



The University of Manchester

Student Records

Student Admissions, Administration and Business Improvement

Directorate for the Student Experience

PGR Submission and Completion Rates Data Quality

Guidance Notes

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Introduction

PGR submission and completion rates data quality

A small suite of data quality reports has been developed to accompany the PGR submission and completion rates reporting to indicate to administrative research staff potentially incorrect student records that will, or may, affect the accuracy of University, Faculty and School submission and completion rates.

The following pages explain each report in detail and cover in what circumstances records appear on each report, the impact of incorrect data and how they can be resolved.

Accessing the reports

To access the data quality reports, log-in to Power BI and open the app named 'Student Records – PGR Submission and Completion Rates'. The reports are contained within a section called 'Data Quality Reports'.

Guidance for Cohort Year Check

This report returns records that may be categorised in an incorrect cohort year due to an erroneous programme start date or admit term.

The completion range, submission range and calculation that identifies if a student withdrew or transferred to a lesser award within a year is based on the programme start date. If this is missing, the 1st October of the admit term is used.

Commonly, students matriculate a month or so before their programme begins, so if the matriculation date is greatly different to the programme start date it will indicate a problem with the record in most circumstances. For this reason the report compares the latest matriculation or activation effective date (program action MATR and ACTV respectively) to the programme start date (or 1st October of the admit term if the start date is missing or the start date falls within September). If the matriculation date is in a different academic year to the start date of programme then the record is returned in the report.

For example, the anonymised records below are included in the 2007 cohort statistics because of the start date of programme, but the matriculation effective date is a number of years prior to the start date which indicates an issue with the record that requires investigation and is highly likely to require correction.

Person ID	Cohort Year	Admit Term	Programme Start Date	Matriculation Effective Date
1111111	2007	0951	01-Oct-2007	18-Sep-1995
2222222	2007	0961	01-Oct-2007	23-Sep-1996
3333333	2007	0981	01-Oct-2007	21-Sep-1998
4444444	2007	0991	01-Oct-2007	20-Sep-1999
5555555	2007	1001	01-Oct-2007	01-Jan-2001

However, there will be reasons why the matriculation date is occasionally several months prior to the programme start date, for example the student may have deferred entry (DISC/POSP followed by RADM/DEF) and some records are matriculated much earlier than usual. Such records where after investigation it has been determined that the start date of programme is correct can be excluded from the report by emailing datateam@manchester.ac.uk with the ID number(s).

To correct the record:

Where the start date of programme is incorrect it should be updated in Registration Details; correct history access may be required to do this.

Records and Enrollment > Career and Program Information > Registration Details > Start Date of Programme

Guidance on the Registration Details page can be found within the following IT Services Training Guide:

[Student Records Maintenance \(Campus Solutions - Student Records\)](#)

The sections of the above guide which are relevant to this report are:

Registration Details, Updating Registration Details

Please contact cs.records@manchester.ac.uk if you require advice on how to correctly update the start date of programme.

Guidance for Early Submission or Completion

This report returns records where the number of days to submit and/or complete is within one year. This is clearly a highly unlikely occurrence and may indicate an incorrect effective date of the submission or completion row, or, more likely, an inaccurate programme start date.

The submission and completion range is based on the number of days between the programme start date and the effective date of the AWRE/SUBM and COMP row respectively.

Records that appear on this report, but after investigation did submit or complete inside a year should be ignored and no further action is required.

To correct the record:

If the effective date of the submission or completion row is incorrect then correct history access is needed to update the effective date of the AWRE, SUBM or COMP row.

Records and Enrollment > Career and Program Information > Student Program/Plan > Student Program > Effective Date

Where the start date of programme is incorrect it should be updated in Registration Details; correct history access will be required to do this.

Records and Enrollment > Career and Program Information > Registration Details > Start Date of Programme

Guidance on the Registration Details page can be found within the following IT Services Training Guide:

[Student Records Maintenance \(Campus Solutions - Student Records\)](#)

The sections of the above guide which are relevant to this report are:

Registration Details, Updating Registration Details

Please contact cs.records@manchester.ac.uk if you require advice on how to correctly update the start date of programme, submission effective date or completion effective date.

Guidance for Missing Degree

This report returns students who do not have a degree linked to their completed career.

The completion reports use the degree the student was awarded e.g. PHD, MPHIL, MD to determine if a student was awarded a doctorate or a lesser award.

To correct the record:

The degree that the student was awarded needs to be added to the following page in Campus Solutions:

Records and Enrollment > Graduation > Student Degrees > Degree

If the degree has been added to this page you should check that it has been added to the correct career and academic plan.

Records and Enrollment > Graduation > Student Degrees > Degree Plan > Career Nbr/Acad Plan

These pages are not covered in training guide so please contact cs.records@manchester.ac.uk if you require advice on how to add a degree to a student record.

Guidance for Missing Programme Start Date

This report returns students who do not have a start date of programme in the Registration Details page of Campus Solutions.

The start date of programme is the most important item of data as it is against this date that submission, completion and withdrawal ranges are calculated. Without this item of data, the 1st October of the admit term is used, which may be a number of months before the student actually began their studies. This may result in longer submission and completion times than was actually the case, or incorrectly include students in the cube dataset who actually withdrew or transferred to a lesser award within a year.

If the start date of programme is missing then the Registration Details page needs to be amended to include the student's actual start date.

To correct the record:

Where the start date of programme is missing it should be added in Registration Details. If the student has more than one postgraduate research career then the programme start date needs to be added to the correct term. To find out which term is the latest they have been term activated for on the affected career, and therefore which registration details record needs to be added you can check the Term Activate a Student page.

Records and Enrollment > Student Term Information > Term Activate a Student > Term/Student Career Nbr

Records and Enrollment > Career and Program Information > Registration Details > Start Date of Programme

Guidance on the Registration Details page and Term Activate a Student page can be found within the following IT Services Training Guide:

[Student Records Maintenance \(Campus Solutions - Student Records\)](#)

The sections of the above guide which are relevant to this report are:

Registration Details, Updating Registration Details, Term Activation (PGDR)

Please contact cs.records@manchester.ac.uk if you require advice on how to correctly add the start date of programme.

Guidance for Missing Submission Record

All PhD students who complete should have an AWRE or SUBM row in their program/plan stack which indicates the date in which their thesis was first submitted.

As the submission range cannot be calculated, records on this report are categorised in the submission statistics as having not submitted.

To correct the record:

An AWRE or SUBM row must be added to the relevant position within the program/plan stack based on the date in which the soft bound thesis was first submitted. Correct history access is required to do this.

Records and Enrollment > Career and Program Information > Student Program/Plan > Student Program > Program Action/Program Action Reason/Effective Date

Click to add a new row to the program/plan stack in the position where the submission row should appear. Change the effective date to the date in which the thesis was submitted, set the program action to DATA and the program action reason to AWRE (awaiting results) or SUBM (submitted awaiting viva) and click 'Save'.

Guidance on adding the first submission can be found within the following Campus Solutions Research Student Management User Guide:

[Campus Solutions Research Student Management](#)

The sections of the above guide which are relevant to this report are:

Post-Submission (First Submission of PGDR Thesis)

Please contact cs.records@manchester.ac.uk if you require advice on how to insert a new row into the program/plan stack.

Guidance for Missing Supervisor

All PhD students should have at least one main-supervisor attached to them in Campus Solutions. This report lists students who do not have at least one main or co-supervisor attached to their record in Campus Solutions. These errors will affect the accuracy of the completion and submission rates by supervisor by excluding these students from their rates.

To correct the record:

Guidance on adding supervisors can be found within the following Campus Solutions Research Student Management User Guide:

[Campus Solutions Research Student Management](#)

The sections of the above guide which are relevant to this report are:

Recording a Student's Supervisors/Advisors

Please contact cs.records@manchester.ac.uk if you require advice on how add supervisor data in Campus Solutions.