What is SITS?

SITS is the student records management system utilised by St George's to store, administer and manage all elements of student information from initial application through to completion of award. It is used by over 60% of UK HEIs.

The system comprises a number of different areas, including:

- admissions
- student records and enrolment
- management of study programmes
- management of modules, credits, examinations and assessments
- research student records
- student finance and funding

As well as being used for management of the University's own processes, the data held in SITS is used for student related statutory returns that St George's is obligated to complete.

There are 2 types of SITS used:

- SITS Client used by Registry and Programme Admin teams
- e:Vision used by applicants, students and staff

What is e:Vision?

- e:Vision is the web interface to SITS, for both applicants, staff and students. It is an interface with the live SITS system, so updates made on SITS Live should appear on e:Vision straight away and vice versa.

- e:Vision is used for various student data processing activities (for example, enrolment and re-enrolment tasks), as it provides a user-friendly interface via which data can be entered into the main SITS database. When logging in to e:Vision, each user will find on the home screen the menus for the activities and areas to which they has access.

What SITS access do I need?

Access levels are generally determined according to a user's role. For example, there are different access levels for users in programme administration depending on their role (e.g. Joint Faculty Administrator, IMBE PG Administrator, VLE Team read only) and for users in Registry (eg Admissions, Student Finance and Examinations). This access determines the tables that you can access and the processes that you can run.

If you are new to the University, or have changed roles, please discuss with your line manager what level of SITS access you will need.

Access levels can be modified as user needs change and as the SITS system is developed. If you have any queries relating to your access level please discuss with your line manager.

How do I obtain access to SITS?

Your line manager will need to submit an email request to the Student System team's inbox at studentsystems@sgul.ac.uk confirming:

- Your IT username
- Role group or details of an existing user that you require the same access as
- That you have completed the online Data Protection training module and are familiar with the University's data protection policy.

How do I get started using SITS?

You should already have the SITS icon and/or be able to access the SITS icon via MyDeskTop – your line manager would have requested this as part of the new starter set up. When the Student Systems team confirm your account creation you will be able to use your IT login and password details to access SITS.

Where can I find an explanation of the screens and codes used in SITS?

The details of the core screens used are contained in the SITS Terminology section. An introduction of the main SITS screens is provided in the *Introduction to SITS* guide.

To find the up-to-date details of codes used within a particular screen of SITS, double-clicking on the field in question will bring up a list of the codes that can be used.

SITS Terminology

A glossary of SITS-related screens and jargon

Term	What it means
ACD	*Application Clearance and Decision Entry* Admissions records, one per application
ATR	*Applicant Transfer* The process by which an unconditional applicant becomes a current student. Running this creates SCJ, SPR and SCE records. It also attaches compulsory modules to students if module diets have been created.
AWD	*Award* A table of all awards available at the University
CAPS	*Course Application Supervisor Access* Shows the same admissions records as ACD, but allows more details to be changed and is a bit less user-friendly
CBO	*Course Block Occurrence* A single intake onto a particular course by academic year
CRS	*Course Record* Used to describe Board of Studies. Each CRS may contain several similar ROU (routes) which are individual programmes offered by the University.
Diet	A collection of compulsory and optional modules for a particular programme of study (refers to modular/ taught courses only)
DOC	*Document Manager* A way of storing scanned images, PDFs or other types of document in SITS
DPT	*Department* A list of academic departments in the University
DRR	*Document Related Record* Associates a document uploaded to DOC with a student record
DTY	*Document Type* Categories that DOC records can be put into
e:Vision	The SITS web portal, used by applicants, students and staff

Term	What it means
ETLA	*Extended TLA* A longer version of a TLA
GSL	*Generated Standard Letters* Shows all letters generated for a student if archived
IPO	*Institution Published Programme Occurren*ce A single start date for an IPP published programme. They are only shown on the web-site if both the In Use and Published boxes are ticked
IPP	*Institution Published Programmes* Programmes which are available for online application. Currently PG courses and non-UCAS UG courses
IPPN	*Institution Published Programme Narrative* Used to store web address and extra text to show on the programme listing for IPP programmes
IPQ	*IPP Question* A question on the online IPP application form
IPR	*IPP Registration* An online application which is either complete or in-progress
IPRQ	*IPR Question Responses* A single answer to an IPQ question
IPU	*IPP User* A temporary user account that can be used by non-members of the university to submit an online application
MAL	*Master Access Log* Records who logged in to e:Vision, when and from which computer
MAV	*Module Availability* Shows which modules are running when
MCR	*MAS Admissions Course* Programmes that can be applied to, either online via IPO, via a web form or on paper.
MOD	*Module record* A record of all modules set up within SITS

Term	What it means
MST	*Master Record* A record that uniquely identifies one individual, be they student, staff, or something else
MUA	*Master User Access* Controls whether someone can log in to e:Vision
OCCAM	The system used by the Accommodation Officer for allocating rooms to students
Progression	The process of moving a student into the next academic year of their programme
PRS	*Personnel* A current or former member of staff
PSA	*Process Student Award* Screen for calculating and agreeing award
RAT	*Reverse Applicant Transfer* Undoes the changes made by the ATR process (i.e. reverts a current student to being an applicant again)
ROU	*Route* A subject pathway of a course/programme that may led to a particular named award.
RSH	*Research Management* A suite of tools for tracking the progress of research students
SAT	*Student Assessment Table* Shows all 1st sit assessment component results for a student by module and academic year
SAW	*Student Award* A record of all awards (final and interim) processed by the University since xxx
SCC	*Student Clearance Check* A condition that needs to be met before an application can become unconditional
SCE	*Student Course Enrolment* Shows whether a student has enrolled on a programme for the current academic year

Term	What it means
SCJ	*Student Course Join* Shows when a student started a particular programme of study
SCN	*Student Candidate Number* Student Exam numbers
SITS	*Strategic Information Technology Systems* The student record system used by St George's and many other UK institutions. The term can also refer to the SITS:Vision software used to access this record system
SMO	*Student Module Taking* Shows all modules being undertaken by a student by academic year
SMR	*Student Module Result* Shows all module results for a student by academic year
SPR	*Student Programme Route* Shows which ROU a student is on, and what award they are studying towards
SRA	*Student Reassessment Table* Shows all resit assessment component results for a student by module and academic year (when module was originally sat)
SRL	*Standard Reports and Letters* Printed letters, emails and pages that can be displayed in e:Vision
STU	*Student Details* Basic details about a student
TLA	*Three-letter acronym* SITS has an awful lot of these, plus a fair number of ETLAs
TRAN	*Transfer Options* Converts an IPR application into a CAP record, either matching with an existing STU record, or creating a new one
UAL	*User Access Log* Records who logged in to SITS client, and when
USR	*User* Controls which members of staff have access to SITS client, and to which screens

Term	What it means
VCR	*Visa CAS Request* A request for a CAS number made by a student who requires a Tier 4 visa to study in the UK

Technical

AUH	*Audit* Records activity of changes in SITS by field and user
Batch Job	Refers to any job scheduled as a batch, such as standard letters run using BSL, or the ATR process, etc.
BPC	*Batch Program Control* Shows what batch jobs ran, or are scheduled to run
BSL	*Batch Standard Letters* A way of scheduling an SRL letter to run for a defined group of students at a particular time and date
CON	*Container* A group of related options in e:Vision
COP	*Container Option* A clickable link on the main eVision screen, often running a DMV, TKT Task or SRL
DMV	*Data Maintenance Vista* A tool for allowing data in the SITS database to be viewed and edited directly in e:Vision
DOC	*Document Manager* A way of storing scanned images, PDFs or other types of document in SITS
DRR	*Document Related Record* Associates a document uploaded to DOC with a student record
DTY	*Document Type* Categories that DOC records can be put into
MHD	*Message Header* A record that someone has used a TKT task in e:Vision

MTK	*Message Task* The answers an e:Vision user has supplied to a single TTE step of a task
POD	*Program Option Definition* A way of putting a search form in e:Vision
POP	*Program Option Parameters* A field on a POP search form in e:Vision
SLP	*Standard Letter Parameters* Chunks of text or logic that can be shared between several SRLs, to save having to copy-and-paste
Task	Another name for a TKT
TKT	*Task Type* A way of gathering data from staff and students by leading them through a series of steps in e:Vision, each of which can use data from a different table in SITS. Much more flexible than a DMV Vista, but also more complicated to set up and maintain.
TTE	*Task Type Element* A single step in a TKT task in e:Vision
TTQ	*Task Type Element Question* A single question in a TTE step in a TKT task in e:Vision
TEC	*Task Element Condition* A condition that decides which TTE step somebody completing a task should be sent to next
UDD	*User Defined Validation Detail* One value for a UDV
UDF	*User Defined Field* Each table in the SITS database has 20 'spare' fields called UDFs that can be used by an institution for any purpose
UDV	*User Defined Validation* A set of possible values for a UDF field. Can also be used like XON to associate one set of values with another (for example college name with college code). Each UDV has several UDDs which contain the individual values.
Vista	*Another name for a DMV*

XON	*Exchange Old and New* A look-up table that allows you to replace one value with another. Most commonly used to correctly capitalise names, using &X[NAME] in an SRL.
XPC	*Export/Import Utilities* A tool for importing and exporting records to and from the SITS database. Useful for copying developments done in the TEST and TRAIN systems into LIVE.
XPU	*Export Utilities* A more flexible, but less user-friendly way of exporting records from SITS. Records exported with XPU can be imported with XPC as normal.
XVCR	*Visa CAS Data Exchange* A program for generating VCR records