Student Information System Project Manager’s Report

INTERIM REPORT

Report Period: 21st May – 8th June 2010

CONTENTS

1. Introduction
2. Risk and Issue Status
3. Quality Assurance
4. User Group Resource
5. Key Issues/Points For the SISPB
6. Product Progress Report
7. Appendix 1

Key - RAG Status

Red – Serious Issue – requires immediate attention/decision

Amber – Work halted till action completed

Green – Work proceeding
1. INTRODUCTION

PHASE 2

The deliverables for Phase 2 of the SIS Project are:

Admissions
- UCAS download
- Confirmation and Clearing
- On Line Application Form

Academic Model (inc. MBBS and BDS provision)
- Programmes
- Modules
- Diets
- Academic Model Structure – Confirmation Task for Departments

Student Records
- On line Pre-enrolment
- On line Re-enrolment
- On line SITS enrolment – staff enrolls for student
- On line Student Personal Maintenance
- On line Distance Learning enrolment
- On line Disability and Dyslexia
- On line Occupational Health enrolment
- Quick Applicant set up
- Module Registration Pre-enrolment
- Module Registration – Re-confirmation (semester 2)
- On line Student Programme Maintenance

- PBI – CAS and VCR
- PBI – Student Engagements

Finance and Fees
- Tuition Fee Matrix set up
- Fees Generation
- Agresso interface – SITS to Agresso
- Student Loan Company interface
- Student bank details from SITS to Agresso
- Bursaries – staff management task (SLC)
- Access to Learning Fund – Staff management task
- Access to Learning Fund – Student application task
- Minor bursary fund – Student task – Tower Hamlets
- Minor bursary fund – Student task – UOL Fund
- Minor bursary fund – Student task – SMD Dean’s Benevolent Fund
- Bursaries – PGR

Awards Assessment and Progression
- Mark Schemes - Standard
- Mark Scheme – MBBS (different marks scheme for each year of study)
- Mark Scheme – BDS
Mark Scheme – BUPT
Mark Scheme – LLB
Mark Entry - All

Pass List - Research
Final Transcript Std UG, PG, BUPT
Final Transcript MBBS
Final Transcript BDS

Reassessments – Opt In/ Opt Out
Research Awards Task
Enter Thesis Title and Submission Date Task
Advanced Standing Credit Task
Study Abroad Credit Task

SEB Report - BDS
  Module Results – BDS
SEB Report - MBBS
  Module Results – MBBS

Examination Scheduling (ready for Jan 2011)
Examination Scheduling - Main Build
  7 Student Letters
Exam Stationery Request Form
Invigilators Report Form
Invigilator Candidate List
Register of Attendance Form
Screen - Full List of Exams a student is scheduled for (not week by week as currently done)
Script Receipt build
Student Candidate List
Training Documentation - Exam Scheduling
Departmental Confirmation of exam data
Special Arrangements
Additional reports (total 4)

External Reporting
RAS (Aug 2010)
DLHE (Aug 2010)
NSS (Aug 2010)
HESA (Aug 2010)
Tariff Calculator (Oct 2010)
HESES (Oct 2010)
RAE (new report – awaiting format and content)

Interfaces
WebCT interface phase 1 – replicate SRS interface
Kinetics part 2 interface
SITS to RMS interface
RMS to SITS interface
Student Card and Photograph Management System
Building Security Access Interface
Student Union interface
Advice and Counselling interface
SITS to IT services interface (library)
IT services to SITS interface (library)
SITS & ITS to Library interface
SITS to VLE Mark Entry for MBBS and English/Drama - tbd
Applicant LDAP Interface - tbd

Data Migration
Programmes migration
Student records migration
Results/Modules records migration
CAS records migration
Studentships migration
Qualifications migration
ELQ Question/Answers migration
Previous Card Requests
Research Supervisors records migration

Student Portal

Staff Portal

Additionally, the scope has been increased by:
• Reporting Tool and Data Dictionary

PHASE 3

Work to be completed in Phase 3 includes:

• Academic Model: NCBs inclusion
• Student Records: Cohort Tracking
• Student Records: Roll Forward
• Student Records: Progression
• Ceremonies
• TfL process in SITS
• Automation for Mark Entry for departments (dependent on successful SMD & English and Drama Phase 2 work)
• Student Programme Maintenance e:Vision trigger screen – replaces paper form in Phase 2
• PAPeRS replacement for SMD
• Placements for SMD
• Increase in sequence length for BUPT Mark Scheme
• Unicode 8.3.1 upgrade
• Exam Scheduling inc.
  o Testing Exam Scheduling/Training
  o Exam Timetable for Exam Scheduling Staff - Excel format of the complete exam timetable.
  o Room Examination report - Excel format of all rooms used in exams with exam date, room and time.
  o Duration Exam report - Excel format of all rooms, date, time, module code, duration
  o Question Papers - Excel format of date, module name, code, time and duration
Additional requirement - to be able to record additional information on the exam papers – the number of questions on each paper and the number of pages per exam paper. There is currently no designated field that could be used to satisfy the requirement.

2. RISK AND ISSUE STATUS

For SISPB only.

3. QUALITY ASSURANCE

A pragmatic approach has had to be taken with regard to quality assurance. User Groups and less formal groupings of College staff have been fully involved in all stages of the specification and build stages of each product and will ensure fitness for purpose. Part of the “sell” to the College has been some lengthy demonstrations to invited staff where prototype builds are open to improvement suggestions. Central Registry staff (ARCS) are involved in the specification and all stages of the build.

User acceptance testing is a stage in each product development and sign off by the process owner.

4. USER GROUP RESOURCE

<table>
<thead>
<tr>
<th>PRODUCT AREA</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ACADEMIC MODEL</td>
<td>No working group has been set up.</td>
</tr>
<tr>
<td></td>
<td>Main source of information – QA dept and academic departments.</td>
</tr>
<tr>
<td></td>
<td>This has been supplemented by direct data gathering from</td>
</tr>
<tr>
<td></td>
<td>departments using Module Collection Form and Supplementary</td>
</tr>
<tr>
<td></td>
<td>Forms to compensate for often poor records held at the centre.</td>
</tr>
<tr>
<td>STUDENT RECORDS - ENROLMENT</td>
<td>Marie Campbell Davies - Chair</td>
</tr>
<tr>
<td></td>
<td>Marlon Gomes</td>
</tr>
<tr>
<td></td>
<td>Rhiannon Thompson</td>
</tr>
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<td></td>
<td>Paul Smith</td>
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<td></td>
<td>Lisa Davies</td>
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<td></td>
<td>Peter Cragg</td>
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<td></td>
<td>Carmen van den Board</td>
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<td></td>
<td>Sam Coker</td>
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<td></td>
<td>Chris Hopkins</td>
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<td></td>
<td>Rachel Wilson</td>
</tr>
<tr>
<td></td>
<td>Helena Tkalez</td>
</tr>
<tr>
<td>STUDENT RECORDS – MODULE REGISTRATION</td>
<td>Mainly done through ARCS office:</td>
</tr>
<tr>
<td></td>
<td>M Campbell Davies</td>
</tr>
<tr>
<td></td>
<td>S Tobias</td>
</tr>
<tr>
<td>STUDENT RECORDS – STUDENT PROGRAMME MAINTENANCE</td>
<td>M Campbell Davies</td>
</tr>
<tr>
<td></td>
<td>B Hewitt</td>
</tr>
<tr>
<td></td>
<td>T Cornell</td>
</tr>
<tr>
<td></td>
<td>N Cooper (Tribal)</td>
</tr>
<tr>
<td>PRODUCT AREA</td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>FINANCE AND FEES</td>
<td><strong>Student Fees</strong></td>
</tr>
<tr>
<td></td>
<td>M Ferris</td>
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<td></td>
<td>P Smith</td>
</tr>
<tr>
<td></td>
<td>L Davis</td>
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<td></td>
<td>D Chamberlain (Tribal)</td>
</tr>
<tr>
<td></td>
<td><strong>Funding</strong></td>
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<tr>
<td></td>
<td>L Green</td>
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<td></td>
<td>D Newcombe</td>
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<tr>
<td></td>
<td><strong>PGR Scholarships and Funds</strong></td>
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<tr>
<td></td>
<td>Rh Thompson</td>
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<td></td>
<td>Peter Smith</td>
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<td></td>
<td>J Frith</td>
</tr>
<tr>
<td>AWARDS ASSESSMENT AND PROGRESSION</td>
<td><strong>Mainly done through the ARCS office.</strong></td>
</tr>
<tr>
<td></td>
<td>K Dunster</td>
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<tr>
<td></td>
<td>L Cuthbert (BUPT)</td>
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<td></td>
<td>S Oliver (LLB)</td>
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<tr>
<td></td>
<td>G Thompson (Tribal)</td>
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<tr>
<td></td>
<td>C Fletcher (Tribal)</td>
</tr>
<tr>
<td></td>
<td>V Howells (Tribal)</td>
</tr>
<tr>
<td></td>
<td>Demos held to collect views form the wider academic community.</td>
</tr>
<tr>
<td>EXAMINATION SCHEDULING</td>
<td><strong>Marie Campbell Davies</strong></td>
</tr>
<tr>
<td></td>
<td>Ricardo Garcia</td>
</tr>
<tr>
<td></td>
<td>Tina Peacock (Tribal)</td>
</tr>
<tr>
<td></td>
<td>Andy Robinson</td>
</tr>
<tr>
<td></td>
<td>V Howells</td>
</tr>
<tr>
<td>EXTERNAL REPORTING</td>
<td><strong>Brian Kennedy</strong></td>
</tr>
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<td></td>
<td>Peter Cragg</td>
</tr>
<tr>
<td></td>
<td>J Leeming</td>
</tr>
<tr>
<td></td>
<td>V Howells (Tribal)</td>
</tr>
<tr>
<td></td>
<td>Monthly meeting with Planning Unit inc.</td>
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<tr>
<td></td>
<td>T White</td>
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<tr>
<td></td>
<td>J Leeming</td>
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<tr>
<td></td>
<td>A Donaldson</td>
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<td></td>
<td>P Cragg</td>
</tr>
<tr>
<td></td>
<td>J Holman (occasional)</td>
</tr>
<tr>
<td></td>
<td>J O’Meara</td>
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<tr>
<td></td>
<td>C vd Bogaard</td>
</tr>
<tr>
<td></td>
<td>P Rosenberg</td>
</tr>
<tr>
<td>INTERFACING</td>
<td><strong>Jim O’Meara</strong></td>
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<tr>
<td></td>
<td>Chris Hopkins</td>
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<tr>
<td></td>
<td>Danny Pond</td>
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<td></td>
<td>John Holman</td>
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<tr>
<td></td>
<td>H Patel</td>
</tr>
<tr>
<td></td>
<td>D Gold</td>
</tr>
<tr>
<td>DATA MIGRATION</td>
<td><strong>J O’Meara</strong></td>
</tr>
<tr>
<td></td>
<td>D Pond</td>
</tr>
<tr>
<td></td>
<td>H Patel</td>
</tr>
<tr>
<td>SITS STUDENT PORTAL</td>
<td><strong>No working group set up</strong></td>
</tr>
<tr>
<td>SITS STAFF PORTAL</td>
<td><strong>No working group set up</strong></td>
</tr>
</tbody>
</table>
Additional groups have been meeting to discuss areas that are additional to the main product areas

<table>
<thead>
<tr>
<th>PRODUCT AREA</th>
<th>Resource to be allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBIS FOR CONTINUING STUDENTS</td>
<td></td>
</tr>
<tr>
<td>REPORTING TOOL/DATA DICTIONARY</td>
<td>J Theodosius</td>
</tr>
<tr>
<td></td>
<td>C vd Bogaard</td>
</tr>
<tr>
<td></td>
<td>P Cragg</td>
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<tr>
<td></td>
<td>J Holman</td>
</tr>
<tr>
<td></td>
<td>J O’Meara</td>
</tr>
</tbody>
</table>
## 5. KEY ISSUES/POINTS FOR THE SISPB

<table>
<thead>
<tr>
<th>AREA</th>
<th>ISSUE/POINT</th>
<th>RAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1. Mark Entry - English and Drama</td>
<td>Some discussions around this area have been ongoing with W Boutcher. A letter to the SISPB has been sent and will be discussed as part of the meeting. <strong>1/6/10:</strong> Issue now resolved. W Appleby met with SED and agreed a process.</td>
<td>A</td>
</tr>
</tbody>
</table>
| 5.2. ELQ Rates | The SISPM has requested that Morag Shiach as Chair of the Costing and Pricing Group look into this matter with particular attention to the Institutes. The situation is as follows:  
- the William Harvey Research Institute has said that it will charge ELQ status students at the overseas rate  
- the Institute of Health Science Education will not charge an ELQ rate at all i.e. it will charge the normal Home fee rate regardless of ELQ status  
- the institutes of Cancer, Dentistry, Cell & Molecular Medicine and the Wolfson, apparently, have forwarded their rates to Neil Rayment (ARCS) and asked these to be sent on to the Fees Office. To date, the Fees Office has not received them  
The next Costing and Pricing Group meets 20th May  
**1/6/10:** Not resolved. Next CPG, 10th June. Seems likely that there will not be a uniform rate but will be different for each Institute. From a SIS perspective this is OK but will mean far more maintenance going forward than an agreed standard rate. | R |
| 5.3. Associates | There seems to be some concern around how the College will process Associate students within SITS and the setting of module availability targets for them. A meeting has been scheduled for Monday 17th May to discuss with concerned stakeholders.  
The proposed process, changes the responsibility for approving module choices from the student to Central Services coordinating the module approval among departments. Availability targets can be set by departments beforehand and, if required, adjusted if demand dictates.  
**1/6/10:** Closed. | A |
| 5.4. Academic Model | See section 6.1  
**1/6/10:**  
*History now on track to complete the required data and send back to SISPT.*  
*A meeting with M Shiach, SLLF has been arranged for 4th June where the issues will be discussed with the Andy Robinson and S Milik.*  
*There has been good progress on SMD PGT collection.* | R |
5.5. **Enrolment Deadlines**

Paper on the importance of deadlines to go to QMSE, 18 May 2010.

**1/6/10**: QMSE gave full backing to strict deadlines being adhered to. A copy of this paper is at Appendix 1.

| Change TO | A |

5.6. **Departmental Analysis – Oakleigh Report**

2 SISPB members returned comments on the report. The SISPB need to decide what to do next.

**1/6/10**: No progress or change. Suggest that this is removed as unlikely that any significant work will be done prior to Go Live.

_A number of meetings have been held with departments that use or have developed sophisticated IT solutions within their own departments. There has been common agreement that SITS will be used for core business processes while departmental systems will carry on being used for functions and processes not being provided by SITS. A data extract specification has been produced and sent to the relevant departments that will provide them with the data they need to ensure continuity of their non-SITS processes; e.g. attendance and monitoring. The SISPT have yet to receive any feedback._

| Change TO | G |

5.7. **PBI**

CAS specification circulated for comments. Some important information required for CAS is currently collected in a manual process and attempts are being made to automate this.

Agresso is not able to:

* apportion payments against individual courses of study:
* distinguish between payments made for fees or accommodation for the current year or for a future year.

This issue was raised with Liz Smith who has initiated some work within the Agresso team to try and ensure that information passed to SITS from Agresso can be used to produce CAS letters.

**1/6/10**: The SISPT was given incorrect information. Currently, Agresso team has been working to get the information the SISPT require. This has involved some significant time from the Agresso team. It seems likely that the information required will be provided.

_SRS29 (CAS Letter) analysis and agreement on solution is nearly complete and resource has been identified to do the build._

_SRS30 (Student Engagement) analysis in progress._

| Change TO | R, A |

5.8. **Special Regulations**

Award rules and the Academic Model need to reflect the current situation with regard to Special Regulations. The current set of regulations in use by the SISP, are for 2007/2008 and does not reflect College practice.

**1/6/10**: ARCS has suggested a date of 30 July to get the Special Regulations written and approved. While this is quite late for both Award Rules and the Academic Model, the SISPT has agreed that this is the very latest that it could be done.
| 5.9. Output from the Programmes Committee | The information supplied to the SISPT from the Programmes Committee is often incomplete. There has been a substantial amount of chasing by the SISPT to obtain complete data for inclusion in the Academic Model. QA to communicate with depts. about the importance of completing the new Module Approval Form before submission to the Programmes Committee.  

1/6/10: Conversations between the SISPT and QA will hopefully eliminate most of these problems. If the Approval Form is completed correctly then the Academic Model can be updated. An incorrectly completed form cannot be entered into SITS and will not appear for applicants. QA have been reminded about the importance of ensuring correct completion. |
|---|---|
| 5.10. UAT | Due to the prolonged specification and build period, it seems likely that a full UAT will be unable to be completed. Currently, we are ascertaining how much UAT can be done and a schedule is being written.  

1/6/10: SIS Technical Manager working on:  
SITS data test environment  
Key UAT deliverables

Extensive unit testing by a SISPT member with users is always undertaken prior to the deliverable being signed off. |
| 5.11. Training | A training schedule has been written and is being considered by the SISPT. It seems likely that we will need to take a pragmatic approach which may fall short of an ideal delivery.  

1/6/10: This has been considered both by the SISPT and ARCS in the first instance. Some amendments are being processed and a final review will take place. This will then be published to the College. |
| 5.12. Health Clearance Checks | Some discussion around Health Clearance checks is on-going. Questions over how the College wishes to deal with these include:  

- How many clearances checks are required for PG and UG SMD  
- What constitutes a health check requirement?  
- At what stage in the Admissions process can checks be enabled?  
- Which checks will be available at Enrolment and can result in Temporary Enrolment?  
- Where can we exclude applicants from being transferred (ATR’d) ready for pre-enrolment where they have not met checks during the admissions process?  

R Bennett asked to clarify the situation for the SMD.  

1/6/10: R Bennett has reported that Sian Marshall will be writing a policy on Health Clearance checks for the SMD by 16th July. This will be forwarded to the SISPT. |
| 5.13. SCBS – Wednesday Afternoons | During a meeting with SCBS concerning departmental systems a request that a flag somewhere on SITS (eg. enrolment, student personal maintenance screen) could be introduced to indicate whether the student would Opt Out of Wednesday afternoon’s extra-curricula activities. This would help SCBS with a timetable log jam. |

C:\DOCUME~1\ydw027\LOCALS~1\Temp\sis pm report 2010 06 08 interim.doc  Page 10 of 25
<table>
<thead>
<tr>
<th>The SISPT require some guidance as to whether this is permissible.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1/6/10</strong>: SBCS would like to have all SBCS students defaulted to the position where they have opted out of Wednesday afternoon activities and are available for timetabled work.</td>
</tr>
<tr>
<td>The SISPT has requested that W Appleby provide the necessary guidance as to what the SISPT is to do. It seems likely that the Student Personal Maintenance screen will be used to either opt in or opt out of Wednesday afternoon activities.</td>
</tr>
</tbody>
</table>
6. PRODUCT PROGRESS REPORT

6.1. ACADEMIC MODEL

A. Collection of Data

<table>
<thead>
<tr>
<th></th>
<th>Basic Module Info</th>
<th>Basic Diet Info</th>
<th>Supplementary Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLLF UG</td>
<td>🟥 No information received</td>
<td>🟥 Some diet information remains outstanding</td>
<td>🟥 No information received</td>
</tr>
<tr>
<td></td>
<td>Meeting arranged between M Shiach, Ruediger Goerner with SISPT members attending.</td>
<td>Meeting arranged between M Shiach and Ruediger Goerner with SISPT members attending.</td>
<td>Meeting arranged between M Shiach, Ruediger Goerner with SISPT members attending.</td>
</tr>
<tr>
<td>SLLF PGT</td>
<td>🟥 No information received</td>
<td>🟢 Diets complete</td>
<td>🟥 No information received</td>
</tr>
<tr>
<td></td>
<td>Meeting arranged between M Shiach, Ruediger Goerner with SISPT members attending.</td>
<td></td>
<td>Meeting arranged between M Shiach, Ruediger Goerner with SISPT members attending.</td>
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<tr>
<td>English &amp; Drama UG</td>
<td>🟢</td>
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<td>🟢</td>
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<tr>
<td>English &amp; Drama PGT</td>
<td>🟢</td>
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</tr>
<tr>
<td>History UG</td>
<td>🟢 Meeting between SISPT and History taken place.</td>
<td>🟢 Meeting between SISPT and History taken place.</td>
<td>🟢 Meeting between SISPT and History taken place.</td>
</tr>
<tr>
<td></td>
<td>Data now being sent to SISPT</td>
<td>Data now being sent to SISPT</td>
<td>Data now being sent to SISPT</td>
</tr>
<tr>
<td>History PGT</td>
<td>🟢 Meeting between SISPT and History taken place.</td>
<td>🟢 Meeting between SISPT and History taken place.</td>
<td>🟢 Meeting between SISPT and History taken place.</td>
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<td>Data now being sent to SISPT</td>
<td>Data now being sent to SISPT</td>
<td>Data now being sent to SISPT</td>
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<tr>
<td>SMD PGT</td>
<td>🟢 See Risk Log - Risk 19</td>
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<tr>
<td>SMD UG Intercalated</td>
<td>🟢 See Risk Log - Risk 19</td>
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</tr>
</tbody>
</table>

Note
The diets for UG joint programmes taken between SLLF, E&D and History need to be defined fully. E&D are having difficulty in obtaining relevant information from SLLF and History.
B. Special Regulations – see 5.8 above

C. Academic Model – Programmes Committee – see 5.9 above

D. Academic Model – Research Degrees
The progression from MPhil to PhD will be recorded as a Research Event in SITS. How this will be done requires additional consultancy in the area of Research Degrees which was planned for Phase 3 but will in part have to be brought forward into Phase 2 to cater for the management of PhD /MPhil. This is taking place on Friday June 4th.

E. Academic Model – Structure Confirmation Task for Departments
This task gives a department a chance to review all their diets and modules that have been previously sent to the SISPT and entered into the academic model. Currently, this is being tested by the SISPT. Once completed, this will be sent out to all departments with a meeting arranged between the nominated departmental users and A Robinson, to explain what is required.

The instructions concerning what departments need to do and the how they are going to do it should be communicated by a senior manager who will also be available for any chasing that might need to be done upon request by the SISPT. The deadline for departments to complete this and return the information to the SISPT is the Friday 2nd July.

6.2. STUDENT RECORDS

6.2.1. Student Program Maintenance
Nothing to report.

6.2.2. Student Enrolment

Health Clearance Checks
See 5.12 above.

A. Pre-enrolment
Nothing to report.

B. Re-enrolment
Nothing to report.

C. Student Enrolment by Staff (SITS Enrol)
Nothing to report

D. Distance Learning
This will be a variant on the Pre-Enrolment task and added onto it.

E. Quick Student Set Up task
Standard SITS task will require minor modifications for QM.
F. Occupational Health Task
Demos for Occupational Health have taken place.

G. Disability and Dyslexia Unit
Demonstration held for department.

H. On Line Application Form
Monthly drop in sessions now taking place.
User meeting organized for end of May.

6.2.3. Module Registration

A. PAA Assignment and Report
Unit testing being carried out.

B. Diet Generation and Error Report
Unit testing being carried out

C. Exception Report – Incomplete/Outstanding tasks
Unit testing being carried out

D. Exclusions from eMR
E.g. Text for Retakes Students and other documents
Unit testing being carried out

E. Re-confirmation task (required for December 2010)
The eMR program as it stands will not be used for 'Jan re-confirmation' in 2010/11. The understanding is that for 2010/11, this will be a manual process:

1. If a student wishes to amend a SEM2 module then they will need to contact their dept/PAA for approval.
2. If successful, the dept/PAA will send the request through by email to a shared mailbox (to be created)
3. The email will be picked up by a member of staff in Registry (maybe a temp) who will then manually make the amendments directly in client via EMD.

This task will be carried out over a specified period - yet to be established but most likely to be either:
- First 2 weeks in Jan
- Mid Dec to Mid Jan

This arrangement is currently being reviewed with Student Administration

F. RGD – Set up of Role Groups for different activities
These include: Initial Selections, Re-confirmation and Pre-selections. Complex piece of work – in progress.
6.2.4. **PBI**
SRS29 - CAS specification completed and waiting for sign off. Build to begin.
SRS 30 – Student Engagement specification in progress.

Issues with Agresso are being resolved.

6.2.5. **Student Personal Maintenance**
Nothing to report.

6.3. **ASSESSMENT, PROGRESSION, AWARDS**

6.3.1. **Mark Schemes**

A. **Standard**
Completed.

B. **MBBS**
Completed.

C. **BDS**
After an external review, some modifications will be required.

D. **BUPT**
Build in progress

E. **LLB**
Manual process for 2010/11 – process being written up.

6.3.2. **Mark Entry**

A. **General**
Out of the box solution. Either upload or manual entry.

B. **SMD & English and Drama**
See 5.1 above.

6.3.3. **Award Rules**
Special Regulations 2010/11 – need to be written. ARCS have agreed a date of 30th July.

6.3.4. **Progression Award Rules**
Special Regulations 2010/11 – need to be written. ARCS have agreed a date of 30th July.

A. **Progression Rules – non Award**
Special Regulations 2010/11 – need to be written. ARCS have agreed a date of 30th July.
### B. SEB Reports

#### Standard

<table>
<thead>
<tr>
<th>Title</th>
<th>RAG</th>
<th>Owner</th>
<th>Required By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Results – UG &amp; PG</td>
<td>G</td>
<td>W Appleby</td>
<td>2 Jan 11</td>
<td>A demonstration was given of work so far. Amendments to be specified are in hand. Will then be signed off.</td>
</tr>
<tr>
<td>Module Statistics - UG</td>
<td>G</td>
<td>W Appleby</td>
<td>2 Jan 11</td>
<td>A demonstration was given of work so far. Amendments to be specified in progress.</td>
</tr>
<tr>
<td>Individual Student Performance - UG</td>
<td>A</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>Waiting ARCS signoff.</td>
</tr>
<tr>
<td>Overall Student Summary - UG</td>
<td>G</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>In progress</td>
</tr>
<tr>
<td>Individual Student Performance - EE</td>
<td>G</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>In progress</td>
</tr>
<tr>
<td>Overall Student Summary - EE</td>
<td>G</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>In progress</td>
</tr>
<tr>
<td>Overall Student Summary - PG</td>
<td>G</td>
<td>W Appleby</td>
<td>2 Jan 11</td>
<td>In progress</td>
</tr>
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</table>

#### LLB

<table>
<thead>
<tr>
<th>Title</th>
<th>RAG</th>
<th>Owner</th>
<th>Required By</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Module Results – LLB</td>
<td>G</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>In progress</td>
</tr>
<tr>
<td>Module Statistics - LLB</td>
<td>A</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>Waiting feedback from ARCS.</td>
</tr>
<tr>
<td>Individual Student Performance - LLB</td>
<td>A</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>Waiting feedback from ARCS.</td>
</tr>
<tr>
<td>Overall Student Summary - LLB</td>
<td>A</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>Waiting feedback from ARCS.</td>
</tr>
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</table>

#### BUPT

<table>
<thead>
<tr>
<th>Title</th>
<th>RAG</th>
<th>Owner</th>
<th>Required By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Sheet - BUPT</td>
<td>G</td>
<td>L Cuthbert</td>
<td>3 Jun 11</td>
<td>Spec in production.</td>
</tr>
<tr>
<td>Individual Student Performance - BUPT</td>
<td>G</td>
<td>L Cuthbert</td>
<td>3 Jun 11</td>
<td>Spec in production.</td>
</tr>
<tr>
<td>Overall Student Summary - BUPT</td>
<td>G</td>
<td>L Cuthbert</td>
<td>3 Jun 11</td>
<td>Spec in production.</td>
</tr>
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</table>

#### BDS

<table>
<thead>
<tr>
<th>Title</th>
<th>RAG</th>
<th>Owner</th>
<th>Required By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Results – BDS</td>
<td>G</td>
<td>L Davenport</td>
<td>1 Nov 10</td>
<td>Spec written, prototype built, data being prepared for testing by BH/HMcG.</td>
</tr>
<tr>
<td>Module Statistics - BDS</td>
<td>G</td>
<td>L Davenport</td>
<td>1 Nov 10</td>
<td>As above</td>
</tr>
<tr>
<td>Individual Student Performance - BDS</td>
<td>G</td>
<td>L Davenport</td>
<td>1 Nov 10</td>
<td>As above</td>
</tr>
<tr>
<td>Overall Student Summary - BDS</td>
<td>G</td>
<td>L Davenport</td>
<td>1 Nov 10</td>
<td>As above</td>
</tr>
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</table>
### MBBS

<table>
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<th>RAG</th>
<th>Owner</th>
<th>Required By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Results – MBBS</td>
<td>G</td>
<td>T Revest</td>
<td>1 Feb 10</td>
<td>Spec written, prototype built, data being prepared for testing and will be based on test data from MKS testing phase</td>
</tr>
<tr>
<td>Module Statistics - MBBS</td>
<td>G</td>
<td>T Revest</td>
<td>1 Feb 10</td>
<td>As above</td>
</tr>
<tr>
<td>Individual Student Performance - MBBS</td>
<td>G</td>
<td>T Revest</td>
<td>1 Feb 10</td>
<td>As above</td>
</tr>
<tr>
<td>Overall Student Summary – MBBS</td>
<td>G</td>
<td>T Revest</td>
<td>1 Feb 10</td>
<td>As above</td>
</tr>
</tbody>
</table>

### Other Areas

<table>
<thead>
<tr>
<th>Business Area</th>
<th>RAG</th>
<th>Sign Off</th>
<th>Delivery Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEB Report</td>
<td>G</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>ARCS to sign off</td>
</tr>
<tr>
<td>Pass List – Supplementary UOL &amp; QMW</td>
<td>G</td>
<td>W Appleby</td>
<td>23 Aug 10</td>
<td>Build in progress</td>
</tr>
<tr>
<td>Pass List – UOL</td>
<td>G</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>Signed off. Build to start</td>
</tr>
<tr>
<td>Pass List – Final UOL</td>
<td>G</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>Signed off. Build to start</td>
</tr>
<tr>
<td>Pass List – Research</td>
<td>G</td>
<td>R. Thompson</td>
<td></td>
<td>Awaiting sign off following some recent changes.</td>
</tr>
<tr>
<td>Pass List – QMW</td>
<td>G</td>
<td>W Appleby</td>
<td>3 Jun 11</td>
<td>Signed off. Build to start</td>
</tr>
<tr>
<td>Pass List – Final Medical</td>
<td>G</td>
<td>S Coker</td>
<td>3 Jun 11</td>
<td>Signed off. Build to start</td>
</tr>
<tr>
<td>Pass List – Dentistry</td>
<td>G</td>
<td>S Coker</td>
<td>3 Jun 11</td>
<td>Signed off. Build to start</td>
</tr>
<tr>
<td>Final Transcript - Std UG, PG and BUPT</td>
<td>G</td>
<td>W Appleby</td>
<td>2 Aug 10</td>
<td>Specified and built , and with ARCS for final approval Requires testing once approved.</td>
</tr>
<tr>
<td>Final Transcript - Std PG</td>
<td></td>
<td>W Appleby</td>
<td>2 Aug 10</td>
<td>Now been subsumed into Std PG</td>
</tr>
<tr>
<td>Final Transcript - BUPT</td>
<td></td>
<td>J Pallant</td>
<td>2 Aug 10</td>
<td>Now been subsumed into Std PG</td>
</tr>
<tr>
<td>Research Awards Task</td>
<td>G</td>
<td>W Appleby</td>
<td>27 Aug 10</td>
<td>Completed and signed off – docs in production</td>
</tr>
</tbody>
</table>
6.4. FINANCE AND FEES

A. Fees Generation
SITS will generate the fee for the student based on the fee profiles already set up in SITS. The Agresso interface will manage the payments.

B. Student Loan Company interface
In progress – nothing to report.

C. Agresso interface – SITS to Agresso
The specification has been discussed with the Agresso team. The CAS issue was highlighted and reported as a separate entry in this report.

D. Student bank details from SITS to Agresso
As C above.

E. Bursaries – staff management task (SLC)
Available to Bursaries staff for test processing of students.

F. Access to Learning Fund – Staff management task
Build in progress.

G. Access to Learning Fund – Student application task
Completed

H. Minor bursary fund – Staff Task
This has been subsumed into Bursaries staff management task.

I. Minor bursary fund – Student task – Tower Hamlets
Completed. With L Green and her team for further testing.

J. Minor bursary fund – Student task – UOL Fund
Completed. With L Green and her team for further testing.

K. Minor bursary fund – Student task – SMD Dean’s Benevolent Fund
Build 75% completed.

L. Bursaries – PGR
Appointments form completed. Ready for testing.

M. Exam Fee Registration
Subsumed into Fees Generation – a report to be run (see A above).

6.5. EXAMINATION SCHEDULING
Due for January 2011.
A. 7 Letters – in production.

B. Script Receipts Report – spec written, with ARCS for approval. Next stage is build.

C. Register of Attendance Report
   Spec written, build completed, waiting for sign off. Might require some minor modifications.

D. Invigilator Report Form
   Spec written, build completed. Waiting sign off from ARCS

E. Departmental Module Information Report
   Spec written waiting approval. Next stage, build.

F. Special Arrangements Report
   Spec written waiting approval. Next stage, build.

G. Exam Stationary Report
   Spec written waiting approval. Next stage, build.

H. Candidate List
   Spec written waiting approval. Next stage, build.

I. Invigilator Candidate List
   Spec written waiting approval. Next stage, build.

J. Exam Timetable Web Task
   Spec written waiting approval. Next stage, build.

   Base Table Data Set Up in SITS for full component testing, is currently being undertaken.

6.6. EXTERNAL REPORTING

A. HESES (Oct 2010)
   Set up continuing. Working in close association with Planning Unit. Good progress is being made.

B. HESA (Aug 2010)
   Set up of tables continuing with Planning Unit. Good progress being made.

C. TARIFF CALCULATOR (Oct 2010)
   Nearing completion – SISPT and PU both working closely together.

D. RAS (Aug 2010)
   Completed. Requires data to test.

E. RAE (REF)
   HEFCE have not yet published the specification for this.

F. DLHE (Aug 2010)
   Simple data extract. Spec passed to SISPT.
6.7. **DATA MIGRATION**

This can be divided into three separate sections:

A. **Student/Programme Migration**
   
   95% completed. Some additional data has been added. Ongoing process, eg Fee data being specified.

B. **Results/Modules Records Migration**
   
   First iterative test conducted and feedback sent to SISPT.

C. **Student Data Migration**
   
   95% completed. Some additional data has been added. Ongoing process, eg PBI data will need to be included

D. **CAS records migration**
   
   In progress.

E. **Studentships migration**
   
   Nothing to report.

F. **Qualifications migration**
   
   Nothing to report.

G. **ELQ Question/Answers migration**
   
   Nothing to report.

H. **Previous Card Requests**
   
   Nothing to report.

I. **Next of Kin Migration**
   
   Nothing to report.

J. **Research Supervisors records migration**
   
   Nothing to report.

K. **Data Protection Flags**
   
   Nothing to report.

6.8. **INTERFACES**

IT is re-considering dates in the light of increased workloads.
<table>
<thead>
<tr>
<th>Business Area</th>
<th>RAG</th>
<th>Sign Off</th>
<th>Delivery Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Link interface</td>
<td>G</td>
<td>J Holman SISPT</td>
<td></td>
<td>Live 2 Mar 10</td>
</tr>
<tr>
<td>Kinetics part 2.1: Main student interface data out of SITS interface</td>
<td>G</td>
<td>B Ashcroft</td>
<td>Aug 2010</td>
<td>From SITS to Kinetics SITS end is ready. Dependent on Kinetics being ready with appropriate codes supplied by SITS. C Hopkins to speak to K Burt to chase Kinetics to make the changes.</td>
</tr>
<tr>
<td>Kinetics part 2.2: Term time address interface back into SITS</td>
<td>G</td>
<td>B Ashcroft</td>
<td>Aug 2010</td>
<td>Spec written. Build underway (50%)</td>
</tr>
</tbody>
</table>
| SITS to RMS interface                 | G   | J Holman, Rh. Thompson | Aug 2010 | Rachel Wilson to supply specification to D Gold:
3 data feeds:
1. mapping of programme routes - info from B Hewitt - need to warn BH
2. student/supervisor relationship - D Pond mapped. D Gold build feed based on R Wilson work
3. basic student data feed - D Gold                                                                 |
| Building security Access Interface     | G   | J Holman          | Aug 2010      | Interface between Student Cards and Access System:
Main problem - Configuring Group 4 system to cater for SITS changes
R Wilson built most of the card but requires test environment which has been set up and R Wilson requires access to it.
High Risk – (Bob Hunt and Group 4)                                                  |
| Student Union interface               | G   | C Hopkins         | Aug 2010      | Waiting for SU to review spec                                                                                                        |
| Advice and Counseling interface       | G   | L SeQueira        | Aug 2010      | Interface
IT need to allocate resource                                                        |
|                                       |     |                   |               | Extraction of SRS functionality
IT need to allocate resource                                                             |
<table>
<thead>
<tr>
<th>Business Area</th>
<th>RAG</th>
<th>Sign Off</th>
<th>Delivery Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITS to IT services interface (library)</td>
<td>G</td>
<td>M Evans</td>
<td>Aug 2010</td>
<td>Near completion on the SITS end ITS section waiting for M Evans (importing into ITS).</td>
</tr>
<tr>
<td>IT services to SITS interface (library)</td>
<td>G</td>
<td>M Evans</td>
<td>Aug 2010</td>
<td>How user names relates to student ids. Requires discussion with M Evans.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CHopkins and JHolman need to discuss with M Evans. Migrated data contains several user names so difficult to know which ones to use within SITS as SRS is based on studyship and not the student. Possible that username associated with the primary course - possibly. C Hopkins and J Holman to discuss with M Evans.</td>
</tr>
<tr>
<td>SITS to VLE Mark Entry – SMD and English and Drama</td>
<td>G</td>
<td>W Boutcher</td>
<td>Aug 2010</td>
<td>See risk log for E&amp;D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>T Revest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant LDAP Interface</td>
<td>G</td>
<td>M Evans</td>
<td>Aug 2010</td>
<td>SITS generated applicant password and user name into LDAP tree. Not started. See above.</td>
</tr>
<tr>
<td>Resource Link – Staff Account Creation System</td>
<td>G</td>
<td></td>
<td></td>
<td>Data in SITS-PRS table missing information – eg usernames (1900 at last count). This will affect sign on to SITS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>There is supposed to be a link between IT Liaison and HR resource Link should be resolving this issue but there are still issues with the data.</td>
</tr>
</tbody>
</table>

### 6.9. PORTALS

A. **Student Portal**

   Nothing to report

B. **Staff Portal**

   Nothing to report.

### 6.10. OTHER WORK
A. **Data Dictionary and Reporting Tool**
   Continuing work on the data dictionary with close co-operation with planning Unit and IT (John Theo).

B. **E:vision Performance Testing**
   IT is currently working with the SISPT to set up data to undertake a load testing exercise. Tribal technical consultancy has been taken and recommendations to increase the number of application servers as well as changing them to a more scalable product is in progress.

C. **Communications**
   - **SIS all-staff newsletter**
     Delivered to members of staff.
   - **Website**
     We have updated ‘staff’, ‘news’, ‘training’, and the homepage to bring them up to date. More work is needed though for a complete overhaul, and this is in progress.
   - **Bulletin**
     A feature on training will appear in the May/June edition.
   - **Training communications**
     We are running an additional Academic Model training session this month for staff who could not or did not attend in April. This will appear in the next edition of e-Bulletin and on connect, and targeted emails for distribution have already been sent to Heads of Department, key SIS contacts, and those who sent apologies or did not attend for the previous sessions.
   - **Posters**
     We have turned the Queen Mary Student (student newsletter) features into posters, which Registry are displaying in and around areas where students have exams.
   - **In development**
     - Purpose-made posters for student areas;
     - June ‘Queen Mary Student’ article.
     - Website (ongoing);

D. **Training Plan/Time Line**
   Refer to 5.11 above.

E. **Post Go Live Support**
   No progress to report.

F. **UNICODE Upgrade**
   As of last week, Tribal does not require Unicode upgrade till 8.4.0.

G. **Advice and Counseling**
   SITS option – too late to prepare for August 2010.
Current functionality will be de-coupled from SRS and an interface built from SITS to it.

H. Oakleigh Consultancy – Departmental Analysis
2 respondents from SISPB concerning the report.

7. APPENDIX 1

Enrolment Deadline – new and returning students

Introduction
There is a College requirement to establish a final deadline by which both new and returning students must have enrolled (includes temporary enrolment) and for this deadline to be rigorously enforced.

Background
Last year Academic Board set the enrolment deadline as 3 weeks into term (the end of the second week of teaching 7th October 2009). This deadline was communicated (see attached e-mail) and enforced but due to delays in visa applications for a large number of overseas applicants the College extended the deadline for several programmes resulting in several different flexible deadlines for students and the re-issue of offer letters with revised dates. In most cases the deadline was not extended beyond 16th October but there were some cases of students enrolling at the end of October and early November. Departmental staff were permitted to approach Academic Deans for an extension to the deadline if there was a good reason and evidence of academic support to enable the student to catch up on missed work. In practice a lot of late applications and enrolments were approved that were at least in part due to a lack of sufficient action or co-operation on the part of both staff and applicants. A culture has grown within the College of ‘flexible deadlines’ that are simply not observed, recognised or adhered to.

There is a clear conflict between our duty of care to the student and maintaining academic standards and losing income by refusing entry beyond a certain date.

However, with the advent of tighter visa restrictions implemented by the UKBA, the level and nature of the reporting of non-enrolment information to the UKBA, and the implementation of new processes in SITS (particularly online module registration) it is now a pressing requirement to establish a clear deadline, beyond which Schools cannot accept new students and existing students must have re-enrolled and for this to be enforced throughout the College. The guidance on obtaining Highly Trusted Sponsor status intimates that institutions should have an enrolment date that is within one month of the commencement of study.

We will also need to establish a clear cut-off date for travelling to, and arriving in, the UK as it could be the case that the UKBA could sanction the College for enabling the arrival of an illegal immigrant if the student arrives and is turned away from the College.

It was previously the case that late-comers might have made a late application or have been offered a place on a programme close to the start of the term. With the visa process now more tightly managed by UKBA, it should be the case that fewer late applicants obtain visas in time for the start of the programme.

It is possible for students to complete online pre-enrolment overseas and there needs to be special consideration taken with how to manage students who have completed pre-enrolment but then arrive into the UK after the deadline under the assumption that they have completed pre-enrolment and are therefore entitled to enrol onto their programme of study.

Benefits and drawbacks
Introducing a clear and enforceable deadline for enrolment will benefit the College’s long-term relationship with the UKBA and protect our Highly Trusted Sponsor status. Loss of this status would have long-term far reaching consequences with the possibility of losing our right to sponsor overseas students to attend some of our programmes. Should we lose our HTS it is highly likely that this would arouse suspicion and lead to further audit of our Tier 4 licence.
A clear enrolment deadline is necessary to facilitate a range of reporting obligations to UKBA. We need for example to be able to report students who failed to enrol and in order to do this we need to have a clear fixed date to base the data on. UKBA will be monitoring our conversion rates very closely in accordance with our HTS (if our application is successful). We must therefore set a date which is allows us to avoid no shows if at all possible but that is also credible.

A clear deadline safeguards academic standards and our integrity as an institution. It also alleviates the need to employ additional support and resources to assist late arrivals that have already missed a significant proportion of work.

The potential loss of late-arrivals would lead to a loss in income for the College. This could be substantial if delays similar to last year occur due to the administration of visa applications.

It is important that this deadline is applied to both new and returning students. The latter are required to re-enrol at the start of each academic year and despite having several months to complete this task the importance is often ignored. While a returning student is on campus and not enrolled they are not insured under the College’s insurance policy presenting a significant risk to both the College and the student, particularly when you consider the nature of work undertaken in labs and SMD. Each year the registration of a number of students is terminated simply due to their failure to re-enrol but often Schools continue to allow the students to attend and plead for their re-instatement when it comes to the point of examinations.

Enrolment and re-enrolment forms our contract with the student and is the main opportunity for us to gain the information we need (or update it) in order that we can comply with UKBA requirements and meet our external reporting obligations to HESA and HEFCE. The importance of enrolment cannot be understated and yet there is very little enforcement in the College or support for members of staff in Registry charged with the task of completing enrolment for all students.

**Recommended action**

A senior-level decision is required on the setting of an appropriate enrolment deadline which would have to be enforced across the College. The recommended deadline for standard Autumn enrolments is 22nd October which allows students one month from the start of the enrolment period. Deadlines also need to be set for January and May starters. In addition to these main enrolment deadlines, a set of deadlines for pre-sessional programmes also need to be agreed. The deadlines proposed for pre-sessional final arrival dates are: 30th June for pre-sessional A, 28th July for pre-sessional B and 25th August for pre-sessional C.

This decision would have to be clearly enforced and Schools made aware of the consequences of allowing late comers to join after the deadline. This decision would have to be communicated to all Schools in good time.

The deadlines for enrolment and for travelling to the UK will need to be clearly communicated in admissions letters in order to prevent any misunderstanding by students.

Marie Campbell-Davies, Marlon Gomes, Helena Tkalez