree Plan | Degree Sub-Plan


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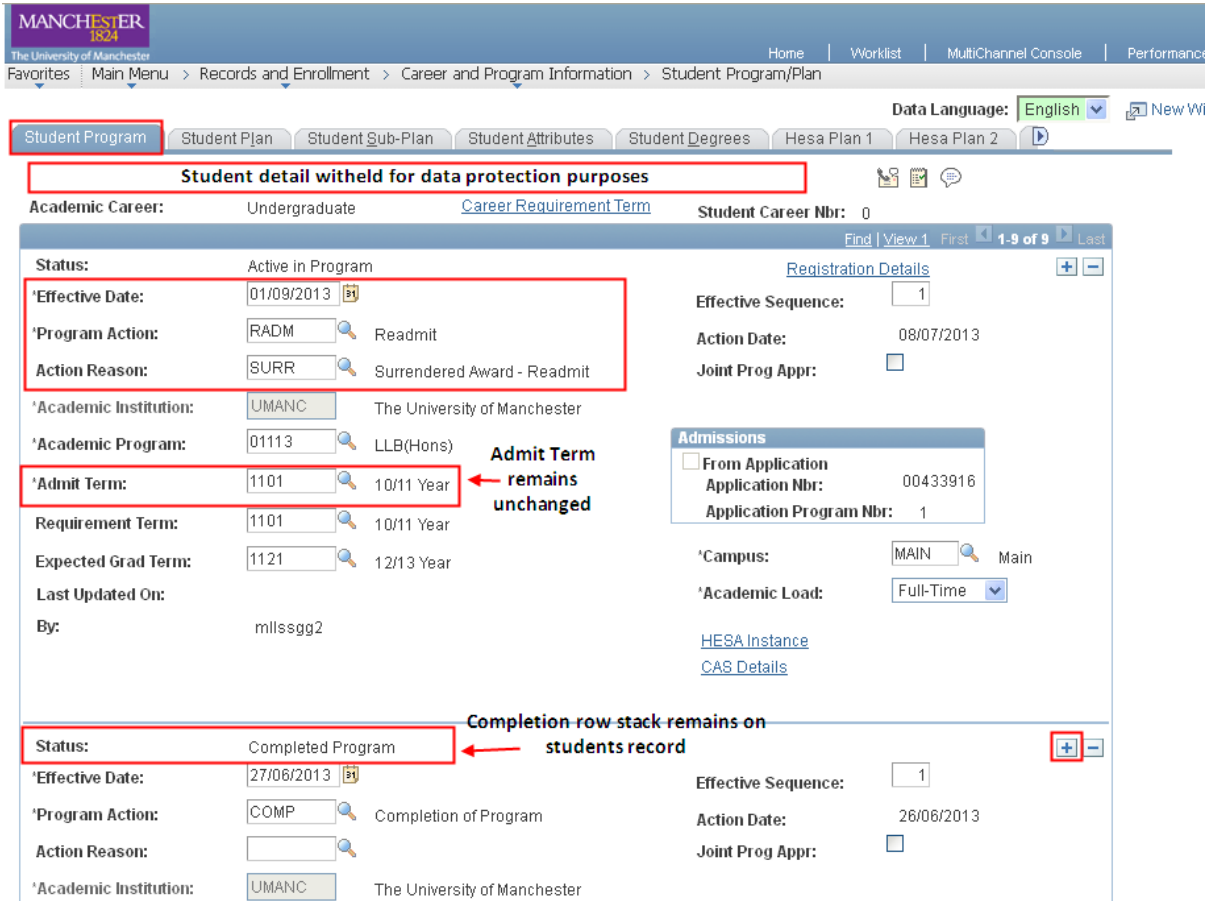
Readmit and Rescinded/Surrendered Award

- 5) Navigate to the 'Student Program' tab within Student Program/Plan **Records & Enrolment>Career and Program Information>Student Program/Plan**

 The 'completed row' is LEFT within the stack.

- 6) Using the plus button add new row using an appropriate effective date with a program action of READMIT and an action reason of Surrendered Award – Readmit.

 The Admit term remains the same as it is a continuation of the same programme of study.



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Home | Worklist | MultiChannel Console | Performance

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Data Language: English | New Wi

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Hesa Plan 1 | Hesa Plan 2

Student detail withheld for data protection purposes

Academic Career: Undergraduate | Career Requirement Term | Student Career Nbr: 0

Status: Active in Program | Find | View 1 | First | 1-9 of 9 | Last

Effective Date: 01/09/2013 | Effective Sequence: 1

Program Action: RADM | Readmit | Action Date: 08/07/2013

Action Reason: SURRE | Surrendered Award - Readmit | Joint Prog Appr:

Academic Institution: UMANC | The University of Manchester

Academic Program: 01113 | LLB(Hons)

Admit Term: 1101 | 10/11 Year | Admit Term remains unchanged

Requirement Term: 1101 | 10/11 Year

Expected Grad Term: 1121 | 12/13 Year

Last Updated On: By: mlssgg2

Admissions

From Application | Application Nbr: 00433916 | Application Program Nbr: 1

Campus: MAIN | Main

Academic Load: Full-Time

HESA Instance | CAS Details

Status: Completed Program | Completion row stack remains on students record

Effective Date: 27/06/2013 | Effective Sequence: 1

Program Action: COMP | Completion of Program | Action Date: 26/06/2013

Action Reason: | Joint Prog Appr:

Academic Institution: UMANC | The University of Manchester

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- 7) Within the 'Student Degrees' tab ensure that the 'Degree checkout status' field against the readmit row has reset to null.

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Home | Worklist | MultiChannel C

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Data Language: Er

Student Program Student Plan Student Sub-Plan Student Attributes **Student Degrees** Hesa Plan 1 Hesa Plan 2

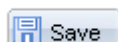
Student details withheld for data protection purposes

Academic Career: Undergraduate Student Career Nbr: 0

Find | View 1 First 1-9 of 9 Last

Status:	Active in Program	Admit Term:	10/11 Year
Effective Date:	01/09/2013	Effective Sequence:	1
Program Action:	Readmit	Action Date:	08/07/2013
Action Reason:	Surrendered Award - Readmit		
Academic Program:	LLB(Hons)		
Requirement Term:	2010/11 Academic Year		
Degree Checkout Stat:	<input type="text" value=""/>	<input type="button" value="Update Degrees"/>	
Completion Term:	11/21 12/13 Year	Degree GPA:	<input type="text" value=""/>
Degree Honors 1:	<input type="text" value=""/>		
Degree Honors 2:	<input type="text" value=""/>		

Status:	Completed Program	Admit Term:	10/11 Year
Effective Date:	27/06/2013	Effective Sequence:	1
Program Action:	Completion of Program	Action Date:	26/06/2013
Action Reason:			
Academic Program:	LLB(Hons)		
Requirement Term:	2010/11 Academic Year		
Degree Checkout Stat:	Awarded	<input type="button" value="Update Degrees"/>	
Completion Term:	11/21 12/13 Year	Degree GPA:	<input type="text" value=""/>
Degree Honors 1:	<input type="text" value=""/>		
Degree Honors 2:	<input type="text" value=""/>		



- 8) Save changes using the save button at the bottom of the page.
- 9) In cases where a student is registered on the lesser degree programme, you will also need to carry out a program change onto the higher degree programme and ensure all course units are updated to be held against the higher degree programme. See programme change guidance within the Student Records Maintenance IT Services Training Guide (Pages 12-22): <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11226>
- 10) Manually term activate, where appropriate.
- 11) Navigate to: **Records & Enrolment>Career and Program Information>Registration Details**

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12) Update the registration details, by using the plus button to add a new row:

 Expected end date of programme remains unchanged.

- New end date of student
- Remove final year flag
- Enter expected next registration date

13) Enrol onto course units, where appropriate.

 When the student finishes their study you will then be able to complete/award them as normal either via an exam grid or by adding a new completion row on top of the readmit/program change row in Student Program/Plan.

 Completing a rescinded award process against a Tier 4 student's record could have visa implications. Please contact the International Advice Team for full details/advice:



Tel: x55000 Option 1 (option number may change during registration periods)

Email: iat@manchester.ac.uk

Readmit a Student

The following process is for students who return to study on the same academic programme they have previously been withdrawn, discontinued or excluded from etc:

- 1) Navigate to the 'Student Program' tab within Student Program/Plan **Records & Enrolment>Career and Program Information>Student Program/Plan**
- 2) Using the plus button add a new row using an appropriate effective date with a program action of READMIT and the appropriate action reason of READ – Readmit after Leaving.

-  The Admit term remains the same as it is a continuation of the same programme of study.
-  The action reason of Deferred Entry/Readmit is for Admissions purposes only and should not be used in the records area of Campus Solutions.

- 3) Manually term activate, where appropriate.


Navigate to: **Records & Enrolment>Career and Program Information>Registration Details**

Update the registration details, by using the plus button to add a new row:

-  Expected end date of programme remains unchanged.

- New end date of student
 - Enter expected next registration date
 - Remove final year flag, where appropriate

- 4) Enrol onto course units, where appropriate.

-  Completing a re-admit process against a Tier 4 student's record could have visa implications. Please contact the International Advice Team for full details/advice:

Tel: x55000 Option 1 (option number may change during registration periods)

Email: iat@manchester.ac.uk

Campus Solutions Training Materials

All of the Campus Solutions IT Services Training Materials can be downloaded from the IT Services Training website: <http://www.staffnet.manchester.ac.uk/employment/training/course-guides/>

User Guides and Job Aids in support/addition of the IT Services Training Materials can be downloaded/viewed on the Student System Office Website:
http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/ops_support/guidance/index.html

Campus Solutions Help/Support

For assistance with any Campus Solutions process, please contact the Student System Office's Operational Support Helpdesk for staff:

Tel Extension: 65554

eMail: cs.records@manchester.ac.uk