

INTERIM TRAINING RESOURCE

IMPORTANT TRAINING NOTE:

This interim training resource replaces information previously contained within the *Research Student Management v3.5* and *Student Records Maintenance v11.2* and includes updates as part of the Student Experience Project.

Program Actions/Action Reasons used for PGDR students are currently in the process of being reviewed and are subject to change.

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

Campus Solutions **Postgraduate Research (PGDR) Student** **Specific Processes**

Student Records Management
PGDR Specific Processes

Version: INTERIM 1.0

Table of Contents

Help/Support	4
Access to Facilities	4
eProg Training Materials:	4
PGDR Power BI Reporting	4
About This Training Guide	5
PGDR Student Records Management	5
Student Records Transactional Processes	5
Program/Plan Changes	5
Interruptions	5
Recording/Updating a Student's Supervisor/Advisor	6
Thesis Management	8
Viewing a Thesis Title	9
Recording Fieldwork for PGDR students	10
Recording an Internship or Placement for PGDR Students	13
Recording an Overseas Institutional Visit or Programme Exchange for PGDR Students ..	15
PGDR Deferrals	17
Student Groups	17
Individually add a student to a student group	18
Remove a student from a student group	20
Attaching students to more than one student group	21
Attaching multiple students to a student group using the batch upload function	23
Extensions to PGDR Programme	29
Extension to PGDR programme with fee (EXTF)	29
Extension to PGDR programme with no fee (EXTN)	30
Recording Student Appeals/Complaints	32
Academic Appeals Procedure:	32
Progress on Hold/Resume Process	32
Unable to Progress	33
Informal Appeals	33
Research Student Action Reasons	35
Table of Action Reasons	35
Submission Pending	37
Recording a Submission Pending (SUBP)	38
Extension to PGDR submission pending period (EXTS)	41
Late Submission (DATA/LSUB)	42
Submission of PGDR Thesis	43
Early Submission	43
Recording a Submission of PGDR Thesis (DATA/SUBM)	43
Post-Submission (First Submission of PGDR Thesis)	44
(Ai) 'COMP' Completion	44
(Aii) 'A204' Award with minor corrections within 4 weeks	44
(Aii) 'A212' Award with minor corrections within 12 weeks	45
(B) 'BM04' Research Masters Resubmission within 4 Months	45
(Bi) 'B106' Resubmission within 6 Months without oral	46
(Bii) 'B206' Resubmission within 6 Months with oral	46
(Bi) 'B112' Resubmission within 12 Months without oral	46
(Bii) 'B212' Resubmission within 12 Months with oral	46
(Biii) 'B312' Resubmission within 12 Months with oral	46
(C) 'CXXX' Reject MPhil	46
(Ci) 'C1XX' Referred to a Lower Qualification	47
(Cii) 'C204' Reject but award MPhil with minor corrections within 4 weeks	47
(Cii) 'C212' Reject but award MPhil with minor corrections within 12 weeks	48
(Ciii) 'C306' Referred to a Lower Qualification with 6 Months to Re-submit	49
(Civ) 'C4XX' Reject	50
Submission of PGDR Thesis	51

Recording a Submission of PGDR Thesis (DATA/RSUB).....	51
Post-Submission (Resubmission of PGDR Thesis)	52
(Ai) 'COMP' Completion	52
(Aii) 'RA24' Award with minor corrections within 4 weeks	52
(Aii) 'RA2B' Award with minor corrections within 12 weeks	53
(C) 'RCXX' Reject MPhil.....	54
(Ci) 'RC1X' Referred to a Lower Qualification	54
(Cii) 'RC24' Reject but award MPhil with minor corrections within 4 weeks.....	54
(Cii) 'RC2B' Reject but award MPhil with minor corrections within 12 weeks.....	55
(Civ) 'RC4X' Reject	56
PGDR Award date.....	57
Managing Interdisciplinary Programmes.....	57

Help/Support

CS 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 their IT access is wrong, the IT Service Desk can be contacted to resolve this issue: **+44(0)161 306 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.

eProg Training Materials:

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

[eProg for Administrators 2: Reporting](#)

PGDR Power BI Reporting

Power BI has several apps/reports available. The main two relating to PGR only are SR (Student Records): 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

About This Training Guide

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 Helpdesk](#).

PGDR Student Records Management

Student Records Transactional Processes

A student records transactional process is the recording of **any** change to a student record of study within the Campus Solutions student system. Student record management transactions are common and frequently processed as part of managing a student's record.

More commonly this will be because of university policy/procedure (e.g., outcome from exam board/following submission of thesis) or following a student's request/change of circumstances etc.

Changes can occur at any point throughout a student's lifecycle. However, they are more likely to be more common during the first two weeks of an academic term, around assessment periods and following results release.

Program/Plan Changes

Training on all program/plan transactional processes can be found within the [program/plan changes](#) training guide.

Interruptions

Training on all interruption transactional processes can be found within the [Interruption](#) training guide.

Recording/Updating a Student's Supervisor/Advisor

The Student Supervisor component 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** ensure that the **Include History** checkbox is selected and select **Search**.

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** page, update the **Effective Date** field to reflect the actual date supervision is effective from.

If you are updating a supervisor's details, insert a new row of data, and update the **Effective Date** field to reflect the actual date supervision is effective from.

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

3. Select the **Advisor Role** value of **PGDR/PGT Main Supervisor**.
4. 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/PST Main Supervisor *Advisor Number: 1

*Academic Career: Academic Program: Academic Plan: Academic Advisor: Committee: % of Supervision:

☐ Advised by Committee ☐ Must Approve Enrollment ☐ Must Approve Graduation ☐ Graduation Approved

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

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.

5. 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%.

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

Ignore the Percentage of Supervision field for non-supervisory role types.

7. 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.

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 managed within Campus Solutions, for integration with eProg.

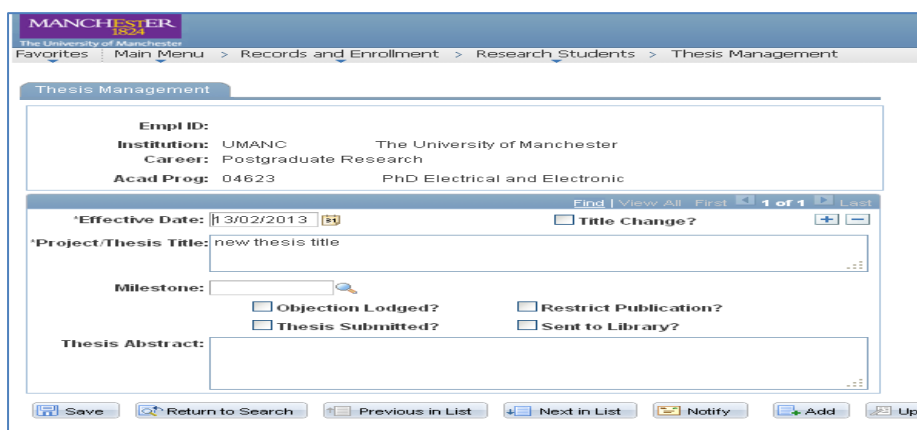
In Campus Solutions, the **Thesis Management** component is where you will enter and manage a student's thesis information.


Changes have been made to the **Thesis Management** component 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 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 columns for 'Effective Date', 'Title Change?', 'Thesis Title', 'Milestone', and 'Description'. The first row has 'Effective Date: 03/02/2010', 'Title Change?' (unchecked), 'Thesis Title: Social class and the educational attainment gap: exploring the cultural barriers between working class families and the education system in Britain today', 'Milestone: [empty]', and 'Description: [empty]'. A red box highlights the 'DATA PROTECTION - PERSONAL DATA WITHHELD' text in the 'Empl ID' field.

3. The **Effective Date** MUST be updated to match the individual circumstances of the the student.
4. Select **Title Change** checkbox and proceed to overwrite the existing **Thesis Title**.

The screenshot shows the 'Thesis Management' form with the 'Effective Date' updated to '14/11/2012'. The 'Title Change?' checkbox is now checked. The 'Thesis Title' field still contains the same text: 'Social class and the educational attainment gap: exploring the cultural barriers between working class families and the education system in Britain today'. The 'Milestone' field is empty, and the 'Description' field is empty. A red box highlights the 'Title Change?' checkbox.

5. 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.
-  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.

Recording Fieldwork for PGDR students

- i** 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 **Action Reason** value of **Fieldwork** in Campus Solutions when a PGDR student is permitted to take fieldwork as part of their programme.

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.

2. The **student's expected end date** field within the **registration details** record **MUST NOT** be amended during or after the Fieldwork has taken place.
3. You must also record 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.
4. When adding Fieldwork, you **MUST always** add a record in **External Study** component.

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

5. Enter the student **ID** number in the **ID** field and select **Search**.
6. Insert a new row of data at the top if the record
7. Update the **Effective Date** field accordingly.

- i** 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.

8. Populate the following data fields correctly:

The screenshot displays the 'Student Program/Plan' record in Campus Solutions. The record is for a student with status 'Active in Program'. The 'Effective Date' is 01/11/2016. The 'Program Action' is 'DATA' (Data Change) and the 'Action Reason' is 'FLDW' (Fieldwork). The 'Academic Institution' is 'UMANC' (The University of Manchester) and the 'Academic Program' is '08296' (PhD Medicine 4yr (PHHSR)). The 'Admit Term' is '1161' (16/17 Year) and the 'Requirement Term' is '1161' (16/17 Year). The 'Expected Grad Term' is empty. The 'Last Updated On' is 27/10/2016 09:31:45 and the 'By' is mdsishm3. The 'Effective Sequence' is 1, 'Action Date' is 27/10/2016, and 'Joint Prog Appr' is unchecked. The 'Admissions' section shows 'From Application' checked, 'Application Nbr' 01024742, and 'Application Program Nbr' 0. The 'Campus' is 'MAIN' (Main) and the 'Academic Load' is 'Full-Time'. There are links for 'HESA Instance' and 'CAS Details'.

9. 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**

10. Enter the student **ID** and select search.

11. Insert a new row of data and update the **effective date** field accordingly.



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

12. Complete the following fields:

The screenshot shows the 'Student Program/Plan' form with the following fields and values:

- Academic Career: Postgraduate Research
- Career Requirement Term: Career Requirement Term
- Student Career Nbr: 0
- Status: Active in Program
- *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

13. 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**

14. Enter the student **ID** and select search.

15. 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

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

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

*Compulsory: No

*Credit Bearing: No

Coordinator:

Contact Number: 111 111 111 111

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.

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** components.

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 detailed in the [Interruption](#) guide using a **program action** value of **LEAV** and the appropriate **action reason** value. 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.

- **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** page:

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

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

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.

As this student is expected to undertake this activity as part of their programme the **Expected End Date of Student** within the **Registration Details** record **MUST NOT** be changed. These visits/exchanges are not classed as interruptions.

When using these Action Reasons in conjunction with the Program Action value of LEAV the expected/correct return date should be entered, and the Expected End Date of Student field within the Registration Details record MUST be extended for the duration of the visit or exchange.

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	Null/Blank
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	Null/Blank
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	Null/Blank
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	Null/Blank
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

PGDR Deferrals

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

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

Student Groups

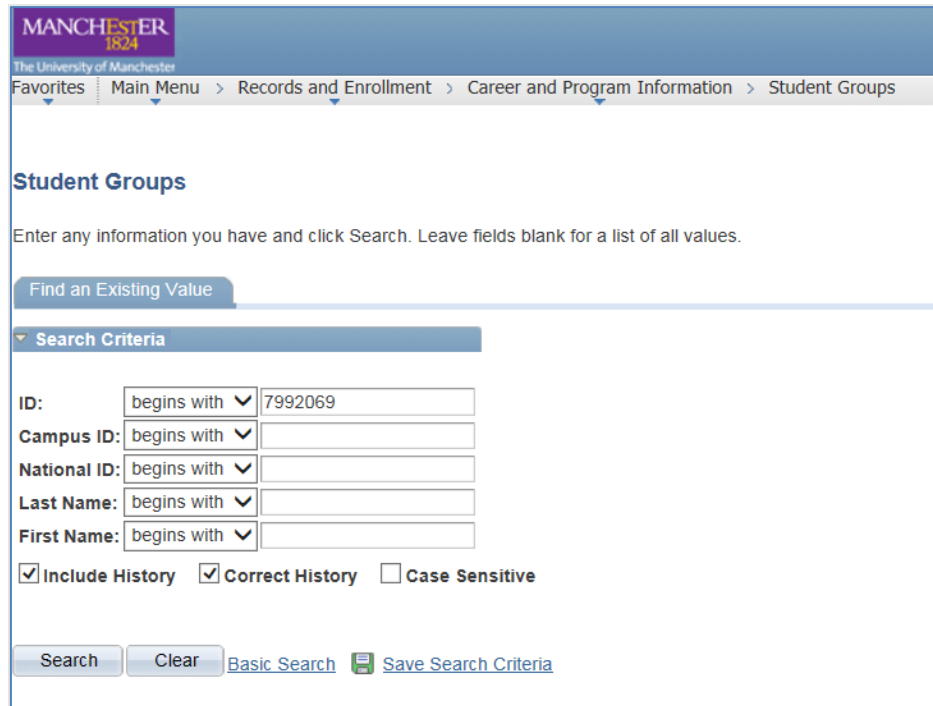
Student Groups functionality in Campus Solutions is a way of recording a group of students who share a characteristic but are on differing programmes and plans and cannot be reported on without manual intervention. Example characteristics that this may apply to are fee bands, funding bodies, scholarships, 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** page in the **Student Programme/Plan** component). 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 PowerBI. 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 (Doctoral Training Partnership) 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** number of the student in the **ID** field. Select the **Include History** checkbox and select **Search**.



The screenshot shows the 'Student Groups' search page in the University of Manchester system. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Groups'. Below the title 'Student Groups', there is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. The 'Search Criteria' section contains five input fields, each with a 'begins with' dropdown menu: 'ID:' (containing '7992069'), 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Below these fields are three checkboxes: 'Include History' (checked), 'Correct History' (checked), and 'Case Sensitive' (unchecked). At the bottom, there are buttons for 'Search' and 'Clear', followed by links for 'Basic Search' and 'Save Search Criteria'.

Students may already be assigned a student group by the Student Services Centre (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 insert a new row of data.

MANCHESTER 1824
The University of Manchester

Records and Enrollment > Career and Program Information > Student Groups

Student Groups

7992069

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

*Academic Institution: The University of Manchester

*Student Group: Student Billing Group

*Effective Date: *Status:

Comments
Created by Application Engine: UMPRC035

Last Update Date/Time: 20/09/2016 00:00:00 Updated By: mtfsswg2 Type:

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

A new student group can be selected from the **Student Group** available values. 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 **comments** if you so wish.

*Academic Institution: The University of Manchester

*Student Group: China Scholarship Council

*Effective Date: *Status:

Comments

Last Update Date/Time: Updated By: Type:

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

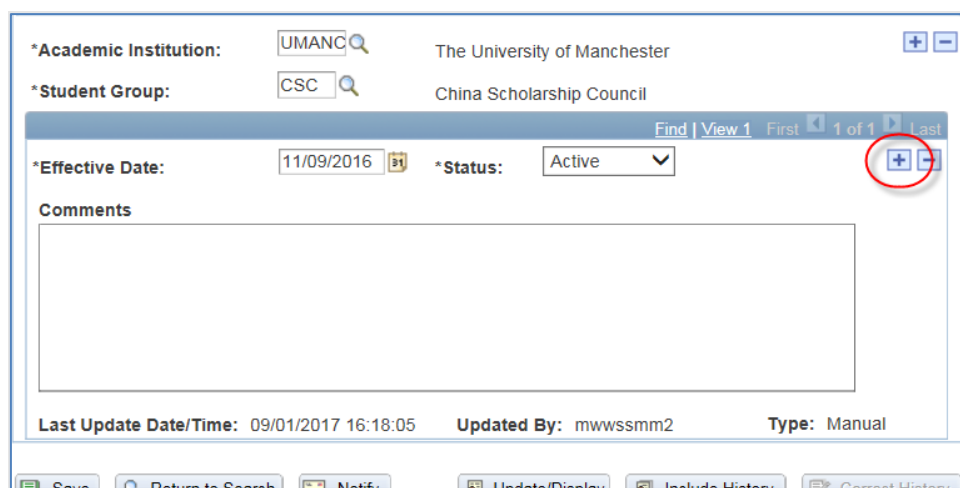
Select **Save** to record.

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 of data within the group **MUST** be inserted. Be careful to do this within the group rather than adding a new group row.



*Academic Institution: UMANC The University of Manchester

*Student Group: CSC China Scholarship Council

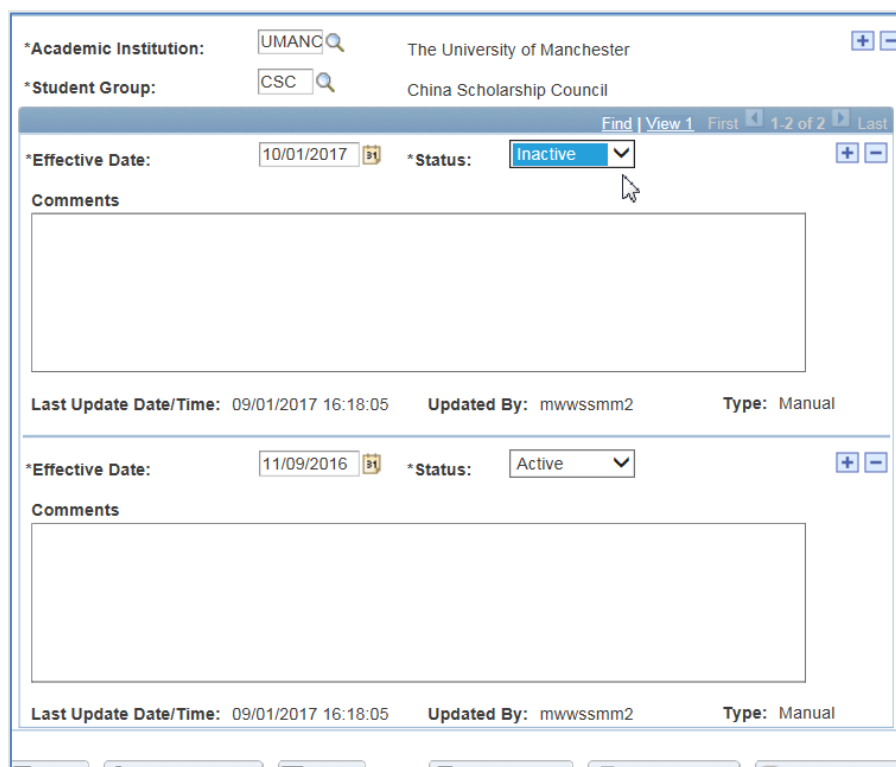
*Effective Date: 11/09/2016 *Status: Active

Comments

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

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

*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 inserted 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 is possible 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.

Insert a new row of data at **group level**.

The screenshot shows the 'Student Groups' web application interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Records and Enrollment', 'Career and Program Information', and 'Student Groups'. The main title is 'Student Groups' with a sub-header '7992069'. The interface displays two rows of data, each with a search bar for 'Academic Institution' and 'Student Group', and a dropdown for 'Effective Date'. The first row shows 'The University of Manchester' and 'Student Billing Group' with an effective date of '20/09/2016'. The second row shows 'The University of Manchester' and 'China Scholarship Council' with an effective date of '11/09/2016'. A red circle highlights the '+' button in the top right corner of the second row, indicating where to click to add a new group.

*Academic Institution:	*Student Group:	*Effective Date:	*Status:	Comments	Last Update Date/Time:	Updated By:	Type:
UMANC	1161	20/09/2016	Active	Created by Application Engine: UMPRC035	20/09/2016 00:00:00	mtfsswg2	
UMANC	CSC	11/09/2016	Active		09/01/2017 16:18:05	mwwssmm2	Manual

Select the **student group** into which you wish to place the student.

*Academic Institution: The University of Manchester

*Student Group: China Scholarship Council

*Effective Date: *Status:

Comments

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

*Academic Institution: The University of Manchester

*Student Group: President's Doctoral Scholar

*Effective Date: *Status:

Comments

Last Update Date/Time: Updated By: Type:

Look Up Student Group

Academic Institution:

Student Group:

Description:

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-10 of 10 Last

Student Group	Description
1161	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
VISI	Visiting Student

An appropriate **effective date** should be entered (this can be the same as any existing student group effective date if membership is concurrent). Select **Save**, and the task is complete.

*Academic Institution: The University of Manchester

*Student Group: China Scholarship Council

*Effective Date: *Status:

Comments

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

*Academic Institution: The University of Manchester

*Student Group: President's Doctoral Scholar

*Effective Date: *Status:

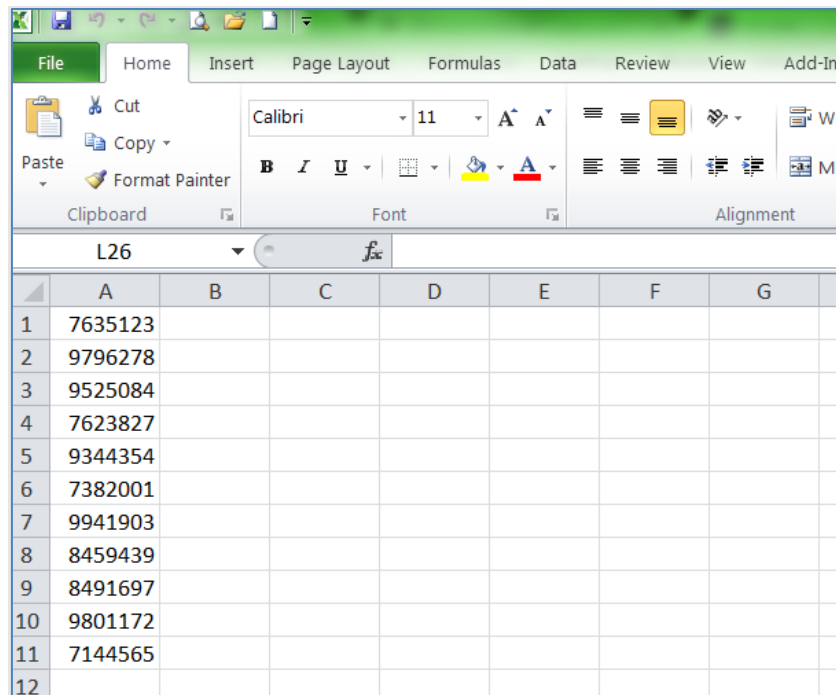
Comments

Last Update Date/Time: Updated By: Type:

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.

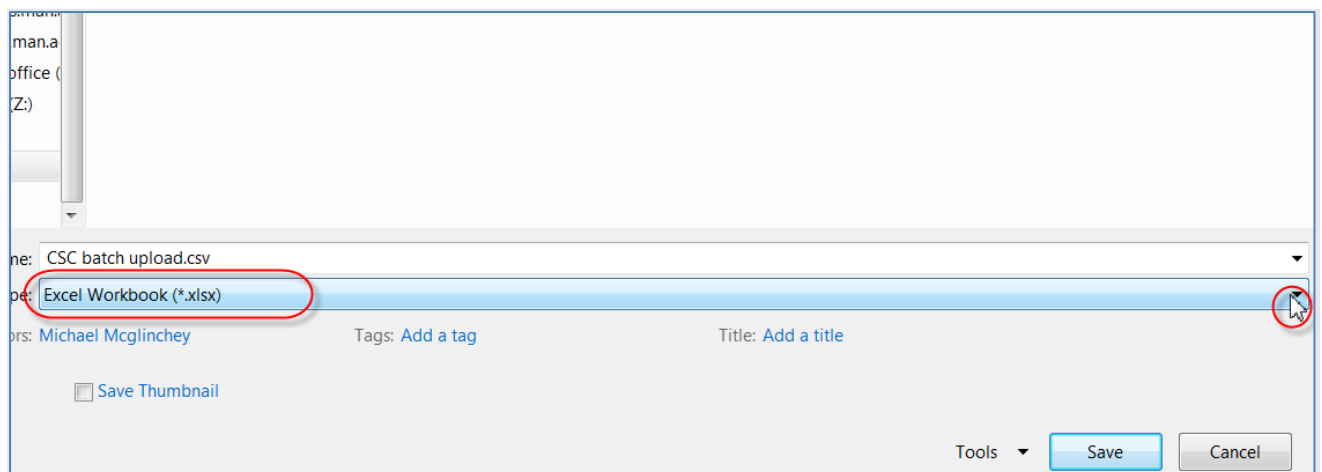
First create a simple file in Excel of all the student ID numbers you wish to upload to a group. No headers are required, and the file will look like this example:

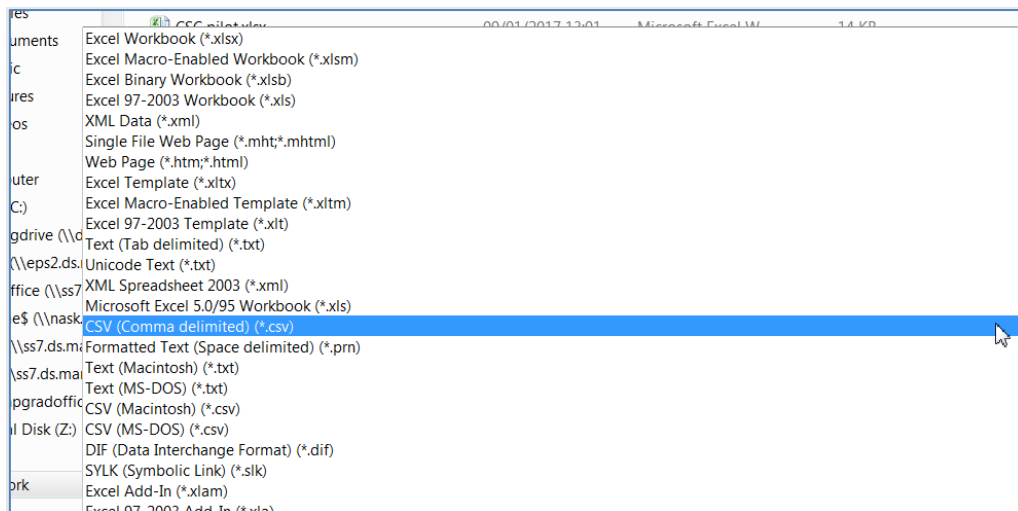


The screenshot shows an Excel spreadsheet with a single column of student IDs. The spreadsheet has a standard Excel interface with tabs (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins) and a ribbon with various formatting options. The data is as follows:

	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 CSV file format from the drop-down list:





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 page. The page has a breadcrumb trail: 'Favorites > Main Menu > Records and Enrollment > Career and Program Information > 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'. A 'Search Criteria' dropdown is expanded, showing 'Search by: Run Control ID begins with' and a text input field. There is a 'Case Sensitive' checkbox 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 RCI's (Run Control ID) attached to your Campus Solutions account. If you do not have any **RCI's** then create one using **Add a New Value** search page.

Give your **RCI** an appropriate name.

 A screenshot of the 'Process Student Groups' 'Add a New Value' page. The page has the same breadcrumb trail as the previous screenshot. 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 buttons, there is a 'Run Control ID' label and a text input field containing 'student_group_upload'. There is a small 'X' icon to the right of the input field. Below the input field is an 'Add' button. At the bottom, 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.

Process Student Groups

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

☒ Population Selection

Selection Tool:
 Query Name:

Equation Engine

External File

PS Query

*Academic Institution: UMANC The University of Manchester

☐ Update Tuition Calc Required

*Student Group:

*Effective Date: 10/01/2017

*Effective Status:

Comment:

☐ 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](#) [Run](#)

☒ Population Selection

Selection Tool: External File

Attached File:

File Mapping:

Upload File

Delete

Download

[Create File Mapping](#)

*Academic Institution: UMANC The University of Manchester

☐ Update

*Student Group:

*Effective Date: 10/01/2017

*Effective Status:

Comment:

☐ Student Override

File Attachment

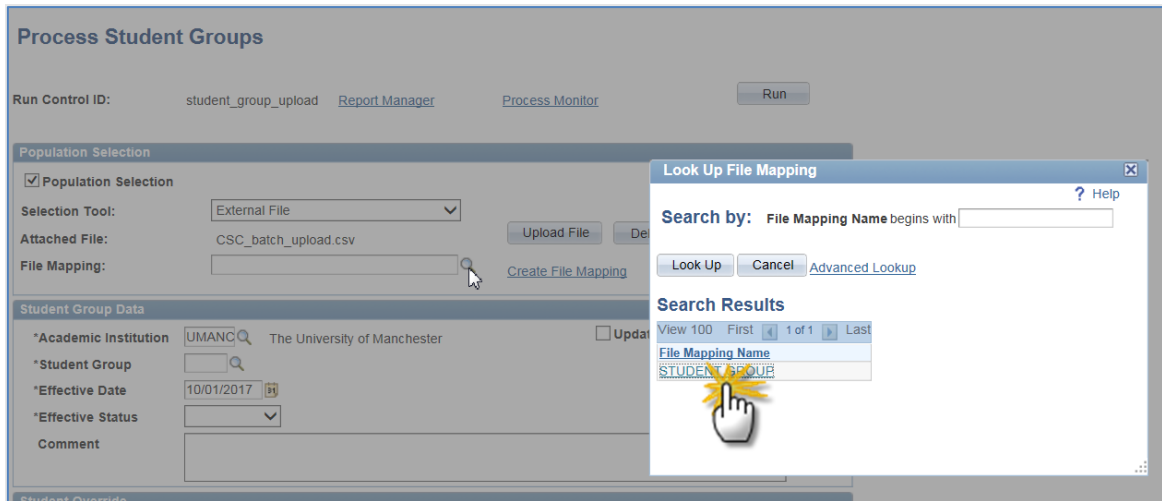
\\nask.man.ac.uk\home\Desktop\Student Groups\CSC

Browse...

Upload

Cancel

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.



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** to the value of **Active**.

The screenshot shows the 'Process Student Groups' interface. The 'Student Group Data' section is highlighted with a red box. It contains the following fields:

- *Academic Institution: UMANC The University of Manchester
- *Student Group: CSC China Scholarship Council
- *Effective Date: 11/09/2016
- *Effective Status: Active
- Comment: (empty text area)

 The 'Update Tuition Calc Required' checkbox is unchecked. The 'Run' button is visible in the top right corner.

Select **Save** followed by **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.

The screenshot shows the 'Process Student Groups' interface. The 'Process Monitor' link is highlighted with a red box. The 'Process Instance' number 6121321 is also highlighted with a red box. The 'Run' button is visible in the top right corner. The 'Population Selection' section shows 'External File' as the 'Selection Tool' and 'CSC_batch_upload.csv' as the 'Attached File'. The 'File Mapping' field is set to 'STUDENT GROUP'.

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**.

MANCHESTER 1824
The University of Manchester

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Process Student Groups > Process Monitor

Process List | Server List

View Process Request For

User ID X Type All

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

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	mwssmm2	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** component:

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

Enter the student group required and search.

MANCHESTER 1824
The University of Manchester

Favorites | Main Menu > Records and Enrollment > Career and Program Information > View Student Groups by Student

View Student Groups by Student

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

Search Criteria

Academic Institution:

Student Group:

Description:

☐ Case Sensitive

[Basic Search](#)

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

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

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

Name	ID	Effective Date	Effective Status	Comment	Details
Uthmaniyah, Abdulhadi, Abdulhadi	7144565	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi	7382001	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	7623827	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	7635123	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	7992069	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	8459439	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	8491697	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	9344354	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	9525084	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	9796278	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	9801172	11/09/2016	Active		Details
Uthmaniyah, Abdulhadi, Abdulhadi	9941903	11/09/2016	Active		Details

[Return to Search](#) [Notify](#)

Extensions to PGDR 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** insert an appropriate new extension row of data 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** page insert a new row of data.
2. Amend the **effective date** to the actual date the student enters this stage of their programme of study.
3. The **program action** value of **DATA**, and **action reason** value of **EXTF** is applied to the row of data.
4. Select the **Registration Details** hyperlink on the Student Programme/Plan page. This takes you to the **Registration Details** component.
5. Insert a new row of data and change the **Expected End Date of Student** field **ONLY** to the new end date by adding the agreed extension period. The **Expected End Date of Program** field 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** insert an appropriate new extension row with a new effective date for each granted period.

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** field **MUST** be changed to the value of **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 **MUST** always be associated with a change in form of study to the value of **ExtNoFee**.*

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

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 **Hold PGR ONLY** 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:

Student Search Form

Find | View All | First | 1 of 2 | Last

Status: Active in Program

*Effective Date: 10/03/2016

*Program Action: DATA Data Change

Action Reason: PRHD Hold *PGR ONLY*

*Academic Institution: UMANC The University of Manchester

*Academic Program: 06633 PhD Chemistry (48 month)

*Admit Term: 1151 15/16 Year

Requirement Term: 1151 15/16 Year

Expected Grad Term:

Last Updated On: 13/08/2015 18:01:51

By: BATCHINT

Registration Details

Effective Sequence: 1

Action Date: 10/03/2016

Joint Prog Appr:

Admissions

☐ From Application

Application Nbr: 00966358

Application Program Nbr: 0

*Campus: MAIN Main

*Academic Load: Full-Time

[HESA Instance](#)

[CAS Details](#)

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

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

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](#) 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.

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
Status: Active in Program		Find View 1 First 1-3 of 3 Last		
*Effective Date:	10/03/2016	Registration Details		
*Program Action:	DATA Data Change	Effective Sequence:	2	
Action Reason:	PRSD Resumed *PGR ONLY*	Action Date:	10/03/2016	
*Academic Institution:	UMANC The University of Manchester	Joint Prog Appr:	<input type="checkbox"/>	
*Academic Program:	06633 PhD Chemistry (48 month)	Admissions		
*Admit Term:	1151 15/16 Year	<input type="checkbox"/> From Application		
Requirement Term:	1151 15/16 Year	Application Nbr: 00966358		
Expected Grad Term:		Application Program Nbr: 0		
Last Updated On:	10/03/2016 15:18:14	*Campus:	MAIN Main	
By:	mtmssf2	*Academic Load:	Full-Time	
		HESA Instance		
		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 (ACTV)	Yes	Yes	<ul style="list-style-type: none"> - 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)	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none"> - 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	<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.

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 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. Contact your Graduate Faculty Office for further information.	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.
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.

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

Find | View All First 1 of 2 Last

Academic Career: Postgraduate Research

Find | View All First 1 of 3 Last

*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: ☐ Academic Year: 2011

Override Projected Level: ☐ 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: ☒

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'**.

Academic Career: Postgraduate Research

Find | View All | First | 1 of 2 | Last

'Academic Institution: UMANC The University of Manchester

'Term: 1121 12/13 Year Semester

Student Career Nbr: 0 PhD MLP (Social Sciences) FT

Override All Academic Levels: ☐

Override Projected Level: ☐

Academic Level - Projected: Not Set

Academic Level - Term Start: Not Set

Academic Level - Term End: Not Set

Level Determination: Default

Year of Student on Programme

Activation Date:

Academic Year: 2012

Load Determination: Manual

'Form of Study: Sub Pndg 2

Academic Load: F Full-Time

'Billing Career: PGDR

Eligible To Enroll: ☒

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 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.

4. 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.
5. Go into the field and **delete the current value**, then select **Save**. You will see an error message appear on screen about 'saving changes.'

Academic Career: Postgraduate Research

Find | View All | First | 1 of 2 | Last

'Academic Institution: UMANC The University of Manchester

'Term: 1121 12/13 Year Semester

Student Career Nbr: 0 PhD MLP (Social Sciences) FT

Override All Academic Levels: ☐

Override Projected Level: ☐

Academic Level - Projected: Not Set

Academic Level - Term Start: Not Set

Academic Level - Term End: Not Set

Level Determination: Default

Year of Student on Programme

Activation Date:

Academic Year: 2012

Load Determination: Manual

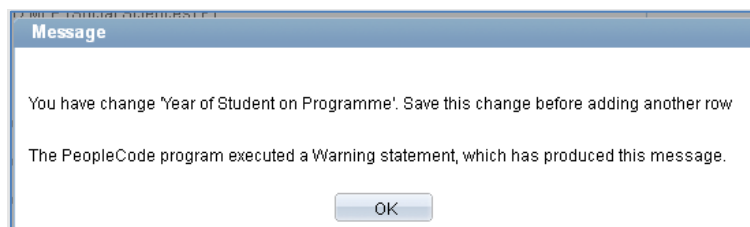
'Form of Study: Sub Pndg 2

Academic Load: F Full-Time

'Billing Career: PGDR

Eligible To Enroll: ☒

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



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



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.



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.

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)

- ① 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.

- ① **If further subsequent extension(s) are granted, YOU MUST add an appropriate new extension row with a new effective date for each granted period.**

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 Change of Circumstances for Postgraduate Research Students Policy


 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.

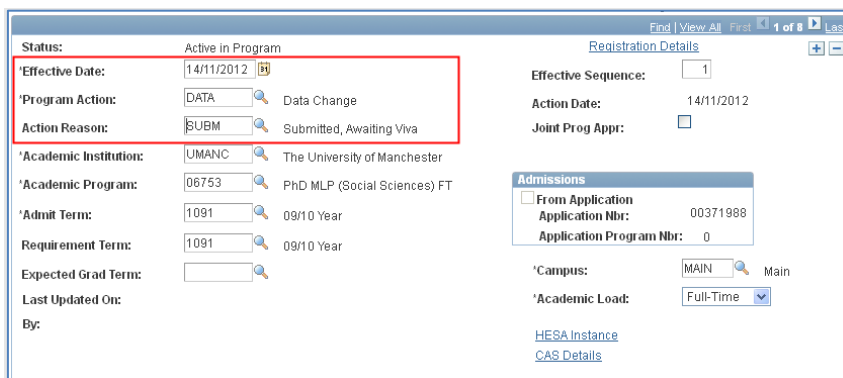
Recording a Submission of PGDR Thesis (DATA/SUBM)

 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**.



Status:	Active in Program	Find View All First 1 of 8 Last
Effective Date:	14/11/2012	
Program Action:	DATA	Data Change
Action Reason:	SUBM	Submitted, Awaiting Viva
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:		
By:		
Effective Sequence:	1	
Action Date:	14/11/2012	
Joint Prog Appr:	<input type="checkbox"/>	
Admissions		
From Application		
Application Nbr:	00371988	
Application Program Nbr:	0	
Campus:	MAIN	Main
Academic Load:	Full-Time	
HESA Instance		
CAS Details		

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 [Complete a Student](#) training guide for instructions on how to process a student 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 where, as 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.

- 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 where, as 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 [Complete a Student](#) 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.

(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.

(Ci) 'C1XX' Referred to a Lower Qualification

[Examination of Doctoral Degrees Policy](#)

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

- ① Please refer to the [Complete a Student](#) training guide for instructions on how to process a student completion.
- ① 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 the University of Manchester. The 'Academic Plan' tab is selected, displaying details for a Postgraduate Research student. The 'Academic Plan' section shows a plan for 'PhD Architecture' with a specialization. The 'Predicted Classification & Award' section at the bottom shows the 'Predicted Award' field highlighted in yellow.

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

Predicted Classification & Award	
Calculated Classification Mark:	<input type="text"/>
Predicted Degree Classification:	<input type="text"/>
Predicted Award:	<input type="text"/>

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



[Examination of Doctoral Degrees Policy](#)

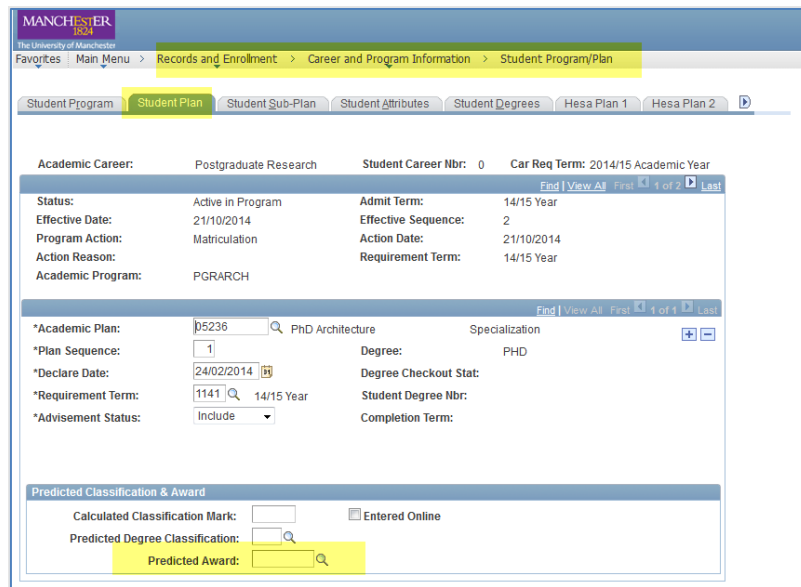
- **Program Action = PGDR** (PGDR Examination), **Action Reason = C204** (Reject but award MPhil with Minor Corrections within 4 weeks).
- This should be applied to any student record where, as a result of a viva, a student is given 4 weeks to make corrections to their thesis.
- The Effective Date of 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.

- 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 [Complete a Student](#) 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.



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

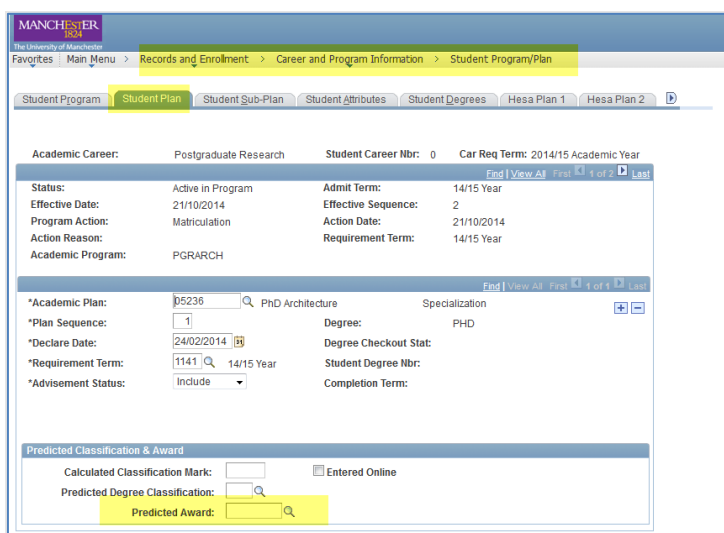
[Examination of Doctoral Degrees Policy](#)


- 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 where, as 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.

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 [Complete a Student](#) 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 [Complete a Student](#) 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.

(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 [Complete a Student](#) training guide for instructions on how to process a student 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 where, as 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.

- 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 where, as 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 [Complete a Student](#) 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.

(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 [Complete a Student](#) 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 the University of Manchester. The 'Academic Plan' tab is active, displaying the following information:

- Academic Career:** Postgraduate Research
- Student Career Nbr:** 0
- Car Req Term:** 2014/15 Academic Year
- Status:** Active in Program
- Effective Date:** 21/10/2014
- Program Action:** Matriculation
- Action Reason:**
- Academic Program:** PGRARCH
- Admit Term:** 14/15 Year
- Effective Sequence:** 2
- Action Date:** 21/10/2014
- Requirement Term:** 14/15 Year
- *Academic Plan:** 05236
- *Plan Sequence:** 1
- *Declare Date:** 24/02/2014
- *Requirement Term:** 14/15 Year
- *Advisement Status:** Include
- Specialization:** PhD Architecture
- Degree:** PHD
- Degree Checkout Stat:**
- Student Degree Nbr:**
- Completion Term:**


At the bottom, the 'Predicted Classification & Award' section includes fields for 'Calculated Classification Mark', 'Entered Online', 'Predicted Degree Classification', and 'Predicted Award'.


(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 where, as 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.

- 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 [Completing a Student](#) training guide for guidance 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.

(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 where, as 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.

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.

- ① Please refer to the [Complete a Student](#) training guide for instructions on how to process a student completion.
- ① Ensure that the lesser award of MPhil is selected in the 'Predictive Award' field within the 'Academic Plan' tab within Student Program/Plan.

- ① *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](#).