

Campus Solutions
Student System Office – User Guide

Posthumous Awards

Student System Office
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Version: 2.0

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Introduction

This User Guide focuses on the Campus Solutions procedures required to award a student with a Posthumous Award in the event of their death prior to the completion of their studies.

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

Please refer to the Teaching and Learning Support Office Guidelines for UG and PGT students and the Research Office Graduate Education Team Policy for PGR students to assist you with your internal procedures.

University Documentation

Teaching and Learning Support Office Guidelines

Posthumous Awards Guidance for UG & PGT Degrees
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9549>

Research Office Graduate Education Team Policy

Posthumous Award of Postgraduate Research Degrees Policy (2014)
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8481>

Recording the Death of a Student

This SSO User Guide must be used in conjunction with the IT Services Training Student Records Maintenance Training Guide (page 113 - 117) for guidance on how to record the death of a student in the Student System: <http://documents.manchester.ac.uk/protected/display.aspx?DocID=11226>

❗ The process of recording a death of a student detailed in the above IT Services Training Guide MUST be completed to ensure that a student's record is updated correctly, decadent data is recorded for HESA, reporting and tuition fee purposes as well as to remove all contact details preventing any communication being sent to the student's next of kin etc.....

Recording a Posthumous Award

A posthumous award can be awarded to a student at any point, as long as they meet the internal guidelines or policy detailed in official university documentation (see above).

This guide will detail how to award a posthumous award to a student at the time of recording their death in the system and retrospectively.

Recording a Posthumous Award When Recording the Death of a Student

Follow the instructions for recording a death of a student detailed in the IT Services Student Records Maintenance Training Guide (page 113 - 117)

<http://documents.manchester.ac.uk/protected/display.aspx?DocID=11226>

On page 114 the instructions are to 'Administratively Withdraw' the student as 'Deceased'. When awarding a posthumous award steps 1 and 2 of the 'Administratively Withdraw' process are replaced by:

Navigate To: Records and Enrolment > Career and Program Information > Student Program/Plan.

- 1) Enter the ID of the student, ensure that the 'Include History' box is checked and click **Search**.

Student Program/Plan

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

Find an Existing Value Add a New Value

Search Criteria

Academic Institution: begins with

ID: begins with

Academic Career: =

Student Career Nbr: =

Academic Program: begins with

Academic Plan: 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

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2) Within 'Student Program' tab add a new row:

- Change the **Effective Date** to the date of death.
- Select a **Program Action** of COMP and the **Action Reason** of PADS.

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

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

Academic Career: Postgraduate Taught | Career Requirement Term | Student Career Nbr: 0

Status: Completed Program

*Effective Date: 13/14 Year

*Program Action: COMP Completion of Program

Action Reason: PADS Posthumous Award

*Academic Institution: UMANC The University of Manchester

*Academic Program: 01444 MSc Finance

*Admit Term: 1131 13/14 Year

Requirement Term: 1131 13/14 Year

Expected Grad Term:

Last Updated On:

By:

Registration Details

Effective Sequence: 1

Action Date:

Joint Prog Appr:

Admissions

☐ From Application

Application Nbr:

Application Program Nbr:

*Campus: MAIN Main

*Academic Load: Full-Time

HESA Instance

CAS Details

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, Include History, Correct History

3) Within 'Student Plan' tab, enter the 'Calculated Classification Mark' the 'Predicted Degree Classification' should set to 'POS' - Posthumous and select the Predicated Award using the look up functionality.

Predicted Classification & Award

Calculated Classification Mark:

☒ Entered Online

Predicted Degree Classification: POS Posthumous

Predicted Award:

4) Within the 'Student Degrees' tab enter the 'Completion Term' and 'Degree GPA' and press the 'Update Degrees' button and Save changes.

① The Degree GPA should be entered for all UG students, and students in other Careers who obtain a single overall degree mark at the end of their program, as well as a Classification.

5) Continue with the remaining steps for recording a death of a student in the Student Records Maintenance IT Services Training Guide: Follow the instructions for recording a death of a student detailed in the IT Services Student Records Maintenance Training Guide (page 113 - 117) <http://documents.manchester.ac.uk/protected/display.aspx?DocID=11226>

Recording a Posthumous Award Retrospectively

If a posthumous award is awarded retrospectively, this will be an amendment to the student's record as they would have been originally withdrawn as deceased in accordance with the 'Recording a Death of a Student' procedure outlines in the Student Records Maintenance IT Services Training Guide: (page 113 - 117) <http://documents.manchester.ac.uk/protected/display.aspx?DocID=11226>

① Staff will need to have correct history capabilities within Student Program/Plan to update the student's record.

Navigate To: Records and Enrolment > Career and Program Information > Student Program/Plan.

- 1) Enter the ID of the student, ensure that the 'Include History' and 'Correct History' boxes are checked and click **Search**.

Student Program/Plan

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

Find an Existing Value Add a New Value

Search Criteria

Academic Institution: begins with

ID: begins with

Academic Career: =

Student Career Nbr: =

Academic Program: begins with

Academic Plan: 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 'Student Program' tab delete the existing WADM (Administrative Withdrawal)/DECD (Deceased) data row using the minus button. Taking a note of the effective date as this should be the date of death.
- 3) Save changes.

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- 4) Add a new row:
 - Change the **Effective Date** to the date of death.
 - Select a **Program Action** of COMP and the **Action Reason** of PADS.

The screenshot shows the 'Student Program' tab in the Student System Office. The 'Academic Career' is set to 'Postgraduate Taught'. The 'Status' is 'Completed Program'. The 'Effective Date' is set to '13/14 Year'. The 'Program Action' is 'COMP' (Completion of Program) and the 'Action Reason' is 'PADS' (Posthumous Award). The 'Academic Institution' is 'UMANC' (The University of Manchester) and the 'Academic Program' is '01444' (MSc Finance). The 'Admit Term' is '1131' (13/14 Year) and the 'Requirement Term' is '1131' (13/14 Year). The 'Expected Grad Term' is empty. The 'Last Updated On' and 'By' fields are empty. The 'Registration Details' section shows 'Effective Sequence' as '1', 'Action Date' as empty, and 'Joint Prog Appr' as empty. The 'Admissions' section shows 'From Application' as empty, 'Application Nbr' as empty, and 'Application Program Nbr' as empty. The 'Campus' is 'MAIN' and the 'Academic Load' is 'Full-Time'. The 'HESA Instance' and 'CAS Details' links are visible. The bottom of the form has buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- 5) Within 'Student Plan' tab, enter the 'Calculated Classification Mark' the 'Predicted Degree Classification' should set to 'POS' - Posthumous and select the Predicated Award using the look up functionality.

The screenshot shows the 'Predicted Classification & Award' tab. The 'Calculated Classification Mark' is empty. The 'Entered Online' checkbox is checked. The 'Predicted Degree Classification' is set to 'POS' (Posthumous). The 'Predicted Award' is empty. The bottom of the form has buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- 6) Within the 'Student Degrees' tab enter the 'Completion Term' and 'Degree GPA' and press the 'Update Degrees' button and Save changes.

① The Degree GPA should be entered for all UG students, and students in other Careers who obtain a single overall degree mark at the end of their program, as well as a Classification.

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: x65444

eMail: cs.records@manchester.ac.uk