

## Year End Processes: Progressions, Withdrawals, Completions and Extensions

### Overview

- The Student Systems Team (SST) actions year-end processing for all courses and all students, including students who studying on a short course or a single module, based on the progression lists emailed by team leads to [studentsystems@sgul.ac.uk](mailto:studentsystems@sgul.ac.uk)
- It is an important task and it is critical to the university that this occurs to support business processes, statutory obligations and the timeliness of enrolments.
- Each May the Academic Registrar will circulate the Excel template to be used. This has built-in validation to prevent erroneous data.
  - One tab is for award bearing courses
  - One tab is for short courses/module only programmes
- The initial data to populate the template should be taken from SCE for the correct academic year. You can use the report ZDASCEBOEP or similar to ensure that you have a complete list of students and ensure the correct student reference (SCJ code) is provided.
- You must give the spreadsheets sensible names that include both the course name, possibly the BoE, and the date. Examples as follows:

"BSc Biomedical Sciences 2022\_3-Progression\_1<sup>st</sup> Sit BoE – "yyyymmdd"

"MBBS5 Year 1 2022\_3-Progression\_2<sup>nd</sup> Sit BoE\_20230707"

If this template is not used and teams go off-piste we will return the spreadsheets to the team leads and ask for them to be done again.

Please find below some brief guidance that might be useful for your teams.

### **Student Progression and Completion Checks**

#### Progressions and Completions following Initial BoE

- Student progressions and completions must be relayed to Student Systems within 5 working days of the BoE.
  - All associated module results should be confirmed on the student record system prior to the list being sent.

- The submitted Excel list must detail all students by course and year detailing the correct progression code as determined by the BoE.
- If a decision cannot be made at the initial BoE ie because the student is a fee debtor or needs to be referred to a panel then no progression code should be entered.
- The valid progression type are as follows:

| Code to be Provided                | Reason   | Additional Details Required  | Outcome   |
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| <b>Awarded</b>                     | A final or interim award has been made.  | Confirm if final award "S" or *Interim "I" in Reason for Withdrawal.<br><br>*Interim should only be where student has requested the exit award and not where they have withdrawn or termination of studies due to academic failure | Full student record closed down in SITS.<br><br>Student enrolment and registration in SITS becomes "X"  |
| <b>Progress</b>                    | Student has met criteria for progression and it has been agreed by BoE.<br><br>Cannot be used for students on final block of study.                  |  | Student enrolment record moved to next academic year at next block/year of course.<br><br>Student enrolment status for future academic year set to "RN" and required to re-enrol. |
| <b>Repeat Year with attendance</b> | Student has not met criteria for progression but BoE/Mit Circs/panel have agreed student can repeat their current year of study in full or partially | Provide new expected end date of studies and study load.<br><br>Study load should be 100% when repeating the year in full or pro-rata depending on duration of repeat study i.e. 1 term of a 2 term programme would be 50%. For a  | Student enrolment record moved to next academic year at same block/year studied in current academic year.   |

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|                        | <p>during the future academic year<br/><b>or</b></p> <p>Exceptionally for a student who otherwise would be considered “assessment only” but is required/permitted to attend a zero credited placement</p>                                | <p>zero credited placement module study load determined by number of weeks.</p> <p>Where study does not start until either Semester/Term 2 or start date of a placement the student will need to placed on IoS with the reason code “MDL” (module delayed) until the appropriate start date. This is to ensure that enrolment and registration aligns with confirmation to funding bodies.</p> | <p>Student enrolment status for future academic year set to “RN” and required to re-enrol <b>or</b></p> <p>Where Semester/Term 2 start or placement student enrolment status for future academic year set to “RI” – programme administration to Student Systems when student is expected back and at that point enrolment status is updated to “RN”</p>   |
| <b>Assessment Only</b> | <p>Student has not met criteria for progression to next year of study <b>or</b></p> <p>A finalist who has completed teaching but not assessments who will be undertaking outstanding assessments only during the next academic year.</p> | <p>Provide new expected end date of studies.</p>   | <p>Student enrolment record moved to next academic year at same block/year studied in current academic year.</p> <p>Student enrolment status for future academic year set to “RR” and required to complete brief re-enrol task to accept institutional regulations.</p> <p>Student returned with dormant status in statutory returns.</p> <p>Student <u>cannot</u> be enrolled for modules during future academic year.</p> |

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| <b>IoS Continuing</b>                                    | <p>This denotes the continuation of an IoS to the future academic year.</p>  | <p>Must provide new expected end date of studies, start date of IoS, expected end date of IoS and reason for IoS.</p> <p>If the IoS is not for the entire year you <u>must</u> indicate the proposed future year study load.</p>                                  | <p>Student enrolment record moved to future year at same block/year studied as current year.</p> <p>Student enrolment status for future academic year set to “RI” and not required to re-enrol at year-start.</p> <p>Student cannot be enrolled for modules during future academic year unless resuming studies mid-year and modules start after their return date.</p> |
| <b>Resit Board</b><br><br>(indicates going to resit BoE) | <p>BoE not able to make decision on progression or completion as outstanding assessment that will go to the in-year resit BoE.</p>                     | <p>Provide date of the BoE that the student will be presented to.</p>   | <p>No action while await outcome.</p>   |
| <b>Withdrawal</b>  | <p>Student has:</p> <p>withdrawn;</p> <p>their studies have been terminated by BoE; or</p> <p>for module only students their studies are complete.</p> | <p>Require end date (last date of assessment) and reason for withdrawal i.e. Acad Failure, Written Off.</p> <p>For “module only” students who have completed their studies the reason for withdrawal is “SM” if module successfully completed and “O” if not.</p> | <p>Record closed down.</p> <p>Student enrolment and registration in SITS becomes “X”</p>  |

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| <p><b>Transfer to</b><br/>(module only or students moving from a PGCert to PGDip or a PGDip to MSc within some subject area)</p>   | <p>Student is transferring at year end from module only study to programme with an award</p>  | <p>Require next course code, next route code, next block, next occurrence and new expected end date details</p> | <p>Current course record will be closed down and flagged as “T”</p> <p>New course record and enrolment record for future academic year will be created.</p> <p>Modules from initial course will be transferred over as part of the process as SMC (student module credit) records</p> <p>Student enrolment status for future academic year set to “RN” for new course and student required to re-enrol.</p> |
| <p><b>Result Pending</b><br/>(primarily module only or when final decision will be made after mid-October however, also to flag extensions for students currently on final block of study)</p> | <p>Student has completed current academic year teaching and / or (re)assessment however, final decision will not be ratified until after statutory return cut-off point in mid-September.</p> | <p>Require new expected end date details</p>  | <p>Student enrolment record moved to future academic year at same block/year studied in current academic year.</p> <p>Student returned as dormant in statutory returns.</p> <p>Student enrolment status for future year set to “RP” and not required to re-enrol.</p>   |

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|                        |   |                                   | <p>Student <u>cannot</u> be enrolled for modules during future academic year.</p> <p>Module Only students moved to occurrence “AA”</p>  |
| <b>Return from IoS</b> | Student will be returning from IoS at future academic year start. | Confirm expected end date details | <p>Student enrolment record moved to next academic year at same block/year studied as current academic year.</p> <p>Student enrolment status for future academic year set to “RN” and required to re-enrol.</p> |

**NOTE:** There is a separate tab in the progression template “Repeating placements only” for students who are repeating placements only in the next academic year. This tab should be used to provide start and end dates of placements students are expected to attend to ensure that they are correctly recorded on SITS.

If there is a scenario that is not catered for in the above then we ask that you contact the Head of Records and Reporting or the Academic Registrar in the first instance. We regret that Student Systems as a team cannot advise staff across the university on individual cases or make decisions on your behalf.

#### *Resit Board*

Whilst it might seem strange to highlight those who are awaiting a decision from a resit/September BoE it is incredibly important. It enables us institutionally to know why a student might not be able to enrol and this information is required in Annual Monitoring Reports.

#### *Future IoS*

If an IoS for the future academic year has already been approved then return the correct progression code ie confirm if permitted to progress or not but then add the IoS information in the correct columns of the spreadsheet.

### *Students permitted to undertake placements despite non-progression*

This is covered in the “repeat year with attendance” section. These students that would ordinarily be returned as “dormant” need to have a study load. This is critical to ensuring that the correct fees are charged and once a student has enrolled enabling them to access appropriate funding. It is important that where the placement is represented by a module that the initial record is closed down and there is a module registration for the current year of study. It is imperative that the study load is correct by the end of October at the very latest.

### Progression and Completions following Resit/September Board

- A repeat of the above but the course list should only detail those that were awaiting a decision at the resit/September board i.e. students yet to be progressed or those who do not have enrolment records created for the future academic year.
- The progression list previously submitted should be used minus those previously confirmed as progressing or completing so that no student is missed off.
  - Spreadsheets the contained the details from the 1<sup>st</sup> sit BoE will not be actioned and will be returned to Team Leads

### **Final Guidance/Tips**

#### Full-time Long Postgraduate Programmes

Students on a full-time long MSc that started in September of the current academic year and are due to complete post mid-September of the future academic year are on programmes that have 2 blocks that require 2 enrolment records:

- Block 1 occurrence A covers current year (September – July)
- Block 1 occurrence B covers future academic year (Aug – Oct/Nov) dependent on course end date.

As confirmation of all students is required at year end please submit the lists for Block 1 A and select progression type “Progress” if expected to complete in the normal timeframes or “withdrawn” if the student is choosing to leave the programme with an intermediate award and/or is being withdrawn for academic failure. We do not expect these students to re-enrol as the Block 1 B is for statutory purposes and acts as a check that students are progressing to submission of final projects.

### Withdrawals

- Where you are indicating that a student has withdrawn and their current enrolment status on SCE is not already “X” please provide their last date of assessment as their withdrawal date.
- If they withdrew before taking any assessment, then the date of the end of the month, term or semester in which the student last attended should be given.

### Programmes with Route/Pathway Options

- Where these has already been determined for the future academic year please ensure that you include the details on the spreadsheet noting that this should be the route code not name.
- This should include those progressing to Year 3 of the BSc Biomedical Science course and Healthcare Sciences courses.

### MBBS Programmes

- It’s important that you liaise closely with the Exams team to ensure that the lists are correct i.e. local teams may have details on withdrawals, interruptions that are continuing over to the future academic year or where repeat study is occurring rather than resits. This will have an impact on current year results and module registrations for the future academic year.
- For students who will be intercalating in the next academic year we require confirmation of progression or otherwise via the spreadsheets. A separate list should be provided to Student Systems confirming those approved by MBBS (intercalate out) and Biomed (intercalate in) teams.
- Students identified for the “North American” route (UTBMED\_AM) will have an April rather than a July end date. The expected end date and next route details will need to be completed for students impacted by this.



### Non-Standard Progression Based on Non-Standard Year Start

- Please liaise with the Senior Student Returns Officer; these should be limited to programmes that run January to January or module only students who started in April and complete in December of the same calendar year. In these scenarios we need to create records for the next academic year without the need for them to enrol now.
- Students should be registered on spanning modules that cover both academic years ie have 2 module registrations (SMO) records for the module(s) with 2 corresponding module run (MAV) records.

### **Head of Records and Reporting**

May 2025