INTERIM TRAINING RESOURCE

IMPORTANT TRAINING NOTE:

This interim training resource replaces information previously contained within the *Student Records Maintenance Complete Guide v11.2* and includes updates as part of the Student Experience Project.

This interim training resource is for use between 1st May – 14th July 2023 **ONLY**.

From Monday 17th July 2023 onwards, this training resource will be replaced with a brand-new online Student Records Management training suite.

Student Records Management
Transactional Process

Readmitting a Student
Recording a Rescinded/Surrendered Award
Recording a Revoked Degree

**Student Records Management
Transactional Process
Readmit, Rescind & Revoke**

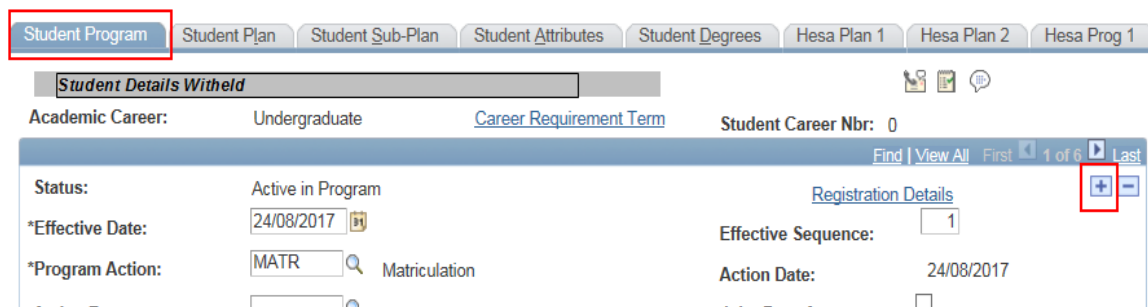**Version: INTERIM** 1.0

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Readmitting (RADM) a Student

A readmit (**RADM**) is processed to readmit a student and re-activate their student record following a completion, withdrawal, discontinuation, exclusion, or early exit.

Navigate To: Menu > Records & Enrolment > Career & Program Information > Student Program/Plan

1. Enter a student **ID** number into the **ID** field and click **Search**.
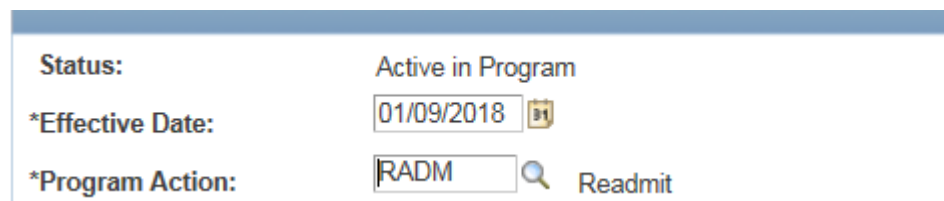
The **Student Program/Plan** component will open by default on the **Student Program** page:

2. Insert a new row of data at the top of the record stack.

   IMPORTANT TRAINING NOTE: The withdrawal, discontinuation, exclusion, or early exit data row (**COMP, DISC, EXCL, WADM**).

3. The **Effective Date** **MUST** be updated to reflect the readmission date of the individual student you are readmitting.

4. In the **Program Action** field, select the value of **RADM Readmit**

5. The **Action Reason** field value you select will depend on the individual circumstances of the student; see the RADM Action Reason Table below for information on available values.

RADM Action Reason Table

Circumstances	Action Reason Value	Description
Used when a student is returning to the University to study on the same academic programme they have previously been withdrawn from or chosen to discontinue.	READ	Readmit after Leaving
Used when a student was withdrawn from/discontinued the programme previously, but they qualify for a lesser qualification, and it is agreed that they can be awarded now. **TRAINING NOTE:** A **RADM/REXA** data row **MUST** always be followed by a *COMP/EEXA* data row. Both rows **MUST** have the same **Effective Date**.	REXA	Readmit to Exit Award
Used when a student was withdrawn from/discontinued the programme previously but is now being permitted to return and re-sit units without attendance. <u>**TRAINING NOTE:**</u> A **RADM/RWOA** data row **MUST** always be followed by a *DATA/SRWA* data row. Both data rows **MUST** have the same **Effective Date**.	RWOA	Readmit Without Attendance
Used when a student is returning to the University and rescinding/surrendering an award after having been completed on an academic programme, either to continue for a higher degree award or to amend an award classification due to an appeal.	SURR	Surrendered award – Re-admit TRAINING NOTE: See Rescind/Surrender Award

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

IMPORTANT TRAINING NOTE: The **Action Reason** of Deferred Entry/Readmit (DEF) is for Admissions purposes only and should not be used in the records area of Campus Solutions.

7. Manually term activate, where appropriate. See the Term Activation training guide.

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

9. Insert a new row of data.

10. The **Expected End Date of Programme** remains unchanged.
11. Update the **Expected End Date of Student** as appropriate.

IMPORTANT TRAINING NOTE: When processing a readmit and programme change for a student the expected end date of student/programme **MUST** be updated accordingly. See the Program/Plan Change training guide. training guide.

12. Enter the **Expected Next Registration Date.**

13. Remove the **Final Year** flag, where appropriate

14. Enrol onto course units, where appropriate.

Rescind/Surrender Award

This transactional process is used when a student is returning to the University and rescinding/surrendering an award after having been completed on an academic programme, either to continue for a higher degree award or to amend an award classification due to an appeal.

Example:
Student was studying an Undergraduate master's programme i.e., MPhys, MChem, MEng, and was awarded the BSc or BEng (usually a lesser degree) but then decided to rescind that award and carry on with the Undergraduate master's degree programme for an MPhys, MChem, MEng etc.
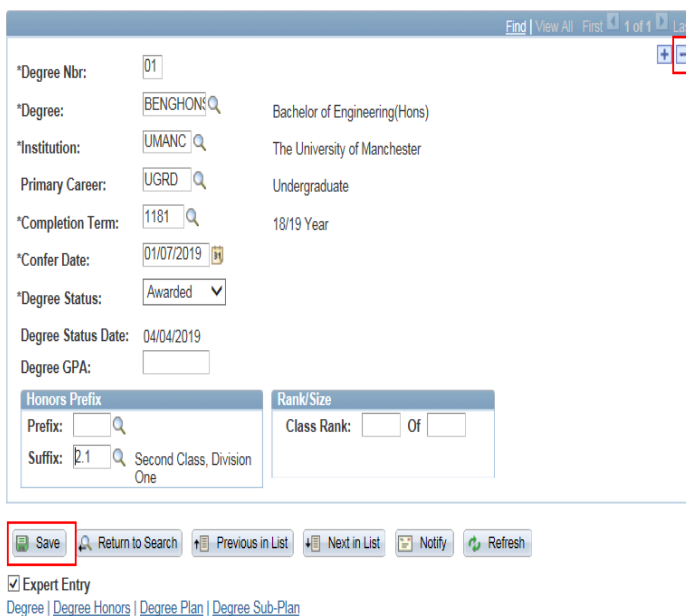
Process Steps:
> **Update Student Degrees Record**
> **Status Change in Program/Plan Record**
> **Status Change in Student Degrees Record**

ⓘ *Where the student has received the certificate for the award/degree that is being rescinded, they must surrender that lesser degree and hand this certificate back into Student Services Centre.*

ⓘ *The School must notify the Graduation Team in Student Services Centre (ext. 55000) of the situation for information purposes.*

Update Student Degrees Record
Navigate To: Menu > Records & Enrolment > Graduation > Student Degrees

1. Enter the student **ID** number in the **ID** field and click **Search**.

2. Delete the existing award data and click **Save** to record. This will blank/null the existing record.

Status Change – Readmit Process

Navigate To: Menu > Records & Enrolment > Career & Program Information >

Student Program/Plan

3. See [Readmitting a Student](#)

IMPORTANT TRAINING NOTE: The *Completed* data row (COMP) should be left in the record.

- The **Effective Date** for the Re-admit data row that you are recording **MUST** be the date that the student rescinded their award.

- The **Action Reason** in this scenario is the value of **SURR Surrender Award – Readmit**.

- The **Admit Term** remains the same as it is a continuation of the same programme of study.

- The **Requirement Term MUST** be the same as the **Requirement Term** on the previous row, including where the previous row is a DATA row with a PER1 action reason and a **Requirement Term** of 1231.

Status Active in Program	Registration Details
*Effective Date 13/04/2023	Effective Sequence 1
*Program Action RADM Readmit	
Action Reason SURR Surrendered Award - Readmit	Action Date 13/04/2023
*Academic Institution UMANC The University of Manchester	
*Academic Program 08075 BA (Hons) Hist of Art & Histor	Joint Program Approval ☐
*Admit Term 1171 17/18 Year	
Requirement Term 1231 23/24 Year	Admissions
Expected Graduation Term 1231 23/24 Year	☐ From Application
	Application Nbr 01226688
	Application Program Nbr 0
Point of Entry 00 - Not Set	*Campus 0000 Main
APT Instance	*Academic Load Full-Time
Cohort Tag	

Do not make changes to the **Point of Entry**, **APT (Academic Progress Tracker) Instance** or **Cohort Tag** fields

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IMPORTANT TRAINING NOTE: Is the student continuing the same programme/plan of study? If the student is changing to a different program/plan of study, you **MUST** record the programme change. The Effective Date of the programme change row (PRGC) will need to be the same as the Effective Date of the RADM/SURR row.

Status Change in Student Degrees Page

4. Ensure that the **Degree Checkout Status** field against the readmit row has reset to null/blank – this is found within the **Student Degrees** page.

5. Click **Save**.

6. Where a student is registered on the lesser degree programme, on top of the Re-admit Surrender Award row (for advice and guidance on how to action a programme change contact cs.curriculum@manchester.ac.uk.) This is only the case if you need to enter the student onto the higher degree programme. However, if the student is currently already on the higher degree programme you can simply leave as it is.

7. **Manually Term Activate** where appropriate. For advice and guidance on Term Activating a student refer to the Term Activation training guide.

8. Update the **Registration Details** record. This includes updating the Expected End Date of Student to take into consideration the Re-admit Surrender of the old award, removing the Final Year flag and entering the Expected Next Registration Date. For advice and guidance on updating **Registration Details** component refer to the Registration Details training guide.

9. Enrol the student on to course units where appropriate. For advice and guidance on Enrolling students onto course units refer to the Enrolment Activity training guide.

10. You will then be able to complete and apply an award to the student in the future by adding a new COMP row on top of the readmit row.

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Revoke Degree

The Program Action of **REVK (Revoke)** **MUST** be applied to a student's record when a student has been completed and awarded but the University arrives at a later decision to revoke that degree, due to issues including misconduct & academic malpractice. This is rare and should only be recorded on a student record where a revocation has been formally approved.

TRAINING NOTE: REVK should not be used in cases where a student rescinds/surrenders their award so that they can return to the University for further study; in such cases, *RADM/SURR* should be used instead.

Process Steps: **Status Change in Program/Plan Record**
                   Update Degrees
                   Status Change in Student Degrees Record

Status Change in Program/Plan Record

**Navigate To: Menu > Records & Enrolment > Career & Program Information >
                 Student Program/Plan**

1. Enter the student **ID** number in the **ID** field.

2. Click **Search**.

   Any matching results will then be displayed in a table for you to select the student you require from the list. If you are taken straight to the Student Program/Plan component without any matches being returned for selection, then your criteria only returned the one match.

3. You will be taken to the **Student Program** page where you will see that the top row of data is a completion data row (COMP).

Status:	Completed Program
*Effective Date:	27/06/2018
*Program Action:	COMP Completion of Program

IMPORTANT TRAINING NOTE: The *Completed* data row (COMP) should be left in the record.

5. Insert a new row in which to enter the new status information.

6. Enter/Select the **Effective Date** for Revoke of Degree/Award; this should be the date the Revoke Award was agreed/approved.

7. In the **Program Action** field, select the value of **REVK Revoke Degree**.

Update Degrees

8. Select the **Student Degrees** page. You will see that the very top row of data now has a null/blank check out status. The row of data prior to this should have the **Awarded** status. In the very top row of data, select **Update Degrees**.

9. Click **Save**.

Status Change in Student Degrees Record

Navigate To: Menu > Records & Enrolment > Graduation > Student Degrees.

10. Enter the student **ID** number in the **ID** field.

11. Click **Search**.

12. You will now see that the **Degree Checkout Status** value has changed from the **Approved** status value to the **Revoked** status value.

ⓘ   *The School must notify the Graduation Team in Student Services Centre (ext. 55000) of the situation (the award for the student has been Revoked) for information purposes.*

ⓘ   *Where the student has received the certificate for the award/degree that is being Revoked, they must surrender that award/degree and hand this certificate back into Student Services Centre.*