

# INTERIM TRAINING RESOURCE

## IMPORTANT TRAINING NOTE:

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

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

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

## Student Records Management Transactional Process

### Postgraduate Taught Student (PGDT) Specific Processes

Student Records Management  
Transactional Process  
PGDT Student Specific Transactional Processes

Version: INTERIM 1.0

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## Postgraduate Taught Program Actions and Action Reasons

The following explains how to use various **Program Action/Action Reasons** and **Form of Study** values to manage **Postgraduate Taught PGDT** students' records. For the policy on correct management of PGDT students see:

**Ordinance and Regulations:** Postgraduate Taught Degrees September 2012:  
<http://www.tlso.manchester.ac.uk/degree-regulations/>

### Extension to taught element (DATA/EXTN)

- This should be used when a student is given an extension to the taught element of their programme.
- The **Effective Date** of **MUST** be the agreed date of the extension to the taught element.

### Extension to Submission Date (DATA/EXTS)

- This should be used when a student is given an extension to their deadline for submission of the dissertation (or equivalent). Students will normally successfully complete the taught component of the Degree of Master before they can progress to the dissertation.
- The **Effective Date** of the action reason should be the original date that the dissertation should have been submitted.



Any student with **DATA/EXTS MUST** have the **Form of Study** value set to **PGDT Completing**.

**IMPORTANT NOTE:** a **term activation** for the following term is not required if the extension period is short, i.e., only a couple of months into the following term (e.g., if still going to November exam board)

### Awaiting Results (DATA/AWRE)

- This **Program Action/Action Reason** should be applied to a **PGDT** student record when the student submits their dissertation.
- The **Effective Date** should be the date that the dissertation is officially submitted. This is whichever date the school would normally count for this, (some students are required to submit both electronically and in hard copy).

### Submitted Awaiting Viva (DATA/SUBV)

- This **Program Action/Action Reason** should be applied to a **PGDT** student record when a student has submitted their final work and is waiting for a viva rather than just waiting for their result.
- The **Effective Date** given should be the date that the student submits.
- This has been created purely for the use of School staff who manage programmes with Vivas and wish to record them differently to **DATA/AWRE**, (awaiting results) for clarity.



**NOTE:** the action reason of **DATA/SUBM** should **not be used**. This is only for **PGDR (POSTGRADUATE RESEARCH)** students **ONLY** and is used in reporting to external bodies.

## Referred Taught Student (DATA/REFT)

- This **Program Action/Action Reason** should be applied to a **PGDT** student record when the student has been referred following examination and has therefore been given 6 months to resubmit, (Regulations: Postgraduate Taught Degrees September 2012: Point F24).
- The **Effective Date** should be the date that the student is informed of their referral, (the date from which they have 6 months to complete their referred work).
- This **Action Reason** has been created to stop the need for a referral being recorded as either an extension, (EXTS), or leaving the students with an action reason of awaiting results, (AWRE), as staff have previously needed to do.
- **EXTS** should still be used for genuine extensions due to mitigating circumstances but should no longer be used for Referrals or any extra time the student is still active on the programme post-submission.

**IMPORTANT NOTE:** No new term activations (or registrations) are required for referred PGDT students (**DATA/REFT**)

## Resubmission (DATA/RSUB)

### Resubmissions of dissertation following referral (DATA/REFT)

- This **Program Action/Action Reason** should be applied to a **PGDT** student record when the student has resubmitted their dissertation.
- The **Effective Date** should be the date that the student of resubmission.

**IMPORTANT NOTE:** The **Program Action/Action Reason DATA/AWRE MUST** not be used.

## Postgraduate Taught – Registration Details

### Form of Study – PGDT Completing

- This **form of study** has no fee attached to it.
- It should replace the use of the form of study value, **ExtnNoFee** which should only be used for **PGDR** students **ONLY**.
- It should be used to record the form of study of **PGDT** students who do not pay a fee for any extra period of registration at the end of their programme. This includes both extensions with no fee and referrals. Whether or not a student should register in any given situation has not changed. You should register students in the same situation you have done previously. You will now however no longer need to get a fee manually adjusted.
- The form of study should be applied to the new **term activation** that a student will receive if they have an extension past the 12-month period they are currently registered for. If the student is only part way through a registration period, (such as if they are on an 18-month programme), you should apply the form of study to the current term activation and contact the SSC (Student Services Centre).
- If you are in doubt about whether a form of study is correct in each situation it is important that you contact the SSC and check, so the student does not receive the wrong fee.



**NOTE:** Only the **Form of Study** values listed below are allowed with PGDT students - **DO NOT USE** the other available value options within Campus Solutions:

- **Enrollment**
- **RWA (RESIT WITHOUT ATTENDANCE)**
- **PGDT Completing**

**IMPORTANT NOTE:** The use of the **Action Reasons** detailed will allow for more accurate tracking of **PGDT** students more effectively towards the end of their programme, using the [Power BI SR: Student Records](#) Report.